

**USAREC Regulation 601-96**

**Personnel Procurement**

# **Enlistment, Accessions, and Process- ing Procedures**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
8 December 2009**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USAREC Reg 601-96

Enlistment, Accessions, and Processing Procedures

This major revision, dated 8 December 2009, should be read in its entirety. This revision--

- o Changes the title of the regulation to Enlistment, Accessions, and Processing Procedures.
- o Establishes this regulation as punitive.
- o No longer applies solely to GCs and operations personnel. Recruiters who use FSR2S must use this regulation.
- o Establishes policy and procedures that apply to all levels of recruiting.
- o Changes the term “packet” to “record.”
- o Establishes new policy and procedures for security screening (tech check and NACLIC).
- o Establishes new QC procedures.
- o Adds appendix V for policy and procedures for overseas processing.

Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
8 December 2009

**\*USAREC Regulation 601-96**

**Effective 15 December 2009**

## Personnel Procurement

### Enlistment, Accessions, and Processing Procedures

---



DONALD M. CAMPBELL, JR.  
Major General, US Army  
*Commanding*

---

**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 or the equivalent in the National Security Personnel System.

**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 20 November 2007.

**Contents** (Listed by paragraph and page number)

- Purpose • 1, *page 1*
- References • 2, *page 1*
- Explanation of abbreviations and terms • 3, *page 1*
- Policy • 4, *page 1*
- Prerequisites for selection as GC and operations noncommissioned officer • 5, *page 1*
- Responsibilities for GC shop • 6, *page 1*
- Procedures • 7, *page 4*

**Appendixes**

- A.** References, *page 5*
- B.** Training, *page 9*
- C.** Guidance Counselor Directory, *page 10*
- D.** MEPCOM Integrated Resource System, *page 11*
- E.** Recruit Quota System Procedures and Responsibilities, *page 12*
- F.** Quality Control Procedures and Scheduling of Applicants, *page 14*
- G.** Procedures for Enlistment into the Future Soldier Training Program, *page 18*
- H.** Prior Service and Days of Service Processing Procedures (Regular Army), *page 28*
- I.** Report of Additional Information, *page 32*
- J.** Suitability Procedures (Technical Check and National Agency Check and Local Check), *page 33*
- K.** Security Interview, *page 44*
- L.** Change in Active Duty Date and Future Soldier Training Program Renegotiation, *page 48*
- M.** Future Soldier Training Program Separation for Active Component, Delayed Status, and Reserve Component, *page 49*
- N.** Before Ship Quality Control Record Checks, *page 55*
- O.** DEP-Out Procedures, *page 56*
- P.** Reports and Records, *page 59*
- Q.** Army Reserve Specific Processing, *page 63*
- R.** Regular Army Options and Incentives, *page 72*
- S.** Recruit Quota System Reservations for Army Reserve Army Medical Department Officers, *page 77*
- T.** Electronic Records Management, *page 78*
- U.** Future Soldier Remote Reservation System, *page 78*
- V.** Overseas Processing Procedures, *page 80*

## **Table List**

Table O-1: USAREC liaisons, *page 58*

Table R-1: ESL training, *page 73*

## **Figure List**

Figure G-1: Sample of a completed USAREC Form 1241, *page 24*

Figure G-2: Sample of a completed USAREC Form 1242, *page 25*

Figure G-3: Sample of a completed USAREC Form 1292, *page 27*

Figure H-1: Sample of a completed DD Form 368, *page 31*

Figure J-1: Sample of a completed USAREC Form 1227, *page 41*

Figure J-2: Sample of a completed USAREC Form 1054, *page 43*

Figure M-1: Sample memorandum for preaccession drug test results, *page 54*

## **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 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.
- d. This regulation provides ready references for functions performed by GCs.
- e. In case of conflict between this regulation and other U.S. 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, deputy commanding general, or command surgeon. 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. The battalion commander, with input from the command sergeant major (CSM), will select Soldiers for assignment as senior guidance counselor (SGC), GC, and operations noncommissioned officer (NCO).
- b. The following policy will be followed when selecting Soldiers for the positions of SGC, GC, or operations NCO:
  - (1) Soldiers must have served as an SC for a minimum of 24 months and been awarded the Army Recruiting Gold Badge.
  - (2) Soldiers must have successfully completed the Station Commander Course.
  - (3) Must have successfully completed the Phase 1 packet for the Guidance Counselor and Operations Course (GCOC) and the GCOC at the Recruiting and Retention School.
  - (4) Soldiers must have outstanding character traits and communication skills.
- c. Soldiers selected for SGC, GC, and operations NCO will remain in position for 24 months, but no longer than 36 months.
- d. 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.

d. Headquarters, U.S. Army Accessions Command (HQ USAAC), 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 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 GC procedures.

(4) Recommend changes to improve this regulation.

f. Battalion commanders will:

(1) Ensure strict compliance to this regulation.

(2) Ensure selection and assignment of SGCs and GCs is accomplished in accordance with this regulation.

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

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

(5) Monitor EERs.

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

(7) Recommend changes to improve this regulation.

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

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

(10) 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 GC training.

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

(8) Monitor EERs.

h. Battalion CSMs will:

(1) Provide GC training guidance.

(2) Ensure SGCs conduct training in accordance with appendix B and the commander's guidance.

(3) Select GC replacements based on input from the battalion commander and first sergeants (1SGs).

(4) Ensure a copy of the QC summary sheet is sent to the SMT for training assessment.

i. 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 (that is, 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 Regular Army (RA) and U.S. Army Reserve (USAR) 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 SM 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 (that is, matches).

(11) Monitor and evaluate GCs' QNE rates and time management to determine effectiveness of each 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 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 USAR GCs.

(22) Provide suspected and alleged RIs to the responsible battalion executive officer.

(23) Monitor and record all QNE rates for each GC and report to battalion S3.

(24) Monitor and train on EERs.

(25) Responsible for ensuring proper documentation is submitted for meals and lodging to HQ USAREC.

(26) Present USAREC Form 1117 (Recruiting Inspection Log) to all personnel inspecting the GC shop. This includes personnel performing duties during the Command Inspection Program, Recruiting Standards Directorate inspections, and IG inspections.

(27) Perform all other duties as required.

j. GCs (RA, USAR, 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 disqualification 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.

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

(9) Serve as either RA or USAR 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 USAR GC will maintain liaison with USAR 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 qualification before enlistment. Keep in mind that these reservations were made by recruiters with far less experience than GCs.

## **7. Procedures**

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

## **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 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).)

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

Application for Appointment.

**DA Form 71**

Oath of Office - Military Personnel.

**DA Form 1811**

Physical Data and Aptitude Test Scores Upon Release From Active Duty.

**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 Medical History Report.

**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 1117**

Recruiting Inspection Log.

**USAREC Form 1137**

Future Soldier Pre-Execution Checklist.

**USAREC Form 1286**

PaYS Pocket Card.

**USAREC FL 153**

Erroneous Enlistment Report.

**USAREC OP 3**

Training Seat Cancellation (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 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 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 (that is, nonprior service (NPS), delayed status (DS), USAR PS (no training), USAR alternate training (SP1 and SP2), USAR prior service training, temporary disabled retired list, Warrant Officer Flight Training (WOFT), Officer Candidate School (OCS), Band, etcetera).

d. SGCs will conduct corrective training on all reported EERs (USAREC FLs 153 (Erroneous Enlistment Report)). 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.

#### **B-4. Performance counseling**

SGCs will conduct developmental counseling as needed. Noncommissioned Officer Evaluation Report counseling will be conducted quarterly and will be documented in accordance with FM 6-22. Conversion rates (physically qualified to contract) and EERs of individual GCs 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. Selection of GC shop replacements**

a. The battalion commander, based on recommendations from the battalion CSM, will select SGC and USAR GC replacements. All selections will be based on projected vacancies.

b. A training seat at the GCOC will be reserved at the earliest possible date prior to the desired training date. Course dates will be requested through the respective brigade to HQ USAREC.

c. Cases of failure or administrative release from the GCOC must be reviewed to determine if nominees should be rescheduled for class attendance or be considered for another assignment in accordance with the guidance.

#### **B-6. 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 USAR. 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 601-56. This regulation contains instructions for processing RA and USAR waiver applications to determine eligibility for enlistment. These instructions are provided in addition to AR 601-210, chapters 4 and 5.

