

USAREC Regulation 601-96

Personnel Procurement

Enlistment, Accessions, and Processing Procedures

Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
1 September 2012

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Reg 601-96
Enlistment, Accessions, and Processing Procedures

This revision, dated 1 September 2012--

- o Changes term FSTP to DEP/DTP throughout the regulation.
- o Changes requirements of the prerequisites for selection as Guidance Counselors and Operations Noncommissioned Officers.
- o Changes responsibilities for the managing, selection, screening, and assignment of NCOs to GC/OPS NCO positions.
- o Adds requirement for Guidance Counselors to forward enlistment documents to Commander HRC for members of the Army IRR that return to active duty- Appendix H.
- o Adds requirement for the completion and approval of USAREC OP 4 (DA Form 4187) for AR members assigned to a Troop Program Unit (TPU) that process for RA enlistment- Appendix H.
- o Changes policies and procedures for security screening (tech check and NACLIC)- Appendix J and K.
- o Changes procedures for applicants who enlisted into the RA Delayed Status (PS and DOS) who fail to enter the RA on their scheduled active duty date- Appendix M.
- o Adds requirement for USARC Form 62R for all AR renegotiations- Appendix Q.
- o Adds AR Hometown Shipping Program- Appendix Q.
- o Adds Foreign Language Recruiting Initiative (FLRI)- Appendix W.
- o Adds Waiver procedures to Appendix X.
- o This regulation supersedes USAREC Reg 601-56 (Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures).

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1 September 2012

*USAREC Regulation 601-96

Effective 1 September 2012

Personnel Procurement

Enlistment, Accessions, and Processing Procedures



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History. This publication is a major revision.

Summary. This regulation establishes the policies and procedures for processing applicants for enlistment into the U.S. Army.

Applicability. This regulation applies to all military and civilian personnel assigned, attached, or detailed to the U.S. Army Recruiting Command. Portions of this regula-

tion that prescribe specific conduct are punitive. Violations of these provisions may subject Soldiers to disciplinary action under the Uniform Code of Military Justice and civilian employees to disciplinary or adverse action under Federal law and regulations.

Proponent and exception authority.

The proponent of this regulation is the Assistant Chief of Staff, G3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to the deputy G3 within the proponent agency in the grade of GS-14.

Army management control process.

This regulation contains management control provisions in accordance with AR 11-2,

but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-EEP, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution levels A and Y.

*This regulation supersedes USAREC Regulation 601-96, dated 15 December 2009.

*This regulation supersedes USAREC Regulation 601-56, dated 5 May 2006.

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Glossary

1. Purpose

- a. This regulation establishes policies, responsibilities, and procedures for processing applicants for enlistment in the U.S. Army and quality control (QC) of enlistment records.
- b. This regulation also establishes responsibilities and procedures for station commanders (SCs) and recruiters using the Future Soldier Remote Reservation System (FSR2S).
- c. This regulation contains instructions for processing Regular Army (RA) and Army Reserve (AR) waiver applications to determine eligibility for enlistment.
- d. This regulation will enable guidance counselors (GCs) to provide quality service to applicants processed through military entrance processing stations (MEPS). Efficient, responsive applicant processing promotes mission accomplishment and the smooth flow of information throughout the command.
- e. This regulation provides ready references for functions performed by GCs.
- f. In case of conflict between this regulation and other United States Army Recruiting Command (USAREC) regulations or directives that address GC procedures, call through channels to the G3, Enlistment Eligibility and Processing Division, Policy Branch.

2. References

For required and related publications and prescribed and referenced forms see appendix A.

3. Explanation of abbreviations and terms

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

4. Policy

- a. This regulation establishes policies for the performance of those GC duties which are mandatory elements in enlisting qualified men and women into the Army and provides procedures for the performance of other duties.
- b. This regulation establishes policies for GC and operations functions and procedures.
- c. GCs must thoroughly understand all phases of the recruiting cycle. They must be self-starters and display outstanding character traits, initiative, self-discipline, and integrity. They must be capable and persuasive communicators, not only with applicants, but also with recruiters and MEPS personnel. Under no circumstances will a relieved recruiter serve in an operations section or as a GC.
- d. All workflow histories within the Army Recruiting Information Support System (ARISS) and the Guidance Counselor Resource Center (GCRc) are considered for official use only and will not be released to anyone outside of USAREC.
- e. Access to information that is a work product within the USAREC chain of command is restricted. Under no circumstances will an applicant be provided a copy of any workflow information. If an applicant requests the name of an approval authority they will only be given the position title such as commanding general or deputy commanding general. If an applicant or parent requests further explanation they will be referred to the company or battalion commander. Applicants or parents will not be referred to higher headquarters or provided with e-mail addresses or phone numbers of Headquarters, U.S. Army Recruiting Command (HQ USAREC) personnel. They will be referred to the company or battalion commander who will explain the waiver process and disposition.

5. Prerequisites for selection as GC and operations noncommissioned officer

- a. Soldiers selected for assignment to guidance counselor and operations noncommissioned officer positions must meet the following criteria.
 - (1) RA Soldiers must have served as an SC (“supervising 5 or more”) for a minimum of 24 months. AR Soldiers must have served as an SC (without regard to number of Soldiers supervised) for a period of at least 12 months. For senior guidance counselor (SGC) or Senior Operations, RA Soldiers should have served as a 1SG for a period of 24 months.
 - (2) Must have successfully completed the Station Commander Course.
 - (3) Must successfully complete the Guidance Counselor and Operations Course (GCOC) at the Recruiting and Retention School.
- b. NCOs assigned to SGC, GC, and operations NCO positions must possess the V7 additional skill identifier (ASI).

6. Responsibilities for GC shop

- a. All commanders will ensure compliance with this regulation.

b. Military and civilian personnel assigned, attached, detailed, or performing recruiting duties within USAREC will familiarize themselves with the provisions of this regulation.

c. HQ USAREC:

(1) The Assistant Chief of Staff, G3, is responsible for the implementation and administration of this regulation and is the functional proponent of the Recruit Quota System (REQUEST). The G3 staff will assist and coordinate the development of new programs.

(2) The Office of the Inspector General (IG) is responsible for evaluating the regulation's effectiveness and monitoring adherence to its policies and provisions during IG inspections.

(3) The Assistant Chief of Staff, G1, is responsible for managing the selection, screening, and assignment of NCOs to GC/Operations NCO positions.

d. HQ USAREC, G6, is responsible for the supervision, coordination, and administration of REQUEST operations including:

(1) Control and distribution of REQUEST terminals and access codes within USAREC.

(2) Coordinating with USAREC G3 and the U.S. Army Human Resources Command (HRC) to ensure the cost effective use of REQUEST by HQ USAREC and all subordinate elements.

(3) Assist MEPS GCs with terminal maintenance problems.

e. Brigade commanders will:

(1) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(2) Monitor erroneous enlistment reports (EERs).

(3) Evaluate MEPS GCs procedures.

(4) Recommend changes to improve this regulation.

f. Battalion commanders will:

(1) Ensure strict compliance to this regulation.

(2) Ensure all battalion operations personnel are familiar with the provisions of this regulation.

(3) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(4) Monitor EERs.

(5) Provide logistical support, such as, supplies and blank forms.

(6) Recommend changes to improve this regulation.

(7) Appoint investigators for recruiting improprieties (RIs).

(8) Ensure HQ USAREC, Recruiting Standards Directorate, is informed immediately of any suspected or alleged improprieties.

(9) Ensure compliance with suitability procedures established by this regulation and all current USAREC messages.

g. Battalion S3s will:

(1) Ensure all operations personnel are completely familiar with the policies and provisions of this regulation.

(2) Ensure all daily, weekly, and monthly reports are filed in accordance with this regulation.

(3) Track all qualified not enlisted (QNE) data reported by the SGC and forward to the senior master trainer (SMT) for training assessment.

(4) Assist the SGC in the development of a battalion standing operating procedure (SOP) for the guidance shop.

(5) Be solely responsible to the battalion commander for the battalion's suitability program.

(6) Ensure SGCs provide weekly MEPS GCs training.

(7) Ensure SMTs and/or master trainers augment MEPS GCs training as needed. Must be V7 to augment training as needed.

(8) Monitor EERs.

(9) Report all 20 point increases on the Armed Services Vocational Aptitude Battery (ASVAB) to the responsible battalion executive officer, identified during QC.

(10) Provide suspected improprieties and alleged RI's to the responsible battalion executive officer.

(11) Inspect each MEPS semi-annual using the GC checklist (USAREC Form 1305).

(12) Assist the battalion commander in the selection and appointment of OPS personnel to assume the additional responsibility of Security Manager within the battalion. Ensure all other OPS personnel are familiar with this position and its responsibilities.

h. SGCs will:

- (1) Be the primary liaison with each supported battalion and MEPS.
 - (2) Prepare an SOP for the GC shop within 60 days of assuming duty. SGCs will assess their shops in the following areas: QC procedures; Delayed Entry Program (DEP), Delayed Training Program (DTP), and days of service (DOS) enlistment procedures; suitability procedures; before ship QC and ship procedures; and DEP separation procedures. The SOP will reflect assigned duties, management of the QC program, and areas of responsibility for personnel assigned to the GC shop (for example, drug and alcohol testing (DAT), suitability manager (SM), etcetera).
 - (3) Supervise counseling operations, continually coordinating operations of the GC section with MEPS to ensure all RA and AR applicants are processed as smoothly, courteously, and expeditiously as possible (red-carpet treatment from applicant's arrival through departure from the MEPS).
 - (4) Monitor DEP and DTP and coordinate as necessary with brigade or battalion operations staff to ensure accomplishment of:
 - (a) Monthly objectives by category.
 - (b) Brigade, battalion, and USAREC areas of emphasis.
 - (5) Review of USMEPCOM Form 727-E (Processing List (PL)) to assist in the preparation of daily workload.
 - (6) Monitor walk-ins, add-ons, and no-shows and report negative trends to the operations section.
 - (7) Ensure applicants meet basic eligibility for enlistment, specific option(s), military occupational specialty (MOS), and assignment prior to enlistment.
 - (8) Monitor the prior service (PS) verification system as outlined in AR 601-210, chapter 3, to ensure identification and elimination of PS frauds.
 - (9) Assist the battalion commander in the selection and appointment of a GC to assume the additional responsibility of Security Manager within the MEPS. Ensure all other GCs are familiar with this position and its responsibilities.
 - (10) Continuously monitor the SM to ensure compliance with this regulation. Ensure timely notification of the battalion staff regarding suitability problems (matches, etcetera).
 - (11) Monitor and evaluate GCs' QNE rates and time management to determine effectiveness of each MEPS GC and to develop training topics for improved efficiency.
 - (12) Conduct training in accordance with appendix B.
 - (13) Advise brigade and battalion commanders and operations staff regarding GC procedures.
 - (14) Identify problems that could adversely affect production and initiate immediate corrective action.
 - (15) Brief military and civilian visitors about GC operations.
 - (16) Ensure accurate data collection and timely submission of required reports.
 - (17) Ensure all record checks required by this regulation (initial QC check, DEP-in QC, day after QC, DEP-out (7- to 30-day) QC, ship QC, and day after ship QC) are conducted and necessary corrections made.
 - (18) Ensure correct suitability path is submitted/accepted per appendix J.
 - (19) Ensure the GC shop has the latest update of this regulation.
 - (20) Process all walk-on applicants in accordance with U.S. Military Entrance Processing Command (USMEPCOM) policy.
 - (21) Maintain responsibility for all RA and AR GCs.
 - (22) Provide suspected RIs and alleged RIs to the responsible battalion executive officer.
 - (23) Report all 20 point increases on the ASVAB to the responsible battalion executive officer.
 - (24) Monitor and record all QNE rates for each GC and report to battalion S3.
 - (25) Monitor and train on Erroneous Enlistment reports (EERs).
 - (26) Responsible for ensuring proper documentation is submitted for meals and lodging to HQ USAREC.
 - (27) Perform all other duties as required.
- i. MEPS GCs (RA, AR, or civilian) will comply with the following responsibilities:
- (1) QC enlistment records to ensure they are complete and accurate in accordance with appendix F. Ensure applicants meet basic eligibility requirements in accordance with AR 601-210 and other applicable Army regulations.
 - (2) Counsel all Army applicants upon completion of testing and physical processing and recommend courses of action to them based on results of testing, individual desires, available options, and command emphasis.
 - (3) Verify applicant data in REQUEST. Ensure each applicant meets selected option(s) prerequisites as established by the REQUEST qualification text (QUALS) file, HRC, DA Pam 611-21, and AR 601-210.
 - (4) Counsel unqualified applicants concerning the reason(s) for disqualification, whether or not the disqualifica-

tion is permanent, and what steps can be taken to establish eligibility. Ensure that specific prohibitions established in USAREC Reg 601-45, paragraph 2-3, are adhered to.

(5) Deny enlistment to any applicant with incomplete or erroneous records until such time as all necessary corrections have been made and all paperwork is completed.

(6) Advise each prospective enlistee that, after enlistment, fingerprints will be checked against Federal Bureau of Investigation (FBI) files and any concealed disqualifications concerning a civil offense record will be discovered. Concealed records may result in discharge from the DEP or DTP.

(7) Advise the SGC on matters affecting the efficient processing of Army applicants during all phases of processing and make recommendations for improvement where needed. Ensure each applicant is provided a copy of the investigation that was submitted on their behalf.

(8) Furnish accurate records of statistical data, as necessary, to the SGC and prepare reports as required.

(9) Serve as either RA or AR GC as required.

(10) Ensure that correct suitability path is submitted per appendix J.

(11) Perform other duties as directed by the SGC.

(12) In addition to the responsibilities outlined above, the primary AR GC will maintain liaison with AR units and activities within the battalion's area of responsibility.

(13) Process all FSR2S applicants in accordance with appendix U.

(14) Review all FSR2S reservations for accuracy and qualifications before making permanent reservation and enlistment. Keep in mind that these reservations were made by recruiters with far less experience than MEPS GCs.

(15) Report all 20 point increases on the ASVAB as identified during the QC process to the responsible battalion executive officer.

7. Procedures

Specific procedures of this regulation are contained in appendixes B through V.

8. Guidance Counselor Shop Inspection Checklist

a. Senior Guidance Counselors will present the USAREC Form 1305 to all personnel inspecting the Guidance Counselor Shop. This includes personnel performing duties during Command Inspection Program, Recruiting Standards Directorate Inspections, and Inspector General Inspections.

b. Additionally, visitors to the Guidance Shop that are outside of the Chain of Command will be afforded the opportunity to make annotations in the log as a visitor.

GUIDANCE COUNSELOR SHOP INSPECTION CHECKLIST (For use of this form see USAREC Reg 601-96)			
INSPECTORS: Karen Flood/Johnnie Dennis (HQ USAREC)			
DATE OF INSPECTION: 17 SEP 12		BATTALION: Syracuse Rctg Bn	
NCOIC: MSG Northey		MEPS: Syracuse A14	
DATE ASSIGNED: 1 Aug 12			
SECTION I - ASSETS			
PERSONNEL		AUTHORIZED	ASSIGNED
RA SENIOR GC	MSG Northey	1	1
GC	Mr. Borner	1	1
GC	Mr. Harmon	1	1
GC	Mr. Gononzalez	1	1
GC			
USAR GC	MSG Wells	1	1
USAR GC			
OPERATIONS NCOIC	SFC Maldonado	1	1
OPERATIONS NCO	SFC Pinkney	1	1
OPERATIONS NCO	Mr. Thurman	1	1
OPERATIONS NCO			
BATTALION OPERATIONS OFFICER	CPT (P) McKnight		
SECTION II - GUIDANCE COUNSELOR			
1. Assignment to operations and guidance counselor (GC)			
In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2. All NCOs assigned must be V7 to occupy position			
In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Mr. Borner is scheduled to attend the GCOC 15 Oct 12			
3. S3 will track all qualified not enlisted (QNE)			
In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
4. Senior guidance counselor (SGC) duties			
In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Figure 1. Sample of a completed USAREC Form 1305

<p>5. SGC will ensure training is provided on a weekly basis</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. SGC will record and update GC ONE rates monthly</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Quality control (QC)</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Battalion S-3 QC</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>10% of enlisted records are not being completed by the S-3 and memo is not scanned in.</p>
<p>9. Before ship QC</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Procedures for enlistment into the Delayed Entry Program (DEP)/Delayed Training Program (DTP)/Future Soldier Training Program (FSTP)</p> <p>In Compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. Prior service (PS) and days of service processing procedures (Regular Army (RA))</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12. Report of additional information</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Figure 1. Sample of a completed USAREC Form 1305 (continued)

<p>13. Security Interview</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Change in active duty date and DEP/DTP/FSTP renegotiation</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>USAREC Form 1035 not signed by FS/DEP.</p>
<p>15. Before ship QC packet checks</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>16. DEP-Out procedures</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>17. Reports and records</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>18. RA options and incentives</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>19. Electronic records management</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>20. Reference USAREC Reg 601-96, updates, and USAREC messages</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>SECTION III - SUITABILITY PROCEDURES</p>
<p>1. Suitability manager orders</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Alternates have not been established on orders.</p>

Figure 1. Sample of a completed USAREC Form 1305 (continued)

<p>2. Tech/NACLC submissions</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Use of USAREC Form 1227</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Some packets that require UF 1227 are missing SGC signature.</p>
<p>4. Handling of enlistment packets after enlistment</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Match procedures</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Bn has not cleared matches IAW current guidance.</p>
<p>6. Request police and/or court checks</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. S3 interviews</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Results posted</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Posted results do not match what the SGC at MEPS is tracking.</p>
<p>9. Reports, records, and files</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Reference USAREC Reg 601-96 and current USAREC messages</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Figure 1. Sample of a completed USAREC Form 1305 (continued)

SECTION IV - OPERATIONS	
1. QNE rate and tracking	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. NCOER/Civilian Performance Counseling	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Security	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Day-after QC	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. End-of-day reports	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Reference USAREC Reg 601-96 and current USAREC messages	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION V -DEP/DTP/FTSP SEPARATIONS	
1. DEP/DTP/FTSP separations	In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Updated MEPCOM form 680ADP are not being scanned into ERM.
2. Administrative guidelines	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Separation suspenses	In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Figure 1. Sample of a completed USAREC Form 1305 (continued)

<p>4. Separation orders</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Supporting documents</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. DEP/DTP/FSTP separation log (USAREC Form 883)</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Separation codes</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Final 680-3ADP</p> <p>In compliance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Were not found in many records.</p>
<p>9. DAT cancellations</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Social Security Administration (SSA)/Alien Registration Number (ARN)</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What procedures are followed if SSA/ARN are not found?</p>
<p>11. Reference USAREC 601-96 and current USAREC messages</p> <p>In compliance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Figure 1. Sample of a completed USAREC Form 1305 (continued)

Appendix A References

Section I Required Publications

AR 25-2

Information Assurance. (Cited in para E-4a.)

AR 25-55

The Department of the Army Freedom of Information Act Program. (Cited in para E-4a.)

AR 40-501

Standards of Medical Fitness. (Cited in paras L-4i, M-10a(21), M-10d(20), Q-7a(3), Q-7h(6)(a), and R-6a(5).)

AR 50-5

Nuclear Surety. (Cited in para K-2c.)

AR 135-7

Incentive Programs. (Cited in para Q-2e(3).)

AR 135-178

Enlisted Administrative Separations. (Cited in paras M-9b, M-9b(1), M-9b(2), M-9d, and Q-7h(6)(a).)

AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in paras Q-2g(3), Q-7a(1), Q-7a(5), and Q-9c(4).)

AR 600-9

The Army Weight Control Program. (Cited in paras L-4i, M-10a(21), M-10d(20), and Q-7h(6)(a).)

AR 600-20

Army Command Policy. (Cited in para H-4h.)

AR 601-25

Delay in Reporting for and Exemption From Active Duty, Initial Active Duty Training, and Reserve Forces Duty. (Cited in para Q-10d.)

AR 601-210

Active and Reserve Components Enlistment Program. (Cited in paras 6i(8), 6j(1), 6j(3), C-2c, F-2b, F-3d, F-6, G-3a, G-3d, G-4f, G-5d, G-5f, G-5g, G-6c(3), H-2a, H-2c(4), H-4b, H-4g(1), H-4h, H-4j, J-9a(3)(c), J-9a(4), J-10, N-1, N-3b, N-3b(1), N-3b(2), N-3d(2), N-3f, O-2, O-3e, O-3f, Q-2, Q-2a(3), Q-2b, Q-2c, Q-2d, Q-2e(5), Q-2f(4), Q-2g, Q-2g(2), R-1a, R-2c, R-5c(1)(a), R-5f(8), R-5g(9), R-5i(2), R-6b(2), R-6c(3), R-6c(3)(b), R-6c(8), R-6d(3), R-6d(5), R-6e(2)(a), U-3a(3), and U-3a(4).)

AR 614-200

Enlisted Assignments and Utilization Management. (Cited in para R-6g(1)(c).)

AR 630-10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para Q-10b.)

AR 635-200

Active Duty Enlisted Administrative Separations. (Cited in para M-2b.)

DA Pam 611-21

Military Occupational Classification and Structure. (Cited in paras 6j(3), G-5f, G-5f(2), J-6h, J-6i, J-6j, K-4c, K-5, K-7, N-3d(2), Q-7a(2), Q-7a(4), Q-7a(6), and Q-9a.)

DOD 1312.1-I

Occupational Conversion Index (Enlisted/Officer/Civilian). (Cited in para E-5a(14).)

FM 6-22

Army Leadership. (Cited in para B-4.)

USAREC Manual 3-01

The Recruiter Handbook. (Cited in para U-3a(1).)

USAREC Reg 600-8

U.S. Army Recruiting Command Liaison Noncommissioned Officer at U.S. Army Reception Battalion. (Cited in para E-3e(2).)

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures. (Cited in paras 6j(4) and I-2a(1).)

USAREC Reg 601-56

Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures. (Cited in paras C-2c and M-9d.)

USAREC Reg 601-89

Completion of the Request for Examination Form. (Cited in para C-2d.)

USAREC Reg 601-95

Delayed Entry and Delayed Training Program. (Cited in paras H-4g(3) and Q-11b(2)(b).)

USAREC Reg 601-101

Education Enlistment Credentials. (Cited in paras C-2a, F-3d, R-5c(1)(c), and R-6e(2)(c).)

USAREC Reg 621-1

Montgomery GI Bill, Army College Fund, and Loan Repayment Program. (Cited in paras C-2b, N-3d(3), O-3c(2), and R-5e.)

USAREC Pam 25-31

Dictionary of Terms and Authorized Acronyms. (Cited in para E-5a(3).)

USMEPCOM Reg 40-8

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program. (Cited in para G-3b.)

USMEPCOM Reg 715-4

Applicant Meals and Lodging Program. (Cited in para F-5f.)

38 USC 30

All-Volunteer Force Educational Assistance Program. (Cited in para C-2b.)

Section II**Related Publications****AR 140-111**

U.S. Army Reserve Reenlistment Program.

AR 612-201

Initial Entry/Prior Service Trainee Support.

Section III**Prescribed Forms****USAREC Form 986**

Separation Request. (Prescribed in para M-11.)

USAREC Form 1035

Request To Change Enlistment Option. (Prescribed in para M-11.)

USAREC Form 1054

Match Log. (Prescribed in paras J-9a(2), J-9a(3)(a), J-9a(3)(b), J-9b(3), J-9d, and J-13.)

USAREC Form 1202

Statement of Understanding (SOU) - Partnership for Youth Success (PaYS). (Prescribed in para R-6f(5).)

USAREC Form 1227

Security Clearance Questionnaire. (Prescribed in paras J-6h, J-11a(1), K-2a, and O-3i(3).)

USAREC Form 1232

Loan Repayment Program Inprocessing Counseling. (Prescribed in para O-3c(2)(e).)

USAREC Form 1241

Tattoo Screening. (Prescribed in paras F-3b(1)(d) and G-11a.)

USAREC Form 1242

Army Preprocessing Drug Screening Acknowledgment and Consent. (Prescribed in para G-11b.)

USAREC Form 1292

Acknowledgment of Medical Waiver - Enlistment Processing of Applicant Medical Waivers. (Prescribed in paras G-11c and O-3i(4).)

USAREC Form 1302

Future SoldierHometown Shipping Program Checklist. (Prescribed in para Q-9(2)(j-2).)

USAREC Form 1305

Guidance Counselor Shop Inspection checklist. (Prescribed in para .)

USAREC OP 4

Regular Army Enlistment (DA Form 4187).

Section IV**Referenced Forms****DA Form 61**

Application for Appointment.

DA Form 71

Oath of Office - Military Personnel.

DA Form 3286

Statements for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program.

DA Form 3540

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

DA Form 4187

Personnel Action.

DA Form 5435-R

Statement of Understanding - The Selected Reserve Montgomery GI Bill.

DD Form 4 series

Enlistment/Reenlistment Document - Armed Forces of the United States.

DD Form 214

Certificate of Release or Discharge From Active Duty.

DD Form 368

Request for Conditional Release.

DD Form 369

Police Record Check.

DD Form 1966 series

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

DD Form 2366

Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, U.S. Code) Basic Enrollment.

DD Form 2807-1

Report of Medical History.

DD Form 2807-2

Medical Prescreen of Report of Medical History.

DD Form 2808

Report of Medical Examination.

INS Form G-845

Document Verification Request.

INS Form I-551

Alien Registration Receipt Card.

NGB Form 22

Report of Separation and Record of Service.

SF 86

Questionnaire for National Security Positions.

SF 1199A

Direct Deposit Sign-Up Form.

USAREC Form 967

Training Record.

USAREC Form 986

Separation Request.

USAREC Form 1035

Request to Change Enlistment Option.

USAREC Form 1037

Probation Officer and/or Court Records Report.

USAREC Form 1137

Future Soldier Pre-Execution Checklist.

USAREC Form 1286

PaYS Pocket Card.

USAREC FL 153

Erroneous Enlistment Report.

USAREC OP 4

Regular Army Enlistment (DA Form 4187).

USMEPCOM Form 601-23-E

Report of Additional Information.

USMEPCOM Form 680-3A-E

Request for Examination.

USMEPCOM Form 727-E

Processing List (PL).

**Appendix B
Training**

B-1. General

- a. This appendix establishes policies, procedures, and responsibilities for training new MEPS GCs.
- b. GC training is conducted in three phases. Phase I consists of 3 weeks of nonresident training (2 weeks at the local MEPS, supervised by the SGC, and 1 week at the battalion S3 office supervised by the operations noncommissioned officer in charge (NCOIC)). The training familiarizes GC selectees with the techniques, procedures, and hardware associated with GC operations. During Phase I training, selectees will be required to complete a nonresident training packet. The training packet must be completed prior to the selectee's attendance at Phase II. Phase II is a 4-week GCOC taught at the Recruiting and Retention School, Fort Jackson, SC. Upon successful completion of the GCOC, new GCs will enter into Phase III, reinforcement and sustainment training conducted at their unit of assignment.

Note: The battalion CSM must ensure that anyone scheduled to attend the GCOC has completed the mandatory nonresident training package (Phase I).

B-2. Policies

- a. Observations made by the SGC regarding GC skill gaps must be brought to the attention of the battalion S3 NCOIC and SMT. The S3 NCOIC and SMT augment the SGC's training of GCs.
- b. GC training conducted by battalion or brigade trainers will be tailored to the needs of individual GCs especially those with high Qualified Not Enlisted (QNE) and/or EER rates.
- c. Training will be designed to improve mission capability and sustain operations that are being effectively

performed. Required training subjects will generally be accomplished during centralized training.

Note: If SMTs are used as trainers for GCs, they must also be V7 qualified.

B-3. Reinforcement and sustainment training

a. SGCs will conduct GC sustainment training on a weekly basis using the QC summary sheet as a guide. All USAREC messages concerning new programs, procedures, and changes in policy will be addressed in training.

b. The SGC will ensure a physical fitness program is in place and followed by all their Soldiers. Soldiers failing to maintain physical fitness standards, as demonstrated by poor performance on the Army physical fitness test or exceeding the acceptable weight standards, will be formally counseled and reported to the battalion commander.

c. SGCs will ensure all GCs are trained on all programs and options (for example, nonprior service (NPS), delayed status (DS), AR PS (no training), AR alternate training (SP1 and SP2), AR PS training, Temporary Disabled Retired List (TDRL), Warrant Officer Flight Training (WOFT), Officer Candidate School (OCS), Band, disenrolled ROTC participants, etcetera). SGC will conduct deliberate GC sustainment training and AAR monthly for a minimum of 4 hours with a focus on GC procedures, enlistment eligibility and suitability, along with reviewing USAREC messages concerning new programs, procedures and changes in policy.

d. SGCs will conduct corrective training on all reported Erroneous Enlistment Reports (EERs) (USAREC FL 153). Training must be annotated on USAREC Form 967 (Training Record). All records of training will be placed into the individual's training folder. Folders will be kept on file during the tenure of the GC in the shop.

e. SGC must provide the battalion S3 Officer with a copy of all training related to EER's to be filled in the S-3 folder on all GCs.

B-4. Performance counseling

SGCs will conduct developmental counseling as needed. Noncommissioned Officer Evaluation Report / Base System Civilian Performance counseling will be conducted quarterly and will be documented in accordance with AR 690-400 (Civilians), AR 623 and DA PAM 623-205. Conversion rates (physically qualified to contract) and EERs of individual will be used as a measure of effectiveness in performance counseling sessions. SGCs must conduct counseling with all counselors (military and general schedule employees). This counseling, whether developmental, performance, reinforcement, or corrective in nature, should be maintained in the GC's performance file. The counseling, along with EERs and training records received, will be used to analyze each GC's job performance.

B-5. Reports and records

SGCs will record and update conversion rates and QNE rates for each assigned GC and the GC shop monthly.

Appendix C

Guidance Counselor Directory

C-1. Purpose

a. This appendix establishes a source reference system for GCs to use in processing applicants into the RA and AR. This appendix gives guidance in obtaining additional policies, guidance, and procedures on specific programs, options, statements, and special instructions to ensure that applicants are properly processed for enlistment.

b. In cases of conflict between information published in this regulation and the proponent agency, the proponent regulation will have the final determination of eligibility and/or status.

C-2. Related references for enlistment eligibility

a. USAREC Reg 601-101. This regulation provides procedures for determining the education tier status of applicants and applying education enlistment policy consistently.

b. USAREC Reg 621-1. This regulation provides information on the All-Volunteer Educational Assistance Program under Chapter 30, Title 38, United States Code (38 USC 30) and Loan Repayment Program (LRP) processing procedures.

c. USAREC Reg 601-89. This regulation prescribes policy and procedures for the completion and disposition of USMEPCOM Form 680-3A-E (Request for Examination).

Note: All signatures must be present on the 680-3A-E including blocks 21 & 23-even if this requires placing more than 1 form in the record.

d. USAREC messages (UMs).

(1) HQ USAREC publishes messages on the USAREC Intranet to quickly update SGCs on policies, procedures, and guidance.

(a) USAREC messages: <http://apps.usaac.army.mil/messages>.

(b) REQUEST: <https://dragoon.green.keystone.army.mil>.

(2) The G3 identifies each message with a message number and subject (for example, 10-001, subject: XXXX).

(3) HQ USAREC also publishes USAREC messages for brigades and battalions via e-mail. Battalion S3s should ensure that SGCs, company commanders, 1SGs, and SCs have received all current and applicable messages.

(4) UMs will be posted by fiscal year as opposed to calendar year. UMs are valid for 2 years from publication date, unless sooner rescinded or superseded.

Appendix D

MEPCOM Integrated Resource System

D-1. Purpose

The purpose of this appendix is to help GCs understand the procedures to be used for processing applicants using the MEPCOM Integrated Resource System (MIRS). This appendix is not intended to be used as a user's guide.

D-2. General

a. GCs should follow local MEPS policy for projection procedures.

b. Any change to an applicant's record in the MIRS database will automatically update the applicant's record in GCRC as long as the applicant's social security number (SSN) and recruiter's SSN match the record in GCRC.

D-3. Reference information

In cases of conflict between this regulation and USMEPCOM regulations, the USMEPCOM regulations will take precedence.

D-4. Social Security Administration and Alien Registration Number interface with MIRS

a. All applicants enlisting will have their SSN sent to the Social Security Administration Office for verification of their identity; furthermore, all applicants that are enlisting as a permanent resident alien will have their alien registration number (ARN) sent to the U.S. Citizenship and Immigration Service to verify ARN that includes date of birth, place of birth, and employment eligibility.

b. The information sent to these agencies occurs with the first projection of the applicant, to ensure that this program is as effective as possible. It is both a Service and USMEPCOM responsibility to ensure data accuracy the first time. In cases where there is a complete mismatch of information, source documents must be closely scrutinized.

(1) Recruiting Services are responsible for:

(a) Allowing turnaround time of 3 days for ARNs and SSNs to be processed with results prior to projecting applicants for shipping. Results are required for Future Soldiers (FSs) to ship to training.

(b) Providing the ARN on USMEPCOM PCN 680-3ADP and DD Form 1966 (Record of Military Processing - Armed Forces of the United States), for all noncitizen applicants processing.

(c) Providing the ARN G845 to MEPS for applicants enrolled in the DEP/DTP which are in an "N" status for "ARN NOT FOUND" prior to shipping.

(d) For those applicants or DEP/DTP which are in an "N" status for "ARN not found" the MEPS GC/SGC will verify that the correct ARN was entered by the recruiter, if not provided the Alien registration card to MEPS for resubmission.

(e) Providing the ARN to MEPS for applicants that have accessed in the AR that are returning to ship and are in an "N" status for "ARN NOT FOUND" prior to shipping, this includes Phase II shippers.

(f) Providing approved source documentation: INS Form G-845 only. INS Form G-845 is the only document that can clear an ARN not found if the correct ARN was submitted.

(g) Providing approved source documentation (original SSN card, DD Form 214 (Certificate of Release or Discharge From Active Duty), NGB Form 22 (Report of Separation and Record of Service)) to MEPS personnel for an "SSN NOT FOUND." Applicants that are in a "N" status due to "ARN NOT FOUND" are NOT authorized to continue processing.

(h) MEPS will require an interview of all applicants whose SSN changed in MIRS.

(2) Clearing “N” status reasons. A MEPS review of source documentation is not required for the reasons listed below; however, it will require the SGC to submit corrections in accordance with current policy on USMEPCOM Form 680-3A-E and submit to the control desk for changes to information in MIRS.

(a) SSN and ARN background codes:

1. P - Pending results.
2. R - Results received.
3. M - Mismatch received.
4. Blank - Non-ARN records (US citizen).

(b) Entrance National Agency Check (ENTNAC):

1. P - Pending results.
2. S - Case number received.
3. F - Favorable results received.
4. M - Possible match results received.

Table D-1
Instructions on how to read a MIRS USMEPCOM PCN 680-3ADP

Title	Description
PERSONAL	This section lists personal identification (ID) information that applies to the applicant (that is, name, SSN, current address, citizenship, date of birth, sex, race, ethnic category, marital status, dependents, religious preference, place of birth, recruiter of credit SSN, date of current action, etcetera).
INS	This section provides information if the applicant has a current medical insurer and current medical provider. If applicant has none, it will also be reflected.
TESTING	This section shows test information for the last Armed Services Vocational Aptitude Battery (ASVAB) tests if any have been taken, It also shows any special test scores the applicant may have taken.
MEDICAL	This section provides information on all medical testing that has taken place. The SGC should use this section to obtain human immunodeficiency virus (HIV) and D ₅ A results for tracking purposes. In addition, height, weight, and color vision can be found in this section.
DEP	This section provides DEP-in information to include DEP-in date, scheduled ship date, recruiter of credit SSN (should match the recruiter's SSN listed in item 1, if they do not match, a change of credit is required), program enlisted for, MOS, and waiver code. It also provides information if the applicant was a previous DEP discharge.
ACCESSION	This section provides accession information. Specific information includes ship date, active duty service date, pay entry basic date, term of enlistment, waiver code, enlistment grade, date of rank, education level, recruiter of credit SSN, program enlisted for, MOS, any type of youth service program (Junior Reserve Officers' Training Corps, Civil Air Patrol, Naval Sea Cadets), option analysis code, and ship location unit identification code (UIC).
BACKGROUND	This section provides information regarding ENTNAC submission type and date, ENTNAC results, and date of results. It also provides PS reconciliation information. The SGC must screen this section and the ship GC to ensure an ENT ANAC was submitted and the person does not have concealed PS.
DISCREPANCY	This section provides information regarding any discrepancies pertaining to an applicant. These discrepancies can range from testing, medical, or administrative (SSN) issues. This section shows if an applicant is an other MEPS processor PS (Defense Manpower Data Center hit) or has been discharged from the DER. If the MEPS place the applicant in an “N” STATUS, this section shows the reason why

Table D-2

MIRS USMEPCOM PCN 680-3ADP codes

PULHES Codes

PULHES (X) Codes

P - Physical Capacity
 U - Upper Extremities
 L - Lower Extremities
 H - Hearing & Ears
 E - Vision & Eyes
 S - Psychiatric
 X - AF Strength Capacity Test
 (MEPSCAT)(Not disqualifying)

(X) Numerical Designators

0 - Incomplete exam; awaiting additional information
 1 - Medically qualified w/o limitations
 2 - Medically qualified with some limitations for enlistment
 (EYES & EARS only)
 3 - Not qualified for initial enlistment
 3T - Temporarily NOT qualified for initial enlistment
 3P - Permanently disqualified for enlistment

***Ref AR 40-501

Explanation of Work History ID Codes

Work ID	AREA	ACTION	STATUS	COMMENT
A000V	Personal	Start Record	Initial Personal Data	Valid
B000	Personal	Add to Record	N Status	Cleared Same Day
B000C	Personal	Add to Record	No Enlistment	Shipped; Previous Enlisted
B000N	Personal	Add to Record	N Status	Disqualified Other Reason
B000P	Personal	Add to Record	N Status	Partially Qualified
B001A	Enlistment	Add to Record	Access Contract	Enlisted; Not Shipped
B001B	Enlistment	Add to Record	Access Contract	Enlisted and Shipped
B001C	Enlistment	Add to Record	Access Contract	Shipped; Previous Enlisted
B001D	Enlistment	Add to Record	Accession Data	
B002A	Enlistment	Add to Record	DEP IN Contract	Enlisted; Not Shipped
B003D	Enlistment	Add to Record	DEP Discharge	Qualified; Not Enlist
B003J	Enlistment	Add to Record	DEP Discharge	Disqualified Medical (Temporary)
B003N	Enlistment	Add to Record	DEP Discharge	Disqualified Other Reason
B003R	Enlistment	Add to Record	DEP Discharge	Disqualified Medical (Permanent)
B004A	Enlistment	Add to Record	Access, non MEPS	Enlisted; Not Shipped
B004B	Enlistment	Add to Record	Access, non MEPS	Enlisted and Shipped
B004C	Enlistment	Add to Record	Access, non MEPS	Shipped; Previous Enlisted
B005D	Enlistment	Add to Record	Contract; No Enl	Qualified; Not Enlist
B006A	Enlistment	Add to Record	ENTNAC Data	Automated ENTNAC
B006E	Enlistment	Add to Record	ENTNAC Data	Error Record
B006F	Enlistment	Add to Record	ENTNAC Data	Favorable Results
B006M	Enlistment	Add to Record	ENTNAC Data	Manual ENTNAC
B006P	Enlistment	Add to Record	ENTNAC Data	Possible Match
B006R	Enlistment	Add to Record	ENTNAC Data	Resubmission
B006S	Enlistment	Add to Record	ENTNAC Data	Confirmation
B010J	Medical	Add to Record	Full Medical Exam	Disqualified Medical (Temporary)
B010L	Medical	Add to Record	Full Medical Exam	Incomplete Medical
B010P	Medical	Add to Record	Full Medical Exam	Partially Qualified
B010R	Medical	Add to Record	Full Medical Exam	Disqualified Medical (Permanent)
B020J	Medical	Add to Record	Full Medical w/consult	Disqualified Medical (Temporary)
B020L	Medical	Add to Record	Full Medical w/Consult	Incomplete Medical
B020P	Medical	Add to Record	Full Medical w/Consult	Partially Qualified
B020R	Medical	Add to Record	Full Medical w/Consult	Disqualified Medical (Permanent)
B030J	Medical	Add to Record	Prescreen Review	Disqualified Medical (Temporary)
B030L	Medical	Add to Record	Prescreen Review	Incomplete Medical
B030P	Medical	Add to Record	Medical Prescreen	Partially Qualified
B030R	Medical	Add to Record	Prescreen Review	Disqualified Medical (Permanent)
B040P	Medical	Add to Record	Non MEPS Medical	Partially Qualified
B050E	Medical	Add to Record	HIV Result	2nd Pos Drug; Disqualified 2 yrs
B050J	Medical	Add to Record	HIV Result	Disqualified Medical (Temporary)
B050L	Medical	Add to Record	HIV Result	Incomplete Medical
B050P	Medical	Add to Record	HIV Result	Partially Qualified

Table D-2

MIRS USMEPCOM PCN 680-3ADP codes (continued)

B050R	Medical	Add to Record	HIV Result	Disqualified Medical (Permanent)
B060L	Medical	Add to Record	Inspect No Change	Incomplete Medical
B060P	Medical	Add to Record	Inspect, No Change	Partially Qualified
B060R	Medical	Add to Record	Inspect, No Change	Disqualified Medical (Permanent)
B070E	Medical	Add to Record	Inspect, Changes	2nd Pos Drug; Disqualified 2 yrs
B070J	Medical	Add to Record	Inspect, Changes	Disqualified Medical (Temporary)
B070L	Medical	Add to Record	Inspect, Changes	Incomplete Medical
B070P	Medical	Add to Record	Inspect, Changes	Partially Qualified
B070R	Medical	Add to Record	Inspect, Changes	Disqualified Medical (Permanent)
B080J	Medical	Add to Record	Evaluation Data	Disqualified Medical (Temporary)
B080L	Medical	Add to Record	Evaluation Data	Incomplete Medical
B080P	Medical	Add to Record	Evaluation Data	Partially Qualified
B080R	Medical	Add to Record	Evaluation Data	Disqualified Medical (Permanent)
B0D0E	Medical	Add to Record	Drug Result	2nd Pos Drug; Disqualified 2 yrs
B0D0J	Medical	Add to Record	Drug Result	Disqualified Medical (Temporary)
B0D0L	Medical	Add to Record	Drug Result	Incomplete Medical
B0D0P	Medical	Add to Record	Drug Result	Partially Qualified
B0D0R	Medical	Add to Record	Drug Result	Disqualified Medical (Permanent)
B0M0P	Medical	Add to Record	No Medical Required	Partially Qualified
B100G	Aptitude	Add to Record	Initial ASVAB	Insufficient AFQT; < 10%
B100P	Aptitude	Add to Record	Initial ASVAB	Partially Qualified
B200G	Aptitude	Add to Record	Student ASVAB	Insufficient AFQT; < 10%
B200P	Aptitude	Add to Record	Student ASVAB	Partially Qualified
B300P	Aptitude	Add to Record	No Aptitude Required	Partially Qualified
B400G	Aptitude	Add to Record	Invalid Test	Insufficient AFQT; < 10%
B400H	Aptitude	Add to Record	Invalid Test	Confirm Test Required
B400K	Aptitude	Add to Record	Invalid Test	Test Interview Required
B400N	Aptitude	Add to Record	Invalid Test	Disqualified Other Reason
B400P	Aptitude	Add to Record	Invalid Test	Partially Qualified
B500K	Aptitude	Add to Record	Confirm ASVAB	Test Interview Required
B500P	Aptitude	Add to Record	Confirm ASVAB	Partially Qualified
B600G	Aptitude	Add to Record	ASVAB Retest	Insufficient AFQT; < 10%
B600H	Aptitude	Add to Record	ASVAB Retest	Confirm Test Required
B600P	Aptitude	Add to Record	ASVAB Retest	Partially Qualified
B800P	Aptitude	Add to Record	Special Test	Partially Qualified
J000V	Personal	Correction to Record	Correct Other P ersonal	Valid
J001V	Personal	Correction to Record	Correct SSN	Valid
J002V	Personal	Correction to Record	Correct SPF	Valid
J003V	Personal	Correction to Record	Correct Name	Valid
J004V	Personal	Correction to Record	Correct ARN	Valid
J006M	Enlistment	Correction to Record	ENTNAC Data	
J007D	Enlistment	Correction to Record	Correct DEP Discharge	Qualified; Not Enlist
J007J	Enlistment	Correction to Record	Correct DEP Discharge	Disqualified Medical (Temporary)
J007N	Enlistment	Correction to Record	Correct DEP Discharge	Disqualified Other Reason
J007R	Enlistment	Correction to Record	Correct DEP Discharge	Disqualified Medical (Permanent)
J008A	Enlistment	Correction to Record	Correct DEP	Enlisted; Not Shipped
J009A	Enlistment	Correction to Record	Correct Accession	Enlisted; Not Shipped
J009B	Enlistment	Correction to Record	Correct Accession	Enlisted and Shipped
J009C	Enlistment	Correction to Record	Correct Accession	Shipped; Previous Enlisted
J090E	Medical	Correction to Record	Correct Medical	2nd Pos Drug; Disqualified 2 yrs
J090J	Medical	Correction to Record	Correct Medical	Disqualified Medical (Temporary)
J090L	Medical	Correction to Record	Correct Medical	Incomplete Medical
J090P	Medical	Correction to Record	Correct Medical	Partially Qualified
J090R	Medical	Correction to Record	Correct Medical	Disqualified Medical (Permanent)
J900G	Medical	Correction to Record	Correct Aptitude	Insufficient AFQT; < 10%

Table D-2
MIRS USMEPCOM PCN 680-3ADP codes (continued)

J900H	Medical	Correction to Record	Correct Aptitude	Confirm Test Required
J900K	Medical	Correction to Record	Correct Aptitude	Test Interview Required
J900P	Medical	Correction to Record	Correct Aptitude	Partially Qualified
K000K	Record	Complete Deletion		Record Deletion
M005	Enlistment	Enlistment Deletion	Accession Data	
M006	Enlistment	Enlistment Deletion	Access & DEP Data	
P000P	Record	Projection Record		Projection Committed
R000R	Record	Partial Deletion		Record Deletion
T000T	Record	Arrival Indicator		Record Check in
V000A	Personal	Verification Record	ARN (USCIS)	
V000C	Personal	Verification Record	Duplicate SSN Conflict Record	SSN in Conflict
V000S	Personal	Verification Record	SSN (SSA)	
V000X	Personal	Verification Record	PMS (DMDC)	PMS X transaction
X000X	Personal	Verification Record	PMS (DMDC) OLD WKID	PMS X transaction

