Army Regulation 601–210

Personnel Procurement

Active and Reserve Components Enlistment Program

Rapid Action Revision (RAR) Issue Date: 4 August 2011

Headquarters
Department of the Army
Washington, DC
8 February 2011

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-210
Active and Reserve Components Enlistment Program

This rapid action revision, dated 4 August 2011--

- Implements the Don't Ask, Don't Tell Repeal Act of 2010 by deleting all references to homosexual conduct, to separation for homosexual conduct and to homosexual conduct being a bar to entry into the Army (deleted para 4-22*g*; rescinded paras 4-23*e* and 10-9*c*(8)).

- Make administrative changes (app A: marked obsolete forms and publications; corrected forms and publication titles; and corrected Web site addresses; glossary: deleted unused acronyms and corrected titles/abbreviations as prescribed by Army Records Management and Declassification Agency).

Headquarters
Department of the Army
Washington, DC
8 February 2011

*Army Regulation 601–210

Effective 8 March 2011

Personnel Procurement

Active and Reserve Components Enlistment Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation governs eligibility criteria, policies, and procedures for enlistment and processing of persons into the Regular Army, the Army Reserve, and Army National Guard 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 Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army civilians involved in recruitment activities or Reserve Officers' Training Corps/Simultaneous Membership Program management functions. Also, in case of conflict between this and other regulations establishing enlistment eligibility criteria, this regulation will take precedence and upon direction of the Secretary of the Army, certain requirements of this regulation will not be enforced during mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating 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 their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington DC 20310–0300.

Suggested improvements. Users 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 (DAPE–MPA), 300 Army Pentagon, Washington DC 20310–0300.

Committee Continuance Approval. The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 105 Army Pentagon, Washington, DC 20310–0105. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

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

*This regulation supersedes AR 601–210, dated 7 June 2007. This edition publishes a rapid action revision of AR 601–210.

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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), the Army Reserve (AR), and the Army National Guard (ARNG).

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

(1) Regular Army Delayed Entry Program (DEP) and on delayed status (DS).

(2) Army Reserve Delayed Training Program (DTP) and the DEP.

(3) Delayed Training Program and DEP are not applicable to the ARNG.

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, G–1 (DCS, G–1) will develop and maintain policy and programs for the RA, AR, and ARNG enlistments and exercise Army General Staff responsibility for policy governing ROTC, SMP, and the Army Civilian Acquired Skills Program (ACASP).

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

(1) Have control of enlistments under the AR Enlistment Program.

(2) Have responsibility for personnel actions pertaining to AR enlistments.

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

c. The Director, Army National Guard (DARNG) will—

(1) Control enlistments under the RC enlistment program for ARNG enlistees.

(2) Have overall responsibility for developing and maintaining policy and programs for Army National Guard of the United States (ARNGUS) enlistments.

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

(4) Organize and administer the submission of the National Agency Check with Local Agency and Credit Check (NACLC) for ARNG enlistments.

d. The Commanding General, U.S. Army Human Resources Command (HRC) will—

(1) Control enlistments under the RA Enlistment Program.

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

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

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

(2) Have final responsibility for personnel actions pertaining to DEP, DTP, and delayed military Service obligation (DMSO) enlistments.

(3) Organize and administer the submission of NACLC for RA and AR enlistments.

f. The Commander, U.S. Military Entrance Processing Command (USMEPCOM) will process 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 to attend the U.S. Military Academy Preparatory School (USMAPS). 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 (AD) for the duration of the school period. Failure to complete the course will result in discharge from Service with no Service obligation. Persons interested in attending USMAPS are advised to write the Commandant, U.S. Military Academy (USMA), West Point, NY 10996. Applicants must meet the eligibility requirements for attendance to USMAPS. Upon receipt of the approved applicant list, USMA Retention officials will prepare and complete the AR enlistment agreement using only 2 forms, DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States), as directed by HQDA (DAPE–MPA–RP). The original DD Form 4 series for enlistees will be sent to Commander, HRC, 1600 Spearhead

Division Avenue, Fort Knox, KY 40122. A copy will be provided to the Personnel Staff at USMAPS for administrative purposes. A copy will also be retained by the USMA Retention Office for their use.

1–6. Secretarial authority

a. Establishment of qualifications for enlistment. Except as specifically provided by law, establishment of qualifications for enlistment in the RA, AR, and ARNG 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 AD as a Reserve officer of the Army and was discharged as an RA enlisted member to immediately accept a temporary appointment as an officer of the Army;

(b) Is separated from AD 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 AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge; and

(d) Makes application for enlistment within 6 months after separation from AD 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) Reenlists within 90 days after removal from the TDRL.

(3) The ARNG applicants under 10 USC 312(a), provided they waive their exemption from militia duty.

1–7. Penalties for violating

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 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 Department of the Army (DA) civilians when proper.

1–8. Eligibility

a. All persons who process applicants for enlistment in the RA, AR, or ARNG 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, AR, or ARNG 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, conduct or administrative disqualification's contained in paragraph 4–22. 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 or ARNG 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 AD 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 an AR or ARNG member.

(4) Frequency of past relocations of residence.

(5) Applicants with spouse and dependent children who apply for waiver of the dependency restriction must thoroughly understand that responsibility for dependent children in no way lessens their obligations for satisfactory participation in the AR or ARNG and availability for mobilization.

1–9. Enlistment in any U.S. Armed Force by Army Reserve or Army National Guard members

a. Enlisted Soldiers of the AR or ARNG 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, ARNG, Individual Ready Reserve (IRR), Standby Reserve, or ROTC, to include SMP, who desire to enlist in the AC to include DEP or MSO delayed status, may enlist under paragraph 5–21.

c. The RC enlisted Soldiers of the AR and the ARNGUS who meet the criteria outlined in 10 USC 12686 (sanctuary period) will be processed by CDR, HRC, in accordance with paragraph 3–17*d*(4).

1–10. Army Reserve or Army National Guard membership

a. Personnel become enlisted members of the AR (Selected Reserve or IRR) or ARNG 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 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 CDR, HRC, 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 status 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 or ARNG is either statutory or contractual.

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

(2) *Contractual Service.* Each person who enlists or reenlists in a U.S. Armed Force 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 runs concurrently with all incurred statutory obligations. Following termination of all statutory obligations, any subsequent military Service is served according to the terms of the contractual agreement.

1–11. Valid enlistment or reenlistment agreements

a. DD Form 4. DD Form 4, together with appropriate annexes, is the only valid agreement that exists between the person and the DA for enlistment in the RA or the AR; or between the person and the National Guard Bureau (NGB) for enlistment in the ARNG. For continued RA, AR, or ARNG 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 or ARNG 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 the 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 offices offer testing, counseling, and selection of persons for occupational training, or employment. Opportunities in the Job Corps and Neighborhood Youth Corps are included.

b. Procedures. U.S. Army and ARNG recruiting personnel will work with State employment Services to make

satisfactory arrangements for providing data and assistance required. The CG, USAREC and DARNG issue 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 local State employment Service office.

(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 local office of the State employment Service of each applicant found unacceptable for enlistment if the person authorizes such referral. Referral procedures are outlined in chapter 2.

(7) Inform all applicants found unacceptable for enlistment of their reemployment rights and refer them to the local office of the State employment Service.

(8) Assist State employment Services in other mutually desirable ways.

Chapter 2
Enlistment in the Regular Army, Army Reserve, or Army National Guard 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, AR, or ARNG.

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 their 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, drivers license, 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 the station commander, first sergeant, company commander, operations sergeant, a guidance counselor, a commissioned officer, or an equivalent contracted personnel assigned within USAREC, or equivalent recruiting personnel assigned to the ARNG, unless otherwise posted. The station commander is authorized to certify education documents for enlisted purposes only. The station commander cannot certify the document to ship.

2–2. Basic eligibility criteria for all nonprior Service applicants

Persons who apply for enlistment in the RA, AR, or ARNG 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 AD 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 at least 17 years of age and has not passed their 42nd birthday. Applicants who are 17 years of age (have not reached their 18th birthday) require parental/guardian consent for enlistment through completion of appropriate sections of DD Form 1966 (Record of Military Processing–Armed Forces of the United States). All NPS RA applicants must ship to active duty not later than their 42nd birthday. All NPS RC applicants must be enlisted into their respective Reserve Component not later than their 42nd birthday.

(1) Recruiters will obtain parental consent for any applicant who has not reached their 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 or ARNG. 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 of the applicant (for example, by reason of divorce decree), then only that parent's consent is required. The recruiter will identify any 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 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.

(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 parent is deemed incapacitated, or absent at an unknown location for an indefinite period. If 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 an incarcerated parent, 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 parent(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 any 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 age include—

(1) Birth certificate.

(2) INS or USCIS Form N–550/551/570 (Naturalization Certificate).

(3) INS or USCIS Form N–560 or N–561 (Certificate of United States Citizenship).

(4) U.S. or foreign passport (expired or unexpired).

(5) DD Form 372 (Request for Verification of Birth).

(a) The only form authorized is the one issued by the Bureau of Vital Statistics.

(b) When a telephonic verification is done, block 12 will be signed by personnel receiving the information.

(c) If the form is faxed or taken to the vital statistics office, section I and III will be completed by recruiting personnel.

(d) Section II will be completed by the Bureau of Vital Statistics Department personnel.

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

(7) Foreign Service (FS) Form 545 (Certification of Birth Abroad of U.S. Citizen).

(8) FS Form 240 (Consular Report of Birth Abroad).

2–4. Citizenship

a. Under 10 USC 504, an applicant is eligible for enlistment if they are—

(1) A citizen of the United States.

(2) An alien who has been lawfully admitted to the U.S. for permanent residence (8 USC 1101(a)(20)). The requirement to obtain U.S. Citizenship within 8 years of enlistment in order to continue serving has been rescinded for the Active and RC of the Army.

(3) A national of the United States (8 USC 1101(a)(22)).

(4) A citizen (to include naturalized citizens) of the Federated States of Micronesia (FSM), Palau, and the Republic of the Marshall Islands (RMI). These applicants are not authorized a clearance.

(5) The SA has statutory authority to allow the enlistment of other persons not described above if such an enlistment is vital to the national interest. If the SA has exercised this authority, guidance on requirements will be available from DCS, G–1.

b. An alien who has been lawfully admitted to the United States for conditional permanent residence is also eligible for enlistment. However, if a Soldier should forfeit a conditional permanent residence status for any reason, the Solider is subject to separation proceedings in accordance with AR 635–200, paragraph 5–10, and any other requirements mandated by the Army for those Soldiers who are not lawfully admitted to reside in the United States.

c. 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 showing birth within the United States.

(b) INS or USCIS Form N–550/551/570 (Naturalization Certificate).

(c) INS or USCIS Form N–560 or N–561 (Certificate of United States Citizenship).

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

(e) DD Form 372.

(f) DS Form 1350 (Certification of Birth).

(g) FS Form 545 (Certification of Birth Abroad of U.S. Citizen).

(h) FS Form 240 (Consular Report of Birth Abroad of U.S. Citizen).

(2) *Permanent resident aliens.* Applicants must present their I–551 (Permanent Residence Card) showing that the person has been admitted to the United States for permanent residence. I–551 cards issued after 1989 are only valid for 10 years and must be renewed. Applicants with expired cards keep their permanent residence status; however, they must apply for renewal of their permanent residence status I–551 card and must obtain verification in the form of an original receipt from the U.S. Citizenship and Immigration Services (USCIS) indicating that the applicant has paid for an I–90 (Application to Replace Permanent Resident) renewal application prior to enlistment. Applicant must have a valid I–551 Card prior to shipment to training. Any I–551 card with an expiration date within 6 months of accession date must be renewed and be valid for at least 6 months after the applicant's accession date.

(3) *For nationals of the United States.* Nationals of the United States include persons born in American Samoa or Swains Island. A native of American Samoa is issued a birth certificate that indicates the village of birth followed by the words, "American Samoa." A U.S. national may also have a U.S. passport with a black bar over the word "citizen" inside the passport, indicating that the bearer is a U.S. national but not a U.S. citizen.

(4) *For Panamanians.* Under 8 USC 1403, any person born in the Panama Canal Zone on or after 26 February 1904 and before 1 October 1979, whose father or mother, or both, at time of birth of such person, was or is a citizen of the United States, is a citizen of the United States. Further, any person born in the Republic of Panama on or after 26 February 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 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 their U.S. citizenship by presenting one of the documents listed in paragraph 2–4*b*(1). If applicant does not possess any of these documents, the applicant should apply for the proper document under paragraph 2–4*c*.

(5) *For foreign nationals.* Unless the SA has invoked their authority to create an exception to 10 USC 504, foreign nationals must have proof of permanent residence (including conditional permanent residence) in order to enlist. However, statutory authority exists with respect to the enlistment of citizens from 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) FSM, Palau and RMI citizens may enlist; however, according to the Department of Defense Directive (DODD) 5200.2R, they will not be enlisted for any option, unit, MOS or program that requires 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 (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.

(6) *American Indians born in Canada.* Under the Jay Treaty of 1794 and the 1814 Treaty of Ghent (8 USC 1359), American Indians born in Canada who can prove 50 percent American Indian blood quantum are entitled to obtain permanent residence in the United States. Conducting recruiting activities in foreign countries, including Canada, is prohibited, however, unless such activities are specifically authorized. If an American Indian born in Canada seeks to enlist, that individual should be directed to obtain proof of permanent residence in the United States and once this proof has been obtained, may be processed for enlistment in accordance with the procedures for processing any other lawful permanent resident. Tribal cards and letters from tribal councils are insufficient proof that an applicant is eligible for enlistment.

d. Some persons born outside the United States (OCONUS) but who have U.S. citizen parents or grandparents may be U.S. citizens and be unaware that they are U.S. citizens. U.S. law provides that under certain circumstances, some persons may automatically become U.S. citizens by derivation through their parents or grandparents. These laws can apply if the U.S. citizen parent is an adoptive parent or a natural parent. If an applicant has a U.S. citizen parent or grandparent but does not have proof that they are a U.S. citizen, they should be referred to an attorney who can determine whether the applicant is a U.S. citizen.

e. Applicants who have lost their documents may obtain new documents in the following ways:

(1) Applicant who are United States citizens or nationals may apply to the nearest U.S. passport agency or through the procedures described at http://www.state.gov at the link for passport application requirements. No fee will be charged for FS Form 240 if application shows it is needed for U.S. Army enlistment. To obtain a replacement Certificate of Naturalization or Certificate of Citizenship, an applicant should visit http://www.uscis.gov and file Form N–565, application for a replacement certificate. Birth certificates for persons born in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, Swains Island, the Commonwealth of the Northern Mariana Islands, or the former U.S. Trust Territories of the Pacific Islands must be obtained from their respective offices of vital statistics. Panama Canal Zone birth certificates should be requested through the Vital Records Section of Passport Services as described on the State Department's Web site: http://www.state.gov.

(2) The alternate form to use for loss, theft, or non-receipt of original I–551 card is INS Form G–845 (Document Verification Request). This form may be obtained by the applicant from the local USCIS 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. Form G–845 may be used for enlistment purposes only and applicant must present a valid I–551 card in order to ship. An official Department of Human Services (DHS) stamp and initials are required in the status verifier block. All applicants using this form must also have a verifiable Government-issued picture identification (ID) such as a driver license, State issued ID, military dependent ID, high school, or college ID, or foreign passport. In order to be valid for enlistment, the following response (no exceptions will be authorized) from a DHS official in the G–845, section B will be accepted:

(a) This document appears valid and relates to the lawful permanent resident alien of the United States.

(b) This document appears valid and relates to the conditional resident alien of the United States.

f. Applicants enlisting into the RA/AR/ARNG holding dual citizenship with the United States and another country may enlist; however, they may not be enlisted into an MOS that requires a security clearance unless they already possess a security clearance.

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.

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) or 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 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 of DD Form 1966, remarks section.

2–6. Social security number

a. No person will be tested or processed for enlistment into the RA, AR, or ARNG without a social security number (SSN) or social security card.

b. The SSN will be the primary document used to verify the SSN. Social security printout commonly known as a SSA Number Identification (NUMIDENT) Printout may also be used to verify the SSN.

c. The 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 they meet 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 MOS requirements. All Tier 1 education must be verified using the force structure, address, and zip code realignment (FAZR) school database. If outside the battalion area, must be verified with the battalion operations within that area. All education credentials must be verified using the FAZR school database or ARNG equivalent list. If outside the recruiting battalion area, must be verified with the recruiting battalion operations within that area.

b. Education verification. The first sergeant, company commander, senior operations sergeant, senior guidance counselor, commissioned officer, education specialist, or equivalent contracted personnel assigned to USAREC or equivalent personnel assigned to the ARNG are authorized to perform telephonic or e-mail verification for enlistment into DEP/DTP or Recruit Sustainment Program (RSP). The telephonic or e-mail verification for DEP/DTP or ARNG 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, and the 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 or ARNG.

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/ARNG. 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 or ARNG. 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. A 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 the current authorized DEP/DTP period. Verification is required. Telephonic or e-mail verification is authorized for enlistment into the DEP/DTP or ARNG. Verification may be obtained, in writing, from school officials. Verification must state the projected date individual will graduate from high school.

(3) *Currently in high school (CIHS) (ED LVL code 9).* This applies to AR DEP/DTP or ARNG 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 or ARNG alternate training program entering initial AD for training (IADT) Phase I after completion of the 11th grade.

(4) *HSDG via Adult/Alternative 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 a 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 or program whose curriculum, course content, attendance and graduation requirements are in compliance with State and local school district policy. All charter school graduates will require a formal individual tier evaluation prior to enlistment.

(5) *HSDG via semester hours, quarter hours, or clock hours (ED LVL code 8).* A non-high school diploma graduate (that is, Tier 2 credential holder) who attended and completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited post-secondary institution. Credit earned through testing, adult education, assessment, military training, or high school equivalency preparation is not applicable. 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 the National Association of Credential Evaluation Services (NACES). Questionable institutions not listed will be submitted for verification to the USAREC Battalion education specialist or equivalent personnel within the ARNG. Foreign credentials must still be

evaluated per paragraph 2–7*f*. 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) *High school graduate, failed exit exam (ED LVL code F).* An applicant, who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s), must be at least 6 months beyond their high school completion date and must have a letter from a school official verifying that they met all the high school graduation requirements but failed the exit exam(s) and did not receive a high school diploma.

(7) *Degree credentials.*

(a) Associate 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 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 masters degree (ED LVL code R). A certificate conferred upon completion of additional academic requirements beyond the master 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) *Currently enrolled other than high school diploma (ED LVL code M).* An applicant who is currently enrolled or attending class in a Tier 1 adult education or college program other than a high school diploma and who is expected to graduate or attain the required credits within current term may be enlisted. Verification is required in the form of the statement from the school that the applicant is enrolled and must indicate the expected graduation or completion date.

(9) *HSDG via Completion of Job Corps Vocational Training Program (ED LVL C).* Any applicant who has completed at least 675 clock hours of post-secondary vocational technical training from the Job Corps operated by the Department of Labor and earned a general education diploma (GED) or other TIER 2 education credential will be considered an HSDG. Applicants must present a Job Corps Certification of Student Graduation and Completion of Vocational Training Form signed by the Job Corps center director and training director for verification. Job Corps students must be enrolled in Job Corps for a minimum of 60 days prior to enlistment.

d. Alternate high school credentials (Tier 2). Each of the following has separate USMEPCOM 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 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.

(2) *HSG 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 HSG. Applicants currently enrolled must provide letter to enlist as 11X.

(3) *HSG 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 meet one of the following criteria:

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.

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) A copy of the applicant's transcript(s) for all school grades completed is also required. 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 or equivalent members of the ARNG for further evaluation. If a decision cannot be reached at battalion level the educational Services specialist will send the packet through brigade to Headquarters (HQ), USAREC Education Division, Policy Branch or equivalent personnel of the ARNG for final approval/disapproval.

(e) Enlistment of home-schooled juniors and seniors is authorized. Transcripts and letter is required at DEP/DTP or ARNG enlistment. Diploma verification is same as used for traditional high school seniors. Applicants currently enrolled must provide transcripts and letter to enlist as 11H.

(4) *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.

(5) *High school certificate of attendance/completion or special education (ED LVL J).* Any applicant who received an attendance-based high school diploma or certificate, or a credential based on Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills, and post-school transition skills which differ from the traditional high school graduation requirements.

(6) *Other nontraditional high school credential (ED LVL code 5).* A secondary school credential issued for completing an alternative school or program that differs in course content and curriculum from a traditional high school diploma program. Schools or 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. This includes any applicant who completed at least 11 years of graded day high school and received a certificate for completion of a 6 month non-correspondence vocational-technical program.

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 in the same manner 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) Palau.

(10) Department of Defense Dependent School System.

(11) 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, AR, or ARNG.

i. Current school year withdrawals. If an applicant indicates that they withdrew from school during the current school year, they 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 their 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 DA 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.) To be eligible for enlistment, an applicant must meet 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, except for ACASP qualified applicants that require no prerequisite training.

d. Test score category (TSC) is used to determine enlistment in the RA, AR, or ARNG.

(1) TSC–I (Armed Forces Qualification Test (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. (Except 09L or 09C for ARNG.)

(7) TSC–V (AFQT 0–9) Not eligible to enlist. (Except 09L.)

2–9. Physical

a. Applicant is eligible for enlistment if they meet 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 or ARNG pending drug test results, except that 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 they are—

(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) The applicant is married and in addition to the spouse has three or more dependents under the age of 18. (Recruiting battalion commander may consider waiver.)

(2) The applicant is married and in addition to spouse has two dependents under the age of 18 and wife is expecting additional children. (Recruiting battalion commander or equivalent member of the ARNG may consider waiver.)

(3) The applicants processing as a husband and wife team and have one or more dependents under the age of 18. (Waiver will be considered.)

(4) The applicant has a spouse currently on AD or who is a member of a RC (excluding IRR) of the U.S. Armed Forces and has a dependent less than the age of 18. One Service member must have completed IADT. (Battalion commander or equivalent member of ARNG may consider waiver.)

(5) The applicant is without a spouse and has custody of at least one dependent under the age of 18. (Waiver will not be considered for RA.) See paragraph 2–10*b*(8), below, for RC.

(6) The applicant is without a spouse and is required by court order to pay child support for three or more dependents. (Recruiting battalion commander may consider waiver.)

(7) The applicant is married and required by court order to pay child support for one or more dependents from previous marriage or relationship and when added to dependents of current marriage, in addition to the spouse, has three or more dependents under the age of 18. (Recruiting battalion commander may consider waiver.)

(8) The applicant is without a spouse and has three or more dependents under the age of 18 and is accessing into

one of the RCs of the Army. (Recruiting Battalion Commander or equivalent member of the ARNG may consider a battalion level waiver to enlist.)

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) A spouse is incarcerated.

(c) A spouse is deceased.

(d) A spouse has deserted the applicant.

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

(f) The 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 1/2 of their support.

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

(3) Joint physical custody versus child support—

(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 a 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 their children to qualify for enlistment. Under no circumstances will any Army representative advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependent criteria of this regulation and that the Army's mission and unit readiness 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 three 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 or equivalent personnel in the ARNG.

(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 in accordance to paragraph (2), above, will be advised and required to acknowledge by certification that their intent at time of enlistment was not to enter into the Army, AR, or ARNG 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. Applicants 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 or ARNG. Consult with brigade judge advocate/USAREC Plans and Policies or equivalent personnel in the ARNG on questionable cases. In all cases where custody has not been clearly established, the burden of proof is with the applicant and may not be processed until the custody issue has been resolved.

e. Documents used 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 a USAREC or ARNG judge advocate.

2–11. Conduct 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 4–34 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. No applicants will be allowed to enlist or ship without a DD Form 369. Guidance counselors upon receipt of a tech check that lists a law violation(s) not previously disclosed will initiate match proceedings in accordance with USAREC Regulation 601–96. Recruiters will then be notified as to where they are required to run police record checks. If an applicant claims to have a charge off, minor non-traffic, or higher offense, then police record checks using DD Form 369 will be ran for the city, county, and state that the applicant has lived, worked, and attended school for the past 3 years. Police record checks using DD Form 369 are also required to be run in the city, county, and state where the applicant claims to have been charged with a minor non-traffic or higher offense regardless of how long ago the charge occurred.

(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 4–36).

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 or ARNG if a conduct 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 enlistment in the DEP/DS/DTP/ARNG.

(2) Applicants who claim no law violations or claim only minor traffic offenses are not required to have police record checks or court checks. However, police record check or court check must be obtained to verify disposition if applicant claims reckless, careless, or imprudent driving.

(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 or ARNG. 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 facilities.

(g) Juvenile correctional facilities.

(4) Applicants requiring a conduct waiver for any misconduct or major misconduct level offense, 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 facilities.

(g) Juvenile correctional facilities.

c. Telephonic police records check. Telephonic police checks are authorized by station commander, commissioned officers, company commanders, recruiting first sergeants, guidance counselor, recruiting battalion operations personnel, or equivalent contracted personnel assigned to USAREC or the ARNG. The person obtaining telephonic police records check will sign written report on 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 2–11*b*.

e. 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.

f. Sex offender check. A query of the National Sex Offender Public Registry must conducted on every applicant that processes for enlistment. If the applicant is a registered sex offender or required to register as a sex offender, enlistment is prohibited.

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. The 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). (Excludes IRR.)

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 or ARNG 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 or ARNG guidance counselor.

2–14. National Agency Check with Local Agency and Credit Check

All accessions require submission of an NACLC as part of their accession process. NACLC is required for SECRET and TOP SECRET eligibility on specific MOS and must be submitted prior to entry into training or assignment to unit. Fingerprint check results are required prior to entry onto AD or shipping to training or first duty assignment, unless results are present in Joint Personnel Adjudication System.

a. Live-scan fingerprint or FD 258 (Applicant Fingerprint Card) required as part of NACLC submission.

b. Documents required for NACLC include—

(1) Live-scan fingerprint or FD 258.

(2) SF 86 Data and—

(a) Authorization for release of information.

(b) Authorization for release of medical information.

(c) Applicant certification of information.

(d) Signature release of credit check.

c. Documents required for single scope background investigation (SSBI) include NACLC criteria and processing by the personnel security screening liaison.

d. Exceptions to the guidance above may be provided by CG, USAREC on a case by case basis.

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

AR 621–202 provides eligibility information for RA, AR, and ARNG Soldiers concerning participation in the Montgomery GI Bill (MGIB).

Section II
Enlistment Periods and Pay Grades

2–16. Authorized enlistment periods

a. The NPS applicants enlisting in the RA (10 USC 651(a)) and RC (10 USC 12103(d)) incur no more than an 8-year MSO.

b. Enlistment in the RA is authorized for a term of at least 15 months but not more than 8 years. A specific MOS may require a minimum term of Service.

c. Enlistment in the AR or ARNG 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, AR, or ARNG 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 ACASP.

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

(1) RA - date of enlistment on AD.

(2) AR - date of enlistment.

(3) ARNG - date of enlistment.

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 2–18*f*, by guidance counselor name and rank).

2–18. Enlistment pay grades for personnel without prior Service

This paragraph applies to DEP, DTP, or ARNG applicants.

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 private E–2 (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 private first class (PFC).

(5) Has attended any U.S. military Service academy or USMAPS 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 2–7*f* 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 2–7*f* and 2–20) may enlist at any time at pay grade PFC. Applicants with an associate 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 (see para 2–20).

(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 degree or higher (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 NSCADM 024 (Certificate of Advancement) 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) or the Sea Scout Quartermaster Award Certificate or the Venturing Scout Silver Award may enlist at any time at pay grade PV2, a combination of these awards to enlist at the pay grade of E–3 is not authorized.

(13) Has earned the Girl Scout Gold Award Certificate as a member of the Girl Scouts of America may enlist at any time at pay grade PV2.

(14) Has completed Army pre-basic training task list or ARNG Stripes for Skills as a non-prior Service member of DEP/DTP may enlist at any time at pay grade PV2.

(15) Is qualified under the ACASP may enlist at any time at pay grade SPC.

(16) Lacks documentation required for advanced promotion under this paragraph at time of enlistment, they 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 the date of enlistment in the RA or entry in IADT for AR or ARNG.

(b) Only colleges and universities listed in the AIPE, NACES, or foreign transcripts evaluated according to paragraph 2–7*f*, 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 DOR 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 the time of enlistment.

(d) Applicants who have college credit, but owe the college/university money and the school will not release official transcripts until all debts are cleared, must have a letter from the school official stating number of credits earned and the reason official transcripts are unavailable.

(e) 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 or ARNG RSP, 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 DOR will be the date the commander authorizes the promotion.

b. The referral program provides incentive for increased pay. Verification will be the responsibility of HQ, USAREC for all referrals. Only referrals received and verified prior to the date of enlistment in the RA or AR will affect the enlistment grade. 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 or ARNG, may enlist at any time at pay grade PV2.

(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 or ARNG, 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.

c. The applicant may enlist at pay grade PFC if they meet any 2 requirements in paragraphs 2–18*a*(2), (5), (6), (10), (11), (12), (13), or (14), or 2–18*b*(1) or (3). (For example, applicant has 24 semester hrs and provides one referral that enlist= PFC; this example combines paras 2–18*a*(6) and 2–18*b*(1)).

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 from one of the documents listed below. After verifying required documents for advanced promotion, guidance counselor must sign a DA Form 4187 (Personnel Action) that outlines the promotion authority and the pay grade authorized prior to shipping to IADT. This applies to those AR or ARNG

members who met an advanced promotion criteria after the initial date of enlistment and who are awaiting shipping to IADT. Additionally, after arrival at the reception battalion, if an error in entry grade is identified after review of a new Soldier's enlistment contract, the human resources specialists at all reception battalions are authorized to generate/authenticate a grade change in the Defense Integrated Military Human Resources Systems (DIMHRS) to provide the correct entry grade.

a. Education documents used to grant advanced or accelerated promotions must be listed in the AIPE or NACES. A guidance counselor, education specialist, operations NCO, first sergeant, commissioned officer, or equivalent contracted personnel assigned to USAREC, or the ARNG must verify documents. Verification must be annotated referencing authority for grade on DD Form 1966, remarks section.

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 training task list or ARNG Stripes for Buddies and referral verification form as identified by USAREC or the NGB.

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 (see para 2–7*c*(5)) and advanced promotion (see para 2–18) 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 or NACES. Semester hours or quarter hours earned through college test programs may be used for advanced promotion, but may not be used for enlistment purposes.

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, Army Reserve, or Army National Guard 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, AR, or ARNG. Qualifications apply to RA, AR, and ARNG 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, AR, or ARNG must meet eligibility criteria outlined in this chapter. The PS applicants also must meet requirements of options for which they are enlisting.

b. The PS definitions for RA, AR, and ARNG are as follows:

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

(2) For persons enlisting into the AR, applicants must have served 180 days or more on AD as a member of the U.S. Armed Forces. Applicants who are MOS qualified are considered as PS regardless of time on AD.