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

e. USAREC messages.

(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, ISGs, and SCs have received all current and applicable messages.

(4) USAREC messages will be posted by fiscal year as opposed to calendar year. USAREC messages 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 (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 1966/1 (Record of Military Processing - Armed Forces of the United States), for all noncitizen applicants processing.

(c) Providing the ARN source document to MEPS for applicants enrolled in the Future Soldier Training Program (FSTP) which are in an "N" status for "ARN NOT FOUND" prior to shipping.

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

(e) Providing approved source documentation (INS Form I-551 (Alien Registration Receipt Card) or INS Form G-845 (Document Verification Request)) to MEPS personnel for "ARN NOT FOUND."

(f) 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."

(g) USMEPCOM will require an interview of all applicants that are having their SSN changed in MIRS prior to the second change.

(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 (U.S. 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.

## Appendix E

### Recruit Quota System 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 USAR.

#### 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, USAREC, U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Forces Command, Army National Guard (ARNG), and USAR.

a. The USAREC G3 in coordination with the U.S. Army Accessions Command, 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 USAR input to training controls) are imposed to govern quantity and quality of accessions in meeting the USAREC monthly accession mission from Headquarters, Department of the Army (HQDA). USAREC does control the measures, which facilitate meeting quality distribution goals for each MOS. HQ USAREC monitors REQUEST and database files to determine progress in its recruiting effort. When problems in the reservation process arise HQ 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: A training seat, basic training (BT), option, weekly limit, basic airborne training seat (if airborne training is desired or required), and a first assignment. For USAR, 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 HQ 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 the brigade and above 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 GC personnel assigned.

b. GCs 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. FSR2S recruiters have unique capabilities and responsibilities as recruiters. They are responsible for the operation of REQUEST as outlined for 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. Liaison noncommissioned officers (LNCOs) at U.S. 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.

#### **E-4. Security**

a. REQUEST is classified highly sensitive according to the provisions of AR 25-2. The classified component of REQUEST 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 (that is, 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, ext. 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 USAR, 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 USAR.)

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

(3) Early ship. An 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. An FS who enlists in the RA after scheduled recruit ship date (applies to USAR, 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 that is not valid. 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.

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) (that is, reservation made on last Monday or Tuesday of the PL and contracted Tuesday or Wednesday of the new PL).

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

(c) RA and USAR 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 (that is, birth certificate, social security card) 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 REQUEST and GCRc 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 USARECBN, LNCOs should call HQ USAREC for system access and programs.

b. In the event of system failure, notify HQ USAREC, G3, Enlistment Eligibility and Processing Division, immediately of the system failure through command channels.

c. Notify HQ USAAC, Customer Service Center, at 1-800-223-3735, extension 61700.

## **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 FSTP 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 link's 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 the GC has.

(a) QC72 has been replaced by recruiting station (RS) scanning 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 and importance of the information contained in ERM file is important. FSR2S will allow the recruiter to label the document exactly as GCRc labels them, eliminating the time required 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.

(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 USAREC Form 1241 (Tattoo Screening) which will be hand-carried with the source documents.

(2) DEP-in QC. DEP-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 USAR 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 policy. 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 (NACLCL) 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.

(4) Battalion S3 QC. S3s will conduct a random 20 percent QC check in GCRc. Battalion operations have the 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 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.

(5) 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.

(6) 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.

(7) 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 (that is, 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 an MOS 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 replicate the new data to the GC shop. Replication will update the applicant's record in GCRc.

Note: 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 1SG 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 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 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 1SG, 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. 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 1SG 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 and either approve or disapprove the exception. If the approval authority is brigade or higher, they then forward the exception to the 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 sent back to GCRc, the SGC, and the battalion operations NCO by e-mail informing them of the outcome of the exception. 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 (that is, unofficial 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.

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 USAR exceptions will be sent by workflow to RO-RA-EXCEPTIONS.

- (1) DEP control.
- (2) Three point line scores.
- (3) Shipment outside of scheduled RSW.
- (4) Special test score exception.

(5) 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 moral or waiver issues.

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

f. 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.

g. 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.

h. 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 Future Soldier Training Program**

#### **G-1. Purpose**

- a. This appendix is used to establish policies and procedures used in enlisting applicants into the FSTP.
- b. The establishment of standardized FSTP procedures is designed to reduce the number of erroneous enlistments commandwide 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 (that is, 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 USAREC messages 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 (that is, 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 USAR. Any applicant that refuses to submit to these tests will not be allowed to continue processing for enlistment into the FSTP, AC DS, or USAR (no exception 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 test positive for marijuana or alcohol on their initial test are not eligible for enlistment for a period of 45 days from the initial test date. Applicants testing positive on the second test will not be eligible for enlistment for 24 months. Applicants testing positive on the third test are to be permanently disqualified for military service.

d. Waiting times and guidelines for testing positive for cocaine are outlined in AR 601-210.

e. 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 FSTP**

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

a. Will 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. Verifies all source documents previously transferred into the ERM database with the original source documents hand-carried by the applicants. Scans in all documents not already included in the applicant's enlistment record into the appropriate folder in the ERM database. The 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) and DD Form 2808. Specifically questions the applicant on tattoos 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.

Note: The GC will have to scan the DD Form 2807-1, DD Form 2807-2, 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?

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 in accordance with 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 FSTP 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 Build at anytime, they must be done in GCRc.

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

j. GCs will question all RA and USAR applicants who require training about the applicant's hat and shoe size. GCs will forward to the appropriate USAREC liaison, a minimum of 14 days from the scheduled ship date, information on applicants that:

(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. GCs will call the training base USAREC 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 USAREC 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 BT seat, training seat, available option, weekly limit, basic airborne training seat (if airborne training is desired or required, an approved airborne physical from MEPS must be completed prior to the job being pulled), and a first assignment. FSR2S recruiters may make a temporary reservation for an airborne position before the PE and airborne physical. The GC will not convert the reservation to permanent status until the applicant has a qualifying airborne physical completed. For USAR, a valid training seat matching 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 REQUEST.

c. Every applicant must possess a valid REQUEST reservation prior to enlistment in the FSTP.

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

e. The 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.

(1) Initially, the GC and FSR2S recruiter will utilize the SEARCH mode in REQUEST to identify a list of available MOSs to counsel or lead the applicant.

(2) In some cases, the LOOKUP mode may be used for an applicant who is focused on a specific MOS or desires an MOS that is identified as critically short.

f. Prior to securing a reservation on REQUEST, the 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 USAREC incentives message. If the applicant qualifies, the GC and FSR2S recruiter will show the proper video segment of the MOS desiring to select 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 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 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 601-210.
  - 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 USAR, have up to 7 calendar days to complete their enlistment processing. Additionally, an FSR2S recruiter who makes a USAR 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. All other FSR2S cancellations do require scanning.

#### **G-6. GC procedures after making REQUEST reservation**

- a. The enlisting 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 GC will:
  - (1) Ensure the applicant understands his or her enlistment MOS, term of service, BT 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 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 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 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, and divorce decrees, if applicable, are required for enrolling dependents into the Defense Enrollment Eligibility Reporting System at the USARECBN and must be hand-carried.

Note: All signatures required at FSTP-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 FSTP-in (RA and USAR).
  - (2) A current USMEPCOM PCN 680-3ADP with all current data (RA and USAR).
  - (3) The REQUEST reservation sheet for the applicant (RA and USAR).
  - (4) The automated DEP-in enlistment annex (the applicant’s copy printed from GCRc) (RA only).

- (5) The automated USAR enlistment annex (the applicant's copy printed from GCRC) (USAR only).
  - (6) A copy of the DD Form 2366 (RA only).
  - (7) A copy of the DA Form 5435-R (USAR only).
  - (8) Preaccession interview (PAI) or PEI SF 86.
  - (9) PAI or PEI certification SF 86. The 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 FSTP or DS.
  - 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.
    - (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 GC interview, if the GC cannot counsel or mentor the applicant on an available MOS, the applicant will be referred to a different 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) PMR.
  - (2) TMR.
  - (3) Law - Requires additional law enforcement checks.
  - (4) Moral - Morally disqualified.
  - (5) Admin - Administratively disqualified (that is, dependency, missing documents).
  - (6) Option - No enlistment option available for the applicant.
  - (7) Window - FSTP 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) Eloped - 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 USAR 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 USAR applicants to return the file to the “Pending ENL Confirm” tab. This will correct the error for USAR 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 FSTP**

a. All enlistment records will be maintained in the ERM database.

b. Documents received after enlistment or accession (that is, 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.