Table D-2

MIRS USMEPCOM PCN 680-3ADP codes (continued)

USMEPCOM INTEGRATED RESOURCE SYSTEM (USMIRS) QUICK REFERENCE GUIDE (QRG) (SUB RELEASE v6.1.0)						
WORKLOAD IDENTIFICATION (WKID) CODES (Authority: USMEPCOM Regulations 601-23 & 680-3)						
TYPE CODE	APTITUDE	MEDICAL	PROCESSING	STATUS	USERNAME - ACTION	
A - Start Record	0 - No Aptitude	0 - No Medical	0 - No Enlistment	A - Enlisted; Not Shipped	ESF1_XLR - eSec Incomp Facial	
B - Add to Record	1 - Initial ASVAB	1 - Full Medical	1 - Accession Contract	B - Enlisted & Shipped	ESF1_FXR - eSec Incomp Left Finger	
J - Correction Record	2 - Student ASVAB	2 - Full Medical (w/Consult)	2 - DEP-In Contract	C - Shipped; Previously Enlisted	ESF1_FLX - eSec Incomp Right Finger	
K/R - Deletion Record	3 - Aptitude Not Required	3 - DD Form 2807-2 Review	3 - DEP Discharge	D - Qualified Not Enlisted (QNE)	ESF1_FXX - eSec Incomp Left & Right Finger	
M - Delete DEP/Accession Data	4 - Invalid ASVAB	4 - Non-MEPS Full Medical	4 - Non-MEPS Accession	E - 2nd Positive Drug/Alcohol Failure, DQ for 2 yrs	J6-MIT - Requested Manual Data Change	
P - Projection Record	5 - Confirmation ASVAB	5 - HIV Result	5 - Contract; No Enlistment	G - Insufficient ASVAB AFQT, less than 10%	TOSIP*** or ARMYPROD - eSOA Action (**=SFF)	
S - Supplemental Record	6 - ASVAB Retest	6 - Inspect - No Change	6 - ENTNAC	H - Confirmation ASVAB Required; 20 point differential	USMIRSDB - Automatic Action or Rollback	
T - Tracking Record	7 - Not Used	7 - Inspect - w/Change	7 - Correct DEP Discharge	J - Temporary Medical Disqualification (TDQ)	USRADMIN - Requested Manual Data Change	
V - Verification Record	8 - Special Test	8 - Evaluation Data	8 - Correct DEP-In	K - Confirmation Test Interview Required	PIROC*** - SVC remote bio enrollment by SVC	
	9 - Contest Aptitude	9 - Correct Medical	9 - Correct Accession	L - Incomplete Medical	*** = letter of the recruiter's name	
		D - Drug Result		M - Failed Confirmation Test Interview; DQ for 6 mths		
		M - Medical Not Required		N - Disqualified, Administrative Hold, Other Reason		
				P - Partially Qualified		
				R - Permanent Medical Disqualification (PDQ)		
				V - Valid Personal Data		
				X - Aptitude Not Required For Enlistment (B030)		
				X - Medical Not Required For Enlistment (B0M0)		
				Z - Errored Record		

EXAMPLE: B 1 0 0 P = Initial ASVAB
 B 0 5 0 P = HIV Results
 B 0 0 2 A = DEP-In Enlistment

MISCELLANEOUS CODES						
PERSONAL CODES	ENTNAC CODES	HIV CODES	DRUG CODES	RID CODES	OTHER CODES	
A000V - Initial Personal Data	B006A - Automated	5A - Pending	C - Cocaine	0 - Personal Data only	B000N - Create N Status	B030P - Prescreen Partially Qualified
J000V - Other Corrections	B006F - Favorable	5B - Negative	D - Amphetamine (D-MET)	1 - Aptitude Data	B000P - Clear N Status	B030S - Prescreen Submission
J001V - SSN Change	B006M - Manual	5C - Reversal	E - Amphetamine (MDA)	2 - Medical Data	B001D - Delete Accession Data	J000E - Correction to DD Form 93
J002V - SPF Change	B006P - Possible Match	5D - Positive	H - Amphetamine (MDMA)	3 - Aptitude & Medical Data	B003D - DEP Discharge	J001C - Correction to DD Form 4 DEP
J003V - Name Change	B006S - Confirmation	5I - Indeterminate	L - Amphetamine (MDEA)	4 - DEP-In Data	B005D - Delete DEP Data	J002C - Correction to DD Form 4 Accession
J004V - ARN Change	J006A - Correction to Automated Record	5U - Unclassifiable	M - Marijuana	5 - Accession Data	J000P - Projection Correction	S000E - DD Form 93
V000A - ARN (USCIS) Result	J006M - Correction to Manual Record	5I - Not Tested	N - Negative	6 - DEP-In & Accession Data	K000K - Record Delete	S000I - eSecurity Partial/Incomp Enrollment
V000C - SSN Conflict		# - Cancelled	T - Pending	7 - DEP Discharge Data	M005 - Delete Accession Data	S000V - eSecurity Full/Valid Enrollment
V000S - SSN (SSA) Result			V - Void		M006 - Delete DEP & Accession Data	S001C - DD Form 4 DEP Contract
V000X - PMS (DMDC) Result			X - Refused to Test		P000P - Projection Record	S002C - DD Form 4 Accession Contract
			Z - Not Required		R000P - Projection Deletion	T000I - Tracking Check-In
			# - Cancelled			T000O - Tracking Checkout/MEPS Out (MOT)

PANDEHO CODES						
Personal	Aptitude	Medical	DEP Data	Enlistment	Hold	Overall (in priority order)
V - Valid Personal Data	P - Partially Qualified	P - Partially Qualified	A - DEP-In Enlistment	B - Enlisted & Shipped	N - Disqualified; Admin Hold Other Reason	E - 2nd Drug/Alcohol Failure
	M - Failed Confirmation Interview	J - Temporary Medical Disqualification (TDQ)	D - Qualified Not Enlisted	A - Accession Enlistment; Not Shipped		M - Failed Confirmation Interview
	G - Insufficient ASVAB AFQT	L - Incomplete Medical	J - DEP Discharge; TDQ	C - Shipped; Previously Enlisted		R - Permanent Medical DQ (PDQ)
	H - Confirmation Test Required	R - Permanent Medical Disqualification (PDQ)	R - DEP Discharge; PDQ			G - Insufficient ASVAB AFQT
	K - Confirmation Test Interview Required	E - 2nd Positive Drug/Alcohol Failure	N - Disqualified; Other Reason			J - Temporary Medical DQ (TDQ)
	X - Aptitude Not Required	X - Medical Not Required				N - Disqualified Other
						H - Confirmation Test Required
						K - Confirmation Interview Required
						L - Incomplete Medical
						B - Enlisted & Shipped
						C - Shipped; Prev Enlisted
						A - Enlisted; Not Shipped
						D - Qualified Not Enlisted (QNE)
						P - Partially Qualified
						V - Valid Personal Data
						Z - Errored Record

PHYSICAL QUALIFICATION CATEGORIES (Authority: Army Reg 40-501)	
PULHESX	PULHESX Numerical Designators:
P - Physical Capacity	0 - Incomplete exam; awaiting additional information
U - Upper Extremities	1 - Medically qualified w/o limitations
L - Lower Extremities	2 - Medically qualified with some limitations for enlistment (EYES & EARS only)
H - Hearing & Ears	3 - Not qualified for initial enlistment
E - Vision & Eyes	3T - Temporarily NOT qualified for initial enlistment
S - Psychiatric	3P - Permanently disqualified for enlistment
X - AF Strength Capacity Test (MEPSCAT) (not disqualifying)	

LAST UPDATE: 5 JAN 2011

Table D-2
MIRS USMEPCOM PCN 680-3ADP codes (continued)

C-MEPS (Current - MEPS)

A01 -Albany, NY	B26 -Knoxville, TN	C36 -Albuquerque, NM
A02 -Baltimore, MD	B27 -Louisville, KY	C37 -Amarillo, TX
A03 -Boston, MA	B28 -Montgomery, AL	C38 -Dallas, TX
A04 -Buffalo, NY	B29 -Nashville, TN	C39 -Denver, CO
A05 -New York, NY	B42 -Jackson, MS	C40 -El Paso, TX
A06 -Harrisburg, PA	B43 -Kansas City, MO	C41 -Houston, TX
A10 -Fort Dix, NJ	B44 -Little Rock, AR	C47 -Oklahoma City, OK
A11 -Pittsburgh, PA	B45 -Memphis, TN	C48 -San Antonio, TX
A12 -Portland, ME	B46 -New Orleans, LA	C67 -San Diego, CA
A13 -Springfield, MA	B49 -Shreveport, LA	C70 -Boise, ID
A14 -Syracuse, NY	B50 -Lansing, MI	C71 -Butte, MT
A17 -Tampa, FL	B54 -Chicago, IL	C72 -Sacramento, CA
A20 -Atlanta, GA	B56 -Cleveland, OH	C73 -Honolulu, HI
A21 -Beckley, WV	B57 -Columbus, OH	C74 -Los Angeles, CA
A22 -Charlotte, NC	B58 -Des Moines, IA	C75 -San Jose, CA
A23 -Miami, FL	B59 -Detroit, MI	C76 -Phoenix, AZ
A24 -Fort Jackson, SC	B60 -Fargo, ND	C77 -Portland, OR
A25 -Jacksonville, FL	B61 -Indianapolis, IN	C78 -Salt Lake City, UT
A30 -San Juan, PR	B62 -Milwaukee, WI	C79 -Seattle, WA
A31 -Raleigh, NC	B63 -Minneapolis, MN	C80 -Spokane, WA
A32 -Fort Lee, VA	B64 -Omaha, NE	C81 -Anchorage, AK
	B65 -Sioux Falls, SD	
	B66 -St. Louis, MO	

Appendix E

Recruit Quota System (REQUEST) Procedures and Responsibilities

E-1. Purpose

This appendix establishes policies and procedures, assigns responsibilities, outlines capabilities, and prescribes minimum procedures for the efficient use of REQUEST within USAREC for personnel procurement for the RA and AR.

E-2. General

REQUEST is a management information subsystem of KEYSTONE that provides the Army with an orderly and efficient mechanism for allocating training resources to new accessions. Operating centers that use REQUEST programs are: Office of the Deputy Chief of Staff for Personnel, HRC, USARC, U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Forces Command, Army National Guard (ARNG), and AR.

a. The USAREC G3 in coordination with the TRADOC, G6; all brigades and battalions; and MEPS administers operational management of REQUEST within USAREC at HQ USAREC.

b. Any use of REQUEST and the information therein for a purpose or in a manner other than authorized herein is prohibited.

c. HQ USAREC has a limited degree of control and authority over factors that influence the reservation process. Accession controls (DEP controls and AR input to training controls) are imposed to govern quantity and quality of accessions in meeting the USAREC monthly accession mission from HQDA. USAREC does control the measures, which facilitate meeting quality distribution goals for each MOS. USAREC monitors REQUEST and database files to determine progress in its recruiting effort. When problems in the reservation process arise USAREC will initiate corrective action. REQUEST programs provide users the following:

(1) A real-time capability of reserving training spaces and unit vacancies by MOS and time period, based on available programs and vacancies.

(2) Retrieval of data for operations and management use.

d. Operation. The reservation function is the core of REQUEST. To successfully complete a reservation for an applicant whose qualifications have been loaded into the recruit file, the following must be available: training seat, basic combat training (BCT), option, and a basic airborne training seat (if airborne training is desired or required), and a first assignment. For AR, a valid training seat matching a unit vacancy advertised on REQUEST.

(1) When brigades and battalions encounter a problem with the reservation process, they should contact USAREC, G3, Recruiting Operations Center (ROC).

(2) Should REQUEST fail, procedures for continuity of the recruiting reservation process are outlined in paragraph E-7.

e. Production management. A number of REQUEST programs are required to be run at brigade and battalion levels as they provide valuable management data. These programs are listed in appendix P.

Note: DEP override capabilities are at USAREC level only.

E-3. Responsibilities

Responsibilities for REQUEST operation and procedures within the GC section are as follows:

a. SGCs will supervise operation of REQUEST to ensure proper cost effective and efficient use of all terminals and programs, accuracy of input data, and prevention of system and reservation abuses as outlined in paragraph E-5, and compliance with this regulation by all MEPS GC personnel assigned.

b. MEPS GC will be knowledgeable in mechanical and functional operations of the terminal to ensure maintenance of the equipment and that correct programs are used to perform location, qualification, and reservation operations.

c. Recruiters have unique capabilities and responsibilities with the use of FSR2S. They are responsible for the operation of REQUEST as outlined for MEPS GCs in b above.

d. The S3 will advise the battalion commander of pertinent aspects of REQUEST use and abuse, inspection findings, and management reports data.

e. Liaisons at US Army reception battalions (USARECBNs) will:

(1) Retrieve necessary data from the system to verify and resolve cases of disqualification or REQUEST abuse.

(2) Provide feedback information to HQ USAREC on invalid data and accession flow in accordance with USAREC Reg 600-8.

f. ROC Counselors will provide assistance based on information that was verified and validated by MEPS SGCs, MEPS GCs, and recruiters using FSR2S.

E-4. Security

a. REQUEST is classified highly sensitive according to the provisions of AR 25-2. The classified component of RE-QUEST includes all data files, the entire database, and all computer programs. At a minimum, all systems of records will be safeguarded in accordance with AR 25-55. The system initiation procedures, including all user passwords, identification (ID) numbers, telephone access numbers, and location IDs are also highly sensitive. These ID numbers, telephone access numbers, and location IDs must not be displayed in the terminal area. Additionally, all input to and output from the system that contains personal information (names, SSNs, aptitude test scores, and any other personal data) is governed by the provisions of the Privacy Act of 1974 and will be treated accordingly. As a result, GCs will exert every effort to ensure that any documents produced that include any of the above specified information are destroyed in accordance with the provisions of the Privacy Act.

b. At no time will an individual log into REQUEST using another person's login ID and/or password.

c. Password resets can be accomplished by the battalion information management specialist and/or by the Customer Service Center at 1-800-223-3735, extension 61700, and following the prompts for REQUESTS users.

E-5. REQUEST abuses

a. The following are considered system abuses and are prohibited for all enlistment types, RA and AR, unless otherwise noted.

(1) Duplicate reservation. Two or more reservations on file simultaneously with the same SSN or for the same applicant. (Except SP1 and SP2 reservations for AR.)

(2) Late cancellation. A reservation that is canceled after the scheduled enlistment date (ship date for AR, NPS, SP1, and SP2).

(3) Early ship. A FS who is brought onto active duty (AD) prior to the recruit ship week (RSW) within which his or her scheduled RA enlistment date falls. This is not to be confused with a pull-forward which is defined in USAREC Pam 25-31.

(4) Late ship. A FS who enlists after scheduled recruit ship date (applies to RA, AR, NPS, SP1, SP2, and prior service training).

(5) Phantom or bogus enlistment. Verification as an accession of a reservation made for a fictitious applicant.

(6) Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

(7) Unqualified applicant. Input of inflated Armed Services Vocational Aptitude Battery (ASVAB) test scores or qualification data (for example, adding higher level Math/Science without verifying transcript) that is not valid (for example, miscoding or education credentials). Reservations will not be made or held for unqualified applicants.

(8) Swapping. Enlisting an applicant under a reservation made for a different individual. Each individual must possess a reservation which bears his or her correct name and SSN prior to enlistment.

(9) Uncommitted applicant reservation. A reservation made for an individual who does not execute an enlistment agreement immediately (for example, reservation is made for applicant without executing a DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States) with the intention of allowing the applicant time to think about it). An authorized exception to this is for FSR2S applicants who have a temporary reservation that must be confirmed or canceled within 7 calendar days of reservation date.

(a) A reservation for an RA applicant may be held until the next duty day, pending completion of enlistment processing only (USMEPCOM). Reservations will not be held over the weekend, and/or to the next RCM (Recruit Calendar Month).

1. Applicants that have not completed enlistment processing by the following day must have their REQUEST reservation canceled.

2. A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the recruit ship month (RSM).

3. In no case will a permanent reservation be held past the end of the phase line (PL).

(b) Permanent reservations for AR applicants will not be made and held over to the next working day under any circumstances.

(c) RA and AR temporary reservations may be held for 7 calendar days. The 7 days include the day the reservation was made. REQUEST will cancel temporary reservations on midnight of the seventh calendar day.

(10) Advance reservation. A reservation made for an applicant prior to the applicant's arrival at the MEPS for enlistment that day (for example, reserving a school seat for an applicant that is not physically at the MEPS for enlistment that day). This does not apply to FSR2S temporary reservations.

(11) Unsubstantiated reservation. A temporary or permanent reservation that contains data not substantiated by appropriate documentation (birth certificate, social security card, transcripts, driver's license, etcetera) prior to entering REQUEST.

(12) Mission box fraud by securing a reservation with incorrect education level and/or Armed Forces Qualification Test (AFQT), requesting a change to a lower education level and/or AFQT after the close of the RSM. Detected by comparing DD Form 1966 series, REQUEST printout, and USMEPCOM PCN 680-3ADP.

(13) The completion of an applicant's data using fraudulent data in ARISS, GCRC, and REQUEST is prohibited.

(14) MOS substitution. Changing a Soldier's MOS to another MOS within the same career management field (CMF) that is not a substitutable MOS. Only MOS to be entered into REQUEST as the primary military occupational specialty (PMOS) is that verified by military document and/or is confirmed by the Enlistment Inquiry Section (EIS). For applicants from another Armed Forces component for which an MOS does not convert in accordance with DoD 1312.1-I will be entered as 09B.

(15) GC SSN substitution. GCs and FSR2S recruiters must enter their own SSN in the GC SSN block when completing a reservation on REQUEST.

(16) Multiple temporary reservations. FSR2S recruiters making and canceling more than two temporary reservations for a single applicant are potentially wasting training seats. Recruiters are authorized to make only two temporary reservations for an applicant. If for any reason an applicant requires a third or more reservations it must be made by a GC as a permanent reservation.

b. All of the above can be detected at battalion level.

E-6. Management and production programs

REQUEST contains valuable management information for each commander involved with REQUEST. Commanders are encouraged to use these reports to the extent required for management of their commands. It is incumbent upon commanders at all levels to monitor REQUEST use and ensure it is being used cost effectively within their commands.

E-7. Alternate procedures for terminal or system failure

a. In the event a terminal becomes inoperable and no other terminal is immediately available, GCs should contact their respective battalion operations section, who will access the system and make the reservation. The HRC REQUEST Office has established alternate commercial access directives. If terminal failure is at a RECBN, Liaisons should call USAREC for system access and programs.

b. In the event of system failure, notify Customer Service Center (CSC), at 1-800-223-3735 extension 6-1700.

c. Notify USAREC, G3, Enlistment Eligibility and Processing Division, immediately of the system failure through command channels.

Appendix F

Quality Control Procedures and Scheduling of Applicants

F-1. Purpose

This appendix establishes policies and procedures to ensure complete and accurate enlistment records and applicant scheduling procedures.

F-2. General

a. QC procedures are established to prevent processing unqualified applicants at MEPS and to provide the GC with a prescreened enlistment record.

b. The QC will be accomplished prior to processing any applicant for job selection and enlistment, to ensure the record is complete and correct in accordance with AR 601-210. This QC will be completed the same day the record is received in the GCRC inbox. At no time will an applicant be enlisted into the DEP/DTP or DS with a 'No-Go' record.

F-3. QC procedures

The QC process begins with a projection created by the recruiter. The following QC procedures will be implemented:

a. All enlistment records will be reviewed by a qualified GC and given either a 'Go' or 'No-Go' status. This will be accomplished through the GCRc inbox.

Note: In GCRc, approved is the same as 'Go' and disapproved is the same as 'No-Go'.

b. Listed below is the QC cycle of every applicant's enlistment record:

(1) Initial QC. A GC QC workflow is initiated when the recruiter projects an applicant for DEP-in. Selecting the link in GCRc can also generate the workflow. The GC will run the validation report to check the enlistment record for administrative errors. GCRc will create a QC summary document and place the document into the Core Admin folder and send the workflow notification to the GCRc inbox. GCs will ensure that QCs are completed on the day that they are received. As GCs QC the record and either approve 'Go' or disapprove 'No-Go' the record, an e-mail notification will be sent to the recruiter, SC, company commander, and 1SG. This e-mail will inform the recipient who performed the QC, the status of the enlistment record, and any comments from the GC.

(a) Applicant's documents will be scanned under FSR2S. The recruiter and SC can scan documents directly into the applicant's electronic records management (ERM) file. All documents contained in the ERM file are later forwarded to be included into the new Soldier's official electronic personnel folder. The accuracy of the information contained in ERM is important. FSR2S will allow the recruiter to label the document exactly as GCRc labels them, eliminating the time re-quired for the GC to input the document into ERM file.

(b) Ensure QC workflow is completed on the day the projection is received.

(c) Run the validation report to check the enlistment record for administrative errors. GCRc will create a QC summary document and place the document into the Core Admin folder and send the workflow notification to the GCRc inbox. Recruiting Station/Center Live scan results must be present and be considered favorable results at the time of DEP In QC.

(d) QC the record and either approve 'Go' or disapprove 'No-Go' the record. A projection will not be considered a 'Go' until all information on the source documents has been verified against the information in the record. Furthermore, upside down, sideways, or otherwise illegible documents will be rescanned by the recruiter or SC. Documents scanned into the wrong folder will be scanned into the correct folder before the projection is deemed a 'Go'. Excessively large documents must be resized and/or rescanned to provide a copy that is at least the size of the original document. Any discrepancies with the record will be annotated in the command section, to include the absence of source documents. An e-mail will be sent to the recruiter, SC, company commander, and 1SG. This e-mail will inform the recipient who performed the QC, the status of the enlistment record, and any comments the GC has added. When the QC is completed, the workflow is removed from the GC's inbox. In order for the enlistment record to be considered a 'Go', it must pass all four levels of validation and have all source documents scanned into the ERM database.

Note: The only exception to the documents which are not required to be scanned is UF 1241 (Tattoo Screening) which will be hand-carried with the source documents.

(2) DEP-in QC and DTP-accession QC workflows are initiated by signing DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, U.S. Code) Basic Enrollment) for RA and DA Form 5435-R (Statement of Understanding - The Selected Reserve Montgomery GI Bill) for AR applicants. This creates another QC summary designed for the SGC to review prior to sending the applicant to the MEPS control desk for further processing. Information that has been changed between the GC QC and the initial QC are listed on the top portion of the QC summary in what is called the Diff section (different since last summary sheet). The SGC conducts his or her portion of the enlistment interview and either approves or disapproves the QC workflow.

(3) Day after QC. The battalion operations QC workflow is initiated by receiving an end of day code of "E" (Enlisted) or "R" (RENO) from REQUEST when the applicant has been verified by the SGC. This workflow is similar to the DEP-in QC workflow as it contains a Diff Report at the top on the QC summary sheet. The Diff Report contains any changes made after the creation of the previous report. The day after check is to ensure MEPS' are doing business according to current regulations and policies. Special items of interest should be checked for incomplete QCs and to ensure that the technical check (tech check) and National Agency Check and Local Check (NACLC) have been submitted properly. When errors are found, the operations section will disapprove the workflow and complete any remarks required. Notification of a disapproved battalion operations QC is sent back to the SGC for corrective action. SGCs will follow up with corrective action within 3 processing days of notification.

capability to check for documents that are scanned into the ERM database after enlistment. Battalion S3s will check for annex completion, proper incentives selected, SF 86 (Questionnaire for National Security Positions) completion, and accuracy of information. Verify SF 86 matching court documents, waiver documents, and overall enlistment eligibility. Battalion S3s must log and track the records they QC. The battalion S3 may select one set day of the week and perform a 20 percent QC of the enlistments and shippers for the entire week. This will satisfy the 20 percent requirement. The S3 will notify the SGC of any errors found during the 20 percent QC. All corrections should be completed within 72 hours of notification. A list (memorandum for record (MFR) format) of all records checked and verified will be scanned into the applicant's DEP Admin folder in the ERM database for inspection.

(4) Before ship QC. A before ship QC workflow is initiated 30 days prior to the applicant's scheduled ship date. GCRc will select all applicants whose ship date is within 30 days that do not have a pending or completed before ship QC. GCRc will create the QC summary with Diff Report and route the workflow to the MEPS GCRc inbox. GCs will perform the before ship (7 to 30 day) QC and annotate any comments or documents required for the applicant to ship and either approve or disapprove the workflow. An e-mail notification is sent to the recruiter, SC, company commander, and 1SG, as well as the battalion operations section informing them that the QC has been completed and what action is required. When the workflow is completed the workflow is removed from the inbox.

(5) Ship QC. Ship counselor QC workflow will create another QC summary designed for the SGC to review prior to the applicant's enlistment. Information that is changed between the before ship QC and the ship QC and are listed in the Diff section of the QC summary sheet. The SGC will conduct his or her portion of the enlistment interview and approve or disapprove the QC and review the applicant's DD Form 4/3 with the applicant.

(6). Day after ship QC. The day after QC workflow is initiated when the end of day code of "V" (Shipped) is received from REQUEST when the applicant has been verified by the SGC. This workflow is similar to the DEP accession workflow as it contains a Diff Report at the top of the QC summary sheet. The Diff Report will contain any changes made after the creation of the previous report. The day after check is to ensure the MEPS and GC shops are doing business according to current policy and regulations.

Note: The quality control noncommissioned officer or civilian employee will be responsible for all records that they QC. All records that are determined to be 'Go' records during QC and are later found to be 'No-Go' records, and the discrepancies were no fault of the applicant (for example, GC error) will be corrected by that GC.

c. Processing applicants with complete enlistment records will always be the first priority. Applicants will not be processed with incomplete or 'No-Go' enlistment records.

d. All enlistment records will be checked by a qualified GC, who is assigned to the MEPS, using AR 601-210, chapters 2 and 3, and USAREC Reg 601-101, to verify basic eligibility and AR 601-210, chapter 5, to check the accuracy of the entries on the DD Form 1966 series. When the GC detects a questionable education credential, the applicant's enlistment record will be referred immediately to the battalion education services specialist for verification of the applicant's education status.

e. The GC will place emphasis on comparing the applicant's source documents to the applicant's data contained in GCRc and the GCRc USMEPCOM PCN 680-3ADP data to ensure the following data matches:

- (1) Personal information.
- (2) Education.
- (3) NPS or PS status.
- (4) Recruiter of credit.
- (5) MOS (if MOS was reserved via FSR2S).

f. Any discrepancy in the GCRc record and the enlistment documents must be corrected before the applicant selects a MOS, FSR 2S reservation is converted to permanent, or enlists.

g. The SMT will obtain a copy of all the QC summary reports on all QC'd records for the day from the battalion operations section via GCRc at the close of each business day for use as a training tool.

h. As the recruiter corrects errors in the applicant's enlistment record, he or she must save updated record for new data to populate. Saving the record in Recruiter Zone will update the applicant's record in GCR.

Note: All records to include PS and DOS applicants must have the complete DD Form 1966 series in their enlistment record. Whenever possible, the GC will assist in correcting records errors and continue with the enlistment process.

F-4. Projection rosters

Projection rosters are defined as follows for the purpose of this regulation.

a. Projection roster. The initial roster turned in with projections for the next processing day according to the MEPS SOP.

b. Add-on roster. Any roster turned in after the initial roster for next day processing. In some cases this is also referred to as a holdover roster.

c. Holdover roster. Used to identify applicants who could not complete processing that day and must be held over for the next day's processing. Applicants indicated as holdovers will appear on the next day's processing list. The SGC will ensure that this roster is turned in to MEPS personnel in accordance with the local MEPS SOP.

d. Walk-in roster. Any applicant that requires processing that did not meet the cutoff for the initial projection roster. The roster turned in for same day processing.

Note: Local MEPS policy will dictate specific cutoff times for different rosters and number of walk-ins allowed.

F-5. Scheduling of applicant processing

a. All applicants will be projected by recruiters via FSR2S. No records will be projected until the applicant's record is complete and accurate with all supporting documents scanned into the ERM database and validated by the SC. The SC will enter comments in the applicant's contact history that the record was QC'd and is a 'Go' record. In order to be considered a 'Go' record, all documents must be scanned into GCRc, the source documents must match the applicant's record, and the record must be validated. The ISG or company commander will approve all projections in GCRc. The brigade operations must coordinate with battalion operations to account for all enlistment records that are pending (not QC'd) or have a 'No-Go' status. QC status can be queried from the Report Management Zone/Root/Floor query. ARISS users at the battalion and higher levels can use the Dashboard to monitor the status of records in the ERM inbox.

b. Applicants projected for "Other" processing will not be authorized to enlist on the day of their scheduled processing. Once projected as an "Other" processor, the projection will not be changed to allow the applicant to enlist. These applicants may return to MEPS to enlist if they were previously projected for DEP-in and have received a 'Go' record. Walk-in applicants for enlistment can have their projections changed to allow the applicant to enlist. Walk-in applicants for enlistment are defined as those applicants whose records were previously QC'd and received a 'Go'.

c. The battalion is responsible to determine a projection cutoff time that will allow GCs sufficient time to perform a proper QC. The battalion projection cutoff time must take into consideration the applicant's transportation to MEPS and lodging. Applicants will not be transported to MEPS or lodging pending a 'Go' record. Operations will enforce the brigade commander's daily projection cutoff time. A cutoff time for projections will enable MEPS GCs to meet their MEPS requirement. Once the final projection roster has been run, brigade operations will notify each battalion operations of the QC status. Records that have a status of pending or 'No-Go' will be canceled and applicants will not be allowed to enlist. It is the responsibility of the battalion and brigade operations to ensure MEPS GCs are available to QC records until all records are QC'd and accounted for. Battalion operations will then direct the SGC to cancel all projections that have a status that is pending or 'No-Go' at the daily projection cutoff time. Brigade operations will confirm that all pending or 'No-Go' records have had their associated projections canceled. All deficiencies will be corrected before records are again projected. The brigade operations will be informed of all canceled projections due to noncompliance of the QC policy.

d. When an applicant is projected for enlistment, all four levels of validation are automatically performed by GCRc and an e-mail is sent to the ISG, company commander, SC, and the recruiter initiating the projection. The e-mail provides the status of the projection, validation levels passed or failed, and the exact reason for failure. The recruiter must make the corrections and revalidate the applicant's record. Recruiting personnel are not authorized to enter bogus/false data into the record in an attempt to pass validation. The SC will validate that the corrections have been made. The recruiter will then be authorized to reproject the record as required or if needed.

e. The ISG will contact the SGC at a time established in the GC shop's SOP to confirm projections for the next processing day. This is to ensure that all applicant's processing are scheduled for lodging and meals, and will receive red-carpet treatment during their processing.

f. After all projections have been confirmed, submit USMEPCOM Form 727-E to MEPS using MIRS after ensuring all entries are complete and accurate in accordance with USMEPCOM Reg 715-4.

g. Brigade operations will update the brigade command inspection checklist to ensure that the current policy is being followed.

F-6. Exceptions to policy

Requests for exceptions to policy (ETPs) for qualifications and standards contained in AR 601-210 and/or QUALS will be sent by a workflow generated from GCRc. The company commander, 1SG, GC, or the battalion operations section can initiate the ETP workflow. The workflow provides the approving authority with a direct link to the applicant's enlistment documents in the ERM database. The exception workflow is routed to the battalion operations section where they review the request, either approve or disapprove the exception, or forward to brigade operations section. If the brigade cannot approve or disapprove the exception, they will forward the exception to the appropriate HQ USAREC section. When a final disposition is received the results of the workflow are posted to GCRc, all units involved in the workflow will receive an email informing them of the outcome of the workflow. When the applicant enlists or ships, the reason for the exception, approver's name, and date the exception was given will be printed in the Remarks section of the DD Form 1966/4.

a. HQ USAREC, G3, Enlistment Eligibility and Processing Division, Policy Branch, will process:

- (1) 5-21 exceptions.
- (2) Retention control point issues (see Note below).
- (3) Color vision (see Note below).
- (4) Documentation issues (for example, unofficial High School/College transcripts).
- (5) MOS qualification issues.

Note: HQ USAREC, G3, Enlistment Eligibility and Processing Division, Policy Branch, will call HQDA or the proponent for approval. Recruiters/Station/Center Commanders/Guidance Counselors/Operations Personnel will not contact DA, HRC, Training Base, Proponency to attain an approval to an exception to policy.

b. HQ USAREC, G3, Enlistment Eligibility and Processing Division, Waivers Branch, will process:

- (1) Reenlistment eligibility code issues.
- (2) Grade determination issues.
- (3) Reserve and National Guard discharge issues.
- (4) Dependency issues.
- (5) Dual military.
- (6) Moral (serious criminal misconduct).
- (7) Suitability reviews.

c. HQ USAREC, G3, Enlistment Eligibility and Processing Division, ROC. All RA and AR exceptions will be sent by workflow.

- (1) DEP control.
- (2) Three point line scores.
- (3) Special test score exception.
- (4) FSR2S recruiters may call the ROC directly for assistance on DEP control. Line scores, three points or less, and scheduling a ship date outside of the "window of opportunity" as set by the ROC are detailed in appendix U.

Note: More than three point line scores will be forwarded to Department of the Army (DA) or the proponent for the MOS that points are being requested via HQ USAREC, G3, ROC, for approval or disapproval.

d. G3, Enlistment Eligibility and Processing Division, Waivers Branch, will handle all clarification of conduct or waiver issues.

e. G3, EEPD, Accessions Suitability Branch will process all exception requests for JPAS and fingerprint results.

f. All pertinent information and circumstances that justify an exception will be given to the battalion operations section.

g. Line score exceptions will continue to be called into the ROC. If the exception is approved, ROC personnel will enter their name, rank, the type of exception, and the date the exception was approved in the Remarks block of the override screen. The exception will print in the Remarks section of the DD Form 1966/4.

h. All telephone exceptions through HRC EIS will be entered in the Remarks section of the DD Form 1966/4 manually by entering the information using the free-form remarks in the Packet Prep menu. This is one of the only authorized exceptions to be entered on the DD Form 1966 series through the free text program. All other exceptions will be printed in the Remarks section by GCRc.

i. All approved or disapproved exceptions will be documented in the Remarks section of the DD Form 1966/4 and included in the enlistment record.

Appendix G

Procedures for Enlistment into the Delayed Entry Program/Delayed Training Program (DEP/DTP)

G-1. Purpose

- a. This appendix is used to establish policies and procedures used in enlisting applicants into the DEP/DTP.
- b. The establishment of standardized DEP/DTP procedures is designed to reduce the number of erroneous enlistments command wide and to allow for optimal time management for the GC.

G-2. Reception of applicants

The GC shop is required to:

- a. Check in all applicants processing that day and ensure they have the appropriate paperwork and documentation (physical, special testing, etcetera).
- b. Collect all enlistment and ship documents from applicants.
- c. Provide all shippers with their original DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) so they can complete their physical inspection.
- d. Verify if any new UMs or directives have been published on the GC Web Site and notify the SGC and GC shop as needed.
- e. As applicant dispositions are known throughout the processing day (enlisted, failed test, permanent medical rejection (PMR), temporary medical rejection (TMR), etcetera,), the SGC will record the data on USMEPCOM Form 727-E. GCRc will update the Select a Person screen when an applicant enlists (E) or ships (V). The dispositions entered in GCRc are transmitted to DA and other levels of the command to monitor floor activity.

Note: The GCRc processing list will be updated with the applicant's arrival status once the MEPS control desk has checked in the applicant.

G-3. DAT requirements

- a. In accordance with AR 601-210 each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of initial MEPS physical examination (PE) or initial processing for the RA or AR. Any applicant that refuses to submit to these tests will not be allowed to continue processing for enlistment into the DEP/DTP, AC DS, or AR (no exceptions or waiver is authorized).
- b. MEPS will conduct the required testing and notify the recruiting Services of the test results in accordance with USMEPCOM Reg 40-8.
- c. Applicants who fail to provide a urine sample must return to MEPS within 3 working days and provide a sample. Failure to do so will result in a refusal result which is treated the same as a positive result. Waiting period for refusal to provide a sample or those that do not return within 3 working days is 6 months.

G-4. General procedures for enlistment into the DEP/DTP

After the applicant has passed all required MEPS processing (physical and testing requirements), the SGC will designate a MEPS GC to enlist the applicant. The enlisting MEPS GC will:

- a. Initiate a new QC to check the Diff Report (different since last summary sheet) to see if the applicant's enlistment record has changed in any way.
- b. Verify all source documents previously transferred into the ERM database with the original source documents hand-carried by the applicant. Scan in all documents not already included in the applicant's enlistment record into the appropriate folder in the ERM database. The MEPS GC will deny enlistment to any applicant with incomplete or erroneous documentation and/or records until such time as all necessary corrections have been made and all records are complete.
- c. Reviews the DD Form 2807-2 (Medical Prescreen of Medical History Report), DD Form 2807-1, USMEPCOM 40-1-15, SF 86, and DD Form 2808. The MEPS GC will specifically question the applicant on tattoos, law violations and the use of drugs or alcohol. If discrepancies exist and/or the applicant did not have a DAT, the applicant must return to the MEPS medical section in order to correct the discrepancies prior to enlistment. Special emphasis will be placed on DAT and human immunodeficiency virus (HIV) results for PS and DOS applicants. MEPS GCs will ensure that any alcohol and drug use listed on either the Dd Form 2807 or DD Form 2808 match the content on the SF 86 and update SF 86 if missing. If missing from the DD Form 2807 or DD Form 2808, refer applicant back to medical to have the information added by the Doctor. Also add-ensure all self admitted law violations and those that return on the RS LS are listed in the moral screening criteria and their dispositions are final. MEPS GCs will report

to the battalion executive officer any applicant with unreported medical issues as noted between the DD Form 2807-2 and the DD Form 2807-1 completed at MEPS.

Note: The GC will have to scan the DD Form 2807-1, DD Form 2807-2, USMEPCOM 40-1-15 and DD Form 2808 or the working copy of these forms into the medical folder in the ERM database.

d. The GC will ask the following questions and inform the applicant that concealment of any disqualifications may result in early discharge from the Army for fraud:

- (1) Have you ever been arrested?
- (2) Have you ever been detained?
- (3) Have you ever been issued a summons, citation, or ticket by any law enforcement official?
- (4) Have you ever been on probation?
- (5) Have you ever appeared in court as the accused?
- (6) Do you have any unpaid traffic tickets to include parking tickets?
- (7) Do you have any fines that have not been paid for any offense?
- (8) Do you or have you ever had any offense expunged, set aside, or sealed by the court? Has anyone told you not to reveal this fact?
- (9) Do you or have you ever in your lifetime been cited, arrested, or charged for any crime as a juvenile?
- (10) Is there anything that you would like to discuss with me pertaining to your past criminal, juvenile, motor vehicle, or civil record?
- (11) Have you ever been issued a restraining order or been detained for domestic violence or abuse?
- (12) Did you accurately reveal your entire medical history during your PE?
- (13) Do you have any children, pay child support or alimony; have you been divorced or separated, or are you in the process of divorce?
- (14) If married, is your spouse in the military, active or reserve?
- (15) Do you understand that if any charges come back that you failed to reveal, that you will be discharged for fraud? This includes concealment of criminal, civil, medical and dependent information. Do you further acknowledge that you will not be afforded any consideration for retention based on someone telling you that you did not have to list a charge or medical condition? Is there anything that you wish to add at this time?
- (16) Do you have family members that are part of the exceptional family member program?

Note: The "question/answer" sheet will be scanned in under "Core Admin" (other Core Admin Docs) on every applicant.

e. Verify the GCRc USMEPCOM PCN 680-3ADP data and make corrections as needed. If at anytime corrections are needed to the applicant's build, the corrections must be done in GCRc.

f. Make a final determination of the applicant's qualifications based on enlistment eligibility criteria IAW AR 601-210 (education, dependents, moral, PS, etcetera).

g. Confirm the applicant's commitment to join the Army.

h. Do not enlist any applicant into the DEP/DTP or DS unless the enlistment record has been placed in a 'Go' status.

i. Submit USMEPCOM PCN 680-3ADP data to REQUEST. If corrections need to be made to the applicant's record at anytime, they must be done in GCRc.

Note: MEPS GCs and recruiters will not change general math and general science without supporting documents scanned into the ERM database.

j. MEPS GCs will question all RA and AR applicants who require training about the applicant's hat and shoe size. MEPS GCs will forward to the appropriate liaison a minimum of 14 days from the scheduled ship date.

- (1) Have a hat size greater than an eight or less than a six and one-half.
- (2) Have a shoe size larger than 16.

k. MEPS GCs will call the training base liaison to inform the liaison of the applicant's ship date, full name, SSN, and hat and shoe size measurements. There is no minimum shoe size to be forwarded.

l. The liaison will pass the information to the USARECBN operations section so a special request can be made for the clothing to be on hand when the new Soldier arrives at the training base.

G-5. Reservation processing

a. The reservation function is the core of REQUEST. To successfully complete a reservation for an applicant whose record has been submitted to REQUEST, the following must be available: A BCT seat, training seat, available option, and a basic airborne training seat (if airborne training is desired or required). An approved airborne physical

ing a unit vacancy advertised on REQUEST.

b. REQUEST will be used to secure a reservation for all applicants who have selected an MOS, program(s), and/or option(s) and will comply with appendix E pertaining to REQUEST abuses.

Note: FSR2S is a link between ARISS and REQUEST. Temporary reservations made by FSR2S recruiters come from ARISS.

c. Every applicant must possess a valid REQUEST reservation prior to enlistment in the DEP/DTP.

d. Reservations will only be made for individuals who possess a valid SSN verified by documentation in accordance with AR 601-210.

e. The MEPS GC and FSR2S recruiter will attempt to sell the applicant an MOS, program(s), and/or option(s) matching those with the needs of the Army and the needs of the applicant. Special emphasis will be placed on those critically short and priority MOSs reflected on FS control messages, e-mail traffic, and/or directives from higher headquarters. Initially, the MEPS GC and FSR2S recruiter will utilize the SEARCH mode in REQUEST to identify a list of available MOSs to counsel or lead the applicant.

f. Prior to securing a reservation on REQUEST, the MEPS GC and FSR2S recruiter will ensure the applicant qualifies for the MOS and/or option(s) selected by reviewing AR 601-210, DA Pam 611-21, REQUEST QUALS file, and the current incentives UM. If the applicant qualifies, the MEPS GC and FSR2S recruiter will show the proper video segment of the desired MOS and have the applicant read AR 601-210, paragraphs 9-7, 9-8, and 9-9 on application information. When the applicant agrees to the MOS, the MEPS GC or FSR2S recruiter will make the reservation.

(1) GCRc will print the proper statement indicating the applicant has been shown the MOS video.

(2) If for any reason the video segment cannot be shown, the MEPS Gc will have the applicant read the appropriate paragraphs in the HRC Smartbook (DA Pam 611-21) at <https://smartbook.armyg1.pentagon.mil/default.aspx>, pertaining to his or her selected enlistment MOS.

g. Information displayed on the REQUEST reservation printout must be accurate and in agreement with the appropriate enlistment documents required by AR 610-210.

h. RA reservations may be made and held over until the next working day for applicants pending completion of enlistment processing through USMEPCOM only.

(1) Applicants that do not complete enlistment processing by the following day must have their REQUEST reservation canceled.

(2) A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the RSM.

(3) FSR2S applicants, RA and AR, have up to 7 calendar days to complete their enlistment processing. Additionally, an FSR2S recruiter who makes a AR reservation will change the "enlistment date" to the actual MEPS processing date within the 7-day temporary reservation processing window.

(4) If at any time the applicant's reservation is canceled, the cancellation printout must be scanned into the applicant's DEP/DTP Admin folder in the ERM database. An FSR2S applicant that is canceled as a "TR," temporary reservation, by the recruiter before going to MEPS does not require scanning.

i. Recruiting Operations Center (ROC) Counselors will:

(1) Validate that the 680-ADP in the Applicants/Future Soldier's (FS) record in GCR was submitted to REQUEST.

(2) ROC Counselor(s) will receive acknowledgement from the MEPS Counselor that the Applicant's or FS's record has been validated for accuracy and completeness, and is fully qualified prior to requesting ROC assistance in making reservations.

G-6. GC procedures after making REQUEST reservation

a. The enlisting MEPS GC will congratulate the applicant and prepare him or her for the Oath of Enlistment.

b. All enlistment forms will be prepared using GCRc.

c. Prior to forwarding the applicant to the MEPS control desk for further processing, the MEPS GC will:

(1) Ensure the applicant understands his or her enlistment MOS, term of service, BCT location, incentives, and first duty assignment (if the applicant is enlisting under Program 9B - U.S. Army Station/Unit/Command/Area Enlistment Program).

(2) Complete the DD Form 1966/3. The MEPS GC will have the applicant sign block 29c and initial in block 32c. Block 32c will remain blank until ship day for all PS and DOS applicants. The MEPS GC will complete all entries in blocks 30 and 31. The DEP-in GC will sign his or her name in block 31e.

(3) GCRc will place the appropriate enlistment statements on DD Form 1966/3, block 32, in accordance with AR 601-210. All required statements and unique processing procedures taken to enlist the applicant will be printed on

DD Form 1966/4, Remarks section.

- (4) Complete and sign with the applicant the automated enlistment annex and DD Form 2366.
- (5) The applicant and MEPS GC will sign DD Form 1966/3.
- (6) Have the applicant sign the medical and general release forms.
- (7) The Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Future Soldier Program Members will be completed using GCRC.
- (8) Brief the applicant concerning the requirement of Sure Pay (SF 1199A (Direct Deposit Sign-Up Form)) prior to shipping for AD or initial active duty for training (IADT).
 - d. Review with the applicant again, his or her enlistment qualifications (moral, dependency, etcetera). This will prepare the applicant for the preenlistment interview (PEI) accomplished by MEPS personnel prior to taking the Oath of Enlistment.
 - e. Ensure all source documents have been scanned into the ERM database.
 - f. Inform the applicant that original birth certificates, marriage licenses, social security cards and divorce decree, if applicable, are required for enrolling dependents into the Defense Enrollment Eligibility Reporting System (DEERS) at the USARECBN and must be hand-carried.

Note: All signatures required at DEP/DTP-in and enlistment into the RA DS will be accomplished using the electronic signature pad.