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 42 and the applicant can qualify for regular retirement with 20 or more years of active Federal Service by age 62.

b. Applicant is eligible for enlistment in the AR or ARNG if they are not less than 18 years of age and can qualify for retired pay by age 62. To be eligible for nonregular retired pay, an individual must meet eligibility criteria outlined in AR 135–180.

c. An applicant is exempt from age criteria outlined above and therefore is eligible for enlistment if they can qualify for retirement by age 62, does not have 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. Under 10 USC 504, an applicant is eligible for enlistment if the applicant is—

a. A citizen of the United States.

b. An alien who has been lawfully admitted to the United States for permanent residence, including a conditional lawful permanent resident.

c. A national of the United States (see para 2–4 for verification of citizenship).

d. A citizen of the Federated States of Micronesia, Palau, or the Republic of Marshall Islands (see para 2–4 for specific requirements).

e. Any other person if the SA has authorized the enlistment pursuant to the statutory authority under 10 USC 504 (see para 2–4).

3–5. Education

a. Applicant is eligible for enlistment if they are a high school graduate or higher level of education.

b. If applicant completes college-level courses to justify remaining in or advancement to higher grade, they will be enlisted in accordance with paragraph 2–18. Foreign credentials must be evaluated in accordance with paragraph 2–7*f*.

c. Verification for PS may also be accomplished through use of the DD Form 214. Glossary NPS and DOS must meet chapter 2 requirements.

3–6. Trainability

a. Applicant is eligible for enlistment if they have 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. ASVAB results (most recent) obtained from Defense Manpower Data Center (DMDC) may be used regardless of test date, provided all line scores are present.

c. The MOS aptitude area test score does not apply if enlisting in former MOS.

d. When using previous test scores, counselors must follow MOS guidance listed in DA Pam 611–21, as the ASVAB test has been revised several times and test score requirements will vary according to test date.

3–7. Physical

a. Applicant has completed Army basic training (BT) or IADT and meets medical retention standards (less weight) of AR 40–501, chapter 3, if enlisting within 6 months of release from AD. Current members of the AR and ARNG (except IRR) and having a physical that is within 5 years of application for enlistment onto AD may be processed and projected as "No Medical Required." Current active Service members of other Services enlisting onto AD with a physical that is within 5 years of application for enlistment onto AD may be processed and projected as "No Medical Required." All other applicants must meet the procurement standards of AR 40–501, chapter 2. If the applicant has 180 days or more of active Federal Service or they are MOS qualified and have been in the RC for 6 months after MOS qualification, they must meet height and weight standards in accordance with AR 600–9. If the applicant has 179 or fewer days of active Federal Service or have served in a RC less than 6 months, they must meet height and weight standards in accordance with AR 40–501, chapter 2.

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 RC or discharged from any component must meet the entry level physical profile serial code (numerical) and physical, upper, lower, hearing, eyes, psychiatric (PULHES) in accordance with DA Pam 611–21, chapter 10.

d. Applicant qualifies as indicated in chapter 5, section XIII, if they—

(1) Have been removed from the TDRL.

(2) Are 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, or ARNG 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.

j. Applicants that are current drilling members of any RC of the Armed Forces (excluding IRR) or are prior Service personnel of any Active Component of the Armed Forces and former members of any RC of the Armed Forces who will ship within 6 months of their separation date may be processed as follows:

(1) *Current drilling members.*

(a) If MEPS medical examination (DD Form 2808 (Report of Medical Examination)) is 24 months old or less, present copy of this exam and DD Form 2807–1 (Report of Medical History) along with DA Form 3081 (Periodic Medical Examination Statement of Exemption).

(b) If MEPS medical examination is older than 24 months, but was taken in the past 5 years of entry into a RC (excluding IRR), present copy of this medical examination along with the following:

1. DA Form 7349 (Initial Medical Review-Annual Medical Certificate).

2. DA Form 3081 (Statement of Exemption).

(c) If MEPS medical examination was not taken within 5 years of enlistment into a RC (excluding IRR), present the following:

1. Periodic examination (DD Form 2808 and 2807–1) from unit that is less than 5 years old.

2. DA Form 7349 (Initial Medical Review-Annual Medical Certificate).

3. DA Form 3081 (Statement of Exemption).

(d) Copies of medical exams must be scanned into the applicant's electronic records management (ERM) by the guidance counselor under Document Type "Medical." Guidance counselors will have Soldiers complete DA Form 3081 and scanned into the applicant's ERM under Document Type "Medical" and form name "Other Medical Document."

(2) *Former drilling members.* If these members are processing for enlistment within 6 months after separation, they must provide all documents reflected in paragraph 3–7*j*(c). If they are processing for enlistment after 6 months from separation, they must meet the standards (less weight) of AR 40–501, chapter 2.

(3) *Prior Service Regular Army applicants.* Those separated from the RA within 6 months will process using a DA Form 1811 (in accordance with para 3–7*e*). Those separated from any other active component of the Armed forces within 6 months will process using DD Form 2807–1 and DD Form 2808. Those processing after 6 months must meet the standards of AR 40–501, chapter 2. All prior Service to include "Glossary NPS" must meet the requirements of AR 600–9 regardless of medical standard used for qualification.

(4) Required physicals must indicate that the applicant has a valid physical profile (PULHES) for retention. Applicants must meet height and weight standards as prescribed in AR 600–9. Height and weight will be validated by the recruiting station commander (SC). If applicant exceeds table weight per AR 600–9, a body fat screening is required. DA Form 5500 (Body Fat Content Worksheet (Male))/DA Form 5501 (Body Fat Content Worksheet (Female)) will be executed and completed by any Commissioned Officer. This form will be placed into the applicant's enlistment packet by the recruiter and scanned into the applicant's ERM by the guidance counselor under Document Type "Medical" and form name "other Medical Document." All applicants are required to complete DA Form 3081 (Periodic Medical Examination (Statement of Exemption)).

(5) No portion of the medical exam will be completed by the MEPS for applicants scheduled under this process.

k. All Soldiers are required to have a completed physical prior to attendance at the Warrior Transition Course.

3–8. Dependents

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

b. An applicant meets dependency requirements of this rule if they—

(1) Have no spouse and no dependents.

(2) Have no spouse and is required by court order to pay child support for two or fewer dependents, regardless of grade.

(3) Have an entry grade of PV2 or below, is married, and in addition to the spouse has two or fewer additional dependents. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver.)

(4) Have an entry grade of PFC, is married, and in addition to the spouse has three or fewer additional dependents.

(5) Have an entry grade of SPC or above, is married, and is eligible to enlist without regard to number of additional dependents.

(6) Are an applicant whose spouse is a member of the AC or RC of any Service (excluding IRR), has one or more dependents under the age of 18, and the child (ren) was (were) a dependent while both applicant and spouse served or is currently serving simultaneously.

(7) Have no spouse, and has an entry grade of E–3 or above, and are required by court order to pay child support for three or fewer dependents.

c. An applicant does not met dependency requirements if—

(1) The applicant's spouse is a member of the AC or RC of any Service (excluding IRR), and applicant has one or more dependents under the age of 18. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver, provided applicant's spouse has completed IET.)

(2) The applicant has no spouse but has custody of one or more dependents under the age of 18. (RA Waivers will not be considered.) (For RC, see para 2–10*b*(8) for waiver approval/authority.)

(3) The applicant is processing as part of a husband and wife team and both are required to attend training at the same time, and have one or more dependents under the age of 18. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver.)

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

(1) The person is otherwise qualified for enlistment.

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

3–9. Conduct and other administrative criteria

See chapters 2 and 4.

3–10. Regular Army retention control point (not applicable to Reserve Components)

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

a. PV1–PFC, not more than 8 years AFS.

b. Specialist (SPC), not more than 10 years AFS.

c. Sergeant (SGT), not more than 15 years AFS.

d. Staff sergeant (SSG), not more than 22 years AFS.

e. Sergeant first class (SFC), not more than 24 years AFS.

f. Master sergeant (MSG)/First sergeant (1SG), not more than 26 years AFS.

g. Sergeant major (SGM)/command sergeant major (CSM), 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 chap 4 for waiver criteria and applicability).

3–12. Broken Service selective reenlistment bonus

The PS applicants last separated from the AC and who were separated 91 days to 4 years earlier and who hold an MOS with appropriate skill level may be authorized a broken Service selective reenlistment bonus (BSSRB) based on current military personnel (MILPER) message published by HRC at time of enlistment. Applicants must enlist within 48 months of separation to be eligible for the BSSRB. See paragraph 3–31 for eligibility and processing procedures.

3–13. Montgomery GI Bill

Any PS applicant who entered AD for the first time after 1 July 1985 in any Regular Component of the Armed Forces and who has not declined MGIB during their 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 AD, 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 AD for at least 24 continuous months are entitled to enroll in the MGIB. 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) or equivalent personnel in the ARNG 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 RA/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 AD as RA/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 and is otherwise qualified for reentry according to chapters 3 and 4 of this regulation. (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) That ROTC/RA officers do not have statutory entitlement to reenlist. Additionally, Soldiers who initially enlisted for a specific officer program (that is, initial enlistment program of Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT) for initial enlistment for direct appointment and did not receive an enlisted MOS) are also ineligible. 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 10 USC 3258, a person is NOT entitled to reenlist if they were discharged or released from AD (REFRAD) as an officer on the basis of a determination of any 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 pre-commissioning program that resulted in the Reserve commission held by that person during AD from which the person was released or discharged.

(f) A person must be separated as a regular enlisted member of another Service to enter on AD as an AR commissioned or warrant officer.

(g) The Soldier must have 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 CG, USAREC.

(6) Former officers who were separated from the Navy, Air Force, Marine Corps, or Coast Guard are not eligible for enlistment (waiver may be considered, approving authority CG, USAREC).

(7) Minimum documentation required is in chapter 4.

b. For AR or ARNG enlistment only, the following apply:

(1) Enlistment into the AR or ARNG 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 CDR, HRC. 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 their resignation is not unintentionally submitted.

(5) Paragraph 3–18 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 their 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.

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 years but not more than 6 years. A specific MOS may require a minimum term of Service. Term of enlistment will be 3 years for personnel that require no 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 active Federal Service will not exceed a total of 10 years. Waivers may be considered by CG, USAREC.

b. Enlistment in the AR or ARNG 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 or ARNG 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 years, 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. The PS applicants who were previously 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. The PS applicants 18 through 57 years of age with no remaining MSO who can qualify for retired pay by age 62 (see AR 135–180 for non-regular 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 chap 9, Program 9G. However, the enlistment period may not exceed the last day of the month in which the member attains age 60.)

e. The PS applicants 57 through 59 years of age who can qualify for retired pay by age 62 (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 62.

f. The 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, ARNG, and DOR will be determined per AR 600–20.

(1) Grade determination submitted to CG, USAREC will also be evaluated for enlistment eligibility.

(2) As required, grade determinations submitted to CG, USAREC will have all medical and any conduct 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, USAREC may consider waivers.

(4) All requests for grade determination in the grade SGT and above will be submitted to CG, USAREC for all PS persons in categories not qualified for consideration under paragraph 3–16.

(5) An applicant 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 CG, USAREC and the applicant has completed the appropriate NCOES leadership requirements or its equivalent. CG, USAREC will determine the MOS for retraining.

(6) Attempts will be made to enlist all PS applicants (regardless of component), to include Glossary NPS applicants, in their former MOS. If a PS applicant request retraining, they will be afforded the opportunity to retrain into a different MOS (new MOS will be based on the applicant's aptitude scores and the needs of the Army). This guidance will be followed until otherwise directed by DCS, G–1 (DAPE–MPA).

(7) Years of active Service must be verified from DD Form 214/DD Form 215.

(8) All applicants who enlist in the grade SGT or above must have an electronic verification approval for

assignment from CG, USAREC. 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.

(9) All applicants will have the authority for pay grade clearly annotated on the DD Form 1966—

(a) If CG, USAREC determined grade, enter "Enlistment Rank Authorized by CG, USAREC, dated YYMMDD, Grade E-x verified by (name, guidance counselor.)"

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

(10) 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.

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

c. 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 XIV). All Soldiers being removed from the TDRL must have a grade determination by CG, USAREC.

d. This regulation will not place a PS applicant in a more favorable enlistment grade than they otherwise would have been entitled to, if their Service had been continuous.

e. The following documentation is required to submit a grade determination:

(1) *For RA.*

(a) A memorandum prepared according to instructions in paragraph 4–30.

(b) DD Form 214, DD Form 215 from last enlisted/officer active Service, DD Form 220 (Active Duty Report), or NGB Form 22.

(c) DD Form 1966 and SF 86.

(d) A copy of applicant's U.S. Military Entrance Processing Command (USMEPCOM) PCN 680–3ADP 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 or ARNG.*

(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 PCN 680–3ADP or other authorized document that clearly displays applicant's ASVAB date and results.

(d) Letter from TPU acknowledging break in Service over 48 months. Letter must also state accepted grade, MOS, paragraph, line, and position number the applicant is being accepted into. If applicant is enlisting into an MOS that they have 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 their grade should be maintained.

(f) For determinations in the grade of SSG or higher, request must also include all Noncommissioned officer Education System (NCOES) completion certificates and any other supporting documentation.

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 (except para 2–18*a*(14)), if it is more advantageous to the applicant. Higher grade is not authorized for applicants who have been reduced in rank and discharged or a member of a RC. Term of enlistment will be a minimum of 3 years. 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 for E–4 and 8 years for E–1 through E–3. 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 without coordination with CG, USAREC. The following are criteria for eligibility:

a. A current member of a RC. If the applicant is a current member of a RC and has not been awarded a MOS and enlists within 12 months from the date released from IADT, the enlistment pay grade will be the grade held at the time of release from IADT. This does not apply if approval authority for release has promoted or demoted the applicant to a higher or lower grade. Applicant must produce a DA Form 4187 approving the promotion to the higher grade.

b. A former member of AC/RC Service and current member of the RC.

(1) If applicant was last separated from any component or is a current member of an RC in grades E–1 through E–3 with not more than 5 years AFS and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of military Service obligation, reduce one grade, but will not go below the grade of PV2 unless separated as PV1.

(2) If applicant was last separated from any component or is a current member of an RC in grade E–4 with not more

than 7 years AFS and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of MSO, reduce one grade.

(3) Applicants in grade E–5 and above must submit a formal request to CG, USAREC for grade determination assignment eligibility—

(a) If current MOS structure supports entry in former primary military occupational specialty (PMOS). Applicant was last separated from any component in the grade of E–5 and above and enlists within 48 months following separation, or is a current member of a RC; the enlistment grade will be E–5.

(b) If current MOS structure does not support entry in former PMOS (E–5/E–6). Applicant was last separated from any component in the grade of E–5 or E–6 and enlists within 48 months following separation, or is a current member of an RC, the enlistment grade will be the current grade held; however, applicant must accept retraining in the MOS provided by CG, USAREC.

(c) If current MOS structure does not support entry in former PMOS (E–7 and above). Applicant was last separated from any component in the grade of E–7 and above and enlists within 48 months following separation, or is a current member of an RC, and still desires to obtain a new MOS, will be reduced in grade/rank based on the business rules established by AHRC–EPF (Retention Management Branch). Applicant must accept retraining in the MOS provided by the CG, USAREC.

(d) Applicant's in grade E–5 and above enlisting more than 48 months from the date of separation or Military Service Obligation (MSO) will be reduced based on business rules established by AHRC-EPE (Retention Management Branch). Additionally, applicant may be required to accept retraining in the MOS provided by CG, USAREC.

(4) RC enlisted Soldiers of the AR and the ARNGUS who have attained 18 years Active Service in accordance with 10 USC 12686 (sanctuary period), and desire to serve in the RA, may be accessed by CG, USAREC. Grade determinations will not be conducted on RC Soldiers retained on AD under the provisions of 10 USC 12686. These Soldiers will be retained in the grade held at date of enlistment into the Active Army, unless properly promoted in accordance with applicable Army promotion board procedures.

c. A former officer.

(1) If applicant is a former officer and 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 a former officer without statutory entitlement to reenlist and is authorized to enlist under the provisions of paragraph 3–16, the enlistment eligibility and grade will be determined by the CG, USAREC or the DARNG for ARNG personnel.

d. Regular Army PS applicant with an MOS authorized a BSSRB. An RA PS applicant last separated with an MOS currently offering a BSSRB, if otherwise qualified and one of the following is met:

(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 CG, USAREC.

(2) The CG, USAREC must authorize enlistment and provide the appropriate level of bonus for applicants qualifying under these criteria. Bonus authority and amounts will be announced by HQDA or the DARNG and will be provided to all USAREC or ARNG activities.

e. Military Academy or Preparatory School. Applicants 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 for Reserve Component enlistment

a. Applicants enlisting in the RC 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 E–1 (PV1) through E–4 (SPC) is authorized to enlist at pay grade held at last discharge. Higher grade is authorized using paragraphs 2–18 (6), (7), (8), and (9), if it is more advantageous to the applicant. Higher grade is not authorized for applicants who have been reduced in rank and discharged or a member of any RC of the Armed Forces, to include the IRR.

(2) An applicant who is a former enlisted member of the Armed Forces in the grade of E–5 or higher who enlists within 48 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 November 1998 and elapsed time since discharge is 14 months, adjusted DOR is 1 January 2000. 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 E–5 through E–9 and who enlists after 48 months from last separation and have no remaining MSO will be enlisted one grade lower than the grade held at time of last separation. CG, USAREC or DARNG may consider waivers for former Soldiers in the grades

of E–6 through E–9. Commanders of recruiting battalions may consider waivers for former Soldiers in the grade of E–5.

(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 their 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 characterization of Service or by relief from AD for a purpose other than to await appellate review of a court-martial sentence, and enlists within 6 months after separation from AD in an officer status may enlist in the enlistment grade held prior to commencement of officer Service, without regard to grade vacancy. The DOR 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 para 3–18*a*(5)) will be determined by the authority listed in paragraph 3–18*b*(2). The DOR will be date of enlistment.

(7) Applicants who previously enlisted under the ACASP will have their grade determined in accordance with paragraphs 3–18*a*(1) and (2).

(8) An applicant who is a current drilling member of any RC of the Armed Forces (to include IRR), who enlist into the AR, will be enlisted in the current grade held regardless of NCOES in accordance with paragraph 3–16*e*.

b. Authorities for grade determination are shown below—

(1) Commander, Recruiting Battalion, or executive officer (XO), or equivalent members of the ARNG: Grade of E–5, when assignment is for a TPU of the Selected Reserve and enlists within 48 months.

(2) CG, USAREC or DARNG: Grades of E–6 through E–9, when assignment is for a TPU of the selected Reserve and is enlisting after 48 months of last separation.

(3) CG, USAREC or the DARNG: Grades of E–6 through E–9, when assignment is to the U.S. Army Mobilization Support Detachment (Reserve Components Personnel and Administration Center (RCPAC) Augmentation).

(4) Commander, Recruiting Battalion, or equivalent member of the ARNG personnel: Grades of E–5 through E–7, when assignment is to the IRR and the enlistment is accomplished within the continental United States (CONUS).

(5) CG, USAREC or DARNG: Grades of E–8 and E–9, when assignment is to the IRR and enlistment is accomplished within CONUS.

(6) CG, USAREC or DARNG: Grades of E–5 through E–9, when assignment is to the IRR and enlistment is accomplished outside the continental United States (OCONUS).

c. The appropriate approving authority may authorize enlistment in same 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 E–5 or above must remain in a TPU for a period of 12 months before considering a request to process for any AD component.

e. Applicants must understand that a grade determination approved for assignment to a RC is not a guarantee they will retain this same grade when enlisting in the RA. Applicants enlisting into a RC of the Army in grades E–5 through E–9 will have a grade determination submitted to CG, USAREC, prior to enlistment into the RA (see para 3–17).

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 Forces.

(1) *Evaluation of applicants.* Application for enlistment from former members of the U.S. 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 AR and ARNG 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 3–19*b*(1) during previous military Service must enter on IADT within 180 days after enlistment in the AR or ARNG and successfully complete WTC conducted by the Army. Soldiers who fail to attend WTC within 180 days after entry are required to return to MEPS to be rescheduled for this training. Members enlisting into the AR or ARNG that require WTC must be processed through the MEPS. Members that are required to attend WTC and retraining into a new MOS will attend WTC first. After completion of WTC, member will be scheduled to attend appropriate MOS training.

(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, AR, or ARNG 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 separation program designator (SPD) code can be obtained by writing the proper agency listed in paragraph 3–20*e* .

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 Veterans Administration (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 USMEPCOM 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 their 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 paragraph *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 Assignment Orders and Resource Systems to verify RC Service. This verification may be used when all other attempts to obtain documents have been exhausted.

(3) For both RA and AR applicants, if a 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 paragraphs *a* through *d*, below:

(a) Certified, true copy of copy 2 of DD Form 214.

(b) DD Form 220. 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. An applicant may not be able to substantiate their PS under paragraph 3–20*b*. If so, a request for verification of PS will be submitted to the USAREC Liaison Team located at HRC. Such requests will contain the following:

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

(2) 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 AR obligation.

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

e. Request for PS verification or IRR membership of applicants with an AR obligation will be made by telephone. Requests for PS verification of applicant without a Reserve obligation from all Services will be sent to: Commander, USAREC Liaison Team (RCRC–PPS–RL), 9700 Page Boulevard, St. Louis, MO 63132–5100, 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 (PERS–312), 9700 Page Boulevard, 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 (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 (Navy Reference Branch), 9700 Page Boulevard, 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 (6NCPMA), 9700 Page Boulevard, 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 Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(d) For applicants separated from active military Service and currently a member of a TPU of the ARNG or AR, request is sent to the applicant's ARNG or TPU commander. DD Form 368 (Request for Conditional Release from Reserve or Guard Component) 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 in paragraph 3–20*e*(4)(b).

(5) *For prior Air Force Service—*

(a) For applicants with a Reserve obligation, regardless of the length of time since separation, request is sent to: Commander (ARPC/DSMR), Denver, CO 80280–5000.

(b) For applicants without a Reserve obligation, request is sent to: Director, National Personnel Records Center, (6NCPMF), 9700 Page Boulevard, St. Louis, MO 63132–5100.

f. For an applicant enlisted in the RA when their last DD Form 214 is presented, or for an applicant enlisted in the AR when one or more of the documents listed in paragraph 3–20*b* 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 and before their 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 their personnel records will attempt to verify the PS claimed, but not substantiated, from the proper addressee in paragraph 3–20*c*. 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 they were discharged recently from the RA when, in fact, they 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 (see 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 their 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 years 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, and 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.
RE–1A, 1K, 1M, 1P, 2A, 2C, 2D, 2E, 2F, 2J, 2K, 2L, 2M, 2N, 2P, 2T, 2U, 2X, 2Y, 3B, 3C, 3D, 3E, 3K, 4, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, and 4N	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
R–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, and 4B	Applies to: Not eligible to reenlistment. Eligibility: Not qualified for enlistment.

3–22. Reentry codes and separation program designator, any component

The PS personnel who were released early to attend school or received SSB/VSI separation pay and received an SPD code of KCB, KCF, MCA, MCB, MCF, or KCA may enlist without RE code waiver. Personnel who enlisted in the AR who never shipped to IADT that subsequently were discharged for being an unsatisfactory participant may enlist without a waiver.

3–23. Determination of enlistment/assignment eligibility

a. The RA enlistment eligibility will be based on last discharge or separation. If the last period of Service was in RC (excluding IRR) qualification will be based on that separation/discharge.

b. The RC enlistment eligibility of a person who does not meet requirements shown in paragraph 3–23*b*, 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 RC (excluding IRR) qualification will be based on that separation/discharge. If an individual's last period of Service was in the IRR or discharged from the IRR, then they will require the same processing procedures as a prior Service who was discharged and required a waiver. However, if the applicant is currently in a TPU or member of ARNG for 6 months or more, or served in a TPU or ARNG after discharge from a regular component, no waiver is required. If an applicant has been in the TPU or ARNG less than 6 months, a waiver is required. Soldiers with the following RE codes are fully eligible for RC enlistment/assignment if last discharge was from the RA or other Services with the same reason and authority:

(1) RE–1, RE–1A, RE–1B, and RE–1C.

(2) RE–2, RE–2A, RE–2C, 3A, and 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 and other Service's separation authority.

(b) Separation code: KBK, KCC, KCF, KDM, LBK, MBK, MCC, MCF, and MDM.

3–24. Correction of Army reentry eligibility codes

The PS Army personnel will be advised that RE codes may be changed only if they are determined to be administratively incorrect. Applicants who have corrected 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.

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 USMEPCOM 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. The PS versus NPS reconciliation procedures attempt to identify whether a person being processed through a MEPS has had one 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 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 USMEPCOM 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's 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) will be notified.

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.

3–29. Administration for broken Service selective reenlistment bonus recipients

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 Re-enlistment Bonus Program

The objective of the BSSRB is to increase the level of mid-career 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 AD and who agree to enter the RA in that skill. This program does not apply to AR or ARNG personnel.

3–31. Criteria for eligibility

Soldiers with PS in an active component who enter AD 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 a break 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 AD must have been from the RA or other active component branches of the U.S. 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 3–37.

f. A Soldier must have had a BSSRB specialty and must have been performing duty in that skill at time of discharge or release from AD.

3–32. Broken Service selective reenlistment bonus zone criteria

a. Zone A. Soldier must have—

(1) Completed at least 17 months of continuous AD in the active component, but not more than 6 years of AD 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 AD.

(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 AD in the AC.

(2) Not previously received a zone B SRB.

(3) Held grade of SGT or higher at time of last discharge or release from AD.

(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 AD in the AC.

(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 AD 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 AD 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 AD 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. The BSSRB is authorized only for reenlistment for the purpose of resuming AD 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 AD 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. AD 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 AD is entitled to the BSSRB in effect on the date of entry on AD. Soldiers in the BSSRB Program will reenter on AD 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 on DD Form 1966 in the remarks section:

(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 Recruiting Brigade Operations and will have the information under paragraph 3–34*b* 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
Waivable and Nonwaivable Enlistment Criteria

Section I
Waivable and Nonwaivable Disqualifications

4–1. General

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

4–2. Conduct 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 must forward all waiver requests to the approval authority.

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 they have 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. When it is reported (either by visual sighting or annotated on the DD 2807–1/2808) through a tattoo, behavior, verbal or written communication, appearance, or gestures that an individual is or may be involved with an extremist organization, group, or gang, the following procedures will be used to determine eligibility:

(1) The commander must ensure from a series of direct and indirect questions that the applicant is in fact given fair assessment and determination without personal bias or predetermined outcome.

(2) A person who admits to or is determined to have been associated with or in a gang linked to criminal activity or an extremist group or organization will be questioned concerning their involvement. The whole person concept must be applied. Criminal background, commander interview, and potential for meeting Army standards must be reviewed. A member of any extremist organization will be denied enlistment. A member of a gang associated with criminal activity

will also be denied enlistment. Applicants denied entry will be reported to HQ USAREC (Policy). USAREC will publish a list of those denied so that other components/battalions do not enlist the individuals.

e. Suitability will be determined by the following:

(1) Applicants with a criminal history (regardless of disposition) or questionable conduct character, but because of dismissed charges, plea bargains, or release without prosecution, must have a suitability review for determination of enlistment along with a commander's list of recommendation. 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 offenses prior to any processing on all applicants (the appropriate review level is also noted):

1. Two or more misconduct offenses per figure 4–3 (see para 4–10) (Recruiting Battalion Leadership Team or equivalent member of the ARNG).

2. Combination of four or more non-traffic and misconduct offenses per figures 4–2 and 4–3 (see paras 4–9 and 4–10) (Recruiting Battalion CDR or equivalent member of the ARNG).

3. One or more major misconduct offenses per figure 4–4 (see para 4–11) or changes considered felonies under the local law, regardless of disposition (CG, USAREC or equivalent member of the ARNG approval).

4. Domestic battery/violence offense 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 their parent, step-parent, sister, or brother, regardless of disposition. (Recruiting Battalion Leadership Team or equivalent member of the ARNG, unless otherwise noted.)

5. Crime of domestic violence. An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home (CG, USAREC or equivalent member of the ARNG approval).

(b) Court documents are required for misconduct and major misconducts offenses.

(2) Any applicant who is denied enlistment because of questionable conduct character will have the denial information forwarded via e-mail to: USAREC–G3, RO Waivers or Enlisted Policy Section for member of the ARNG.

f. Applicants enlisting in the DEP/DTP/DS or ARNG who conceal any offenses that require a waiver will be discharged. All DEP/DTP/DS or ARNG 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 or ARNG who conceals offenses not requiring a waiver will be reviewed in accordance with the following:

(1) Applicants enlisting in the DEP (RA or AR)/DS who conceals an offense that does not require a waiver or USAREC review can be retained and authorized to ship by the Recruiting Brigade Commander.

(2) Discharge authority for DTP or ARNG Soldiers who fraudulently enlist is the same as approval authority authorized to retain AR or ARNG Soldiers.

(3) The brigade commander (may be delegated to brigade deputy commanding officer (DCO)) may grant an exception to retain a Soldier in the RA DEP who requires a waiver as a result of unintentionally concealed information. In the case of RC Soldiers, the first O–6 in the Soldier's unit of assignment's chain of command may grant the exception to retain the Soldier. The term "unintentional" is used to allow those cases in which an error or the FS admitted to an offense(s) but may have not used the technically correct term, or there were "stacked" charges (related to and part of the same offense) that was omitted unintentionally. This authority does not include any excuse such as "it was expunged, dismissed, dropped, my lawyer told me not to reveal or a judge told me I had no record," these excuses are not valid in that USAREC will require each applicant to acknowledge that they were not told to conceal offenses for these reasons, and the applicant will both in writing and verbally acknowledge they have not withheld any information based on these reasons. The brigade commander or DCO will determine if the applicant intentionally concealed information and if that determination is affirmative, then discharge must occur.

4–3. Submission of requests

Applicants applying for waiver of conviction or other adverse disposition will provide evidence of satisfactory rehabilitation and documents to support the waiver request.

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require an approval by the CG, USAREC (for RA and AR) or Chief, National Guard Bureau (CNGB) will be submitted via Guidance Counselor Resource Center (GCRC). Request for waivers and other actions that require approval by CG, USAREC or DARNG will be forwarded electronically. Every effort will be made to ensure capture of electronic record of waiver starting at the recruiting station level.

b. Waivers approved by CG, USAREC for enlistment may be used for enlistment in either the RA or AR, provided the individual is otherwise qualified.

4–4. Listings of disqualifications

a. When processing conduct 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 Policy Branch or equivalent level of the ARNG.

b. Typical offenses are as follows:

(1) If the maximum confinement under local law is 6 months or fewer, the offense should be treated as a other non traffic offense. If the maximum confinement under local law exceeds 6 months, but does not exceed 1 year, treat the offense as a misconduct offense. If the maximum confinement exceeds 1 year, treat the offense as a major misconduct. If the local law considers the offense a felony, then treat as a major misconduct.

(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.

c. Paragraph 4–22 lists nonwaivable conduct and administrative disqualifications. The following rules apply to conduct 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 U.S. Armed Forces are not qualified for enlistment (see para 4–12*b*). Questionable cases will be referred to USAREC Plans and Policy or Personnel Policy and Readiness Division, 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 4–23 lists nonwaivable disqualifying separations. Persons separated from any component of the U.S. Armed Forces, whose separation documents contain disqualifying RE codes or entries in paragraph 4–23, 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 will require a waiver.

b. Any applicant who was last separated or discharged from any component of the U.S. Armed Forces for medical reasons with or without disability for enlistment into the RA, AR, or ARNG will require a waiver.

c. Documents required for waiver consideration are—

(1) Applicant's current MEPS medical examination.