### **G-10. Managing DAT, HIV, and tech check results**

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

b. If no DAT results are received within 7 days or if the DAT results are positive for a disqualifying substance, the SGC will receive an e-mail generated by GCRc informing him or her that something is wrong with the applicant’s DAT. The SGC must print a USMEPCOM PCN 680-3ADP from the MIRS terminal to determine the exact problem.

c. The same applies for HIV test results; if no results are received in 72 hours or if the results are positive for HIV, the SGC will receive an e-mail generated by GCRc informing him or her that something is wrong with the applicant’s HIV test. The SGC must print a USMEPCOM PCN 680-3ADP from the MIRS terminal to determine the exact problem.

Note: Management of the tech check requirements can be found in appendix J.

### **G-11. Additional forms required for applicant processing**

a. USAREC Form 1241 (see fig G-1).

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.

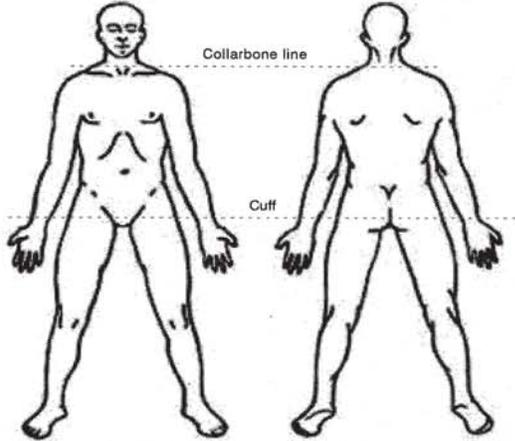
e. Individual Ready Reserve 09L - 00.

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 Warrior Transition Course) - 92.

<b>TATTOO SCREENING</b> (For use of this form see USAREC Reg 601-96)					
<b>PRIVACY ACT STATEMENT</b>					
<b>AUTHORITY:</b> Collection of this information is authorized by 10 USC, sections 503, 505, 532, 12102, and Executive Order 9397.					
<b>PRINCIPAL PURPOSE:</b> Information collected will be used to assist in the prequalification process.					
<b>ROUTINE USES:</b> Blanket routine use disclosures as described in AR 340-21, paragraph 3-2.					
<b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may delay or terminate the enlistment process.					
		<ul style="list-style-type: none"> <li>• Mark tattoo/brand on body at left with a number.</li> <li>• Describe tattoo meaning below.</li> </ul>			
		1	Heart with name (Jeremiah) - Left forearm		
		2			
		3			
		4			
		5			
		6			
<b>INSTRUCTIONS</b>		<ul style="list-style-type: none"> <li>• Recruiter, Recruiting Station (RS) Commander, Company Commander or First Sergeant, and Guidance Counselor (GC): <ul style="list-style-type: none"> <li>- Review tattoos/brands in accordance with AR 670-1 and current policy.</li> <li>- Forward questionable and all above-collarbone tattoos/brands through the Company Commander or First Sergeant to the battalion with drawings and photos.</li> </ul> </li> <li>• Battalion Commander or Executive Officer (XO): <ul style="list-style-type: none"> <li>- Review all questionable, above-collarbone, and hand tattoos for compliance with AR 670-1 and current policy and approve or disapprove individual for processing.</li> <li>- Return determination to initiating office (Company or GC) for appropriate action.</li> </ul> </li> </ul>			
<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. <u>JD</u> (Initials)					
APPLICANT TYPED NAME		APPLICANT SIGNATURE	DATE	DEP-IN	DEP-OUT
Doub, Jeff		/signed/	090417	<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/	090417	<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/	090417	<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/	090417	<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 <u>JWM</u>, 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.	/signed/	090417/1600
<p><b>This section to be completed by recruiter or designated recruiting representative only.</b></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	/signed/	090417/1600
<p><b>This section to be completed by an applicant who tests "presumptive positive" and still desires to process.</b></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
Recruiter Name and RSID	Signature	Date and Time

USAREC Form 1242, Rev 1 Sep 2006 (Reverse)

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

<b>ACKNOWLEDGMENT OF MEDICAL WAIVER</b> <b>ENLISTMENT PROCESSING OF APPLICANT MEDICAL WAIVERS</b> <small>(For use of this form see USAREC Reg 601-96)</small>		
<p>1. I understand that I am entering military service with a medical waiver(s) for the following preexisting medical condition(s) <i>(must state specific medical condition(s))</i> :</p> <p>Hearing (code 71) and high blood pressure (code 58)</p>		
<p>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.</p>		
<p>3. References:</p> <ul style="list-style-type: none"> <li>a. DODD 1332.18, Separation or Retirement for Physical Disability, dated 4 November 1996.</li> <li>b. DODI 1332.38, Physical Disability Evaluation, dated 14 November 1996.</li> <li>c. DODI 1332.39, Application of the Veterans Administration Schedule for Rating Disabilities, dated 14 November 1996.</li> <li>d. Policy Guidance for the Disability Evaluation System and Establishment of Recurring Directive-Type Memoranda, dated 3 May 2007.</li> <li>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.</li> </ul>		
<p>4a. APPLICANT NAME:</p> <p>Wesson, Kennedy L.</p>	<p>4b. APPLICANT SIGNATURE:</p>	<p>4c. DATE:</p> <p>10 Nov 10</p>
<p>5a. GUIDANCE COUNSELOR NAME:</p> <p>Adair, Yolanda M.</p>	<p>5b. GUIDANCE COUNSELOR SIGNATURE:</p>	<p>5c. DATE:</p> <p>10 Nov 10</p>

USAREC Form 1292, 1 Sep 2008

V1.00

**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. DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) is not valid for this purpose, as it does not reflect an AFQT.

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

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

(2) Verification of ENTNAC 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 USAR.

(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 (816) 843-3282 or mailed to Commanding General, Marine Corps Reserve Support Command, G1-SAB, 105303 Andrews Road, Kansas City, MO 64147-1207.

(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 (no reentry eligibility 4 codes will be considered) may be mailed to the U.S. Navy Reserve Personnel Center, 5722 Integrity Drive, Building 239, Millington, TN 38054. Once a request has been received it takes about a week to process the request or fax the documents to (901) 874-7044, ATTN: HR Assistant. The toll free number to check on a request is (866) 250-4778. 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 commander of the enlistee's reserve unit of assignment.

3. Air Force IRR members must fax DD Form 368 to (303) 676-6979 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 or PMOS is within CMF 18, 96, 97, or 98.

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

#### **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 prior service no-train or nonprior service 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 prior service no-train or nonprior service 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, who require retraining, will be enlisted under Program 9A only. The only headquarters authorized to give a follow-on assignment to these Soldiers is Headquarters, U.S. Army Human Resources Command.

#### **H-4. Procedures unique to AC PS and DOS applicants enlisting into the DS**

a. No applicants with prior military service enlisting into the active component (AC) will be enlisted into the FSTP, 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 AC 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 AC enlistment (ship date). All personnel enlisted into the AC DS will not receive a DD Form 4/3.

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

(a) The applicant and 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 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 DS applicants will not be completed until ship day. On the day of ship, the GC will create the DD Form 1966 series in GCRC from forms and documents, not from the ship DD Form 1966 series.

(3) The GC will not complete the following entries when processing an applicant into the AC 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 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 the automated enlistment annex and the DD Form 1966 series will be executed on AC date and hand-carried to the 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 GC will mail these documents to the member's reserve unit on the same date of enlistment into the AC. 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).

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 HQ 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. HQ 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 USAR 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 completed DD Form 368 is sufficient authority to cancel the USAR training seat.

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 will be used for applicants serving in a TPU, either ARNG or USAR. The unit commander or a 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. If this occurs, the member will become a contract loss and would require the necessary waiver in accordance with AR 601-210, paragraph 17c, prior to enlisting in the DS again.

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

l. 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.