- g. For NPS applicants the following documents will be printed for MEPS processing:
 - (1) DD Form 1966/1 completely coded for DEP/DTP-in (RA and AR).
 - (2) A current USMEPCOM PCN 680-3ADP with all current data (RA and AR).
 - (3) The REQUEST reservation sheet for the applicant (RA and AR).
 - (4) The automated DEP-in enlistment annex (the applicant's copy printed from GCRC) (RA only).
 - (5) The automated AR enlistment annex (the applicant's copy printed from GCRC) (AR only).
 - (6) A copy of the DD Form 2366 (RA only).
 - (7) A copy of the DA Form 5435-R (AR only).
 - (8) Preaccession interview (PAI) or PEI SF 86.
 - (9) PAI or PEI certification SF 86. The MEPS GC of credit will give the applicant a copy of the finalized SF 86 that is to be submitted as the investigation of record at the time of entry into the DEP/DTP or DS. Any changes made will require a new certification of applicant page to be signed.
- h. The SGC will conduct a final review of the applicant's enlistment record to ensure its completeness and accuracy prior to referring the applicant to MEPS personnel for the PEI, suitability, and swear-in ceremony.
- i. Upon return of the completed DD Form 4 series, the SGC will review with the applicant the appropriate entries to ensure all data is correct based on the REQUEST reservation and source documents.
 - (1) The applicant and SGC will initial any erasures or corrections made except those erasures or corrections made in these areas:
 - (a) Date of enlistment.
 - (b) Term of service.
 - (c) Approval and acceptance.
 - (d) Confirmation of enlistment.

Note: Any erasures or corrections made in these areas are not permitted and require a new DD Form 4 series.

- (2) Have the applicant read while the SGC explains the appropriate portions on the DD Form 4 series through section D.
 - (a) Have the applicant read and initial item 8c. Prior to swearing in have the applicant initial item 19, Initials of Enlistee/Reenlistee block.
 - (b) Have the applicant respond appropriately to section D prior to placing his or her signature in item 13b.
 - (c) SGC will complete, sign, and date item 14. If the DD Form 4 is signed by another MEPS GC other than the SGC than that individual, MEPS GC is responsible for ensuring applicant enlistment records are complete and accurate.
 - (d) GC will scan all documents into the proper file of the applicant's ERM DEP Admin folder.

G-7. Procedures for handling a QNE

- a. During the MEPS GC interview, if the MEPS GC cannot counsel or mentor the applicant on an available MOS, the applicant will be referred to a different MEPS GC, if time and the situation permits. If all attempts fail to counsel the applicant on available MOSs, then the applicant will be referred to the SGC.
- b. If the SGC cannot overcome the applicant's objection to enlist prior to ceasing the applicant's processing, the

SGC will contact the recruiter, SC, and finally the 1SG to assist in preventing a QNE.

c. The following are not to be considered a QNE towards a GC's QNE rate:

- (1) Permanent Medical Rejected (PMR).
- (2) Temporary Medical Rejected (TMR).
- (3) Law - Requires additional law enforcement checks.
- (4) Conduct - Morally disqualified.
- (5) Admin - Administratively disqualified (dependency, missing documents, etcetera).
- (6) Option - No enlistment option available for the applicant.
- (7) Window - DEP/DTP or DS constraints prohibit enlistment through no fault of the applicant and no exception can be granted with any alternative option available.
- (8) INSCOM - Option requires U.S. Army Intelligence and Security Command interview.
- (9) Elopement - Applicant departed MEPS without permission.
- (10) Tests - Requires additional testing in order to enlist.
- (11) EIS-PS - Applicant cannot enlist due to pending approval from HRC EIS.

d. No applicant will ever leave the floor without the company commander and 1SG and battalion commander and CSM being notified of the situation.

G-8. GC actions after Oath of Enlistment

Once the applicant swears in and returns to the SGC with a signed and completed DD Form 4 series, the SGC will:

- a. Confirm the enlistment by reviewing the DD Form 4 series.
- b. Scan DD Form 4/1 and DD Form 4/2 into the applicant's DEP/DTP folder in the ERM database.
- c. Once the enlistment is validated, the SGC will go to the REQUEST "Pending DEP Swear In" for RA or "Pending ENL Confirm" tab for AR and confirm the enlistment. If the wrong applicant is accidentally confirmed:
 - (1) Go to the "DEP Unconfirmed" tab for RA applicants and right click on the incorrect name and then left click on "DEP Unconfirmed" to return it to the "Pending DEP Swear-In" tab. This corrects the error for RA applicants.
 - (2) Go to the "ENL Unconfirmed" tab for AR applicants to return the file to the "Pending ENL Confirm" tab. This will correct the error for AR applicants.
- d. Complete red-carpet treatment through congratulations, taking the new Soldier's picture for the RS FS display board; issuing the FS Welcome Kit, FS T-shirt, and FS ID card; and arranging for transportation home through the appropriate RS.

G-9. Disposition of enlistment records following enlistment into the DEP/DTP

- a. All enlistment records will be maintained in the ERM database.
- b. Documents received after enlistment or accession (high school diploma (HSD), driver's license, dependent verification, etcetera,) will be scanned into the appropriate folder in the ERM database.
- c. After DAT and HIV results are received in MIRS, GCRC will place the applicant's record in a print pending status. The GC will print the applicant's record and make the appropriate amount of copies required by the MEPS SOP. The applicant's record will then be taken to the MEPS breakdown section for further processing.
Note: All original source documents will be returned to the FS and not maintained at MEPS or the Recruiting Station/Center.

G-10. Managing DAT and HIV results

When DAT and HIV results are updated through MIRS, the information is passed to GCRC. This will keep the applicant's record updated.

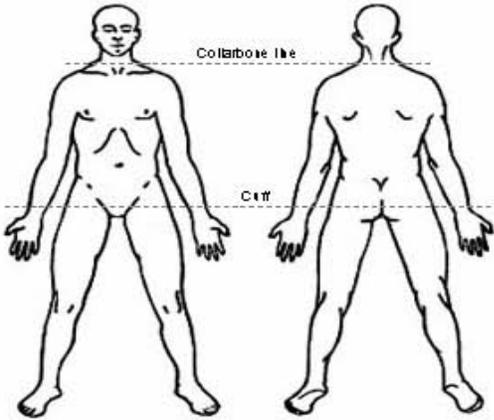
G-11. Additional forms required for applicant processing

- a. USAREC Form 1241 (see fig G-1)(must be used for DEP-In/DEP/Out).
- b. USAREC Form 1242 (Army Preprocessing Drug Screening Acknowledgment and Consent) (see fig G-2).
- c. USAREC Form 1292 (Acknowledgment of Medical Waiver - Enlistment Processing of Applicant Medical Waivers) (see fig G-3) (required for all applicants with a medical waiver).
- d. USAREC Form 1137 (Future Soldier Pre-Execution Checklist).

G-12. Procurement program numbers

- a. Standard trainer - 16.

- b. Alternate trainer - 26.
- c. DOS advanced individual training (AIT) 09L - 16.
- d. Army Civilian Acquired Skills Program (ACASP) NPS - 5 plus number of years enlisting.
- e. Individual Ready Reserve 09L - 00.
- f. Troop program unit (TPU) 09L - 16.
- g. Reserve Officers' Training Corps (ROTC) Simultaneous Membership Program (SMP) - 76.
- h. Army Medical Department (AMEDD) 09N - 88.
- i. All PS (including those that require the Basic Combat Training (BCT)) - 92.

TATTOO SCREENING (F or use of this form see USAREC Reg 601-96)					
PRIVACY ACT STATEMENT					
AUTHORITY: Collection of this information is authorized by 10 USC, sections 503, 505, 532, 12102, and Executive Order 9397.					
PRINCIPAL PURPOSE: Information collected will be used to assist in the prequalification process.					
ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, paragraph 3-2.					
DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the enlistment process.					
		<ul style="list-style-type: none"> • Mark tattoo/brand on body at left with a number. • Describe tattoo meaning below. 			
		1	Heart with name (Jeremiah)- left forearm		
		2			
		3			
		4			
		5			
		6			
INSTRUCTIONS	<ul style="list-style-type: none"> • Recruiter, Recruiting Station (RS) Commander, Company Commander or First Sergeant, and Guidance Counselor (GC): <ul style="list-style-type: none"> - Review tattoos/brands in accordance with AR 670-1 and current policy. - Forward questionable and all above-collarbone tattoos/brands through the Company Commander or First Sergeant to the battalion with drawings and photos. • Battalion Commander or Executive Officer (XO): <ul style="list-style-type: none"> - Review all questionable, above-collarbone, and hand tattoos for compliance with AR 670-1 and current policy and approve or disapprove individual for processing. - Return determination to initiating office (Company or GC) for appropriate action. 				
<input type="checkbox"/> I do not have any tattoos/brands. <input checked="" type="checkbox"/> I do have tattoos/brands and I certify the above tattoos and brands list completely and accurately describes all my tattoos and brands. _____ @N/A/S					
APPLICANT TYPED NAME		APPLICANT SIGNATURE	DATE	DEP-IN	DEP-OUT
Doub, Jeff		/signed/	17 Apr 2009	<input type="checkbox"/>	<input type="checkbox"/>
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.					
RECRUITER TYPED NAME, GRADE, AND RSID		RECRUITER SIGNATURE	DATE	DEP-IN	DEP-OUT
Ball, James, SFC, 3E1P		/signed/	17 Apr 2009	<input type="checkbox"/>	<input type="checkbox"/>
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.					
RS COMMANDER TYPED NAME, GRADE, AND RSID		RS COMMANDER SIGNATURE	DATE	DEP-IN	DEP-OUT
Forence, Derrick, SFC, 3E1P		/signed/	17 Apr 2009	<input type="checkbox"/>	<input type="checkbox"/>
The above tattoos/brands <input type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.					
COMPANY COMMANDER OR FIRST SERGEANT TYPED NAME, GRADE, AND RSID		COMPANY COMMANDER OR FIRST SERGEANT SIGNATURE	DATE	DEP-IN	DEP-OUT
				<input type="checkbox"/>	<input type="checkbox"/>
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.					
GC TYPED NAME, GRADE, AND MEPS		GC SIGNATURE	DATE	DEP-IN	DEP-OUT
Thomas, Donte, L., SFC, A25		/signed/	17 Apr 2009	<input type="checkbox"/>	<input type="checkbox"/>
The above tattoos/brands are <input type="checkbox"/> approved <input type="checkbox"/> disapproved in accordance with AR 670-1 and current policy.					
BATTALION COMMANDER OR XO TYPED NAME AND GRADE		SIGNATURE	DATE	DEP-IN	DEP-OUT
				<input type="checkbox"/>	<input type="checkbox"/>

USAREC Form 1241, Rev 1 Sep 2009

PREVIOUS EDITIONS ARE OBSOLETE

V2.10

Figure G-1. Sample of a completed USAREC Form 1241

ARMY PREPROCESSING DRUG SCREENING ACKNOWLEDGMENT AND CONSENT

(For use of this form see USAREC Reg 601-96)

1. I understand that participation in the preprocessing drug screening program is highly encouraged. I further understand that taking the preprocessing drug screening test is voluntary, and that I will be permitted to process for the Army or Army Reserve without prejudice should I decline to participate. I further understand:

a. This test will test for the presence of marijuana and/or cocaine in my urine sample.

b. I will be required to participate in a more thorough drug screening program during my physical examination at the Military Entrance Processing Station (MEPS). I have been informed that the test performed at MEPS is mandatory and will test for the presence of marijuana and other drugs in my system.

c. Should I test positive for marijuana or any other drug at MEPS, I understand that I will be discharged from the Future Soldier Program and will be disqualified for a period of 45 days to 1 year. If I have any prior military service I will be permanently disqualified from joining the Army or Army Reserve. These actions will occur regardless of a "presumptive negative" indication for the presence of marijuana based on this voluntary applicant drug screening test. I have been informed that MEPS drug screening tests are performed in a controlled laboratory and are more reliable in detecting the presence of marijuana, cocaine, and other substances in urine samples at lower concentration levels.

2. The preprocessing drug screening is conducted by the use of a noninstrumental drug test (NIDT) kit, which will be used to detect the presence of marijuana within urine specimens. Should I consent to voluntarily participate in this drug screening program, I understand that the following procedures must be adhered to:

a. I will be required to use the cup provided to collect an adequate sample of my urine. This sample collection will be conducted in the privacy of the appropriate designated restroom facility without being observed by any other person (military or civilian).

b. I will be required to test my sample with an NIDT kit supplied by an Army or Army Reserve representative in accordance with the manufacturer's instructions.

c. I must dispose of my urine sample and bring both the specimen cup and NIDT kit immediately to the Army or Army Reserve representative assisting me.

d. I will verify test results with the Army or Army Reserve representative assisting me based on the manufacturer's instructions.

e. My recruiter will annotate my participation or refusal to participate in the test. I also understand that my result of the test will be annotated in my applicant record.

3. If my test indicates a "presumptive negative" for the presence of marijuana, I will be permitted to complete my processing and access into the Army or Army Reserve provided I meet all other eligibility requirements.

4. If my test indicates a "presumptive positive" for the presence of marijuana, I will not be permitted to begin my processing at MEPS as currently scheduled. I have been informed and understand that one or more of the following administrative actions will be required should my specimen sample indicate a "presumptive positive" result for the presence of marijuana:

a. I will not be allowed to take the MEPS physical for a period of 30 days.

b. I will be administered a second NIDT test after the 30-day waiting period, if this test is "presumptive negative" processing can be scheduled.

c. If I am found to be "presumptive positive" on the second test or any subsequent test, I may be denied further processing and these results could be used in determining my eligibility. The process of subsequent testing, waiting period, and retesting will be enforced and annotated on my applicant record until my subsequent test is "presumptive negative."

5. Information about drug and alcohol use I might disclose and results of my drug screening are protected under the Privacy Act and will be released only as required by that act. This information cannot be used against me in actions under the Uniform Code of Military Justice (UCMJ) or for administrative purposes, except in cases of fraudulent entry into the U.S. Army (Article 83, UCMJ).

Figure G-2. Sample of a completed USAREC Form 1242

<p>6. I have received a verbal briefing concerning the Army's preprocessing drug screening program and I have read and understand the contents of this document. I furthermore elect to consent _____, or not to consent _____ to participate. <i>(Applicant must enter his or her initials in the appropriate blank.)</i></p>		
Applicant Name	Signature	Date and Time
Michaels, James W.		090417/1600
<p>This section to be completed by recruiter or designated recruiting representative only.</p>		
1. Did member consent to preprocessing drug testing?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Is this the applicant's first voluntary applicant drug screening test?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Drug screening kit manufacturer: <u>PharmScreen</u>		
4. Serial number of kit used: <u>5103</u>		
5. Results of test <i>(check appropriate response)</i> : Negative <input checked="" type="checkbox"/> Positive <input type="checkbox"/>		
Recruiter Name, Title, and Position	Signature	Date and Time
Kelsey, Paul A., SFC, Recruiter		090417/1600
<p>This section to be completed by an applicant who tests "presumptive positive" and still desires to process.</p>		
<p>I acknowledge that I have a "presumptive positive" result on the voluntary applicant drug screening kit taken on _____ <i>(date)</i>, at the following location: _____ <i>(Location where test taken)</i></p>		
<p>Despite these results, and whether or not I am disputing them, I desire to take the physical at the MEPS.</p>		
<p>I am aware that the drug screening test that I will be required to take as part of my physical is more sensitive than the Voluntary Applicant Drug Screening Kit that I took on the date and place above.</p>		
<p>I understand that if my test at the MEPS is positive for drugs I will be disqualified for a period of 45 days to 1 year from joining the Army or Army Reserve, depending on the substances detected from the test. I further understand that if I am prior service, have served less than 180 days on active duty prior to this physical and testing, a positive drug and alcohol test will result in my permanent disqualification from joining the Army or Army Reserve.</p>		
Applicant Name	Signature	Date and Time
Michaels, James W.	/signed/	17 April 2009
Recruiter Name and RSID	Signature	Date and Time
	/signed/	17 April 2009

USAREC Form 1242, Rev 1 Sep 2006 (Reverse)

Figure G-2. Sample of a completed USAREC Form 1242 (continued)

**ACKNOWLEDGMENT OF MEDICAL WAIVER
ENLISTMENT PROCESSING OF APPLICANT MEDICAL WAIVERS**
(For use of this form see USAREC Reg 601-96)

1. I understand that I am entering military service with a medical waiver(s) for the following preexisting medical condition(s) *(must state specific medical condition(s))*;

2. If I am subsequently determined to be medically unqualified for military service because of this condition(s), I will not be entitled to disability separation or retired pay unless my military service has permanently aggravated the condition(s) or hastened the condition(s) rate of natural progression.

3. References:

- a. DODD 1332.18, Separation or Retirement for Physical Disability, dated 4 November 1996.
- b. DODI 1332.38, Physical Disability Evaluation, dated 14 November 1996.
- c. DODI 1332.39, Application of the Veterans Administration Schedule for Rating Disabilities, dated 14 November 1996.
- d. Policy Guidance for the Disability Evaluation System and Establishment of Recurring Directive-Type Memoranda, dated 3 May 2007.
- e. Directive-Type Memorandum (DTM) on Implementing Disability-Related Provisions of the National Defense Authorization Act of 2008 (Pub L. 110-181), dated 13 March 2008.

4a. APPLICANT NAME: Michael, James W.	4b. APPLICANT SIGNATURE: /signed/	4c. DATE: 17 April 2009
5a. GUIDANCE COUNSELOR NAME:	5b. GUIDANCE COUNSELOR SIGNATURE:	5c. DATE:

Figure G-3. Sample of a completed USAREC Form 1292

Appendix H

Prior Service and Days of Service Processing Procedures (Regular Army)

H-1. Purpose

This appendix specifically applies to the processing of PS and DOS applicants in addition to the ones identified in appendix G.

H-2. General

a. PS applicants must meet the enlistment eligibility requirements of AR 601-210, chapter 3, and DOS applicants must meet the requirements of AR 601-210, chapters 2 and 3, and any applicable guidance provided via USAREC messages or other directives from higher headquarters.

b. PS and DOS applicants without valid test scores, to include AFQT, must be ASVAB tested. PS and glossary NPS applicants may use their original or prior test scores. Original test scores may be obtained from USMEPCOM PCN 680-3ADP or from Defense Management Data Center using the REDD Report. In cases where the applicant has tested after the original test scores, the most recent scores must be used for enlistment.

c. Prior to enlistment into the DS, applicants must have:

(1) Valid DAT and HIV results or be retested.

(2) Verification of Suitability results in accordance with appendix J or be resubmitted.

(3) PS members from the U.S. Marine Corps, Navy, and Air Force Inactive Ready Reserve (IRR) must have releases granted from their respective service representatives prior to entering the DS or when joining the AR.

(a) U.S. Marine Corps reserve members must be released from the IRR with the approval of the first general officer in their chain of command. For IRR releases, the DD Form 368 (Request for Conditional Release) (see fig H-1) will be faxed to G1-SAB at (800) 255-5082 or mailed to Commanding General, Marine Corps Reserve Support Command, G1-SAB, 4400 Dauphine Street, New Orleans, LA 70146.

(b) U.S. Navy IRR members must be released by the commander of the naval district where the person is assigned or the Chief of Naval Personnel. The DD Form 368 and DD Form 214 may be mailed to the U.S. Navy Reserve Personnel Center, 5722 Integrity Drive, Attn: PERS-4913, Millington, TN 38054. Once a request has been received it takes about a week to process the request or fax the documents to (901) 874-2673, ATTN: HR Assistant. The toll free number to check on a request is (866) 827-5672. The SGC will ensure that the DD Form 4 is forwarded to the U.S. Navy Personnel Center, ATTN: CODE N3, 5722 Integrity Drive, Building 239, Millington, TN 38054, within 24 hours of the FS shipping to training.

(c) U.S. Air Force Reserve members must be released by the appropriate authority.

1. Air National Guard members: Director or Deputy Director, Air National Guard.

2. Air Force Reserve members must have their DD Form 368 signed by the Wing Commander of the enlistee's reserve unit of assignment.

3. Air Force IRR members must fax DD Form 368 to (478) 327-2215 or mailed to: HQ ARPC/DPPS, 6760 East Irvington Place, Denver, CO 80280-1500.

(4) Prior approval from HRC EIS if enlistment is pay grade E-5 and above.

Note: Refer to AR 601-210, paragraph 3-17b(3) for proper procedures on processing an enlistment in pay grade E-5 and above.

d. U.S. Army IRR members will have a DD Form 368 completed on their ship date. The ship guidance counselor will forward a hard copy and email a copy of the Soldier's enlistment orders, a copy of the completed DD Form 4 series and the DD Form 368 to Commander, HRC, 1600 Spearhead Division Avenue, Department 364, AHRC-EPF-M, Fort Knox, KY, 40122, email: HRC.EPMD.IRRSEPARATIONS@CONUS.ARMY.MIL, within 72 hours of ship date.

H-3. Procedures

The enlisting GC will be responsible for determining an applicant's enlistment MOS.

a. PS and DOS applicants whose PMOS is not listed on the PS no-train or NPS no-train annual program MET Report must reenter in their PMOS. The GC will enlist these applicants under primary Option 18 (U.S. Army First Assignment - No Training Enlistment Option), Program 9B.

b. PS and DOS applicants whose PMOS is listed on the PS no-train or NPS no-train annual program MET Report are authorized to retrain in a priority MOS as directed by DA via USAREC messages. These applicants will be processed through normal REQUEST reservation procedures (Program 9A or 9B, E-4 and below).

c. All PS and DOS applicants enlisting in the rank of E-5 and above require a grade determinations waiver. If retraining is required, applicants will be enlisted under Program 9A only. The only headquarters authorized to give a follow-on assignment to these Soldiers is HRC.

H-4. Procedures unique to RA PS and DOS applicants enlisting into the DS

a. No applicants with PS enlisting into the active component (AC) will be enlisted into the DEP/DTP, to include those who have previously enlisted into any reserve component (RC), regardless of remaining military service obligation. These applicants will be placed into the DS.

b. Current procedures for enlistment of these applicants will be in accordance with AR 601-210 and this regulation, appendix G, with the exception of the following:

(1) Do not execute the DD Form 4 series at the time of the REQUEST reservation. The DD Form 4 series will be executed at the time of enlistment (ship date). All personnel enlisted into the DS will not receive a DD Form 4/3.

(2) The MEPS GC will complete the following after the REQUEST reservation is completed:

(a) The applicant and MEPS GC will sign the automated enlistment annex.

(b) Complete and sign DD Form 2366.

(c) Have the applicant sign DD Form 1966/3, block 29c.

(d) The MEPS GC will sign DD Form 1966/3, block 31e.

(e) Have the applicant sign applicable pages of SF 86.

Note: All signatures will be accomplished using the electronic signature pad and DD Form 1966 series for DOS and PS applicants will not be completed until ship day. On the day of ship, the MEPS GC will create the DD Form 1966 series in GCRc from forms and documents, not from the ship DD Form 1966 series.

(3) The MEPS GC will not complete the following entries when processing an applicant into the DS:

(a) DD Form 1966/1, item 17.

(b) DD Form 1966/3, items 32b and 33a-f.

(c) All required PS and DOS statements will be printed in the Remarks section of DD Form 1966/4.

Note: GCRc will place the appropriate enlistment statement on DD Form 1966/3, block 32a, at the time of enlistment into the AC DS except for those already previously noted.

c. The MEPS GC will provide the applicant the following documents at the time of enlistment into the DS.

(1) The REQUEST reservation.

(2) The automated enlistment annex.

(3) A copy of the DD Form 2366.

d. Procedures for obtaining the DD Form 368 (see fig H-1) remain in effect and upon completion of processing, a copy of the USAREC OP 4 (see fig H-2), automated enlistment annex, and the DD Form 1966 series will be hand-carried to the AR unit by the enlistee.

e. The DD Form 4 series will be executed on the date of AC enlistment (ship date) and be provided to the reserve unit along with the DD Form 368 to facilitate appropriate discharge of the enlistee. The enlisting MEPS GC/Bn Ops will mail these documents to the member's reserve unit on . The completed DD Form 4 series and DD Form 368 will be scanned into the DEP/DTP folder in the ERM database.

f. Members of a TPU will not be processed unless the appropriate authority has approved a conditional release (DD Form 368) and a completed USAREC OP 4.

g. Members of a TPU will not be processed unless they have completed IADT and been awarded an MOS. Exceptions to this policy will be entertained through the brigade to USAREC, G3, Enlistment Eligibility and Processing Division.

(1) Applicants who are in an RC and have not completed IADT require an exception to AR 601-210, paragraph 1-9, which refers to paragraph 5-21. USAREC, G3, Enlistment Eligibility and Processing Division, will consider requests for 5-21 exceptions.

(2) If a 5-21 exception is approved for a USAR applicant, the AR GC will cancel the reserve reservation and scan the REQUEST cancellation printout into the DEP/DTP Admin folder in the ERM database. Forward the enlistment record to the RA GC.

(3) The USAREC OP 4, along with the completed DD Form 368, is sufficient authority to cancel the USAR training seat. A second USAREC OP 4 required by USAREC Reg 601-95 is not required for Soldiers processing with a 5-21 exception.

h. Enlistment pay grade will be determined in accordance with AR 601-210 and AR 600-20, as well as any other guidance provided from higher headquarters.

h. Enlistment pay grade will be determined in accordance with AR 601-210 and AR 600-20, as well as any other guidance provided from higher headquarters.

i. PS and DOS applicants will be informed that their REQUEST reservation constitutes a written agreement with which they are required to comply.

j. The DD Form 368 and the USAREC OP 4 will be used for applicants serving in a TPU, either ARNG or AR. The authorized authority or representative must sign the form. If a representative, provide a copy of written authorization for the individual to sign on behalf of the commander and keep on file at the battalion. The unit commander retains full responsibility for the member. When the applicant enlists into the DS and later becomes either an unsatisfactory participant, is processed for unsatisfactory performance, or the Soldier is flagged, the unit commander can withdraw approval of the DD Form 368 and the USAREC OP 4. If this occurs, the member will become a contract loss and would require the necessary waiver in accordance with AR 601-210, chapter 4, prior to enlisting in the DS again.

k. Instructions for completion of USAREC OP 4 are as follows:

(1) USAREC OP 4 will be from the unit commander to the Rctg Bn concerned.

(2) Section I - Personnel Identification: Self-explanatory.

(3) Section II - Duty Status Change: Leave blank.

(4) Section III - Request for Personnel Action: Applicant will sign and date the appropriate block.

(5) Section V - Certification/Approval/Disapproval: For applicants in a reserve unit, the unit commander will annotate the appropriate box and sign.

l. Once the approval authority signs the USAREC OP 4, the GC will scan the USAREC OP 4 and DD Form 368 into the applicant's DEP/DTP Admin folder in the ERM database.

m. PS and DOS Soldiers are automatically verified in REQUEST when the GC pulls a reservation. Upon completion of all forms (including all signatures) placing the Soldier in DS, both the enlistment record and the Soldier will be referred to the SGC. The SGC will review the enlistment record for qualifications, completeness, and accuracy. If the SGC determines the Soldier is unqualified and will not join the DS that day, the SGC will go to the "DEP Unconfirmed" tab and right click on the applicant's name, then left click on "DEP Unconfirmed" to return to the "Pending DEP Swear-In" tab. The SGC will then go to the "Pending DEP Swear-In" tab and right click on the applicant's name and left click on "Cancel" reservation. The cancellation printout will be scanned into the applicant's ERM record.

Note: All applicant records will be maintained in the ERM database.

H-5. Movement of DOS/ PS personnel from place of enlistment

When an AIT is not conducted at an Army installation, PS Soldiers will be sent to the nearest Army Reception Battalion listed below:

AIT	Reception BN
Presidio of Monterey, CA	Lwood
Gulfport Naval Station, MS	Lwood
Sheppard, Air Force Base, TX	Sill
Pensacola Naval Base, FL	Lwood
Eglin AFB, FL	Lwood
Goodfellow AFB, TX	Lwood
Panama City Coastal System Station, FL	Lwood
Naval Ophthalmic Support and Training Activity, VA	Jackson
Naval Amphibious Base (JEBLC-FS), VA	Jackson

AR Phase II Split Training will report directly to the AIT installation.

REQUEST FOR CONDITIONAL RELEASE <i>(Read Privacy Act Statement and Instructions on back before completing this form.)</i>				
SECTION I - REQUEST FOR RELEASE				
1. SERVICE MEMBER DATA				
a. NAME <i>(Last, First, Middle Initial)</i> McGruder, Michael W.		b. PAY GRADE SPC	c. SSN or EDIPI 123-45-6789	d. SERVICE COMPONENT USAR
e. CURRENT UNIT/ COMMAND 302 MP CO	f. ADDRESS			
	(1) STREET 1099 Conner Street	(2) CITY Arlington	(3) STATE TX	(4) ZIP CODE 76011
2. RECRUITING OFFICE ADDRESS				
a. STREET 4136 South Cooper Street		b. CITY Arlington	c. STATE TX	d. ZIP CODE 76015
3. ACKNOWLEDGEMENT OF SERVICE MEMBER				
a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.				
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the <u>Army Reserve</u> <i>(current component)</i> ; request that it be accepted contingent upon actual appointment or enlistment in the <u>Regular Army</u> <i>(requesting component)</i> , and be effective the day preceding the date of my acceptance of appointment or enlistment.				
c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.				
d. MEMBER SIGNATURE				e. DATE SIGNED 090406
4. RECRUITER REQUEST FOR CONDITIONAL RELEASE				
a. Request conditional release to enlist/appoint member into the <u>Regular Army</u> <i>(Service/Component)</i> .				
b. NAME OF RECRUITER <i>(Last, First, Middle Initial)</i> Kelsey, Paul A.		c. SIGNATURE /signed/		d. DATE SIGNED 090406
e. TITLE U.S. Army Reserve				
SECTION II - APPROVAL/DISAPPROVAL				
5. <i>(X as applicable)</i>				
<input checked="" type="checkbox"/>	a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until <u>090620</u> .			
<input type="checkbox"/>	b. DISAPPROVED. Release is not granted. <i>(Explain in "Remarks.")</i>			
6. AUTHORIZING OFFICIAL				
a. NAME <i>(Last, First, Middle Initial)</i> Thompson, Arnold F.		b. TITLE Company Commander		
c. TELEPHONE NUMBER <i>(Include area code)</i> (817) 467-6326	d. ADDRESS			
	(1) STREET 1476 Randall Mills Road	(2) CITY Arlington	(3) STATE TX	(4) ZIP CODE 76016
e. SIGNATURE /signed/				f. DATE SIGNED 090408
SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION				
7. The member was administered the oath of enlistment or appointment into _____. THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.				
8. CERTIFYING OFFICIAL				
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE	c. UNIT/COMMAND	
d. TELEPHONE NUMBER <i>(Include area code)</i>	e. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
f. SIGNATURE /signed/				g. DATE SIGNED 090408

DD FORM 368, AUG 2011

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

Figure H-1. Sample of a completed DD Form 368

SECTION IV - REMARKS

Sample - Not for Official Use

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Sections 261, 516, 651, 716, 3013, 5013, 8013, 12104, 12105, 12106, 12107, 12208, 12213, 12214, and 12645; 32 U.S.C. Section 323; and DoD Instruction 1205.05, Transfer of Service Members Between Reserve and Regular Components of the Military Services.

PRINCIPAL PURPOSE(S): To document coordination and concurrence of one Military Service for discharge and accession to another Military Service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to furnish all requested information may result in delay or denial of release from current Military Service.

INSTRUCTIONS

GENERAL INSTRUCTIONS.

When this form is not computer generated, use typewriter or dark ink for all entries. Enter all dates in YYMMDD format. Use full street address, city, state and ZIP code for addresses. Use last name, first name, and middle initial format. Use short title Service/Component names: USA, ARNGUS, USAR, USN, USNR, USMC, USMCR, USAF, ANGUS, USAFR, USCG, USCGR.

SECTION I. Completed by recruiter and applicant.

Item 1. Enter applicant's name, pay grade, Social Security Number or Electronic Data Interchange Personal Identifier, current Service/Component, and current unit/command address.

Item 2. Enter recruiter's office address, if applicable.

Item 3. For item 3.b., complete the name of the gaining and losing components. Member signs and dates appropriate blocks.

Item 4. Recruiter, if applicable, completes 4.a. through 4.e. and sends this document to the address in Item 1.e.

SECTION II. Completed by applicant's unit commander or designated representative within 30 days of receipt.

Item 5. If block 5.a. is marked, enter the ending date of this conditional release. If block 5.b. is marked, indicate in Section IV, "Remarks," the reason for disapproval and return to the originator not later than the expiration date in Item 5.a.

Item 6. Enter name, title, signature and date for authorizing official. Indicate in Items 6.c. and d. the address and telephone number for returning completed Section III. Send completed Section II to the address in Item 2.

SECTION III. Completed by enlisting/appointing official within 10 days of enlistment or appointment.

Item 7. Indicate service to which applicant was enlisted/appointed.

Item 8. Completed by individual certifying enlistment/appointment action. Certifying official ensures a copy of the completed DD Form 368 and a copy of the oath are mailed to the address in Item 6.d.

SECTION IV - REMARKS.

Use as necessary. Reference each item on the form to which the remark pertains. (For example: "Item 5.b. Disapproved for the following reason:")

Figure H-1. Sample of a completed DD Form 368 (continued)

Copy 1

Circle the appropriate copy designator

Copy 2

Copy 3

Copy 4

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.		
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).		
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.		
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code) COMMANDER, US ARMY RCTG STN 1469 Randall Mills Rd Arlington, TX 75011 TELEPHONE:	2. TO (Include ZIP Code) COMMANDER, US ARMY RCTG BN 750 Walnut Creek Ln Dallas, TX 76011 TELEPHONE:	3. FROM (Include ZIP Code) COMMANDER, TROOP PROGRAM UNIT 4136 S Cooper St Arlington, Tx 76015 TELEPHONE:	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) McGruder, Michael W.	5. GRADE OR RANK/PMOS/AOC SPC/3	6. SOCIAL SECURITY NUMBER 123-45-6789	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/>	Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		Regular Army Enlistment
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD) 20050104
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
<p>1. I request enlistment into the Regular Army.</p> <p>2. I understand that I must comply with the statement of understanding DA form 3286 (Annex A) which will be completed during my processing for entry into the Delayed MSO Status at the MEPS.</p> <p>3. I further understand that I must continue to satisfactorily perform all required training with my unit up to 7 days prior to reporting for Regular Army enlistment.</p> <p>4. I will inform my unit commander of the completed action if this request is approved and provide my unit a copy of the Statement of understanding DA form 3286 (Annex A) upon completion.</p>			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD) 20050104	

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

USAREC OP 4,1 Sep 2012

USAREC v1.0

Figure H-2. Sample of a completed USAREC OP 4 (DA Form 4187)

Appendix I

Report of Additional Information

I-1. General

USMEPCOM Form 601-23-E (Report of Additional Information - For use of this form see USMEPCOM Reg 601-23) is used:

- a. By the MEPS PEI to notify the MEPS GC that an applicant has disclosed additional information that may or may not be disqualifying and to record allegations of a RI or suspected RI.
- b. By the MEPS GC to notify the MEPS PEI that the additional information has been considered and to give instructions for further processing of the applicant.
- c. By the MEPS physician to notify the MEPS GC that additional disclosed medical information has or has not affected medical qualifications for enlistment.

I-2. Procedures

- a. The following procedures will be followed when a USMEPCOM Form 601-23-E is received.
 - (1) See USAREC Reg 601-45 for additional processing requirements when an applicant alleges RI.
 - (2) When additionally disclosed information has no medical implications:
 - (a) The applicant will be sent back to the appropriate MEPS GC.
 - (b) The MEPS GC considers the additional information and if necessary the MEPS GC will update the applicant's record in the ERM database. Then completes and signs the bottom portion of the form. USMEPCOM Form 601-23-E is then scanned into the applicant's DEP/DTP folder in the ERM database. The form and the applicant are then returned to the MEPS interviewer (if processing is to resume).
 - (c) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.
 - (3) When additional disclosed information has medical implications, after MEPS processing, the medical coding activity will forward USMEPCOM Form 601-23-E, record, and applicant to the appropriate MEPS GC.
 - (a) The GC will consider the additional information and will complete and sign the bottom portion of the form. The form is then scanned into the applicant's DEP/DTP folder in the ERM database. The form and applicant will be returned to the MEPS interviewer (if processing is to resume).
 - (b) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.
 - (4) When additional medical information is disclosed and the MEPS interviewer determines the MEPS physician is not available to interview the applicant:
 - (a) The MEPS interviewer will complete USMEPCOM Form 601-23-E in original and one copy and annotate the form: "MUST SEE MEPS PHYSICIAN BEFORE FURTHER PROCESSING." The original USMEPCOM Form 601-23-E will be included in the applicant's enlistment record.
 - (b) The applicant will be sent to the appropriate MEPS GC.
 - (c) The MEPS GC must check the "temporarily disqualified" block and sign USMEPCOM Form 601-23-E. The MEPS GC will make arrangements for the applicant's return for further processing. The REQUEST reservation, if any, must be canceled and the cancellation printout will be scanned into the DEP/DTP folder in the ERM database.
Note: In no case will the reservation be held until the applicant is seen by the MEPS physician.
 - (d) The MEPS interviewer will ensure that the MEPS GC has returned the form and record, and advised the MEPS interviewer of further arrangements for the applicant.
 - (e) The medical coding activity will forward USMEPCOM Form 601-23-E, enlistment documents, and applicant to the appropriate MEPS GC.
 - (5) When the MEPS physician has reviewed the USMEPCOM Form 601-23-E and seen the applicant (as may be required) the MEPS GC will act on USMEPCOM Form 601-23-E. If the applicant's situation has changed, the MEPS GC will check the appropriate block, enter his or her initials by the block, and enter the current date. The MEPS GC will line out the "temporarily disqualified" block. (If the applicant's situation remains "temporarily disqualified," the MEPS GC initials and dates that block). The MEPS GC will then forward the applicant, form, and record to the MEPS interviewer. The MEPS GC will not forward the applicant if permanently disqualified, temporarily disqualified, or applicant does not desire to enlist blocks have been checked.
 - (6) The MEPS interviewer will ensure that any additional information has been included on the appropriate enlist-

ment documents. The MEPS interviewer will then place the original USMEPCOM Form 601-23-E in the enlistment record.

Note: In the absence of the MEPS physician, the MEPS commander has the authority to act on his or her behalf for some medical issues (for example, drug use).

(7) If processing is to continue, the MEPS interviewer will send the applicant to the MEPS control desk along with the enlistment record.

(8) If processing is not to continue, the MEPS interviewer will send the record to the control desk for review.

(9) The MEPS interviewer will periodically review the medical suspense file to determine whether inquiries with MEPS GCs are necessary.

b. Subsequent processing. If an applicant for whom USMEPCOM Form 601-23-E was processed to an unfavorable conclusion, returns to process for the RA or AR, the following procedures apply:

(1) The MEPS control desk will identify on USMEPCOM Form 727-E, any applicants who have an unfavorably completed USMEPCOM Form 601-23-E in their record prior to the start of processing. The form will be cleared before processing resumes. If the applicant must first be referred to the MEPS physician, the procedures below must be used:

(a) If the applicant's status changes to qualified, the MEPS GC must clear USMEPCOM Form 601-23-E by lining out the disqualification block, checking the appropriate status block, date, and initial the change. The "N" status must also be cleared on MIRS for processing to continue.

(b) The applicant and record will return to the control desk where USMEPCOM Form 601-23-E is reviewed and enlistment documents are checked to ensure all information has been properly entered. The control desk will then refer the applicant to the medical section (if necessary) and PEI.

Note: The initial and final USMEPCOM Form 601-23-E will always be scanned into the applicant's DEP/DTP folder located in the ERM database.

REPORT OF ADDITIONAL INFORMATION (For use of this form, see USMEPCOM Reg 601-23) FOR OFFICIAL USE ONLY	DATA REQUIRED BY THE PRIVACY ACT OF 1974 <small>AUTHORITY: Title 10, United States Code, Sections 504, 505, 508, and 510, and Executive Order 9397. PRINCIPAL PURPOSE: Record additional information about enlistment qualifications. ROUTINE USES: Process the information for consideration of enlistment eligibility. DISCLOSURE: Voluntary, failure to answer all questions may result in denial of your entitlement.</small>		
1. IDENTIFICATION DATA			
a. Name: Doub, Jeff	b. SSAN: 111-222-3333	c. SPF: ARMY	d. Date: 1 January 2012
2. a. Disclosure applies to: <input type="checkbox"/> PEI <input type="checkbox"/> PAI <input checked="" type="checkbox"/> Service Only <input type="checkbox"/> Service and Medical			
b. Remarks: Applicant admits to additional traffic tickets.			
3. Medical Response:			d. Date Reviewed: 1 January 2012
_____ /signed/ _____ Signature Commander/Med Officer			
a. <input checked="" type="checkbox"/> Qualified	P U L H E S - X		
b. <input type="checkbox"/> Disqualified	c. <input type="checkbox"/> Profile Change		
Remarks: <u>N/A</u>			
4. Service Response:			d. Date First Response: 1 January 2012
_____ /signed/ _____ Signature Counselor/Liaison			
a. <input type="checkbox"/> Qualified - Cleared To Process			e. Service user id XXX-XX-XXXX
b. <input type="checkbox"/> Disqualified - Stop Processing	c. <input type="checkbox"/> Suspend Processing until Further Notice		
Remarks: <u>Traffic tickets have been paid</u>			
5. MEPS Data Entry: "BOOO" - Cleared Same Day	"BOOON" - Admin Hold	"BOOOO" - Clear Hold	
Date: _____ Initials: _____	Date: _____ Initials: _____	Date: _____ Initials: _____	

USMEPCOM FORM 601-23-E, JUN 1995

Replaces USMEPCOM Form 601-23, 1 Sep 90 which is obsolete.

Figure I-1. Sample of a completed USMEPCOM Form 601-23-E

Appendix J

Suitability Procedures (Technical Check and National Agency Check and Local Check)

J-1. Purpose

This appendix is used to establish policy and procedures for proper suitability submissions (tech check and NACLCL) and required actions by GCs and OPs personnel.

J-2. General

a. Brigade commanders will appoint, by duty memorandum, a brigade level security manager (SM) for their respective brigade. The brigade SM will serve as the primary point of contact for all matters pertaining to the Suitability Program for their subordinate battalions. SMs will be responsible for providing guidance, training, and conducting inspections to their subordinate battalions. Appointee will be an operations NCO assigned to the brigade operations section.

b. Battalion and brigade S3s (RA or AR) have responsibilities for suitability management. S3s are charged with ensuring strict compliance with this regulation. They will keep their commander informed regarding all suitability-related issues.

c. Each battalion commander will appoint, by duty memorandum, a operations NCO or Civilian and alternate to perform duties as the SM. These individuals will be the points of contact for all matters pertaining to suitability policies and procedures within their sections. SGCs and GCs will still be vital to the suitability process by ensuring that all applicants are fingerprinted and submitted on the day they process at the MEPS for enlistment into the DEP or delayed status.

d. Original appointment memorandums will be provided and maintained by the battalion S3 and a copy will be filed in the operations section. In addition, a copy will be provided to the brigade S3.

J-3. Primary purpose for submissions

Tech check and NACLCL submissions are requests for information from the Army to the Office of Personnel Management (OPM) and the FBI. OPM is a Government agency that conducts background investigations (BIs) for all Federal agencies using the following submission methods:

a. Tech check: Submitted by USMEPCOM personnel via the electronic live scan fingerprint card device.

b. NACLCL: Submitted for applicants requiring no clearance.

c. NACLCL and/or Secret: Submitted for applicants who require Secret security clearances in addition to the tech check.

d. Single scope background investigation or TOP SECRET (TS): Submitted for all applicants requiring a TS clearance; submission takes place within 14 days of enlistment into the DEP/DTP by the security technician ST or by one of the Personnel Security Screening Program (PSSP) detachments located at Fort Jackson, SC; or Fort Leonard Wood, MO.

J-4. Tech check submissions

a. USMEPCOM personnel will submit tech checks via the electronic live scan fingerprint card device. It will be used to determine every applicant's suitability for enlistment into the Army.

b. GCs will mark an "A" on all SFs 86. This copy is needed by USMEPCOM during the PEI. The applicant will be provided this copy of the SF 86 after USMEPCOM has completed the PEI.

c. Every applicant who processes for enlistment will be required to have a tech check, regardless of MOS, option, PS, or prior security clearances granted, unless there are previous favorable results within 120 days. All recontracted losses will be resubmitted for a tech check if the results of the last tech check are over 120 days old, regardless of prior favorable results or reason for loss. All applicants who enlist for an MOS that only requires a tech check must remain in the DEP/DTP for at least 7 days.

d. GCs are to ensure that all RA and AR DS enlistments have fingerprints captured by USMEPCOM personnel for a tech check submission at the time of entry into the DEP/DTP or DS. USMEPCOM will submit all fingerprints electronically, provided results have not returned within 120 days of the new submission date.

e. Tech Check results remain valid for the duration of time spent in DEP/DTP.

J-5. Tech check results

a. Case Closing Transmittal (CCT) which reads "FBIF - No Record" means that OPM and the FBI were able to

read the fingerprints and the applicant's fingerprints have returned with no law violations.

b. The Rap Sheet" is a notice sent from OPM alerting the submitting agency, the Army, that the "subject" (applicant or FS) has charge(s) tied to their fingerprints. Normally the RAP sheet returns with the CCT as a separate attachment.

c. The RAP sheet is indisputably linked to the fingerprints, these are match results. If all of the charges listed on the RAP sheet are listed on the SF 86 at DEP/DTP -in, this constitutes favorable results. If all charges are not listed as above, FSs will be processed in accordance with paragraph J-9a (3).

d. A CCT which returns as "FBIF - Unclassifiable" means the FBI was unable to read the fingerprints. SGCs are to ensure that the FS returns to MEPS to be refingerprinted within 5 working days. USMEPCOM will submit the new fingerprints using the original case number. Must notify USMEPCOM that the prints are a resubmission due to previous unclassifiable results. The SM or SGC are to ensure that USMEPCOM places the original case number in the OCA area. If SM or SGC has to use Federal Express or mail to ship a hard copy fingerprint card to the G3, NACLCL Office (HQ USAREC, ATTN: RCRO-EEP (NACLCL Office), 1307 3rd Avenue, Fort Knox, KY 40121-2725), indicate that the fingerprint card relates to a resubmission due to unclassifiable results and to also enter the original case number in the OCA area (middle of the card under "Your No").

e. Results will return the MEPCOM public folder in Outlook and the battalion Sharepoint tech check site.