(2) DD Form 214 and DD Form 215, if applicable.

(3) USMEPCOM PCN 680–3ADP Form with test results reflected. (REDD Scores if PS).

(4) All reports of separation, discharge, or release from any Component of the U.S. 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), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Physical Evaluation Board (PEB) Proceedings).

(7) Evidence that the disqualifying condition no longer exists or justification for the waiver.

d. Approval authority for medical waivers is the CG, USAREC or Office of the Chief Surgeon for the ARNG. 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. Weight Standard: waivers will not be considered.

4–6. Civil court convictions/dispositions conduct waivers (other than major misconduct)

a. For disqualification, the approval authority is the recruiting battalion commander, acting commander, XO, or military personnel office (MILPO) for the ARNG. An adverse disposition will no longer include those that the only disposition was court costs or attorney fees imposed. A waiver is required for any applicant who has—

(1) Received five or more civil convictions or other adverse dispositions for minor non traffic offenses (see fig 4–2).

(2) Received two and no more than five civil convictions or other adverse dispositions for a misconduct offense (see fig 4–3).

(3) Received a total of five civil convictions or other adverse dispositions for a combination of minor nontraffic and misconduct offenses (one misconduct and four minor nontraffic offenses) (see figs 4–2 and 4–3).

(4) Received one conviction or other adverse disposition for one of the following offenses or major misconduct identified in paragraph 4–11:

(a) Received one 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. (Waiver may be considered if charged with multiple DUI offenses provided they occurred simultaneously.)

(b) Possession of marijuana or drug paraphernalia. (Waiver may be considered. Waiver may be considered if charged with both offenses provided they occurred simultaneously.) Negative development acceptance test (DAT) results must be obtained prior to approval of waiver.

(c) Solicitation for prostitution or prostitution.

(d) Domestic violence/battery against a non-Lautenburg victim (see para 4–2*e*(1)(a)4)).

b. For applicants applying for enlistment in OCS, approval is required from CG, USAREC, for enlistment in WOFT, approval authority is HRC on any cases involving the following:

(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 resulting in a conviction or other adverse disposition (OAD) that involves contributing to the delinquency of a minor, spousal or child abuse, any sex-related crime, or any offense under chapter 4 that is listed as a misconduct offense.

4–7. Major misconduct

a. A waiver is required for any applicant who has received a conviction or other adverse disposition for a major misconduct offense or any offense considered a felony under local law (see fig 4–4).

b. The approval authority is the CG, USAREC or CNGB. Applicants will incur a 24-month wait from the date of conviction prior to waiver processing.

c. The approval authority for applicants with any two of the following offenses is CG, USAREC or DARNG: DUI/DWI, possession of marijuana or paraphernalia, or positive DAT. (Waiver will not be considered until 2 years from the date of the last offense or date of positive DAT, unless other waiting periods apply throughout this regulation.

d. The Domestic Violence Amendment to the Gun Control Act of 1968 (18 USC 922) ("Te Lautenberg Amendment,") makes it unlawful for any person to transfer, issue, sell or otherwise dispose of firearms or ammunition to any person whom they know or have reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence. It is also unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to receive any firearm or ammunition that has been shipped or transported in interstate or foreign commerce. Enlistment of applicants with a qualifying conviction is prohibited and no waivers will be approved. Soldiers with a qualifying conviction will be barred from reenlistment and are not eligible for the indefinite reenlistment program. Soldiers in the indefinite reenlistment program will be given an ETS not to exceed 12 months from the date HQDA is notified of the qualifying conviction. Applicants who have enlisted in the DEP who are found to have a qualifying conviction will be separated from the DEP. For the purpose of this paragraph only, the following definitions apply:

(1) *Crime of domestic violence.* An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate relationship with the intent to make that place their home.

(2) *Qualifying conviction.* A state or federal conviction for a misdemeanor crime of domestic violence and any general or special court-martial for an offense that otherwise meets the elements of a crime of domestic violence, even

though not classified as a misdemeanor or felony. A qualifying conviction does not include a summary court-martial conviction or the imposition of nonjudicial punishment under Article 15, UCMJ. By DOD policy, a State or federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002, will be considered a qualifying conviction for purposes of this regulation and will be subject to all the restrictions and prohibitions of this regulation. A person will not be considered to have a qualifying conviction unless the convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel, and, if entitled to have the case tried by a jury, the case was actually tried by a jury, or the person knowingly and intelligently waived the right to have the case tried by a jury; and, the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense, or had civil rights restored; unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

4–8. Traffic offenses

See figure 4–1 for the typical traffic offenses.

TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	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.
135	Reckless, careless, or imprudent driving (when the fine is more than $300 or there is confinement). Court costs are not part of a fine.
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

Figure 4–1. Typical traffic offenses

4–9. Non-traffic offenses

See figure 4–2 for the typical non-traffic offenses.

NON-TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of $500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than $500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court (all offenses except felony proceedings).
216	Failure to appear, contempt of court (felony proceedings).
217	Failure to stop and render aid after accident.
218	Fare and/or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of $500 or less and no confinement).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of $500 or less and no confinement).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other non-traffic offenses not specifically listed.
249	Reserved for future use.
250	Reserved for future use.

Figure 4–2. Typical nontraffic offenses

4–10. Misconduct offenses

See figure 4–3 for the typical misconduct offenses.

MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
300	Assault, fighting, or battery (more than $500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm).
302	Concealment of or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).
305	Criminal mischief (more than $500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery and/or violence not considered covered by section 922 of title 18, United States Code (Reference (d)), hereafter referred to as the "Lautenburg Amendment").
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence (DUI).
310	Illegal or fraudulent use of a credit card or bank card (value less than $500).
311	Larceny or conversion (value less than $500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing to include e-mail of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia.
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a misdemeanor when the fine is $300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value less than $500).
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than $500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other misconduct offenses not specifically listed.
331	Reserved for future use.
332	Reserved for future use.

Figure 4–3. Typical misconduct offenses

4–11. Major misconduct offenses

See figure 4–4 for the typical major misconduct offenses.

MAJOR MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds (firearm).
409	Check, worthless, making or uttering, with intent to defraud or deceive (over $500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery and/or violence as defined in the Lautenburg Amendment. (Waiver not authorized if applicant was convicted of this offense.)
415	Embezzlement.
416	Extortion.
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).
418	Grand larceny or larceny (value of $500 or more).
419	Grand theft auto.
420	Hate crimes.
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of $500 or more).
422	Indecent acts or liberties with a child; molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426	Manslaughter.
427	Murder.
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).
429	Negligent or vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive devise to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent).
437	Sodomy.
438	Stolen property, knowingly received (value of $500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not specifically listed.
442	Reserved for future use.
443	Reserved for future use.

Figure 4–4. Typical major misconduct offenses

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.

c. Non judicial punishment under UCMJ, Art. 15 and military court-martial proceedings must be listed but will not count toward waiver thresholds; however, these will be considered toward the whole person concept.

4–13. Prior military Service

Any PS applicant enlisting from any Service with a separation or reentry code requiring a waiver (waiting period not otherwise covered in chap 4) may not process until 90 days has elapsed from separation date.

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, USAREC for RA and AR or CNGB for ARNG having approval authority unless otherwise noted below:

(1) In lieu of trial by court martial.

(2) Good of the Service.

(3) Lack of jurisdiction.

(4) Misconduct or major misconduct.

(5) Nonretention on AD.

(6) Personality disorder (CG, USAREC delegated to Command Surgeon or CNGB).

(7) Unsatisfactory performance.

(8) Unfitness.

(9) Unsuitability.

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 or CNGB, having approval authority:

(1) Concealment of an arrest conviction.

(2) Fraudulent enlistment.

(3) Entry-level performance and conduct.

(4) Failure to meet weight standards.

c. A waiver may be submitted at any time after separation if applicant was separated or discharged from any component of the U.S. Armed Forces for any of the following reasons to the recruiting battalion commander or MILPO for members of the ARNG:

(1) Alien not lawfully admitted to the United States (must currently meet citizenship criteria).

(2) Defective enlistment/reenlistment.

(3) Dependency (see para 4–13*g*(7)).

(4) Erroneous enlistment.

(5) Hardship (see para 4–13*g*(7)).

(6) Minority.

(7) Reduction in force.

(8) Under age.

(9) Unfulfilled enlistment agreement.

(10) Void service.

(11) Pregnancy.

(12) Uncharacterized separation.

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. The approval authority for such waivers is the CG, USAREC for RA and AR or CNGB for ARNG.

e. Applicants who were voluntarily separated for parenthood may be enlisted with a waiver approved by the recruiting battalion commander or equivalent member of the ARNG after a 6-month waiting period has elapsed. Involuntary parenthood separations may be enlisted after a 6-month waiting period with a waiver approved by CG, USAREC for RA and AR or CNGB for ARNG.

f. 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. The PS applicant must address reason for separation or discharge.

(3) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.

(4) DD Form 368, if required.

(5) DD Form 1966, SF 86, and recruiting battalion Conduct Waiver Worksheet.

(6) A copy of applicant's USMEPCOM PCN 680–3ADP or other additional documents that clearly displays ASVAB results and PULHES (or REDD Scores).

(7) If separated for hardship, parenthood 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 exists may also be used.

g. A waiver may not be considered until a 24-month waiting period has elapsed for applicants who have received a general discharge (under honorable conditions) for reasons that are not listed in paragraph *b* or *c*, above, or paragraph 4–16.

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 is required to have a waiver for enlistment. Recruiting battalion commander is approval authority.

b. Any applicant who, during their last period of Service, was AWOL or had lost time of 6 days or more except those who were otherwise fully eligible to re-enlist at separation, as indicated by their RE and SPD codes, is required to have a waiver for enlistment. CG, USAREC or CNGB is approval authority.

c. Any applicant who, during their last period of Service, was AWOL or had lost time for more than 30 consecutive days, regardless of the type of separation or RE code, is considered to be dropped from rolls, waiver not authorized.

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) or CNGB for ARNG.

b. Conscientious objectors are persons 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. The PS applicants who were previously conscientious objectors, but who are no longer 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 instructions in paragraph 4–28.

(2) DD Form 1966 and SF 86.

(3) For PS, DD Form 214, DD Form 215, DD Form 220, or NGB Form 22.

(4) Letters that substantiate a claim to this status; information as required by AR 600–43, appendix B; 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 PCN 680–3ADP or other authorized document that clearly displays applicant's ASVAB date and results.

e. The recruiting battalion will send the applicant's documents to CDR, HRC, Fort Knox, KY 40122. After review and determination, an advisory opinion will be given to CG, HRC for final approval or disapproval.

4–16. Reserve Component separations or transfers

a. 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.

b. 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, although a waiver is not required for enlistment in RA or RC after 6 months has elapsed from date of transfer to the IRR. For applicants that were not transferred to the IRR, a waiver may be submitted 12 months after date of discharge.

c. The approval authority is the CG, USAREC for RA and AR, or CNGB for ARNG.

4–17. Age

Waivers are not available for applicants who exceed the age criteria for enlistment into the RA (see para 3–3).

4–18. 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 or CNGB for ARNG unless a waiver is granted. The TPU commander will be notified of RC Soldier who tests positive for drugs so the Soldier can be processed for separation in accordance with appropriate regulatory guidance.

b. Waiting periods are required under the following circumstances:

(1) *Positive for marijuana and alcohol.*

(a) If applicant's first test is positive, they must wait 6 months from previous test date for retest. (Recruiting battalion commander or MILPO, ARNG is the approval authority.)

(b) If applicant's second test is positive, they must wait 24 months from previous test date for a retest. (CG, USAREC or CNBG is the approval authority.)

(c) If applicant's third test is positive, they are permanently disqualified.

(2) *Positive for cocaine or any other drug tested for (excluding marijuana).*

(a) If applicant's first test is positive, they must wait 1 year from previous test date for a retest. (Recruiting battalion commander is the approval authority.)

(b) If applicant's second test is positive, they are permanently disqualified.

c. The following documents are required for the submission of a waiver under this paragraph:

(1) A memorandum prepared according to instructions in paragraph 4–28.

(2) DD Form 1966 and electronic security screening questionnaire.

(3) A copy of current MEPS physical examination or USMEPCOM PCN 680–3ADP 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.

4–19. Dependents

a. Any applicant who does not meet the dependent criteria of this regulation, and a waiver is authorized by the specific paragraph requires a waiver.

b. The approval authority for dependent waivers is the CG, USAREC for RA and AR unless annotated otherwise or MILPO for ARNG.

c. The following documents are required for submission of a waiver under this paragraph:

(1) A memorandum prepared according to instructions in paragraph 4–28.

(2) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.

(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) Documentation to support advanced pay grade as prescribed in paragraphs 2–18, 3–17, or 3–18.

d. Single parent (RC only).

(1) Prior to the dependency waiver being approved, the applicant must have approved Family care plan and DA Form 5305 (Family Care Plan) as required by AR 600–20.

(2) The Family Care Plan must be validated and approved by the unit commander of the RC for which the applicant will be assigned prior to enlistment.

(3) Waiver code will be "dependent waiver."

4–20. 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. A surviving son or daughter refers to the only remaining son or daughter in a Family where the father, or mother (or one or more of the sons or daughters) served in the Armed Forces of the United States and because of the hazards with such military Service—

(1) Was killed or died as a result of wounds, accident, or disease.

(2) Is in a captured or missing-in-action status.

(3) Is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the military Services.

b. The approval authority is the CG, USAREC or CNGB.

c. The following documents are required for submission of a waiver under this paragraph:

(1) A memorandum prepared according to the instructions in paragraph 4–28.

(2) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.

(3) DD Form 1966 and electronic security screening questionnaire.

(4) Statement, signed by applicant, requesting that the surviving person designation be withdrawn. This statement also will acknowledge that—

(a) Applicant is available for worldwide assignment, including combat-zone assignment.

(b) Future requests for separation based on survivor status may or may not be honored.

(c) Future requests for reassignment based on survivor status will not be honored.

(5) A copy of applicant's USMEPCOM PCN 680–3ADP or other authorized document that clearly displays applicant's ASVAB date and results.

4–21. Personnel Reliability Program

a. Any applicant 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 Clearance Facility (CCF).

c. No formal documentation is required to be submitted, however, the USAREC 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 for the MOS, which may require additional exceptions or waivers.

4–22. Nonwaivable medical, conduct, and administrative disqualifications

The following disqualifications 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 conduct character.

d. Alcoholism.

e. Drug dependence.

f. Sexual perversion.

g. Deleted.

h. Person unable to present written evidence (official documents) of PS claimed, until such Service has been verified.

i. Person whose enlistment is not clearly consistent with interests of national security under AR 601–280.

j. Person retained on AD under AR 601–280 with annotation "not eligible for security clearance or assignment to sensitive duties, AR 601–280."

k. 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.

l. Person under civil restraint, such as, confinement, parole, or probation.

m. Subject of initial civil court conviction or adverse disposition for more than one major misconduct offense.

n. Person with a civil conviction of a major misconduct offense with any one of the following:

(1) Three or more offenses (convictions or other adverse dispositions) other than traffic.

(2) Applicants with juvenile major 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 paragraph 4–22*m*.

o. 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.

p. Person with 2 or more convictions/OAD within the 3 years preceding application for enlistment for driving while intoxicated, drugged, or impaired.

q. Confirmed positive result for alcohol or drugs (test administered at MEPS) (see para 4–18 for waiver procedures when retest is authorized and found to be negative).

r. Person with convictions or other adverse dispositions for 6 or more misconduct offenses that occurred prior to an application for enlistment.

s. Person with conviction/OAD of 2 or more separate charges of possession of any illegal drugs/drug paraphernalia within 3 years preceding application for enlistment.

t. Person with PS who incurs a major misconduct conviction during or after military Service.

u. Person with PS who has tested positive at MEPS for any drug use.

v. All applicants (officer and enlisted) who received a felony conviction for a sexual offense as listed below and in AR 27–10, chapter 24, are not eligible for enlistment or appointment. Further, personnel separated as a result of the convicted sex offender policy are not eligible to enter or reenter the three components of the Army. There is no grandfather clause to this policy. A review of the applicability regarding this regulatory provision to any applicant will be made by the USAREC Staff Judge Advocate (SJA) or the Senior Judge Advocate for ARNG. Applicants who are or have been listed on any Federal or State Sex Offender Registry may not enlist, no waivers are authorized.

(1) Rape.

(2) Carnal knowledge.

(3) Forcible sodomy.

(4) Sodomy of a minor.

(5) Conduct unbecoming an officer (involving any sexually violent offense, a criminal offense of a sexual nature against a minor, or kidnapping a minor).

(6) Prostitution involving a minor.

(7) Indecent assault.

(8) Assault with the intent to commit rape or sodomy.

(9) Indecent act with a minor.

(10) Indecent language to a minor.

(11) Kidnapping of a minor (not by a parent).

(12) Pornography involving a minor.

(13) Conduct prejudicial to good order and discipline or assimilative crime conviction (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor).

(14) Attempt to commit, conspiracy to commit, or solicitation to commit any of the offenses in paragraphs 1 through 13, above.

w. Persons with a conviction of murder.

4–23. Nonwaivable disqualifying separations or discharges

The following are nonwaivable 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 12731 through 12738, 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. **Rescinded.**

f. Desertion or dropped from rolls.

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. Person with a bad conduct, dishonorable discharge or discharged under other than honorable discharge.

o. 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.

p. Person barred from reenlistment by HQDA or ARNG and coded RE–4.

4–24. Prior Service applicants

a. The PS applicants must reveal all medical, conduct, and administrative disqualifications.

b. The RA applicants currently serving in a RC of the Army and had a medical and/or administrative waiver approved for enlistment into that RC may enlist into the RA without processing another waiver (appropriate waiting periods outlined in para 4–13 applies in all cases). The RC waiver approval documentation must be provided for enlistment. However, if an applicant received an RE–4 from the U.S. Army or an RE–4 or equivalent from another Service, then applicant is ineligible to enter the RA (waivers are not authorized for the RA or RC of the Army for such codes). If an applicant received an RE–4 or its equivalent from another Service that would have been ruled an RE–3 by the U.S. Army, treat the code as an RE–3. Questionable cases may be forwarded to HQDA (DAPE–MPA) for consideration. Further, RA applicants currently in a RC of all other Services that had a waiver approved for that RC must process a waiver for RA or RC enlistment.

c. The PS must reveal all law violations and list all UCMJ, Art. 15, courts martial convictions, and lost time.

(1) Those that occurred during and after the last period of Service in any component of the Armed Forces are considered current.

(2) Those that were not previously revealed are also considered current.

(3) When current charges meet waiver thresholds or when added to previously revealed charges raise waiver thresholds, all charges are considered current.

d. The 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 major misconduct-level offenses or RE codes were involved, a waiver is required for RA enlistment to the proper authority.

Section II
Administrative Instructions for Conduct and Administrative Waivers

4–25. General

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

4–26. Waiver disapproval authority

a. All levels will determine if a waiver request warrants favorable consideration. Commanders at levels below the approving authority, including the Recruiting Company Leadership Team or equivalent members of the ARNG, 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 non-medical waiver 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 or recruiting retention managers for ARNG 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.

4–27. 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.) Applicants 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 or CNGB for ARNG. Medical waivers are valid for the duration of the physical examination. Applicants who received a conduct waiver for enlistment into any component and were subsequently taken as a future Soldier loss must process a new waiver prior to enlisting.

4–28. 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 4–32 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 4–26. For dual

waivers requiring a conduct and medical waiver, the conduct 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 major misconduct offense.) Only the recruiting battalion commander or acting commander (on orders) may forward conduct waivers for convictions for major misconduct offenses. The CG or Deputy Commander of USAREC or CNGB may approve or disapprove USAREC, or ARNG equivalent level waiver requests. The CG, USAREC or DARNG may delegate to the Director or Deputy Director of Recruiting Operations the authority to act on administrative, dependency and other than major misconduct-level conduct waivers.

e. The following documents are required for submission of a conduct waiver under this paragraph:

(1) Police checks and court documents, as required. Police record checks are not required for traffic offenses.

(2) Documents from probation or parole officer that show applicant has satisfactorily completed probation or parole.

(3) Documents from correctional facility at which detained. Police record checks are not required for traffic offenses.

(4) Reference letter from employers for 1 year preceding application, schools attended in last 3 years preceding application (to include transcripts if currently attending college). If the applicant states that seeking a reference letter from an employer will jeopardize employment, a reference letter is not required. Each waiver request must explain all periods of unemployment of 3 months or more during the preceding year (not required for battalion-level waivers, unless the battalion commander requires it).

(5) Applicant's current MEPS medical examination for major misconduct level waivers

(6) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220, as applicable.

(7) DD Form 1966 and SF 86, section III, civil offenses.

4–29. Conduct standards

Acceptability for enlistment of persons who have records of court convictions or other adverse dispositions is based on conduct 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.

4–30. Rules governing processing of conduct waivers

a. All offenses, regardless of 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 example, the applicant requires a conduct 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 (see para 4–32*b*(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, 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 court-imposed suspended sentence or probationary status.

(4) *Later proceedings.* Later proceedings 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, AR, or ARNG enlistment of such an applicant may be required, and the underlying facts must be revealed.

4–31. Waiver reporting

A report on each category of accession waivers provided by each Army Component will be forwarded to HQDA (DAPE–MPA) not later than the 7th work day of each new calendar month.

a. Waiver categories include: medical, administrative (non-prior Service dependency and all RE code waivers), DAT (Drug and Alcohol) and conduct (non-traffic, misconduct, and major misconduct).

b. The waivers report will be structured according to guidance provided by HQDA (DAPE–MPA).

4–32. Waiting period

a. The waiting period provides the reviewing authority the ability to evaluate the extent of the applicant's rehabilitation. For PS personnel, waiting periods listed in paragraph 4–32*b*, 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 non-traffic offenses, unless a waiver is required. The CG, USAREC or CNGB 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 after period of civil restraint has been concluded may process or submit a waiver once all court ordered requirements are completed.

(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 they 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.

4–33. 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); or

(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 states 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 4–28.

(2) Police record checks as required by this regulation.

4–34. Pending charges-civil restraint

Recruiting personnel will not—

a. Take part directly or indirectly in release of a person from pending charges so that they 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 they 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 2–11*a*(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 conduct 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 on DD Form 1966, remarks section or attach a memo for record to the residual file indicating the result and the decision on the matter.

4–35. HQDA exceptions

Recruiting battalion commanders or CNGB for members of the ARNG may request, through their chain of command to DCS, G–1 (DAPE–MPA), exceptions for applicants who fail to meet conduct qualifications outlined in chapter 4 of this regulation. If an exception is approved for applicants with exceptionally meritorious cases, DAPE–MPA will authorize (in writing) USAREC or ARNG to process these waivers.

4–36. Unsupervised probation

a. Applicant may enlist if currently on unsupervised probation for offenses listed in paragraph 4–36*b*, below, 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 paragraph 4–8.

(2) Certain typical minor nontraffic offenses, as listed in paragraph 4–9. These offenses are limited to the following:

(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 an orchard.

(k) Vagrancy.

(l) Violation of fireworks law.

(m) Violation of fish and game laws.

(n) Violation of leash laws.

4–37. Waiver reporting

A report on each category of accession waivers provided by each Army Component will be forwarded to HQDA (DAPE–MPA) not later than the 7th work day of each new calendar month.

a. Waiver categories include: medical, administrative (non-prior Service dependency and all RE code waivers), DAT (Drug and Alcohol), and conduct (minor non-traffic, conduct, and major misconduct).

b. The waivers report will be structured according to guidance provided by HQDA (DAPE–MPA).

Chapter 5
Processing Applicants

Section I
General Information

An applicant is a person who applies voluntarily for enlistment in the RA, AR, or ARNG 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 their 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 English Comprehension Language Test (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 of 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 they do not meet enlistment criteria.

b. In no case will an individual be processed or enlisted into the Army before discharge, separation, or conditional release from branch another of the U.S. military.

5–4. Shared functions

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

a. The CG, USAREC or DARNG will—

(1) Determine final acceptability of applicants for enlistment (except for AR units outlined in para 6–9*d*).

(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 or ARNG 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 or ARNG guidance counselor located at the MEPS, administratively process all PS applicants for enlistment in the AR or ARNG before administering the oath of enlistment.

(6) Implement enlistment of PS applicants for enlistment in the AR or ARNG 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 or ARNG 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 USMEPCOM commander processes applicants and enlistees as prescribed in AR 601–270 and this regulation.

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, AR, or ARNG. 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 PCN 680–3ADP (Request for Examination).
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

The 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 3–6*b* 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 or the ARNG may administer or score tests (see para 5–7*I*).

c. Recruiter may advise applicants that commercial study guides are available.

d. An ASVAB information pamphlet 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 2 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 through HQ, USAREC to DCS, G–1 (DAPE–MPA).

f. The ASVAB production tests are given at either MEPS or their affiliated military entrance test (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. The 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 or ARNG and waiting shipment to IADT.

i. The most recent valid ASVAB score from either the enlistment or student-test program is the score of record for enlistment purposes.

j. 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 tests of neighbors, or work on a portion of the test other than the one being administered. Further, the use of cell phones, digital cameras, and any other electronic devices are not permitted during ASVAB testing. Such behavior will result in the applicant's removal from the test session and/or invalidation of test results.

k. 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.

l. 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

m. The scores of an invalidated ASVAB cannot be used for enlistment.

n. 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.

o. 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) or CNGB for ARNG.

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 their 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) The confirmation test will be administered at a MEPS.

(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. The ASVAB testing OCONUS and its territories or commonwealth is a Service responsibility. The Army must conduct testing in close coordination with HQDA, USMEPCOM, 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 TCO and establish a testing time satisfactory to all concerned.

c. The recruiter and TCO 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 TCO, is responsible.

d. The enlistment ASVAB will be administered by a Service TCO.

e. The Service TCO will furnish an unofficial score. Exceptions may be granted by USAREC Plans and Policy or DARNG 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 TCO 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 high school junior may be used for enlistment after the 17th birthday.

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 MEPS or MET site. If a recruiter is working with an applicant for enlistment who is in high school, the following applies:

(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 test.

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, TCO, assistant TCO, 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 and DD Form 2808 in their 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 or ARNG physical examinations will be valid for 2 years from the date of administration.

d. For applicants currently serving in any component (excluding IRR) physical examinations are valid for 5 years from the date of administration.

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. 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 or CNGB.

d. The 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." The approval authority for leave is the SGC or designated representative.

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. The NPS personnel will be assigned and sent to a U.S. Army Reception Battalion (USARECBN). Enlistees requiring 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.

b. For RA only, PS personnel—

(1) Will be required to attend BCT (IET) or the Army WTC. All PS applicants enlisting OCS or WOCS, regardless of component and have completed BT in their component, are not required to attend WTC.

(a) Applicants with PS in the Air Force, Navy, or Coast Guard, including their RCs, who have not completed an Army BCT or U.S. Marine Corps (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 BT/one station unit training (OSUT) and the advanced individual training (AIT) required for MOS.

(c) Cadets separated from the USMA 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 USMA should be forwarded to HQDA (DAPE–MPA).

(d) All PS applicants 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 RC (including the IRR).

(e) All PS applicants enlisting OCS or WOCS, regardless of component and have completed BT in their component, are not required to attend WTC.

(f) All PS applicants who were separated from the RA or USMC with over a 36 month break in Service at time of enlistment into any RC of the Army, will be required to attend WTC. Break in Service is defined as last period of Service to include IRR. Soldiers break in Service starts after MSO is completed.

(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 U.S. Air Force (USAF), U.S. Navy (USN), or U.S. Coast Guard (USCG).

(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 USAF, USN, or USCG).

(4) Who are required to complete AIT will be sent directly to the proper AIT location. (As an exception if, AIT is not conducted at an Army installation, 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 paragraph 5–18*b*(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. If assignment is to Europe, Middle East, Africa, Central America, or South America, the enlistee 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, enlistee may qualify for movement of dependents and HHG. Approval authority for movement of dependents is the 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.

c. For all enlisted personnel: To ensure compliance with the Child Soldiers Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict, Soldiers under age 18 will not be assigned on a permanent change of station (PCS) or deployed on temporary duty (TDY) or temporary change of station (TCS) to duty stations outside of CONUS, except Alaska, Hawaii, the Commonwealth of Puerto Rico, or territories or possessions of the United States. Commanders must take all feasible measures to ensure that Soldiers do not take a direct part in hostilities. Nothing in this policy limits the Soldier's inherent right of self-defense.

Section IV
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 (POWs) 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 POWs in the RA are processed as follows:

a. Under policy in effect at the time of enlistment application, a former POW may be qualified to return in their 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 CDR, 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 POW is not qualified for enlistment.

(2) The former POW is not qualified to enlist in their former pay grade and MOS.

(3) Applicant requests consideration not covered in this section.

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. Recruiters will 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 an 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 a physical) before obtaining RC conditional release. Applicants for AR enlistments, who are members of the RC of another U.S. Armed Force, must be processed under AR 140–10, chapter 9, and this regulation (see para 1–11*a*).

b. Enlisted RA members may not hold a reserve commission or warrant in an Armed Forces 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 their 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. It is the Soldier's responsibility to have these orders forwarded to them. A copy of the resignation letter will be retained in the Soldier's residual packet at the recruiting battalion concerned. Within 5 working days, guidance counselors will mail a copy of the Soldier's DD Form 4 and letter of resignation to: Commander, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122. 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 Reserve Component

When a participating RC member applies for enlistment, DD Form 368 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/ARNG (if a member of another RC). Clearance must be received from proper reserve authorities before enlistment (see para 5–21).

a. For members of units, DD Form 368 is sent to the member's unit commander. DD Form 368 is required for non-unit members. Send to appropriate control group. (HQ, USAREC, or CNGB will publish procedures for non-unit members.)

b. Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, they 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). Telephonic extensions authorized and must be annotated on the initially approved DD Form 368.

d. A Service member of the ARNG or the ANG may be released from the National Guard for transfer to the Army RA or AR only with the consent of the governor or other authority of the State, commonwealth, territory, or District of Columbia. Such consent must be recorded on DD Form 368.

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 they—

(1) Have successfully completed required IADT, has been awarded an MOS, and has been returned to their RC unit.

(2) Have received clearance from the appropriate approval authority for release.

(3) Have not been alerted for mobilization.

(4) Have not been notified of orders directing involuntary order to AD.

(5) Are currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.

(6) Are not currently serving on AD (includes IADT, AD for training (ADT), annual training (AT), AD support, AD for special work (ADSW), temporary tour of AD, 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) Are not within the 60-day period preceding effective date of orders to extended AD other than annual training.

(8) All Soldiers in the IRR or prior Service applicants who enlist in a TPU must remain in their reserve unit for a period of no less than 6-months before they will be authorized to enlist into the RA.

b. Members of the IRR who wish to enlist in the RA, including those in a MSO-delayed status, must meet criteria in paragraphs 5–21*a*(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 they—

(1) Have 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) Have obtained a DD Form 368 from the 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) Have not been alerted for order to AD under a Presidential call-up or a partial or full mobilization.

(4) Have not been notified of orders directing involuntary order to AD.