**REQUEST FOR CONDITIONAL RELEASE**

*(Read Privacy Act Statement and Instructions on back before completing this form.)*

**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 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 Army Reserve *(losing component)*; request that it be accepted contingent upon actual appointment or enlistment in the Regular Army *(gaining component)*, 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  /signed/	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 Recruiter			

**SECTION II - APPROVAL/DISAPPROVAL**

**5. *(X as applicable)***

<b>X</b>	a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until <u>090620</u> .
	b. DISAPPROVED. Release is not granted. <i>(Explain in "Remarks.")</i>

**6. AUTHORIZING OFFICIAL**

a. NAME <i>(Last, First, Middle Initial)</i> Thompson, Ronald 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				g. DATE SIGNED

**DD FORM 368, NOV 94**

PREVIOUS EDITION IS OBSOLETE.

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

## **Appendix I**

### **Report of Additional Information**

#### **I-1. General**

USMEPCOM Form 601-23-E (Report of Additional Information) is used:

- a. By the MEPS PEI to notify the GC that an applicant has disclosed additional information that may or may not be disqualifying and to record allegations of RI.
- b. By the 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 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 GC.
    - (b) The GC considers the additional information and if necessary the 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 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 GC.
    - (c) The GC must check the "temporarily disqualified" block and sign USMEPCOM Form 601-23-E. The 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 into the next RSM.

    - (d) The MEPS interviewer will ensure that the 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 GC.
  - (5) When the MEPS physician has reviewed the USMEPCOM Form 601-23-E and seen the applicant (as may be required) the GC will act on USMEPCOM Form 601-23-E. If the applicant's situation has changed, the GC will check the appropriate block, enter his or her initials by the block, and enter the current date. The GC will line out the "temporarily disqualified" block. (If the applicant's situation remains "temporarily disqualified," the GC initials and dates that block.) The GC will then forward the applicant, form, and record to the MEPS interviewer. The 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 enlistment 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 (that is, 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 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 USAR, 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; otherwise the applicant will be referred to the GC.

(2) If the applicant's status changes to qualified, the 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.

(3) 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.

## **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.

#### **J-2. General**

a. Brigade commanders will appoint, by duty memorandum, a brigade level 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 USAR) have primary 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 GC and an operations NCO to perform duties as the SM. These individuals will be the primary points of contact for all matters pertaining to suitability policies and procedures within their sections.

d. The SGC and senior operations NCO will appoint, by duty memorandum, an alternate SM within their section.

e. Original appointment memorandums will be provided and maintained by the battalion S3 and a copy will be filed in the operations section and GC shop. 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. NACLCLC 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 FSTP by the security technician (ST) or by one of the Personnel Security Screening Program (PSSP) detachments located at Fort Jackson, SC; Fort Leonard Wood, MO; or Fort Knox, KY.

e. ENTNAC-automated: ENTNAC is a name check only, it also notifies OPM that an investigation request (NACLCLC, Secret, or TS) will be sent to them shortly. The ENTNAC alone is no longer valid for an FS to ship. Department of Defense (DOD) requires results from the fingerprint or tech check. The results posted to the USMEPCOM PCN 680-3ADP are the name check results; they are not valid for enlistment purposes.

#### **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 FSTP for at least 7 days.

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

#### **J-5. Tech check results and advance fingerprint reports**

a. An advance fingerprint report (AFR) 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 "Record Notification" is a notice sent from OPM alerting the submitting agency, the Army, that the "subject" (applicant or FS) has a matching RAP sheet, which is being completed. Normally the RAP sheet returns with the AFR.

c. The RAP sheet will have a charge list which is matched to the applicant's fingerprints. The charges listed are 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 FSTP-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. An AFR 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 reprinted 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 Expense to ship a hard copy fingerprint card to the G3, NACLCLC Office (HQ USAREC, ATTN: RCRO-EEP (NACLCLC 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. The "Case Closing Transmittal" is summation of the various agencies the FBI has completed records checks with regarding this subject. The Army is only concerned with the results posted on the FBIF line. "No Record" is a favorable result. "Results of Record" means there is a corresponding RAP sheet.

f. Applicants from overseas locations that lack live scan machines will be allowed to ship without tech check results provided that the hard copy fingerprint cards have been mailed to the G3, NACLCLC Office. This should be accomplished within 48 hours of initial reservation processing. The battalion SM, prior to the applicant's ship date, will again contact the G3, NACLCLC Office, in an attempt to retrieve results. For tracking purposes a control number from the G3, Policy Branch, is required for an overseas shipper to ship without results. The SM in the battalion operations section from battalions with overseas recruiters will be responsible to ensure fingerprints are submitted to OPM or mailed to the HQ USAREC, G3, NACLCLC Office, for each applicant processed from overseas. Additionally, the operations SM will ensure

the SF 86 is submitted likewise and a Joint Personnel Adjudication System (JPAS) submission statement is added to the ship DD Form 1966 series by the system or the G3, NACLCL Office, prior to the ship date.

#### **J-6. NACLCL and/or Secret submissions**

a. Applicants enlisting into any MOS not requiring a TS clearance will have an NACLCL submitted and accepted at the time of enlistment.

b. GCRc will electronically submit all NACLCLs to OPM prior to the permanent reservation being confirmed as enlisted in REQUEST.

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 in a timely manner, the previous NACLCL or NACLCL-Secret investigation will be discontinued.

(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 and DD Form 4 series is required for all NPS applicants for the submission to occur.

e. After submission, GCs will verify proof of acceptance by checking 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.

(8) The G3, NACLCL Office, has assigned an automated security submission assistance team that will assist 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 need 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 (this does not include a basic NACLCL).

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 GC will initiate this form before the reservation is made. 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 ST except for question 11. The ST 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 STs will have “Yes” answers reviewed telephonically by the ST 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.

Note: There is no longer a requirement for a ship interview 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 SI before the GC makes a reservation. 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 ST or PSSP detachment will be responsible for the successful submission of the clearance within 14 days of entrance into the FSTP.

j. MOS 31B requires Personnel Reliability Program (PRP) screening from the ST. All ETPs for MOS 31B relating to security will be processed by the ST 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 ST 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 ST 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 USAR:

a. The SM 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. The USMEPCOM PCN ZHM003 report will not show all tech check submissions. If there are applicants that only need a tech check, it will be up to the SM and/or SGC to track through MEPS that these were submitted. Once there is a case number assigned, results should return shortly. If after 72 hours of fingerprint submission there is no case number, the SM 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 early in the process as the fingerprint submission also affects the investigation submission. The GC SM must remain up to date on the submission of all fingerprints. Waiting until the ship date could 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 GC SM will review the JPAS Report in GCRc daily to ensure that all required investigations were submitted. Errors that are reported must be corrected as soon as possible to allow for a resubmission and acceptance to occur. If

there are cases where the Soldier does not appear on the JPAS Report, contact the G3, NACLCLC 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 USAR)**

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 FSTP-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 FSTP-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 GC SM will annotate this as a match on the USAREC Form 1054. The GC SM will notify the battalion S3 officer in charge (OIC), NCOIC, and S3 SM by e-mail the same day the RAP sheet is received to inform them of the match. For accountability purposes the GC SM will establish a folder in Outlook to store all match notifications and other e-mails regarding match cases. The GC SM maintains the USAREC Form 1054 with information as reported from the battalion S3 OIC, NCOIC, or S3 SM and is required to reconcile each page of the log at least once per month with the S3 SM. The GC SM will maintain a separate USAREC Form 1054 for each battalion the MEPS processes applicants for. For those results that return with discrepancies, the GC SM will not scan the RAP sheet into the ENTNAC RAP Sheets folder until the S3 interview has been completed.

(b) Upon receipt of a match from the GC SM the S3 SM will verify the FS is in fact a match. If so, annotate the battalion level USAREC Form 1054 of the match and track all progress of the Retain-in-DEP/DS process or loss date on the USAREC Form 1054. If the FS is determined by the S3 to not be a match, the S3 SM will annotate the battalion USAREC Form 1054 the match is cleared, annotate the FS's GCRc record of the action in Remarks Review, and notify the GC SM who will make the appropriate annotation on the MEPS USAREC Form 1054. The S3 SM is also required to maintain a separate USAREC Form 1054 for each MEPS the battalion processes applicants in and is further required to reconcile each page of the USAREC Form 1054 with each GC SM at least once per month.