J-6. NACLCL and/or Secret submissions

a. Applicants enlisting into any MOS not requiring a MOS not requiring a TS clearance will have an NACLCL submitted and accepted after review by the Army Personnel Security Center of Excellence.

b. GCRc will electronically submit all NACLCLs to OPM the day of permanent reservation processing at the time of generating DEP in annexes.

c. Applicants requiring a Secret clearance will be submitted as an NACLCL/Secret.

d. GCs will ensure the following is completed:

(1) Record must pass all levels of validation at the time of submission.

(2) Fingerprints (tech check) must be sent; if not a "PR NAC Info" error is received. This means no fingerprints were sent. If fingerprints are not received by OPM within 30 days, the previous NACLCL or NACLCL-Secret investigation will be discontinued. Furthermore, previous fingerprint results must be within 120 days of the NACLCL submission.

(3) PEI and PAI SF 86 must be in the ERM database and reviewed with the applicant for the utmost accuracy. Particular attention to ensure that there are complete addresses and ZIP Codes listed will prevent large numbers of rejections. All forms must also have complete signatures within 90 days.

(4) Medical Release of Information must be signed, not printed, and stored in the ERM database.

(5) Release of Information must be signed, not printed, and stored in the ERM database.

(6) Certification of Applicant must be signed and stored in the ERM database.

(7) Signature Release of Credit Check must be signed and stored in the ERM database.

(8) An annex is required for all NPS applicants for the submission to occur.

e. After submission, GCs will verify proof of acceptance with and review by AIES under the Select a Person screen, JPAS Processing, Messages. A message of "Success-JPAS Status A" is proof of acceptance. Also, in the Process Applicant, 680ADP, under Misc/Support Information, the JPAS block should indicate the investigation type, processing date, and under JPAS Investigation Type, show either an NACLCL/Secret or TOP SECRET.

f. GCs will run a JPAS Report daily in GCRc to verify the previous day's submissions. Operations personnel can check on every submission belonging to their respective MEPS by:

(1) Entering reports in GCRc.

(2) Clicking on the JPAS submission report.

(3) Selecting processing date (should be run using 2 working days prior to start date).

(4) You will have the choice to display the report on the screen or have the report sent via e-mail.

(5) The submission level needed for MOS or assignment will show under the clearance requested block.

(6) If the submission was accepted, the date will display in the JPAS clearance accepted block and a statement of acceptance will appear on the DD Form 1966 series.

(7) If the submission was rejected as shown on the JPAS status block, the reason will appear under JPAS Processing, Messages in GCRc. Recruiting Stations/Centers are responsible to make error corrections and resubmit NACLCL/Secret clearances. The SA is responsible to oversee the submission of the TS clearance and will assist Recruiting Stations/Centers with corrections. All required corrections are to be made within 10 working days of the error

notification and resubmission is required.

(8) The G3, NACLCL Office, has assigned an automated security submission assistance team that will assist MEPS GCs in making corrections to the errors returned by JPAS. It is first and foremost the GC shop's responsibility to make corrections and verify the submission occurred. Corrections are required to be made as soon as they are received. Failure to make corrections will lead to delays in an FS's ship date.

(9) The following submission errors can only be corrected by the G3, NACLCL Office, via e-mail:

- (a) SSN.
- (b) Date of birth.
- (c) Place of birth.
- (d) Name is not consistent with SSN XXX-XX-XXXX.

1. These are caused by the fingerprints being submitted with different information than the request for information.

2. An e-mail to the G3, NACLCL Office, will include the error message and the corrected information. For example: Place of birth is not consistent with Don Mattingly, 111-22-3333. Place of birth should be Evansville, IN.

(10) The G3, NACLCL Office, will then clear the information with OPM and submit the investigation. The G3, NACLCL Office, will notify the e-mail sender with the results, either a successful submission or what other errors need to be corrected.

g. Non-U.S. citizens are not authorized to enlist in MOSs requiring security clearances

h. USAREC Form 1227 (Security Clearance Questionnaire) (see fig J-1) will be used for all applicants who enlist into an MOS listed in DA Pam 611-21 as requiring a Secret security clearance (with the exception of 31B). If DA Pam 611-21 states the clearance level is Confidential, follow the instructions for a Secret clearance submission. The MEPS GC will initiate this form. Applicants are required to answer all questions. All "Yes" answers will be explained in detail. Also, all "Yes" responses will require a review by the assigned SA except for question 10. The SA will make the final determination on eligibility of all applicants requiring a security clearance. The completed USAREC Form 1227 will be scanned into the Core Admin folder in the ERM database. MEPS locations with no dedicated full-time SAs will have "Yes" answers reviewed telephonically by the SA or PSSP detachment that provides satellite coverage to that MEPS. The PSSP detachment commander is the final authority for questions of qualification for a Secret security clearance. Enlistments will not be confirmed until the SA determination has been made.

Note: There is no longer a requirement for a ship interview or DEP out 1227 to occur. If the FS is still qualified for their MOS in accordance with DA Pam 611-21, the FS will ship to training or assignment,

i. Applicants desiring to enlist into an MOS listed in DA Pam 611-21 as requiring a TS security clearance will be screened by the SA. FSs enlisting into an MOS requiring a TS clearance must have favorable tech check results prior to shipping and proof of their TS clearance submission. The SA or PSSP detachment will be responsible for the successful submission of the clearance within 14 days of entrance into the DEP/DTP. Recruiters will be responsible to correct errors.

j. MOS 31B requires Personnel Reliability Program (PRP) screening from the SA. All ETPs for MOS 31B relating to security will be processed by the SA or PSSP detachment for approval.

Note: The enlisting GC is required to verify all MOSs for proper security clearance using the REQUEST QUALS file and DA Pam 611-21. Discrepancies between these two references will be addressed to HQ USAREC, G3, Enlistment Eligibility and Processing Division, Policy Branch, for clarification.

J-7. Handling of PS and DOS applicants

a. All PS and DOS applicants will be submitted for a tech check at the time they enlist into the DS provided the previous results are more than 120 days old. If a PS or DOS applicant requires a level of investigation higher than what they currently hold, fingerprints must be submitted regardless of the date of previous fingerprint results. If a higher level of investigation is required an e-mail notification must be sent to G3, NACLCL Office. The G3, NACLCL Office, must then notify OPM so that the new required investigation level can be submitted.

b. All PS and DOS applicants enlisting Option 18, in an MOS that requires a security clearance, will have proof of their clearance verified by the SA by performing a terminal check with the Central Clearance Facility (CCF) or a JPAS check through one of the detachments or the G3, NACLCL Office. Proof of this clearance will be handed to the GC to be scanned into the Security Clearance Verification in the Core Admin folder in the ERM database. The PS and DOS applicants that do not hold the clearance level for that MOS will be processed in the same manner as an NPS enlistment. The SA will process the TS clearance and the GC will process those needing a Secret clearance or NACLCL.

J-8. Handling of enlistment records after enlistment

For RA or AR:

a. The SGC will request a USMEPCOM PCN ZHM003 report from either the MEPS control desk or use the MIRS terminal to verify all fingerprint submissions have been accomplished. A copy of the USMEPCOM PCN ZHM003 will be attached to the USMEPCOM Form 727-E and filed as an end-of-day report. The USMEPCOM PCN ZHM003 and USMEPCOM Form 727-E will remain on file for 3 years. Once there is a case number assigned, results should return shortly. If after 72 hours of fingerprint submission there is no case number, the SGC must notify USMEPCOM personnel. USMEPCOM will verify that the prints were submitted and accepted at USMEPCOM and then transmitted and accepted at OPM or in the case that they were not, have them committed and submitted at that time. It is imperative that this occurs within 7 days of enlistment/delayed status as the fingerprint submission also affects the investigation submission. All MEPS GCs/OPS personnel must remain up to date on the submission of all fingerprints. Waiting until the ship date will most likely result in the Soldier not being able to ship as scheduled or being a training holdover due to not having a required clearance.

b. The SM will review the JPAS Report in GCRc daily to ensure that all required investigations were submitted and accepted. Errors that are reported must be corrected as soon as possible to allow for a resubmission and acceptance to occur. Recruiting Stations/Centers will be contacted to assist with error corrections and resubmissions. If there are cases where the Soldier does not appear on the JPAS Report, contact the G3, NACL Office, to rectify the problem. Successful investigation submission is required for all shippers. It is a GC impropriety to ship a Soldier without the appropriate JPAS submission statement.

c. The FS's enlistment records can be accessed in the GCRc ERM database at any time to view or post documents, renegotiate the enlistment, or perform FS separation procedures.

J-9. Procedures for applicants identified as a match (RA and AR)

a. When a RAP sheet is received, the following will be accomplished for RA FSs:

(1) Review for discrepancies between the enlistment record (SF 86) and the RAP sheet to determine if all charges listed on the RAP sheet were listed at DEP/DTP -in.

Note: Some charges will not appear on the stored version of the SF 86 if the date or offense level is outside the scope of the investigation. The SM will additionally check the Entrance National Security Questionnaire (ENSQ) screen to ensure the charge(s) were previously revealed. The SM will also check the Diff Report to ensure that items were not entered on the SF 86/ENSQ after the date of the fingerprint submission. If charges were entered after the fingerprints or investigation was submitted, the SM will treat the results as a match or fraud.

(2) If all the information on the RAP sheet was revealed and listed in the FS's record, the FS has favorable results. The SM will also annotate the Remarks section of the DD Form 1966/4 (Name, rank, and date posted) using the Remarks Review section in GCRc. The RAP sheet will be scanned into the ENTNAC RAP Sheets folder located in the Core Admin folder in the ERM database. There is no requirement to update USAREC Form 1054 (Match Log) (see fig J-2) for FSs who return with the same charges as those that were revealed at DEP/DTP -in.

(3) For cases where there are discrepancies between the enlistment record, SF 86, and the RAP sheet, the following procedures will be accomplished:

(a) The SM will annotate this as a match on the USAREC Form 1054. The SM will notify the battalion S3 officer in charge (OIC) or, NCOIC, the same day the RAP sheet is received to inform them of the match. For accountability purposes the SM will establish a folder in Outlook to store all match notifications and other e-mails regarding match cases. The SM maintains the USAREC Form 1054. SM will not scan the RAP sheet into the ENTNAC RAP Sheets folder until the S3 interview has been completed with the FS.

(b) After verification of a match the SM will annotate the USAREC Form 1054.

(c) The battalion S3 OIC or NCOIC (SGM or MSG only, if on assignment orders as the S3 NCOIC) is required to contact and interview the FS determined to be a match within 7 calendar days of notification. The interview is to determine if the FS intentionally concealed the information and if there was involvement by any recruiting personnel. If recruiter or MEPS GC impropriety is alleged, the interviewer will report the alleged recruiting impropriety to the battalion executive officer. If the match information is determined to be concealed intentionally and requires a waiver or charges are open, the FS will be discharged in accordance with e below using loss code "FE." Once the interview is complete the interviewer will notify the company commander and/or 1SG of the results of the interview, whether the FS will be processed for a retain or be discharged and which DD Forms 369 (Police Record Check) and USAREC Forms 1037 (Probation Officer and/or Court Records Report) are needed. The company commander or 1SG will instruct the recruiter or SC which documents to obtain. If the FS is determined to be

unqualified for retention in the DEP/DTP, the battalion will initiate the loss the same day the determination of eligibility is made. The interviewer will prepare an MFR on battalion letterhead detailing the results of the interview and will include, but is not limited to, whether the match was intentional or if there was involvement by recruiting personnel. The memorandum is to be scanned into the Memorandum for ENTNAC Interview folder in the ERM database. If it is found the FS unintentionally concealed the information and the brigade commander believes an extremely meritorious case exists, retention in the DEP may be authorized. See AR 601-210, paragraph 4-2, f, (3). Notify the SM when the interview has been completed so they can scan the RAP sheet into the ENTNAC RAP Sheets folder.

(4) FSs who are a match for minor traffic offenses listed in AR 601-210, paragraph 4-8, do not require a Retain-in-DEP/DS. If any of the charges are still open, the FS will be discharged in accordance with e below using loss code "FE." The MEPS GC will list all additional charges in the GCRc record, save, and have the FS re-sign the applicable pages of the SF 86. This action may be completed on the ship date. The battalion S3 will perform a match interview as noted in (c) above.

b. AR members found to have concealed law violations over the traffic level must have their enlistments validated. AR members returning as matches prior to shipping to IADT will not ship without approval from the discharge authority. The discharge authority is defined as the office or command that has authority to release a Soldier from the AR as reflected on discharge orders; this is not to be confused with the unit commander's DD Form 368 authority. Approval from the discharge authority will be in the form of a memorandum stating that they agree to retain and request the Soldier ship to IADT. The unit of assignment will still be contacted as soon as the match returns. Any questions as to who the discharge authority is can be settled at that time by inquiring as to who the authority is from the unit representative.

(1) Battalion operations personnel are permitted to initiate and submit the request for retain to the discharge authority. The request to the discharge authority will include but is not limited to the following:

- (a) Soldier's name, SSN, and date.
- (b) Full unit name and address.
- (c) Charges that were revealed.
- (d) Charges that were concealed.
- (e) Name of the commander or designated representative contacted.

Note: Prior to this information being sent to the discharge authority, all police and court record checks will be scanned into the appropriate folders in the ERM database to show final disposition.

(2) Approval or disapproval of the retain can be in the form of a memorandum from the discharge authority or telephonic notification. Any telephonic notification will be captured on a memorandum by battalion operations S3 personnel. Disposition of the retain will be scanned into the Memorandum ENTNAC Interview folder in the ERM database.

(3) PS personnel who enlist into a "nontrain" or "will train" position and subsequently are found to be a match will be processed as follows: The Security Manager will enter appropriate data on the USAREC Form 1054 and inform the battalion operations section and gaining unit. Once again, police and court checks will be scanned into the appropriate folders in the ERM database. It is the gaining unit's discharge authority whether to retain or discharge the Soldier. If the Soldier is discharged from the AR as a result of concealed charges, the Soldier will incur a 6-month wait prior to processing again for the AR or RA. Matches from a 79V recruiter will be annotated on the Match log. SM will notify gaining unit. S3 personnel will interview the MEPS GC to determine if there was MePS GC involvement in the information being concealed.

(4) AR members who return with charges that are either open or would have resulted in their being not eligible for a waiver, had the charges been revealed, will have their training reservations canceled. Gaining unit and discharge authority will be notified that these Soldiers do not meet enlistment eligibility and will not be shipping to training. If the previous open law violations have been reconciled, the discharge authority can contact the battalion or MEPS to request another training seat reservation be secured.

(5) In all cases the S3 OIC or NCOIC (SGM or MSG if appointed the duty by the battalion commander) must interview the FS or PS direct accession identified as a match within 7 working days, to determine if the information was concealed intentionally and if there was involvement by recruiting personnel. If recruiter or MEPS GC impropriety is alleged, the interviewer will report the alleged RI to the battalion executive officer.

(6) Reno approval authority for matches that return just prior to ship date and require more time to process will be HQ USAREC.

c. PS applicants who enlist into the DS with concealed information which would require a waiver or return with

open charges will be discharged from the DS. There will be a 6 month wait from the date of the REQUEST reservation cancellation before the submission of any waiver to reenter the RA or AR. If no waiver is required, the 6-month wait still applies for those PS and DOS Soldiers discharged as frauds.

d. For AR matches: Since USAREC is no longer the discharge authority for AR FSs, there is no longer a brigade retain requirement for AR matches. Security Manager will annotate USAREC Form 1054 with all AR matches. In all AR match cases the S3 OIC or NCOIC (SGM or MSG if appointed the duty by the battalion commander) must interview the AR FS or PS accession identified as a match within 7 working days to determine if the information was concealed intentionally. If there was an allegation of a recruiting impropriety, the interviewer will report the RI to the battalion executive officer. Reno approval for matches that return just prior to ship date will be HQ USAREC.

e. Any FS who has enlisted fraudulently due to intentionally concealed information will be discharged for fraudulent enlistment and required to wait 6 months from the discharge orders publication date before submitting a waiver for enlistment. FSs who were previously discharged for reasons other than fraud that would have been discharged as a fraud (for example, DAT loss) prior to the RAP sheet returning, will also incur a 6-month waiting period before recontracting.

f. Applicants who conceal law violations that are still open will be discharged from the DEP/DTP or DS regardless of the level of offense and will be discharged as a fraudulent enlistment and require a 6-month wait from discharge orders publication date to recontract.

g. Applicants may enlist into the DEP/DTP using previous favorable or match results that are not more than 120 days old. As part of this enlistment the S3 OIC or NCOIC will interview the applicant and specifically ask if the applicant has had any law violations since the date of the last RAP sheet. This will be annotated on an interview memorandum and scanned into the Memorandum for ENTNAC Interview folder in the ERM database. If the tech check or RAP sheet is from another service or is otherwise unavailable, the MEPS GC may e-mail a request for RAP sheet to the G3, NACLCL Office, prior to enlistment. The G3, NACLCL Office, will send the requesting MEPS the RAP sheet via e-mail or fax when received.

h. A previous investigation can trigger a match on the USMEPCOM PCN 680-3ADP. If tech check results are "No Record," applicant is cleared to ship. If there are questions please contact the G3, NACLCL Office, for assistance.

J-10. Concealed information

Concealed information will be handled in accordance with AR 601-210.

J-11. Posting of tech check and NACLCL results to enlistment record

a. Results received will be scanned into the ENTNAC RAP Sheet folder in ERM, results will be posted within 7 days of DEP/DTP status or after Match procedures have been followed.

(1) The SM will scan all the tech check results into the FS's record and store in the Core Admin folder titled ENTNAC RAP Sheet Folder. Results will be part of the ship record. USAREC Form 1227 (Secret only) will be scanned into the ERM database at enlistment.

(2) When an FS is a match and the charges on the RAP sheet have been identified in the enlistment record, the SM will enter "Favorable Suitability Results," date posted, and the SM's rank and name using the Remarks Review menu in GCRc. This is only a requirement for those FSs who return with a RAP sheet.

b. For AR: On ship day the MEPS GC will print a new DD Form 1966 series, Remarks section, with the Favorable Results statement and date, along with a copy of the verification of favorable tech check results or the USMEPCOM PCN 680-3ADP (MIRS), and place in the applicant's record.

J-12. Procedures for shipping FSs without favorable tech check results and/or RAP sheets

a. No FS will be shipped without favorable tech check results. Enlistees will be renegotiated if tech check results are not received by their scheduled ship date. Fingerprint results are required by OPM to conduct an NACLCL or security clearance investigation. Prior to renegotiation the SGC will exhaust all means possible to ensure that tech check results do not exist. Enlistees that become a match while in the DEP/DTP with no charges listed on their enlistment record will not be shipped until a RAP sheet has been received. If CCT return as "Record" and there is no accompanying RAP sheet, send an e-mail to the G3, NACLCL Office, with the name and SSN and indicate that you want to request a RAP sheet. The G3, NACLCL Office, will retrieve the RAP sheet from OPM usually within 48 hours. Enlistees that become a match and have charges above traffic level listed on their enlistment record, but there is no accompanying RAP sheet, can be interviewed by the battalion S3 and can ship with a control number from HQ USAREC, G3, Enlistment Eligibility and Processing Division, Policy Branch. The G3, NACLCL Office, will

notify the MEPS and battalion of the issue code and seriousness. If the issue code given coincides with what has been revealed, perform an S3 or battalion executive officer interview that testifies to the fact that the applicant either has no other charges than what is listed on the SF 86 and they are confident that the applicant is not concealing any information.

(1) Issue codes are as follows:

- (a) 1 - Intoxicants.
- (b) 2 - Drug use.
- (c) 3 - Financial responsibility.
- (d) 4 - Moral conduct.
- (e) 5 - Honest.
- (f) 6 - Violent behavior.
- (g) 7 - Employment.
- (h) 8 - Firearms or weapons.
- (i) 9 - Miscellaneous.
- (j) 10 - Statutory debarment.
- (k) 11 - Loyalty and security.
- (l) 12 - Qualifications.
- (m) 13 - Associates.
- (n) 14 - Relatives.

(2) Issue seriousness codes are:

- (a) A - Issues are minor and the conduct or issue, standing alone, would not be disqualifying.
- (b) B - Issues are moderate and the conduct or issue, standing alone, would probably not be disqualifying.
- (c) C - Issues alone are substantial and the conduct or issue, standing alone, would be disqualifying.
- (d) D - Issues are major and the conduct or issue, standing alone, would be disqualifying.
- (e) E - Issues are other matters, such as qualifications, medical issues, or inconclusive results, that may affect your determination.

b. The results of the interview must be on battalion letterhead with all violations listed and scanned into the Core Admin folder under Memorandum ENTNAC Interview. The interview must include, but is not limited to the following questions:

- (1) Have you ever been questioned by police, probation officer, or court official (adult or juvenile)?
- (2) Have you ever been arrested and/or fingerprinted for any reason (adult or juvenile)?
- (3) Have you ever been told to say “no” to being questioned by police, being arrested, being issued a ticket, or ever been fingerprinted (adult or juvenile) by any law enforcement personnel?
- (4) Have you ever been told to say “no” to having charges after you completed a diversion program, charges were expunged, removed, wiped off record, or resulted in no charges filed?
- (5) Have you ever been on probation, either supervised or unsupervised, or court probation (adult or juvenile)?
- (6) Did anyone tell you or coach you on how to respond to my questions?
- (7) Do you understand that any charge that is uncovered that was not previously disclosed will result in your fraudulent discharge?
- (8) Is there anything you feel you want or need to add to your record?

c. The interview results must be part of the exception and must include all the charges listed by the FS and the who, what, why, where, and when details of the charges.

d. The MEPS GC SM will notify training base liaisons and/or ship locations immediately if there were additional charges not previously revealed that return on the actual RAP sheet.

J-13. Reports, records, and files

Battalions will maintain USAREC Form 1054. The log will be cut off at the end of each fiscal year, and then filed. Battalions will maintain the USAREC Form 1054 for 36 months.

SECURITY CLEARANCE QUESTIONNAIRE (For use of this form see USAREC Reg 601-96)	
PRIVACY ACT STATEMENT	
AUTHORITY: Collection of this information is authorized by 5 USC, section 552A. PRINCIPAL PURPOSE: Information collected will be used to assist in the prequalification process of obtaining a security clearance. ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, paragraph 3-2. DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the enlistment process.	
1. NAME: McGruder, Michael W.	2. DATE: 25 Jan 2009
INSTRUCTIONS: Answer yes or no to each of the questions below. Yes answers must be fully explained; include the month and year the event occurred. You must cover who, what, when, where, and why the event happened.	
SECTION I - FINANCES	
3. Have you ever had anything repossessed or turned over to a collection agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Have you ever filed for bankruptcy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?	
5. Are you currently behind on any bills? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?	
6. Have you ever had any charge-offs or bad debts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?	
7. Do you have anything else financially that may be a problem for you in trying to obtain a clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SECTION II - CRIMINAL HISTORY	
8. Have you ever had any criminal conduct (moving or nonmoving violations, shoplifting, DUIs, theft, or any other violation or warning from the police)? Please list all violations. <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION III - DRUGS	
9. Have you ever used any illegal drugs, controlled substances, or abused any prescription medications? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what, when, and how often?	

USAREC Form 1227, Rev 1 Feb 11

PREVIOUS EDITIONS ARE OBSOLETE

V4.00

Figure J-1. Sample of a completed USAREC Form 1227

SECTION IV - CITIZENSHIP		
10. Are you a US citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. Do you maintain any financial interest or own property in a foreign country? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you hold dual citizenship or allegiance to any country other than the United States? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, do you hold and maintain a foreign passport? <input type="checkbox"/> Yes <input type="checkbox"/> No		
SECTION V - CERTIFICATION		
12. I certify that this information is provided freely, voluntarily, and of my own free will because of my desire to be granted a security clearance and/or access to sensitive information. I further understand that the answers on this form are true, complete, and correct to the best of my knowledge, memory, and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance. I further certify that I have not received any advice, implied or otherwise, to omit or alter information requested by this form.		
a. APPLICANT NAME: McGruder, Michael W.	b. APPLICANT SIGNATURE:	
PART A - APPROVAL/DISAPPROVAL		
13. I understand that based on the information provided I am tentatively qualified to proceed with my enlistment into an MOS that requires a Secret clearance. There are, however, issues with my answers that could lead me to being delayed in starting my training or a delay in reporting to my first assignment.		
a. APPLICANT NAME: McGruder, Michael W.	b. APPLICANT SIGNATURE:	
14. I have reviewed the "Yes" answers on this form and find the applicant (<i>initial applicable box</i>) <input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified to continue to process in an MOS or assignment requiring a Secret clearance.		
a. SECURITY ASSISTANT OR SENIOR GUIDANCE COUNSELOR NAME: Polk, James W., SFC, ST C38	b. SIGNATURE: /signed/	c. DATE: 25 Jan 2009
PART B - SECURITY ASSISTANT NOTES		

USAREC Form 1227, Rev 1 Feb 11 (Reverse)

Figure J-1. Sample of a completed USAREC Form 1227 (continued)

Appendix K Security Interview

K-1. Purpose

GCs and SAs are the last line of defense to ensure all enlistments are legal and all enlistment information is true and accurate. This appendix establishes policies and details procedures for the processing of applicants for possible selection to sensitive positions and MOSs. It further establishes procedures to preclude the enlistment of disqualified applicants.

K-2. Procedures

a. The MEPS GC will initiate USAREC Form 1227 on all applicants enlisting for an MOS, option, or location that requires a Secret clearance. If an applicant answers yes to one or more of the questions (except question 10), the SA will review the applicant's PAI and/or PEI SF 86 provided by the MEPS GC. The SA will check the forms for completeness and accuracy. If the applicant is found acceptable, the SA will sign USAREC Form 1227. The USAREC Form 1227 screening conducted by the SA is to determine the applicant's eligibility to obtain a Secret security clearance. If the applicant is determined qualified, this does not override specific MOS qualifications. In cases where a USAREC Form 1227 interview is requested and the MOS is not known, the SA will conduct the interview for the clearance only. The MEPS GC or SGC will determine if the applicant is qualified for the MOS.

b. Applicants enlisting for an MOS or enlistment option requiring a TS clearance, or PRP will be interviewed by the assigned SA, either in person or via telephone by the SA that is covering that MEPS. Based on information gathered during the security interview, the USAREC SA has the authority to obtain from the CCF, the adjudication required to accept or reject applicants on these critical security MOSs or options. If the applicant is found acceptable for MOS or option, the USAREC SA will complete necessary security paperwork.

c. The SA will make minor corrections of any erroneous entries, missing information, or any other corrections required to the enlistment documents in ENSQ. The SA will inform the SGC that corrections have been made to the PEI SF 86 as this could affect enlistment eligibility. In cases where correction to the applicant's record will be time consuming, processing will be discontinued until the recruiter has made required updates. The SA will not approve any further processing until a corrected copy has been obtained from GCRc. The updated copy will be reviewed and approved by the SA.

Note: The USAREC SA will not perform MEPS GC functions or prepare enlistment paperwork.

d. In the absence of the USAREC SA, the SGC will perform the prescreening procedures described herein, and through coordination with a supporting USAREC SA, ensure each DEP/DTP enlistee who requires security screening at the TS or PRP level and all 1227 interviews with Yes answers (with the exception of question 10) speaks telephonically with the supporting USAREC SA at the time of entry into the DEP/DTP. The supporting SA will be notified to review the applicant's record in GCRc. All supporting forms and documents required to complete the security packet will be scanned into the ERM database for review. Once the supporting SA reviews the SF 86 and finds out that there are no errors present, they will approve the applicant for the clearance and submit the TS clearance in accordance with the instructions in paragraph K-3.

K-3. TS security screening processing

a. Applicants who enlist for an MOS, option, or assignment that requires security processing (see paras J-6g and h) will be processed as follows: Permanent reservations will not be confirmed if SA approval is required. Do not generate DEP-In annexes if SA review is pending.

(1) SAs will review the PAI and/or PEI (SF 86), certification PAI and/or PEI (SF 86) GCRc, physical, and REQUEST reservation (if available). GC shops with access to a USAREC SA will refer applicants to him or her. SAs will ensure all documents are signed and printed on the current processing day and all entries are correct.

(2) GC shops without an onsite USAREC SA will use the following procedures: The SGC will contact the supporting SA for him or her to review the record in GCRc and to speak to the applicant telephonically. The USAREC SA will make a determination of acceptability or nonacceptability. If necessary, they will contact their detachment accessions suitability for assistance. In extreme cases, the SA will contact CCF. When calling the CCF, the MOS and ship date are required, if the reservation has not been secured. The SA will ascertain from the GC as to what the MOS is and the projected ship date. Paragraph K-9 depicts the coverage provided to MEPS without an assigned SA or for coverage on days where their SA is not present for duty. It is the assigned SA's responsibility to notify in advance

the battalion operations or SGC.

(3) SAs will scan results of interview and any supporting documents into the ERM database under Core Admin, Security Technician folder as it is completed. If the results are unable to be scanned in the day of enlistment, at a minimum the SA will enter comments into the free form remarks block as to if the applicant passed or failed the security screening.

b. PS enlistments (MOS-qualified Secret and TS). The USAREC SA will conduct the interview and terminal check, and CCF will adjudicate only. As a reminder, this action will not change any previous instructions.

c. Screening conducted by the SA is to determine the applicant's eligibility to obtain a security clearance. If the applicant is determined "qualified" this does not override specific MOS qualifications such as law violations. Certain military intelligence career fields dictate that applicants cannot receive a charge over the minor nontraffic level. If the SA qualifies these individuals, the GC must still obtain an ETP or approval from the military intelligence proponent for the MOS via the workflow to USAREC, G3, Policy Branch. The SA with assistance from the detachment commander, HQDA, and CCF are making the clearance determination only.

d. The FS will be provided a copy of the finalized SF 86.

e. The SA will submit the TS clearance using GCRc under JPAS processing to submit the investigation request no earlier than DEP/DTP plus 1 day and not later than 14 days of the applicant entering the DEP/DTP. The SA will be responsible for the acceptance of the investigation in GCRc with assistance from the recruiting station if errors return from AIES. If there is information that is required for the completion of the SF 86 that does not relate to clearance eligibility, such as references, addresses, etcetera, the SA will arrange with the FS for a date, time, and method to gather the information necessary for the submission. The SA should also notify the recruiter and RS of credit that further information is required by XX date so the submission can occur.

f. FSs who require additional testing or medical screening such as the Defense Language Aptitude Battery (DLAB), or any additional requirement related to the MOS qualifications will not be submitted for a TS clearance until any and all results have returned and the FS maintains their MOS eligibility either with a passing score or approved ETP. This normally will occur within the 14 day window but there could be circumstances that dictate a delay in submission. SA's will contact their PSSP Accessions Suitability Administrator for instructions if the delay in submission is going to be 30 or more days.

K-4. PRP screening

Applicants who enlist for an MOS, option, or assignment that requires a PRP screening will be processed as follows:

a. GCs with access to a USAREC SA will refer the applicant to him or her. SAs will ensure all documents are signed and printed on the current processing day and all entries are correct. SAs will then screen SF 86 and physical and determine eligibility to continue to process for MOSs that require PRP screening.

b. GC shops without an on-site USAREC SA will adhere to the following procedures:

(1) After ensuring that the SF 86 has been saved in the ERM database, contact the supporting USAREC SA for an interview. The SA will review the SF 86 in the ERM database and perform a telephonic interview.

(2) The SA will inform the SGC and/or GC with the results of the interview and scan in the interview form with the approval or disapproval.

c. If during DEP-out procedures, the GC determines that the FS is no longer qualified for the MOS in accordance with DA Pam 611-21, the GC will renegotiate the contract or the enlistee will be separated from the DEP/DTP. The USAREC SA will be notified of the action taken.

d. If approved, GCs will be responsible to submit the clearance via GCRc until an acceptance returns.

K-5. Ship procedures

No requirement for SA to interview any shipper. If GC/SGC determines that the FS remains qualified for the MOS in accordance with DA Pam 611-21, the FS will ship as scheduled.

K-6. Additional procedures for AR enlistment

The USAREC SA will screen applicants for enlistment into the AR that require a security clearance. The USAREC SA will initiate a request for BI or special background investigation (SBI) in the same manner as RA applicants with the following exceptions:

a. Standard training option. The USAREC SA will conduct an initial interview on the day the applicant contracts into the AR. If CCF, SA, or the PSSP detachment determines the applicant is not eligible for clearance, he or she will

be returned to the SGC for disposition and must choose another MOS.

b. USAREC SAs will ensure all Phase II shippers have a clearance submitted and either in progress or finalized prior to the Phase II ship date. If the Phase II shipper has a final clearance or the investigation is still in progress the Phase II shipper can ship as scheduled, no further interview required. If the SA has an indication that the Phase II shipper has been denied a final clearance, they must notify the SGC. The unit of assignment will be contacted by the SGC or battalion operations for shipping instructions. If the Soldier is in due process the unit will have to approve the shipment to training. If due process has been completed and the result is that no clearance can be granted, the unit of assignment would have to request a different MOS through the U.S. Army Reserve Command (USARC), G1.

c. PS applicants. All PS applicants requiring a TS clearance, the USAREC SA will conduct the security interview and CCF will adjudicate. As a reminder, this action will not change any previous instructions given. If the applicant requires MOS training, the USAREC SA will conduct an interview and submit clearance request if qualified.

K-7. MOSs and options requiring SBI, SCI, BI and Secret and TS clearances

GCs and SAs will query DA Pam 611-21 (HRC Smartbook) to determine if the MOS or option the applicant is enlisting for requires an SBI, SCI, BI or Secret or TS clearance. All applicants requiring one of the above clearances will follow the procedures outlined in paragraph K-3.

K-8. Responsibilities

a. G3, Accessions Suitability Branch, will:

- (1) Have overall responsibility for the USAREC SA and PSSP detachments.
- (2) Provide SA coverage for MEPS that do not have an assigned SA or in cases where the assigned SA is not present for duty. The list of MEPS that have satellite coverage and where the SGC or GC is to contact for assistance is located in paragraph K-9.

b. G3, Chief of Enlistment Eligibility and Processing Division and Accessions Suitability Branch will:

- (1) Have operational and administrative control of the USAREC SA and PSSP detachments.
- (2) Provide noncommissioned officer evaluation reports and/or civilian counseling.
- (3) Conduct staff visits to each SA and PSSP location.
- (4) Consolidate monthly interview reports by location.

c. Battalions responsible for MEPS' will designate their assigned information management specialists to ensure logistical, computer, and software support is provided to the below PSSP detachments and SA locations as needed. Support to these locations is critical as they are only one deep at all locations.

- (1) Fort Jackson PSSP Detachment - Columbia Recruiting Battalion.
- (2) Fort Leonard Wood PSSP Detachment - Kansas City Recruiting Battalion.
- (3) SA locations - SAs are assigned to local battalions and therefore are provided logistical, administrative, and technical support by the battalion.

K-9. Interview coverage

a. MEPS without an SA will be covered on security interviews by the following:

- (1) Albany -.Springfield MEPS SA
- (2) Buffalo - Syracuse MEPS SA.
- (3) Beckley -. Knoxville MEPS SA
- (4) Portland,. Boston MEPS SA
- (5) Jackson - Raleigh MEPS SA
- (6) Shreveport-Indianapolis MEPS SA
- (7) Omaha - Fort Leonard Wood PSSP Detachment.
- (8) Europe Detachment - Springfield MEPS SA.
- (9) Anchorage - Seattle MEPS SA.
- (10) Guam, Japan, and Korea - Portland MEPS SA.
- (11) Fargo - Fort Leonard Wood PSSP Detachment.
- (12) Sioux Falls - Fort Leonard Wood PSSP Detachment.
- (13) Albuquerque - Fort Leonard Wood PSSP Detachment.
- (14) Amarillo - Fort Leonard Wood PSSP Detachment.
- (15) Boise - Fort Leonard Wood PSSP Detachment.

- (16) Butte - Fort Leonard Wood PSSP Detachment.
- (17) Spokane - Fort Leonard Wood PSSP Detachment.
- (18) El Paso - Fort Leonard Wood PSSP Detachment.
- b. The following MEPS are assigned to the PSSP detachments designated below for operational instruction and to provide interview support in case the SA assigned is not present for duty.
 - (1) Fort Jackson PSSP Detachment will be responsible for:
 - (a) Syracuse MEPS
 - (b) Jacksonville MEPS
 - (c) Fort Dix MEPS
 - (d) Nashville MEPS
 - (e) Louisville MEPS
 - (f) Memphis MEPS
 - (g) Springfield MEPS
 - (h) Richmond MEPS
 - (i) Knoxville MEPS
 - (j) Charlotte MEPS
 - (k) Boston MEPS
 - (l) Baltimore MEPS
 - (m) New York City MEPS
 - (n) Tampa MEPS
 - (o) San Juan MEPS
 - (p) Columbus MEPS
 - (q) Indianapolis MEPS
 - (r) Atlanta MEPS
 - (s) Harrisburg MEPS
 - (t) Fort Jackson MEPS
 - (u) Cleveland MEPS
 - (v) Pittsburgh MEPS
 - (w) Montgomery MEPS
 - (x) Raleigh MEPS
 - (y) Miami MEPS
 - (z) New Orleans MEPS
 - (2) Fort Leonard Wood PSSP Detachment will be responsible for:
 - (a) San Antonio MEPS
 - (b) Des Moines MEPS
 - (c) Detroit MEPS
 - (d) Los Angeles MEPS
 - (e) Kansas City MEPS
 - (f) Milwaukee MEPS
 - (g) Chicago MEPS
 - (h) San Diego MEPS
 - (i) Sacramento MEPS
 - (j) Seattle MEPS
 - (k) Minneapolis MEPS
 - (l) Portland, OR MEPS
 - (m) Oklahoma City MEPS
 - (n) San Jose MEPS
 - (o) Phoenix MEPS
 - (p) Salt Lake City MEPS
 - (q) Denver MEPS
 - (r) Lansing MEPS
 - (s) Dallas MEPS
 - (t) St. Louis MEPS

- (u) Little Rock MEPS
- (v) Honolulu MEPS
- (w) Houston MEPS
- (x) Omaha MEPS

Appendix L

Change in Active Duty Date and DEP/DTP Renegotiation

L-1. Policy

This appendix establishes policies and procedures for MEPS GCs to apply in the extension, pull-forward, and renegotiation of DEP/DTP contracts.

L-2. General

Provisions for DEP/DTP extensions, pull-forwards, and renegotiations exist as a management tool to allow flexibility in responding to temporary disqualifications for enlistment, disqualifications for options, requests for extension or discharge from DEP/DTP enlistees, no-shows, requests for early ship, and other reasons authorized by appropriate authority. Extensions, pull-forwards, and renegotiations involve substantive changes to the enlistment contract. To avoid invalidating the contract, such action must be handled with close attention to detail. Under normal circumstances FSs are authorized to serve in the DEP/DTP no more than 365 days. Exceptions for this policy will be entertained through the brigade to HQ USAREC, G3, Enlistment Eligibility and Processing Division, Policy Branch, via GCRC.

L-3. Procedures

a. Extensions. The automated enlistment annex will serve as DEP/DTP orders for all NPS applicants. Therefore, the enlistment annex must document all periods of DEP/DTP service. The following actions must be completed for an extension.

Note: Change of DEP/DTP -out date for Special Training Program members requires exception through the brigade operations to HQ USAREC, G3, ROC. If the exception is disapproved, the individual will require renegotiation.

(1) UF 1035 (Request to Change Enlistment Option) will be completed by the company commander or 1SG when it is determined that a renegotiation is necessary. The company commander or 1SG will forward the signed UF 1035 to the battalion operations section.

(2) Once the operations section receives the completed UF 1035, they will scan it into the DEP Admin folder in the ERM database.

(3) The operations NCO will go into the Workflow menu in GCRC and initiate RENO.

(4) The operations NCO will initiate RENO. This will start a RENO workflow, sending the RENO request to the Command Group's GCRC inbox.

(5) If the RENO can be approved at the battalion level (see latest RENO message for guidance):

(a) The Command Group will select "Approve" or "Disapprove" and the approved or disapproved RENO will then be sent to the operations NCO and the GC's GCRC inbox.

(b) If the RENO is required to go to a higher level of command for approval, the commander will select "Forward" and GCRC will forward the RENO request to the appropriate brigade operations for approval, disapproval, or forward to HQ USAREC.

(c) Once the RENO request is approved or disapproved, the request will automatically be sent back to the operations NCO's and SGC's GCRC inbox.

(6) Extensions requiring changes to enlistment programs and/or options will require the same actions as directed above except that the GC will prepare a new automated enlistment annex.

(a) GCs will renegotiate the FS, using the RENO Reservation screen to obtain a new reservation. GCs will select a new MOS or ship date, enter the proper cancellation code, and then complete the reservation.

(b) Prepare a new automated enlistment annex. It will be annotated as annex A (for NPS, DOS, and PS). The GC and FS will sign the new annex and item 3 will reflect the new enlistment reservation.

b. Renegotiations of FS contracts require completion of USAREC Form 1035 by the applicant and approval by the appropriate authority. The form will be submitted in the same manner as described in a(5)(a) through (c)

above. Renegotiations at the direction of HQ USAREC do not require a USAREC Form 1035. In these cases, a copy of the REQUEST or e-mail message requiring the renegotiation will accompany the cancellation report and the old annex A. GCs will follow the instructions found in a (2) above.

c. FSs renegotiating and wanting incentives must choose incentives that were offered at time of original enlistment. This will require GCs to use an older incentive message.

d. Pull-forwards. A pull-forward requires proper reno both RA/AR DEP/DTP FS who for hardship reasons, requests an earlier AD date than originally scheduled.

(1) Enlistee will sign USAREC Form 1035. The appropriate authority must approve these requests. (See latest RENO message for guidance).

(2) Follow procedures in a(2) above.

(3) An early ship, not at the specific request of the DEP/DTP enlistee is prohibited, unless at the direction of USAREC.

Note: For all renegotiations the FS must be present at the MEPS in order to sign the new automated enlistment annex using the electronic signature pad (no exceptions).

e. If an FS who is in the DS (PS or DOS) must be renegotiated or extended, recruiting personnel will use USAREC Form 1035 by lining through the portions which refer to the Army's DEP/DTP. Enter the words "Regular Army Delay Status" in the lined out areas.

f. The GC and applicant will sign the new automated enlistment annex and make distribution as outlined below:

(1) Individual - one copy.

(2) Unit - one copy.

L-4. DEP/DTP Renegotiation Approval Authority

HQ, USAREC is the approval authority for the following reno requests:

a. Two time reno (regardless of reason).

b. Extension beyond 365 days in DEP.

c. All ship day renos regardless of reason.

d. A reno for any reason within 15 days from ship date.

e. Medical - Temporarily Medically Disqualified (TMR) and Reevaluation Believed Justified (RBJ) for more than 180 days.

(1) The brigade commander is the approval authority for the following reno requests other than ship day renos:

(a) Matches - Individual must have an approved retain from the brigade commander to reno. If an individual's retain is still pending, reno is not authorized, unless the RAP sheet has returned within 5 days of ship date.

(b) Change MOS/Option within 1 to 15 days from ship date, unless shipping same Recruit Ship Month (RSM) for an MOS available on REQUEST.

(c) Family/Personal issues within 1 to 15 days from ship date.

(d) Extension in DEP (no change in MOS/Option) within 1 to 15 days from ship date.

(e) Physical Fitness Assessment (PFA) failures. Two time reno is not authorized for a PFA failure if the first reno was also due to PFA failure.

Note: Exceptions to ship 1X PFA failure may be granted by brigade commander.

(f) Medical - Temporarily Medically Disqualified (TMR) and RBJ for 90-180 days more.

(g) Disqualified for MOS/Option within 1 to 15 days from ship date.

(2) The battalion commander is the approval authority for the following reno requests other than ship day RENOs:

(a) Medical - TMR and RBJ for less than 90 days (does not include overweight or underweight TMR).

(b) Disqualified for MOS/Option 16 or more days prior to ship date.

(c) Moral - Individual received a charge while in DEP and a final disposition is not received by the original ship date (includes whether a waiver is required or not).

1 Authorized reno for Minor Non-Traffic charge.

2 Authorized reno for a Misdemeanor charge if final disposition can be reached within thirty days.

3 Reno not authorized for a Serious Criminal Misconduct charge.

d. Family/Personal issues within 16 or more days prior to ship date.

e. Change MOS/Option within 16 or more days from ship date.

f. Change MOS/Option regardless of number of days from ship date as long as individual ships the same day for an MOS/Option available on REQUEST.

g. Extension in DEP (no change in MOS/Option) within 16 or more days from ship date.

(3) An approved workflow from this HQ is required for renos above the brigade level. This includes reno's that HQ USAREC obtains from HQ DA (G-1). All levels of the Command are reminded that direct contact with HQ DA is not authorized. Any exception/reno granted by HQ DA not forwarded through this office for approval is invalid.

(4) Reno workflow identification numbers will be automatically entered on page 4 of the DD Form 1966 by GCR. The reno information will include the control number (if applicable), the issuing office, the date, and the reason for the reno. The SGC is responsible for verifying that all control numbers are valid prior to the individual shipping.

(5) In an effort to provide efficient and expeditious service to the field force, the following applies for submission of reno requests:

(a) All requests will be sent via GCRC.

(GCRC) with supporting documents attached from battalion operations, through brigade operations for disposition. Brigade operations will review requests, determine the appropriate approval authority, and forward requests to the appropriate office with their recommendation for approval. Disapprovals will stop at the brigade level.

(b) Renos will not be approved based on the fact that "it was not the FS's fault".

L-5. Authorized RENO codes

a. CO - Changed option (incentive, assignment, or ship date).

b. ED - Continuing education (education program prevents from shipping on the original ship date).

c. EE - Erroneous enlistment (used for GC error (that is, incorrect build in REQUEST)).

d. EN - ENTNAC pending or failure (tech check results not received).

e. FG - Failed to graduate high school (if applicant has a reasonable chance to complete high school by attending a summer session).

f. HP - Hardship (personal) (validated personal problem).

g. PF - Failed physical fitness assessment (PFA): FS must pass PFA prior to ship.

h. TM - Temporary medical disqualification (temporary medical condition that disqualifies applicant for a specified period of time). Must have documentation showing (RBJ).

i. WS - Weight standards (failure to meet weight standards in accordance with AR 40-501 or AR 600-9).

Appendix M

Active Component, Delayed Status, and Reserve Component Separations

M-1. Purpose

This appendix outlines procedures for processing Active Component, DS, and Reserve Component Separations after the Oath of Enlistment.