(5) Are 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 (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 enlists the RA or AR/ARNG, the guidance counselor handling the enlistment will notify the proper agency in paragraph 5–22*b* 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. The provision of follow-up 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 non-unit members, to the CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(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 (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 V
Special Processing for Enlistment of an the 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 an AR TPU is considered a PS applicant, but they are processed for enlistment in the AR under the special procedures outlined in this section. These procedures apply only to an ARNGUS Soldier transferring to an 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. 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.

b. 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.

c. Army Physical Fitness Test. The ARNG personnel records verify the Soldier has successfully completed the most recent Army Physical Fitness Test (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.

d. 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.

e. 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, they will be removed from USAR TPU participation on attaining the maximum years of total military Service per AR 140–10.

f. 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) Is 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) Has successfully completed IET and has been awarded a MOS.

5–25. Enlistment periods

a. The 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 MGIB, 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 ARNG Soldier enlisted under this section is dependent on the availability of the applicant's official ARNG file to the recruiting activity and the AR for accessing data. Where an ARNG 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 ARNG (and as a Reserve of the Army) on enlistment in the AR, and is not a request for a transfer action. The recruiting activity will obtain the complete official file from the ARNG.

b. The following documents will be obtained from the ARNG as certified copies and will constitute a complete official file:

(1) Enlisted record brief.

(2) DD Form 214.

(3) Most recent DD Form 4 or extension.

(4) DA Form 5500 or DA Form 5501 required if Soldier exceeds weight standards.

(5) Soldier's last promotion orders.

(6) Current physical that meets retention standards under provisions of AR 40–501.

(7) 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 scan the applicant's entire official ARNG file into ERM. DD Form 1966 and the pre-accession interview (PAI)/pre-enlistment interview (PEI) SF 86 will be electronically generated and signed in GCRC at time of AR enlistment. The AR enlistment agreement will be completed using the DD Form 4 and the GCRC Automated Annex and Addendums. After execution, the DD Form 4 will be scanned into ERM.

(2) Distributed will be as follows:

(a) A paper enlistment packet will not be mailed to CDR, HRC. The electronic record will automatically be transmitted to interactive Personnel Electronic Records Management System (iPERMS) and will constitute the official Soldier file. HRC as well as the AR unit, will access the Soldier record in iPERMS.

(b) All copies of the original DD Form 4 and the GCRC Automated Annex and Addendums, PAI/PEI, 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, the Soldier has not completed IADT, 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 PAI/PEI (SF 86).

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 ARNG.

(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 VI
Special Processing for Enlistments in Overseas Commands

5–27. General

This section prescribes policy 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 VII
Delayed Entry Program

5–30. General

a. The CG, USAREC is authorized under this section to—

(1) Organize and administer the Army Reserve Control Group (Delayed Entry) to which enlistees will be assigned.

(2) Enlist NPS applicants in the DEP with a maximum delay of 365 days as determined by the CG, USAREC.

b. Enlistments 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 including all MEPS processing, must be completed prior to reservation being made. Applicant must be processed in the same manner as if they 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 and MEPS commanders are delegated authority under AR 601–270 to—

(1) Implement DEP enlistments.

(2) Issue RA/AR orders.

b. The recruiting battalion commander is delegated 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 agreements authorized will be for terms of 2, 3, 4, 5, 6, 7, and 8 years. Variable Enlistment Length (VEL) is authorized for each term except an 8 year enlistment agreement. AR enlistment will be for a period authorized by the AR enlistment option.

c. The 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. The NPS enlistment in the DEP will be under chapter 2.

e. The PS enlistment grade will be determined by chapter 3, based on delayed status reservation date.

5–34. Processing procedures

a. The DEP applicants will be processed under chapter 5, sections I through VI.

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. The NACLC will be initiated on all NPS and PS applicants. PS applicants currently holding clearance eligibility are not required to submit NACLC.

e. If the Reservist is to be extended in the DEP, they 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 them that they forfeit rights to the original option. Also, they must acknowledge, in writing, that they have been advised of such forfeiture.

(6) For other valid reasons determined by the recruiting battalion or USAREC Commander.

b. The 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.

c. Additionally, the CG, USAREC may authorize a categorical extension program and approve individual extensions of not more than 90 days to persons enlisted under the DEP, who require time, in addition to the 365-day delayed entry period, to complete requirements for high school graduation. This approval authority may be re-delegated to a level no lower than a recruiting battalion commander.

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. The 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. (See AR 135–178, para 4–4, as authority for separation.)

c. The 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. The 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 they—

(1) Have 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) Refer to AR 601–210, paragraph 2–18, in the DD Form 1966, remarks section, if applicant is qualified for promotion.

(2) Place referral sheets in enlistment packet being forwarded to the reception battalion.

Section VIII
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 CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122:

a. Reassignment order.

b. Original DEP enlistment packet.

c. Member's official file, if available.

Section IX
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 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 X
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 for AR, for a combat-wounded veteran who was partially disabled as a result of wounds received in action while a member 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. Such requests will be accompanied by—

a. A MEPS physical examination.

b. A report of any subsequent and present treatment.

c. A report of X-ray, orthopedic, surgical, medical, or other consultations.

d. A 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 they can reasonably be expected to perform satisfactory Service with full consideration of their physical handicap. For 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 judgment, classification officer will analyze each primary or potential MOS proper for the applicant. The classification officer will then send their recommendation and applicant to the medical officer. A medical officer will make the final decision. They then will select an MOS which they consider can capably perform. Special consultation reports directed by the CG, USAREC or DARNG, 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 IDT, ADT, or AD.

(1) After obtaining disability waiver form 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, Defense Finance and Accounting Service (DFAS), 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, DFAS.

(3) The enlistee will be told that, on separation from military Service, they 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. Enlisted Record Brief. Proper assignment limitations will be recorded on enlisted record brief, as prescribed in AR 600–8–104.

b. DD Form 1966. The DD Form 1966 Remarks section will reflect assignment limitations.

Section XI
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 XII
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 their 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
Enlistments within 90 days of removal from the TDRL will be made without regard to basic enlistment qualifications for PS persons described in chapter 3 or disqualifications described 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 their 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 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 (see para 5–42). Include with waiver requests—

(1) DD Form 2808 and DD Form 2807–1.

(2) Copy of the PEB 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 their 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 (see para 5–51) or medical waiver (see para 5–53).

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 they may request consideration to next higher grade if they 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 them.

Section XIII
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 the SF 86 to ensure all questions, not just conduct questions, are reviewed with each 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 NACLC, the same as a U.S. citizen.

Section XIV
Applicants Injured or Ill During Processing

5–58. General

a. An applicant may suffer illness or injury at an Army or AR facility or MEPS while conducting 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, they or their 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, DFAS (FINCY–AB), Indianapolis, IN 46249.

b. Entitlement to payment of funeral and burial expenses is determined by the CG, HRC. Submit requests to CDR, HRC, Casualty and Memorial Affairs Directorate, Fort Knox, KY 40122.

c. Application for decision on entitlement to veteran benefits may be made to any VA assistance or regional office.

d. AR 40–400 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 ARNG.

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.

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 and programs

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 (with pay) 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) CIHS, 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 mos).

(2) CIHS, 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 mos).

(3) Non-high school graduate (NHSG); including those with GED and students currently in high school enlisted within 90 days of entry on IADT, are authorized up to 12 paid individual drill training periods (3 mos).

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 enlists 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 mos).

(2) With approval of the unit commander, a 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 mos).

(3) CIHS, 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 mos).

(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 mos).

(5) The NHSGs, including those with GED diplomas and students 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 mos).

(6) All NPS applicants enlisting in the AR with concurrent assignments to Control Group (AT) 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.

c. Standard training program.

(1) To enlist initially in the AR under the standard training program an NPS applicant must—

(a) Enter on IADT.

(b) Successfully complete a BT and AIT Program.

(c) Qualify in an MOS.

(2) Length of time that the person is required to remain on ADT depends on the MOS in which they are to be trained. However, minimum period of time required on IADT is 12 weeks (10 USC 12103(*d*)).

d. Alternate training program.

(1) To enlist under the alternate training program, applicant must enter on IADT to undergo the common BT program. On successful completion of BT, the member will be released from IADT. They will return home and commence training with the unit of assignment in a paid drill status. Within 1 year of the last day of separation from IADT (BT), the member again will enter on IADT to complete AIT for MOS qualification.

(2) The length of time the person must spend on IADT while undergoing AIT depends on the MOS in which they are to be trained. The minimum period of time on IADT (BT and AIT) must total at least 12 weeks for the person to be considered deployable.

(3) Unit status reports will reflect exact deploy ability status.

(4) The program is limited to applicants who—

(a) Cannot complete BT and AIT during one continuous IADT period because of school or seasonal employment.

(b) Enlist for 6 or 8 years in a TPU (8 x 0 or 6 x 2 option). The 4 x 4 and 3 x 5 options are not authorized with the Alternate Training Program.

(c) Meet basic eligibility requirements for enlistment under chapter 2.

(5) Applicants will be enlisted in either TPC (with or without pay) under paragraph 5–64. On return from first IADT (BT), the member will be placed in TPC Q. The TPC for the second IADT period (AIT) is U. On completion of the second IADT period (AIT), the member will be placed in TPC A.

(6) BT reservations will be made through REQUEST at the time of enlistment. REQUEST will identify MOSs available for this program.

(7) Both periods, BT and AIT are considered IADT. Time in grade for promotion to E2 begins on entry on to first ADT period (BT). Enlistees may not be promoted to pay grade E–2 until 180 days after entry into BT. Pay grade on initial enlistment will be prescribed in chapter 2.

(8) Between the two periods of ADT, the person will receive training in the intended MOS through supervised on-the-job training, exportable training packets, or AR schools. This training will not qualify the person for the MOS, but is intended to reduce AIT attrition on their return to the AD training base.

(9) AIT reservations for enlistees under this program will be requested from the guidance counselor by the unit commander as soon as possible but not later then 6 months after persons complete BT.

(10) Enlistees for this program may not take part in AT before completing BT. At the discretion of the unit commander enlistee may attend AT between the period of BT and AIT, provided it does not conflict with high school class attendance.

Section XV
National Agency Check with Local Agency and Credit Check

5–64. General

The CG, USAREC and DARNG will—

a. Organize and administer the NACLC and SECRET/SSBI submission program for accessions.

b. Coordinate with USMEPCOM and OPM for the administration, execution, and receipt of results for the NACLC, SSBI investigations, and fingerprint tech check.

5–65. Policy

DOD policy requires all accessions entering the RA, AR, or ARNG to undergo a NACLC investigation.

Section XVI
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, AR, and ARNG 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 sent to a civilian laboratory under contract to the Government for testing. First, the lab will use a screening test called "ELISA," sometimes 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 too expensive to 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 Test.

a. Upon notification from the lab of a positive Western Blot Test, MEPS will forward a registered letter to the individual telling them 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 (for example, 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 has a disqualifying medical condition and must be discharged as medical existed prior to Service (EPTS). This letter and the individual's 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, MEPS will send a second letter will be sent to the individual. This letter, with a fact sheet on HIV, will tell the individual they are 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, MEPS will send the recruiting battalion commander 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 and ARNG members, the training reservation will be cancelled and the MEPS letter of notification and the enlistee's records will be forwarded to the TPU and ARNG unit 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 individual 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 Form 2808 and return it to the guidance counselor. For "positive" results, the MEPS will annotate DD Form 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 USAREC. 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" or "Permanent medical disqualification-no medical waiver authorized." No mention of reason is authorized.

Section XVII
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 from an ineligible foreign individual, the individual will be advised 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 5–70 does not prohibit providing information to 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.

Section XVIII
Pre-Service Alcohol and Drug Testing

5–72. General
This section provides the administrative policy for the pre-Service 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 be tested for the presence of alcohol and drugs as part of their physical examination. 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 lawful 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 or ARNG 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. The 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 a confirmed positive lab result 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, AR, or ARNG members will be maintained in accordance with USAREC or ARNG regulations; however, cases involving separation for drug use will be maintained for not fewer than 3 years.

5–76. Military occupational specialty considerations
Any applicant who had a confirmed positive lab result and is subsequently qualified after the waiting period will not be authorized to enlist for any MOS, unit, or assignment that restricts enlistment because of documented misuse of drugs or alcohol.

5–77. Notification procedures
The MEPS will notify the Army liaison daily through the MIRS. 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 USMEPCOM regulations.

b. Applicants and enlistees may also be sent 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 (see 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 their 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 non-prior 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. Army Reserve 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 other MEPS, if necessary.

Section XIX
Active Enlistment Incentives (Not applicable to Reserve Components)

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 incentives 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, the 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 their own fault (voluntarily or because of any type of misconduct), fails to complete MOS

qualifications, they will not be paid the incentives(s) for the MOS. If not separated from the Army for administrative or disciplinary reasons, they will be retained and assigned on the basis of needs of the Army. They must serve the term for which originally enlisted. Some non-MOS specific incentives may be retained. The HQDA incentives message fully outlines the impact on incentives for Soldiers who fail to complete MOS training.

c. If a Soldier, through no fault of their own, is disqualified from or fails to complete training in the MOS for an incentive, they will be offered the options discussed below.

(1) To continue the current enlistment and to select another bonus for training. On satisfactory completion of training and award of the MOS, they will be entitled to the bonus for that MOS.

(2) To select training where space is available in any non bonus MOS for which qualified and complete the term of enlistment for the MOS selected. No bonus is granted in this case.

d. Disenrolled SROTC or USMA cadets, who are ordered to AD, are not eligible for any enlistment incentives.

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 AD will not change the Soldier's award level. Method of payment for incentives will be made according to the current message issued by HQDA (DAPE–MPA) and DFAS guidance.

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 USMEPCOM 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. The 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, Army Reserve, and Army National Guard

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

a. Notify the recruiting company concerned via ARISS of results of medical and mental tests and any other pertinent data on all applicants processing.

b. Review with applicant DD Form 1966, SF 86, and supporting documents for errors or missing data, and making corrections where applicable.

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; advise them of all other available options that would still meet the applicant's 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, 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, AR, and ARNG. Initiate and review 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 ensure Soldiers have the required source documents needed to establish appropriate entitlements or benefits at the reception battalion.

q. Ensure that applicants enlisting for any MOS, option, or assignment that requires security clearance, as outlined in QUALS (HRC ACCESS Database), are processed by the USAREC security interviewer. USAREC security interviewer must verify PS applicants hold the required security clearance for the desired MOS enlisting for.

r. For applicants requiring special extensive processing after MEPS mental or physical examination (for example, OCS or WOFT board, flight physical, band audition, or waivers)—

(1) Determine MEPS test and physical results and inform applicant of these results.

(2) Refer applicant back to recruiter and dismiss them from the MEPS.

s. Notify RC units, when former members are discharged or released for enlistment into the RA or AR per paragraph 5–24.

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 is 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 (MGIB). Ensure 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. The American Language Comprehension Placement Test (ALCPT) may be substituted when the ECLT is not available. Scores outlined for ECLT will apply for the ALCPT.

(1) The guidance counselor will inform those applicants who score 74 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 scoring 40–74 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 they must achieve a minimum ECLT score of 75. Chief, Mission Support Commander or designated representative at the Defense Language Institute English Language Center, Lackland, AFB, may grant exceptions as appropriate for Soldiers that score 70 to 74 and score a 1 plus in comprehension and 1 in speaking on the oral presentation interview (OPI).

x. Advise all enlistees of the importance of wearing eyeglasses to and during training. Counselor will discourage 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 is their duty to establish and maintain an account with a U.S. 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 in the Army. Further, the counselor will explain that applicants must establish such account in order to execute the appropriate forms at the servicing finance office upon arrival at the reception battalion.

z. Review all enlistment forms with the applicant to ensure they are signed by the applicant. The guidance counselor will sign the forms as the witnessing official.

6–6. Procedures applicable to Regular Army only

The 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. The enlistment annex will show applicant understands 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, paragraphs 3–49 and 3–50, is recommended for this counseling, regardless of the 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 and Army National Guard only

The 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 including Glossary NPS). Phase III of the Specialized Training for Army Reserve Readiness (STARR) Program is also considered a part of IADT.

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 IADT exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BT).

(2) Commanders may submit assignment requests against vacancies occurring in approved modification table of organization and equipment (MTOE) or tables of distribution and allowances (TDA) 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 Army is as follows:

(1) Women are authorized to serve in any enlisted specialty except those listed in DA Pam 611–21.

(2) Women may not serve in units or in positions in units below the brigade level whose primary mission is direct ground combat (see AR 600–13).

(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) The applicant has had PS and has no remaining statutory obligation.

(b) The 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) The 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) The applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting under AR 140–111, chapter 3.

(3) CG, HRC, 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 they are 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, military police detachments, 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 are established by 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 III
Military Entrance Processing Station Administrative Processing Phase

6–10. General

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

6–11. Duties of U.S. Military Entrance Processing Command personnel

The USMEPCOM 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 process DD Form 93 under policies and procedures set by USMEPCOM.

d. Conduct pre-enlistment interview fingerprint submission on all accession under policies and procedures set by USMEPCOM.

e. Administer Oath of Enlistment (see chap 6).

f. Obtain signature on confirmation of Oath of Enlistment on DD Form 4.

g. Make transportation arrangements (see chap 5, sec V).

h. Send enlistees to proper station. Return rejected applicants to place of tentative acceptance (DD Form 1966, section V).

6–12. 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. See figure 6–1 for a sample of a completed DD Form 1966 and instructions, below.

RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES
(Read Privacy Act Statement and Instructions on back before completing this form.)

OMB No. 0704-0173
OMB approval expires
Mar 31, 2010

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0173). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.

A. SERVICE PROCESSING FOR	B. PRIOR SERVICE:	C. SELECTIVE SERVICE CLASSIFICATION	D. SELECTIVE SERVICE REGISTRATION NO.
D A R	[ ] YES [X] NO NUMBER OF DAYS:	N/A	N/A

SECTION I - PERSONAL DATA

1. SOCIAL SECURITY NUMBER: 1 2 3 – 4 5 – 6 7 8 3
2. NAME *(Last, First, Middle Name (and Maiden, if any), Jr., Sr., etc.)*: DOE, JOHN THOMAS
3. CURRENT ADDRESS *(Street, City, County, State, Country, ZIP Code)*:
4. HOME OF RECORD ADDRESS *(Street, City, County, State, Country, ZIP Code)*:
5. CITIZENSHIP *(X one)*
   - [X] a. U.S. AT BIRTH *(If this box is marked, also X (1) or (2))*
     - [ ] (1) NATIVE BORN
     - [ ] (2) BORN ABROAD OF U.S. PARENT(S)
   - [ ] b. U.S. NATURALIZED
   - [ ] c. U.S. NON-CITIZEN NATIONAL
   - ALIEN REGISTRATION NUMBER *(If issued)*
   - [ ] d. IMMIGRANT ALIEN *(Specify)*
   - [ ] e. NON-IMMIGRANT FOREIGN NATIONAL *(Specify)*
6. SEX *(X one)*
   - [X] a. MALE
   - [ ] b. FEMALE
7. a. RACIAL CATEGORY *(X one or more)*
   - [ ] (1) AMERICAN INDIAN/ ALASKA NATIVE
   - [ ] (2) ASIAN
   - [ ] (3) BLACK OR AFRICAN AMERICAN
   - [ ] (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
   - [X] (5) WHITE
   - b. ETHNIC CATEGORY
     - [ ] (1) HISPANIC OR LATINO
     - [X] (2) NOT HISPANIC OR LATINO
8. MARITAL STATUS *(Specify)*:
9. NUMBER OF DEPENDENTS:
10. DATE OF BIRTH *(YYYYMMDD)*: 1 9 9 0 1 2 1 0
11. RELIGIOUS PREFERENCE *(Optional)*: NONE
12. EDUCATION *(Yrs/Highest Ed Gr Completed)*: 12/L
13. PROFICIENT IN FOREIGN LANGUAGE *(If Yes, specify. If No, enter NONE.)*: NONE — 1st: ; 2nd:
14. VALID DRIVER'S LICENSE *(X one)* [X] YES [ ] NO
    (If Yes, list State, number, and expiration date): MD, 567862, 2013/04/12
15. PLACE OF BIRTH *(City, State and Country)*: AUGUSTA, ME, USA

SECTION II - EXAMINATION AND ENTRANCE DATA PROCESSING CODES
(FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION - Go on to Page 2, Question 20.)

16. APTITUDE TEST RESULTS

a. TEST ID	b. TEST SCORES	AFQT PERCENTILE	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE
0 7 E	2010/02/25	6 8	5 6	5 5	5 3	5 3	5 3	5 7	5 2	4 9	5 3	5 3

17. DEP ENLISTMENT DATA

a. DATE OF ENLISTMENT - DEP *(YYYYMMDD)*	b. PROJ ACTIVE DUTY DATE *(YYYYMMDD)*	c. ES	d. RECRUITER IDENTIFICATION	e. STN ID	f. PEF
2 0 1 0 0 3 1 1	2 0 1 0 0 6 2 8	3	1 1 D 1 D 7 4 0 8	1 D 1 D	A A B T B

g. T-E MOS/AFS	h. WAIVER (1)	(2)	(3)	(4)	(5)	(6)	i. PAY GRADE	j. SVC ANNEX CODES	k. MSO *(YYWW)*	l. AD OBLIGATION *(YYWW)*
2 5 Q 1	Y Y Y						E 0 3	A	0 8 0 0	0 3 3 0

18. ACCESSION DATA

a. DATE OF ENLISTMENT *(YYYYMMDD)*	b. ACTIVE DUTY SERVICE DATE *(YYYYMMDD)*	c. PAY ENTRY DATE *(YYYYMMDD)*	d. MSO *(YYWW)*	e. AD/RC OBLIGATION *(YYMMWWDD)*
2 0 1 0 0 6 2 8	2 0 1 0 0 6 2 8	2 0 1 0 0 6 2 8	0 8 0 0	0 3 3 0

f. WAIVER (1)	(2)	(3)	(4)	(5)	(6)	g. PAY GRADE	h. DATE OF GRADE *(YYYYMMDD)*	i. ES	j. YRS/HIGHEST ED GR COMPL
Y Y Y						E 0 3	2 0 1 0 0 6 3 0	3	1 2 L

k. RECRUITER IDENTIFICATION	l. STN ID	m. PEF	n. T-E MOS/AFS	o. PMOS/AFS	p. YOUTH	q. OA	r. STATE GUARD
1 1 D 1 D 7 4 0 8	1 D 1 D	A A B T B	2 5 Q 1 0	2 5 Q 1 O	Y Y 0	N N	

s. SVC ANNEX CODES	t. REPLACES ANNEXES	u. TRANSFER TO (UIC)
B	A	W 0 U 6 7 A

19. SERVICE REQUIRED CODES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
P	F	C	3	0		T	D	C	H	F	V	3	0	A	0	0	1	D	I	0				

26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110

111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140

DD FORM 1966/1, MAR 2007 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 7.0

Figure 6–1. Sample of DD Form 1966

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 USC Sections 504, 505, 508, 12102; Title 14 USC Sections 351 and 632; Title 50 USC Appendix 451; and EO 9397 (SSAN).

PRINCIPAL PURPOSE(S): DD Form 1966 is the basic form used by all the Military Services and the Coast Guard for obtaining data used in determining eligibility of applicants and for establishing records for those applicants who are accepted.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to answer all questions on this form, except questions labeled as "Optional," may result in denial of your enlistment application.

WARNING

Information provided by you on this form is FOR OFFICIAL USE ONLY and will be maintained and used in strict compliance with Federal laws and regulations. The information provided by you becomes the property of the United States Government, and it may be consulted throughout your military service career, particularly whenever either favorable or adverse administrative or disciplinary actions related to you are involved.

YOU CAN BE PUNISHED BY FINE, IMPRISONMENT OR BOTH IF YOU ARE FOUND GUILTY OF MAKING A KNOWING AND WILLFUL FALSE STATEMENT ON THIS DOCUMENT.

INSTRUCTIONS

(Read carefully BEFORE filling out this form.)

1. Read Privacy Act Statement above before completing form.

2. Type or print LEGIBLY all answers. If the answer is "None" or "Not Applicable," so state. "Optional" questions may be left blank.

3. Unless otherwise specified, write all dates as 8 digits (with no spaces or marks) in YYYYMMDD fashion. June 1, 2005 is written 20050601.

DD FORM 1966/1, MAR 2007 Back of Page 1

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

20. NAME *(Last, First, Middle Initial)*	21. SOCIAL SECURITY NUMBER
DOE, JOHN THOMAS	123-45-6783

SECTION III - OTHER PERSONAL DATA

22. EDUCATION

a. List all high schools and colleges attended. *(List dates in YYYYMM format.)*

(1) FROM	(2) TO	(3) NAME OF SCHOOL	(4) LOCATION	(5) GRADUATE YES	(5) GRADUATE NO
200509	200706	Quincy High School	118 Main St, QUINCY, FL	X	
200809	201007	University of Maine at Augusta	46 University Drive, Augusta, ME		X

	YES	NO
b. Have you ever been enrolled in ROTC, Junior ROTC, Sea Cadet Program or Civil Air Patrol?		X
23. MARITAL/DEPENDENCY STATUS AND FAMILY DATA *(If "Yes," explain in Section VI, "Remarks.")*		
a. Is anyone dependent upon you for support?		X
b. Is there any court order or judgment in effect that directs you to provide alimony or support for children?		X
c. Do you have an immediate relative (father, mother, brother, or sister) who: (1) is now a prisoner of war or is missing in action (MIA); or (2) died or became 100% permanently disabled while serving in the Armed Services?		X
d. Are you the only living child in your immediate family?		X
24. PREVIOUS MILITARY SERVICE OR EMPLOYMENT WITH THE U.S. GOVERNMENT *(If "Yes," explain in Section VI, "Remarks.")*		
a. Are you now or have you ever been in any regular or reserve branch of the Armed Forces or in the Army National Guard or Air National Guard?		X
b. Have you ever been rejected for enlistment, reenlistment, or induction by any branch of the Armed Forces of the United States?		X
c. Are you now or have you ever been a deserter from any branch of the Armed Forces of the United States?		X
d. Have you ever been employed by the United States Government?		X
e. Are you now drawing, or do you have an application pending, or approval for: retired pay, disability allowance, severance pay, or a pension from any agency of the government of the United States?		X
25. ABILITY TO PERFORM MILITARY DUTIES *(If "Yes," explain in Section VI, "Remarks.")*		
a. Are you now or have you ever been a conscientious objector? (That is, do you have, or have you ever had, a firm, fixed, and sincere objection to participation in war in any form or to the bearing of arms because of religious belief or training?)		X
b. Have you ever been discharged by any branch of the Armed Forces of the United States for reasons pertaining to being a conscientious objector?		X
c. Is there anything which would preclude you from performing military duties or participating in military activities whenever necessary (i.e., do you have any personal restrictions or religious practices which would restrict your availability)?		X
26. DRUG USE AND ABUSE *(If "Yes," explain in Section VI, "Remarks.")* Have you ever tried, used, sold, supplied, or possessed any narcotic (to include heroin or cocaine), depressant (to include quaaludes), stimulant, hallucinogen (to include LSD or PCP), or cannabis (to include marijuana or hashish), or any mind-altering substance (to include glue or paint), or anabolic steroid, except as prescribed by a licenced physician?		X

DD FORM 1966/2, MAR 2007 Page 2

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

27. NAME *(Last, First, Middle Initial)*	28. SOCIAL SECURITY NUMBER
DOE, JOHN THOMAS	123-45-6783

SECTION IV - CERTIFICATION

29. CERTIFICATION OF APPLICANT *(Your signature in this block must be witnessed by your recruiter.)*

a. I certify that the information given by me in this document is true, complete, and correct to the best of my knowledge and belief. I understand that I am being accepted for enlistment based on the information provided by me in this document; that if any of the information is knowingly false or incorrect, I could be tried in a civilian or military court and could receive a less than honorable discharge which could affect my future employment opportunities.

b. TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	c. SIGNATURE	d. DATE SIGNED *(YYYYMMDD)*
DOE, JOHN THOMAS	SIGNATURE NEEDED	20100712

30. DATA VERIFICATION BY RECRUITER *(Enter description of the actual documents used to verify the following items.)*

a. NAME *(X one)*		b. AGE *(X one)*		c. CITIZENSHIP *(X one)*	
X	(1) BIRTH CERTIFICATE	X	(1) BIRTH CERTIFICATE	X	(1) BIRTH CERTIFICATE
	(2) OTHER *(Explain)*		(2) OTHER *(Explain)*		(2) OTHER *(Explain)*
d. SOCIAL SECURITY NUMBER (SSN) *(X one)*		**e. EDUCATION** *(X one)*		**f. OTHER DOCUMENTS USED**	
X	(1) SSN CARD	X	(1) DIPLOMA		
	(2) OTHER *(Explain)*		(2) OTHER *(Explain)*		

31. CERTIFICATION OF WITNESS

a. I certify that I have witnessed the applicant's signature above and that I have verified the data in the documents required as prescribed by my directives. I further certify that I have not made any promises or guarantees other than those listed and signed by me. I understand my liability to trial by courts-martial under the Uniform Code of Military Justice should I effect or cause to be effected the enlistment of anyone known by me to be ineligible for enlistment.

b. TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	c. PAY GRADE	d. RECRUITER I.D.	e. SIGNATURE	f. DATE SIGNED *(YYYYMMDD)*
Recruiter, Army	E07	1DA121777	SIGNATURE NEEDED	20100712

32. SPECIFIC OPTION/PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIGNMENT TO A GEOGRAPHICAL AREA GUARANTEES

a. SPECIFIC OPTION/PROGRAM ENLISTED FOR *(Completed by Guidance Counselor, MEPS Liaison NCO, etc., as specified by sponsoring service.)* *(Use clear text English.)*

	c. APPLICANT'S INITIALS
b. I fully understand that I will not be guaranteed any specific military skill or assignment to a geographic area except as shown in Item 32.a. above and annexes attached to my Enlistment/Reenlistment Document (DD Form 4).	JTD

33. CERTIFICATION OF RECRUITER OR ACCEPTOR

a. I certify that I have reviewed all information contained in this document and, to the best of my judgment and belief, the applicant fulfills all legal policy requirements for enlistment. I accept him/her for enlistment on behalf of the United States *(Enter Branch of Service)* ARMY and certify that I have not made any promises or guarantees other than those listed in Item 32.a. above. I further certify that service regulations governing such enlistments have been strictly complied with and any waivers required to effect applicant's enlistment have been secured and are attached to this document.

b. TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	c. PAY GRADE	d. RECRUITER I.D. OR ORGANIZATION	e. SIGNATURE	f. DATE SIGNED *(YYYYMMDD)*
Recruiter, Army	E07	1DA12777	SIGNATURE NEEDED	20100712

SECTION V - RECERTIFICATION

34. RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME OF ACTIVE DUTY ENTRY

a. I have reviewed all information contained in this document this date. That information is still correct and true to the best of my knowledge and belief. If changes were required, the original entry has been marked "See Item 34" and the correct information is provided below.

b. ITEM NUMBER	c. CHANGE REQUIRED

d. APPLICANT		e. WITNESS		
(1) SIGNATURE	(2) DATE SIGNED *(YYYYMMDD)*	(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) RANK/ GRADE	(3) SIGNATURE
SIGNATURE NEEDED	20100712	Recruiter, Army	E07	SIGNATURE NEEDED

DD FORM 1966/3, MAR 2007 Page 3

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

35. NAME *(Last, First, Middle Initial)*	36. SOCIAL SECURITY NUMBER
DOE, JOHN THOMAS	123-45-6783

SECTION VI - REMARKS

(Specify item(s) being continued by item number. Continue on separate pages if necessary.)