(c) The battalion S3 OIC or NCOIC (master sergeant 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 GC impropriety is suspected, the interviewer will initiate a suspected impropriety investigation immediately. 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 FSTP, 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 FSTP may be authorized. See AR 601-210, paragraph 4-

2f(3). Notify the GC 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 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. USAR members found to have concealed law violations over the traffic level must have their enlistments validated. USAR 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 USAR 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) GCs or 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 the GC or 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 GC 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 USAR as a result of concealed charges, the Soldier will incur a 6-month wait prior to processing again for the USAR or RA.

(4) USAR 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 (master sergeant 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 GC impropriety is suspected, the interviewer will initiate an RI investigation.

(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 USAR. If no waiver is required, the 6-month wait still applies for those PS and DOS Soldiers discharged as frauds.

d. For USAR matches: Since USAREC is no longer the discharge authority for USAR FSs, there is no longer a brigade retain requirement for USAR matches. GCs will annotate USAREC Form 1054 with all USAR matches. In all RA match cases the S3 OIC or NCOIC (master sergeant if appointed the duty by the battalion commander) must interview the

USAR FS or PS accession identified as a match within 7 working days to determine if the information was concealed intentionally. If there was involvement by recruiting personnel, the interviewer will initiate an RI investigation. 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 FSTP 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 FSTP 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 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 prior to ship date will be placed in the enlistment record.

(1) The GC will scan the tech check results into the FS’s record and store in the Core Admin folder under ENTNAC RAP Sheets. 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 ENTNAC 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 USAR: On ship day the 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 FSTP with no charges listed on their enlistment record will not be shipped until a RAP sheet has been received. If advance fingerprints 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 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 and GC shops will maintain USAREC Form 1054. The log will be cut off at the end of each fiscal year, then filed. At the GC shop the log will be filed behind the USMEPCOM Form 727-E for each year. Battalions and GC shops will maintain for 36 months.

<b>SECURITY CLEARANCE QUESTIONNAIRE</b> (For use of this form see USAREC Reg 601-96)	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> Collection of this information is authorized by 5 USC, section 552A.</p> <p><b>PRINCIPAL PURPOSE:</b> Information collected will be used to assist in the prequalification process of obtaining a security clearance.</p> <p><b>ROUTINE USES:</b> Blanket routine use disclosures as described in AR 340-21, paragraph 3-2.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may delay or terminate the enlistment process.</p>	
1. NAME: McGruder, Michael W.	2. DATE: 012509
<p><b>INSTRUCTIONS:</b> 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.</p>	
<b>SECTION I - FINANCES</b>	
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	
<b>SECTION II - CRIMINAL HISTORY</b>	
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 checked="" type="checkbox"/> No	
<b>SECTION III - DRUGS</b>	
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?	

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 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 - DEP-In		
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 (initial applicable box) <input checked="" type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified to continue to process in an MOS or assignment requiring a Secret clearance.		
a. SECURITY INTERVIEWER OR SENIOR GUIDANCE COUNSELOR NAME: Polk, James W., SFC, ST, C38	b. SIGNATURE:	c. DATE: 012509
Part B - DEP-Out		
15. 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:	
16. I have reviewed the "Yes" answers on this form and have questioned the applicant again in reference to these answers and of any changes since this form was initiated. I find this applicant (initial applicable box) <input checked="" type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified to continue to process in an MOS or assignment requiring a Secret clearance.		
a. SECURITY INTERVIEWER OR SENIOR GUIDANCE COUNSELOR NAME: Polk, James W., SFC, ST, C38	b. SIGNATURE:	c. DATE: 032909

USAREC Form 1227, Rev 1 Aug 2009 (Reverse)

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



## **Appendix K Security Interview**

### **K-1. Purpose**

GCs and STs 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 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 ST will review the applicant's PAI and/or PEI SF 86 provided by the GC. The ST will check the forms for completeness and accuracy. If the applicant is found acceptable, the ST will sign USAREC Form 1227. The USAREC Form 1227 screening conducted by the ST 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 ST will conduct the interview for the clearance only. The GC or SGC will determine if the applicant is qualified for the MOS.

b. Applicants possessing specialized technical aptitude test scores and who appear to be eligible for a TS security clearance (for example, are U.S. citizens, have no convictions involving felony offenses or moral turpitude, etcetera,) will be considered for MOSs and assignments requiring a TS clearance by the USAREC ST.

c. Applicants that will be considered are those enlisting for an MOS or enlistment option requiring a TS clearance, TS clearance with eligibility for access to sensitive compartmented information (SCI), Secret clearance, and PRP. Based on information gathered during the security interview, the USAREC ST 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 ST will complete necessary security paperwork.

d. The ST will make minor corrections of any erroneous entries, missing information, or any other corrections required to the enlistment documents in ENSQ. The ST 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 and replicates the information to the ARISS Top of the System. The ST 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 ST.

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

e. When the USAREC ST is physically present at the MEPS, the applicant will be referred to him or her for prescreening. Upon acceptance normal FSTP-in procedures apply.

f. In the absence of the USAREC ST, the SGC will perform the prescreening procedures described herein, and through coordination with a supporting USAREC ST, ensure each FSTP enlistee who requires security screening at the TS level speaks telephonically with the supporting USAREC ST at the time of entry into the FSTP. The supporting ST 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 ST 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:

(1) STs 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 ST will refer applicants to him or her. STs 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 ST will use the following procedures: The SGC will contact the supporting ST for him or her to review the record in GCRC and to speak to the applicant telephonically. The USAREC ST will make a determination of acceptability or nonacceptability. If necessary, they will contact their detachment accessions suitability administrator for assistance. In extreme cases, the ST will contact CCF. When calling the CCF, the MOS and ship

date are required, if the reservation has not been secured. The ST 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 ST or for coverage on days where their ST is not present for duty. It is the assigned ST's responsibility to notify in advance the battalion operations or SGC.

(3) STs will scan results of interview and any supporting documents into the ERM database under Core Admin, Security Technician folder.

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

c. If the applicant is accepted for the security program, the SGC will enlist the applicant into the FSTP. The following statement will be added to the Remarks section on the DD Form 1966/4 using the Remarks Review menu in GCRc: "I understand my acceptance for the enlistment option(s) specified in my contract is contingent upon the results of a thorough security screening interview to be accomplished prior to my entry onto AD. If found unacceptable for this option, I will be allowed to choose another option for which I am qualified, or request separation from the FSTP."

d. Screening conducted by the ST 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 ST 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 ST with assistance from the detachment commander, HQDA, and CCF are making the clearance determination only.

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

f. The ST will submit the TS clearance using GCRc under JPAS processing to submit the investigation request no earlier than FSTP plus 1 day and not later than 14 days of the applicant entering the FSTP. The ST will be responsible for the acceptance of the investigation in GCRc. 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 ST will arrange with the FS for a date, time, and method to gather the information necessary for the submission. The ST should also notify the recruiter and RS of credit that further information is required by XX date so the submission can occur.

g. FSs who require additional testing, such as the Defense Language Aptitude Battery (DLAB), will not be submitted for a TS clearance until DLAB results have returned and the FS maintains their MOS eligibility either with a passing score or approved ETP.

#### **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 ST will refer the applicant to him or her. STs will ensure all documents are signed and printed on the current processing day and all entries are correct. STs 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 ST will adhere to the following procedures:

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

(2) The ST 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 FSTP. The USAREC ST 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**

If the FS remains qualified for the MOS enlisted for in accordance with DA Pam 611-21, the FS can ship as scheduled. There is no longer a requirement for a second security screening. All clearance submissions regardless of level will either be submitted at FSTP-in or in the case of TS clearances no later than FSTP-in plus 14 days. FSs that have enlisted prior to the release of this regulation will also be submitted prior to ship date and no second interview is required.