M-2. General

Separations fall into three categories:

a. A result of a request from a member of the DEP/DTP or Delayed Status (DS).

b. Discovery of an erroneous or fraudulent enlistment.

c. Medical disqualifications.

M-3. Routing of Separation Requests

a. Requests for separation from the DEP/DTP/DS will be approved for valid reasons identified in AR601-210 and AR 135-178. Reasons for granting FS separations and approving authorities are provided at table M-2.

b. It may appear that the FS was erroneously or fraudulently enlisted because of a charge existing before DEP/DTP/DS enlistment (no waiver required). Conduct an interview, by a commissioned officer or senior NCO, master sergeant or above, within 72 hours of notification from source(s) into the circumstances surrounding enlistment to determine whether a recruiting impropriety has taken place. The interviewer will ask the applicant if he/she informed any recruiting personnel about any disqualifying factors. If the results of the interview reveal that an allegation of impropriety or misconduct occurred, the allegation will be reported to the battalion executive officer.

c. Members of the recruiting force must respond positively to any inquiry from FSs concerning separations from the

DEP/DTP/DS. Under no circumstances will any member of this command threaten, coerce, manipulate, or intimidate FSs, nor may they obstruct separation requests.

(1) When local recruiting personnel receive such an inquiry, they must first counsel the FS and try to restore their commitment to the Army. If counseling fails, the recruiter must advise the FS of the provisions governing separation and help them prepare a written request (USAREC Form 986) to be sent to the battalion commander (see fig M-2).

(2) The request for separation can go forward even if the reason for the request does not fall within a specific category, such as hardship, dependency, apathy, or personal reasons. The request must be sent to the battalion commander not later than 14 days after the FS made their wishes known to the recruiter.

(3) The request for separation must bear the signature of the FS who initiated the request. The request should include complete justification and supporting documents as required by AR 135-178 and AR 601-210. If the FS insists on separating, his/her REQUEST reservation will be cancelled. Every effort must be made to assure the training seat is canceled prior to the FSs accession date.

d. Battalion commanders may approve requests within their authority and publish appropriate separation orders. Submit FS separation documents to the MEPS within 30 calendar days of cancellation. Within 7 days of submission to MEPS, verify that the records were removed from MIRS by obtaining updated USMEPCOM 680-3ADP verifying the discharge data is correct and scan the USMEPCOM 680-ADP into ERM. If errors are discovered report to MEPS for correction.

M-4. Procedures

a. FSs being processed for separation will be as follows:

(1) FS will sign USAREC Form 986 (Separation Request). If no show, USAREC Form 986 will be completed by the company commander without the FSs signature. USAREC Form 986 is not required for an FS who is medically disqualified by the MEPS physician. Recruiting personnel should make reasonable efforts to have the FS sign USAREC Form 986. However, if the FS is not available or refuses to sign, write this information in the Remarks section of the form. All requests for void enlistments will be submitted to the battalion waiver analyst as soon as possible and discharge orders must be published within 14 days of REQUEST cancellation. For medically disqualified individuals, the MEPS physician must annotate the DD Form 2808 or DD Form 2807-1 with the disqualification. FSs with medical problems who cannot come to the MEPS must have a USAREC Form 986 accompanied by medical documentation from the FS's private physician. This documentation will be sent to the MEPS physician for determination. If the MEPS doctor disqualifies the applicant, the loss may be taken as medical.

(2) The GC or battalion operations NCO/Civilian (V7 qualified) will cancel the REQUEST reservation the same day as the USAREC Form 986 is received at the GC/Operations shop or the same day they become medically disqualified.

(3) All separation information (USAREC Form 986, medical records, etcetera,) must be scanned into the DEP Admin folder in the ERM database.

(4) The REQUEST cancellation printout must be scanned into the DEP Admin folder.

b. For applicants who enlisted into the RA DS and fail to enter the RA on scheduled AD date, the procedures are as follows:

(1) Separation orders will not be published for these members. USAREC Form 986 will be completed and REQUEST reservation will be canceled the same day the request is received by the GC shop.

(2) USAREC OP 4 will be printed and section V, Certification/Approved/Disapproval, will be changed on red ink as follows:

(a) Line through "is approved".

(b) Place an "X" in block "is disapproved".

(c) GC will initial and enter date reservation was canceled next to "is disapproved" and forward the packet to the battalion operations for distribution.

(3) The USAREC OP 4, REQUEST cancellation printout and USAREC Form 986 for applicants in the RA DS will be scanned into the DEP Admin folder in the ERM database. Additionally a copy will go to the following:

(a) Individual - One set.

(b) Unit - One set (applies to members of an RC serving in a unit; TPU, ARNG, AR, and other service unit members).

(4) For members of the Individual Ready Reserve, Inactive National Guard, or other service (nonunit members), and those with no military service obligation, distribution will be as outlined in (2) above, less unit. Battalion will retain originals for these members.

(5) For reasons of death, do not make any changes to USAREC OP 4. Explanation on USAREC Form 986 will be sufficient. In Remarks section, enter “member deceased.”

(6) For members whose HIV results are returned positive, USAREC Form 986 will reflect “medical” only in Remarks. USAREC OP 4 will be changed as stated in (2) above for distribution.

(7) The battalion S3 will record all separations on USAREC Form 863, Future Soldier Separation Log as they occur monthly. Instructions for completing the form are at (fig M-1). The S3 will use this form to track and analyze trends in the FS separations.

Note: All documents pertaining to any type of cancellation, RA, AR, or DS members will be scanned into those individuals’ folders in the ERM database.

M-5. Procedures for separation from the RA after the Oath of Enlistment

a. Separation from the AC as a result of the discovery of a disqualification after the Oath of Enlistment, but prior to shipment, FS will not be sent to a RECBN, but will be separated locally. Although the MEPS GC’s responsibilities in this regard are limited to notifying the MEPS of such disqualifications, the MEPS GC must be knowledgeable of the separation process.

b. An RA FS found to be disqualified after having received the final swear-in Oath of Enlistment for shipment to BCT, but prior to shipment to the RECBN, will be reported to MEPS for orders revocation, assignment to the Recruiting Battalion, and subsequent voiding of the enlistment contract in accordance with AR 635-200. Such individuals have accessed into the Army. Therefore, REQUEST reservations will not be cancelled and the reservation will be verified in accordance with appendix O. All such actions will be reported by the battalion operations through the brigade to HQ USAREC, Recruiting Standards Directorate, for investigation of possible RI.

M-6. Positive alcohol or drug test separations (RA)

For DEP/DTP/DS or AC DS loss, members being processed for separation with confirmed positive drug results will be as follows:

a. GC will cancel the REQUEST reservation on the same date as notification is received from GCRc. As a courtesy, the SGC will notify the battalion commander, via battalion operations personnel, prior to cancellation of the reservation.

- (1) Positive for THC (marijuana), use cancellation code PT.
- (2) Positive for amphetamines, use cancellation code PB.
- (3) Positive for cocaine, use cancellation code PC.
- (4) Positive for both THC and cocaine, use cancellation code PC.
- (5) Positive for both THC and amphetamines, use cancellation code PB.

b. USAREC Form 986 is not required for the above cancellations and GCs will not extend these individuals in the DEP/DTP/DS or AC DS program for the purpose of processing the DEP/DTP/DS or AC DS program separation.

(1) Applicants who have PS and are pending AC enlistment are not in the DEP/DTP, they are in DS. Therefore, no discharge by the battalion is required; however, notification procedures are required and cancellation of reservation is mandatory.

(2) If the applicant is a non-TPU member in AC DS, a memorandum notifying the applicant of the disqualification is also required.

Note: All notification memorandums will be scanned into the DEP Admin folder in the ERM database.

c. DAT (positive drug test for marijuana, amphetamines, and/or cocaine) separation orders must be published within 14 days of cancellation. A copy of the orders will be scanned into the DEP Admin folder.

M-7. AR positive DAT procedures

AR Soldiers (DTP members) found confirmed positive for any drugs will have their reservations canceled using the “full” cancellation process and the gaining unit will be notified.

a. The SGC will notify the battalion operations S3 section upon notification of all positive DATs and cancel the REQUEST reservation. GCs will cancel REQUEST reservations on the same date notification is received.

- (1) Positive for THC (marijuana), use cancellation code PT.
- (2) Positive for amphetamines, use cancellation code PB.
- (3) Positive for cocaine, use cancellation code PC.
- (4) Positive for both THC and cocaine, use cancellation code PC.
- (5) Positive for both THC and amphetamines, use cancellation code PB.

- b. A memorandum from the gaining unit commander is not required to cancel the reservation.
- c. A memorandum from the battalion S3 officer or NCOIC notifying the unit commander regarding the positive DAT is required. All notification memorandums will be scanned into the DEP Admin folder in the ERM database.
- d. Sample memorandum is at figure M-3

M-8. Failure to Report

a. When a FS fails to report on his/her scheduled AD enlistment date, the recruiter must contact the FS to determine whether there are extenuating circumstances which prevented his/her appearance. If the FS has a valid reason for not reporting (such as illness, hospitalization, and incarceration), a request for Reno will be sent through workflow pending determination of eligibility for enlistment or separation.

b. If the FS simply fails to report or cannot be located, and there are no extenuating circumstances the following actions are required:

(1) The S3 or SGC must review the enlistment record to ensure that all required documents are present and properly prepared and they are signed, dated, and witnessed, as appropriate. If the official finds a discrepancy that effects the validity of the FS's enlistment, the S-3 or SGC will cancel the training seat and the battalion commander will take action to process as erroneous or fraudulent enlistment.

(2) If it is determined that the enlistment packet contains no substantive discrepancies, the following will be accomplished:

(a) The S-3 or SGC will cancel the training seat and if necessary, a request for Reno for a FS in the DEP/DTP/DS to allow time for processing separation. If the reservist has died, the S3 must not extend them in the DEP/DTP/DS.

(b) If the battalion commander determines that that the individual should be separated, the S3 will process the separation in accordance with instructions in paragraph M-7.

(3) Refusal to enlist in the RA. The same actions outlined in (2) above, must also be taken when a reservist reports for AD, but declines enlistment in the RA and does not formally request separation. (While reservist is present at the MEPS ask him/her to fill out USAREC Form 986).

c. Separation authority codes are listed at table M-2.

M-9. Special provisions concerning separations

When an individual enlists into DEP/DTP, the DD Form 4 series is valid until discharge orders are published and signed by the battalion commander or TPU discharge authority at which time; the DD Form 4 series becomes void. The battalion is required to publish the discharge orders for DEP members within 14 days of the cancellation of the reservation. If the individual determines that he or she wishes to withdraw the separation request (USAREC Form 986), he or she may do so by completing USAREC Form 1035. This individual may then select another option for which qualified. This is essentially the same as a renegotiation, with several days between the cancellation and the new reservation.

a. The above situations are handled the same as a renegotiation as specified in appendix L.

b. These special provisions are applicable only if the cancellation and the new reservation occur within the same RSM.

c. The enlistment record from the initial enlistment may be used.

M-10. Requests for FS loss forgiveness for RA and RA DS

a. Requests for FS loss forgiveness will be considered in the following cases:

(1) DT - Death.

(2) PH - HIV positive.

(3) OT - Member of RC who has been mobilized or called to AD.

(4) A verified enrollment of an ROTC scholarship recipient or acceptance to one of the U.S. military academies (West Point, Naval Academy, Coast Guard, Air Force Academy).

b. The approval authority is the battalion commander, but requires proper documentation (that is, death certificate, PE for HIV, a letter from the school professor of military science showing enrollment, a copy of orders for the mobilized RC member). The battalion operations section will make verification and scan the documents used to grant relief into GCRc under the DEP Admin folder.

M-11. REQUEST cancellation codes

a. The following is a list of REQUEST FS loss cancellation codes:

- (1) CE - Civilian employment (validated employment with civilian firm).
- (2) DE - Declining enlistment:
 - (a) FS reported to the MEPS and refuses to enlist AC and no other reason exists for his or her declining to take the oath.
 - (b) FS refuses to report to MEPS and the company commander or ISG has confirmed that no other reason exists other than the FS just refuses to enlist AC. DE may be used in lieu of NS if the company commander or ISG has confirmed this reason. The company commander or ISG must annotate USAREC Form 986 that DE is the correct code and reason for loss. USAREC Form 986 must be signed by the company commander.
 - (c) If DE is not the actual reason for separation, and documents to verify the actual reason for the loss cannot be obtained in a timely manner, the company commander is authorized to interview the FS and document the results of the interview on a Memorandum for Record (MFR). This MFR can be used as an official document to justify the actual reason for separation. (For example; pregnancy, hardship, Continuing Education (ED) or any other reason that may apply.)
- (3) DT - Death (date of applicant's death must be included).
- (4) ED - Continuing education (validated acceptance in postsecondary education program (college, university, or technical school, etcetera)).
- (5) FE - Fraudulent enlistment (FS falsified documents or information on enlistment documents, medical documents, or provided false statements concerning qualifications). This includes those that return as matches and concealed law violations that are verified by a RAP sheet.
- (6) FG - Fail to graduate high school (failed to meet the requirements to graduate traditional high school, home school).
- (7) HP - Hardship (personal) validated personal problems that prevent the FS from fulfilling his or her commitment.
- (8) ND - No DEP loss (same-day cancellation). Only used for cancellation on applicants that have not been confirmed or that do not result in a loss.
- (9) NP - National Agency Check pending (ENTNAC results not received, not authorized to ship without results).
- (10) NS - No show (only used when the FS fails to arrive at the MEPS on ship day and no USAREC Form 986 is submitted). This code is to be used on ship date. GC must contact the company commander or ISG to determine status of the FS for failure to report.
- (11) OT - Other (code may be used for FSs who are in an RC and were ordered to AD). GC must list the reason in the Remarks section.
- (12) PA - Positive alcohol test (as reported by the USMEPCOM chief medical officer (CMO)).
- (13) PB - Positive amphetamine test (as reported by MIRS).
- (14) PC - Positive cocaine test (as reported by MIRS).
- (15) PF - Failed Physical Fitness Assessment.
- (16) PG - Pregnancy (only when validated by USMEPCOM CMO or by applicant's personal physician).
- (17) PH - Positive HIV (as reported by the USMEPCOM CMO).
- (18) PM - Permanent medical disqualification. This will include TMR. GC will code PM and then in Remarks enter TDQ and reason.
- (19) PR - Police record (open law violation or new law violation since enlistment that disqualified applicant). GC must use the FE code if information was concealed.
- (20) PT - Positive THC test (as reported by MIRS).
- (21) WS - Weight standards (individual fails screening tables of AR 40-501 or AR 600-9 to include body fat percentages this also includes underweight).
- (22) TR - Temporary reservation (the only cancellation code available to FSR2S reservations/recruiters).
 - b. The following codes are not authorized for RA FS losses: CA, DA, DP, DS, FC, JC, JO, ML, TD, TI, UR, and US.
 - c. In cases where the code itself does not fully explain the circumstances, a short narrative in the Remarks section is required for clarification. The use of "apathy" is not authorized. FSR2S recruiters are required to fill in Remarks for TR cancellations.
 - d. The following is a list of the only authorized REQUEST codes for AR DTP. These cancellation codes are chargeable DTP losses:
 - (1) CE - Conflict with civilian employment (unless Soldier will ship at a later date, then RENO with HP code).
 - (2) DP - Discharged prior to initial entry training (IET).
 - (3) DS - Declined to ship (only to be used when applicant arrives at MEPS to ship and refuses). May also be

used for AR loss where the reason for the cancellation does not match any other authorized DTP loss code. UF 986 in these cases must be signed by the company commander.

(4) ED - Continuing education (validated acceptance in postsecondary education program (college, university, technical school, etcetera)).

(5) FE - Fraudulent enlistment (FS falsified documents or information on enlistment documents, medical documents, or provided false statements concerning qualifications). This includes those that return as matches and concealed law violations that are verified by a RAP sheet.

(6) FG - Failed to graduate high school (failed to meet the requirements to graduate traditional high school, home school).

(7) HP - Hardship (if used as a personal hardship for canceling not RENO, then chargeable; validated personal problems that prevent the FS from fulfilling his or her commitment (immediate family member death, etcetera)).

(8) JC - Joined other component (if joining another component to include RA prior to shipping to BCT).

(9) ND - No DEP loss (same-day cancellation, only used for cancellations on applicants that have not been confirmed).

(10) NS - No show (only used when the FS fails to arrive at MEPS on ship date, no USAREC Form 986 is submitted). This code is only to be used on ship date.

(11) PA - Positive alcohol test (as reported by the USMEPCOM CMO).

(12) PB - Positive amphetamine test (as reported by MIRS).

(13) PC - Positive cocaine test (as reported by MIRS).

(14) PF - Failed PFA.

(15) PG - Pregnancy (only when validated by USMEPCOM CMO or by applicant's personal physician).

(16) PM - Permanent medical disqualification (this will include TMR, GC will code PM and then in Remarks enter TDQ and reason).

(17) PR - Police record (open law violations or new law violation since enlistment that disqualifies applicant). GC must use the FE code if information was concealed.

(18) PT - Positive THC test (as reported from MIRS).

(19) WS - Weight standards (individual fails screening tables of AR 40-501 and AR 600-9 to include body fat percentages this also includes underweight).

e. All MEPS GCs battalion and brigade operations REQUEST users are prohibited from using the following cancellation codes. If one of these codes is used in error, the FS or DTP member loss must be replaced.

(1) DA - Double allocation.

(2) TI - TPU inactive or reorganized.

(3) TS - Minimum 45-day training seat save.

(4) DP - Discharge prior to IET.

(5) TD - TRADOC discharge.

(6) JO - Joined other component.

(7) US - Unsatisfactory (USARC transfer authority only).

(8) CS - Change start day (will no longer be used to make new training reservation).

M-12. Administrative guidelines

a. Cancellation reports and USAREC Form 986 will be scanned into the DEP Admin folder.

b. In accordance with AR 135-178 the following procedures must be followed when processing a person for DEP/DTP separation:

(1) When an FS requests separation from the DEP/DTP by signing a USAREC Form 986, the notification process identified in AR 135-178 is considered to have been completed.

(2) When a FS's DAT or HIV test is returned positive, the letter of notification sent in accordance with this regulation is considered to comply with the notification process contained in AR 135-178.

(3) The following will be placed in the DEP Admin folder in the ERM database:

(a) A copy of the letter sent to the Soldier.

(b) A copy of the DD Form 2807-1 and DD Form 2808 indicating positive DAT results.

(4) When discharge orders are completed, a copy of the original enlistment record consisting of the DD Form 4 series, DD Form 1966 series, DA Form 3286 (Statements for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program), SF 86, DD Form 2807-1, DD Form 2808, and the USAREC Form 986 with the discharge order as the top copy.

(5) The original FS's enlistment record will be maintained in the ERM database.

c. Upon receipt of the FS's discharge orders from the battalion or TPU, DTP discharge should be removed from MIRS also. The responsible GC will deliver them to MEPS (MIRS) personnel to affect the discharge. The FS's discharge order will be scanned into the FS Admin folder in the ERM database.

(1) The battalion S3 will record all separations on USAREC Form 863, Future Soldier Separation Log (fig M-1). The S3 will use this form to track and analyze trends in FS separations and void enlistment processing procedures.

(2) FSs do not have to be retained to complete an investigation or inquiry. Processing for separation or void enlistment can begin as soon as the commander decides to take the loss.

M-13. Documentation Required for Future Soldier Program Separation and Void Enlistment Processing

a. All requests for void enlistments will be handled by the appropriate recruiting battalion. The battalion commander will be the approving authority on all discharge orders for fraudulent enlistments.

b. The following documents are the ONLY documents required to be reviewed when processing a request to void an enlistment. Requests for void enlistments must be processed no later than 14 days after the reservation has been cancelled. Ensure all documents listed below are scanned into the applicant's packet in ERM along with Format 505 Separation orders.

(1) Concealed conduct

(a) Recruiting Battalion memorandum

(b) DD Form 4/1

(c) Commissioned Officer interview

(d) ENSQ, page 7 (and page 9 if continued)

(e) USAERC Form 986

(f) Copy of Entrance National Agency Check, DD Form 369, USAREC Form 1037, or court documents proving fraud

(2) Concealed dependency

(a) Recruiting Battalion memorandum

(b) DD Form 4/1

(c) Commissioned Officer interview

(d) DD Form 1966, page 1

(e) ENSQ SF 86, page 5

(f) USAREC Form 986

(g) Dependency documents proving fraud.

(3) Concealed PS

(a) Recruiting Battalion memorandum

(b) DD Form 4/1

(c) Commissioned Officer interview

(d) DD Form 1966, page 1

(e) ENSQ, page 6

(f) USAREC Form 986

(g) Documentation of PS proving fraud

(4) Concealed medical

(a) Recruiting Battalion memorandum

(b) DD Form 4/1

(c) Commissioned Officer interview

(d) USAREC Form 986

(e) Copy of DD Form 2807-1 and DD Form 2808

Listed at table M-1 are the bases for separation and the documentation the battalion operations officer must have before separating a FS. Remember; submit this documentation in addition to those items listed above. Copies will suffice. Battalion will maintain a complete copy of the separation orders scanned into ERM under discharge in the DEP Admin folder.

M-14. Disposition of void enlistment documents

a. Commanders must ensure that documents listed below are returned to the MEPS and procedures are established that notify the MEPS of any change in a FS's status. The purpose of notification is to provide MIRS with accurate and current data in accordance with AR 601-210.

b. Documents to be returned to MEPS after the battalion has issued separation orders are as follows;

(1) Original DD Form 2807-1, DD Form 2808, supporting medical documents, and ASVAB test score sheet (Rctg Bn retains duplicate copies of DD Form 2807-1, DD Form 2808, supporting medical documents, and ASVAB test scores).

(2) Order of separation or release order.

(3) After receiving discharge orders scan into GCRC under discharge orders in the DEP Admin folder.

c. Death of a FS. The death of a FS requires the battalion S3 and the SGC to take certain actions; the BN S3 will send a copy of the death certificate to the SGC who will ensure that the document is forwarded to the MEPS Commander. If the death occurred while participating in a military sanctioned event (in accordance with AR 600-8-1 chapter 3) the BN S3 will immediately contact the Casualty Assistance Center. To locate the Regional Casualty Assistance Center for that local area go to the HRC Website; <https://www.hrc.army.mil/site/active/tagd/cmaoc/cmaoc.htm>. On the left side of the page click on Casualty Assistance Centers, than follow instructions on the page. If the case is questionable or if there are questions regarding what actions need to be taken contact the Casualty Assistance Center. Local recruiting personnel will assist by getting a copy of the death certificate or other proof of death (Under NO circumstances will recruiting personnel ask family members of the FS for any documents pertaining to the death). The document must show the cause of death and the date. The S3 will not publish separation orders nor extend a deceased reservist in the DTP.

Table M-1
Basis for separation and required documentation

Basis for separation	Required documentation
Medical disqualification to include, drug addiction, alcoholism, and those individuals that test positive for HIV.	Original or MEPS certified copy DD Form 2807-1, DD Form 2808, and SF 513 (Medical Record - Consultation Sheet) (if applicable), and any other medical papers bearing on the case. Note: DD Form 2808, items 74 through 78, should be annotated as appropriate by the MEPS examining physician. Item 78 should indicate whether the FS should be separated or extended for the purpose of reexamination.
Moral disqualification	DD Form 369, USAREC Form 1037, USAREC FL 41, or (if appropriate) Entrance National Agency Check; approved waiver if waiver was processed; and all other data bearing on conduct disqualification. Note: If the FS has been convicted and sentenced for offense committed after they enlisted, include details of offense and place of confinement.
Hardship	Statement from FS, family member, doctor, clergy, etcetera. Any statement substantiating that hardship exists.
Dependency	Documents substantiating dependency (that is, birth certificate of baby, marriage certificate, etcetera).
Erroneous or defective enlistment	Show that such enlistment has occurred. Senior NCO's or commissioned officer's interview is required. If completed, copy of commander's inquiry or report of investigation, if applicable.
Fraudulent enlistment.	Same as above.
Acceptance of scholarship or pursuit of higher education	Signed statement from the FS requesting separation (USAREC Form 986 can be used), and letter of acceptance from institution indicating award of scholarship, grant, or enrollment into program.
Pregnancy	Original or MEPS certified copy of DD Form 2807-1, DD Form 2808, and statement from physician giving estimated date of birth.
Conscientious objector	Statement from the Future Soldier.

Religious training or appointment as an ordained minister.	Statement from appropriate authority of the church, religious sect, or organization that the Future Soldier has met the requirements for recognition, and has been appointed a regular or duly ordained minister of religion; or that he or she must be separated from military status for further processing into the order, is fully qualified and acceptable for further religious training or that, if separated will be eligible for ordination and will take final vows on or about a given date. Signed statement from Future Soldier requesting separation.
Acceptance of an appointment as a commissioned or warrant officer in a branch of the service or as a commissioned officer of the Public Health Service or Environmental Science Service Administration.	Evidence of appointment and signed statement from Future Soldier requesting separation.
Failure of senior to graduate.	Letter from high school confirming that Future Soldier has dropped out of school or telephonic verification.
Determined no longer qualified for option for which enlisted in the DEP/DTP and declines alternate.	Signed statement from Future Soldier requesting separation. Statement from GC verifying loss of original option.
Enlistment into another service.	Statement from Future Soldier with evidence of enlistment intention from another service.
Apathy or personal problems.	Documentation to support request.
Marriage	Marriage certificate.
Concealment of PS	Copy of DD Form 214 (Certificate of Release or Discharge From Active Duty) or DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge From Active Duty). USMEPCOM PCN 089 verification of PS.
Recruiting error or enlistment.	Statement from GC explaining the error .
Other	Minimum documentation as required and any documentation to support the request.
Death	Entire ERB along with one copy of the death certificate. Notification of death will be reported to HRC by battalion commander. Separation order will not be issued. NOTE: Death certificate must be sent. Other documentation to verify death will be accepted if extenuating circumstances exist, as determined by HQ USAREC, G3, W aivers Branch.

Table M-2
 Authorities for approval and/or disapproval of DEP/DTP separation requests

Approval authority	Basis for separation	Disapproval authority
Battalion	Medical disqualification or psychiatric disorder	CG USAREC
Battalion	Marriage	CG USAREC
Battalion	Pregnancy	CG USAREC
Battalion	Moral disqualification	CG USAREC
Battalion	Hardship	CG USAREC
Battalion	Dependency	CG USAREC
Battalion	Acceptance of scholarship or pursuit of higher education (education above high school level).	CG USAREC
Battalion	Enrolled in training to become or receive appointment as an ordained minister	CG USAREC
Battalion	Acceptance of appointment as a commissioned or warrant officer in a branch of the service or as a commissioned officer of the Public Health Service or Environmental Science Service Administration.	CG USAREC
Battalion	Failure of senior to graduate and does not meet basic enlistment criteria of non-high school graduate.	CG USAREC
Battalion	Determined no longer qualified for option for which enlisted in the DEP/DTP and declines alternate.	CG USAREC
Battalion	Enlistment in another service.	CG USAREC
Battalion	Loss of original option and/or military occupational specialty resulting from temporary disqualification for enlistment and declines alternate.	CG USAREC
Battalion	All other reasons for the convenience of the Government (for example, apathy, personal problems, conscientious objector, no background investigation, aliens).	CG USAREC
Battalion	Erroneous enlistment. Provisions of USAREC Reg 601-45 apply. (Written statement of interview is required to determine if disqualifying information was withheld, either intentionally or unintentionally.)	CG USAREC
Battalion	*Fraudulent enlistment (AR 135-178). (Interview is required to determine if Soldier intentionally concealed disqualifying information.)	CG USAREC
CGUSAREC	In DEP/DTP 365 days. Maximum time in DEP/DTP is 365 days. This period is established by Congress. FSs are not permitted to remain in the DEP beyond 365 days. All violators to this rule must justify in writing, why the individual was retained beyond the limit.	CG USAREC
Battalion	Overweight or underweight.	CG USAREC

Table M-3
Separation authority

Basis for separation	Separation code	Authority
Medical Disqualification-EPTS	ZAA	AR 135-178, paragraph 15-8
Medical Disqualification-NEPTS	ZAB	AR 135-178, paragraph 15-8
Medical Disqualification-Preaccession Drug, Alcohol Testing	ZZY	AR 601-210, chapter 5
Pregnancy	ZAC	AR 135-178, paragraph 15-8
Death	ZAD	AR 135-178, paragraph 15-8
Conduct Disqualification-EPTS	ZBA	AR 135-178, paragraph 15-8
Conduct Disqualification-NEPTS	ZBB	AR 135-178, paragraph 15-8
Apathy/Personal Problem	ZBC	AR 135-178, paragraph 15-8
Refuse to Enlist	ZBD	AR 135-178, paragraph 15-8
Did Not Report on Date Scheduled	ZBE	AR 135-178, paragraph 15-8
Concealment of PS	ZBF	AR 135-178, paragraph 15-8
Dependency Disqualification	ZCA	AR 135-178, paragraph 15-8
Marriage	ZCB	AR 135-178, paragraph 15-8
Personal Hardship	ZCC	AR 135-178, paragraph 15-8
Failure to Graduate From High School	ZDA	AR 135-178, paragraph 15-8
Pursuit of Higher Education	ZDB	AR 135-178, paragraph 15-8
Religious Training or Appointment as an Ordained Minister	ZDC	AR 135-178, paragraph 15-8
Ringer	ZDD	AR 135-178, paragraph 15-8
For USAREC use only	ZDE	AR 135-178, paragraph 15-8
Enlisted in Another Service	ZEA	AR 135-178, paragraph 15-8
Enlisted in Error	ZEB	AR 135-178, paragraph 15-8
Enlistment Misunderstanding	ZEC	AR 135-178, paragraph 15-8
No Longer Qualified for Option and Declines Alternate	ZED	AR 135-178, paragraph 15-8
Other Reason	ZFA	AR 135-178, paragraph 15-8
Transfer to Individual Ready Reserve (Requires USAREC Approval)	ZKC	AR 135-178, paragraph 15-8
For Official Use Only (United States Military Entrance Processing Command (USMEPCOM))	ZZZ	AR 135-178, paragraph 15-8

Notes: EPTS = disqualification(s) existed before the Future Soldier enlisted in DEP or DTP. NEPTS = disqualification(s) occurred after the FS enlisted in DEP or DTP. (see table M-2).

M-15 Order Format and Responsibilities

a. The battalion is authorized to issue separation orders for individuals who will not be enlisting into the RA from the DEP.

(1) Order Format 500 (Separation Order). To separate a member from the DEP who will not be enlisting into the RA (see figs E-1 and E-2).

(2) Order Format 505 (Release Order). To release an individual who entered the DEP erroneously and/or fraudulently (withheld disqualification that existed prior to entry into the DEP). Cases of this nature must be forwarded to battalion commander for final determination prior to publishing order (see figs E-3, E-4, and E-5).

(3) Table M-4 shows order formats.

Table M-4
Separation Order Formats Overview

Order and Format	Authority to Publish	Remarks
Separation (500)	Battalion commander	See appendix D.
Release (505)	Battalion commander (review by HQ USAREC)	Order Format 505 is for cases involving erroneous and/or fraudulent entry in the DEP/DTP. Cases must include written officer or senior NCO interview to determine recruiter involvement as outlined in USAREC Reg 601-45.
Release from RA (505) (see fig E-5)	Battalion commander	When Soldier has sworn in on AD and disqualifying information is revealed prior to leaving the MEPS.

SEPARATION REQUEST (For use of this form see USAREC Reg 601-96)			
SECTION I - TYPE OF SEPARATION			
1. Check one box only:		2. Check one box only:	
<input checked="" type="checkbox"/> DISCRETIONARY <input type="checkbox"/> NONDISCRETIONARY		<input checked="" type="checkbox"/> AC FS <input type="checkbox"/> RC FS <input type="checkbox"/> PRIOR SERVICE <input type="checkbox"/> DAYS OF SERVICE	
SECTION II - FS DATA			
3. NAME (Last, first, MI): Vick, Kristen M.		4. TELEPHONE NUMBER (Include area code): (502) 626-1234	
5. FS DATE (YYMMDD): 11/01/29	6. SHIP DATE OR PADD (YYMMDD): 11/03/22	7. RECRUITER RSID: Pitts/5J1K	8. AFQT AND EDUCATION: 94/13L
9. UNIT:			
a. Name:		b. Telephone number (Include area code):	
c. Street address:		d. City, state, and ZIP Code:	
SECTION III - REASON FOR SEPARATION			
10. REASON (Match cancellation code) (Check one):			
<input type="checkbox"/> Civilian Employment (CE)	<input type="checkbox"/> NAC Pending (NP)	<input type="checkbox"/> Pregnancy (PG)	
<input type="checkbox"/> Declined Enlistment (DE)	<input type="checkbox"/> No Show (NS)	<input type="checkbox"/> Positive HIV (PH)	
<input type="checkbox"/> Death (DT)	<input type="checkbox"/> Discharge Prior to IET (USAR) (DP)	<input type="checkbox"/> Permanent Medical Condition (PM)	
<input checked="" type="checkbox"/> Continuing Education (ED)	<input type="checkbox"/> Declined to Ship (USAR) (DS)	<input type="checkbox"/> Police Record (PR)	
<input type="checkbox"/> Fraudulent Enlistment (FE)	<input type="checkbox"/> Joined Other Component (USAR) (JC)	<input type="checkbox"/> Positive THC (PT)	
<input type="checkbox"/> Fail to Graduate (FG)	<input type="checkbox"/> Unit Request (USAR) (UR)	<input type="checkbox"/> ROTC or SMP (RS)	
<input type="checkbox"/> Hardship (HP)	<input type="checkbox"/> Positive Alcohol Test (PA)	<input type="checkbox"/> Weight Standard (WS)	
<input type="checkbox"/> Moral or Legal (ML)	<input type="checkbox"/> Positive Cocaine Test (PC)	<input type="checkbox"/> Other (Explain in remarks)	
11. REMARKS:			
SECTION IV - VERIFICATION			
12. NAME AND SIGNATURE OF FS (AC and RC):		13. DATE (YYMMDD): 10/03/01	
14. NAME, GRADE, AND SIGNATURE OF RECRUITER:		15. DATE (YYMMDD): 10/03/01	
16. NAME, GRADE, AND SIGNATURE OF STATION COMMANDER:		17. DATE (YYMMDD): 10/03/01	
18. I have confirmed the reason for separation identified above.			
a. NAME, GRADE, AND SIGNATURE OF RECRUITING COMPANY COMMANDER:		b. DATE (YYMMDD): 10/03/01	
19. NAME, GRADE, AND SIGNATURE OF RECRUITING BATTALION COMMANDER:		20. DATE (YYMMDD): 10/03/06	
21. NAME, GRADE, AND SIGNATURE OF GUIDANCE COUNSELOR:		22. DATE (YYMMDD): 10/03/06	

USAREC Form 986, Rev 1 SEP 12

PREVIOUS EDITIONS ARE OBSOLETE

V3.10

Figure M-2. Sample of a completed USAREC Form 986

RCTG BN LETTERHEAD

(Regular bond paper not preprinted letterhead paper)

ORDER NO. (See AR 600-8-105)

Date: (Date order is published.)

Standard Name Line: (Name: Last, First, Middle, Jr., Sr., etcetera.) (SSN- see DD Form 4/1, item A-1, A-2, and A-3 enlistee's home of record.)

You are separated from component indicated. (Constant information will not change, AR 600-8-105.)

Authority: AR 135-178 (Constant information will not change, AR 600-8-105.)

Effective Date: (Date that Rctg Bn commander makes final decision to separate is when GC cancels off REQUEST . If effective date is different from date order is published, "VOCO Confirmed" will immediately follow effective date.) (See Fig E-2.)

Component: AR FUTURE SOLDIER PROGRAM, FOR T KNOX, KY 40121. (Constant information will not change, AR 600-8-105.)

Additional instructions: (Constant information will not change, AR 600-8-105.)

FOR ARMY USE: (Constant information will not change, AR 600-8-105.)

HOR: (See DD Form 1996/1, section 1, item 4.)

Format: 500 (constant information will not change).

SIGNATURE BLOCK

RCTG BN COMMANDER

(Signature block will be Rctg Bn commander, signature authority can be delegated as authority permits in AR 600-8-105 (for example, adjutant, assistant adjutant).)

DISTRIBUTION:

1-each enlistee concerned (enlistee's address)

1-Rctg Bn Record Set

1-Rctg Bn FSP Separation Record Copy (MPRJ)

1-each MEPS concerned (MEPS address)

1-Commander, HRC-St. Louis, ATTN: ARPC-PRA-R, 9700 Page Blvd, St. Louis, MO 63132-5200

RCTG BN LETTERHEAD

(Regular bond paper not preprinted letterhead paper)

ORDER NO. (See 600-8-105)

Date: (date order is published)

Standard Name Line: (Name: Last, First, Middle, Jr., Sr., etc) (SSN-see DD Form 4/1, item A.1, A.2, and A.3 enlistee's home of record.)

NOTE: If enlistee entered the DEP/DTP using a false name or social security number, enter the enlistee's actual name and social security number in the Standard Name Line.

You are released from custody and control of the Army DEP/DTP, Fort Knox, KY 40121, on the effective date indicated. (Constant information will not change, AR 600-8-105.)

Effective Date: (The date of enlistment on DD Form 4/1, block 5.)

Additional Instructions: Authority AR 135-178. (Add the following only if enlistee entered the DEP/DTP using an assumed name or false social security number, enter example "you entered the Army FSP using the name, "John E. Jones" or using the false social security number, "123-45-6789.")

FOR ARMY USE: (Constant information will not change, AR 600-8-105.)

HOR: (See DD Form 1966/1, section 1, item 4.)

Format: 500 (constant information will not change).

SIGNATURE BLOCK
RCTG BN COMMANDER
(Signature block will be Rctg Bn commander, signature authority can be delegated as authority permits in AR 600-8-105 (for example, adjutant, assistant adjutant).)

DISTRIBUTION:

- 1-each enlistee concerned (enlistee's address)
- 1-Rctg Bn Record Set
- 1-Rctg Bn FSP Separation Record Copy (ERM)
- 1-each MEPS concerned (MEPS address)
- 1- Cdr, HRC-St. Louis, ATTN: ARPC-PRA-R, 1 Archives Dr, St Louis, Mo 63138

(Appropriate Letterhead)

OFFICE SYMBOL

MEMORANDUM FOR (Unit Commander of USAR TPU Enlistee)

SUBJECT: Preaccession Drug Test Results

1. This memorandum is to notify you that (enter USAR enlistee's name and last four of SSN), who was enlisted into your unit on (enter date of enlistment), has been determined ineligible for military service.
2. The preaccession drug test results indicated a disqualifying amount of (enter type of drug, that is, marijuana, cocaine).
3. The training reservation for this individual has been canceled and the individual must be discharged as EPTS-medical in accordance with AR 135-178, paragraph 6-6b (2).
4. Request a copy of the individual's discharge orders be provided to this headquarters.
5. The point of contact at this headquarters is (enter battalion's S3 name and telephone number).

Battalion Commander's Signature Block

Appendix N

Before Ship Quality Control Record Checks

N-1. Purpose

This appendix establishes procedures for conducting before ship QC record checks in addition to the requirements in AR 601-210, chapters 5 and 6.

N-2. General

a. A systematic approach must be taken while conducting the before ship QC record check. The steps identified in the following paragraphs will assist the MEPS GC in identifying deficiencies which can be corrected prior to the applicant shipping to AD or IADT.

b. A properly conducted before ship record check represents the final opportunity for the MEPS GC to ensure the new Soldier's enlistment qualifications are revalidated and his or her transition from civilian to military life is as smooth as possible. Undiscovered errors made due to oversights by the MEPS GC can have far-reaching and severe impact on an individual's military career and the Army. Therefore, strict attention to detail during this process and adhering to regulatory guidance and USAREC directives is mandatory.

N-3. Procedures

a. Between 7 and 30 working days prior to the FS's scheduled AD or IADT date, GCRc will place the applicant's enlistment record in the GCRc inbox. The MEPS GC will review the enlistment record for completeness and accuracy. When possible, it is strongly recommended that a MEPS GC other than the one who enlisted the Soldier conduct the before ship QC record check. This allows for another "set of eyes" to review the record.

b. Verify all source documents used to substantiate enlistment eligibility. The MEPS GC will examine all source documents in the enlistment record to ensure they meet the guidelines of AR 601-210, paragraphs 2-1c through 2-1e.

(1) Any source document that is missing or does not meet the requirements of AR 601-210, paragraph 2-1, must be annotated on the QC summary sheet in GCRc.

(2) Facsimile copies can be used as source documents, but hard copies must be present in the enlistment record in order for the FS to ship unless the approving authority has granted an exception. Facsimile copies will be annotated on the QC summary sheet. In accordance with AR 601-210, paragraph 2-1d, and the operational change, facsimiles may be used for shipment when undue delay would occur or the applicant would lose his or her options or shipment. The SGC, operations NCO, or S3 must authorize the use of facsimiles in those instances. This authorization must be in the free-form Remarks section of the GCRc record so that it can be annotated on DD Form 1966/4, Remarks section.

(3) Any missing documents identified will be indicated in the text box of the GCRc QC workflow. This will create an e-mail from the SGC all the way down to the recruiter.

(4) FSs who have dependents must be advised to take marriage certificate (marriage certificates must be the one that was certified as filed at the county clerk's office and reflect the file number), children's birth certificates (dependent birth certificate must be state certified from the Bureau of Vital Statistics. Dependent birth certificate must also show the name of at least one parent), divorce decrees, and other evidence required to substantiate entitlements to the RECBN and MEPS. Documents must be certified originals, court-certified copies or certified photocopies that reflect the file number. All married FSs will need to have a photo copy of the spouses ID (for example, driver's license, state ID, passport, etcetera.). In order to process a Soldier's spouse for DEERS; Personnel Administration Branch (PAB) at the RECBN requires a photo copy to scan into the Soldier's record. Without the copy the system will not generate the DD 1172 for enrollment into DEERS. A Soldier's dependents will not receive an ID card until the Soldier arrives at their first duty station or returns to the AR unit of assignment. Unmarried FSs who have dependents and are required to pay court ordered child support "MUST" present court documents with the proof of the requirement to pay child support. The court document must indicate the amount that is required to be paid. All Soldiers who have dependents are required to hand carry copies of their dependent's SSN cards or numidents and birth certificate(s) in order to enroll their dependents into DEERS. FSs that arrive at the RECBN without copies of these documents may not be allowed to enroll their dependents into the DEERS system. The QC summary sheet will be annotated as to which original documents are required on ship date.

(5) Documents received after DEP/DTP -in (HSD, driver's license, dependent verification, etcetera,) will be

scanned into the Core Document folder in the ERM database. GCRc will date time stamp any documents that were scanned into the ERM database after the DEP/DTP -in date.

c. Verify the REQUEST reservation. The validity of the reservation is based upon the data entered by the GC. If incorrect data was entered, there is a possibility of an erroneous enlistment. Any errors need to be brought to the attention of the SGC. At a minimum, the GC will verify the following data fields on the REQUEST reservation:

- (1) Name and SSN.
- (2) The enlistment type of the applicant (NPS, PS, or DOS).
- (3) Gender.
- (4) Physical profile.
- (5) Color perception - Normal, Red/Green, or None.
- (6) Education level.
- (7) AFQT.
- (8) Line scores.

d. Verify the qualifications for option(s) and program(s) selected. Although the enlistment record has been QC'd many times at this point, this will be the final opportunity to re-verify the FS's qualifications pertaining to conduct, medical, and enlistment option(s) and program(s) prior to shipping to AD. Verify appropriate waivers were obtained (if applicable), and all required checks are present. A careful review of the SF 86, DD Forms 369, USAREC Form 1037, and any court dockets that were required will be conducted to ensure all conduct qualifications for enlistment were met. All missing or faxed documents will be identified and posted in the text box of the QC workflow to ensure company commanders, 1SGs, and SCs are aware of all documents necessary for the applicant to ship.

(1) Review the medical data on the DD Form 2807-1, DD Form 2808, USMEPCOM 40-1-15 and the GCRc USMEPCOM PCN 680-3ADP. Special emphasis will be placed on ensuring the FS had a valid physical on ship date and negative DAT and HIV results are posted. Expired physicals will be brought to the attention of the SGC to ensure arrangements are made with the MEPS medical section and the FS (via the company commander or 1SG) immediately.

(2) Verify the FS's MOS qualifications utilizing the REQUEST QUALS file, AR 601-210, and DA Pam 611-21. When discrepancies arise between these references, DA Pam 611-21 will have precedence. Emphasis will be placed on those qualifications unique to certain MOSs such as height requirements, law violations, special tests, typing requirements, driver license, distant or near vision, depth perception, etcetera.

(3) Ensure FSs enlisting for the Loan Repayment Program (LRP) have a qualifying loans in accordance with UR 621-1 and any appropriate UMs by reviewing the FS's promissory notes. If the promissory notes are not in the ERM database, the GC will annotate the text box of the QC workflow to ensure the chain of command is aware of any situation the applicant may have prior to shipping. FSs are not authorized to ship unless they have their promissory notes in their possession (no exception will be authorized). Promissory notes will be scanned into the Core Admin folder in the ERM database.

e. Verify the status of the FS's tech check and security clearance submission status. Follow proper procedures established in appendix J.

f. Review the enlistment record for completeness and accuracy in accordance with the applicable appendixes of this regulation and AR 601-210. Emphasis will be placed on the enlistment annex to ensure the applicant's MOS and primary and associated options are the same as listed on the REQUEST printout. Only those options and incentives listed on the automated enlistment annex will be considered valid. Anything written into or on the enlistment annex or on DD Form 1966/4 will not be valid.

g. Once the GC completes the QC, an e-mail message is generated from GCRc to the recruiter, SC, 1SG, and company commander informing them of the record status and additional documents that may be required.

Appendix O

DEP-Out Procedures

O-1. Purpose

This appendix provides a systematic approach in accessing AD FSs from the DEP into the RA and AR FSs onto IADT or AIT.

O-2. General

A FS's accession from the DEP to the RA represents the last opportunity to ensure his or her enlistment qualifications are validated. Any errors at this point can invalidate an enlistment and create many hardships on the applicant as well as the Army. It is imperative that all MOSs, options, incentives, and qualifications are carefully reviewed. Therefore, close attention to detail and strict compliance to regulatory guidance and higher headquarters directives are mandatory. DEP-out procedures will be accomplished in accordance with this appendix and AR 601-210, chapters 5 and 6.