DD FORM 1966/5 ATTACHED? *(X one)*	YES	
	NO	X

SECTION VII - STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS

37. NAME CHANGE.

If the preferred enlistment name (name given in Item 2) is not the same as on your birth certificate, and it has not been changed by legal procedure prescribed by state law, and it is the same as on your social security number card, complete the following:

a. NAME AS SHOWN ON BIRTH CERTIFICATE	b. NAME AS SHOWN ON SOCIAL SECURITY NUMBER CARD

c. I hereby state that I have not changed my name through any court or other legal procedure; that I prefer to use the name of _____ by which I am known in the community as a matter of convenience and with no criminal intent. I further state that I am the same person as the person whose name is shown in Item 2.

d. APPLICANT

(1) SIGNATURE	(2) DATE SIGNED *(YYYYMMDD)*

e. WITNESS

(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) PAY GRADE	(3) SIGNATURE

DD FORM 1966/4, MAR 2007 Page 4

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

38. NAME *(Last, First, Middle Initial)*	39. SOCIAL SECURITY NUMBER
DOE, JOHN THOMAS	123-45-6783

USE THIS DD FORM 1966 PAGE ONLY IF EITHER SECTION APPLIES TO THE APPLICANT'S RECORD OF MILITARY PROCESSING.

SECTION VIII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT

40. PARENT/GUARDIAN STATEMENT(S) *(Line out portions not applicable)*

a. I/we certify that *(Enter name of applicant)* _____

has no other legal guardian other than me/us and I/we consent to his/her enlistment in the United States *(Enter Branch of Service)*

_____

I/we acknowledge/understand that he/she may be required upon order to serve in combat or other hazardous situations. I/we certify that no promises of any kind have been made to me/us concerning assignment to duty, training, or promotion during his/her enlistment as an inducement to me/us to sign this consent. I/we hereby authorize the Armed Forces representatives concerned to perform medical examinations, other examinations required, and to conduct records checks to determine his/her eligibility. I/we relinquish all claim to his/her service and to any wage or compensation for such service. I/we authorize him/her to be transported unsupervised to/from the Military Entrance Processing Station via public conveyance and to stay unsupervised at a government contracted hotel facility.

b. FOR ENLISTMENT IN A RESERVE COMPONENT.

I/we understand that, as a member of a reserve component, he/she must serve minimum periods of active duty for training unless excused by competent authority. In the event he/she fails to fulfill the obligations of his/her reserve enlistment, he/she may be recalled to active duty as prescribed by law. I/we further understand that while he/she is in the ready reserve, he/she may be ordered to extended active duty in time of war or national emergency declared by the Congress or the President or when otherwise authorized by law, and may be required upon order to serve in combat or other hazardous situations.

c. PARENT		
(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) SIGNATURE	(3) DATE SIGNED *(YYYYMMDD)*
d. WITNESS		
(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) SIGNATURE	(3) DATE SIGNED *(YYYYMMDD)*
e. PARENT		
(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) SIGNATURE	(3) DATE SIGNED *(YYYYMMDD)*
f. WITNESS		
(1) TYPED OR PRINTED NAME *(Last, First, Middle Initial)*	(2) SIGNATURE	(3) DATE SIGNED *(YYYYMMDD)*

41. VERIFICATION OF SINGLE SIGNATURE CONSENT

DD FORM 1966/5, MAR 2007 Page 5

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

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 recruiters nine digit SSN.
e. STN ID. Station Identification, example: 3T2C.
f. 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-O, 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-O, 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-5, TPU-2, IRR-1); 0—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.
g. 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.
h. 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 Martial;GGG—Declination; HHH—Dependents; III—Sole Parent; JJJ—Hardship Discharge;

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

KKK—Felony; LLL—Minor Non-traffic; MMM—Minor Traffic; NNN—Misdemeanor; 000—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.
i. 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.
j. SVC ANNEX CODES. Enter Code A. Delayed Entry Program Annex to enlistment contract.
k. MSO. Military Service Obligation. Enter years and weeks.
l. AD OBLIGATION. Active Duty Obligation. Enter years and weeks.
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. MSO. Military Service Obligation. Enter years and weeks.
e. AD/RC OBLIGATION. Active Duty/Reserve Component Obligation. Enter years, months, weeks and days.
f. WAIVER. Same as 17h.
g. 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.
h. DATE OF GRADE (YYYYMMDD). Enter date as entered on active duty for NPS. PS will have date adjusted at first duty station as appropriate.
i. ES. Entry Status. Enter 3.
j. 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.
k. RECRUITER IDENTIFICATION. Enter recruiters nine digit SSN.
l. STN ID. Station Identification, example: 3T2C.
m. PROGRAM ENLISTED FOR. See 17f.
n. 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.
o. 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.
p. 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).
q. OA. Option Analyst. Enter 00.
r. STATE GUARD. Enter 2 digit alpha character for state abbreviation. Example: FL for Florida.
s. SVC ANNEX CODES. Enter Code B. Accession annex to enlistment contract.
t. REPLACES ANNEXES. Enter Code A. Delayed Entry Program Annex to enlistment contract.
u. TRANSFER TO (UIC). Enter 6-digit "UIC" for reception battalion where NPS enlistee is transferred on enlistment for active duty. For AR enter unit "U IC."
19. SERVICE REQUIRED CODES. Complete as required.

Figure 6–1. Sample of DD Form 1966 and instructions–Continued

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.
27. NAME. Self explanatory.
28. SOCIAL SECURITY NUMBER. Self explanatory.
SECTION IV.
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. Sample of DD Form 1966 and instructions–Continued

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, AR, or ARNG 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 and sends applicant to the 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 the 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 (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 Form 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 RA, AR, or ARNG 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 CDR, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA, and the CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, for AR or C, NGB for ARNG. 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.

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 their 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 is rejection for enlistment.

d. Warn applicant that their 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 their own, but for the convenience of the Government.

b. Requests to predate the enlistment will be sent to DCS, G–1 (DAPE–MPA), Washington, DC 20310 for RA, AR, and ARNG.

Chapter 7
Regular Army and Reserve Components Civilian Acquired Skills Program

Section I
Introduction

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 develops policy for the ACASP.

b. The CDR, HRC, 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 and CNGB 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 U.S. Army Band.

(b) The U.S. Army Field Band.

(c) The U.S. Military Academy Band.

(d) The 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. The ACASP is available to qualified applicants 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 Service 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, including basic eligibility. Applicants must—

(1) Meet basic eligibility criteria for enlistment (see chaps 2 or 3, as appropriate), skill training, and work experience, 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 when no prerequisite MOS training is required may request through appropriate chain of command an exception to policy 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

The 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 and ARNG enlistment training options based on 10 USC 12103.

7–8. Basic training 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 5–18; 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 and orders must reflect 12 weeks or until completion of training (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. The ACASP enlistment training options require completion of specified periods 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 specified period or periods of time during which the enlistee functions in the MOS for which they were enlisted. For RC, IADT proficiency training will be performed within 12 months of graduation from BT. RC band enlistees must complete proficiency training as prescribed by Commandant, U.S. Army Element School of Music (USAESOM) (see para 9–11*e*(2)).

b. The training is a transition period in which enlistees learn to apply civilian-acquired skills to the military. Commanders will use proficiency training and applicable IDT preparatory 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 enlistees must be able to perform duty requirements of the MOS as described in DA Pam 611–21.

Section III
Army Civilian Acquired Skills Program Personnel Management

7–11. Determination of qualifications and enlistment grades

a. The 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 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 the 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 additional accelerated promotion is authorized unless enlisting in the U.S. Army special bands.

b. Award of the ACASP 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 for one of the four special bands listed in paragraph 7–3. For RA, this includes 8-weeks of successful performance in the skill. Requests for award of ACASP MOS will be submitted to the appropriate MOS proponent office by the unit or training commander through the DIMHRS self-service application. After having been awarded the ACASP MOS, promotions will be governed by AR 600–8–19.

c. For RC band enlistees, PMOS 42R with applicable ASI will be awarded by Commandant, USASOM upon completion of all prescribed training and certification by the enlistee's band commander.

d. ACASP enlistees will be promoted to the next higher grade in accordance with AR 600–8–19 for RA and with AR 135–205 for AR.

e. The commander with authority to promote may take action to deny award of the MOS for which the applicant enlisted. 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 misconduct 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, results (for example, audition scores for band persons), will be entered in the Soldier's official record as a permanent document. The Soldier will indicate on the counseling statement that they have read the statement and that they have or have not submitted a statement in their own behalf.

f. For U.S. Army special band personnel, the accelerated grade will be awarded to qualified Soldiers without regard to time in grade, time in-Service, or promotion allocation. 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.

g. Denial of award of MOS to ACASP Soldiers for reasons cited in paragraph 7–12*d* will not constitute a breach of enlistment contract or agreement, nor result in an unfulfilled enlistment commitment. Commander will generate reclassification action on the affected Soldier according to their aptitude scores coupled with the needs of the Army.

h. The PS applicants, authorized to be promoted to pay grade SGT under paragraph 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 or MILPO for members of the ARNG.

7–13. Army Civilian Acquired Skills Program enlistment control

The 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 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 each applicant's qualifications before sending them to a guidance counselor. Guidance counselor 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 certified as a true copy. 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. SF 50–B (Notification for Personnel Action) may be used as well as a certification of applicant's typing or dictation, when required.

(2) Applicants 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, course graduation date, and a letter from the school signed by the school administrator, prior to DEP enlistment. If the applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP, and enlistment contract must be renegotiated at pay grade for nonACASP, 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. They 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, 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 copied and included in the enlistment packet. Original documents 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 Soldier. Processing a new Soldier is not complete until they finish training. During this time, processing errors or misunderstandings may occur. They must be resolved because accurate records are vital to a Soldier's military career, civilian life, and Family, before and after their death.

a. The USAREC liaison NCO is the primary source for ensuring that records are corrected expeditiously. The liaison NCO will provide a memorandum that addresses all changes made along with support for the changes. The liaison NCO will forward the memorandum to the Soldier along with the enlisted record 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 to correct enlistment records and will execute the memorandum as noted in paragraph 8–1*a*.

8–2. Reporting procedures

a. Reception battalion. The reception battalion will 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 a 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 (not applicable to Reserve Components)

a. After a person enters the Army, the enlistment commitment or a portion of it may be waived. However, such waivers should be 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) RA 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) RA enlistees who waive the unit assignment commitment, but not the incentive, may be assigned to an installation or unit authorized personnel with the incentive skill.

(3) RA 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 DIMHRS.

(b) Be electronically signed in the DIMHRS self-service application by the enlistee.

(c) Be verified electronically in the DIMHRS self-service application 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 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 (PCRE–RR), Fort Benjamin Harrison, IN 46249. Place the original copy in the Soldier's Official Personnel Military File. Attach a duplicate to the DD Form 4 copy of the Soldier's ERB. Retain both copies for the first term of the Soldier'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 on DA Form 2–1 (Personnel Qualification Record), item 4, 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 their commitment will not be honored, or they discover 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 7–15*e* 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 commander will—

a. Review the person's ERB to determine validity of the claims.

b. If authorized, fulfill an enlistment commitment that the enlistee does not desire to waive. If not, 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 that they are not qualified to receive.

(2) Not met prerequisites that must be determined before enlistment.

d. Help prepare memorandum request for claimants for either erroneous or unfulfilled enlistment commitments that cannot be resolved by reassignment action. Subject of memorandum will be "Correction of Unfulfilled or Erroneous Enlistment Commitment."

(1) The request with enclosures below will be forwarded to the CDR, HRC (AHRC–EPR–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(a) DD Form 4.

(b) DD Form 1966.

(c) DA Form 3286 and addendums completed for the claimant.

(d) ERB.

(e) SF 86.

(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 para (1), above) will be forwarded to the Commander, United States Army Recruiting Command (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 CDR, HRC (AHRC–EPF–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

f. Process claims on erroneous home of record or other entries not covered above in accordance with paragraph 6–11.

8–6. Correction of term of enlistment and other contract inquiries

a. It may be discovered that an error has been made in processing an enlistment so that the term of enlistment shown on DD Form 4 is for a longer term than intended. If so, the unit commanders will submit a request for correction through military channels to the CDR, HRC (AHRC–EPF–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122 for active Army Soldiers or to the Army Reserve, G–1 (AFRC–PRP–E), 1401 Deshler Street SW, Fort McPherson, GA 30330–2000 for AR Soldiers (whose DD Form 4 is in question) that enlisted through USAREC. 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 they consent to the correction of term of enlistment shown on the DD Form 4.

b. If the change to term of enlistment or other contract issues are a result of a DA directive, provide any and all correspondence or messages that apply. The CG, HRC (AHRC–EPF–P) must determine whether 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). If so, DD Form 4 will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the member's file reflecting the correct term. The CG, HRC will make a decision on all cases where Soldiers allege an error occurred. Consult DCS, G–1 (DAPE–MPA) on questionable cases.

(1) Every effort will be made to correct the error in DIMHRS self-service application upon approval by the appropriate authority. (For 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 DOR 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) Doubtful cases that cannot be resolved elsewhere in this chapter 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 (see para 8–10, this regulation).

(c) Enlistment option.

(d) ACASP.

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 paras 8–6*a* through *d*.)

d. The USAREC Liaison NCO will provide assistance to accomplish the following:

(1) Obtain and review documents in support of the claim.

(2) Generate a memorandum to correct the error. Forward memorandum to reception battalion commander or their designated representative for approval (forward questionable cases to DCS, G–1 (DAPE–MPA) for resolution).

(3) A copy of the memorandum reflecting the correction(s) will be placed in the Soldier's records next to the DD Form 4 series.

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.

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

8–7. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is to be accomplished by a promotion or reduction action via DIMHRS self-service application. 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 Army Board for Corrections of Military Records (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 (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 liaison 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.

8–10. Correction of contracts and annexes involving enlistment incentives

In instances where the USAREC liaison NCO or TRADOC liaison NCO cannot solve contract errors regarding enlistment bonus amounts, Army College Fund, or MGIB kicker amounts, or student loan repayment through USAREC

channels, the following agencies will be contacted for guidance and have the authority to correct incentives related actions via DIMHRS self-service application:

a. Active Army contracts: Refer to HRC (AHRC–EPF–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

b. AR Contracts (recruited by USAREC): Refer to DCS, G–1 (AFRC–PRP), 1401 Deshler Street SW, Fort McPherson, GA 30330–2000.

c. ARNG Contracts: Refer to ARNG (NGB–ARM), 111 South George Mason Drive, Arlington, VA 22204–1382.

d. Refer questionable cases to DCS, G–1 (DAPE–MPA–CB), 300 Army Pentagon, Washington, DC 20310–0300.

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 options 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 (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers' Training Corps (ROTC)/Simultaneous Membership Program (SMP), DA Form 4826 (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program), DA Form 5585 (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the US Army Reserve Troop Program Unit Warrant Officer Flight Program or DA Form 5586 (Addendum to Certificate of Acknowledgement of Service Requirements for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option).

c. Enlistment Incentives Review Board (EIRB) for both the RA and RC, chaired by DCS, G–1, will meet quarterly to analyze and adjust the application and amounts of enlistment incentives in order to meet manpower requirements and recruiting objectives.

(1) The RA EIRB will have representatives from USAAC, USAREC, HRC, and DAPE–PR present. Representatives from the USAR and ARNG will be invited as optional attendees.

(2) Multicomponent Enlisted Incentives Review (MCEIR), chaired by DCS, G–1 will meet at least quarterly or as announced by DCS, G–1 to review incentives across all Army components. The MCEIR will analyze and adjust the application and amounts of enlistment incentives in order to meet manpower requirements and recruiting objectives while also ensuring incentives policy consistency within statutory restraints. The MCEIR will include representatives from HRC, USAAC, USAREC, ARNG, USAR, and DCS, G–1 (DAPE–MPA).

(3) The USAR and ARNG will hold quarterly incentives reviews prior to the MCEIR as determined by the respective component to formulate internal incentives programs consistent with the SRIP as defined in chapter 10 of this regulation.

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 for RA and the approved SRIP for RC programs.

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 their 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 counseling, advise that the Army may void the option if they are later determined to be ineligible. The person then may be required to complete the term of Service for which they enlisted. Further advise the applicant that omissions of any information they were 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 or ARNG may be entitled to 1 or more of the following incentives or entitlements prescribed by chapter 10, this regulation:

a. SRIP NPS enlistment bonus.

b. SRIP PS enlistment bonus.

c. Student Loan Repayment Program (Student Loan Repayment Program).

d. Health Professionals Loan Repayment Program.

e. Montgomery GI Bill for Selected Reserve Service (10 USC 16131).

f. Montgomery GI Bill 2x4 Program (38 USC 3012).

g. Montgomery GI Bill for AD Service (re: AGR entitlements) (38 USC 3015).

h. Montgomery GI Bill for Selected Reserve Kicker.

i. Eligibility criteria for these incentives or entitlements and processing procedures are prescribed in Chapter 10. *Note:* The SRIP reenlistment bonus and the SRIP affiliation bonuses are described in AR 601–280 (Retention). RC SLRP and MGIB are described in AR 601–280 for retention related options and full procedures and eligibility are described in AR 621–202. Health professional incentives are described and managed in AR 601–141.

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 selected MOS.

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: U.S. Army Training of Choice.

(2) REQUEST Option 4: U.S. Army Airborne.

(3) REQUEST Option 5: U.S. Army Unassigned.

(4) REQUEST Option 6: U.S. Army English Language Comprehension.

(5) REQUEST Option 10: U.S. Army Trainee English Second Language.

(6) REQUEST Option 15: U.S. Army National Call to Service.

(7) REQUEST Option 24: U.S. Army 2 year Category IIIB with no assignment.

(8) REQUEST Option 26: U.S. Army 2 year with no assignment.

(9) REQUEST Option 28: U.S. Army GED+ Program.

(10) REQUEST Option 29: U.S. 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 events 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 their 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 based on the 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 (chap 7), this program will not be used for enlistment.)

(8) Informed of the following when enlisting under the U.S. 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 75 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 the Soldier fails to attain the required score of 75 or better on the ECLT, then they 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 the English language proficiently. The ECEO will allow applicants, who do not possess basic English proficiency 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 75 or greater will be required to take the ASVAB and score a 21 or greater AFQT to qualify for a MOS according to appropriate aptitude area scores.

9–8. Enlistment Program 9B, U.S. 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 is 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: U.S. Army Airborne with first assignment.

(2) REQUEST Option 7: U.S. Army Buddy Team.

(3) REQUEST Option 18: U.S. Army First Assignment Only.

(4) REQUEST Option 19: U.S. Army Station of Choice.

(5) REQUEST Option 20: U.S. Army Select Station of Choice.

(6) REQUEST Option 21: U.S. Army Select Unit/Station of Choice 2 year Stabilization.

(7) REQUEST Option 23: U.S. Army Cohesion Operational Readiness Training (COHORT).

(8) REQUEST Option 24: U.S. Army 2 year Category IIIB with first assignment.

(9) REQUEST Option 25: U.S. Army Security Assignment.

(10) REQUEST Option 26: U.S. Army 2 year NPS.

(11) REQUEST Option 30: U.S. Army 2 year PS.

(12) REQUEST Option 34: U.S. Army Select Unit.

(13) REQUEST Option 40: U.S. 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 for which enlisted.

(2) Applicant may elect to waive enlistment program at any time. If so, they will be used according to the needs of the Army and be required to complete the term of Service for which enlisted.

(3) Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties within the New York City metropolitan area.

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 redesignated, 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 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 inter-theater 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.

(9) Applicants enlisting under the U.S. Army Buddy Team Enlistment Option will be guaranteed—

(a) To start training and complete training at the same unit provided all prerequisites are met.

(b) The same unit of assignment upon completion of training.

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, 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 or as required. 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 the DCS, G–1 (DMPM). When a member enlists under the DEP, with a concurrent commitment to serve in a Regular Component, the award level of the enlistment incentive is fixed on the date of enlistment in the DEP, rather than on the date of entry on AD, unless otherwise directed by DCS, G–1 (DAPE–MPA).

a. Under this program, enlistees may be eligible for—

(1) Enlistment bonus (EB).

(2) SRB.

(3) Army college fund (ACF).

(4) LRP.

b. Applicants will be informed of the following:

(1) *EB.*

(a) Enlistees who voluntarily or because of any 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. Refer to the latest HQDA incentives message to determine which incentives may not be impacted by failure to complete MOS training.

(b) Persons who have been paid an EB and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete the term of their enlistment. In the above instance, the person will not have to repay the unearned portion of the EB.

(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 and may keep the bonus.

(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 for which the EB was paid, or persons who are not technically qualified in the skill for which the EB was paid, may be required to refund the unearned portion of such EB (refer to the most recent HQDA incentives guidance and AR 601–280 for AC; and chapter 10 of this regulation for RC or former RC entering the AC).

(f) Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS/skill qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of such clearance may result in reclassification or recoupment in accordance with paragraph 10–9 of this regulation.

(g) The bonus is—

1. Payable in accordance with the current HQDA Enlistment Incentive Message as published by Enlisted Accessions Division, DAPE–MPA.

2. Payable at first duty station after being awarded their MOS.

(2) *ACF.* This program provides additional education assistance in addition to that earned under the MGIB.

(a) 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. A Soldier who fails to qualify for MGIB (for example, if they separate with a less than an honorable discharge) or who fails to complete their initial term of enlistment in the MOS which offered the ACF, forfeits 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 years who do not complete at least 36 months, but who may be eligible for partial or even full "basic" MGIB, will have a reduced/prorated ACF.

(b) ACF participants must enroll in the basic MGIB. Applicants will have $100/month reduced from their pay during their first year on AD. 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.

(c) 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 Incentive Option.*

(a) Open to NPS applicants only. Not authorized for DOS applicants except as described in HQDA–MPA–CB incentives message.

(b) Soldier must disenroll from the MGIB or the Post 9–11 GI Bill.

(c) The Army is authorized to repay—

1. any loan made, insured, or guaranteed under the Federal Family Education Loan Program (20 USC 1071);

2. any loan made, insured, or guaranteed under the William D. Ford Federal Direct Loan Program (20 USC 1087a);

3. any loan made, insured, or guaranteed under the Federal Perkins Loans (20 USC 1087aa); or

4. any loan incurred for educational purposes made by a lender that is—

a. an agency or instrumentality of a State;

b. a financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State;

c. from a pension fund or a nonprofit private entity (subject to case-by-case review/approval by HQDA–MPA–CB).

(d) Provided the applicant meets and maintains the prescribed prerequisites and has qualifying loans in good standing, accepting the LRP ensures that the portion or amount of loan that may be repaid is $1500 or 1/3 of the amount of the qualifying loans, whichever is greater for every year of Service. The Army does not pay interest or fees or reimburse Soldiers for payments already made on loans.

(e) Repayment is made only after each successful year of AD performed commencing on the date of RA enlistment or commissioning.

(f) 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.

(g) 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 for applicants interested applying for this program. USAR OCS candidates that have not completed requirements (90 semester hours) must have a degree completion plan prior to their initial appointment. Officers commissioned prior to degree completion must complete their baccalaureate degree prior to their consideration for promotion to Captain. OCS and WOFT applicants must have a GT score of 110 or greater.

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.

(3) Prerequisites that must be met before enlistment—

(a) If enlisting for OCS, the applicant must—

1. Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

2. Possess documentary proof of a baccalaureate or higher degree from accredited college or university. Foreign transcripts must be evaluated according to paragraph 2–7*f* of this regulation. Applicants in their senior year of a college program leading to the award of a baccalaureate degree may be enlisted in the DEP if a letter or transcript is provided indicating the expected graduation date.

3. Be a U.S. citizen.

4. Not have 10 or more years of active military Service, nor will have more than 10 years active military Service at time of commission. (Applicants with 9 years active military Service at time of application should be carefully processed to ensure that enlistment date and expected graduation date allow commissioning before reaching the 10th year of Service).

5. Be at least 19 years of age and not have passed their 29th birth date at time of selection (waivers considered).

6. Meet medical standards prescribed for officer candidates according to AR 40–501.

7. Meet the weight (body fat) standards of AR 600–9, regardless of category (NPS, Glossary NPS, and PS).

8. Posses a favorable NAC.

9. Not have ever held a commission in any branch or component of the Armed Forces. Former warrant officers are eligible to apply.

(b) If enlisting for WOFT, the applicant must—

1. Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

2. Possess documentary proof of a high school diploma or higher education degree. A high school senior may apply if they are currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days. It is preferred that applicants have at least 2 years of college.

3. Be at least 18 years of age prior to shipping to IADT and not have reached their 33rd birth date at time of board approval.

4. Meet the weight (body fat) standards of AR 600–9, regardless of category (NPS, Glossary NPS, and PS).

5. Be not taller than 76 inches or shorter than 64 inches in height.

6. Agree to accept appointment or commission as a warrant officer for an indefinite term in the USAR and serve on AD for not less than 72 months after successful completion of flight training.

7. Undergo a complete type "A" medical examination for class "1" flight prescribed by AR 40–501. Report of such examination will include electrocardiographic tracing and optomology consultation. Class "1" physicals are required to be approved by the Aeromedical Center, Fort Rucker, AL, before RA accession.

8. Not have attended or have been eliminated or graduated from a previous course of military-sponsored flight or preflight instruction program.

9. Be a U.S. citizen.

10. Possess a favorable NAC.

11. Meet all prerequisites and processing requirements established under this program.

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: U.S. Army Officer Candidate School.

(2) REQUEST Option 12: U.S. 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 does not make or imply a guarantee of OCS assignment or commissioning branch.

(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) OCS candidates are not eligible for ACF.

(g) OCS selection boards will be conducted by the Recruiting Battalion for RA and AR applicants.

(2) *Enlistment for WOFT.*

(a) To be eligible for primary flight training, enlistees must successfully complete the 6-week WOCS (described in the ATRRS Course Catalog) 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 administratively eliminated or medically disqualified from WOCS will be reduced in grade as determined by the Commandant, Warrant Officer Career Center.

(e) The 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, U.S. Army Aviation Center, Fort Rucker, AL, for their initial entry rotary wing flight training.

(h) The WOCS and WOFT candidates are not eligible for ACF.

(i) All applicants applying for the WOFT Enlistment Option Program will be boarded at HQ, USAREC.

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 U.S. 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 611–21.

(2) Advised that failure to complete BT 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 applicable IDT preparatory training or 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

(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.

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 U.S. Army Reserve Military Intelligence, Signals Intelligence, Electronic Warfare, or a Signal Security Unit.

(2) Training prior to unit assignment.

b. All enlistees must meet the prerequisites before and after enlistment in DA Pam 611–21, as applicable.

c. This is a special U.S. 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 require 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 BT may result in separation from the Army Reserve 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 U.S. 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 serving on AD or ADT.

(3) Promotion consideration will be under policy currently in effect for members of the IRR (see AR 600–8–19.)

(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, Congress, 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 CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

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 ROTC Basic/Advanced Course (MS II/MS III/MS IV).

a. Description of this program—

(1) Guarantees assignment to a TPU in a paid drill status.

(2) Guarantees 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. Prerequisites. 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.

(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 their training in the ROTC Basic/Advanced Course (MS II/MS III/MS IV) (10 USC 2106(c)). This includes Service performed as a CDT 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 (CDTs) receiving financial assistance under the Army ROTC Scholarship Program are not eligible to participate in the ROTC/SMP. A CDT in the ROTC/SMP may apply for an ROTC scholarship; however, the CDT will be transferred from the TPU to Control Group (ROTC) prior to acceptance of such scholarship, except as stipulated.

(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. CDTs assigned to one TPU may be attached to another TPU located close to an ROTC detachment. However, the total number of CDTs drilling with any one TPU may not exceed three per commissioned officer supervisor.

(4) *Basis for direct enlistment or selection for assignment to officer-trainee positions.* A Soldier may be enlisted as a potential participant, or a CDT may be selected as a participant, for assignment to an officer-trainee position in a TPU on the basis of three officer trainee positions for each assigned officer in an authorized position. The Soldier, or CDT, will be assigned as over-strength against that officer position. Soldiers will be assigned to position 9991 on the UMR as officer candidates and not against specific paragraph/line positions.

(5) *Priority for direct enlistment or selection for assignment to officer-trainee positions.* The number of Soldiers or CDTs applying to participate in the ROTC/SMP with a given TPU may exceed the number of officer-trainee spaces available. Should this occur, the specific order of priority below will be used for selection.

(a) First priority is for a current AR TPU Soldier not enrolled in the ROTC Basic/Advanced Course (MS II/MS III/MS IV); 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 Basic/Advanced Course (MS II/MS III/MS IV), 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 Basic/Advanced Course (MS II/MS III/MS IV).

(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 Professor of Military Science (PMS) for entry into MS II or MS III.

(e) Fifth priority is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Basic/Advanced Course (MS II/MS III/MS IV), 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 Basic/Advanced Course (MS II/MS III/MS IV), but has completed MS I.

(g) Seventh priority is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC Basic/Advanced Course (MS II/MS III/MS IV).

(h) Eighth priority is for the reassignment of a CDT enrolled in the ROTC Basic/Advanced Course (MS II/MS III/MS IV) 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 or participation in the loan repayment programs (AR 601–210, chap 5).

(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 601–210, chap 5).

(c) A Soldier entitled to bonus payments, or loan repayments, will terminate such entitlement on enrollment in the ROTC Advanced Course (AR 601–210, chap 5).

(7) *Montgomery GI Bill entitlement.*

(a) Montgomery GI Bill for Service on AD (38 USC Chapter 30) (38 USC 3011). A Soldier entitled to educational assistance under the Montgomery BI Bill for Service on AD (38 USC 3011) retains such entitlement on enrollment in the ROTC Basic/Advanced Course (MS II/MS III/MS IV) and participation in the ROTC/SMP.

(b) Montgomery GI Bill for Selected Reserve Service (10 USC 106).

1. A Soldier enlisted as a potential participant is entitled to enrollment in the Montgomery GI Bill if they complete or have completed, IET and has been awarded an MOS, and meets the eligibility criteria of AR 601–210, chapter 5, and chapter 8, prior to enrollment in the ROTC Advanced Course (10 USC 1606). ROTC/SMP participants who have completed BT and have been coded as 09R are not eligible for AR MGIB.

2. A Soldier currently entitled to educational assistance under the MGIB, will retain such entitlement on enrollment in the ROTC Basic/Advanced Course (MS II/MS III/MS IV) and retention in a TPU as a CDT participating in the ROTC/SMP.

3. A CDT reassigned from Control Group (ROTC) to a AR TPU to participate in the ROTC/SMP is not eligible for Montgomery BI Bill entitlement.

4. Termination of Montgomery GI Bill entitlement is prescribed by AR 601–210.

e. Applicants must—

(1) Agree that on successful completion of ROTC Advanced Course, to include ROTC Leader Development and Assessment Course (LDAC), to volunteer for commissioning.