#### **K-6. Additional procedures for USAR enlistment**

The USAREC ST will screen applicants for enlistment into the USAR that require a security clearance. The USAREC ST 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 ST will conduct an initial interview on the day the applicant contracts into the USAR. If CCF, ST, 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 STs 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 ST 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 ST 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 ST 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 STs 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 ST and PSSP detachments.
- (2) Provide ST coverage for MEPS that do not have an assigned ST or in cases where the assigned ST 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 ST and PSSP detachments.
- (2) Provide noncommissioned officer evaluation reports and/or civilian counseling.
- (3) Conduct staff visits to each ST 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 ST 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) ST locations - STs 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 ST will be covered on security interviews by the following:

- (1) Albany - Fort Jackson PSSP Detachment.
- (2) Buffalo - Syracuse MEPS ST.
- (3) Beckley - Fort Jackson PSSP Detachment.
- (4) Portland, ME - Fort Jackson PSSP Detachment.
- (5) Jackson - Fort Jackson PSSP Detachment.
- (6) Shreveport - Fort Jackson PSSP Detachment.
- (7) Omaha - Fort Jackson PSSP Detachment.
- (8) Europe Detachment - Springfield MEPS ST.
- (9) Anchorage - Seattle MEPS ST.
- (10) Guam, Japan, and Korea - Portland MEPS ST.
- (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 ST 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.

(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) New Orleans MEPS.
- (h) Chicago MEPS.
- (i) San Diego MEPS.
- (j) Sacramento MEPS.
- (k) Seattle MEPS.
- (l) Minneapolis MEPS.
- (m) Portland, OR MEPS.
- (n) Oklahoma City MEPS.
- (o) San Jose MEPS.
- (p) Phoenix MEPS.
- (q) Salt Lake City MEPS.
- (r) Denver MEPS.

- (s) Lansing MEPS.
- (t) Dallas MEPS.
- (u) St. Louis MEPS.
- (v) Little Rock MEPS.
- (w) Honolulu MEPS.
- (x) Houston MEPS.

## **Appendix L**

### **Change in Active Duty Date and Future Soldier Training Program Renegotiation**

#### **L-1. Policy**

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

#### **L-2. General**

Provisions for FSTP 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 FSTP 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 no circumstances will an individual be extended in the FSTP as to serve 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 (same RSW). The automated enlistment annex will serve as FSTP orders for all NPS applicants. Therefore, the enlistment annex must document all periods of FSTP service. The following actions must be completed for an extension within the same RSW.

Note: Change of FSTP-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) USAREC Form 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 USAREC Form 1035 to the battalion operations section.

(2) Once the operations section receives the completed USAREC Form 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 is an FSTP enlistee 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 FSTP enlistee is prohibited, unless at the direction of USAREC.

Note: For all renegotiations the FS must be physically 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 AC 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 FSTP. 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 in g below.

g. Distribution of automated enlistment annex will be as follows:

(1) Individual - one copy.

(2) Unit - one copy.

#### **L-4. 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):

(1) First time PFA failure, RENO for 6 weeks.

(2) Second time PFA, RENO for 4 weeks.

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

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

## **Appendix M**

### **Future Soldier Training Program Separation for Active Component, Delayed Status, and Reserve Component**

#### **M-1. Purpose**

This appendix outlines procedures for handling FSTP separations and separation from the AC after the Oath of Enlistment.

#### **M-2. 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, will not be sent to a USARECBN, but will be separated locally. Although the GC's responsibilities in this regard is limited to notifying the MEPS of such disqualifications, the GC must be knowledgeable of the separation process.

b. An AC FS found to be disqualified after having received the final swear-in Oath of Enlistment for shipment to basic combat training (BCT), but prior to shipment to the USARECBN, will be reported to MEPS for orders revocation, assignment to the battalion, and subsequent voiding of the enlistment contract in accordance with AR 635-200. Such individuals have, in fact, accessed into the Army. Therefore, REQUEST reservations will not be canceled 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-3. General**

FSTP separations fall into three categories:

- a. A result of a request from a member of the FSTP.
- b. Discovery of an erroneous or fraudulent enlistment.
- c. Medical disqualifications.

### **M-4. Procedures**

a. Enlistees being processed for separation from the FSTP will be as follows:

(1) Enlistee will sign USAREC Form 986 (Separation Request). If no-show, USAREC Form 986 will be completed by the company commander without the enlistee's signature. USAREC Form 986 is not required for an enlistee who is medically disqualified by the MEPS physician. For medically disqualified individuals, the MEPS physician must annotate the DD Form 2808 or DD Form 2807-1 with the disqualification. Applicants with medical problems who cannot come to the MEPS must have a USAREC Form 986 accompanied by medical documentation from the applicant'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 will cancel the REQUEST reservation the same day as the USAREC Form 986 is received at the GC shop or the same day they become medically disqualified.

(3) All FSTP 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 (PS and DOS) 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) The 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, USAR, and other service unit members).

(3) 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.

(4) For reasons of death explanation on USAREC Form 986 will be sufficient. In Remarks section, enter "member deceased."

(5) For members whose HIV results are returned positive, USAREC Form 986 will reflect "medical" only in Remarks. Note: All documents pertaining to any type of cancellation, RA, USAR, or DS members will be scanned into those individuals' folders in the ERM database.

### **M-5. Positive drug test separations (RA)**

For FSTP 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 FSTP or AC DS program for the purpose of processing the FSTP or AC DS program separation.

(1) Applicants who have PS and are pending AC enlistment are not in the FSTP, 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-6. USAR positive DAT procedures**

USAR Soldiers (DTP members) found confirmed positive for any drugs will have their training seat 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-1.

#### **M-7. Special provisions concerning FSTP separations**

When an individual enlists into the FSTP, the DD Form 4 series is valid until discharge orders are published and signed by the battalion commander, at which time, the DD Form 4 series becomes void. The battalion is required to publish the discharge orders 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-8. Requests for FS loss forgiveness for AC and AC 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/DTP, REQUEST Cancellation Printout folder.

c. FS contract loss relief point forgiveness only, not contract credit, may be granted for a nonexisting prior to service medical condition.

#### **M-9. Administrative guidelines**

a. Cancellation reports and USAREC Forms 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 FSTP separation:

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

(2) When an FSTP member'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 will be sent to: Director, National Personnel Records Center, ATTN: Accession and Disposal Section, 9700 Page Ave., St. Louis, MO 63132-5200.

(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, the responsible GC will deliver them to MEPS (MIRS) personnel to effect the discharge. The FS's discharge order will be scanned into the FS Admin folder in the ERM database.

d. Refer to USAREC Reg 601-56 and AR 135-178 for specific details on FS separation orders.

#### **M-10. 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 1SG 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 1SG has confirmed this reason. The company commander or 1SG 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.

(3) DT - Death (date of applicant's death must be included).

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

(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 schooling, general education development (GED) plus).

(7) HP - Hardship (personal) (validated personal problems that prevents 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 1SG 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 or for those FSs being separated for homosexual conduct). 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 PFA.

(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 that also include underweight).

(22) TR - Temporary reservation (the only cancellation code available to FSR2S 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 USAR 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 USAR loss where the reason for the cancellation does not match any other authorized DTP loss code. USAREC Form 986 in these cases must be signed by the company commander.

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

(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 schooling, GED plus).

(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 (that is, immediate family member death)).

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

(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) UR - Unit request (for DEP members only if unit requests with no specifics as to why they are requesting cancellation or positive alcohol or drug test at the unit). If there is a reason that corresponds to another loss code that exists, that code must be used and unit request placed in Remarks.

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

e. All GCs and 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).

---

(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

**Figure M-1. Sample memorandum for preaccession drug test results**

---

## **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 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 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 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 Soldier's scheduled AD or IADT date, GCRc will place the applicant's enlistment record in the GCRc inbox. The GC will review the enlistment record for completeness and accuracy. When possible, it is strongly recommended that a 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 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 applicant 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) Applicants who have dependents must be advised to take original marriage certificate, children's birth certificates, divorce decrees, and other evidence required to substantiate entitlements to the USARECBN and MEPS. The QC summary sheet will be annotated as to which original documents are required on ship date.

(5) Documents received after FSTP-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 FSTP-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 reverify the Soldier's qualifications pertaining to moral, 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 moral 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, ISGs, 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, and the GCRc USMEPCOM PCN 680-3ADP. Special emphasis will be placed on ensuring the Soldier 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 Soldier (via the company commander or ISG) immediately.

(2) Verify the Soldier's MOS qualifications utilizing the REQUEST QUALS file, AR 601-210, and DA Pam 611-21. When discrepancies arise between these references, then 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, distant or near vision, depth perception, etcetera.