O-3. Procedures

Once the FS passes his or her physical inspection, the SGC will assign a MEPS GC to process the FS for accession from the DEP to the RA. The responsible MEPS GC will perform the following procedures:

a. Review the DD Form 2807-1 and DD Form 2808 and US MEPCOM 40-1-15 for any additional medical information that was revealed during the inspection. Special emphasis will be placed on ensuring negative DAT and HIV results are posted. The DD Form 2807, DD Form 2808, USMEPCOM PCN 680-3ADP, and all additional medical documents will be scanned into the Medical folder in the ERM database.

b. Review the FS's MOS to ensure all qualifications have been met. Certain MOSs will require special qualifications. Specific requirements of some of these MOSs are a Soldier's height, DLAB score, driver's license, depth perception test, distant and near vision, flight physicals, etcetera.

c. Review the FS's option(s) to ensure all qualifications are met.

(1) FSs who selected an airborne option will require a "Basic Airborne Qualified" stamp on their DD Form 2808. The following statement will also be added to DD Form 1966/4: "Airborne qualified at _____ MEPS on _____ (date)." The MEPS GC will enter the airborne statement using the free-text menu in GCRc. MEPS GC will also scan in the SF 600 into the Medical folder of ERM.

(2) Special care will be taken to identify those FSs who have selected the associated Option 27; LRP. Those who have selected the LRP are not authorized to access to training without their promissory notes, forbearance, or verification of eligible loans. The GC will use the processing procedures found in USAREC Reg 621-1 and any appropriate USAREC messages when processing all LRP recipients. The SGC will ensure the GC forwards the following documentation on ship day to: Commander, HRC, ATTN: PDF-E, Dept 480, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-8222. There is no requirement to overnight mail this documentation. Normal postal service will be used.

(a) DEP-out dynamic annex.

(b) DD Form 1966 series (to include the Remarks section).

(c) DD Form 2366.

(d) Promissory note(s) and/or letters of deferments or forbearances obtained by the FS.

Note: These forms will be printed from the ERM database.

(e) USAREC Form 1232 (Loan Repayment Program Inprocessing Counseling).

d. Conduct a personal interview prior to printing the DD Form 1966/1 with the applicant to ensure any changes during DEP enlistment are properly documented in the enlistment record. During the interview, the MEPS GC will:

(1) Review the personal data on the USMEPCOM PCN 680-3ADP screen in GCRc. Any changes that need to be made must be done on the screen; otherwise the changes will not print on the new forms.

(2) Review the questions in paragraph G-4d. Inform the FS that any concealed information could have great consequences to his or her military career. Update the enlistment record as needed.

(3) Ask the FS if he or she has any reason to believe he or she should be promoted to a higher enlistment pay grade. This is the time to identify problems with promotions, not at the training base.

(4) Ensure the FS has a picture ID in his or her possession prior to accession.

(5) Scan into the appropriate folder, copy, and certify all additional documentation provided by the FS to substantiate changes in his or her enlistment record. For those FSs that have enlisted for an MOS that requires a driver's license the GC will verify that the expiration date is after completion of AIT and that it is an actual driver's license. The GC will scan the driver's license in ERM again on ship date enlistment record.

(6) Ensure all shippers have their dependents (including spouse) SSN cards or Numidents scanned into their GCRc records. All SSN cards and/or numidents will be scanned into the same folder, Dependents SSN Cards, listed under Core Documents. FSs are required to hand-carry copies of their dependent's SSN cards and/or numidents in order to enroll their dependents into the DEERS.

(7) Have the FS hand-carry copies original or certified originals, court-certified copies or certified photocopies

that reflect the file number of dependent's birth certificates, marriage license, and his or her hard copy driver's license.

(8) Special emphasis will be placed on ensuring the REQUEST reservation; DD Form 4 series, automated ship annex, and the GCRc USMEPCOM PCN 680-3ADP are accurate based on the FS's enlistment record and changes provided.

e. GCRc will code the DD Form 1966/1, items 18-19, in accordance with AR 601-210, paragraph 6-12 and figure 6-1.

f. Complete and sign the ship annex for the enlistment option(s) and program(s) selected. For PS and DOS Soldiers, ensure a copy of the DD Form 4 series along with the DD Form 368 are forwarded to the FS's unit the same day the FS is given the Oath of Enlistment. For IRR members the DD Form 4 series and DD Form 368 will be forwarded to the Commander, HRC, ATTN: DARP-PAT-R, 9700 Page Boulevard., St. Louis, MO 63132-5200. For IRR members of the Navy, Air Force, Marines, and Coast Guard refer to AR 601-210, paragraph 5-22. This is the responsibility of the shipping MEPS GC.

g. Verify tech check results. Follow the procedures identified in appendix J and any other directives provided by higher headquarters.

h. Forward the enlistment record to the SGC. The SGC will review the enlistment record for completeness and accuracy prior to sending the FS to the MEPS control desk.

i. The following documents will be printed at the same time the FS ships to IADT, training, or permanent party:

(1) Automated ship annex (all) (annex B for everyone).

(2) SF 86 (all) (gaining MEPS. This will put the FS on the gaining MEPS processing list).

(3) Perform a thorough check of the enlistment record. Ensure that all necessary documents have been completed and verified as required. Missing documents must be brought to the attention of the originating MEPS SGC.

(4) Contact the battalion operations section to determine the gaining recruiting station identification. Ensure this is reflected in the GCRc record.

(5) When necessary, contact the gaining RS to remind the individual regarding any required documentation needed to access to AD.

j. When the FS accesses or when a problem arises, contact the losing SGC in order for him or her to take the appropriate action(s).

k. It is very important that all SGCs and operations NCOs follow these processing and accession procedures. At no point will the applicant or shipper be forwarded to the USMEPCOM operations section for processing or accession without the SGC reviewing the enlistment record for qualification, completeness, and accuracy. All applicants will be cleared out of the "Pending DEP Confirm, Pending Enl Confirm, and Pending Ship Confirm" tabs before the SGC/BN/BDE/OPS departs each day. The only applicants authorized overnight on these tabs are authorized reservation holds and FSR2S reservations.

O-4. Courtesy shippers

a. When the necessity arises to ship an individual who enlisted from another MEPS, it is imperative the FS receives the same red-carpet treatment from the gaining MEPS. The GC will ensure the FS meets all qualifications for the enlistment options and programs selected, then confirm all documents are properly completed. Once a review is done, the GC will e-mail the ENSQ information to the shipping MEPS GC.

b. Prior to the FS's ship day, the gaining battalion operations section or SGC will take the following actions:

(1) Ensure the FS's record has been transferred. The losing SGC will need to make a ship projection to the gaining MEPS. This will put the FS on the gaining MEPS processing list.

(2) Perform a thorough check of the enlistment record. Ensure that all necessary documents have been completed and verified as required. Missing documents must be brought to the attention of the originating MEPS SGC.

(3) Contact the battalion operations section to determine the gaining recruiting station identification. Ensure this is reflected in the GCRc record.

(4) When necessary, contact the gaining RS to remind the individual regarding any required documentation needed to access to AD.

c. When the FS accesses or when a problem arises, contact the losing SGC in order for him or her to take the appropriate action(s).

d. It is very important that all SGCs and operations NCOs follow these processing and accession procedures. At no point will the applicant or shipper be forwarded to the USMEPCOM operations section for processing or accession

without the SGC reviewing the enlistment record for qualification, completeness, and accuracy. All applicants will be cleared out of the “Pending DEP Confirm, Pending Enl Confirm, and Pending Ship Confirm” tabs before the SGC/BN/BDE/OPS departs each day. The only applicants authorized overnight on these tabs are authorized reservation holds and FSR2S reservations.

Table O-1
USAREC liaisons

Liaisons	Address and Telephone Number
Fort Benning	30th AG Battalion (Reception) Building 3020 Fort Benning, GA 31905-5770 DSN 784-9214 Commercial (706) 687-6929/6932 Fax (706) 689-1392
Fort Jackson	120th AG Battalion (Reception) Building 1895 Fort Jackson, SC 29207-6700 DSN 734-4222/5416 Commercial (803) 751-5416 Fax (803) 751-4394
Fort Leonard Wood	43d AG Battalion (Reception) Building 2100 Fort Leonard Wood, MO 65473-5000 DSN 581-3613/0657 Commercial (573) 596-0567/3613 Fax (573) 596-0662
Fort Rucker	U.S. Army Aero Medical Center Building 301, ATTN: HSY-AER Fort Rucker, AL 36362-5333 Commercial (334) 598-8955 Fax (334) 598-9021
Fort Sill	95th AG Battalion (Reception) Building 2858 Fort Sill, OK 73503-6102 DSN 639-2610/5008 Commercial (580) 442-2610/5008 Fax (580) 581-1267
Lackland Air Force Base	U.S. Army Element E Company DLI Lackland AFB, TX 78236-5680 DSN 473-3553/3554/3004 Commercial (210) 671-3553/3004 Fax (210) 673-0850

Appendix P

Reports and Records

P-1. Purpose

This appendix establishes the requirement to run daily reports from MIRS, REQUEST, and GCRc.

P-2. General

a. Automated systems provide data relating to applicant processing, reservations, cancellations, accessions, renegotiations, and results of medical and ENTNAC reports received daily. Completing these reports will reduce the number of GC errors and facilitate timely and efficient transfer of data to the HRC database. All GC shops and battalion and brigade operations sections will complete all reports outlined in this appendix. Processing reports will be maintained for 3 years unless otherwise specified.

b. If at 7 days you do not have DAT, 3 days for HIV, or 21 days for ENTNAC results, GCRc will generate an e-mail and send it to the SGC and operations NCO informing them that the results are not back. The SGC will contact the appropriate MEPS staff member to determine if there is a problem with the submission or the FS needs to return for testing or fingerprinting.

c. After enlistment, all enlistment records will be maintained in the ERM database.

P-3. Required USMEPCOM reports (GC shop)

a. MIRS Report 18 - Daily HIV Report (USMEPCOM PCN ZHM005); MIRS Report 9 - Daily DAT Report (USMEPCOM PCN ZHM002); and MIRS Report 23 - Daily ENTNAC Submission Report (USMEPCOM PCN ZHM003) are required to be completed daily.

b. Procedures for obtaining MIRS reports. Reports required from MIRS are located in the "Service" module. GCs will select "Service," "View Only," "Process Results," and "MEPS Workload." Enter the current date, service processing for, and enter number for the desired report. Information contained in these reports will be presented to the MIRS terminal screen and will print using the Shift and F6 keys pressed simultaneously.

c. USMEPCOM PCN ZHM002 provides lab results and codes for drug and alcohol use.

d. USMEPCOM PCN ZHM003 provides a consolidated list of ENTNAC submissions for the processing day. The report contains the names, SSNs, service processing for, projected active duty date, and submit code. (ENTNAC path "M" is the only acceptable path.)

e. USMEPCOM PCN ZHM005 provides lab results and codes for HIV infection.

f. A copy of these reports will be attached to the USMEPCOM Form 727-E and maintained in the recruiting files in the GC shop (current year, plus previous 2 years). All USMEPCOM reports will be maintained with the processing list for each day in the active files for each recruiting year.

P-4. Required REQUEST reports (brigade and battalion operations)

a. The SGC will be held responsible for the completion and accuracy of all reports.

b. The SGC will also verify that the before ship QC check is completed and the individual has favorable HIV results, DAT results, tech check results, and required security clearance submission.

(1) (Monthly) Projected Shipper Report by Component. This report will be provided to the USMEPCOM Travel Section on the last Thursday of the calendar month.

(2) (Weekly) Projected Shipper Report. After a complete review with known losses, this report will be provided to the MEPS Travel Section no later than close of business each Thursday. This will reduce the number of last minute cancellations of airline tickets purchased through the Recruit Travel Program.

c. The battalion operations NCO will complete the following reports daily to ensure completion of all enlistment processing.

(1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.

(2) AR Shippers (unconfirmed) to ensure all shippers have been confirmed.

(3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(4) AR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.

(6) AR Reservations (confirmed) to ensure all enlistments have been confirmed.

(7) Unconfirmed Shippers. This will be used by the battalion to ensure all shippers are confirmed at the GC shop. All shippers will be cleared from "Pending Ship Confirm" at the end of the day (for example, renegotiation,

and DEP loss, move ship day within the RSW).

d. Battalion reports will be run by the battalion office code with “include subordinate” selected to ensure all applicants processing for the battalion are accounted for.

e. If the SGC verifies a shipper who did not ship, the battalion S3 must report the error by e-mail to HQ USAREC. The S3 must explain how the error occurred, the corrective action taken, and what will be done to prevent a recurrence. The S3 will send the message directly to rcro-pp@usarec.army.mil.

f. Battalion Disposition Roster. The disposition roster accounts for all new enlistments, RA and AR, same-day cancellations, renegotiations, DEP/DTP losses, RA shippers, and unconfirmed accessions. This report is provided through the Report Management Zone (RMZ).

g. Since the applicant’s complete enlistment record will be maintained in the ERM database, there is no requirement to maintain a residual file at the battalion headquarters. (This only pertains to applicants enlisted under the GCRc Program). The battalion will have access to the applicant’s record in the ERM database for the remainder of the current year, plus the next 2 years.

h. The S3 will perform a 20 percent random record check on all enlistments for each Phase Line and a 20 percent verification of all shippers each RSM. The enlistment record will be checked for completeness and documents will be verified (for example, calling schools for education verification) for accuracy. A list (MFR format) of all records checked and verified will be scanned into the applicant’s DEP Admin folder in the ERM database for inspection.

i. All reports required by this appendix, as well as the USMEPCOM Form 727-E will be filed electronically in a common file on a daily basis.

j. The brigade operations NCO will complete the following reports daily to ensure completion of all enlistment processing:

- (1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.
- (2) AR Shippers (unconfirmed) to ensure all shippers have been confirmed.
- (3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
- (4) AR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
- (5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.
- (6) AR Reservations (confirmed) to ensure all enlistments have been confirmed.
- (7) RA Production.
- (8) AR Production.

k. Brigade reports will be run by the brigade office code with “include subordinate” selected to ensure all applicants processing for the brigade are accounted for.

l. Reports will be ran, verified, and attached to the Disposition Roster for the same date.

m. All brigades are required to close out the end of day with HQ USAREC by telephonically contacting the ROC.

n. Web-based REQUEST report to check flagged REQUEST records.

(1) SGC will log into REQUEST daily to check all flagged records of pending RA and AR shippers. Once records have been identified as flagged, the SGC will take immediate corrective action to fix the record.

(2) To check for flagged records the SGC will logon to REQUEST, select the Reservations tab, put in appropriate office code, go to select list, Flagged Reservations and click on Go. This list will show the reservations that are currently in a flagged status. Select the FS and click the Disqual Reason button at the bottom of the page. This will show you the reason the reservation is in a flagged status. The SGC will verify the actual ship date and work the records with the earliest ship date first. Once the stated problem is corrected, REQUEST will move the record out of the flagged status.

(3) Since the record problems deal with incentives or qualifications, it is imperative that the flagged records are worked well in advance to prevent shipper delay in case a RENO is necessary.

(4) The Flagged Reservation Report will be run daily, this is in addition to the reports that the SGC is required to run.

(5) Battalion operations will pull the Flagged Reservation Report weekly, looking forward 2 weeks, to ensure compliance (part of the Future Soldier Asset Inventory). Go to O-reports, shipper, with a ship date range of at least 2 weeks; you have to run separate reports for RA and AR.

(6) Select the unverified shipper; at the top of the report select Flagged Reservation codes. Select the office code with “include subordinate” to ensure accountability of all shippers.

(7) Reason codes are:

(a) N = Applicant no longer qualifies.

(b) Q = Applicant still qualifies; required to ship.

- (c) U = Unknown, qualifications not reevaluated.
- (8) Operations personnel will also add this report to weekly regulatory reports.

P-5. Procedures for completing GCRc end-of-day reports

SGCs will ensure accurate and complete dispositions are entered on all processors. The following will detail the completion of the GCRc end-of-day reports.

a. At 1600 local time the SGC must/will pull ship & enlistment reports. The SGC will be required to enter the end-of-day result codes for all of these applicants.

b. The following codes are used for the GCRc processing list (Select a Person screen) in GCRc:

- (1) Proj Src (Projection source).
 - (a) G = GCRc.
 - (b) L = Leads.
 - (c) M = MIRS.
- (2) MIRS Src (MIRS projected).
 - (a) Blank = Not projected.
 - (b) S = Sent to MIRS.
 - (c) T = Confirmed MIRS projection.
- (3) Act (Action projected for).
 - (a) D = DEP-in.
 - (b) A = Enlist only.
 - (c) B = Enlist and ship.
 - (d) C = Ship only.
 - (e) X = Other processing.
- (4) ARR (Arrival indicator).
 - (a) Y = Applicant has arrived at MEPS.
 - (b) Blank = Has not arrived.
- (5) RSLT CODE (End-of-day result codes).
 - (a) A = REQ TEST (Requires additional test).
 - (b) B = TEST REJ (Failed ASVAB).
 - (c) NOT QUAL = Does not qualify for enlistment.
 - (d) D = Refused to enlist.
 - (e) F = NO HELP (Applicant qualifies for enlistment, no jobs available).
 - (f) G = NO CHG (No change from last status).
 - (g) H = CONFER (Applicant needs to confer with influencers).
 - (h) I = OPT NOT POSS (Applicant desired job or option combination not possible).
 - (i) J = DTP DIS (AR cancellation).
 - (j) K = DEP DIS (RA cancellation).
 - (k) L = LAW (Applicant revealed law violations, DD Form 369 required).
 - (l) M = SHOP (Applicant shopping).
 - (m) P = PMR (Permanent medical disqualification).
 - (n) Q = Qualify (Qualified not scheduled to enlist).
 - (o) R = RENO (Reno completed).
 - (p) T = Temporary medical disqualified.
 - (q) U = ADMIN (Could not enlist for an administrative reason).
 - (r) Window = Wants to leave outside of available DEP constraints.
 - (s) X = ELOPE (Left MEPS prior to finishing processing).
 - (t) Y = FROZEN (Desired MOS currently on the frozen list).
 - (u) Z = NO OPT (Qualified for enlistment, no jobs available).
- (6) NAME (Self-explanatory).
- (7) PKT STAT (Record status).
 - (a) GO = Approved record.
 - (b) NO GO = Disapproved record.
 - (c) BLANK = Record has not been QC'd yet.
- (8) E Valid (E-validation indicator). Y = Packet passed level 4 validation (ENSQ level validation).

- (9) SSN (Self-explanatory).
- (10) ED LVL (Education years and level).
- (11) AFQT (ASVAB AFQT score).
- (12) RSID (Self-explanatory).
- (13) MEPS (Self-explanatory).
- (14) SEX (Self-explanatory).
- (15) SPF (Service processing for).
 - (a) DAR = RA.
 - (b) DAV = AR.
 - (c) DAZ = Army nonapplicant.
- (16) PS (PS indicator).
 - (a) Y = Applicant has PS.
 - (b) N = Applicant has no PS.
- (17) DAY (Arrival day).
- (18) HOUR (Arrival hour).
- (19) MED (Medical test required).
 - (a) F = Full physical.
 - (b) R = Re-physical.
 - (c) I = Inspect.
 - (d) C = Consult as required.
- (20) MED CNSLT (Medical consult required).
 - (a) A = Allergy.
 - (b) B = Neurology or Neurosurgery.
 - (c) C = Cardiology.
 - (d) D = Dermatology.
 - (e) E = Ear, nose, throat (includes audiology).
 - (f) G = Gynecology.
 - (g) I = Ophthalmology.
 - (h) M = Internal Medicine.
 - (i) O = Orthopedics.
 - (j) P = Psychiatry.
 - (k) S = Surgery (General).
 - (l) U = Urology.
- (21) TEST (ASVAB required).
 - (a) E = Initial.
 - (b) 1 = 1-month retest.
 - (c) 6 = 6-month retest.
 - (d) C = Confirmation.
 - (e) R = MEPS commander authorized retest.
- (22) SPEC TEST (Special test required).
 - (a) 1 = DLAB (Defense Language Aptitude Battery).
 - (b) 3 = ECLT (English Comprehension Language Test).
 - (c) T = AFAST (Alternate Flight Aptitude Selection Test).
 - (d) U = EDPT (Electronic Data Processing Test).
 - (e) V = Radio Communication Analysis Test.
 - (f) Y = APT (Audio Perception Test).
- (23) TYPE (Projection type).
 - (a) P = Projection.
 - (b) S = Same-day processor.
 - (c) N = Night tester.
 - (d) T = Night tester, next day projection.
 - (e) H = Holdover.
 - (f) K = Same-day processor (walk-in).
 - (g) W = Walk-in.

- (h) M = Military Entrance Test (MET) site tester.
- c. The result of the Select a Person query contains two hyperlinks that will allow the GC to view information without accessing the applicant's record.
 - (1) NAME: This hyperlink calls the USMEPCOM PCN 680-3ADP screen to "Send a Build to REQUEST."
 - (2) PACKET STATUS: This hyperlink calls the last QC summary and provides the GC a quick look to determine what information is needed.

Appendix Q

Army Reserve Specific Processing

Q-1. Purpose

This appendix establishes policies and detailed procedures to ensure applicants are properly processed for enlistment, shipped to IADT, and separated from the AR.

Q-2. Alternate Training Program Enlistment Procedures

In order to qualify for the Alternate Training Program, an applicant must be:

- a. A Currently In High School-CIHS (109) applicant; Applicants must have a letter from their school that indicates they are currently a junior(11th grade) in high school; when their last day of school for their junior year is, the start date for their senior year, and the anticipated graduation date from high school. If the applicant's training ends after the beginning of the school year, a letter from the school acknowledging this is required. The letter must state the school is aware the applicant will start classes after the beginning of the school year and will not be penalized because of military training. In addition, a letter must also come from the parents acknowledging that they are aware that their son or daughter will return from military training after the beginning of the school year.
- b. A High School Senior-HSSR (11S) that has been accepted to college; must provide enrollment letter and dates classes begin in the fall and the tentative date the college year is scheduled to end.
- c. A college student that is enrolled in college must provide college transcripts (if available) and an enrollment letter that provides the dates for current school year ending, next school year start date and tentative ending of the next school year. No memo is required for late return for college students.
- d. A seasonal employee (that is, skilled trades individuals, teachers etcetera); need a memorandum from employer detailing time period that the applicant is available to train due to employment conditions.
- e. Once a FS ships to BCT, the information is populated to the SWAR Report in REQUEST.
- f. The MEPS GC will make the reservation only after verification that a Soldier has completed BCT. This verification can be made by receiving the DD Form 220 or by verifying BCT Graduation Date on the SWAR report in REQUEST. The recruiter or Future Soldier Leader (FSL) for that Soldier will still notify the MEPS when the Soldier has completed BCT and the Soldier cannot ship to Phase II without the DD Form 220 scanned into ERM. To preclude unnecessary delay at training sites, the following actions are required as applicable:
 - (1) Check with Soldiers for any QUALS disqualifications and for any recent involvement with law enforcement agencies or pending court appearances that may preclude IADT shipment. Procedures in "a" and "b" above will be followed.
 - (2) After SP2 reservation is made, the request for orders, utilizing current data provided by the unit will be submitted to MEPS. This order will then be scanned into ERM and the RS notified. The recruiter/FSL will provide a copy of the order to the Soldier and the Soldier's unit.
 - g. The recruiter/FSL will Screen Soldier's official military personnel records and ensure that finance, clothing, medical/dental, and physical training records are not missing. If records are missing, contact the TPU for assistance. The Soldier will not be shipped if they are missing any records.

Note: Missing records are a high visibility problem for Phase II Soldiers.

- (1) The recruiter/FSL will inform the Soldier that he or she will remain at the training base until MOS qualified.
- (2) If the Soldier has been promoted, DA Form 4187 (completed by the TPU) must be included in the ship record and scanned into the DTP Admin folder in the ERM database. To determine proper grade for shippers a suspense file will be set up and maintained for the following actions:
 - (3) Four months prior to ship date the recruiter/FSL will contact the TPU either in writing or telephonically, using an MFR, to determine the Soldier's status, including pay grade and present address. The record of this contact

will be maintained in the shipper's file and scanned into the DEP/DTP Admin folder in the ERM database.

(4) MEPS will not amend an order to show a new pay grade once the Phase II order has been published.

(5) Promotion documents on Soldiers promoted after the MEPS order was published will be provided to the recruiter/FSL and forwarded to the RECBN with the Soldier.

h. The recruiter/FSL will make contact either in writing or telephonically no later than 30 days prior to ship date requesting Soldier's Ship records. The Soldier's Ship records must arrive at the RS no later than 7 days prior to ship date. If the recruiter/FSL is not in receipt of the Soldier's Ship records at this time, the recruiter/FSL will immediately notify the Soldier's TPU. It is the TPU's responsibility to ensure that all possible resources are utilized to have the Soldier's Ship records brought to the RS. If all attempts fail, battalion operations will obtain permission from the respective training base to ship the Soldier with a copy of their ERM record maintained in GCR. Once approval has been obtained, forward request for exception to HQ USAREC, G3, RCRO-EEP, via appropriate brigade. All Phase II records will include the following:

(1) The Soldier's ship record will consist of the following: 201 File (to include DD Form 220), training records, security clearance documentation, promotion orders, equipment operator's qualification information if required, medical and dental records, clothing records and PT Card DA Form 705.

(2) All Phase II shippers are required to have their full initial issue to include Army Service uniform (ASU) when shipping to the training base.

(a) To better manage AR Phase II reservations and to improve our reaction time to reprogram training seats, the following procedures apply:

(b) The USAREC Liaison at the Rctg Bn will receive orders for all AR Phase I that are entry level status separations. Upon receiving orders they will cancel SP2 reservations (if one exists) using code (OT) Other and the remarks will state, "USAREC LIAISON ENTRY LEVEL STATUS SEPARATION." They will also update SP1 record and the remarks will state "TRADOC discharge" and scan the discharge order into the ERM database.

(c) The SGC will run AR Cancellation in REQUEST under Reports to identify any cancellations made, so that any records that are maintained by the AR GC can be forwarded to the battalion and to the AR unit (TPU).

(d) It is the responsibility of the GC to continue to maintain and update the SWAR Program.

Q-3. Special English as a second language processing for AR applicants

a. Due to the extended training time for English as a Second Language (ESL) plus BCT, the GC must ensure that applicants for the Alternate Training Program have an MRD which allows for both. Those scoring below 70 must be scheduled for ESL training prior to BCT in accordance with table R-1.

Note: CIHS applicants are not eligible for enlistment if they require ESL training.

b. Applicants scoring below 40 on the English Comprehension Level Test (ECLT) must enlist for the 4 x 4 option.

c. Ensure all applicants requiring ESL are shipped to Fort Sill, OK, with records marked "ESL" in red on the outer envelope.

Q-4. ETP/RENO

a. All requests for ETPs will be sent via workflow in GCRc to the appropriate approving authority.

b. The following procedures are in place for renegotiations. Renegotiations will require a memorandum from the TPU with the following information:

(1) MOS change - same unit.

(a) Contact unit and let them know the FS wants to change MOS.

(b) Obtain position, paragraph, and line number; rank structure; and unit identification code (UIC) of the unit to ensure vacancy is available.

(c) Ensure memorandum from unit, USAREC Form 1035, and all supporting documents are referred in exception request.

(d) FS must include a statement acknowledging that incentives will not increase based on the renegotiation and could possibly decrease.

(2) MOS and unit change.

(a) Contact unit and let them know FS wants to change MOS and unit.

(b) Contact gaining unit and let them know the FS wants to change MOS and unit.

(c) Obtain position, paragraph, and line number; rank structure; and UIC of the unit to ensure vacancy is available.

(d) Ensure memorandum from losing and gaining unit, USAREC Form 1035, and all supporting documents are

referred in exception request.

(e) FS must include a statement acknowledging that incentives will not increase based on the renegotiation and could possibly decrease.

(3) 365-day exception and renegotiation.

(a) Reason for 365-day exception from the FS.

(b) Memorandum from the unit indicating willingness to maintain the FS in their unit.

(c) USAREC Form 1035.

(4) Medical.

(a) Notify unit of the circumstances (MEPS or personal).

(b) Obtain approval or disapproval from the unit for retaining the FS.

(c) If required, statement from the doctor with an expected completion date.

(5) Conduct.

(a) Notify the unit of the circumstances (charges or match).

(b) Obtain approval or disapproval from the discharge authority (typically COL or higher) to retain the FS. The approval/disapproval is for the unit only. If not retained, then a DTP loss must be taken.

(c) Obtain all documentation pertaining to moral charges and final disposition date.

(6) All 50-mile radius statements will be annotated in the Remarks section of the DD Form 1966/4 by the enlisting MEPS GC after verification with the AR TPU.

Q-5. Training seat and/or vacancy issues

a. In the event training seats are not available on the system, contact the ROC for assistance.

b. In the event an applicant desires a specific vacancy seat that is not on the system, the following will apply:

(1) Ensure training is available for the timeframe required.

(2) Ensure applicant is qualified based on MOS QUALS-DA Pam 611-21 (Smart Book).

(3) Ensure applicant is aware that any vacancy loaded on the system will not come with incentives.

(4) Vacancy request form must be e-mailed to usarc_usarecliaison@usar.army.mil. Vacancy request form should include the following:

(a) Brigade requesting vacancy.

(b) Date of request.

(c) Battalion recruiting station identification (for example, 3D).

(d) Battalion point of contact.

(e) Battalion point of contact telephone number.

(f) Applicant's name.

(g) Applicant type (IRR transfer, PS, or NPS).

(h) Applicant's SSN.

(i) Applicant's rank.

(j) PMOS or secondary military occupational specialty if he or she is PS.

(k) UIC of unit (all six digits).

(l) Paragraph, line, and position number.

(m) MOS applicant is going into.

(n) Grade of the MOS applicant is going into, to include ASI and special qualifications identifier, if required.

(o) Is the position a will train, yes or no.

(p) Control number if available from REQUEST.

(q) Unit point of contact and telephone number.

(r) If there are any remarks you would like USARC to be aware of (for example, area of concentration or 09L "Language Code").

Q-6. Procedures for training reservation changes

Note: Area Command within this regulation refers to USARC, U.S. Army Pacific Command, U.S. Army Special Operations Command, and U.S. Army Military Intelligence Command.

a. Training seat MOS changes will not be made solely on the desire of the AR member or the TPU commander. Changes of a confirmed MOS reservation from one MOS to another prior to entry on IADT or active duty for training will be based upon one of the following reasons:

(1) Reorganization of the unit for which enlisted in accordance with AR 140-10.

(2) Change in CMF or MOS due to reclassification in accordance with SMART Book (DA Pam 611-21) (<https://smartbook.armyg1.pentagon.mil/default.aspx>).

(3) Change in individual's medical fitness standards in accordance with AR 40-501.

(4) Change in civilian education which would prevent the FS from meeting prerequisite qualification of initial or intended MOS in accordance with SMART Book (DA Pam 611-21) (<https://smartbook.armyg1.pentagon.mil/default.aspx>) and REQUEST QUALS.

(5) Change in MOS due to transfer of FS to another TPU in accordance with AR 140-10.

(6) Change in Soldier's moral status that prevents them from being qualified for the MOS they enlisted for in accordance with SMART Book (DA Pam 611-21) (<https://smartbook.armyg1.pentagon.mil/default.aspx>) and REQUEST QUALS.

Note: Under no circumstance will any member of USAREC inform any applicants, DEP or DTP members, or AR Soldiers that they are authorized to renegotiate their enlistment MOS for any reason except as noted in a above.

b. HQ USAREC can authorize changes from the Alternate Training Program to the Standard Training Program and changes from the Standard Training Program to the Alternate Training Program. Must select same MOS and same unit.

c. Units that are deactivating or reorganizing require approval from the USARC G1. This must be accomplished prior to any action occurring on REQUEST. Approval documentation will be submitted to USARC G1 via HQ USAREC Exception Box identifying the Soldier's name, SSN, ship date, and new MOS. Upon receipt of approval documentation, the GC will take the following action:

(1) Go to REQUEST under "Process Applicant" tab to "Reno Reservation" and continue the process to pull either new vacancy or training seat. Once the new reservation has been made the GC and FS will sign the new enlistment annex using the electronic signature pad.

(2) Once the renegotiation has been approved by the USARC G1, the approval documentation will be e-mailed to HQ USAREC. HQ USAREC will send the approved renegotiation back to the battalion with a control number. The renegotiation approval authority should list the MOS that was identified for the FS. GCs will call the ROC with the applicant in the chair for assistance when pulling training if required.

Note: All approval documentation will be added to the DTP Admin folder in the ERM database.

d. GCs must ensure appropriate orders are amended and properly distributed (that is, Soldier's ship record, TPU, ERM database, recruiter, etcetera). Soldiers whose units have also changed will not have this change reflected on REQUEST. However, GCs will ensure the amended orders reflect the correct unit of assignment. Phase II, Alternate Training Program is considered a part of IADT. Alternate training (Phase II) requesting change in MOS date due to AIT course length versus personal commitments (for example, college or employment) are not routinely considered. Phase II individuals are required to enter AIT within 1 year of completion of BCT (Phase I) to complete IADT in the MOS for which enlisted.

e. Request for MOS changes must be submitted for approval in accordance with paragraph Q-5. All requests must be received by the USARC G1 not less than 90 days prior to the start of IADT or active duty for training. Phase II, Alternate Training Program is considered a part of IADT. Alternate training (Phase II) requesting change in MOS due to AIT course length versus personal commitments (for example, college or employment) will not be routinely considered. Phase II FSs are required to enter AIT within 1 year of completion of BCT (Phase I) to complete IADT in the MOS for which enlisted to ensure incentives remain valid.

f. The TPU will ensure FSs who cannot be reassigned or will not accept unit and MOS reassignment are processed for discharge action. MEPS GCs will immediately cancel the training seat upon written notification that the Unit is processing the FS for discharge.

g. DEP loss for any reason will require a memorandum from the unit. All losses will require:

(1) A memorandum to the unit detailing the reason for loss.

(2) Copy of cancellation request.

(3) USAREC Form 986.

(4) Memorandum from the unit indicating that they acknowledge the loss.

(5) All documents to be sent to the Unit for separation orders.

h. AR NPS personnel requiring a delay for entry on IADT that exceeds 365 days is addressed under paragraph Q-5. Some of the reasons that will require approval are:

(1) Extreme personal hardship.

(2) Security clearance.

(3) Coincide with a special MOS school.

- (4) Temporary medical disqualification.
- (5) Complete high school graduation requirements (provided the MOS requires an HSD).
- (6) Medical disqualifications that require a waiver (waivers are processed through the Area Command):
 - (a) FS TMR'd for not meeting the procurement weight standards in AR 40-501 and AR 600-9 will be returned to the TPU for disposition in accordance with AR 135-178.
 - (b) All TMR cases will have a new ship date established in the same MOS when fully qualified.
 - (c) All PMR shippers will be referred to the USARC G1 for retention through the USAREC Exception Box.

Q-7. Authorized AR renegotiation codes

All renegotiation requests must have a letter from the TPU commander or authorized representative requesting a change to the individual's ship date, USAREC Form 1035 with all applicable signatures and USARC Form 62R. Procedures for the renegotiations can be found in paragraphs Q-5 and Q-7. Whether an FS keeps the incentives will be based on whether it was the individual's or Government's request:

- a. Individual request. Means it was the preference of the FS and therefore incentives will not exceed the current amount or they could be reduced. There is also the possibility the incentives could be nonexistent. A FS who changes their MOS must sign an acknowledgment statement indicating that they are aware their incentives may change.
- b. Government request. Through no fault of the FS, the MOS is changed. This could be based on a reorganization of the unit structure or deletion of the MOS. Incentives will be based on the new vacancy.
- c. Renegotiation codes are as follows:
 - (1) CM - Changed MOS (used only after HRC approval and USAREC control number).
 - (2) CO - Changed option (used only after HRC approval and USAREC control number).
 - (3) ED - Continuing education (education program prevents FS from shipping on enlistment date).
 - (4) EE - Erroneous enlistment (used for GC error).
 - (5) EN - ENTNAC pending or failure (results not received).
 - (6) FG - Failed to graduate from high school (if applicant has a reasonable chance of completing high school by attending summer session).
 - (7) HP - Hardship (personal - this must be documented and validated).
 - (8) TM - Temporary medical disqualification.
 - (9) UI - Unqualified.
 - (10) WS - Weight standards.

Q-8. Reporting procedures

a. Once the applicant has been accessed and all documentation pertaining to the enlistment has been verified, the Soldier is ready to ship out to the Rctg Bn or directly shipped to the TPU if the enlistee is either a transfer or a re-enlistee. All AR high school and Phase II shippers will have a certified true copy of their HSD or transcripts to verify completion of high school prior to shipping to BCT and/or AIT.

b. All AR FSs will ship in accordance with Hometown Shipping Program (HTS) guidelines. This will allow AR FSs to ship from their hometown directly to the Rctg Bn. These FS will be medically and morally screened.

Q-9. Hometown Ship Procedure Responsibilities:

- a. The Senior Guidance Counselor/Guidance Counselor is responsible for the following actions:
 - (1) Review the before Ship QC and provide a summary to recruiter with all errors that need to be resolved. This QC will be in accordance with appendix N.
 - (2) Ensure that all supporting documents for the enlistment/accession are scanned into ERM, to include shipment orders.
 - (3) Project HTS in accordance with current local policies. These projections will be done with the regular projections. MEPS GCs will specify the number of applicants expected to remotely ship and their mode of transportation (for example, air, bus, train or Government Own Vehicle (GOV)).
 - (4) Ensure that HTS have "Hometown Shipper" and "Mode of Transportation" in the comments section of the MEPCOM FM 727 and that they are scheduled as shippers. (MIRS automatically projects them as shippers).
 - (5) Fingerprint results and proof of Clearance Submission is required for all HTS. No exceptions are authorized.
 - (6) Provide all required information to the MEPS for completion of orders, airline tickets and meal checks (name, SSN, address, school data, ship date, time and other info needed) no later than 7 working days prior to date of

shipping.

- (7) Ensure that FS has at least 15 days in DEP/DTP.
- (8) Complete packet breakdown in accordance with USMEPCOM Reg 601-23 and packet breakdown checklist.
- (9) Forward the enlistment packet and meal checks to the responsible recruiting station no later than 10 days after enlistment or no less than five (5) working days prior to FS ship day. Use a method that has tracking numbers. HIV/DAT results must be posted prior to shipping the enlistment packet to the recruiting station/center.
- (10) Review DD Form 1966 in ERM for accuracy.
- (11) Must ensure any FS that was RBJ'd returns to MEPS to clear their profile prior to HTS.
 - b. The recruiter/FSL is responsible for the following actions:
 - (1) Resolve all identified application errors with the GC and FS before performing the shipping QC.
 - (2) Complete the HTS Program Checklist (USAREC Form 1302) to determine if the FS's eligibility has changed since originally enlisting. These questions are in accordance with USMEPCOM Form 601-23-5-R-E Introductory Preaccession Interview 01 October 1999. Once completed the USAREC Form 1302 will be scanned into the ERM.
 - (3) If there are new law violation(s) or issue(s) that occurred after enlistment, notification should flow thru the chain of command to the BN AR Ops NCO. AR Ops NCO will verify eligibility and will contact the TPU for authorization to ship.
 - (4) Complete DA Form 3081 Periodic Medical Examination (Statement of Exemption) to determine if there have been any changes to the FS medical eligibility. This questionnaire will be administered three working days prior to ship. The DA Form 3081 will be scanned into the medical folder in ERM. If any changes have occurred in the FS's medical status, necessary medical documentation must be sent to MEPS for review by the CMO utilizing current procedures, and medical profile must be updated as required. If the FS is temporarily disqualified and the RBJ date is after the scheduled ship date, a RENO request must be sent after the updated DD Form 2808 and 680 ADP has been scanned into the ERM record. If the Soldier is permanently disqualified by the MEPS CMO, a waiver may be submitted for review. If the waiver is disapproved, actions must be taken to cancel the reservation assigning PM as the reason code and full cancellation must be selected. If the FS is RBJ'd they must return to the MEPS to be cleared. FSs cannot ship with an open profile or a 3T profile.
 - (5) Upon completion of the USAREC Form 1137, if it is determined that the FS is eligible for promotion in accordance with AR 601-210 chapter 2, the recruiter/FSL will provide the TPU Commander with the appropriate supporting documentation for completion of DA Form 4187 promoting the Soldier to the appropriate rank and pay grade. If the FS's ship date is within 15 days or the TPU Commander is not available, the MEPS GC is authorized to process the DA Form 4187. Recruiters/FSLs/MEPS GCs will place the following statement in the remarks section for promotion, "AR TPU Commander was not available for promotion of Soldier." An example of a properly filled out DA Form 4187 can be found at: http://my.usaac.army.mil/portal/dt/usarec/HQ/G3/Enlistment_Eligibility_Processing/PolicyBranch.html.
 - (6) Important - Travel briefing must be given to FS no later than 72 hours prior to shipping. This briefing will be conducted using the guidelines and material located at the USAREC, G-3, Enlistment Eligibility Processing, Policy website.
 - (7) The HTS website contains travel cards, travel video and a travel brief. The FS will bring on ship day all originals documents. The FSL/recruiter will retain the copies to be scanned into ERM. At a minimum the following documents will be scanned in:
 - (a) DA Form 3081
 - (b) SF 1199
 - (c) Completed FS HTS checklist USAREC Form 1302.
 - (d) Any additional documents required by USAREC Reg 601-96 DEP-Out Procedures
 - (8) Ensure each FS has a government-issued photo ID for ship day, airlines require this type of ID before they will issue boarding passes. The photo ID must have the same name as the airline ticket (check itinerary).
 - (9) Have the FS hand-carry all original dependency documents and driver's license or government issued ID.
 - (10) Provide transportation for the FS from their home location to the mode of travel to the Rctg Bn (for example, air, bus, train or GOV).
 - (11) Once FS has been dropped off at the airport, bus/train station or is taken to the Rctg Bn, the recruiter/FSL will annotate this action in the contact history and notify the chain of command thru the station commander (SC).
 - c. The SC is responsible for the following actions:
 - (1) Ensure that Hometown Shippers have meal tickets, travel cards, itineraries and travel to Airport. The Liaison at the MEPS will coordinate receipt and delivery of locally prepared meal checks to the station for further delivery

to the FS prior to ship. Airline tickets will be electronically available at the airport.

(2) Review the completed DA Form 3081 and answers to the questions on the USAREC Form 1302 no later than 72 hours prior to ship to determine if the FS is still qualified. If there has been a change in the FS status since the FS enlisted, process the FS in accordance within current regulation.

(3) Ensure that FS records are updated and the documents are scanned into the ERM. For those FSs that have enlisted for an MOS that requires a driver's license, the SC will verify the expiration date is after completion of AIT and it is an actual driver's license. The SC will scan the driver's license into the ERM again on the ship date enlistment record.

(4) Confirm the FS has received travel briefing.

(5) Ensure the FS has been screened for Ht/Wt requirements.

(6) If there are any new law violations or issues that occurred after enlistment, notification should flow thru the chain of command to the BN AR OPS NCOIC. AR Ops NCO will verify eligibility and will contact the Troop Program Unit (TPU) for authorization to ship.

d. The Company Commander/First Sergeant is responsible for the following actions:

(1) Contact Battalion Operations no later than 0900hrs on ship day to validate shippers and report No Shows for that day.

(2) Confirm FS have shipped and provide status to battalion operations.

(3) Ensure that all FSs have been properly screened for HT/WT 72 hours prior to shipping and that USAREC Form 1137 is properly annotated.

e. The Battalion Operations is responsible for the following actions:

(1) Receive itineraries from MEPCOM and distribute them to the responsible recruiting station.

(2) Contact MEPS no later than 0900hrs local MEPS time on ship day to validate shippers and report No Shows for that day.

(3) Collect the information from the Companies on confirmed shippers no later than 1300hrs, update records on REQUEST and confirm shippers.

(4) When Soldier(s) has been delivered to their mode of travel and Soldier(s) does not arrive at reception battalion, the Soldier(s) will be reported as AWOL and this information will be passed back to the Recruiting BN/MEPS for action. MEPS travel will also be notified that an unused ticket is outstanding.

f. The following are guidelines for local MEPS functions:

(1) Process shipping projections in accordance with USMEPCOM Regulations. The MEPS Transportation Assistant (TA) will use GSA City Pair to make reservations/tickets by name.

(2) Complete Quality Review Program (QRP) 10 calendar days prior to shipping in accordance with USMEPCOM Regulations (possibly without packet). If a packet is provided, perform a QRP with MIRS. Please place the packet breakdown checklists in the packet and left side (MEPS side) in correct order in accordance with packet checklist, also place a blank PAI USMEPCOM Form 601-23-5-R-E in the packet for the service to complete.

(3) Notify liaisons of any problems associated with Hometown Shippers. If an applicant is in an "N" status for any reason, assist the liaisons with clearing in accordance with USMEPCOM regulations. If "N" status cannot be cleared and/or HIV/DAT have not posted, Hometown Shipping is not possible for the projected day and the applicant must be rescheduled for another hometown ship day or return to the MEPS for final processing and shipping. Do not turn over orders, airline itinerary, and meal checks until QRP is complete and the above are complied with.

(4) Complete orders, provide airline itinerary (using date/time provided from the service to get to reception center by the no later than established arrival time) and meal checks with the information provided from the service liaison 5 calendar days prior to shipping. Complete orders with the projected ship date and meal checks with the current date (meal checks are good for up to 14 days after the system generated date). Orders, airline itinerary and meal checks will be turned over to the liaison who will sign for them. The TA will not purchase E-Tickets until after the service 0900hrs validation the day of ship.

(5) Print a completed USMEPCOM Form 680-3ADP and give to the liaison. Retain the DD Form 1966 page 1.

(6) In case there are holdovers, the TA is responsible for rebooking the flight and providing the itinerary to the liaisons and if needed, amendments to the orders.

(7) Update data collection roster with identified information and forward to MOP-AD through sector operations.

g. Special Instructions:

(1) Females will ship to basic training without a pregnancy test.

(2) If FS lives a sufficient distance from the airport that requires an overnight stay, then FS must ship from closest contract hotel. All other guidance provided in this message will be followed to process shippers.

(3) All Hometown Shippers regardless of DEP-IN weight standards, will have HT/WT taken and annotated on the USAREC Form 1137 (Section V) no later than 72 hrs prior to shipping. Those requiring a body fat test will be done by Company Commander, 1SG, SC or authorized TPU representative using DA Form 5500 (dated Aug 06) Body Fat Content Worksheet (Male), or DA Form 5501 (dated Aug 06) Body Fat Content Worksheet (Female). The body fat content worksheet will be scanned into ERM.