(2) Agree to enroll in ROTC Basic/Advanced Course (MS II/MS III/MS IV) 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) Scholarship applicants must be at least 17 years of age within the first semester in which the scholarship is to begin benefits. Students cannot contract until they have reached their 17th birthday. Additionally, 10 USC 2107 requires applicants to be under 31 years of age on 31 December of the year in which they are to be commissioned. Age requirement for scholarship cadets is governed by law, 10 USC 2107. (Waiver not considered.)

(6) Non-scholarship applicants must be at least 17 years old to contract in the Basic Course/Advanced Course (MS II/MS III/MS IV). Applicants under 18 years old and those who are minors for the purpose of executing contracts under the laws of the State which has jurisdiction where the school is located (even if older than 18) require parental consent for contracting in the advanced course. Applicants must be young enough that they will not be 30 years old or older at the projected time of commissioning. PMS may consider waivers for applicants through age 32 at the projected time of commissioning.

(7) Meet medical fitness standards prescribed in AR 145–1, paragraph 3–15*d*, for enrollment in ROTC Basic Course/Advanced Course (MS II/MS III/MS IV).

(8) Have qualifications for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extra-curricular activities, and aptitude for military training.

(9) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test (SAT), composite score of 19 on the American College Test (ACT), or minimum total score of 85 on the Preliminary SAT (PSAT). If these scores are not available, or, if the person does not qualify on SAT, ACB, or PSAT, Recruiting Brigade Commanders may approve waivers for enlistments in cases where applicant achieved a GT score of 110 or higher. All applicants must have an ASVAB score of record to enlist.

(10) 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.

(11) Meet requirements of AR 145–1, table 5–1, for entry into ROTC Basic Course/Advanced Course (MS II/MS III/MS IV), or agree to meet this requirement within 229 days following enlistment.

(12) The PS applicants must agree to minimum term of Service of 4 years on enlistment. NPS applicants must enlist for an 8-year term of Service.

(13) Applicant or recruiter must present a completed PMS Certification to the station commander or Army guidance counselor.

(14) Applicant must complete DA Form 4824.

(15) Satisfactory participation with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year they are required to attend ROTC Leader Development and Assessment (LDAC).

(16) If the member has no prior military Service they must enter on IADT within 270 days after enlistment to successfully complete 8 weeks BT.

(17) If member has prior military Service and has accomplished a BT course on AD or ADT conducted by a U.S. Armed Force, entry on IADT to complete 8 week BT is not required.

(18) Enroll into ROTC Basic Course/Advanced Course (MS II/MS III/MS IV) within 1 year.

(19) BT requirement: This option does not apply to persons already enrolled in ROTC (MS II/MS III/MS IV); these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed the DD Form 4 series when enlisting for ROTC, under 10 USC 511a. Applicants eligible under this option enlist under 10 USC 511d, and if they previously have not completed BT they must be scheduled within 270 days.

(20) Commissioned officer when computing length of Service for any purpose may not apply credits that stem from enlisted Service served concurrently with ROTC Basic Course/Advanced Course (MS II/MS III/MS IV) Training (10 USC 2106).

(21) The ROTC/SMP participants may apply for ROTC scholarships; however, they will be transferred from TPU assignment and reassigned to Control Group (ROTC).

(22) Failure to apply for and enroll in the ROTC Basic Course/Advanced Course (MS II/MS III/MS IV) 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.

(23) Should potential ROTC/SMP participant not be accepted for enrollment in ROTC Advanced Course, member may request discharge from current enlistment agreement or retention in the TPU in enlisted status.

(24) Should member become disenrolled from ROTC Basic Course/Advanced Course (MS II/MS III/MS IV); or fail to volunteer for the Early Commissioning Program; or fail to accept a commission; or fail to be tendered a commission, if otherwise qualified, they 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 600–8–19.

(25) Applicants enlisting for this option are not entitled to enlistment incentives under current DA circulars prescribing the Selective Reserve (SELRES) Incentive Program (SRIP) or similar Federal directives governing incentive programs.

(26) If applicant is otherwise eligible for AR enlistment in a TPU, interview applicant to determine probable eligibility for enlistment under this option.

(27) Obtain from guidance counselor verification that an officer vacancy exists in the TPU to which applicant will be assigned on enlistment. Provide applicant with PMS Certification; request applicant have Certification completed by PMS and returned before enlistment processing.

(28) On receipt of completed PMS Certification that shows applicant has a reasonable chance for acceptance on application for enrollment in ROTC Basic Course/Advanced Course (MS II/MS III/MS IV), complete enlistment processing as required by chapter 6 of this regulation.

f. Record entries and orders.

(1) Copies of the PMS Certification will be included all distributed enlistment packets.

(2) For applicants required to enter on IADT, orders prepared using AR 600–8–105, 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.

g. ROTC Advanced Course enrollment eligibility. To enroll in the ROTC Advanced Course non-scholarship 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), they will volunteer for commissioning in the ROTC Early Commissioning Program if—

(5) They were not enlisted in the TPU under Option 9–H.

(6) They are not scheduled to receive a baccalaureate degree within 8 months of completion.

h. Cadet ROTC/SMP participation eligibility. For reassignment from Control Group (ROTC) to a Selected Reserve TPU to participate in the ROTC/SMP, a CDT must meet the following eligibility criteria. Waivers are not authorized. The CDT must—

(1) Be enrolled in the ROTC Basic/Advanced Course (MS III/MS IV) nonscholarship program.

(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 CDT is not scheduled to receive a baccalaureate degree within 8 months.

(5) Be processed under the provisions of paragraph.

i. Policy applicable to a potential participant (09R10). The following policy and procedures are applicable to a Soldier not enrolled in the ROTC Advanced Course, but has enlisted, or been reassigned, as a potential participant in the ROTC/SMP.

(1) *Potential participant.* A "potential participant" is a Soldier who is not enrolled in the ROTC Basic/Advanced Course (MS III/MS IV), has been enlisted under Option 9–H, or is assigned to a TPU, and executes a DA Form 4824 in conjunction with a DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment).

(2) *RC status.* The Soldier will serve in the enlisted rank and pay grade they attained.

(3) *Identification.* A potential participant will be identified by using reporting code 09R10 for the primary and duty MOS on enlistment documents (AR 611–201, para 7–4). TPU vacancy must be reserved on REQUEST as reporting code 09R20. The CDR, HRC will report potential participants to the Office of the Secretary of Defense (OSD) through the Reserve Components Common Personnel Data System (RCCPDS) using Reserve Component Category (RCC) designators "S" or "U," as appropriate, and Training Retirement Category (TRC) designators "A" or "P," as appropriate.

(4) *Pay.* A potential participant is paid in the pay grade and years of Service (YOS) attained by Joint Uniform Military Pay System-Reserve Components (JUMPS–RC) under TRC "P" or "A." Effective the date of enrollment in the ROTC Advanced Course, the Soldier's rank is CDT and they will be advanced to pay grade SGT (E5), for pay purposes while in the officer trainee position, if in a pay grade less than E5.

(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 their 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 AD 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 their 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 their request, either be discharged from the AR (AR 135–178), or retained in a TPU in an enlisted status until completion of their 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.

3. Policy applicable to a participating cadet (09R20). The following policy and procedures are applicable to a CDT enrolled in the ROTC Basic/LDAC (MS III/MS IV) and participating in the ROTC/SMP.

(9) *Participant.* A "participant" is a CDT enrolled in the ROTC Basic/LDAC (MS III/MS IV) who is simultaneously assigned to a TPU of the Selected Reserve as an officer-trainee.

(10) *RC status.* The rank of an ROTC/SMP participant is CDT (AR 600–20). While enrolled in the ROTC Basic/Advanced Course (MS III/MS IV), a participant will wear the insignia of an ROTC CDT, and orders issued for any purpose will cite the participant's rank as CDT. Note: A CDT is not a noncommissioned officer (NCO) or member of the Noncommissioned Officer Corps and therefore is not authorized to wear the insignia of an NCO. A lateral appointment from CDT to a NCO rank is not authorized while the CDT is enrolled in the ROTC Basic/Advanced Course (MS III/MS IV).

(11) *Identification.* A CDT participating in the ROTC/SMP will be identified by using reporting code 09R20 as the primary and duty MOS on personnel records and data systems (DA Pam 611–21), HRC–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." CDTs will be assigned to position 9991 on a TPU UMR and not to a specific paragraph and line.

(12) *Pay.* A CDT is paid in the pay grade and years of Service (YOS) attained, but not less than pay grade E5 (para 10–6d), by JUMPS–RC under TRC "T." While participating as a CDT in the ROTC/SMP until the date of commissioning, adjustments to pay will include basic pay table increases, basic allowance for subsistence (BAS), basic allowance for quarters (BAQ), and drill pay based on YOS and longevity for creditable Service in the computation of base pay. The subsistence allowance entitled a CDT enrolled in the ROTC Basic/Advanced Course (MS III/MS IV) is not affected by the CDT's participation in the ROTC/SMP.

(13) *Duty.* A CDT is an officer trainee and will be assigned duties commensurate with the grade of second lieutenant, but such duties will be performed under the close supervision of a commissioned officer.

(14) *Satisfactory performance.* A CDT participating in the ROTC/SMP is subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted Soldiers assigned to the TPU. Failure to meet these performance and participation standards may result in cancellation of the ROTC/SMP agreement (DA Form 4824) and reassignment from the TPU to Control Group (ROTC), or disenrollment from the ROTC Basic/Advanced Course (MS III/MS IV).

(15) *Status on mobilization or call to AD.* On a partial or full mobilization, by a declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President under emergency powers, a CDT (officer-trainee) will be treated as an officer or potential officer. The CDT may be commissioned immediately or be provided further pre-commissioning training as determined by the Secretary of the Army. A CDT, after commissioning, 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 but is not eligible for deployment until completion of their Officer Basic Course (OBC) branch training. An assigned or attached CDT does not effect the mobilization readiness condition of the TPU and therefore, will not be included in the TPU's readiness reporting. Unless disenrolled from the ROTC Advanced Course per AR 145–1, a cadet will not be mobilized, called, or ordered to AD in an enlisted grade or rank.

(16) *Annual training.* CDTs will be excused on their request from AT during the year they are required to attend ROTC LDAC. They will not be required to attend both unless they choose to do so, but they must attend LDAC. However, should the CDT be commissioned, or disenrolled from ROTC, and remain assigned to a TPU, the AT requirement must be adhered to. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.

(17) *Failure to complete ROTC LDAC.* A CDT, who is disenrolled from ROTC Basic/LDAC (MS III/MS IV), will be dropped from the ROTC/SMP. If otherwise qualified, they 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 600–8–19, and the Soldier must complete required IADT if not previously completed.

(18) *Cadet troop leader training (CTLT).* A CDT participating in the ROTC/SMP is not eligible to participate in the ROTC CTLT (formerly the Army Orientation Training (AOT) Program).

(19) *Evaluation reporting.* A DA Form 67–9 (U.S. Army Officer Evaluation Report (OER)), or a DA Form 2166–8 (Noncommissioned Officer Evaluation Report (NCOER)); will not be initiated for an ROTC/SMP CDT.

j. Policy applicable to ROTC/SMP cadets on completion of the ROTC LDAC. On completion of the ROTC Advanced Course, the discharge, commissioning and assignment of a CDT participating in the ROTC/SMP will be in accordance with AR 145–1.

k. Processing a Soldier assigned to a TPU (first priority).

(1) A Soldier assigned to a TPU becomes a potential participant in ROTC/SMP when they execute 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: Commander (CDR), U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(b) A copy will be attached as an addendum to the Soldier's current DA Form 3540 series and retained in the Soldier's personnel file.

(c) A copy will be provided to the Soldier.

(d) A copy will be provided to the appropriate ARCOM/GOCOM.

(2) A Soldier assigned to a TPU becomes a participant in ROTC/SMP when they enroll in the ROTC Basic/Advanced Course (MS III/MS IV) and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the CDT must execute the 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 Basic/Advanced Course (MS III/MS IV) to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the Soldier's current enlistment agreement (DD Form 4 series).

l. 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, they 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 regarding processing first priorities apply.

m. Processing PS and NPS applicants (third through seventh priority). Applicants for enlistment as potential participants in the ROTC/SMP, with or without pervious military Service, will be processed as prescribed by Option 9–H.

n. Processing a cadet assigned to Control Group (ROTC) (eighth priority). To participate in the ROTC/SMP, a CDT assigned to Control Group (ROTC), will be processed for reassignment to an officer-trainee position in a TPU as follows:

(1) The PMS confirms through the TPU commander, or guidance counselor, that an officer-trainee position exists and the TPU commander will accept the CDT for assignment to the position.

(a) Requests the ROTC Region commander issue an order reassigning CDT from Control Group (ROTC) to the TPU as a CDT (ES), reporting code 09R20.

(b) Sends a packet consisting of the following documents to the appropriate guidance counselor:

1. All copies of the DD Form 1966-series.

2. The original and one copy of the DD Form 4-series used on enrollment of the CDT in the ROTC Basic/Advanced Course (MS III/MS IV).

3. Two copies of the latest medical examination and medical history (DD Form 2807–2 and DD Form 2808).

4. Five copies of the order reassigning the CDT from Control Group (ROTC) to a TPU.

(2) The recruiter will—

(a) Build the CDT's complete record in ARISS and scan in appropriate source documents into GCR.

(b) Project the CDT as a prior Service, "ENLIST ONLY" and place in the comments "SMP."

(c) The CDT, under the guidance of a recruiter or counselor, will complete required portions of the DD Form 1966-series. The recruiter, guidance counselor and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the CDT.

(3) The guidance counselor will—

(a) Review the documents to determine the CDT's qualification for unit assignment in the same way as if the CDT was being processed for enlistment.

(b) If the CDT meets the basic eligibility requirements of chapter 3, the applicant must take the ASVAB and meet trainability scores in paragraph 3–5. The guidance counselor will notify the PMS and reassignment processing will continue.

(c) If the CDT does not meet the requirements of chapter 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC Region commander revoked and advise the CDT that they are not eligible for participation in the ROTC/SMP

(4) If the CDT is qualified for TPU membership, the PMS will—

(a) Execute DA Form 4824, by obtaining the CDT's signature and the TPU commander's authentication.

(b) Execute a DA Form 3540–series, by obtaining the CDT's signature.

(c) Send the completed DA Form 4824 and DA Form 3540-series to the appropriate guidance counselor.

(5) The guidance counselor will distribute the documents received from the PMS per paragraphs *a* and *d*, above, as follows:

(a) Prepare a packet containing the following documents and send to CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, to establish the CDT's OMPF:

1. Original DD Form 4-series, if possible. (See para (5), below.)

2. Original DA Form 3540-series with original DA Form 4824 securely attached.

3. Original DD Form 1966-series.

4. Copy of latest DD Form 2807–2 and DD Form 2808.

5. Copy of the TPU reassignment order.

(b) Prepare a packet containing the number 2 copies of the documents outlined in paragraph (1), above, and send it to the appropriate Army Reserve Command (ARCOM)/GOCOM commander. This packet will be used to bring the CDT into the strength accountability of the Selected Reserve as a gain transaction. The ARCOM/GOCOM will then send this packet to the appropriate TPU to establish the CDT's personnel file.

(c) Give the CDT the number 3 copies of the DA Form 3540–series with DA Form 4824 attached, DD Form 1966-series, and the TPU reassignment order.

(d) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966-series and the other documents used in effecting this transaction.

(e) Make every effort to obtain the original DD Form 4-series executed at the time of the CDT's enrollment in the ROTC Basic/Advanced Course (MS II only). However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.

o. Processing a disenrollment from the ROTC LDAC.

(1) A Soldier disenrolled from the ROTC Basic/Advanced Course (MS III/MS IV) is dropped from ROTC/SMP participation, retained as an assigned member of the TPU, and serves in an enlisted rank (AR 600–8–19) until ETS of their 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 CDT has been disenrolled from the ROTC Basic/Advanced Course (MS III/MS IV) and processing under AR 135–178 is not being initiated, the TPU commander will complete the Notice of Removal from ROTC/SMP (see fig 10–1), and distribute the copies as shown below.

(a) The original will be sent to CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, with a memorandum requesting the Notice be inserted in the Soldier's personnel 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 ARCOM/GOCOM commander.

(e) A copy and a memorandum of transmittal 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.

p. Processing cadets applying for the Army ROTC Scholarship Program.

(1) Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, recipients of Army ROTC scholarships are not eligible to participate in the ROTC/SMP. However, this does not preclude an ROTC/SMP CDT from apply for an ROTC scholarship.

(2) An ROTC/SMP CDT must inform the TPU commander that application has been made for an Army ROTC scholarship. If the CDT is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander who will initiate the reassignment procedures.

q. Processing release from ROTC/SMP and reassignment to Control Group (ROTC).

(1) Unless disenrolled from the ROTC LDAC, or commissioned, a CDT will not be reassigned from a TPU to a control group administered by CDR, HRC (for example Annual Training, Reinforcement, and so forth). The voluntary or involuntary release of a CDT from the ROTC/SMP will require reassignment to Control Group (ROTC) administered by an ROTC Region commander, or discharge concurrent with disenrollment.

(2) A CDT may be voluntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) provided the reassignment is not solely for the purpose of discharge from the ROTC to avoid a statutory or contractual Service obligation. Release from the ROTC/SMP may be based on—

(a) Personal cogent reasons.

(b) A change of address and the CDT lives beyond a reasonable distance from the training center.

(c) Surviving son or daughter status.

(d) Dependency or hardship.

(e) Pregnancy.

(3) A CDT will be involuntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) when the CDT—

(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.

(4) A request for voluntary or involuntary reassignment of a CDT to Control Group (ROTC) will be processed as follows:

(a) Voluntary reassignment. Citing their reasons on DA Form 4187, a CDT may request reassignment to Control Group (ROTC). The TPU commander will endorse the request through command channels to the appropriate ARCOM/GOCOM commander.

(b) Involuntary reassignment. The TPU commander will submit a memorandum through command channels to the appropriate ARCOM/GOCOM commander requesting reassignment of the CDT to Control Group (ROTC). The memorandum will contain full justification for the request.

(5) On receipt of a request submitted under paragraph *d*, above, the ARCOM/GOCOM commander—

(a) Disapprove the request and return the DA Form 4187 or memorandum to the sender without further action.

(b) Approves the request and—

1. Issues orders reassigning the CDT to Control Group (ROTC) under the appropriate ROTC Region commander.

2. Sends copies of the reassignment orders and the CDT's personnel file to the appropriate ROTC Region commander.

3. Uses transaction type code "MP."

4. Instructs the TPU commander to take appropriate action to remove the CDT from the JUMPS–RC Master Pay File.

5. Sends a memorandum with a copy of the orders enclosed to CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122. The memorandum will request a copy of the orders be inserted in the CDT's OMPF and the OMPF be retired under the National Archives and Records Administration (NARA).

r. Processing a cadet for discharge to accept a commission per AR 135–178, the appropriate PMS will issue orders discharging an ROTC/SMP CDT from enlisted status and TPU membership. A copy of this discharge order must be furnished to the losing AR TPU as soon as possible so the TPU can initiate procedures necessary to effect a loss transaction to SIDPERS–USAR.

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 enrollment in the OCS Program.

b. All enlistees must meet the prerequisites before and after enlistment.

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 paragraph 2–7*f*.) AR OCS candidates that have not completed 90 semester hours must have a degree completion plan prior to their initial appointment. Officers commissioned prior to degree completion must complete their baccalaureate degree prior to their consideration for promotion to Captain.

(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. The 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 applicants 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 SGT 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 or WTC when applicable, 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) Complete the 6-week WOCS course to be eligible for primary flight training.

(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 they fail to meet requirements of lines paragraphs 9–16*d*(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 paragraphs 9–16*d*(1) and (2) will be reduced in grade as determined by the CDR, HRC.

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. The PS applicants who 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.

(3) Qualified NPA and PS applicants must completed DA Form 7004–R (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the US Army Reserve Specialized Training for Army Readiness (STAR) Program.

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 AD 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 (body fat) and physical fitness.

(7) Upon enrollment for Phase II, complete a SF 182 (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. 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, they must 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 selected MOS.

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 on a case-by-case when the 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 6 months.

(2) The CG, USARC will terminate a Soldier's participation in this program if—

(a) Disenrollment from the program (training) by the Soldier.

(b) Failure to meet and maintain eligibility.

(c) Unsatisfactory TPU participation or performance.

(d) Failure to maintain acceptable academic standards, attendance, or other reasons which are not consistent with completion requirements of the course of study as determined by the school attending.

(e) Unsatisfactory completion of necessary training that fulfills the school curriculum leading to certification or licensure in the MOS for which enlisted.

(f) 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) 68D (Operating Room Specialist).

(2) 68E (Dental Specialist).

(3) 68G (Patient Administration Specialist).

(4) 68H (Optical Laboratory Specialist).

(5) 68J (Medical Logistics Specialist).

(6) 68K (Medical Laboratory Specialist).

(7) 68M (Hospital Food Service Specialist).

(8) 68P (Radiology Specialist).

(9) 68Q (Pharmacy Specialist).

(10) 68R (Veterinary Food Inspection Specialist).

(11) 68S (Preventative Medicine Specialist).

(12) 68T (Animal Care Specialist).

(13) 68V (Respiratory Specialist).

(14) 68W (Health Care Specialist).

(15) 68X (Mental Health Specialist).

9–18. Enlistment Program 9L, Selected Reserve Incentive Program, U.S. Army Reserve Component Incentive Enlistment Program (nonprior Service Enlistment Bonus, prior Service Enlistment Bonus, Montgomery GI Bill-SR Kicker, 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 under the SRIP as described in chapter 10, this regulation or in AR 621–202. The current year approved SRIP will describe all approved RC incentives. This regulation provides basic eligibility and administrative procedures for RC incentives under the SRIP. Actual incentive amounts, units and skills included in the SRIP and special programs under the SRIP such as seasonal bonuses, HIGRAD and other variations to the program will be announced semi-annually or as needed under the approved SRIP by the DCS, G–1.

a. Under this program, enlistees may be eligible for—

(1) Non-prior Service EB (see para 10–4, this regulation).

(2) Prior Service EB (PSEB) (see para 10–5, this regulation).

(3) MGIB Kicker.

(4) LRP.

b. NPS EB or PSEB applicants will be informed of the following:

(1) Enlistees who voluntarily or because of any 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 respective RC, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid.

(2) Persons who have paid an EB and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary and used according to the needs of the AR or ARNG. Such persons will be required to complete the term of their enlistment. In the above instance, the person will not have to repay the unearned portion of the EB.

(3) 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 respective RC. Such persons will be required to complete their term of enlistment and may keep the bonus.

(4) Soldiers paid the EB must (unless otherwise directed by the appropriate RC) serve in the designated MOS for the period of enlistment. (This includes normal skill progression).

(5) Persons who do not complete their term of enlistment for which the EB was paid, or persons who are not technically qualified in the skill for which the EB was paid, or fail to obtain a security clearance through omission of information or derogatory data may be required to refund the unearned portion of such EB (refer to most recent HQDA incentives guidance and chapter 10, this regulation).

(6) Applicant will be advised that attendance at AIT requires successful completion of BT, if required and qualification for security clearance, if required. See paragraph 10–3*f* of this regulation.

(7) The bonus is payable in accordance with the current SRIP as published by Enlisted Accession Division, DAPE–MPA or the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), as applicable.

9–19. Selected Reserve Incentives Program-Student Loan Repayment Program, Montgomery GI Bill-Kicker

Full eligibility and procedural guidance for Education programs are contained in AR 621–202 and in chapters 9 and 10 of this regulation. These programs must be listed in the approved SRIP. The SRIP is not a permanent program under 37 USC 308. The DCS, G–1 will issue policy revisions and update the SRIP semi-annually as described in paragraph 9–18, above.

9–20. Individual Ready Reserve Bonus Program

This paragraph provides guidance for the administration of bonuses and incentives for enlistment or transfer into the IRR Bonus Program. Reenlistment policy is addressed in AR 601–280. This bonus is intended primarily to increase the AR pre-trained manpower to meet wartime requirements. The IRR Bonus Program is not a permanent program under 37 USC 308. Therefore, periodic HQDA policy revisions and redistributions are necessary to manage the program. HQDA and USAREC will announce any IRR incentives by message as needed.

a. The IRR Bonus may be offered to personnel who meet the eligibility criteria outlined in paragraph *b*, below, and meet the following criteria: The person is a PS applicant who—

(1) Has satisfied a statutory or contractual military Service obligation, whichever is later.

(2) Was honorably discharged from a U.S. military Service or has been granted conditional release from a U.S. military Service.

(3) Enlists in the AR for 3 or 6 years with concurrent assignment to the IRR per AR 601–210.

b. To be eligible for the IRR bonus a person contracting for AR Service per paragraph *a*, above, must—

(1) Contractually obligate to serve in an enlisted status in the IRR for the full term of the contractual agreement as

prescribed by Army Reserve regulations. Each applicant is required to sign DA Form 4977–R (Individual Ready Reserve Bonus Program - Agreement) (Available at http://www.apd.army.mil and the AEL CD–ROM).

(2) Possess a MOS approved for the bonus by HQDA in either a primary, secondary, or additional MOS. If the Soldier contracts for the bonus based on a secondary or additional MOS, it will be awarded as the primary per AR 600–8–19 and the Soldier must train in that MOS.

(3) Have not attained 16 years (15 years and 364 days or less) of total military Service at current ETS or when previously discharged, whichever is later. There will be no exceptions processed for personnel who have 16 or more years of military Service.

(4) Not be enlisting to serve on AD in an AGR status.

(5) Not be enlisting in the IRR with concurrent reassignment to a TPU (AR 140–111).

(6) Has not previously received the IRR bonus.

(a) Entitlement. On assignment to the IRR, a cash bonus may be paid to qualified prior Service or in-Service personnel who enlist in a bonus skill as authorized by DCS, G–1 (DAPE–MPA). Entitlement to a cash bonus is effective on the date of the contract (DD Form 4–series or DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)).

1. The 3-year bonus agreement is paid in annualized payments. These payments will be made on satisfactory completion of the first, second, and third year of the 3-year bonus agreement.

2. An initial payment is paid on completion of the administrative processing of the properly executed enlistment of the 6-year bonus agreement.

3. The remainder of the 6-year bonus is paid in annualized payments. These payments will be made on satisfactory completion of the first, second, third, fourth, and fifth contract years of the 6-year bonus agreement.

4. A Soldier is limited to eligibility and payment of the IRR bonus only once. Second or subsequent enlistment or reenlistment of the IRR bonus is not authorized.

(b) Administrative processing. The following administrative procedures are required to establish bonus eligibility for personnel in each of the specific categories indicated.

1. When processing a prior Service enlistment, in AR, with assignment to the IRR—

2. The enlistment will be processed in accordance with AR 601–210 (see chaps 5, 6, or 10). Packet distribution will be processed in accordance with paragraph (4), below.

3. The processing activity will ensure the Soldier completes DA Form 4977–R. The Soldier's bonus check will be mailed to the address shown on DA Form 4977–R, section VIII. The form must be properly witnessed, signed, and affixed to all copies of the DA Form 3540.

4. As an exception to AR 601–210, appendix B, table B–2E, packet distribution for a prior Service enlistment for the IRR Bonus Program will be distributed as follows:

5. The processing activity will consolidate packets number 1, 2, and 3. Send these packets directly to CDR, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122. Packets number 4 through 7 will be distributed according to instructions in AR 601–210, appendix B, table B–2E.

6. On receipt of packets number 1, 2, and 3 by HRC, packets will be forwarded to HRC (Retention and Entitlements Branch). HRC Retention and Entitlement Branch will process the bonus payment.

a. AR 601–280 and AR 140–111 govern processing for members of a TPU, of SELRES, for immediate reenlistment and concurrent reassignment to the IRR

b. Processing IRR Soldiers for immediate reenlistment in the IRR will be in accordance with AR 140–111 and the internal procedures as established by CDR, HRC.

c. For IRR bonus queries, contact HRC, Retention and Entitlements Branch, defense Service network (DSN) 892–0357, Commercial 314–592–0397, or call toll free 1–800–325–4095.

(c) Obligation. Entitlement is obtained through satisfactory participation by a Soldier who—

1. Responds to all official military correspondence.

2. Ensures the CDR, HRC remains informed of current address, marital status, number of dependents, civilian employment, and any change in physical condition.

3. Participates in training on an annual basis as directed by CDR, HRC. The type and extent of the required training will depend on MOS requirements and needs of the Army. This may include training in a pay status, normally not to exceed 30 days per year.

Chapter 10
Selected Reserve Incentive Program

10–1. General

The SRIP is approved annually by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA

(M&RA)). The SRIP programs are subject to legal and DOD implications. As such, DCS, G–1 (DAPE–MPA–CB) will manage the program to ensure compliance with established standards.

a. Selection for incentive coverage is based on critical skill reviews performed under DCS, G–1 guidance. Changes to skills (additions or deletions) are published by DCS, G–1 (DAPE–MPA).

(1) The DCS, G–1 will conduct a midyear review and analysis to evaluate changes for recommendation to ASA (M&RA), as appropriate.

(a) The CAR (USARC) will review the critical skills for the enlistment and reenlistment/extension and officer incentives for the AR.

(b) The Human Resources Command will review the critical skills for the IRR incentives for the AR.

(c) The NGB will review the critical skills for the enlistment, and reenlistment/extension and officer incentives for the ARNGUS.

(2) The incentive skill list will be updated by DCS, G–1 (DAPE–MPA) and reviewed by the (ASA (M&RA)) annually before the start of each fiscal year (FY).

b. Incentives will be used to support early deploying units, critical skill shortages, and shortages in the IRR. The DCS, G–1, will announce the effective date of program adjustments.

(1) Unit mission changes may necessitate changes in a unit's eligibility for incentives.

(2) Dual mission units that fall in multiple priority groups may receive incentives based on the highest category assigned.

(3) The affiliation bonus is potentially available to any unit and skill in the ARNGUS and AR.

10–2. Program responsibilities

a. The DCS, G–1 (DAPE–MPA–CB) exercises Army Staff responsibility for policy governing the ARNGUS and AR incentives. This is accomplished by—

(1) Developing policy or making changes to policy, in coordination with the USAAC, NGB, CAR, USARC, USAREC, and the Office of the Surgeon General (OTSG).

(2) Coordinating with and forwarding program guidance and goals with the NGB, CAR, OTSG, for approving, modifying, and submitting to the SA recommended changes to the various incentive programs.

(3) Maintaining liaison with other Services.

(4) Monitoring management indicators developed by USAAC, NGB, CAR, OTSG, USARC, USAREC, and HRC (AHRC–PAP–RE) to measure the effectiveness of the various programs.

(5) Providing coordinated responses to inquiries from the field, the Congress, the White House, and the Army Review Board Agency (ARBA), concerning the incentive programs.

(6) Reviewing NGB and CAR budget requests for the incentive program before budget submission.

(7) Submitting reports required by the OSD, the Office of Management and Budget (OMB), and the Congress.

(8) Providing guidance concerning program report preparation to USAAC, NGB, CAR, USARC, USAREC, HRC (AHRC–PAP–RE), and DFAS.