(3) Ensure FSs enlisting for the LRP have a qualifying loan in accordance with USAREC Reg 621-1 and any appropriate USAREC messages by reviewing the Soldier'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. Soldiers 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.

Note: Use appropriate USAREC message until USAREC Reg 621-1 is updated with current LRP.

e. Verify the status of the Soldier's tech check and ENTNAC 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, ISG, 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 Soldiers from the DEP into the Army and USAR Soldiers onto IADT or AIT.

#### **O-2. General**

A Soldier'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 GC to process the applicant for accession from the FSTP to the RA. The responsible GC will perform the following procedures:

a. Review the DD Form 2807-1 and DD Form 2808 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-

1, 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 selected 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, depth perception test, distant and near vision, flight physicals, etcetera.

c. Review the FS's option(s) selected to ensure all qualifications are met.

(1) FSs who selected an airborne option will require a "Basic Airborne Qualified" stamp on their DD Form 2807-1. The following statement will also be added to DD Form 1966/4: "Airborne qualified at \_\_\_\_\_ MEPS on \_\_\_\_\_ (date)." The GC will enter the airborne statement using the free-text menu in GCRc.

(2) Special care will be taken to identify those Soldiers 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: TAPC-PDE-EI, 2461 Eisenhower Avenue, Alexandria, VA 22331-0472. 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 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 applicant 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.

(6) Ensure all shippers have their dependents' (including spouse) social security cards or social security printouts commonly known as 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. Soldiers are required to hand-carry copies of their dependents' SSN cards and/or numidents in order to enroll their dependents into the Defense Enrollment Eligibility Reporting System.

(7) Have the FS hand-carry the original dependents' birth certificates, marriage license documents, and his or her 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 options and programs selected. For PS and DOS Soldiers, ensure a copy of the DD Form 4 series along with the DD Form 368 is forwarded to the Soldier's Reserve unit the same day the Soldier 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 Blvd., St. Louis, MO 63132-5200. For IRR members of the Navy, Air Force, Marines, and Coast Guard refer to AR 601-210, paragraph 5-22b. This is the responsibility of the shipping 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 applicant ships to IADT, training, or permanent party:

- (1) Automated ship annex (all) (annex B for everyone).
- (2) SF 86 (all) (with the ENSQ attached).
- (3) USAREC Form 1227 (if applicable).
- (4) USAREC Form 1292.
- (5) OPM receipt (if applicable).
- (6) Proof of tech check (all).
- (7) DD Form 2366 (RA PS and NPS only).
- (8) DA Form 5435-R (USAR only).
- (9) A copy of all source documents (all).
- (10) A current copy of the USMEPCOM PCN 680-3ADP.
- (11) DD Form 1966 series with page 1 completely coded.

Note: The number of copies required will be in accordance with the local MEPS SOP.

#### 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 individual'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 departs the GC shop each day. The only applicants authorized overnight on these tabs are authorized reservation holds and FSR2S reservations.

#### O-5. Training base liaison points of contact

Table O-1 lists the USAREC liaisons' addresses and telephone numbers.

**Table O-1**

**USAREC liaisons**

Liaison	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) 751-4222/5416 Fax (803) 787-4394

**Table O-1  
USAREC liaisons--continued**

<b>Liaison</b>	<b>Address and Telephone Number</b>
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 Knox	46th AG Battalion (Reception) Building 6590, Room 105 Fort Knox, KY 40121-5430 DSN 464-1453/8131 Commercial (502) 624-1453/8131 Fax (502) 624-7259
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) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.
  - (3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
  - (4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
  - (5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.
  - (6) USAR 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, FSTP loss, or 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 USAR, same-day cancellations, renegotiations, FSTP losses, RA shippers, and unconfirmed accessions. This report is provided through the Production Program in ARISS (Top of the System) reports.
- 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 PL and a 20 percent verification of all shippers each RSM. The enlistment record will be checked for completeness and documents will be verified (that is, calling schools for education verification and hospitals for telephonic birth 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. Copies of all reports required by this appendix will be attached to the USMEPCOM Form 727-E and filed daily.
- 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) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.
  - (3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
  - (4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.
  - (5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.
  - (6) USAR Reservations (confirmed) to ensure all enlistments have been confirmed.
  - (7) RA Production.
  - (8) USAR 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 USAR shippers and permanent FSR2S records. Once records have been identified as flagged, the SGC will take immediate corrective action to fix the record. This will be done at least a week prior to the actual FS ship date.
    - (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 you have that are currently in a flagged status. This means you will not be able to ship verify that reservation without clearing the flagged reason. Select the applicant 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. If you run the report and nothing shows up you have no flagged records.
    - (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 USAR.
    - (6) Select the unverified shipper; at the top of the report you will see Flagged Reservation codes. You must run 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 will receive an e-mail on all applicants that have not enlisted or shipped by 1600. 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 (USAR 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.
  - (r) U = ADMIN (Could not enlist for an administrative reason).
  - (s) Window = Wants to leave outside of available DEP constraints.
  - (t) X = ELOPE (Left MEPS prior to finishing processing).
  - (u) Y = FROZEN (Desired MOS currently on the frozen list).
  - (v) 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) SSSN (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 = USAR.
  - (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 USAR.

## **Q-2. USAR enlistment programs and options**

All applicants must meet basic enlistment eligibility outlined in AR 601-210, chapters 2 and 3, and MOS criteria as described in the Report of Qualifications File Program. In addition, the following procedures and requirements apply:

- a. USAR Bands Enlistment Program.
    - (1) Ensure REQUEST reflects band MOS enlisting for.
    - (2) For NPS, place a checkmark in CAS and BT blocks of REQUEST. For PS place a checkmark in CAS block only.
    - (3) GC must ensure IADT orders reflect 12 weeks of training required. This information will be in accordance with AR 601-210, paragraph 9-11. Soldier must receive follow-on training with the band at the post where BT was completed.
  - b. USAR Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Program. This information will be in accordance with AR 601-210, paragraph 9-12.
    - (1) Minimum enlistment length is 3 years.
    - (2) Applicant must have a security interview at the MEPS prior to enlistment.
    - (3) GCs will make sure applicants enlisting for MOSs that require a security clearance will be sent to BT at Fort Leonard Wood, MO or Fort Jackson, SC. Individuals enlisting for one-station unit training (OSUT) MOSs will continue to be sent to the locations identified on REQUEST. If MOS requires a security clearance, is not OSUT, and reflects BT site other than listed above, contact HQ USAREC (RO-RA-EXCEPTIONS) via appropriate brigade for assistance.
  - c. USAR OCS and USAR WOFT enlistment programs. Processing requirements are in AR 601-210, paragraphs 9-15 and 9-16.
  - d. ROTC/SMP Enlistment Program. Processing requirements are in AR 601-210, paragraph 9-14.
  - e. Selected Reserve Incentive Program (SRIP), Student Loan Repayment Program (SLRP), enlistment bonus (EB), and prior service enlistment bonus enlistment options.
    - (1) SLRP.
      - (a) NPS.
        1. Applicants must be I-IIIA.
        2. High school diploma graduate (HSDG) or equivalent.
        3. Must enlist for a minimum of 6 years.
      - (b) PS.
        1. No AFQT requirement.
        2. HSDG or equivalent.
        3. Must enlist for a minimum of 3 years.
    - (2) NPS EB.
      - (a) Applicants must be at least I-IIIBs or higher.
      - (b) HSDG or equivalent.
      - (c) Must enlist for a minimum of 6 years. SRIP biannual messages.
      - (d) Bonus is based on vacancy control number (VCN).
    - (3) Prior service enlistment bonus, refer to AR 135-7.
      - (a) SRIP biannual incentive program message.
      - (b) Bonus is based on VCN.
    - (4) The incentives an applicant receives will be printed on the automated enlistment annex. The GC and applicant will sign this annex using the electronic signature pad.
    - (5) REQUEST is the authority for all USAR incentives. GCs will choose which incentives an applicant wants on the REQUEST screen: Bonus by itself, bonus and SLRP together, SLRP by itself, or none at all. After the selection is made, the next screen will show the dollar amount of the incentive.
- Note: All enlistments will be in accordance with AR 601-210, chapter 10, and current regulatory guidance available in USAREC messages.
- f. ACASP.
  - (1) For NPS place a checkmark in CAS and BT blocks.
  - (2) For PS place a checkmark in CAS block only.
  - (3) EB and SLRP will be in accordance with regulatory guidance and the VCN in REQUEST.
  - (4) GCs must ensure IADT orders reflect the correct number of weeks required for IADT. Enlistments will be in accordance with AR 601-210, chapter 7.
  - (5) Current members of the IRR are not authorized ACASP.
- g. Specialized Training for Army Reserve Readiness (Enlistment Program 9K). This information will be in accordance

with AR 601-210, paragraph 9-17.