(4) If the FS has a name change while in the DEP/DTP, ensure the MEPS is notified and the TPU has conducted name change in accordance with AR 600-8-104, Military Personnel Information Management/Records. Ensure FS has an updated picture ID with current name. Verify travel itinerary for correct name.

(5) All Hometown Shippers that courtesy ship from another MEPS Zone will follow the regulatory guidance set in USAREC Reg 601-96 appendix O, O-4.

h. Pacific Rim Shippers:

(1) Shippers (RA and AR) from Pacific Rim locations that normally do not ship from a MEPS location, no longer be required to have a medical inspect prior to shipping provided there are no changes to the FS's medical condition. FSs will ship as scheduled after processing thru the ship counselor provided they are otherwise qualified.

(2) Complete DA Form 3081 and USAREC Form 1302 as stated in paragraph 7d and 7b of this message.

Q-10. Failure to ship (no-show)

a. The GC or battalion AR operations NCO or S3 will immediately contact the recruiter and AR unit commander when an AR member fails ship to the Rctg Bn and request assistance in determining the member's status.

b. The determination by the unit commander (or designated representative) will establish whether an extenuating circumstance prevented the member from reporting to the MEPS. Whether an extenuating circumstance existed will be determined by the same standards as classifying an absence as "unavoidable" as defined by AR 630-10.

c. An MFR between the unit and the GC or battalion AR operations NCO or S3 will be completed prior to cancellation of the reservation. The GC must have a copy of the MFR before the reservation is canceled. The MFR will include the name of the unit commander (or designated representative) and date a decision was made as to why the applicant did not report. A copy of the MFR and REQUEST cancellation printout will be scanned into the appropriate folder in the ERM database. All efforts will be made by the GC to contact higher headquarters for disposition.

d. If an extenuating circumstance did exist (that is, sickness, injury, hospitalization, or death in the member's immediate family), the GC will complete a RENO in REQUEST after an exception via a workflow in GCRc, coordinate a new date for entry on IADT with member's unit commander, and notify the MEPS, in writing, that an amendment to the IADT order is required. If new training date exceeds DTP constraints, approval must be obtained by submitting an exception via a workflow through HQ USAREC for approval or disapproval by the USARC G1 in accordance with AR 601-25. A copy of the MFR will be retained in the ERM database.

e. If an extenuating circumstance does not exist, the GC will cancel the REQUEST training reservation using cancellation code "No-Show" and forward the member's enlistment record to the battalion S3. (The GC must have a copy of the MFR from the unit authorizing the cancellation before the training seat is canceled.) A copy of the MEPS IADT order will be sent with the record. The MEPS IADT order will not be revoked. A copy of the MFR will be scanned into the ERM database.

Q-11. AR separations and cancellations

a. Separation from the AR:

(1) The AR has separation authority prior to IADT.

(a) PMR. If the disqualification is discovered at the MEPS, the MEPS GC will accomplish a complete cancellation and send a memorandum along with the ship record for disposition to the unit commander.

(b) TMR. When the MEPS physician recommends a delay of more than 180 days, but less than 1 year, the TPU will be notified to determine whether they want to keep the AR member. If it is determined they will retain the member an MFR will be required to facilitate a renegotiation. The MFR will be sent via the workflow to HQ USAREC for a control number. Once complete, the FS will be renegotiated and returned to the TPU.

(c) Other. Upon notification by the TPU commander that a AR Soldier is to be separated, the MEPS GC will cancel the REQUEST training reservation.

(d) All MEPS orders will be revoked except for cancellation code "No-Show" or "Refusal to Ship."

(2) TRADOC entry level separation. Upon notification the SGC will forward a copy of the cancellation to TRADOC or the AR unit commander who has separation authority of Phase II applicants.

(a) Other. Upon notification by the TPU commander that a AR Soldier is to be separated, the MEPS GC will cancel the REQUEST training reservation.

(b) All MEPS orders will be revoked.

(3) Upon receipt of separation orders or notification from the Soldier's TPU commander or designated representative, the battalion will forward the record with a copy of the REQUEST cancellation to the TPU.

(4) DTP losses identified at least 45 days before ship date will be canceled by the GC and the training seat resold.

(5) Battalions will retain a copy of the REQUEST cancellation and supporting documents and scan them into the appropriate folder in the ERM database.

b. Cancellation and request for discharge procedures.

(1) The Soldier's unit must be notified of request for reservation cancellation by the recruiter, by providing a copy of the USAREC Form 986 to the unit for signature.

(2) There are differences in the procedures for canceling training reservations, depending on who initiates the request, the unit or the Soldier as identified below:

(a) Unit request for cancellation:

1. TPU will forward request, through the recruiter to the GC, on a memorandum or USAREC Form 986 stating reason for cancellation.

2. GC will notify company commander and 1SG of loss.

3. GC will cancel reservation on REQUEST the same day as receiving notification.

(b) Applicant requests cancellation: Recruiter, SC, and company commander will assist the Soldier and TPU in accordance with USAREC Reg 601-95 (appendix M).

(3) GC will:

(a) Verify that USAREC Form 986 is complete and section

(b) Complete cancellation actions in accordance with applicable regulations and policies. GC must ensure the proper cancellation code currently in effect on REQUEST is used. GC will verify that the REQUEST cancellation and the USAREC Form 986 and memorandum from the TPU are included in the appropriate folder in the ERM database.

(b) Forward records (ship) to battalion operations.

(4) Battalion operations will:

(a) Ensure a copy of USAREC Form 986 ,memorandum from the TPU and REQUEST cancellation printout is included in the applicant's ERM record. Battalion OPS NCO will inform the TPU to forward discharge orders to the Rctg Bn, who at that time will scan the orders into the Soldier's record and inform the GCs to get the accession data cleared from MIRS my MEPCOM. GC will then print USMEPCOM Form 680ADP; ensuring that the FS accession data has been cleared.

(b) Once the ship record has been checked for completeness, forward the ship record to the unit.

(5) GC will ensure the following required documentation accompanies all requests to cancel training as appropriate:

(a) Medical. If Soldier is disqualified by a MEPS doctor, USAREC Form 986 is not required for cancellation, but an updated copy of the DD Form 2807-1 and DD Form 2808 will be included. If found disqualified by another military medical treatment facility, or provides documentation verifying a disqualifying medical condition, USAREC Form 986 must be initiated and medical documentation attached. The medical documentation must be submitted to the MEPS doctor for evaluation and updating of the physical profile. A copy of the updated DD Form 2807-1 and DD Form 2808 must also be included.

(b) Education. If the Soldier requests cancellation for higher education (that is, scholarship, military academy, etcetera), USAREC Form 986 must be initiated.

(c) Joined other component. The existing AR reservation must be canceled the same day. If the applicant joins another component (for example, Navy, Air Force, Marine Corps, or National Guard), then a copy of the new service's contract and DD Form 368 must be included with the cancellation request. For other components, the training seat will always be canceled.

(d) Personal (TPU interview is required). This category includes hardship, refusal to ship, employment conflict, and etcetera. The TPU will provide Commander's endorsement to USAREC Form 986 with a reason for cancellation.

(e) For positive DAT see paragraph M-6.

(f) Other (specify). Used for unusual circumstances not covered by other categories (use of this category should be minimal and must have supporting documentation).

(6) In all cases, GCs will further explain the reason for the cancellation in the Remarks section.

Q-12. REQUEST AR cancellation codes

- a. CE - Conflict with civilian employment (will require a letter from the employer).
- b. DS - Declined to ship.
- c. DT - Death.
- d. CE - Continuing education (there must be a validated acceptance in a postsecondary education program).
- e. FE - Fraudulent enlistment (positive match verified with RAP sheet from OPM, falsified documents or information on enlistment documents or medical documents, or provided false statements concerning qualifications).
- f. FG - Failed to graduate high school (failed to meet the requirements for high school graduation).
- g. HP - Hardship (personal) (must be validated).
- h. JC - Joined other component.
- i. ML - Moral or legal.
- j. ND - No DEP loss - same day cancellation.
- k. NS - No show.
- l. OT - Other.
- m. PA - Positive alcohol test.
- n. PB - Positive amphetamine test.
- o. PC - Positive cocaine test.
- p. PG - Pregnancy.
- q. PH - Positive HIV.
- r. PM - Permanent medical disqualification.
- s. PT - Positive THC test.

Appendix R Regular Army Options and Incentives

R-1. Purpose

a. This appendix establishes policies and procedures to ensure applicants are properly processed for specific options. It includes required statements, verification documentation, and special instructions not included in AR 601-210 or other regulations.

b. This appendix consolidates implementing instructions and guidance for the management of current recruiting options and incentives, including MOS listings for the RA EB Program, U.S. Army English Comprehension Enlistment Option, GED Plus Program, Airborne Training Option, Army Civilian Acquired Skills Option, Army Bands, WOFT Option, OCS, Partnership for Youth Success (PaYS), Training of Choice, Station of Choice, and the RA LRP.

R-2. General

a. RA enlistment options and incentives are available for qualified male and female applicants. Options are designed to merge the needs of the Army with an applicant's desires.

b. GCs must be sure that individuals applying for specific options:

(1) Meet the prerequisites for that option including moral, color vision, physical profile, eyesight, and educational requirements (to include any high school or college courses prior to enlistment).

(2) Ensure the completed enlistment annex reflects the most current enlistment options and programs.

Note: All required statements for enlistment for the applicant will be printed in the Remarks section of DD Form 1966/4.

c. AR 601-210, chapter 9, along with all current USAREC messages, list and describe each authorized enlistment option and show the proper forms associated with each option.

R-3. Procedures

a. Prior to accessing the REQUEST Reservation Program, the GC will conduct an interview to determine the applicant's interests in order to merge those interests with Army requirements. MOS videos may be used to assist in this interview.

b. REQUEST is designed to display only those MOSs and options for which the applicant is qualified. However, in some instances (discussed below under special processing), an MOS or option may be displayed for which the applicant is not qualified. GCs must ensure they are familiar with these special processing procedures.

c. The GC will ensure the applicant understands the precise nature of the option commitment and guarantee. Specifically, applicants must understand the terms of their enlistment, the date they are scheduled for AD, the scope of the training they are to receive, the terms and conditions of any recruiting incentive program they have accepted, and any additional prerequisites which cannot be determined until after enlistment (security clearances, completion of “leader” MOS training, etcetera), to include the results of a failure to attain those prerequisites.

R-4. Procedures for applicants requiring ESL training

a. All applicants who speak ESL (anyone whose records indicate he or she is not a native speaker of English and has resided in the United States for less than 1 year; will likely include NPS applicants from Puerto Rico) will take the ECLT at the MEPS.

b. Applicants not scheduled for the ECLT on ARISS, who demonstrate difficulty understanding or speaking English will be scheduled for the ECLT prior to pulling an enlistment reservation.

c. When ECLT scores are returned they must be reviewed. Ensure the ECLT score is built into the applicant’s record in REQUEST. If the score is 75 or above, normal processing procedures apply. Those scoring below 75 must be scheduled for ESL training prior to BT in accordance with table R-1, unless enlisting for the 09L where the ECLT score must be 80 or higher.

**Table R-1
ESL calculation**

ECLT Score	Total Weeks, Includes Processing
40-44	25
45-49	22
50-54	20
55-59	17
60-64	16
65-69	14
70-74	13
75-79	8

d. The GC must determine the desired training date and add the number of weeks for ESL training to the desired training date. This will be the applicant’s USARECBN arrival date.

e. GCs may secure the reservation using normal REQUEST procedures using the USARECBN date as determined above.

R-5. Recruiting incentive programs

a. Training of Choice. The Army guarantees, in writing, a specific MOS or CMF, as well as provides a guarantee to Airborne, Language, and Intelligence MOSs and training if selected and if qualified for the specific training enlisting for. Eligible to NPS and PS applicants enlisting for the minimum term of enlistment authorized by REQUEST.

b. RA EB Program.

(1) Eligibility. All applicants for the RA EB must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify as Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB or 31 to 49 AFQT if offered by the current incentive message.

(e) Meet the eligibility requirements of and enlist for a specific MOS.

(f) Enlist for 2, 3, 4, 5, or 6 years (based on latest message).

(2) Processing procedures.

(a) GC will reference latest incentive message to verify eligibility for bonus.

(b) GC and applicant will sign the enlistment annex.

(c) Those applicants that do not qualify for a bonus will not have any reference or statement pertaining to EBs in their enlistment annex.

(d) Those applicants that qualify for an EB but decline the bonus, no statements concerning EBs will be printed on the enlistment annex. Therefore the applicants will never receive a bonus.

(e) GCs will ensure each applicant who is eligible for a bonus is offered a bonus.

c. ACF/Post 9/11 GI Bill (MOS must be listed in the latest incentive message).

(1) Individuals must enlist for the Montgomery GI Bill (MGIB) plus ACF option.

(2) GCs will complete the enlistment annex.

(3) Applicants must be counseled not to disenroll from the program after they arrive at the USARECBN. Applicants selecting the MGIB (includes ACF) can transfer to the Post 9/11 GI Bill. Information on the new Post 9/11 GI Bill can be found at: <http://www.gibill.va.gov>.

d. LRP eligibility. All applicants for the RA LRP must meet basic eligibility criteria for enlistment. For specific eligibility criteria, HQDA policy, and processing procedures for the LRP refer to USAREC Reg 621-1 and latest incentive message.

e. OCS.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Must be at least 19 years of age and not have passed their 29th birthday at time of RA enlistment.

(3) Must be a U.S. citizen.

(4) Must have a 4-year college degree or higher. (College seniors may apply).

(5) Must achieve a minimum general technical score of 110 on the ASVAB test.

(6) Candidates will receive E-4 pay while in BT and E-5 pay while in OCS.

(7) Graduates of OCS are commissioned as second lieutenants.

(8) OCS applicants are not eligible for the ACF or the LRP. They are eligible for the MGIB. (See AR 601-210, chapter 9).

f. WOFT Program.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Applicant must be a high school graduate.

(3) Applicant must be at least 18 years of age but not have passed their 29th birthday at time of RA enlistment.

(4) Applicant must be a U.S. citizen.

(5) Applicant must score 90 or higher on the revised Flight Aptitude Selection Test.

(6) Applicant must achieve a minimum general technical score of 110 on the ASVAB test.

(7) Applicant must undergo a Class I Flight PE in addition to the PE at the MEPS and have the Class I Flight PE approved by Fort Rucker, AL, prior to the USAREC selection board. Flight physical must be less than 18 months old.

(8) Candidates will receive E-4 pay while in BCT and E-5 pay while in Warrant Officer Candidate School training. Applicants incur a 6-year service obligation from the date of graduation as a warrant officer.

(9) WOFT applicants are not eligible for the ACF and the LRP. They are eligible for the MGIB. (See AR 601-210, chapter 9).

g. Army bands.

(1) Applicants for the Army Band will access under MOS 42R with an ASI, 9B through 9U, identifying the instrument played.

(2) The Bands Branch, HRC, will issue applicants a control number at the time that they audition. An audition form is not required as part of the enlistment record.

(3) Any questions concerning the Army Band Program should be directed to HQ USAREC, Senior Band Liaison at 1-800-223-3735, extension 6-0456 or (502) 626-0456.

h. Applicant will process at MEPS for ACASP.

(1) Applicants with prior training, education, and/or experience (not obtained through military service) may qualify for enlistment at a higher pay grade and use their civilian skills in the Army.

(2) For eligibility requirements see AR 601-210, chapter 7.

(3) Applicants are still required to meet the MOS qualification line scores for the MOS in question.

R-6. Recruiting incentive options

a. Airborne Training Option.

(1) This option guarantees training in the basic airborne qualification course and initial assignment to a unit listed on REQUEST, if airborne qualifications are maintained. (Unassigned airborne reservations do not guarantee an assignment to an airborne unit).

(2) MEPS GCs will ensure all applicants enlisting for the airborne option have passed the airborne physical inspection by the MEPS physician prior to DEP/DTP-in (applicants with medical waivers cannot be enlisted into an airborne option or MOS that requires airborne training (for example, Ranger training, Special Forces training (18X), and Parachute Rigor (92R)).

(3) MEPS GCs will ensure applicants are informed that if enlisting for Rangers, the guarantee is for assignment only and in no way constitutes a guarantee that the individual will receive Ranger training.

(4) GCRC will print all required information in accordance with the first assignment obtained from REQUEST on the automated enlistment annex.

(5) If an applicant does not meet accession requirements in AR 40-501, chapter 2, despite having received a waiver from HQ USAREC, the applicant cannot be found airborne qualified at the MEPS.

b. U.S. Army English Comprehension Enlistment Option.

(1) This option is open to all qualified applicants without PS who do not comprehend the English language proficiently.

(2) This is a 4-year enlistment.

(3) Individuals must meet basic eligibility requirements in accordance with AR 601-210, chapter 2. In addition, they are required to:

(a) Attain an AFQT score of 21 to 49 on the ASVAB. (Applicants with an AFQT of 50 or higher will be enlisted for any program they qualify for, to include those applicants required to attend the English Training Program. Do not use this option for applicants with an AFQT of 50 or higher.)

(b) In accordance with AR 601-210, paragraph 5-1, must take the ECLT. Those achieving a score of 69 or below on the ECLT must take English language training prior to IET.

(c) Agree to enlist without a specific MOS.

(4) All quality caps and DEP/DTP control constraints in effect at time of enlistment must be adhered to.

(5) Individuals enlisting under this option must attend the English Training Program (Lackland Air Force Base, TX) after enlistment and upon completion of the program attain a score of 75 or higher on the ECLT.

(6) The ASVAB test will be readministered. Based upon the new ASVAB scores, the USAREC liaison will assist in the selection of an MOS and enlistment program and execute the appropriate forms. This will constitute a renegotiated enlistment contract.

(7) GCs must inform applicants of the following pertinent information:

(a) Soldiers will inprocess at Fort Sill, OK, prior to attending ESL at Lackland Air Force Base, TX. The SGC will ensure all Soldiers accessing under Option 6, MOS 09C, record reflects reception station of Fort Sill, OK.

(b) Soldiers will not initially be guaranteed training in any specific assignment or specific station, unit, command, or area.

(c) Soldiers will be required to attend the English Language Training Program.

(d) Soldiers will be administered the ECLT upon completion of training, and if scores are 75 or greater, will be required to retake the ASVAB.

1. The resulting scores from the ASVAB will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFQT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based upon their initial ASVAB score.

2. If neither of the ASVAB scores qualify the Soldier for an MOS and enlistment program(s), the Soldier will be separated from the Army. If the Soldier fails to attain the required score of 75 or higher on the ECLT, he or she will be separated from the Army regardless of the AFQT and aptitude area scores.

(8) Normal processing procedures of AR 601-210 and this regulation apply. (This option falls within Program 9A.) GCs will obtain a reservation for surrogate MOS 09BEL - Basic Trainee English Language via REQUEST.

d. PaYS. This program provides Soldiers an opportunity to interview with an employer selected during their enlistment process. Soldiers must successfully complete their initial tour (RA) or IADT (AR) to qualify for the interview.

(1) The PaYS Program is available to RA and AR enlistments.

(2) Applicants must have an AFQT of 31 or higher.

(3) PS and DOS applicants processing for RA or AR qualify for PaYS, no IRR to TPU transfers. There is no AFQT or education requirements beyond normal enlistment qualifications. For USAR, PaYS is based on the held skill or MOS. For RA, PaYS is based on the held skill, MOS, or enlistment MOS for those retraining.

(4) When the MEPS GC pulls a REQUEST reservation with a PaYS option, or converts a temporary FSR2S reservation to a permanent REQUEST reservation with a PaYS option, USAREC Form 1202 (Statement of Understanding (SOU) - Partnership for Youth Success (PaYS)) will be printed along with the reservation. USAREC Form 1202 must be signed by the MEPS GC and applicant. USAREC Form 1202 automatically saves in the ERM database like all other automated forms when the MEPS GC clicks "SAVE" after signatures are recorded. The GC must ensure the FS receives a printed copy of USAREC Form 1202. This form is part of the applicant's permanent enlistment record.

(5) The MEPS GC will give all FSs with the PaYS option a USAREC Form 1286 (PaYS Pocket Card).

- (6) The PaYS option is not valid with Option 70, Special Forces Recruiting Initial Contract Incentive.
- e. U.S. Army Ranger 40 Option.
 - (1) Qualifications. The applicant:
 - (a) AFQT Score of 50 or higher with a 107 GT Score for all applicants (non-waiverable).
 - (b) Must be a US Citizen (non-waiverable).
 - (c) Must be able to obtain/maintain a SECRET Security Clearance (non-waiverable).
 - (d) No conduct waivers (drug or criminal history).
 - (e) Physical profile of 111221.
 - (f) PT Score of 240 or above (no less than 80 points in each event upon completion of AIT) and 6 chin ups.
 - (2) MEPS GCs will ensure all potential applicants for Option 40 are aware of the requirements to be a U.S. Army Ranger.

Appendix S

Recruit Quota System Reservations for Army Reserve Army Medical Department Officers

S-1. Purpose

The purpose of this appendix is to help the GC understand the procedures to be used for processing AR AMEDD applicants.

S-2. General

GCs are required to assist health care recruiters (HCRs) with newly commissioned AR AMEDD officers by building, confirming, and shipping REQUEST reservations. All processing actions to take place at the MEPS must be projected through MIRS. GCs should follow local MEPS policy for projection procedures.

S-3. Procedures

- a. The newly commissioned officers will already have a position on hold.
 - (1) HCRs are required to provide a copy of the following documents to the GC:
 - (a) DA Form 71 (Oath of Office - Military Personnel).
 - (b) DD Form 2808.
 - (c) DA Form 61 (Application for Appointment).
 - (2) Reservations are the same as the enlistments, except for the following items:
 - (a) Driver's license is not required.
 - (b) Test scores are not required.
 - (c) Category is PS.
 - (d) Process as enlistment for new accession.
 - (e) Build as an officer with BT completed (MPC Code=0).
 - (f) Source of commission is normally direct.
 - (g) Advanced rank reason is normally completed necessary college requirements.
 - (h) Area of concentration must be listed along with a skill identifier if applicable and listed as the primary specialty.
 - (i) Personnel procurement number code is 88.
 - (j) Ship date will automatically default to the current date.
- b. Provide the HCR a printed copy of the reservation to be submitted with the appointment record.

S-4. AMEDD Nurse Commissioning Program (ANCP) processing procedures differ from commissioned officer procedures

a. MEPS Processing: Processing will be in accordance with USAREC Message 09-121, Part I. All ANCP participants will process for enlistment at MEPS. HCR will ensure students have the following documents in their possession when processing for enlistment at MEPS once the applicant's disposition changes to "Board Select" in DCA:

- (1) All ANCP applicants will be loaded as an AMEDD applicant and then projected in DCA as DAV. Recruiter must contact the Senior Guidance Counselor by telephone to confirm ASVAB and Security screen.

(2) Recruiter will provide original source documents to GC for enlistment. Will need Birth Certificate, SSN card and transcripts at a minimum.

(3) The HCR will schedule the applicant for an inspect on the current MEPS physical prior to the enlistment oath (only if current physical is greater than 30 days and less than 2 years) this process should be completed prior to enlisting the applicant into the IRR ANCP Program.

(4) HCR will brief ANCP selects on the enlistment and enrollment process, payment of benefits and individual responsibilities.

(5) Applicant will be processed through security during physical processing using the Live Scan process.

(6) Recruiter will project applicant to MEPS using DCA projection for enlistment into the IRR (DAV).

(7) GC will contact the help desk to have applicant type A (for AMEDD) changed to E (for enlisted).

(8) All required information will be input into DCA to complete the enlistment, to include security clearance (eQIP) and obtain a level 1 through 4 validations by the Guidance office.

(9) All required source documents needed for enlistment in accordance with USAREC Reg 601-210, chapter 2, will be hand carried by the applicant to MEPS.

(10) ANCP contract will be completed in the dynamic Annex by the MEPS Guidance counselor. Applicants accepted into this program will be enlisted as an E-3 into the AR and assigned to the IRR. THIS ENLISTED TIME DOES NOT COUNT FOR PAY OR RETIREMENT PURPOSES.

(11) GC enlist applicant and print completed DD Form 1966, DD Form 4 and Annex, and provide these documents to the AMEDD Recruiter.

(12) The following will be given to the ANCP soldier to be maintained in their personal files:

(a) DD Form 1966 series (one copy).

(b) DD Form 4 series (one pink copy).

(c) Dynamic Annex (one copy)

(d) MEPCOM Form 680-ADP, MEPCOM Form 40-1-15-E, DD Form 2807-1 and DD Form 2808 (one copy).

Note: MEPS will need the original to enlist the applicant.

(e) ANCP Enrollment Verification Letter (one copy).

(f) SF 1199A (Direct Deposit Sign-up Form) (one copy).

(g) TD Form IRS W-4 (one copy).

(13) Once the applicant has been ship verified in REQUEST by GC, the system will switch the applicant back to applicant type a (AMEDD) with a disposition of Enlisted ANCP code "KD" within 21 days.

(14) Once switched back to applicant type A by the DCA system, the AMEDD recruiter will now be able to view the applicant in DCA again and should scan the DD Form 1966, DD 4 and Enlistment Annex into DCA appointment folder.

Appendix T Electronic Records Management

T-1. Purpose

This appendix establishes a standardized guideline for storing enlistment documents in the ERM database.

T-2. General

The ERM database is a standard yet simple advanced records management solution that is designed to meet the command's records information needs. Once a document has been scanned into the ERM database it cannot be altered or deleted by anyone at the battalion, brigade, or HQ USAREC level.

T-3. Scanning of enlistment documents

Documents that are system-generated such as the DD Form 1966 series and the automated annex will be created in the ERM database by GCRc and will not be scanned. All additional documents and forms associated with the enlistment to include pre-screening/medical documents that must be presented to the MEPS prior to applicants being floored will be scanned into the ERM database (applicant's record) by the GC on or prior to the day the applicant joins the DEP/DTP or a PS or DOS applicant enlists into the DS. All documents and forms associated with shipping an applicant to IADT or assignment will be scanned into the ERM database (applicant's record) on or prior to the

applicant's ship date. Extreme care must be taken to ensure the documents are scanned into the correct folder in the ERM database and the GC will ensure that all documents scanned are legible. Every document pertaining to the applicant's enlistment will be stored in a specific standardized folder. The ERM database is the USAREC residual record and the start of the Soldier's OMPF.

T-4. ERM users

Users will only be allowed to see the records that reside within their organizations. Users such as the G-3, USAREC Recruiting Standards Division; USAREC Inspector General; G-3, Policy Branch and Waivers Branch will have access to all records stored in ERM.

Appendix U Future Soldier Remote Reservation System

U-1. Purpose

This appendix establishes a standardized guideline for the use of FSR2S.

U-2. General

FSR2S is a recruiting process that places the MOS selection and temporary reservation process in the hands of the recruiter. As a test program, it was proven that this process increased "customer satisfaction" and "red-carpet treatment" by moving the job selection earlier in the processing cycle. When used efficiently, the recruiter can move the applicant through the processing cycle smoother and faster, thus reducing stress on the applicant and recruiter. Applicants feel less pressure by having their reservation completed in their home with their parents, friends, or influencers present. Renegotiations and losses have been reduced as a result of this processing procedure.

U-3. Guidelines

a. Recruiters and SCs:

(1) Recruiters will perform a complete Army interview in accordance with USAREC Manual 3-01. Only after the Army interview is complete and the applicant commits to join the Army will the recruiter begin the FSR2S portion of the interview.

(2) The applicant must be committed to enlisting into the RA or AR and completing all enlistment processing within the next 7 calendar days after securing a temporary reservation. The applicant must have a qualifying ASVAB test score or WINCAST ASVAB line score predictor results. If the WINCAST line score predictor is used, the applicant must take and pass the ASVAB to remain qualified for the temporary reservation. When a qualifying test score is obtained, the recruiter will build the applicant's REQUEST record. If the applicant is not physically qualified by taking a MEPS PE, the system will populate the record with a PULHES profile of 111111. If the applicant is physically qualified, the recruiter will enter the PULHES and date of PE as noted on the applicant's DD Form 2808 or USMEPCOM PCN 680-3ADP.

(3) The applicant's record may be constructed (except for test score as listed above) before the recruiter has verified the applicant data with source documents in order to look at job availability. However, the recruiter will not reserve a temporary reservation until all source documents are obtained and verified in accordance with AR 601-210, chapter 2. Making a temporary reservation with known discrepancies is prohibited. Recruiters are authorized to make only two temporary reservations on a single applicant. If for any reason an applicant needs to have a third reservation made it must be made as a permanent reservation by a GC. Reservations for uncommitted applicants will tie up training seats, preventing qualified and committed applicants from securing one of these training seats. The applicant must be physically present with the recruiter making a temporary reservation.

(4) Any applicant requiring a conduct waiver or suitability review in accordance with AR 601-210, chapter 4, must have the waiver or suitability review completed and approved before making a temporary reservation.

(5) For a list of applicant types eligible for FSR2S, check the current USAREC message.

(6) Recruiters must perform the following steps when using FSR2S:

(a) Perform a job search or lookup in the same manner as a MEPS GC. The recruiter must ensure the applicant remains in the DEP/DTP for at least 7 MEPS working days, including the date of enlistment into the DEP/DTP and Saturday processing days. High school seniors (education code 11S) must remain in the DEP/DTP for at least 14

calendar days beyond the graduation date shown on the high school letter.

(b) Review the MOS qualifications with the applicant to verify the applicant qualifies for the MOS before making the temporary reservation.

(c) Show the applicant the MOS video for his or her job.

(d) Inform the applicant a temporary reservation is contingent upon the applicant's qualifying for enlistment. The applicant must meet mental, medical, and conduct qualifications; the MOS may have additional qualifications.

(e) Scan source documents into the ERM database. This includes all pages of the temporary reservation. The CAST or EST score printout will be scanned behind the temporary reservation, if applicable.

(f) Cancel the reservation if the applicant cannot complete enlistment processing within the 7-calendar day window. Recruiters are required to place comments in the Remarks block of the cancellation.

(g) For AR applicants, change the "enlistment date" on the completion screen to the date the applicant will go to MEPS to complete processing and swear in.

(7) Recruiters are allowed to call the ROC directly and receive override assistance. During normal duty hours, Monday through Friday and Saturday processing 0800-1900 eastern standard time call 1-800-688-9203, ext 2, and after duty hours, Monday through Friday, 1900-2200 eastern standard time. All other business must be performed during normal duty hours using the queue line. Recruiters may call the ROC for assistance under the following circumstances:

(a) DEP/DTP control window exceptions. All grad applicants must ship to training within the "window of opportunity" set on the system by the ROC. If for whatever reason the applicant cannot ship within this window, the recruiter will assist the applicant in writing a statement as to why they want or need to ship after a specific date. This statement becomes a source document, justifying the ETP (shipping outside the DEP/DTP control window). The MEPS GC will verify this letter and scan it into the ERM database upon enlistment.

(b) ASVAB line points. If there are no job opportunities showing on REQUEST for the applicant, the recruiter may call the ROC to ask for up to three points in any one section of the ASVAB. When job opportunities are showing on FSR2S the recruiter will attempt to engender a commitment from the applicant to enlist into one of the MOSs listed. If the applicant will not enlist for what is showing on the system or they require more than three line points, an ETP must be sent through GCRc to G3, Policy Branch, for approval.

(c) It is imperative for FSR2S recruiters to do as much "homework" as possible before calling the ROC. This includes having an applicant's statements prepared and knowing exactly what job and what week the applicant needs or desires. The applicant must be present with the recruiter when calling the ROC. ROC Counselor(s) will receive acknowledgement from the recruiter/station commander that the applicant record has been validated for accuracy and completeness, and is fully qualified prior to requesting ROC assistance in making reservation.

b. GCs and battalion operations:

(1) MEPS GCs will check all records for completeness and level 3 and 4 validations, and ensure the applicant meets the MOS qualifications for the temporary reservation. The MEPS GC will wait until the applicant has been ASVAB tested and physically qualified, and the ASVAB and PE dates have been updated in MIRS and transferred to the GCRc USMEPCOM Form 680-3ADP, before submitting the applicant record from GCRc to REQUEST. MEPS GC will ensure all supporting documentation validating an applicant's qualifications for an MOS are scanned into ERM prior to making a permanent reservation. Once the record is submitted from GCRc to REQUEST the MEPS GC will convert the reservation from temporary to permanent. This data transfer from GCRc to REQUEST will update the REQUEST applicant record. MEPS GCs must ensure that "Enlist Date" is correct for AR applicants.

(2) MEPS GCs will be unable to convert reservations from temporary to permanent if the record does not pass level 3 and 4 validations. Additionally, for records that are constructed based on the WINCAST ASVAB line score predictor, if the ASVAB AFQT score lowers below 50 AFQT and incentives are attached to the temporary reservation the MEPS GC will not be able to convert the reservation to permanent. The existing temporary reservation must be canceled and a new reservation made based on the production ASVAB scores. If there are no incentives attached, the record will convert to permanent and the applicant is authorized to enlist into the current MOS. In cases when the AFQT increases above a 50, the MEPS GC will delete incentives for a test score category I-IIIB and update the applicant record with test score category I-IIIA incentives, if applicable. If the applicant is no longer qualified for the MOS because his or her line scores dropped below the minimum required, the temporary reservation will be canceled as a "TR" cancellation. The following comment will be placed in the Remarks block, "Line score predictor - failed MOS quals." Under no circumstances will a line score exception be granted for temporary reservations based on the ASVAB line score predictor or WEBCAST. In the event the applicant is disqualified medically and the disqualifying factor cannot be overcome within 7 calendar days, the recruiter will cancel the temporary reservation

as a “TR” cancellation. The MEPS GC will cancel the temporary reservation as an “ND” (no DEP-loss same-day cancellation).

(3) The MEPS GC and the SGC remains the final authority for the verification of applicant qualifications for enlistment into the RA or AR and MOS qualifications.

(4) Battalion and brigade operations will monitor the reservations being made within their areas. Any temporary reservations made on applicants listed in the most current USAREC message as not eligible for FSR2S will be canceled. Instances of multiple reservations and cancellations will be treated as an abuse of the system. The ROC will periodically review temporary reservations to ensure recruiters are only making temporary reservations on authorized applicants.

Appendix V Overseas Processing Procedures

V-1. Purpose

This appendix establishes standardized guidelines for processing overseas enlistments.

V-2. General

The processing of overseas applicants is critical to USAREC and its mission. Overseas applicants have a unique and somewhat complicated process. This appendix will provide the proper procedures required in order to effectively process these individuals.

V-3. Guidelines

a. Europe.

(1) Projecting. All applicants will be projected to Heidelberg MEPS (code A07) for the correct date of each phase of processing (test, physical, DEP-in) except for shipping which is automatically projected by GCRC.

(2) Testing. All tests are given at the education centers and the results will be sent to New York City MEPS. GCRC will automatically be updated by MIRS when the test is graded. The education centers must be held accountable to have all scores sent in to be graded; there are allegations of ASVAB failures retaking the test with no waiting period due to the education centers not reporting the initial test. All tests must be reported. If there is undue processing time from the time of test to receipt of test scores, the applicant will be built and have a reservation pulled in FSR2S. This will allow the recruiter to input the AFQT and the system will automatically supply the line scores. The FSR2S reservation may also be made into a permanent reservation with the estimated scores. However, the Soldier will not be allowed to ship without the actual scores being built into his or her record. REQUEST will be set as to not allow ship confirmation until the permanent scores are input into the Soldier’s record.

(3) Medical. Physicals will be conducted at military treatment facilities (MTFs) and once completed the recruiter will then scan the DD Form 2087-1 and DD Form 2808 into the applicant’s ERM record. This process will occur whether the applicant passes the physical or not. The battalion operations NCOIC is responsible for ensuring compliance by checking the applicant’s record. The MTFs in Europe establish the PULHES and the Europe Detachment pulls reservations based on that PULHES. HIV and DAT testing will be done at the receiving RECBN.

(4) Shipping. Soldiers shipping from Europe are not required to process through a MEPS. The recruiter must save an electronic copy of the DD Form 1966 series. These electronic copies will be e-mailed (encrypted) to New York City MEPS Army Guidance Shop (all). The SGC at the New York City MEPS will print a completed DD Form 1966/1 on the Soldier’s ship day and supply it to MEPS for the accession data to be inputted into MIRS. MEPS must input the data within 1 business day. This process is imperative as Rctg Bn will no longer accept individuals that do not have accession data input into MIRS. The battalion operations NCOIC and the MEPS SGC are responsible for ensuring compliance by scanning a completed USMEPCOM PCN 680-3ADP into the applicant’s GCRC record. The recruiter will ensure that all required documents per this regulation and the GCRC User’s Manual, appendix T, are scanned into the record prior to the Soldier shipping to the RECBN. All FSs will ship on Tuesdays and Wednesdays only; training bases report that due to multiple time differences some Soldiers arrive on weekends and holidays.

b. Japan and Korea.

(1) Projecting. All applicants will be projected to the Tokyo, Japan MEPS (code C86) or Seoul, Korea MEPS (code C87) for the correct date of each phase of processing (test, physical, DEP-in) except for shipping which is

automatically projected by GCRc.

(2) Testing. All tests are given at the education centers and the results will be sent to Honolulu MEPS. GCRc will automatically be updated by MIRS when the test is graded. The education centers must be held accountable to have all scores sent in to be graded; there are allegations of ASVAB failures retaking the test with no waiting period due to the education centers not reporting the initial test. All tests must be reported. If there is undue processing time from the time of test to receipt of test scores, the applicant will be built and have a reservation pulled in FSR2S. This will allow the recruiter to input the AFQT and the system will automatically supply the line scores. The FSR2S reservation may also be made into a permanent reservation with the estimated scores. However, the Soldier will not be allowed to ship without the actual scores being built into his or her record. REQUEST will be set as to not allow ship confirmation until the permanent scores are input into the Soldier's record.

(3) Medical. Physicals will be conducted at MTFs and once completed the recruiter will then scan the DD Form 2807-1 and DD Form 2808 into the applicant's ERM record. This process will occur whether the applicant passes the physical or not. The battalion operations NCOIC is responsible for ensuring compliance by checking the applicant's record. The MTFs in Japan and Korea establish the PULHES and the recruiter pulls reservations based on that PULHES. HIV and DAT testing will be done at the receiving RECBN.

(4) Shipping. Soldiers shipping from Japan and Korea are not required to process through a MEPS. The recruiter must save an electronic copy of the DD Form 1966 series. These electronic copies will be e-mailed (encrypted) to Honolulu MEPS Army Guidance Shop (all). The SGC at the Honolulu MEPS will print a completed DD Form 1966/1 on the Soldier's ship day and supply it to MEPS for the accession data to be inputted into MIRS. MEPS must input the data within 1 business day. This process is imperative as Rctg Bns will no longer accept individuals that do not have accession data input into MIRS. The battalion operations NCOIC and the MEPS SGC are responsible for ensuring compliance by scanning a completed USMEPCOM PCN 680-3ADP into the applicant's GCRc record. The recruiter will ensure that all required documents per this regulation and the GCRc User's Manual, appendix T, are scanned into the record prior to the Soldier shipping to the RECBN. All FSs will ship on Monday and Tuesday only; training bases report that due to multiple time differences some Soldiers arrive on weekends and holidays.

c. Guam/Saipan.

(1) Projecting. All applicants will be projected to the Agana, Guam/Saipan MEPS (code C85) for the correct date of each phase of processing (test, physical, DEP-in) except for shipping which is automatically projected by GCRc. The only exception to this will be those applicants that do not have an SSN and must be issued a temporary identification number (TIN) by MEPS. These must be projected for every phase after receiving their TIN. TINs will be issued by USMEPCOM as directed by DoD. All enlistees must have a valid SSN and their GCRc record updated with the new number prior to shipping.

(2) Testing. The Honolulu MEPS has an OPM tester in Guam/Saipan for testing purposes. The test scores are sent to Honolulu MEPS for grading and inputting into MIRS.

(3) Medical. Physicals will be conducted at MTFs and once completed the recruiter will then scan the DD Form 2807-1 and DD Form 2808 into the applicant's ERM record. This process will occur whether the applicant passes the physical or not. The battalion operations NCOIC is responsible for ensuring compliance by checking the applicant's record. The MTFs in Guam/Saipan establish the PULHES and the MEPS GC pulls reservations based on the PULHES. HIV and DAT testing will be done at the receiving Rctg Bn.

(4) Shipping. Soldiers shipping from Guam/Saipan are not required to process through a MEPS. The recruiter must save an electronic copy of the DD Form 1966 series. These electronic copies will be e-mailed (encrypted) to Honolulu MEPS Army Guidance Shop (all). The SGC at the Honolulu MEPS will print a completed DD Form 1966/1 on the Soldier's ship day and supply it to MEPS for the accession data to be inputted into MIRS. MEPS must input the data within 1 business day. This process is imperative as Rctg Bns will no longer accept individuals that do not have accession data input into MIRS. The battalion operations NCOIC and the MEPS SGC are responsible for ensuring compliance by scanning a completed USMEPCOM PCN 680-3ADP into the applicant's GCRc record. The recruiter will ensure that all required documents per this regulation and the GCRc User's Manual, appendix T, are scanned into the record prior to the Soldier shipping to the Rctg Bn. All FSs will ship on Tuesdays and Wednesdays only; training bases report that due to multiple time differences some Soldiers arrive on weekends and holidays.

d. American Samoa, Federated States of Micronesia, Philippines, and Republic of the Marshall Islands.

(1) Projecting. All applicants will be projected to the Honolulu MEPS for the correct date of each phase of processing (test, physical, DEP-in) except for shipping which is automatically projected by GCRc. The only exception to this will be those applicants that do not have an SSN and must be issued a TIN by USMEPCOM. These must be projected for every phase after receiving their TIN. The SGC will annotate the record in the remarks as an offsite

projection and commit the record in MIRS. TINs will be issued by MEPS as directed by DoD. All enlistees must have a valid SSN and their GCRc record updated with the new number prior to shipping.

(2) Testing. Testing will be accomplished by MEPS personnel from the Honolulu MEPS during the quarterly DEP trips.

(3) Medical. The physical will be administered by MEPS personnel during the quarterly DEP trip.

(4) Shipping. Soldiers will be sent through the Honolulu MEPS to complete the entire ship process.

e. Remote areas of Alaska. There are several remote areas in Alaska that warrant remote packet completion.

(1) Projecting/packet completion-all applicants will be projected for the Anchorage MEPS.

There are certain remote locations in Alaska that warrant the recruiter of credit to complete the enlistment record via Army Career Explorer (CE), email or Fax without the benefit of face to face verification. Document verification will occur with the assistance of local School Officials, Police personnel or National Guard NCOs. Originals will be hand carried to the MEPS for verification by the assigned GCs.

(2) Testing-either via SASVAB or at the Anchorage MEPS

(3) Medical-at the Anchorage MEPS

(4) Shipping-at the Anchorage MEPS

(5) Recruiting Station Live Scan results are not required for applicants processing from remote locations in Alaska.

Appendix W

Foreign Language Recruiting Initiative (FLRI)

W-1. General

a. The FLRI program is for those individual whose primary language is other than English. The Assembling Objects (AO) subtest score; Individuals must score a minimum of 54 on the subtest. With the exception of the Student Armed Services Vocational Aptitude Battery (SASVAB), the AO is already tested during all Armed Services Vocational Aptitude Battery (ASVAB) and paper-and-pencil administrations' (Mobile Examination Test, MET site) and requires no additional special tests. If the individual took the SASVAB (school version) they must retest at the Military Entrance Processing Station (MEPS) or MET site.

b. Applicants that demonstrate a clear enunciation and comprehension of English with good standard English grammar skills and who are native-born citizens (excluding Puerto Rico) or have attended U.S. schools since the age of 10 are not eligible for this program.

W-2 Policy

a. FLRI falls under Program 9A, U.S. Army Training Enlistment Program REQUEST Option 6, English Comprehension Enlistment Option (ECEO), Surrogate MOS 09C1000YY (Language Trainee). Individuals enlisting in the FLRI program must meet the following criteria prior to enlistment:

(1) Basic eligibility requirements in accordance with AR 601-210, chapter 2.

(2) Be a high school diploma graduate or a Tier 1 high school senior (HSSR)

(3) Be a non-prior service.

(4) Attain an Armed Forces Qualification Test (AFQT) score of 21-30 on the ASVAB with a qualifying score of 54 in AO.

(5) Take the English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT) at the MEPS and score between 40 and 74.

b. Guidance Counselors (GC) must inform FLRI applicants of the following pertinent information:

(1) Applicants will not initially be guaranteed training in any specific MOS/CMF.

(2) RA applicants will not initially be guaranteed an assignment to any specific station, unit, command or area.

(3) AR applicants will be initially assigned to the local Army Reserve Unit, with a valid 09C vacancy.

(4) Soldiers will in-process at Fort Sill, OK, prior to attending ESL at Lackland AFB, TX. The Senior Guidance Counselor (SGC) will ensure all orders associated with applicants accessing under the FLRI option reflects reception battalion of Fort Sill, OK.

(5) Soldier will be required to attend the ESL Program at Lackland AFB, TX for up to 30 weeks based on current ECLT score.

(6) Soldier will be administered the ECLT upon completion of ESL Program and if he/she scores 75 or greater, will be required to take the Armed Forces Classification Test (AFCT). If the soldier fails to attain the required score of 75 or better on the ECLT, the individual will be separated from the Army regardless of AFQT and aptitude area scores. Waivers to this rule will be reviewed on a case-by-case basis.

(7) The resulting scores from the AFCT test will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFCT of at least 21 is not obtained with at least one qualifying aptitude area score, the soldier will be assigned an MOS and enlistment program based upon their initial ASVAB scores.

(8) If neither the AFCT test nor the initial ASVAB scores qualify the soldier for an MOS and enlistment program, the soldier will be separated from the Army.

W-3 Procedures

a. MEPS GCs will call the ROC to pull all FLRI reservations. The AO raw score will be verified from the 680 ADP until systems are updated.

b. Applicants that require a DAT waiver are not authorized to process for the FLRI program.

c. FLRI is not for applicants seeking to learn another language, it is intended for applicants that have English as a second language.

Appendix X Waiver Procedures

X-1. General

This appendix contains procedures for processing RA and AR enlistment waivers. These procedures supplement AR 601-210, chapters 4 and 5.