(9) By conducting a MCEIR, chaired by DCS, G–1 that will meet at least quarterly or as announced by DCS, G–1 to review incentives across all Army components. The MCEIR will analyze and adjust the application and amounts of enlistment incentives in order to meet manpower requirements and recruiting objectives while also ensuring incentives policy consistency within statutory restraints. The MCEIR will include representatives from the USARC/CAR in addition to USAAC, USAREC, HRC, ARNG, and DCS, G–1 (DAPE–MPA).

(10) Monitoring and evaluating the effectiveness of the programs in achieving overall objectives.

b. The DCS, G–1 has Army Staff responsibility in coordination with NGB and CAR for establishing mobilization priority categories used to identify units for incentive eligibility according to guidance provided by ASA (M&RA).

c. The DARNG exercises staff supervision and management of the incentive programs as they pertain to ARNGUS Soldiers. The DARNG will—

(1) Develop detailed budget submissions.

(2) Develop policies, procedures, and management initiatives for the ARNGUS and recommend to DCS, G–1 changes in program policies and procedures.

(3) Coordinate fiscal operation of ARNGUS incentive programs within appropriation limits.

(4) Maintain current incentive eligibility status of units.

(5) Collect personnel data, as required.

(6) Prepare reports, as required.

(7) Provide input to DCS, G–3/5/7 concerning unit priorities.

(8) Exchange program related information with DFAS.

(9) Develop and use appropriate advertising for the ARNGUS incentive programs.

(10) Evaluate the effectiveness of the ARNGUS incentive programs.

d. Chief, CAR is the appropriations director for the AR Incentive program. The CAR exercises staff supervision and management of the incentive programs as they pertain to AR Soldiers. The CAR will—

(1) Prepare detailed budget submissions.

(2) Coordinate the fiscal operation of the AR incentive program within appropriation limits.

(3) Develop and recommend to DCS, G–1 changes in incentive program policies and procedures.

(4) Provide input to DCS, G–3/5/7 concerning selection of units for incentive eligibility.

(5) Maintain the current incentive eligibility status of units.

(6) Manage the AR EIRB and insure representation from the AR/CAR in addition to DFAS, USAREC, HRC, and DCS, G–1 (DAPE–MPA).

e. CDR, USARC and CG, HRC will—

(1) Collect personnel data as directed by DCS, G–1.

(2) Prepare program reports required by DCS, G–1.

(3) Recommend to DCS, G–1 changes in program policies and procedures.

(4) Exchange information related to the program with DFAS.

(5) Supervise the operation of the incentive program pertaining to AR IRR Soldiers.

f. The CG, USAREC will—

(1) Recommend to DCS, G–1 changes in incentive program policies and procedures.

(2) Prepare reports required by DCS, G–1 related to the AR enlistment incentive program.

(3) Develop appropriate advertising for AR incentives in coordination with DCS, G–1.

(4) Evaluate the effectiveness of the incentive program as an enlistment incentive for the AR.

(5) Coordinate with DCS, G–1 on the operation of the incentives program pertaining to enlistment in the AR.

10–3. Policies and procedures

a. Personnel status for incentives. Incentives prescribed by this regulation may specify that an applicant be in a NPS, PS, or in-Service status. They may also mandate the completion of specified IET. To ensure compliance with public law and DOD directives that have been incorporated into this regulation, these terms have been defined in the glossary. This regulation takes precedence when definitions conflict with other directives.

b. Authorized number of participants. The number of participants, who may receive an incentive, at any one time, will be contingent upon the level of funding available in any given FY and HQDA or DOD guidance provided.

c. Retroactive provision. This regulation updates certain provisions in effect from earlier FY's incentive programs. Soldiers who entered into agreements under an earlier incentive program will continue to participate in that program. This regulation does not change the basic benefits contracted for under earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the incentive agreement and executed at the time of enlistment, extension, or affiliation is unchanged. An incentive agreement cannot exceed the limits of the law or authorized limits of the SA. Retroactive entitlement or reinstatement based on the revised or amended policy contained in this regulation is not authorized.

d. Position vacancy requirements.

(1) SELRES incentives are offered to designated units and selected skills only when a valid position vacancy exists. Valid position vacancies are either current or projected from the unit's organization tables. These tables include—

(a) Tables of organization and equipment (TOE).

(b) TDA.

(c) MTOE.

(d) Modification table of distribution and allowances (MTDA).

(2) Valid position vacancies may also be either current or projected from a unit's approved wartime required shortage list. For the purpose of this regulation, the term "wartime required shortage" is used instead of the term authorized "over strength" referenced in other Army publications. The authorizations approved are based on component wartime required shortages.

e. Educational requirements. The enlistment bonus, MGIB "kickers" and the SLRP may be granted to a Soldier who meet the required eligibility criteria and who has the credentials of a secondary school graduate (see glossary term for education levels).

(1) Soldiers who elect the enlistment bonus, education, or the SLRP incentives and are attending school at the time of enlistment must have the credentials of a secondary school graduate within the timeframe shown in paragraphs (a) or (b), below—

(a) Alternate training program enlistment option: prior to entry on the second phase (Phase II) of IADT (see chap 5 this regulation).

(b) Other than alternate training program enlistment option: prior to entry on IADT (see chap 5 of this regulation).

(2) Soldiers who do not have the credentials of a secondary school graduate within the established timeframe will be subject to termination of the enlistment bonus, education incentive, or SLRP.

f. Security clearance requirements. Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS/skill qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of such clearance may result in reclassification or recoupment in accordance with paragraph 10–9 of this regulation.

10–4. Personnel movement between Army National Guard of the United States and Army Reserve

a. Eligibility. A Soldier's eligibility for continued bonus and/or loan repayment incentives when transferring between the ARNGUS and Army Reserve is prescribed later in this chapter beginning at paragraph 10–5 and subsequent paragraphs.

b. Personnel gains from other U.S. Armed Forces. Applicants for ARNGUS or AR enlistment, who are currently SELRES members of other Armed Services, should be counseled before enlistment processing. They should note that eligibility for an incentive authorized by other U.S. Armed Forces will not be continued after enlistment in the ARNGUS or AR.

c. Obligation. Eligibility for any incentive governed by this regulation requires that an enlisted Soldier must enter into a contractual obligation. The Soldier must serve satisfactorily for the full term of Service specified for an incentive program.

d. Required documents.

(1) Applicants for programs administered by this regulation will be required to sign documents that specify the eligibility criteria and the term of Service for the incentive. Furthermore, the document will contain an acknowledgment that the applicant has been advised of, and understands, the benefits of the program and the conditions that can cause termination and recoupment. These documents must be authenticated by a proper witnessing official and will include the preparation date.

(2) Each incentive program in this regulation specifies the document(s) required for program eligibility.

(3) Distribution of these documents or forms will be per the instructions contained on the forms or as otherwise specified in the appropriate text.

e. Processing instructions.

(1) The appropriate incentive addendum must be completed and a copy made a permanent part of each enlistment, or affiliation packet.

(2) This must be done prior to distribution per the regulatory requirements.

f. Incentive payments.

(1) All incentive payments are subject to Federal and State tax. However, payments made directly to financial institutions (SLRP and the Health Professional Loan Repayment (HPLR)) do not have amounts withheld for tax. SLRP or HPLR incentives should consider additional withholding from other income to compensate for the absence of tax withholding.

(2) Payment of incentives is not immediate under these programs. Payment processing and verification of eligibility is required before payment is made.

10–5. Continued receipt of incentives

a. A Soldier may be eligible for continued receipt of incentives under the following conditions:

(1) For normal career progression (DA Pam 611–21).

(2) When involuntary transfer between Army RC is due to unit transition per this regulation.

(3) When the transfer is at the convenience of the government and authorized by the CNGB or CAR, the Soldier must become MOS qualified in the new skill within 24 months or incentives will be terminated.

(4) Involuntarily transferred ACASP Soldiers will continue to receive payments, as scheduled.

(5) Military personnel returning within the authorized period of non-availability may resume receipt of incentives provided their specialty skill is authorized when they return and an authorized unit vacancy and funding is available. The Soldier must also agree to extend their contractual obligation for the length of time they were in a non-available status. Soldiers who are under a period of non-availability must extend their enlistment within 30 days of their reassignment to retain enlistment incentives. (with a maximum of up to 3 years).

(6) Mobilized RC Soldiers will be allowed to retain all SRIP incentives which they had qualified to receive prior to mobilization, regardless of position and MOS assigned to fill during mobilization. Following mobilization, the Soldier must either return to the original contracted SELRES MOS and position, or another bonus MOS, and position annotated on the current SRIP at the time of REFRAD, and return to SELRES duty to be able to continue to receive any remaining incentive payments.

(7) During a period of suspension of favorable personnel actions, receipt of incentives is suspended except for certain APFT failures or failures to meet body fat standards as prescribed in paragraph 10–6*b* of this regulation.

(8) When the suspension has been favorably lifted, continued receipt of incentives is authorized.

(9) SLRP incentives: Enlisted Soldiers who enter a commissioning program and/or accept an appointment or

commission as an officer or warrant officer in a SELRES may continue to receive SLRP payments as stipulated in their original contract so long as they remain otherwise qualified.

b. Continued receipt of the SLRP or MGIB–SR on transfer from the AR to the ARNGUS.

(1) An AR Soldier eligible for loan repayment in a critical MOS will retain eligibility upon transfer to the ARNGUS in a designated ARNGUS critical vacancy or MOS at the ARNG designated amount. If the transfer is based on unit transition as prescribed in paragraph *d*, below, in circumstances not requiring termination, or otherwise authorized by DARNG, the Soldier will retain entitlement under the SLRP at the ARNGUS designated amount.

(2) An AR Soldier eligible for loan repayment in a higher designated amount than the ARNGUS will retain eligibility upon transfer to the ARNGUS at the AR designated amount.

(3) If the Soldier is authorized to continue under the SLRP, a new DA Form 5261–4–R (Student Loan Repayment Program Addendum) must be prepared; however, this act does not create a new entitlement, but continues the Soldier in the existing entitlement amount as listed on the original AR contract. The new DA Form 5261–4–R will be prepared in the gaining unit and witnessed by a Service representative in the rank of SFC or higher.

(4) A Soldier does not gain incentive eligibility simply because of a transfer from one RC to another who is offering an incentive. The transfer process does not represent a REFRAD, enlistment, affiliation, reenlistment, or extension requirement for incentive eligibility.

(5) A Soldier may be eligible for entitlement under the Montgomery GI Bill-SELRES with continued eligibility to a SRIP incentive.

c. Continued receipt of the SLRP or MGIB–SR on transfer from ARNGUS to the AR.

(1) An ARNGUS Soldier eligible for loan repayment at the same designated amount as the AR will retain eligibility on transfer to the AR. This is provided the Soldier continues to serve in the contracted MOS, or the transfer is based on unit transition (see para *d*) in circumstances not requiring termination, or otherwise authorized by the CAR.

(2) An ARNGUS Soldier eligible for loan repayment, who is transferred to a AR critical MOS (higher designated amount position), will retain SLRP eligibility at the ARNGUS designated amount. This is provided the transfer is based on unit transition in circumstances not requiring termination, or otherwise authorized by the CAR.

(3) If the Soldier is authorized to continue under the SLRP, a new DA Form 5261–4–R must be prepared, however, this act does not create a new entitlement, but continues the Soldier in the existing entitlement amount as listed on the original ARNG contract. The new DA Form 5261–4–R will be prepared in the gaining unit and witnessed by a Service representative in the rank of SFC or higher.

(4) A Soldier does not gain incentive eligibility simply because of a transfer from one RC to another who is offering an incentive. The transfer process does not represent a release from AD (REFRAD), enlistment, affiliation, reenlistment, or extension requirement for incentive eligibility.

(5) A Soldier may be eligible for entitlement under the Montgomery GI Bill-SELRES with continued eligibility to a SRIP incentive.

d. Status of incentives on unit transition.

(1) *Purpose.* This paragraph provides guidelines for the disposition of incentives paid or pending payment to SELRES unit Soldiers. For ease of reading and simplicity, reduction of over strength, reduction in force, and relocation or inactivation of a unit shall be referred to as unit transition. Unit transition occurs when a Soldier is voluntarily or involuntarily transferred or reassigned within, or between the ARNGUS and the AR. Relocation refers to a Soldier's unit of assignment moving to a site that is beyond commuting distance. For the purpose of this regulation, commuting distance is defined as the maximum distance a member of a RC may be required to travel involuntarily between residence and inactive duty for training (IDT) site.

(2) *That distance may be—*

(a) A 100-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do four IDT sessions on 2 consecutive days (Multiple Unit Training Assembly (MUTA 4) and where Government meals and quarters are provided at the unit IDT site.

(b) A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1½-hour period, where Government meals and quarters are not provided at the unit IDT site.

e. Command responsibility. Successful implementation and use of the procedures described herein is dependent on command coordination and responsibility.

(1) Incentives are used to induce individuals to contract for Service in a specified MOS, area of concentration (AOC), or SELRES unit.

(2) When a unit is scheduled for transition, the command is responsible for retaining incentive recipients in the SELRES. If possible, in keeping with the terms of the Soldiers' contract, the Soldier should be reassigned or transferred to a position requiring their MOS, or AOC.

(3) Commands should ensure assignment or transfer of Soldiers to the IRR or inactive national guard (ING) occurs only when no ARNGUS/AR units are within commuting distance.

f. The status or disposition of an incentive that has been paid or is pending payment is predicated on the following:

(1) A Soldier may continue to receive full incentive payment, if otherwise eligible, when the Soldier is transferred or reassigned to—

(a) Another SELRES unit of the ARNGUS/AR. Assignment will be in a bonus MOS or AOC, or to a bonus-designated unit, where possible.

(b) Another unit of the ARNGUS/AR outside of commuting distance. Assignment in a bonus MOS or AOC, or to a bonus-designated unit, is preferred, but not necessary. This is provided there are no assignments available in the Soldier's bonus MOS or AOC, or type unit within commuting distance.

(2) Transfer between RCs of the Army should be the priority and used instead of reassignment to the IRR or ING.

(a) As specified in 2 above, every effort should be made to retain Soldiers who have been contracted for an incentive in the SELRES. Assignment to other units within the same Reserve of the Army component should have priority. As a second priority, commanders must consider transfers between RCs of the Army instead of reassignment or transfer to the IRR or ING.

(b) The term transfer as used in this paragraph refers to the personnel actions necessary to affect the change in strength accountability between the ARNGUS and the AR. Enlisted Soldiers require discharge and enlistment actions, while officers require appointment and Federal recognition actions.

(c) When an ARNGUS/AR unit is in transition and the Soldier cannot be reassigned or utilized in another unit of the same component—

1. The AR Soldier will be offered an opportunity to transfer to an ARNGUS unit if otherwise eligible and approved by the gaining ARNGUS command, prior to reassignment to the IRR.

2. The ARNGUS Soldier will be offered an opportunity to transfer to a AR TPU if otherwise eligible and approved by the gaining AR commander prior to discharge from the ARNGUS and transfer to the IRR or ING.

(3) For the PS Enlistment Bonus.

(a) On transfer from the AR to the ARNGUS. The entitlement of an AR Soldier to receive subsequent incentive payments will continue upon enlistment in the ARNGUS provided the ARNGUS offers the same bonus. Recoupment of this bonus is not authorized.

(b) On transfer from the ARNGUS to the AR. The entitlement of an ARNGUS Soldier to receive subsequent incentive payments will continue upon enlistment in the AR provided the AR offers the same bonus. Recoupment of this bonus is not authorized.

(4) Student Loan Repayment Program and MGIB-SR procedures: refer to paragraphs 9–18, 10–5, and 10–16 this regulation and AR 621–202.

10–6. Suspension of incentives

a. Recipients of an incentive will be suspended from the program during authorized periods of nonavailability. Incentive pay is *NOT* authorized for periods of nonavailability, such as—

(1) Approved transfer to the IRR or Standby Reserve per AR 135–91 (for example, missionary obligation), or transfer to the ING per NGR 614–1.

(2) Participation in other DOD approved programs.

(3) Approved transfer to the ING/IRR for cogent personal reasons.

(4) Suspension under paragraphs (1) and (2), above, will be for a maximum period of 3 years. Suspension under paragraph (3), above, is for up to 1 year. Nonavailability in excess of the maximum period authorized will be cause for termination of incentive eligibility.

(5) Except under extraordinary circumstances, only one suspension of nonavailability may be granted or imposed.

(6) Requests for suspension must be justified to the incentives manager, in writing.

(7) In order to regain incentive eligibility see paragraph 10–7 this regulation.

b. A Soldier who has a suspension of favorable personnel action initiated per AR 600–8–2 will not be processed for an initial or anniversary payment. Bonus payment(s) will be processed effective on the date the suspension is lifted for those Soldiers who have continued eligibility. This excludes suspension of favorable personnel actions for the APFT failure or failure to meet body fat standards. Repeat APFT failure or failure to meet body fat standard within a one-year period will result in the suspension of an incentive. Two consecutive APFT or body fat standard failures will result in the termination of an incentive.

(1) As an exception, Soldiers affected by unit transition and required to change MOS/AOC but remain eligible for an incentive may receive subsequent payments before qualifying in the new specialty. The Soldier is required to become qualified in the new MOS/AOC within 24 months.

(2) When authorized, entitlement to subsequent payment will resume on the adjusted anniversary date of satisfactory creditable SELRES Service.

10–7. Reinstatement of incentives

a. Reinstatement and resumption of subsequent incentive payments following a period of authorized nonavailability

is not guaranteed. Soldiers who complete a period of nonavailability and request reinstatement of eligibility for incentives and resumption of subsequent payments must—

(1) Complete the period of authorized nonavailability within the required time limit in paragraph 10–6 of this regulation.

(2) Rejoin an existing vacancy in the SELRES authorized the Soldier's grade and specialty in a bonus-authorized unit, or a bonus authorized specialty.

(3) Extend their contract, enlistment, or reenlistment agreement, within 90 days after completing the period of nonavailability, in order to serve out the full incentive contract period in the SELRES. This is provided the unit reenlistment officials have access to the Soldier's personnel records and are able to verify the Soldier's eligibility to extend.

b. A Soldier who does not comply with all of the requirements in paragraph *a*, above, will be subject to termination of incentives with recoupment action required.

c. A Soldier who complies with all requirements listed in a above will be entitled to payments resumed on the adjusted anniversary date of satisfactory creditable SELRES Service provided funding is available.

10–8. Termination of incentives

a. Incentive eligibility will be stopped when any of the termination reasons as listed below apply and that member shall not be eligible to receive any further incentive payments, except for Service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment. Termination of eligibility to an incentive will occur, if a Soldier—

(1) Becomes an unsatisfactory participant per AR 135–91. The termination date entered into the personnel data reporting systems must be the date the Soldier is declared an unsatisfactory participant.

(2) Is an enlisted Soldier attending high school at time of enlistment and does not become a secondary school graduate within the required time limit.

(3) Fails to become MOS-qualified or -certified in the health professional specialty for which contracting.

(4) Accepts an AGR or a permanent military technician position where membership in the SELRES is a condition of employment.

(5) Voluntarily moves to a nonbonus unit or MOS.

(6) Exceeds the maximum authorized period of nonavailability.

(7) Fails to extend the contracted term of Service for an authorized period of nonavailability.

(8) Separates from a SELRES unit or the IRR of the AR or ARNGUS for any reason. Separation includes, but is not limited to—

(a) Discharge or transfer to the IRR, ING, Standby, or Retired Reserve. Soldiers executing an indefinite reenlistment with concurrent assignment to the IRR will retain up to 12 months of their enlistment or prior service enlistment bonus if applicable. Assignment date to the IRR in this situation is effective on the first day after the original ETS date.

(b) Enlistment or appointment in an AC, or RC of the Army, or another U.S. Armed Force.

(9) Has received the maximum benefit authorized.

(10) Fails to participate satisfactorily in required training during the entire period of Service agreed to in accordance with the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (that is, death, injury, illness, or other impairments).

b. Disposition of incentives for deceased members of the Army Reserve Components or for RC members being separated for disability described under 10 USC 61 that was incurred in the line of duty in a designated combat zone or in a combat related operation designated by the Secretary of Defense. Disposition of incentives for deceased members of the Army RCs will be made as follows:

(1) Payment of incentives due will be made on determination of beneficiary eligibility of the decedent's incentives or for disabled Soldiers directly to the Soldier upon separation.

(2) Payment will only include unpaid balance payable during the settlement of decedent's or member's final military pay account.

(3) Loan Repayment Program incentives will be prorated and paid directly to the lending institution.

10–9. Recoupment of incentives

a. With the exceptions of paragraphs (1) through (3), below, recoupment conditions in this paragraph cover all incentives. When relief is not granted through the waiver process from incentives received, the member must refund a pro-rata amount to the Government when termination is due to reasons outlined in paragraph 10–8, this regulation except where prorated recoupment is not authorized in paragraph 10–9*c*. Commanders will refer to the respective Army component (USARC, NGB) G–1 office most directly responsible for recruiting and retention (grade 06 or civilian equivalent or higher) for resolution and consideration for waiver or exception in doubtful cases, in which recoupment would be contrary to personnel policy or other management objectives, against equity or good conscience or contrary to the best interests of the U.S. and clearly in the best interest of the Army.

(1) The Specialized Training Assistance Program (STRAP) health professional stipend is recouped in total (see AR 601–141).

(2) The Healthcare Professional Bonus (HPB) is recouped for the entire period of the year not served satisfactorily (see AR 601–141).

(3) The SLRP and HPLR are normally not recouped because time is served prior to receipt of the incentive. However, when overpayment or payment in error is made, recoupment may occur when a waiver of indebtedness is not obtained.

b. All debts to the U.S. Government will be submitted for collection from SELRES and Ready Reserve members. Delinquent repayment(s) will result in the collection of interest on the remaining balance per 10 USC 2005.

(1) The recoupment amount is based on the following formula: basic incentive received multiplied by the basic obligated months not completed divided by total obligated months in a contract (for example, 72 months is total obligated months in a 6-year contract).

(2) Calculated overpayments to the Soldier will be recouped.

(3) Calculated underpayments will be paid to the Soldier.

(4) Commanders are responsible for initiating recoupment procedures whenever a member's eligibility to an incentive is terminated and recoupment is required by this regulation or applicable policy. When a commander is not in the chain of command over the Soldier, the incentives program manager will initiate recoupment procedures.

(5) Any refund made by a Soldier under recoupment procedures will not affect that Soldier's period of obligation. A member in the ARNGUS or AR must serve the balance of the term of Service entered into contractually or by statutory requirements.

c. Commanders will not recoup for any of the following reasons:

(1) When the Soldier's unit is in transition per paragraph 10–11. However, termination with recoupment action is required when a Soldier who loses their position due to unit transition per paragraph 10–11 refuses a reassignment in the SELRES.

(2) Acceptance of an immediate appointment as a commissioned officer or warrant officer in any component of the Army excluding the IRR or ING. An enlisted Soldier accepting an appointment as a commissioned officer or warrant officer is not subject to recoupment of any enlistment or reenlistment bonus, including lump sums; however, Soldiers who are commissioned and receive an officer accession/affiliation bonus will have their enlisted bonus terminated with recoupment.

(3) When a Soldier becomes a simultaneous member of an authorized officer commissioning program to include those drawing a stipend will remain in the SLRP and other incentive programs while in an advanced training status provided they continue to perform military duties as specified in their SLRP or incentives agreement. Upon commissioning or appointment as an officer in a reserve component, the SLRP or incentive will remain in effect until the terms of the original agreement are fulfilled.

(4) Separation from the SELRES or transfer from the designated bonus position because of death, injury, illness, or other impairment that is not the result of any misconduct by the Soldier.

(5) Ordered to extended AD (EAD) (voluntarily or involuntarily) and accessed in the Active Army end strength. Additionally, those on EAD can still be a TPU Solider.

(6) Enters into an authorized period of nonavailability. As an exception, recoupment is authorized when a Soldier does not return from an authorized period of nonavailability within the time limit or fails to extend for the amount of time needed to complete the contractual military Service obligation on return from an authorized period of nonavailability (see para 10–11 of this regulation).

(7) Entry on AD in an AC or AGR status. AGR members must have at least 6 months on their current contract or their incentive will be recouped.

(8) **Rescinded.**

(9) A member paid a bonus, education incentive or special pay for a period of enlistment (or reenlistment) in a component of the Army (Active, AR, or ARNG) who is discharged for immediate reenlistment in any other component of the Army (Active, AR, or ARNG) or any other U.S. military Service (AC or RC) for which no bonus, education incentive or special pay is paid, may be considered to have completed the full term of Service specified in the former enlistment contract, provided the term of the latter reenlistment includes the remaining period of Service from the former enlistment. Doubtful cases will be referred to the approval authority in paragraph 10–9*a* of this regulation to determine if recoupment should be waived.

(10) The member is being discharged for hardship reasons in accordance with applicable separation policy.

d. When a waiver of indebtedness is obtained for erroneous payments received and the Soldier becomes eligible for the incentive through a reenlistment/extension option, the waiver amount will be subtracted from the contracted limit to prevent overpayment of the incentives maximum authorized limit.

10–10. Bonus control numbers, reporting requirements, and Army Board for Correction of Military Records processing

a. AR G–1 has operational control of bonus control numbers (BCNs) and Retention Training Division (RTD) has administrative control of the BCNs.

b. Reporting requirements.

(1) Proper component directives will govern reporting requirements for subordinate elements of the ARNGUS and the AR.

(2) Soldiers participating in or terminated from an incentive program governed by this regulation will be reported. Use the appropriate incentive participant codes listed below in table 10–1.

Table 10–1
Incentive participant codes

I. Incentive type
A–Enlisted with cash enlistment bonus
B–Enlisted with Educational Assistance
C–Reenlisted
D–Reenlisted/extended with bonus for 6 years
N–Previous incentive recipient (contract completed) present term without incentive
Q–Not receiving incentive (no previous incentive)
R–Affiliated with bonus
S–Deleted
V–Converted
W–Converted from enlistment bonus to educational assistance
II. Incentive termination reason
E–Terminated: Unsatisfactory participation
F–Terminated: Transferred to another RC
G–Terminated: Transferred or enlisted in the AC
H–Terminated: Transferred to the officer corps (see para 10–8*a*(8)(b)
I–Terminated: Unauthorized change in MOS
K–Terminated: Accepted civilian position where Reserve membership is a condition of employment
L–Terminated: Assigned to AD or ADT in excess of 90 days in support of the Reserve program
M–Terminated: Other
III. Loan repayment
T–Loan Repayment for authorized loans under paragraph 10–14, this regulation

c. Claims requiring determination by the ABCMR. Authority to act on claims of erroneous entries on enlistment documents or incentives not delegated elsewhere in this regulation is DCS, G–1 (DAPE–MPA–CB). Requests or claims involving the correction or amendment of dates of enlistment, reenlistment, or extension agreements will be processed under paragraph 8–6, this regulation. Cases that cannot be resolved by the agencies described in paragraph 8–6 or by other provisions of this regulation will be submitted on a DD Form 149 (Application for Correction of Military Records) per AR 15–185. The appropriate address for the ABCMR is listed in the instruction of DD Form 149. Prior to sending any case or referring a Soldier to the ABCMR, recruiting or personnel officials should first attempt to rectify the error through appropriate command channels.

10–11. Incentive eligibility under the Army Reserve Drill Sergeant, Instructor, or Linguist Program

a. A Soldier assigned to a drill sergeant (special qualifications identifier (SQI) “X”), instructor (SQI “8”), or linguist

(SQI "L" with Defense Language Proficiency Test (DLPT) "2" in reading and listening) duty position may be eligible for an incentive under the following conditions:

(1) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening qualified and assigned to duty in a drill sergeant, instructor, or linguist duty position. If otherwise eligible, the Soldier may enlist, reenlist, or affiliate for the PSEB, reenlistment bonus, affiliation bonus, or the SLRP incentives. A match of the Soldier's MOS and the duty position MOS is not required.

(2) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening unqualified and assigned to a drill sergeant, instructor or linguist duty position.

(3) The duty position MOS or unit is authorized an incentive and the Soldier is qualified in the MOS. If eligible, the Soldier may enlist, reenlist, or affiliate for the specified incentive. With the exception of the prior service enlistment bonus, a match of the Soldier's MOS and the duty position MOS is not required.

(4) The unit or duty position MOS is not authorized an incentive or the Soldier's MOS does not match the duty position. The Soldier is not eligible for the PSEB but if otherwise qualified, the Soldier may enlist, reenlist, or affiliate for the Reenlistment Bonus, Affiliation Bonus, or the SLRP incentives. The Soldier must agree to successfully complete the drill sergeant, instructor, or Language Proficiency Service School and qualify in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor or linguist position. Eligibility to an incentive is gained on execution of the enlistment, reenlistment, or affiliation documents and is not suspended pending SQI X, 8, or L with DLPT 2 qualification.

(5) Continuing incentive eligibility is authorized upon reassignment to a drill sergeant, instructor, or linguist duty position. This policy is contingent on the following requirements. A Soldier is—

(a) SQI X, 8, or L with DLPT 2 qualified and reassigned to a drill sergeant, instructor, or linguist position. Except for the PSEB (see chap 3), a match of the Soldier's MOS and the duty position MOS is not required and incentive eligibility continues. For the PS enlistment incentive, the Soldier must have been awarded SQI X and served on AD as a drill sergeant; awarded SQI 8 and served on AD as an instructor; or awarded SQI L with DLPT 2 in reading and listening and served on AD, as a linguist.

(b) SQI X, 8, or L with DLPT 2 unqualified and is reassigned to a drill sergeant, instructor, or linguist duty position.

1. The duty position MOS is authorized an incentive and the Soldier is qualified in the MOS. A match of the Soldier's MOS and the duty position MOS is required and the incentive continues.

2. The unit is an incentive authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. Prior Service enlistment incentive eligibility is terminated. Reenlistment, affiliation or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position. Reenlistment, affiliation, or SLRP incentive eligibility is continued and is not suspended pending SQI X, 8, or L with DLPT 2 qualification.

3. The unit is not an incentive authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. The PS enlistment incentive eligibility is terminated. Reenlistment; affiliation; or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position.

(6) Reenlistment, affiliation, prior Service enlistment, or SLRP incentive eligibility is continued and is not suspended pending SQI X, 8, or L (with DLPT 2 in reading and listening) duty positions.

(7) Unit transition rules specified in paragraph 10–5 apply to those Soldiers assigned or reassigned to drill sergeant, instructor or linguist with DLPT 2 in reading and listening duty positions.

(8) Termination and recoupment rules specified in this chapter apply to those Soldiers assigned or reassigned to drill sergeant, instructor, or linguist with DLPT 2 in reading and listening duty positions.

b. Exception to policy during contingency operations for reenlistment incentives (see AR 601–280).

(1) Eligibility for an Army RC reenlistment bonus incentives requires Soldiers to have no more than 12 months of their statutory or contractual MSO remaining to reenlist or extend for incentives.

(2) Mobilized Soldiers may reenlist for incentives within the current RC reenlistment window as established by the DCS G–1. The mobilized Soldier must execute a reenlistment during mobilization or within 90 days following REFRAD within the current RC reenlistment window whether the Soldier's ETS occurs during or after the period of mobilization.

c. Counseling by commanders will ensure Soldiers that contract for an incentive have been counseled by a Service representative regarding the Soldier's obligations and responsibilities.

10–12. Selected Reserve Incentives Program–nonprior service enlistment bonus

This paragraph provides policy and guidance for the administration of the SRIP–NPS enlistment bonus.

a. Eligibility. A cash bonus is offered to eligible applicants enlisting in the SELRES and complying with all of the following eligibility requirements:

(1) Has not previously served in the Armed Forces or has served in the Armed Forces, but was released from such

Service before completing basic training requirements required for initial award of an MOS of the Armed Force of which the person was a member and the Service was characterized as either honorable or uncharacterized.

(2) Enlists in the ARNGUS or AR for 8 years. The Soldier may enlist for a period of 3 to 6 years in the SELRES for varying incentives as announced in periodic HQDA, CAR, and NGB incentives messages.

(3) Enlists for a position vacancy in a SELRES bonus unit and/or bonus MOS as designed by HQDA. By the time the enlistee completes IADT the position must be vacant.

(4) Qualify as a secondary school graduate.

(5) Has completed IADT or received sufficient training to be deployable.

(6) Is classified in Mental Category I, II, or III (AFQT) score of 31 or higher.

(7) Is not enlisting to qualify for a military technician or AGR position where membership in the SELRES is a condition of employment (temporary assignment as a military technician of 6 months or less is excluded).

(8) Is not enlisting for voluntary assignment to full-time AD or ADT beyond 90 days in support of the Reserve program.

(9) Completes DA Form 5261–R (Selected Reserve Incentive Program–Enlistment Bonus Addendum) as part of the enlistment agreement. (Available at http://www.apd.army.mil and the AEL CD–ROM).

(10) Enlistment through the ACASP in accordance with this regulation, chapter 7, in an MOS authorized by HQDA for the bonus under the SRIP.

b. Entitlement.

(1) This incentive offers a cash bonus to eligible applicants with no prior military Service who enlist in the SELRES and contract to serve in a designated bonus skill or unit announced by HQDA in accordance with chapters 10–12.

(2) Soldiers will not receive any enlistment bonus payments, initial or subsequent, until they have complied with all of the eligibility criteria in this chapter.

(3) Except for the ACASP enlistment bonus, the following payment schedule applies:

(a) The initial payment may not exceed ½ of the total bonus amount for which the Soldier is entitled unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.

(b) The remainder of the bonus may be paid in periodic installments or in a lump sum, as announced by HQDA.

(4) The ACASP enlistment bonus is payable as follows: For enlistments in the ARNG or AR, each component will manage their respective budgets by directing how and when payments will be made so long as the initial payment does not exceed 50 percent of the authorized amount.

10–13. Selected Reserve Incentives Program–prior service enlistment bonus

This paragraph provides policy and guidance for the administration of the SRIP–PSEB.

a. Eligibility. A cash bonus is offered to eligible applicants enlisting in the SELRES and complying with all of the following eligibility requirements:

(1) Received an honorable discharge or honorable release at the conclusion of their last period of active military Service. (A General under Honorable discharge from the last period of Service does NOT meet this criteria and is ineligible for the PSEB.)

(2) Has completed not more than 16 years of total military Service and received an honorable discharge at the conclusion of all prior periods of Service. The “total military Service criteria” includes inactive reserve time in the IRR or ING.

(3) Is not being released from active or SELRES (TPU, IMA, or AGR) Service for the purpose of enlistment in the AR or ARNGUS.

(4) Possesses a bonus MOS or accept training into an MOS as announced by HQDA that is the same required by the SELRES unit position vacancy. The Soldier must have successfully served in the MOS and attained a level or qualification commensurate with the Soldier’s grade and years of Service while serving on AD. In the case of prior Service in the AR or ARNGUS must have previously qualified in the MOS (see para 10–4).

(5) Meets the eligibility criteria for enlistment in the AR as a PS applicant as prescribed by this regulation.

(6) Completes DA Form 5261–5–R (Selected Reserve Incentive Program-USAR Prior Service Enlistment Bonus Addendum) as part of the enlistment agreement. (Available at http://www.apd.army.mil and the AEL CD–ROM). Is classified in Mental Category I, II, or III (AFQT) score of 31 or higher?

(7) Upon enlistment, will qualify for the SELRES unit position vacancy for assignment to one of the following, Soldiers will not receive any enlistment bonus payments, initial or subsequent, until they have complied with all of the eligibility criteria in this chapter.

(a) Must be DMOSQ for the position for which enlisting, or agree to retrain in a critical MOS vacancy announced by HQDA that is the same required by the position vacancy for which enlisting. In the case of PS in the ARNGUS or AR must be DMOSQ for the position which enlisting.

(b) Assigned to a qualified drill sergeant “X”, instructor “8,” or linguist “L” with DLPT “2” in reading and listening. Soldiers must have been awarded the SQI and successfully served on AD, or in the case of PS in the AR or

ARNGUS, must have been previously qualified in the MOS. Soldiers with drill sergeant SQI of "X" are exempt from the MOS qualification requirement.

b. Entitlement.

(1) This incentive offers a cash bonus to eligible applicants with prior military Service who enlist in the SELRES and contract to serve in a designated bonus skill announced by HQDA, or as a drill sergeant, instructor, or linguist. The incentive offers—

(a) Up to the full amount provided by law for an enlistment to serve 6 years in a SELRES unit.

(b) Up to the full amount provided by law for an enlistment to serve 3 years in a SELRES unit.

(c) Up to full amount provided by law for the second 3-year option in a SELRES unit.

(2) The bonus is payable on the following schedule:

(a) An initial lump sum payment that will not exceed ½ the amount of the total bonus for a 3-year contract or a second 3-year bonus unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.

(b) An initial lump sum payment that shall not exceed ½ the amount of the total bonus for a 6-year contract unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.

(c) The remainder of the two authorized 3-year or the 6-year reenlistment or extension bonus payments are paid as determined by the incentive skill list updated by HQDA, DCS, G–1 (DAPE–MPA) and reviewed by the (ASA (M&RA)) annually before the start of each FY.

(3) Entitlement to the initial payment of a prior service enlistment bonus is effective on the date of enlistment.

(4) The initial payment is made when the Soldier—

(a) Fills a SELRES unit position vacancy that they are MOS-qualified.

(b) Fills a drill sergeant, instructor, or linguist position vacancy that they are qualified per paragraph 10–11 of this regulation.

10–14. Selected Reserve Incentives Program–Student Loan Repayment Program

The SLRP procedures and guidance are contained in AR 621–202. This paragraph clarifies which loans are payable under the SLRP as a guide to recruiting and retention personnel. Full loan amounts for enlisted and officer accessions and officer accessioning programs and other procedures are announced annually under the SRIP. The following loans are eligible for repayment under the SRIP:

a. Any loan made, insured, guaranteed under part B of title IV of the Higher Education Act of 1965 (20 USC 1071);

b. Any loan made under part D of such title (the William D. Ford Federal Direct Loan Program, 20 USC 1087a);

c. Any loan made under part E of such title (20 USC1087aa) or

d. Any loan incurred for educational purposes made by a lender that is—

(1) An agency or instrumentality of a State;

(2) A financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State;

(3) From a pension fund or a nonprofit private entity (subject to case-by-case review by the appropriate component as described in paragraph 10–2 this regulation).

Appendix A
References

Section I
Required Publications

AR 40–501
Standards of Medical Fitness (Cited in paras 2–9, 3–7, 3–14, 4–24, 5–12, 5–24, 5–26, 5–51, 9–2, and 9–10.)

AR 135–382
Reserve Component Military Intelligence Units and Personnel (Cited in para 6–9.)

AR 140–10
Assignments, Attachments, Details, and Transfers (Cited in paras 1–9, 1–10, 3–15, 3–20, 4–23, 5–19, 5–20, 5–22, 5–24, 5–25, and 9–14.)

AR 140–111
U.S. Army Reserve Reenlistment Program (Cited in paras 1–10, 3–20, 4–13, 6–9, 9–14, and 9–20.)

AR 600–8–10
Leave and Passes (Cited in para 9–7.)

AR 600–8–19
Enlisted Promotions and Reductions (Cited in paras 6–9, 7–3, 7–6, 7–12, 8–7, 9–13, 9–14, and 9–20.)

AR 600–8–101
Personnel Processing (In-, Out-, Solder Readiness, Mobilization, and Deployment Processing) (Cited in para 7–3.)

AR 600–9
The Army Weight Control Program (Cited in paras 3–7, 5–24, 9–10, and 9–14.)

AR 601–141
U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in paras 9–6, 10–9.)

AR 614–30
Overseas Service (Cited in paras 5–29, 6–6, 9–6, and 9–8.)

AR 614–200
Enlisted Assignments and Utilization Management (Cited in paras 5–29, 6–9, and 8–5.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. United States Code publications are available at www.gpoaccess.gov/uscode/index.html. Uniform Code of Military Justice articles are available at www.au.af.mil/au/awc/awcgate/ucmj.htm.

AR 11–6
Army Foreign Language Program

AR 15–185
Army Board for Correction of Military Records

AR 27–10
Military Justice

AR 40–3
Medical, Dental, and Veterinary Care

AR 40–400
Patient Administration

AR 56–9
Watercraft

AR 135–7
Army National Guard and Army Reserve Incentive Programs

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

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 (USAR) and Active Guard Reserve (AGR) Management 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

AR 600–8–104
Military Personnel Information Management/Records

AR 600–8–105
Military Orders

AR 600–13
Army Policy for the Assignment of Female Soldiers

AR 600–20
Army Command Policy

AR 600–37
Unfavorable Information

AR 600–43
Conscientious Objection

AR 600–85
The Army Substance Abuse Program

AR 601–222
Armed Services Military Personnel Accession Testing Programs

AR 601–270
Military Entrance Processing Stations (MEPS)

AR 601–280
Army Retention Program

AR 611–5
Personnel and Classification Testing

AR 611–85
Aviation Warrant Officer 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 Duty Enlisted Administrative Separations

AR 640–30
Photographs for Military Human Resources Records

AR 670–1
Wear and Appearance of Army Uniforms and Insignia

AR 700–84
Issue and Sale of Personal Clothing

DA Pam 600–8
Management and Administrative Procedures

DA Pam 611–21
Military Occupational Classification and Structure

FM 21–20
Physical Fitness Training (Available at www.us.army.mil/suite/login/welcome.html.)

ATRRS Course Catalog
(Available at www.attrs.army.mil.)

NGR 600–200
Enlistment Personnel Management (Available at www.ngbpdc.ngb.army.mil.)

NGR 614–1
Inactive Army National Guard (Available at www.ngbpdc.ngb.army.mil.)

USAREC Regulation 601–96
Enlistment, Accessions, and Processing Procedures (Available at http://www.usarec.army.mil/.)

UCMJ, Art. 83
Fraudulent enlistment, appointment, or separation

UCMJ, Art. 84
Unlawful enlistment, appointment, or separation

UCMJ, Art. 85
Desertion

UCMJ, Art. 86
Absence without leave

UCMJ, Art. 92(1)
Violates or fails to obey any lawful general order or regulation

8 USC 1101(a)(20)
The term "lawfully admitted for permanent residence" means the status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed.

8 USC 1101(a)(22)
The term "national of the United States" means (A) a citizen of the United States, or (B) a person who, though not a citizen of the United States, owes permanent allegiance to the United States.

8 USC 1359
Application to American Indians born in Canada

8 USC 1403
Persons born in the Canal Zone or Republic of Panama on or after February 26, 1904

10 USC 61
Retirement or Separation for Physical Disability

10 USC Chapter 30
Retirements

10 USC 106
Education assistance for members of the selected reserve

10 USC 312(a)
Military duty: exemptions

10 USC 504
Persons not qualified

10 USC 511a
Program Authority.--The Secretary of each military department may establish a program to increase the number of, and the level of the qualifications of, persons entering the armed forces as enlisted members by encouraging recruits to pursue higher education or vocational or technical training before entry into active service.

10 USC 511d
Allowance.--(1) The monthly allowance paid under subsection (b)(2) shall be equal to the amount of the subsistence allowance provided for certain members of the Senior Reserve Officers' Training Corps with the corresponding number of years of participation under section 209(a) of title 37. The Secretary concerned may supplement that stipend by an amount not to exceed $225 per month.

10 USC 651
Members: required service

10 USC 651(a)
Each person who becomes a member of an armed force, other than a person deferred under the next to the last sentence of section 6(d)(1) of the Military Selective Service Act (50 USC App. 456(d)(1)) shall serve in the armed forces for a total initial period of not less than six years nor more than eight years, as provided in regulations prescribed by the Secretary of Defense for the armed forces under his jurisdiction and by the Secretary of Homeland Security for the Coast Guard when it is not operating as service in the Navy, unless such person is sooner discharged under such regulations because of personal hardship. Any part of such service that is not active duty or that is active duty for training shall be performed in a reserve component.

10 USC 671
Members not be assigned outside United States before completing training

10 USC 978
Drug and alcohol abuse and dependency: testing of new entrants

10 USC 1211(a)(3)
If an enlisted member of regular component be reenlisted in the regular graded held by him when his name was placed on the temporary disability retired list in the next high regular grade

10 USC 1475(a)(5)
a person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training), in an armed force, who has been ordered or directed to go to that place, and who--(a) has been provisionally accepted for that duty; or (b) has been selected, under the Military Selective Service Act (50 USC App. 451 et seq.), for service in that armed force.

10 USC 1481
Recovery care and disposition of remains: descendents covered

10 USC 1482
Expenses included to death

10 USC 1552
Correction of military records: claims incident thereto

10 USC 1606
Defense Intelligence Senior Executive Service

10 USC 2005
Advanced education assistance: active duty agreement; reimbursement requirements

10 USC 2106(c)
In computing length of service for any purpose, an officer appointed under this section may not be credited with enlisted service for the period covered by his advanced training, other than any period of enlisted service performed on or after August 1, 1979, as a member of the Selected Reserve.

10 USC 2107
Financial assistance program for specially selected members

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 12103
Reserve components: terms

10 USC 12103(d)
Under regulations to be prescribed by the Secretary of Defense, or the Secretary of Homeland Security with respect to the Coast Guard when it is not operating as a service in the Navy, a non-prior-service person who is qualified for induction for active duty in an armed force and who is not under orders to report for induction into an armed force under the Military Selective Service Act (50 USC App. 451 et seq.), except as provided in section 6(c)(2)(A)(ii) and (iii) of such Act, may be enlisted in the Army National Guard or the Air National Guard, or as a Reserve for service in the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve, for a term of not less than six years nor more than eight years.

10 USC 12301
Reserve Components generally

10 USC 12302
Ready Reserve

10 USC 12303
Ready Reserve: members not assigned to or participating

10 USC 12686
Reserve on active duty within two years of retirement eligibility: limitation on release from active duty

10 USC 12731
Age and service requirements

10 USC 12732
Entitlement to retired pay: computation of years of service

10 USC 12733
Computation of retired pay: computation of years of service

10 USC 12734
Time not creditable towards years of service

10 USC 12735
Inactive status list

10 USC 12736
Service credited for retired pay benefits not excluded for other benefits

10 USC 12737
Limitation on Active duty

10 USC 12738
Limitations on revocation of retired pay

10 USC 16131
Educational assistance program: establishment; amount

18 USC 922
Unlawful acts

20 USC 1071
Statement of purpose; nondiscrimination; and appropriations authorized

20 USC 1087(a)(a)
Repayment in full for death and disability

37 USC 308
Special pay: reenlistment bonus

38 USC 106(b)
Any person-- (1) who has applied for enlistment or enrollment in the active military, naval, or air service and has been provisionally accepted and directed or ordered to report to a place for final acceptance into such service; or (2) who has been selected or drafted for service in the Armed Forces and has reported pursuant to the call of the person's local draft board and before rejection; or (3) who has been called into the Federal service as a member of the National Guard, but has not been enrolled for the Federal service;

38 USC 3011
Basic educational assistance entitlement for service on active duty

38 USC 3012
Basic educational assistance entitlement for service in the selective Reserve

38 USC 3015
Amount of basic educational assistance

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 3–16.)

DA Form 3072–2
Applicants Monthly Financial Statement (Prescribed in paras 4–13, 4–19.)

DA Form 3283
Statements of Member Removed from the Temporary Disability Retired List (Prescribed in paras 5–51, 5–54.)

DA Form 3286
Statements for Enlistment (Parts I through IV) (Prescribed in paras 2–10, 3–13, 8–5, 8–6, 9–1.)

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 paras 9–1, 9–14.)

DA Form 4826
Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program (Prescribed in para 9–1.)

DA Form 5585
Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the U.S. Army Reserve Troop Program Unit Warrant Officer Flight Program (Prescribed in para 9–1.)

DA Form 5586
Addendum to Certificate of Acknowledgement of Service Requirements for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option (Prescribed in para 9–1.)

DD Form 368
Request for Conditional Release from Reserve or Guard Component (Prescribed in paras 3–20, 4–13, 5–20, 5–21, and 5–26.)

DA Form 7004–R
Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the US Army Reserve Specialized Training for Army Readiness (STAR) Program (Prescribed in para 9–17.)

Section IV
Referenced Forms

DA Form 2–1
Personnel Qualification Record

DA Form 31
Request and Authority for Leave

DA Form 199
Physical Evaluation Board (PEB) Proceedings

DA Form 209
Delay, Referral or Follow-up Notice

DA Form 1695
Oath of Extension of Enlistment

DA Form 1811 (cancelled)
Physical Data and Aptitude Test Scores Upon Release From Active Duty

DA Form 2166–8
Noncommissioned Officer Evaluation Report

DA Form 3081
Periodic Medical Examination (Statement of Exemption)

DA Form 3540
Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 3947
Medical Evaluation Board Proceedings

DA Form 4187
Personnel Action

DA Form 4707
Entrance Physical Standards Board (EPSBD) Proceedings

DA Form 4789
Statement of Entitlement to Selective Reenlistment Bonus

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

DA Form 4977–R
Individual Ready Reserve Bonus Program Agreement

DA Form 5261–4–R
Student Loan Repayment Program Addendum

DA Form 5261–5–R
Selected Reserve Incentive Program – USAR Prior Service Enlistment Bonus Addendum

DA Form 5261–R
Selected Reserve Incentive Program – Enlistment Bonus Addendum

DA Form 5305
Family Care Plan

DA Form 5500
Body Fat Content Worksheet (Male)

DA Form 5501
Body Fat Content Worksheet (Female)

DA Form 67–9
Officer Evaluation Report

DA Form 7349
Initial Medical Review – Annual Medical Certificate

DD Form 4
Enlistment/Re-enlistment Document – Armed Forces of the United States

DD Form 93
Record of Emergency Data

DD Form 149
Application for Correction of Military Records

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 369
Police Record Check

DD Form 372
Request for Verification of Birth

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

DS Form 1350
Certification of Report of Birth (Available at Vital Records Section, Passport Services, 1111 19th St. NW, Suite 510, Washington, DC 20522–1705.)

FD 258
Applicant Fingerprint Card (Available at U.S. consulates and embassies.)

FS 240
Consular Report of Birth Abroad (Available at U.S. consulates and embassies.)

FS 545
Certification of Birth Abroad of U.S. Citizen (Available at Passport Correspondence Branch, 1111 19th St. NW, Suite 510, Washington, DC 20522–1705.)

G–845 (corrected title)
Document Verification Request (Available at http://uscis.gov/graphics/formsfee/forms/index.htm.)

I–90 (corrected title)
Application to Replace Permanent Resident Card (Available at http://uscis.gov/graphics/formsfee/forms/index.htm.)

I–551 (corrected title)
Permanent Residence Card (Available at https://uscis.gov/portal/site/uscis.)

N–550/N–570 (corrected title)
Naturalization Certificate (Available at U.S. consulates and embassies.)

N–560/N–561 (corrected title)
Certificate of United States Citizenship (Available at U.S. consulates and embassies.)

NGB Form 22
Report of Separation and Record of Service (Available at www.ngbpdc.ngb.army.mil/ngbforms.asp.)

SF 50–B
Notification of (Available at www.gsa.gov/.)

SF 86
Questionnaire for National Security Positions (Available at www.gsa.gov/.)

SF 182
Authorization, Agreement & Certification of Training

USMEPCOM Form 680–3A–E
Request for Examination (Available at the Military Entrance Processing Command)

USMEPCOM PCN 680–3ADP
Requests for Examination (USMIRS–generated report) (Available at http://www.mepcom.army.mil/publications/index.html.)

Glossary

Section I
Abbreviations

1SG
first sergeant

ABCMR
Army Board for Correction of Military Records

AC
active component

ACASP
Army Civilian Acquired Skills Program

ACF
Army college fund

ACT
American College Test

AD
active duty

ADSW
active duty for special work

ADT
active duty for training

AEL
Army Electronic Library

AFQT
Armed Forces qualification test

AFB
Air Force Base

AFS
active Federal Service

AGR
Active Guard Reserve

AIPE
accredited institutions of postsecondary education

AIT
advanced individual training

AL
Alabama

ALCPT
American language comprehensive placement test

ANG
Air National Guard

AOC
area of concentration

AOT
Army orientation training

APFT
Army Physical Fitness Test

AR
Army regulation

AR
Army Reserve

ARBA
Army Review Board Agency

ARCOM
Army Reserve Command

ARISS
Army Recruiting Information Support System

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASAP
Army Substance Abuse Program

ASVAB
Armed Services Vocational Aptitude Battery

AT
annual training

AUS
Army of the United States

AWOL
absent without leave

BAQ
basic allowance for quarters

BAS
basic allowance for subsistence

BASD
basic active Service date

BCN
bonus control number

BCT
basic combat training

BSSRB
broken Service selective reenlistment bonus

BT
basic training

CAR
Chief, Army Reserve

CCF
central clearance facility

CDR
commander

CD–ROM
compact disk, read only memory

CDT
cadet

CG
commanding general

CHSPE
California High School Proficiency Examination

CIHS
currently in high school

CMF
career management field

CNGB
Chief, National Guard Bureau

COHORT
cohesion operational readiness training

CONUS
continental United States

CSM
command sergeant major

CTLT
cadet troop leader training

DA
Department of the Army

DAMPL
Department of the Army master priority list

DARNG
Director, Army National Guard

DAT
development acceptance test

DCO
deputy commanding officer

DCS
Deputy Chief of Staff

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DDS
doctor of dental surgery

DEERS
Defense Enrollment Eligibility Reporting System

DEP
Delayed Entry Program

DFAS
Defense Finance and Accounting Service

DHS
Department of Human Services

DIMHRS
Defense Integrated Military Human Resources System

DLPT
defense language proficiency test

DMD
doctor of medical dentistry

DMDC
Defense Manpower Data Center

DMOSQ
Duty military occupational specialty qualification

DMSO
delayed military Service obligation

DO
doctor of osteopathy

DOD
Department of Defense

DODD
Department of Defense Directive

DOR
date of rank

DOS
days of Service

DS
delayed status

DS
Department of State

DSC
doctor of science

DSN
defense switched network

DTP
Delayed Training Program

DUI
driving under the influence

DWI
driving while intoxicated

EAD
extended active duty

EB
enlistment bonus

ECEO
English language comprehension enlistment option

ECLT
English comprehension level test

ED YRS
education years

EIRB
Enlistment Incentives Review Board

EIS
eligibility inquiry section

ELTP
English Language Training Program

EPSBD
entrance physical standard board

EPTS
existed prior to Service

ERB
enlistment records brief

ERM
electronic records management

ETS
expiration term of Service

FAZR
force structure, address, and zip code realignment

FORSCOM
Forces Command

FS
foreign Service

FSM
Federated States of Micronesia

FY
fiscal year

GCR
guidance counselor redesign

GCRC
guidance counselor resource center

GED
general education diploma

GEDH
general education development high school graduate

GOCOM
General Officer Command

HHG
household goods

HIGRAD
high school graduate

HIV
Human Immunodeficiency Virus

HPB
healthcare professional bonus

HPLR
health professional loan repayment

HQ
headquarters

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

HSDG
high school diploma graduate

HSG
high school graduate

HSSR
high school senior

IADT
initial active duty training

ID
identification

IDT
inactive duty training

IEP
Individual Education Program

IET
initial entry training

IMA
individual mobilization augmentee

ING
inactive national guard

iPERMS
interactive Personnel Electronic Records Management System

IRR
individual ready reserve

JROTC
Junior Reserve Officers' Training Corps

JUMPS–RC
Joint Uniform Pay System-reserve component

LDAC
Leader Development and Assessment Course

LLB
Bachelor of Law

LRP
Loan Repayment Program

LVL
level

MAPS
Military Academy Preparatory School

MCEIR
Multi Component Enlisted Incentives Review

MEPS
Military Entrance Processing Station

MET
military entrance test

MGIB
Montgomery GI Bill

MILPER
military personnel

MILPO
Military Personnel Office

MIRS
Military Entrance Processing Command Integrated Resource System

MOS
military occupational specialty

MSG
Master Sergeant

MSO
military Service obligation

MTDA
modification of table of distribution and allowances

MTOE
modification table of organization and equipment

MUTA
multiple unit training assembly

NAC
national agency check

NACES
National Association for Credential Evaluation Service

NACLC
National Agency Check with Local Agency and Credit Check

NARA
National Archives and Records Administration

NCO
noncommissioned officer

NCOER
noncommissioned officer evaluation report

NCOES
Noncommissioned Officer Education System

NDCC
National Defense Cadet Corps

NGB
National Guard Bureau

NHSG
non-high school graduate

NPS
nonprior Service

NSCC
Naval Sea Cadet Corps

OAD
other adverse disposition

OBC
Officer Basic Course

OCAR
Office of the Chief, Army Reserve

OCONUS
outside continental United States

OCS
Officer Candidate School

OER
officer evaluation report

OJT
on-the-job training

OMB
Office of Management and Budget

OMPF
official military personnel file

OPI
oral presentation interview

OPM
Office of Personnel Management

OSD
Office of the Secretary of Defense

OSUT
one station unit training

OTSG
Office of The Surgeon General

PAI
pre-accession interview

PEB
Physical Evaluation Board

PEBD
pay entry basic date

PEI
pre-enlistment interview

PFC
private first class

PMOS
primary military occupational specialty

PMS
professor of military science

PRP
Personnel Reliability Program

PS
prior Service

PSAT
Preliminary Scholastic Aptitude Test

PSEB
prior service enlistment bonus

PULHES
physical, upper, lower, hearing, eyes, psychiatric

PV1
private E–1

PV2
private E–2

PW
prisoner of war

RA
regular Army

RC
reserve component

RCC
reserve component category

RCCPDS
reserve components category paid drill strength

RCPAC
Reserve Components Personnel and Administration Center

RE
reentry eligibility

REDD
recruiter eligibility data display

REFRAD
release from active duty

REQUEST
Recruit Quota Enlistment System

RMI
Republic of the Marshall Islands

ROTC
Reserve Officers' Training Corps

RSP
Recruit Sustainment Program

SA
Secretary of the Army

SASVAB
Student Armed Services Vocational Aptitude Battery

SAT
Scholastic Aptitude Test

SBI
special background investigation

SC
signal communications

SC
station commander

SELRES
selective reserve

SFC
sergeant first class

SGC
senior guidance counselor

SGM
sergeant major

SGT
sergeant

SJA
staff judge advocate

SLRP
Student Loan Repayment Program

SMP
Simultaneous Membership Program

SPC
specialist

SPD
separation program designator

SQI
special qualifications identifier

SRB
selective reenlistment bonus

SRIP
Selected Reserve Incentive Program

SROTC
Senior Reserve Officers' Training Corps

SSBI
single scope background investigation

SSB/VI
special separation benefits/voluntary indefinite

SSG
staff sergeant

SSN
social security number

STARR
specialized training for Army Reserve readiness

STRAP
Specialized Training Assistance Program

TCO
test control officer

TDA
table of distribution and allowances

TDRL
temporary disability retired list

TOE
table of organization and equipment

TOS
time on station

TPC
training pay category

TPU
Troop program unit

TRADOC
U.S. Army Training and Doctrine Command

TRC
training retirement category

TSC
test score category

UCMJ
Uniform Code of Military Justice

UMR
unit manning report

USAESOM
U.S. Army Element School of Music

USAF
U.S. Air Force

USARC
U.S. Army Reserve Command

USAREC
U.S. Army Recruiting Command

USARECBN
U.S. Army Reception Battalion

USC
United States Code

USCG
U.S. Coast Guard

USCIS
U.S. Citizenship and Immigration Services

USMA
U.S. Military Academy

USMAPS
U.S. Military Academy Preparatory School

USMEPCOM
U.S. Military Entrance Processing Command

USN
U.S. Navy

VA
Veterans Administration

VEL
variable enlistment length

WOBC
Warrant Officer Basic Course

WOCS
Warrant Officer Candidate School

WOFT
Warrant Officer Flight Training

WTC
Warrior Transition Course

XO
executive officer

YOS
years of Service

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. An enlistee has enlisted in the DEP, RA, AR, or ARNG. An applicant becomes an enlistee after the Oath of Enlistment is taken and applicable portions of the DD Form 4 are signed.

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

Army
The RA, AUS, ARNUS, and the AR.

Army commands
Army commands include the following: U.S. Army Forces Command, TRADOC, 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.

Army Reserve
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 their 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. 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 1/2 of their 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 establishing military status as an enlisted member of the RA, AR,

or ARNG. This includes enlistment of both NPS and PS personnel. The latter group includes prior Army and RC 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 8 years and who has not, as yet, completed that obligation.

Extended active duty
Active duty performed by a member of the ARNGUS or AR when strength accountability passes from the ARNG or AR to the RA.

Expiration of term of Service
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 AD.

Grade
Refers to pay grade unless otherwise specified.

Initial entry training
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 OBC, and the WOBC.

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 they are 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 their release from active duty, be transferred to a RC of their Armed Force to complete the service required by 10 USC 651(a).

Nonprior Service personnel
Those who have never served in any component of the Armed Forces or who have served less than 180 days of AD as a member of any component of the Armed Forces. AR and ARNG applicants must not have been awarded an MOS.

a. Enlisted illegally while underage and separated by reason of voided enlistment before attaining age 17.
b. Former member of an Armed Forces academy who did not graduate and served less than 180 days.
c. Completed ROTC and served only ADT as an officer if enlisting RA.

Prior Service personnel
For applicants enlisting in the RA having 180 days or more AD in any component.

a. For applicants enlisting in the AR having 180 days or more AD in any component and been awarded an MOS.
b. Former members of an Armed Forces academy who did not graduate and served 180 days or more.
c. Completed ROTC and served only ADT as an officer if enlisting AR.

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 AD for special work; those on temporary tours of AD; and those on AD pursuant to the call of the President (10 USC 12302).

Sole surviving son or daughter
Only remaining son and/or daughter in a Family where the father or mother (or one or more sons or daughters), served in the Armed Forces of the United States and because of hazards with such military Service: was killed or died in the as a result wounds, accident, or disease; or is in a captured or missing-in-action status; or is permanently 100-percent disabled (including 100 percent mental disability) as determined by the VA or one of the military Services.

Within 3 months of separation
A period of 3 months is the time period during which a person must enlist to be eligible for certain benefits. Time period starts the day after separation and ends with the date of the month, 3 months later, that corresponds to the separation date. When no corresponding date exists in the third month, the last day of that month will be the terminating date. (For example, if a person separates on 31 January, terminating date is 30 April.)

Section III
Special Abbreviations and Terms
This section contains no entries.

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