X-2. Policy

a. Conduct waivers. Conduct waiver requests must show that the case merits an exception to enlistment standards. Conduct waiver process seeks to identify persons who could present disciplinary problems. A history of serious criminal or misconduct offense raises serious questions as to an applicant's fitness for service. A long history of minor traffic and minor nontraffic offenses raises similar concerns. Persons who habitually violate civil law will likely behave the same way as Soldiers. Such misconduct diverts resources from performance of military missions.

b. Recruiting commanders must carefully review waiver applications and approve or recommend approval only after they are satisfied the applicant will make a good Soldier.

c. Applicants must provide the recruiter with information necessary to obtain documentation to support the application. The recruiter may allow the applicant to take appropriate forms to law enforcement agencies or courts for completion.

d. Applicants may not enlist with waivers approved by other components of the U.S. Armed Forces (Air Force, Navy, Marine Corps, and Coast Guard).

e. Applicants may not enlist until at least the day following the date a waiver has been approved. Until all conduct and administrative waivers have been approved the recruiter may not—

(1) Project applicant for enlistment.

(2) Make a temporary reservation using the FSR2S.

(3) Send the applicant to the MEPS.

f. Conduct waivers approved at battalion level must be resubmitted if the applicant commits or is convicted of a new offense. The waiver will be updated as follows:

(1) Recruiter—Run new police record checks (DD Form 369) (see AR 601-210, para 2-11); add new information to the applicant's security clearance application.

(2) Battalion operations section waivers expert (civilian or military) and SGC will ensure all documents required for the waiver are scanned into the appropriate GCRC folders.

(3) Enter on the DD Form 1966 date the additional offenses occurred, name of additional offenses, date additional offenses were added to security clearance application and date battalion commander approved or disapproved the updated waiver.

(4) A new waiver will be initiated in GCRc. All documents and memorandums must be updated. The additional offenses will be annotated and explained in the remarks block. Three recommendations will be completed and the waiver will be sent to the battalion commander using GCRc workflow for reconsideration and final disposition. Waivers above battalion level will be resubmitted using GCRc workflow, with all pertinent documentation, to the approval authority. A new waiver will be initiated, and the battalion commander or XO will add their recommendation in the GCRc remarks block.

g. The provisions of this regulation apply to FSs who commit law violations while in the DEP, DTP, or delayed status.

h. Medical waivers. The Army has established medical fitness standards for initial enlistment and for retention. The objective is to recruit and retain personnel who are medically fit and emotionally adaptable to the conditions of military life. This is intended to preclude from enlistment persons who present contagious or infectious diseases which would likely require repeated admissions to sick call, prolonged hospitalization, and who present any condition which would likely form the basis of a claim for physical retirement benefits.

(1) When a defect is considered disqualifying (see AR 40-501, chapter 2 or 3 but the applicant requests a waiver, a waiver will be submitted. Recruiting company and battalion commanders are not authorized to disapprove a medical waiver. An exception to this rule is dual-action waivers (for example, an applicant requires both conduct and medical waivers). If the commander disapproves the conduct or administrative portion, do not pursue the medical waiver.

(2) MEPS GC personnel will use a GCRc workflow to initiate a medical waiver. Only the documentation pertaining to the reason for the waiver will be scanned into GCRc ERM.

i. Nontraffic and misconduct waivers. (AR 601-210, paragraph 4-6). Any waiver where the battalion commander has approval authority may be approved prior to the applicant's taking the physical except for drug abuse or misuse, to include breath alcohol test (BAT) or drug and alcohol test (DAT) waivers. Waivers beyond the battalion commander's approval authority will not be submitted until the applicant is mentally and physically qualified.

j. Exceptions—Battalion commanders may request special consideration for an applicant who does not qualify for a waiver under the provisions of AR 601-210. Battalion commanders may recommend exception if the commander feels the case merits consideration. Any commander in the chain may deny such requests; approval authority rests with HQ USAREC. The request must include full justification and documentation, to include a summary of a personal interview with the battalion commander. Recruiters may not process applicants with disqualifications considered under this paragraph until an exception is granted.

X-3. Routing of waiver requests

a. The recruiter will submit to the SC all documentation required to support the waiver. Grade determination will be initiated on DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)).

b. The SC will submit all conduct and administrative waivers to the company commander. The company commander will send all requests for approval to the battalion operations section. The battalion operations section will forward the waiver, with recommendations, to the battalion commander.

X-4. Conduct waiver procedures

a. Waiver requests received at battalions will be reviewed and analyzed by the waiver analyst, assistant operations NCO, or the operations NCOIC. The waiver will be thoroughly reviewed for accuracy. They will also review the packet to ensure the applicant did not process with open charges. The waiver analyst and operations NCO will make a written recommendation for approval or disapproval on Waiver workflow. He or she will validate the packet's completeness and forward it to the action officer.

b. The action officer (XO, operations officer (S3), assistant S3, or operations NCO) will make a final review of the waiver request prior to submitting the waiver to the approval authority. The action officer will assure the waiver is administratively correct and will indicate his or her recommendation of the waiver packet by the approval or disapproval block of the Waiver workflow. They may add further comments if desired. (Three recommendations are required on the Waiver workflow prior to submission to the waiver approval authority).

c. The battalion commander or acting commander (on orders) will personally interview all applicants requiring a major misconduct waiver. This requirement may not be delegated.

d. For an in-DEP waiver, the waiver memorandum will include the date the individual entered the DEP, option, scheduled AD date, and whether administrative extensions have been granted. FSs found to have concealed information that would have required a waiver at enlistment will be discharged for fraud and required to wait 6 months from the

date of discharge before submitting a waiver for fraudulent enlistment. Fraudulent enlistment waiver procedures are completed in the same manner as a battalion level RE code waiver. If a Soldier is on AD or in a TPU and is found to have committed fraud, he or she may be discharged with a mandatory 6-month waiting period before they can apply for a fraudulent enlistment waiver. (This applies to all waivers: conduct, administrative, and medical).

e. An AR Soldier who required a waiver prior to enlistment, but did not reveal the information until after accessing, but before shipping to IADT, will not be shipped to IADT unless the enlistment has been validated by their unit in accordance with AR 135-178, chapter 7.

f. The AR Soldier who has recent law violations and no longer meets the enlistment eligibility as outlined in AR 601-210, will have his or her unit commander (or designated representative) notified. The unit commander (or designated representative) will determine if that member is to be shipped for IADT. All additional information will be added to the Soldier's security clearance application, DD Form 1966, and the unit commander's disposition noted in the Remarks section of DD Form 1966. Applicable pages of the security clearance application, DD Form 1966, and copy(s) of written unit notification and decision will be placed in the Soldier's GCRc packet.

g. A suspense system will be established using USAREC Form 671 for all waivers which have been forwarded to a higher headquarters and for which a final determination or interim reply has not been received. This system will be maintained at the battalion. Inquiries or tracer actions will not be initiated unless a final or interim reply was not received according to the timeframes shown in table X-1. Furthermore, all inquiries or tracer actions will be processed through the proper channels (for example, company, battalion, HQ USAREC).

h. If an applicant declines or requests termination of a pending waiver action, each level will notify the next level in the chain of command by e-mail or telephone to permit final disposition of suspense files.

i. Applicants will submit a detailed description of all offenses. This account will be included as part of the documentation in the waiver packet.

j. Approved conduct waivers may be used either for enlistment in the AR or RA.

X-5. Administrative waiver procedures

a. Waiver requests received at battalions will be thoroughly reviewed and analyzed by the waiver analyst and operations NCO prior to submitting the waiver to the battalion commander for recommendation or approval.

b. The waiver analyst will review the waiver packet to ensure all required documentation is included in the packet. The waiver analyst will also review the packet for administrative correctness and to ensure the applicant did not process with open charges. After the review, forward the waiver packet to the operations NCO for review.

(1) Review the DA Form 3072-2 (Applicant's Monthly Financial Statement) .

(2) Review the statement from the person responsible for the care of dependents in cases of a dependent waiver, ensuring they are functionally able to care for the dependents they will be entrusted with. In cases of a hardship waiver, ensure the statement supports the claim that the hardship no longer exists.

(3) Prior to the electronic submission of the waiver to HQ USAREC, ensure the interview from the battalion commander is included in the packet.

c. The battalion commander will review each waiver packet and interview all applicants requesting a waiver. Include the results of the interview as a separate item, with a recommendation to HQ USAREC on the GCRc Waiver workflow.

d. If applicant has law violations, include a description of the offenses in the waiver packet.

X-6. Medical waiver Procedures

a. A request for medical waiver will be submitted with required documents if the applicant is otherwise qualified.

b. The following steps will be followed in processing a medical waiver at battalion level:

(1) NPS medical waivers and waivers for PS disqualified during MEPS PE. When the GC receives notification that the applicant is disqualified, he or she will initiate the GCRc Medical Waiver workflow. Waivers expert will notify the recruiter of additional paperwork needed to support the medical waiver and submit the waiver packet to HQ USAREC, G3, Waivers Branch, via GCRc workflow.

(2) PS medical waivers. A PS applicant who was discharged from any component of the Armed Forces for medical reasons, requires a medical waiver regardless of PE results at the MEPS. The approval authority is USAREC Command Surgeon. Include DA Form 3947 (Medical Evaluation Board Proceedings), DA Form 199 (Physical Evaluation Board Proceedings), MEB narrative Summary, DA Fm 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), and DA Form 3822 (Report of Mental Status Evaluation). Process the waiver following the same procedures as NPS applicants.

(3) The Command Surgeon has the authority under the provisions of AR 40-501, paragraph 7-8e, to revise the

physical profiles for approved medical waivers of applicants processing for enlistment into the RA and AR.

(4) Any change made by the Command Surgeon to the physical profile of an approved medical waiver is valid for enlistment. For example: An applicant is disqualified by the Command physician and receives a 3 physical profile under the PULHES. The battalion submits and receives an approved medical waiver with a new physical profile, either 1 or 2, which was changed by the Command Surgeon. This is the correct physical profile used to enlist the applicant.

(5) Any changes made to an applicant's physical profile by the Command Surgeon will be stamped indicating the new physical profile on the GCRc workflow.

c. Recruiting personnel will not request the applicant perform an exercise in their presence or administer a physical fitness test.

d. Approved medical waivers may be used for RA or AR enlistment.

e. A complete packet will be maintained in GCRc.

X-7. Counseling of Applicants

a. To prevent frustration and confusion on the part of both the recruiter and the applicant, care should be taken in counseling applicants on waivers.

b. Advising applicants of denial of waivers. Recruiters will explain to applicants that their application for waiver of disqualification was not favorably considered. If an applicant requests the name of an approval authority, they will only be given the position title such as command surgeon. However, under no circumstances will the recruiting personnel disclose the name, organization, or telephone number of the final disposition authority. In processing PS waivers, the individual should be advised that the denial of the waiver was after a thorough evaluation of their PS records in conjunction with their current waiver request. Only those documents which belong to the applicant will be returned. S3 personnel will not return waiver memorandums or copies thereof to the field force. The correspondence pertaining to the approvals or disapprovals of waivers will be filed and maintained at battalion level only. Medical waivers are approved or disapproved based on the disqualification. The fact that an applicant has good mental test scores, no police record, and is motivated to enlist does not alter the medical disqualification.

Table X-1.
Waiver routing procedures

Type of waiver	Approval authority	Routing
1. Minor non-traffic	Battalion Commander	RS, Company, Battalion
2. Misdemeanor		
Pregnancy	Battalion Commander	RS, Company, Battalion
Major misconduct	CG USAREC	RS, Company, Battalion, HQ USAREC
Administrative	CG USAREC	RS, Company, Battalion, HQ USAREC
Medical	Command Surgeon	RS, Company, Battalion, HQ USAREC

Note: Processing times for waivers will vary based on the type of waiver and the approval authority. Completion of the waiver and all the required documentation may take anywhere from 15 to 30 days, maybe longer. Waivers will take longer if they have to be returned to the battalion or the RS for additional information.

X-8. Submission of waivers

a. Waiver requests that contain more than one disqualification will be processed through all necessary subordinate commanders prior to reaching the final approving authority (for example, medical and conduct (Misdemeanor)).

b. Waiver approval for CG USAREC will be forwarded using appropriate GCRc workflow.

X-9. Administrative Guidelines

All approved and disapproved waivers will be maintained in GCRc.

X-10. Monitoring procedures

Conduct waivers will be monitored and recorded on USAREC Form 669 (Monitoring Procedures) (fig X-1) or an

electronic spreadsheet . The USAREC Form 669 or the spreadsheet used will reflect total waivers processed and number approved or disapproved. This data will be consolidated by brigades and submitted to HQ USAREC for review and analysis on a recruit ship month basis. This report is due each month no later than 7 working days following the close of the RCM phaseline or as requested by HQ USAREC, G3, Waivers Branch.

X-11. Supporting Documents

a. DD Form 370 will be used for required references. (The individual providing a character reference on an applicant may compose his or her own bond paper or stationery instead of using the DD Form 370. However, identification data must be included.)

Note: DD Form 370 may be hand carried.

b. DD Form 370 will be obtained from all employer(s) for the year prior to waiver application. If the applicant has been unemployed for the year prior to waiver application then the DD Form 370 will be obtained from the most recent employer. If an applicant states that a reference request will jeopardize current employment, this must be annotated on the DD Form 370. If an applicant has been self employed during the year prior to waiver application, a minimum of one DD Form 370 will be obtained from person(s) for whom the applicant performed services.

Note: DD Form 370 from employer(s) is not required to process battalion level conduct waivers unless required by the battalion commander.

c. DD Form 370 will be obtained from schools and/or colleges where the applicant attended within 3 years of application. Academic transcripts will be included if the applicant is currently attending college. DD Form 370 will be addressed to counselor or school administrator having access to the applicant's records. DD Form 370 sent to schools will be addressed as follows: East St. Louis Senior High School, ATTN: Counselor, 4901 State Street, East St. Louis, IL 62207 or Chicago State University, ATTN: Registrar, 9500 South King Drive, Chicago, IL 60628.

d. DD Form 370 obtained by other armed services recruiters or ARNG recruiters will not be used for RA or AR waiver applications.

e. Recruiting officer identification data on DD Form 370 will be filled in completely. The date signed will be the date the DD Form 370 is initiated.

Note: DD Form 370 is valid for 6 months. DD Form 370 more than 6 months old from employers and schools may be used if the applicant has not been rehired or attended school since the date of initial reference. Telephonic completion of DD Form 370 is not authorized.

f. DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes.

Note 1: DD Form 369 is valid for 6 months when processing waiver applications. (DD Form 369 will be reprocessed if older than 6 months.) If an applicant alleges or there is reason to suspect new arrests or convictions, new records checks must be obtained.

Note 2: The applicant will sign DD Form 369 regardless if required by the law enforcement agency. The applicant's signature is not required for agencies that do not release.

g. DD Form 369 obtained by recruiters of other armed services or ARNG recruiters will not be accepted for RA or AR waiver processing.

h. Recruiters will obtain the court documents for the charges requiring the waiver. Fees charged by the court for copies of court documents may be claimed as reimbursable expenses for documents in the same manner as fees for copies of birth certificates or other official documents. If the charge for a copy of the court document is for a purpose other than a copying expense, the document may not be obtained. Recruiters will check the on-line police agency list (PAL) on the Enterprise Portal.

i. USAREC Form 1037 will be used to obtain all information from probation and parole officers. It will include the period of probation or conditions and the reason terminated. If checks with law enforcement agencies and the applicant both indicate that no probation or parole history is involved, then USAREC Form 1037 is not required.

Note: USAREC Form 1037 has the same validity period as DD Form 369.

j. USAREC Form 1037 will be used to obtain court information when the court will not furnish a copy of court documents or charges a fee other than copying expense, but will provide information about the applicant's court history. Recruiters will ensure all information required and available is recorded on the form. If the court will not complete the form nor furnish court documents, but will allow the recruiter to review court records, the recruiter will record the court history on USAREC Form 1037 and sign the form indicating that he or she extracted the information from official court records.

k. USAREC Form Letter 41 will be used to obtain a report from a correctional facility for all applicants who

have been detained, committed, or confined in a law enforcement facility. Confinement and detainment are applicable only when the applicant is restrained from leaving the law enforcement facility, by whatever means, for a period in excess of 1 day. For applicants who were under house arrest, USAREC Form Letter 41 will be obtained from the person having responsibility for monitoring the program.

Note: USAREC Form Letter 41 has the same validity period as DD Form 369.

1. A copy of the DD Form 2807-1 and DD Form 2808 will be submitted with all waivers sent to HQ USAREC in addition to those submitted for alcohol or drug abuse or misuse to include BAT or DAT waiver applications

m. 680-3ADP will be included in all waiver applications.

n. Applicants requiring a dependency (parenthood), hardship, or spouse of a military member waiver will complete DA Form 3072-2. The applicant will fill out the form using his or her monthly income and liabilities against civilian and military pay. Instructions for preparing the form are:

(1) Blocks 1 and 2: Self-explanatory.

(2) Block 3: Enter current income or if currently unemployed, enter monthly salary and termination date of last period of employment. Other income includes spouse's income, money from odd jobs, and child support. The applicant must state clearly where the income comes from. Other income if enlisted should cover any anticipated income while serving in the military from sources other than military.

(3) Block 4a: Liabilities against current income will include all expenses paid out by the applicant and spouse (for example; credit cards, loans, child support). Explain and break down what payment of other debts and other indebtedness or financial obligations are in block 6.

(4) Block 4b: Liabilities against military income should include most of the liabilities listed in block 4a unless that particular debt is paid prior to enlistment. In this case, explain in the Remarks section. This block must be completed regardless of whether processing for RA or AR. When completing this block, do not assume housing will be provided.

(5) Block 5: Include all assets owned (for example: boats, RVs, mutual funds, and certificates of deposit).

(6) Block 6: Use this block to clarify anything on the form where a question might arise. This block should include any pertinent information regarding current and future financial stability.

(7) The applicant and a witness will sign the form.

(8) USAREC Form 670 (Moral Waiver Worksheet) (fig X-2) is required for all waivers except medical waivers. "USAREC Form 670, page 1 (Conduct Waiver Worksheet), is required to be scanned into ERM for all moral and administrative waivers. The GCR waiver workflow will serve as USAREC Form 670, page 2, (recommendation for approval / disapproval).

X-12. Personal Conduct

a. Conduct standards generally deal with acceptability of persons with police records. They are designed to screen out persons who are likely to become serious disciplinary problems and who thus divert resources from the performance of military missions.

b. Conduct and physical standards and education level are considered in determining the applicant's acceptability for military service. Therefore, the applicant's history of police involvement will be elicited and checked. Conduct waivers will be required when the applicant has an other adverse disposition (OAD) as a juvenile and/or adult, or when criminal charges resulting in conviction or action by a court amount to a finding of guilty. This in accordance with the DoD principle that an individual whose pattern of behavior poses a serious question as to their fitness for service, should be given a special review at an appropriate level before being accepted or rejected for service. Waivers in AR 601-210, chapter 4, are required only in cases of conviction or OAD. Suitability will be determined in accordance with AR 601-210, paragraph 4-30. Waivers are not required on the basis of arrest or questioning that does not result in referral of charges, or when charges are dismissed without conviction of guilt, or OAD.

c. The whole person concept will be applied in determining the applicant's conduct qualification for enlistment. Areas of consideration under this concept are: Number of offenses, severity of the charges, actual sentence, applicant's age at time of violation, physical qualification for enlistment, employment history of applicant, educational achievements of applicant, and favorable comments from probation and parole officers, employers, and school officials.

(1) Conduct waivers will be granted only in exceptionally meritorious cases. These cases must present clear evidence of rehabilitation and a high assurance that the individual will not become a disciplinary problem.

(2) Commanders will closely adhere to the above criteria for conduct waiver processing. The authority to grant or recommend approval on an application for conduct waiver will neither be routine nor a rubber stamp exercise.

d. The review of waiver applications is very important. The waivers expert (civilian or military), operations

NCO, and the action officer must thoroughly review all documentation provided prior to making a recommendation to the battalion commander or XO. Each applicant must be considered on an individual case based on such factors as the nature of the offense, age when committed, punishment imposed, etcetera. No specific formula can be developed which determines that the applicant is acceptable. The waivers expert, operations NCO, and the action officer must make an independent recommendation based on their own judgment that the case is meritorious. The required documents contain significant facts which will provide insight and must be thoroughly reviewed.

(1) An important factor to be considered is the offense and its seriousness. AR 601-210, chapter 4, figures 1 through 4 lists offenses ranging from traffic to major misconduct. Insight into the seriousness of the offense may be accomplished by analyzing the sentence (for example, amount of the fine, length of probation or parole, whether confinement was imposed, and if so, the length of confinement). Consideration should be given to the fact that some locales and judges impose more serious sentences than others for like offenses.

(2) The frequency and number of offenses, both serious and minor, provides an indication of the applicant's respect or disrespect for authority. However, initial impression and comparison to other people that the reviewer has known must be tempered with consideration of supporting documents.

(3) The age of the applicant at the time of the offense is also extremely important. Younger offenders may not have attained enough maturity to recognize the seriousness of the offense or to have developed the necessary self-control to inhibit impulses. Association with other and more aggressive persons can influence a youth to follow the crowd and commit an offense as a member of a group. To the contrary, an offense which appears to have been deliberately planned and committed alone would be considered more serious.

(4) Periods and types of civil restraint (confinement, parole, probation, or suspended sentence), coupled with officials' reports will provide some indication of the applicant's ability to conform to rules.

(5) The record of employment and reports from employers will provide a good indication of the applicant's professional abilities, work habits, reliability, leadership potential, and determination to better themselves.

e. There often is a feeling that personnel at higher headquarters do not have personal contact with applicants, thereby the disapproval rate is high. Two things are important to remember: First, requests received by personnel at higher headquarters are normally for more serious civil offenses than those for which waiver authority has been delegated to a lower level. Second, in all determinations for waiver of enlistment eligibility requirements, a detached, objective viewpoint is necessary to assure that meritorious cases warrant the exception to enlistment standards. Termination of probation or parole within a short period of time prior to application should be closely reviewed. In the absence of specific and unequivocal remarks by the probation or parole officer that the applicant truly merited "early termination," it is possible that the Army is viewed as a panacea for social rejects. Cases involving an early termination of probation or parole will include a statement from the probation or parole officer indicating the basis for early termination and whether it was related or unrelated to the individual's prospective enlistment application.

f. A conduct waiver request may be resubmitted after 6 months has lapsed from the date of approval, if additional documentation shows a meritorious case has been established.

g. Termination of probation or parole within a short period of time prior to application should be closely reviewed. In the absence of specific and unequivocal remarks by the probation or parole officer that the applicant truly merited "early termination", it is possible that the Army is viewed as a panacea for social rejects. Cases involving an early termination of probation or parole will include a statement from the probation or parole officer indicating the basis for early termination and whether it was related or unrelated to the individual's prospective enlistment application.

h. When a recruiter cannot make a determination as to the actual offense, he or she will contact the recruiting battalion. If the operations NCO is unable to make a determination as to the classification of the offense he or she will contact HQ USAREC, G-3, Waivers Branch. If further coordination is needed, HQ USAREC, G-3, Waivers Branch, will contact other staff elements or Department of the Army.

MONITORING PROCEDURES (For use of this form see USAREC Reg 601-96)								
REPORTING ACTIVITY: 1st Rctg Bde					RSM: Aug		FY: 2012	
WAIVER LEVEL								
	GA		SR/CHIS		PRIOR SERVICE		OTHER	
	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE
BATTALION								
ADMINISTRATIVE (FRAUD)	10	30			10	30	10	
BAT/DAT	60	50	10				25	
MISCONDUCT	100	4	20	1				
SERIOUS OFFENSE	15	3						
NONTRAFFIC	10	2						
TOTAL	195	89	30	1	10	30	35	35
USAREC								
ADMINISTRATIVE	10	1			25	10		
MAJOR MISCONDUCT	15	6						
TOTAL	25	7			25	10		
GRAND TOTAL	220	96	30	1	35	40	35	

USAREC Form 669, Rev 1 Sep 12

PREVIOUS EDITIONS ARE OBSOLETE

LFV 01.00

Figure X-1. Sample of a completed USAREC Form 669

MORAL WAIVER WORKSHEET (For use of this form see USAREC Reg 601-96)							
NAME McLean, James D.				AGE 26	EDUCATION 14L	AFQT 93	
RANK PFC	PS <input type="checkbox"/>	NPS <input checked="" type="checkbox"/>	MARITAL STATUS Married	DEPENDENTS (NUMBER/AGES) Ages 24, 4, 3	FSP DATE NA	PADD NA	PULHES 111111A
OFFENSES (List all offenses committed in chronological order. Start with the most recent charge. Use asterisk (*) to indicate offenses to be waived.)							
DATE COMMITTED	AGE	NATURE OF OFFENSE			DISPOSITION		
3 Jan 02	22	Speeding			Paid fine \$65 and court costs \$32.50.		
13 Feb 00	20	Speeding			Paid fine \$55 and court costs \$32.50.		
14 Apr 99		Arson			First Offender Program. One year supervised probation.\$200 court costs.		
						YES	NO
Rctg Bn commander interview						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rctg Co commander interview						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excessive marijuana use						<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other drug use/abuse						<input type="checkbox"/>	<input checked="" type="checkbox"/>
				YES	NO	COMMENTS	
Dual waiver (If yes, indicate type)				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Have all waiting periods elapsed in accordance with AR 601-210?				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
DD Form 369, currently residing, attending school, working, and back 3 years from date of application				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
DD Form 369 from where offense occurred				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Copy of court document (waiver offense(s))				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

Figure X-2. Sample of a completed USAREC Form 670

ARE THE FOLLOWING INCLUDED IN THE APPLICANT'S PACKET:	YES	NO	COMMENTS
USAREC Form 1037 or USAREC FL 41 from probation and/or parole officer or correctional facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DD Form 370, reports from employers 1 year prior to application or last employer. (If self-employed, then from at least one person applicant performed services for.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DD Form 370, reports from schools attended in the past 3 years, plus grade transcripts if attending college	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Applicant's statement regarding offenses(s) and/or disqualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prior service documentation (DD Form 214, DD Form 368, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Statement concerning family hardship, spouse, ex-spouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Statement of understanding concerning joint domicile assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DA Form 3072-2, applicant's monthly financial statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Any exceptional family member(s) special needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Synopsis of analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
RECOMMENDATION: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Mr. McLean's arson offense occurred over 5 years ago. Based on his record, the judge allowed him to take part in the First Offense Program. With the exception of two traffic offenses, he has no other charges. Mr. McLean has maintained steady employment for over 5 years with the same company. He is a father and husband. He has documented that he has rehabilitated. THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT: _____ 11 Apr 2012 (WAIVER ANALYST'S SIGNATURE AND DATE)			
RECOMMENDATION: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL I concur with the waivers expert. Mr. McLean has established a meritorious case and deserves the opportunity to become a member of the Army family. I strongly recommend approval THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT; APPLICANT'S AUTHORIZED ENTRY PAY GRADE: E-____ _____ 11 Apr 2012 (REVIEWING NCO'S SIGNATURE AND DATE)			
RECOMMENDATION: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Concur with above. THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT: _____ 11 Apr 2012 (ACTION OFFICER'S SIGNATURE AND DATE)			

USAREC Form 670, Rev 1 Sep 12 (Reverse)

Figure X-2. Sample of a completed USAREC Form 670 (continued)

(Appropriate Letterhead)

(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, 1307 3rd Avenue, Fort Knox,
KY 40121-2726

SUBJECT: Statement Concerning Family Hardship

1. I (Spouse/ex-spouse name) am the (Spouse/ex-spouse) of (Applicant's name).
2. To my knowledge, (number) child(ren) is/are dependent(s) of (Applicant's name).
3. To my knowledge, (number) of these children is/are physically/developmentally challenged and has/have special needs. The type of special need(s) is/are: (If there are no special needs, state "none".) (Educational, medical, etcetera; please include specific, detailed description.)
4. (Applicant's name) enlistment into the (Regular/Reserve) Component of the United States Army (will/will not) cause either a personal or financial hardship.

Applicant's Signature

(Spouse/Ex-Spouse Signature)

(Appropriate Letterhead)

(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, 1307 3rd Avenue, Fort Knox,
KY 40121-2726

SUBJECT: Statement of Understanding concerning Joint Domicile Assignment and Family Care Plan

1. I (Spouse Name) am the spouse of (Applicant's Name), a member of the United States (service/
component), whose pay grade is E- _ and length of service is (number) years.
2. We are the parents/legal guardians of (number) child(ren).
3. We have a valid and current family care plan. Under that plan, short-term care would be provided
by (Name(s)) and long-term care would be provided by (Name(s)).
4. I request a waiver for my disqualification of dependents so that I may enlist into the (Regular/
Reserve) Component of the United States Army.
5. My spouse and I understand that approval of this request neither constitutes nor implies any guaran-
tee of a joint domicile assignment.

Applicant's Signature

Spouse's Signature

Glossary

Section I Abbreviations

AC

active component

ACASP

Army Civilian Acquired Skills Program

ACF

Army College Fund

AD

active duty

AFQT

Armed Forces Qualification Test

AFR

advance fingerprint report

AIT

advanced individual training

AMEDD

Army Medical Department

AO

assembling objects

ARISS

Army Recruiting Information Support System

ARN

alien registration number

ARNG

Army National Guard

ASI

additional skill identifier

ASVAB

Armed Services Vocational Aptitude Battery

BCT

basic combat training

BI

background investigation

BT

basic training

CCF

Central Clearance Facility

CMF

career management field

CMO

chief medical officer

CSM

command sergeant major

DA

Department of the Army

DAT

drug and alcohol test(ing)

DEP

Delayed Entry Program

DEP/DTP

Delayed Entry Program/Delayed Training Program

DLAB

Defense Language Aptitude Battery

DOD

Department of Defense

DOS

days of service

DS

delayed status

DTP

Delayed Training Program

EB

enlistment bonus

ECLT

English Comprehension Level Test

EER

erroneous enlistment report

EIS

Enlistment Inquiry Section

ENSQ

Entrance Inquiry Section

ENTNAC

Entrance National Agency Check

ERM

electronic records management

ESL

English as a second language

ETP

exception to policy

FBI

Federal Bureau of Investigation

FS

Future Soldier

FSR2S

Future Soldier Remote Reservation System

FSTP

Future Soldier Training Program

GC

guidance counselor

GCOC

Guidance Counselor and Operations Course

GCRc

Guidance Counselor Resource Center

GED

general education development

HCR

health care recruiter

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HQ USAAC

Headquarters, U.S. Army Accessions Command

HQ USAREC

Headquarters, U.S. Army Recruiting Command

HRC

U.S. Army Human Resources Command

HSD

high school diploma

HSDG

high school diploma graduate

IADT

initial active duty for training

ID

identification

IET

initial entry training

IG

inspector general

IRR

Inactive Ready Reserve

JPAS

Joint Personnel Adjudication System

LNCO

liaison noncommissioned officer

LRP

Loan Repayment Program

MEPS

military entrance processing station

MET

military entrance test

MFR

memorandum for record

MGIB

Montgomery GI Bill

MIRS

MEPCOM Integrated Resource System

MOS

military occupational specialty

MRD

mandatory return date

MTF

military treatment facility

NACLC

National Agency Check and Local Check

NCO

noncommissioned officer

NCOIC

noncommissioned officer in charge

NPS

nonprior service

OCS

Officer Candidate School

OIC

officer in charge

OMPF

official military personnel file

OPM

Office of Personnel Management

OSUT

one-station unit training

PAI

preaccession interview

PaYS

Partnership for Youth Success

PE

physical examination

PEI

preenlistment interview(er)

PFA

physical fitness assessment

PL

phase line

PMOS

primary military occupational specialty

PMR

permanent medical rejection

PRP

Personnel Reliability Program

PS

prior service

PSSP

Personnel Security Screening Program

QC

quality control

QNE

qualified not enlisted

QUALS

qualification text

RA

Regular Army

RC

reserve component

REQUEST

Recruit Quota System

RECBN

Reception Battalion

RI

recruiting impropriety

ROC

Recruiting Operations Center

ROTC

Reserve Officers' Training Corps

RS

recruiting station

RSM

recruit ship month

RSW

recruit ship week

SSA

Social Security Administration

SBI

special background investigation

SC

station commander

SCI

sensitive compartmental information

SGC

senior guidance counselor

SLRP

Student Loan Repayment Program

SM

suitability manager

SMP

Simultaneous Membership Program

SMT

senior master trainer

SOP

standing operating procedure

SRIP

Selected Reserve Incentive Program

SSN

social security number

ST

security technician

tech check

technical check

TIN

temporary identification number

TMR

temporary medical reject(ion)

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TS

TOP SECRET

TTHS

trainees, transients, holdees, and students

UIC
unit identification code

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USARECBN
U.S. Army reception battalion

USMEPCOM
U.S. Military Entrance Processing Command

VCN
vacancy control number

WOFT
Warrant Officer Flight Training

1SG
first sergeant

Section II
Terms

accession

- AC - An individual who has entered onto AD.
- RC - An individual who has enlisted into a USAR program.

active duty service date

- NPS - Date entered onto AD.
- PS - Date computed by taking current date entered onto AD and subtracting from that date the years, months, and days of creditable active Federal service.

Application for Enlistment - Armed Forces of the United States

The four pages of DD Form 1966. These pages along with the DD Form 4 series, DA Form 3286, SF 86, and verification documentation constitutes the enlistment record.

Army Civilian Acquired Skills Program

Enlistment program allowing accelerated promotion dependent upon level of training or experience. The promotion to private first class is for secondary school level education or experience, and specialist and sergeant is for post-secondary level training or experience.

Army College Fund

Funds in addition to those provided by the All-Volunteer Forces Educational Assistance Program of 1984 (GI Bill).

Army transmission unit

An element of the processing section at the MEPS which collects, edits, and processes data for submission to USAREC, to enable maintenance of a computerized databank on all examinations and enlistments accomplished by MEPS.

background investigation

Consists of a full field background inquiry scoped from 5 to 15 years, or longer, and is required for U.S. citizens for a TS clearance.

basic training

Training for accessions (less those exempted in accordance with AR 612-201) which provides fundamental military knowledge.

before ship record check

Record check accomplished by a GC between 7 and 30 days prior to shipping to AD or IADT.

chief medical officer

Physician assigned as the Chief of the Medical Examination Section at MEPS, responsible for profiling and determination of medical eligibility for special programs (that is, airborne).

coding

Alpha and numeric characters for assigned specific meanings which when entered into the service required and unique data blocks, allow for automatic data processing collection of historical information on every applicant and enlistee.

completed medical evaluation

DD Form 2807-1 and DD Form 2808 which are complete and have been reviewed by the CMO to include profiling.

contract

A signed document specifying conditions, standards, and terms of enlistment into an Army program (see DD Form 4 series).

control activity

The activity within MEPS that controls applicant processing, directs individuals to various sections, and is usually under the supervision of the reception and orientation sergeant.

courtesy shipment

The accession of an individual previously processed by a different MEPS into the FSTP. Although the shipping battalion receives no enlistment credit, the SGC of the shipping battalion is responsible for ensuring the accuracy of the enlistment documents prior to shipment to a USARECBN.

currently in high school

A person currently in a high school grade other than senior who has completed the 10th grade. This code is used for USAR REQUEST purposes only.

Delayed Entry Program

An enlistment program which allows an individual to delay entry onto AD for a period up to 365 days. This program is subject to controls, as determined by the Commanding General, USAREC.

duplicate reservation

Two or more reservations for the same applicant.

early ship

An FSTP enlistee brought onto AD prior to the RSW within which his or her enlistment date falls. (Example: AIT class calls for an RSW of 8 October. The FS must enlist between 2 October (Tuesday) and 8 October (Monday). If an FS is brought onto AD prior to 2 October without a renegotiation he or she is an early ship.)

eloper

An individual who departs the MEPS without authorization prior to completion of processing, or an individual who departs the MEPS with permission, but fails to return to complete processing.

enlistment bonus

An amount of money determined by HQDA, which is paid to a qualified enlistee upon completion of AIT in selected MOSs. The amount of the EB paid may depend on the battalion in which enlisted, the date of the original FSTP contract, MOS, and other factors determined by HQDA.

enlistment contract

A signed document specifying conditions, standards, and terms of enlistment into an Army program.

Enlistment Inquiry Section

Office established at HRC by direction of the Secretary of the Army to control MOSs and assignments of certain PS applicants prior to enlistment or reenlistment.

enlistment record

The enlistment contract with associated and verifying documents broken down into six packets for distribution to various Army agencies.

erroneous enlistment

An enlistment that later proves to be invalid because the individual failed to meet the qualifications prior to enlistment.

evenflow

Attainment of DA-directed numbers of enlistments needed to maintain training centers at optimum level. Evenflow also refers to a constant regulated flow of applicants to the MEPS to prevent overloading the MEPS.

fee basis physician

A civilian medical doctor employed by MEPS to conduct medical examinations and/or consultations in MEPS.

fraudulent enlistment

An enlistment procured through a deliberate material misrepresentation, omission, or concealment of facts by a recruiter, GC, applicant, or any or all, which if known at the time of enlistment, would have resulted in rejection of the enlistee.

Future Soldier Training Program

A training program that prepares an FS for IET after enlisting into the RA or USAR. USAREC Reg 601-95 prescribes the policies and procedures for this program.

Future Soldier Training Program loss

An FS separation or voided contract.

Future Soldier Training Program separation

A separation from the FSTP through official published orders.

Future Soldier Training Program voided enlistment

A release from the FSTP through official published orders.

guidance counselor

Recruiter or civilian contractor assigned duties at the MEPS for enlistment processing of Army applicants.

high school senior

A person enrolled in a program of education which, within 365 days, will result in meeting the definition of an HSDG contained in AR 601-210, paragraph 2-7.

Interservice Recruitment Committee

A battalion level joint service committee established in the local area to coordinate and monitor aspects of applicant testing, processing, and educational liaison with high schools and the local community. One of its prime functions is planning and implementing the local school ASVAB testing program.

late cancellation

A reservation that is canceled after the scheduled enlistment date.

late ship

FS who enlists in the RA after the scheduled recruit ship date.

live scan

The electronic scanning of an applicant's fingerprints for electronic submission of ENTNAC.

male or female impersonator

Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

medical waiver

An instrument for enlistment, which requires minimum documentation to warrant an exception to the physical standards established by AR 40-501. If a defect is considered to be disqualifying in accordance with the standards set forth in AR 40-501, but is of such a nature as not to preclude the performance of duty, a waiver may be recommended by the MEPS physician and submitted by the battalion.

MEPCOM Integrated Resource System

A USMEPCOM-wide system designed to collect, edit, and process information required to maintain a computerized databank on all processing accomplished by MEPS.

MEPS database listing

A computer listing of all records on the active file. Sometimes referred to as the "dump listing."

MEPS jumper

An applicant who has processed and found to be disqualified (physically, morally, or mentally) at a MEPS, and subsequently processes at another MEPS to conceal the original disqualification.

midterm graduate

This applies to the graduate who has met and/or exceeded prescribed requirements (units, credits) early. Graduation could occur at midterm (December to January) rather than the end (May to June) of the school term.

Military Entrance Processing Station

The joint service facility which conducts final PEs and final mental tests of all Selective Service registrants and service applicants, effects induction of enlistment processing, and ships such accessions to appropriate USARECBNs or duty stations.

military entrance test site

A location outside the MEPS used for the administration of the ASVAB. Either military or contracted test administrators may administer the test at the MET site.

moral waiver

An instrument for enlistment which requires documentation to warrant an exception to the enlistment standards established in AR 601-210. Waiver documentation should show that rehabilitation of the individual concerned has been demonstrated and that the individual is a good risk from a moral standpoint, not to become a disciplinary problem during the term of enlistment.

National Agency Check and Local Check

A check accomplished by OPM, whereby, FBI Headquarters files, the FBI (Identification Division), FBI fingerprint identification files, and local agencies, as appropriate, are checked for information on the designated individual. This check is required for PS applicants. A National Agency Check is submitted on all PS personnel unable to provide proof of their original ENTNAC status, regardless of break in service.

nonhigh school graduate

An individual who has earned neither an HSD nor an equivalency certificate and is not attending school.

nonprior service

For enlistment purposes (RA) an individual who has completed less than 180 days of active service in any armed service, (USAR) and who is not MOS qualified.

no-show

A processor who fails to report to a designated place for scheduled processing or enlistment.

Oath of Enlistment

Oath prescribed by statute and administered by a commissioned officer to each applicant who has been found qualified for, and desires, enlistment. An applicant orally subscribing to the oath and executing the DD Form 4 series becomes a member of the Armed Forces.

pay entry base date

The date, for pay purposes that an enlistee entered an armed service. For computation example see AR 601-210.

phantom reservation (bogus)

REQUEST reservation made for a fictitious applicant.

physical inspection

An abbreviated medical examination, given prior to entry into military service, to an individual who has received a complete medical examination within 18 months of the date of enlistment and was found acceptable. For entry into the FSTP or DS, if enlistment is accomplished within 30 days of the initial physical or last physical inspection, a new inspection is not required. For shipment onto AD, if RA enlistment is accomplished within 72 hours of the initial physical or last physical inspection, a new inspection is not required.

physical profile categories (PULHES)

Descriptive explanation of the PE divided into categories:

- P = General physical health
- U = Upper extremities
- L = Lower extremities
- H = Hearing and ears
- E = Vision and eyes
- S = Psychiatric

positive match ENTNAC

Individuals with derogatory information from OPM for law, credit, or citizenship.

processing section

A MEPS element responsible for administrative actions relative to the processing of applicants for enlistment or reenlistment into the Armed Forces.

qualified applicant

An applicant who has been mentally, medically, and morally evaluated and found to be qualified for Army enlistment.

qualified military available

Male citizens 17 to 21 years of age who are physically, mentally, and morally qualified for military service. Estimates of qualified military available may be calculated for a county or other geographic area by applying experienced rejection rates to military available from the geographical area.

qualified not enlisted

An individual who is fully qualified and able to enlist, but declines to accept an available option.

reasonable commuting distance

Distance from home to the USAR center, within a 50-mile radius or 90-minute travel time.

Recruit Quota System

Centralized recruiting qualifications data, real-time training space and unit vacancy reservation capability, retrieval of operational and management data, and real-time message capability. REQUEST is an official reporting system for management information within USAREC.

recruit ship date

The last day of the RSW. This day is always Monday, except as modified to accommodate the Christmas holiday schedule. This is the last day an individual may be enlisted so as to arrive at the USARECBN in time for processing into the proper BT and BCT class.

recruit ship month

A 4- or 5-week period commencing on a Tuesday and ending on a Monday, not in consonance with a calendar month.

recruit ship week

Tuesday through the following Monday is established as the RSW.

recruiting and processing misrepresentation

Any promise or misrepresentation of commitment, regardless of the manner in which it is made, that is not specifically reflected on pertinent enlistment documents, but is made for the purpose of inducing an individual to enlist. Such misrepresentation may be either intentional or unintentional. In the event intent can be documented, such intentional misrepresentation will constitute recruiting and/or processing impropriety.

recruiting impropriety

- Acts or omissions in violation of law or regulation with the intent to enlist a person not qualified for enlistment or whom the recruiter believes is unqualified for enlistment.
- Acts or omissions in violation of law or regulation with the intent to grant a person a specific option, military occupational specialty code, educational benefit, bonus, or other enlistment benefit for which an applicant is ineligible or whom the recruiter does not believe is eligible.
- Grossly negligent acts or omissions in violation of law, regulation, or policy resulting in a fraudulent, erroneous, or defective enlistment or reporting to AD or transfer of an unqualified person.
- Absent evidence of an innocent purpose intentional violations of any specific prohibition identified in USAREC Reg 601-45, paragraph 2-3, whether or not any processing or enlistment occurred.

Recruiting Incentives Program

Those programs designed to attract high quality prospects or to induce enlistments in hard-to-fill MOSs or options (that is, the U.S. Army Cash Bonus Enlistment Option, ACF, and LRP).

red-carpet treatment

Procedures employed by the MEPS, which ensures that individuals receive personalized, efficient, and courteous service.

reevaluation believed justified

A determination of the existence of a temporarily disqualifying medical condition, expected to improve in time.

REQUEST reservation

One of the core programs of REQUEST which is the heart of the system. The REQUEST Program reserves an enlistment training space.

residual record

A record of each enlistment kept in the ERM database consisting, at a minimum, of DA Form 3286, the DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment), USAREC OP 4, DD Form 4 series, DD Form 1966 series, DD Form 2807-1, and DD Form 2808.

retest

Any subsequent ASVAB test administered after the initial test during the validity period of the initial test. A retest is the only authorized means which may be used to qualify applicants for enlistment, whose initial test scores are not qualifying and do not reflect the applicant's true abilities and capabilities.

ringer

An individual who attempts to process under a false name to qualify another individual for enlistment, who may not possess the ability to qualify.

security technician

An individual who has the primary mission of screening, interviewing, counseling, and assisting in the processing of enlistees for all MOSs that are required to be cleared for sensitive positions.

service required data and service unique data

Any data element that is not a standard, where values of the data element vary among recruiting services.

ship

To transport an enlistee from MEPS to a USARECBN.

straight shipper

An individual who enlists onto AD without having entered the FSTP.

suitability

Check of records of appropriate agencies such as the FBI, made by OPM, bearing on the loyalty and trustworthiness of an applicant.

suitability manager

Person responsible for all matters pertaining to ENTNAC and National Agency Check policies and procedures as prescribed by this regulation.

technical search

Electronic live scan fingerprint search of criminal indices.

test disqualified

An applicant who failed to achieve scores acceptable for enlistment as determined by specific criteria (that is, educational level, age, and category).

test management section

Unit of MEPS which is responsible for administration of ASVAB tests developed for selection and classification purposes.

test qualified declined

Individuals who have completed the ASVAB test and are qualified but decline further processing.

uncommitted applicant reservation

Reservation made for an individual who does not execute an enlistment agreement immediately.

unfulfilled enlistment

This enlistment occurs when a qualified applicant is properly enlisted, but who through no fault of his or her own cannot receive his or her original option or guarantee as contained on applicable DA Form 3286 and DD Form 4 series; or when the Army cannot honor an enlistment guarantee or promise, made in writing or verbally by a recruiting official, providing the communication of such guarantee or promise can be verified.

unqualified applicant

Any applicant found to be unqualified whether mentally, morally, or physically.

walk-in

A potential enlistee who walks into an RS without prior contact with a recruiter. Walk-in also refers to a person who arrives at the MEPS for processing without prior notification or being scheduled for processing.

USAREC

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