- (1) For NPS place a checkmark in the BT and CAS blocks only. For MOS field enter appropriate surrogate MOS (that is, 68W, 68V). Place a checkmark in CAS block only for PS or IRR. For MOS field enter appropriate MOS as above.
- (2) All required forms and coding will be in accordance with AR 601-210.
- (3) All IRR members must also qualify in accordance with AR 140-10.
- (4) GCs will provide MEPS with the mandatory return date (MRD) for inclusion on IADT orders.

### **Q-3. Procedures for standard and alternate training program enlistment**

- a. During the counseling interview the GC must verify all source documents (that is, information contained on DD Form 1966 series and SF 86) with the applicant.
  - b. GCs will complete all required entries for the DD Form 1966 series.
  - c. After making the REQUEST reservation, the GC will:
    - (1) Provide the applicant with a copy of the REQUEST reservation.
    - (2) Transfer from REQUEST into GCRc and sign the DD Form 1966 series and automated annex.
    - (3) Print the automated DD Form 1966/1 from the GCRc screen which will transfer the applicant's data to MEPS electronically.
    - (4) GCs will print any statement that applies to the FS's enlistment in the Remarks section on DD Form 1966/4.
  - d. Language reservations.
    - (1) REQUEST will offer language training only if the training and vacancy are available. The following two-letter codes are shown on REQUEST to identify the different languages.
      - (a) AS - Arabic Syrian.
      - (b) AD - Arabic Modern Standard.
      - (c) CM - Chinese Mandarin.
      - (d) CX - Czechoslovakian.
      - (e) FR - French.
      - (f) GM - German.
      - (g) HU - Hungarian.
      - (h) JA - Japanese.
      - (i) KP - Korean.
      - (j) LA - Spanish American.
      - (k) PF - Persian Farsi.
      - (l) PL - Polish.
      - (m) RQ - Romanian.
      - (n) RU - Russian.
      - (o) SC - Serbo-Croatian.
      - (p) TA - Tagalog.
      - (q) TH - Thai.
    - (2) REQUEST has been modified to show language training availability even if a DLAB score is not in REQUEST. (Override will be required to be on for DLAB.) GC must ensure the FS meets all requirements of QUALS and contacts the REQUEST manager for correct language code prior to pulling the job.
- e. GCRc will annotate all required statements for all USAR enlistments.
- f. For alternate training reservations, the GC is required to enter an MRD of 11 weeks from the individual's reception station date.

Note: Applicants must have an education letter that indicates they are currently a junior 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 their son or daughter will return from military training after the beginning of the school year.

### **Q-4. Special English as a second language processing for USAR applicants**

- a. Due to the extended training time for English as a second language (ESL) plus BT, 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 BT in accordance with table R-1.

Note: Currently in high school 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-5. ETP**

a. All requests for ETPs will be sent via workflow in GCRC to the appropriate approving authority. All exceptions must have a memorandum from the TPU commander acknowledging that he or she is aware his or her Soldier needs an exception.

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 (that is, 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) Moral.
  - (a) Notify the unit of the circumstances (that is, charges or match).
  - (b) Obtain approval or disapproval from the unit for retaining the FS.
  - (c) Obtain all documentation pertaining to moral charge 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 GC after verification with the USAR TPU.

#### **Q-6. 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.
  - (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](mailto:usarc_usarecliaison@usar.army.mil) or faxed to 1-404-464-8931. 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 (that is, if an officer candidate his or her area of concentration or 09L).

#### **Q-7. 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, etcetera.

a. Training seat MOS changes will not be made solely on the desire of the USAR member or the TPU commander. Changes of a confirmed REQUEST 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 USAR 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. Changes from the Standard Training Program to the Alternate Training Program can be authorized by the USARC G1.

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 III) 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. GCs will immediately cancel the training seat upon written notification that the trainees, transients, holdees, and students (TTHS) are 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 TTHS for separation orders.

h. USAR 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-8. Authorized USAR 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 as well as USAREC Form 1035. Procedures for the renegotiations can be found in paragraphs Q-5 and Q-7. Whether an FS keeps his or her 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. Any 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-9. Reporting procedures

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 USARECBN or directly shipped to the TPU if the enlistee is either a transfer or a reenlistee. All USAR 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 BT and/or AIT.

a. Standard shippers and Phase I (alternate trainees) will report to the MEPS for IADT. The GC will verify all USAR enlistee records to ensure shipment and return orders are correct. School and seasonal employment date is a mandatory entry and will be checked for accuracy; “unknown” or “NA” is not acceptable. GCs will also make sure that the enlistee still meets the USAR enlistment medical procurement standards and QUALS. If enlistee (standard) failed to graduate or obtain proper education status as outlined in QUALS, the unit commander (or designated representative) will be notified. Soldier will be shipped as scheduled if MOS enlisted for does not require an HSD or GED diploma in accordance with QUALS and the SMART Book (DA Pam 611-21). FS will lose all incentives if he or she has not obtained his or her HSD prior to shipping. When QUALS requires education status (that is, HSDG) that has not been obtained by enlistee, he or she will not be shipped. High school seniors and Phase II shippers must present proof of secondary school graduation prior to entry into training in order to receive entitlements under the SRIP. If the FS has a DA Form 4187 (Personnel Action) and any supporting documentation, it will be included in the ship record.

b. GCs will also check with Soldiers for recent involvement with law enforcement agencies or pending court appearances that may preclude shipment to IADT. If any recent law violation is disclosed, the GC will verify QUALS eligibility and the TPU commander will be notified. The TPU commander (or designated representative) will determine if that member is to be shipped for IADT. All additional information will be added to the member’s DD Form 1966 series and the TPU commander’s disposition noted in the Remarks section of DD Form 1966/4 using the free-text program in GCRc. Applicable pages of the DD Form 1966 series and copies of records of telephone conversations will be scanned in the appropriate folder in the ERM database. (Must meet MOS qualifications and court date cannot take place during training.)

c. The following applies to Phase II only. The GC will make the reservation only after verification that a Soldier has completed BCT. The recruiter for that Soldier will notify the MEPS when his or her Soldier has completed BCT.

(1) To preclude unnecessary delay at training sites, the following actions are required as applicable:

(a) 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.

(b) Missing records are a high visibility problem for Phase II Soldiers. Screen Soldier’s official military personnel file (OMPF) and ensure that finance, clothing, medical, 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.

(2) The GC will inform the Soldier that he or she will remain at the training base until MOS qualified.

(3) 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:

(a) Four months prior to ship date the GC 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.

(b) After SP2 reservation is made, the request for orders, utilizing current data provided by the unit will be submitted to MEPS.

(c) MEPS will not amend an order to show a new pay grade once the Phase II order has been published.

(d) Promotion documents on Soldiers promoted after the MEPS order was published will be provided to the GC and forwarded to the USARECBN with the Soldier.

(4) The GC will make contact either in writing or telephonically no later than 30 days prior to ship date requesting Soldier’s OMPF. The Soldier’s OMPF must arrive at MEPS no later than 7 days prior to ship date. The 7- to 30-day record check will be accomplished upon receipt of OMPF. If the GC is not in receipt of the Soldier’s OMPF at this time, the GC 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 OMPF brought to the GC. If all attempts fail, battalion operations will obtain permission from the respective training base to ship the Soldier with a copy of their residual file maintained at the battalion. Once approval has been obtained, forward request for ETP to HQ USAREC, G3, RCRO-EEP, via appropriate brigade using the Exception workflow in GCRc. All Phase II records will include the following:

(a) Field OMPF (training information, security clearance documentation, promotion orders, equipment operator’s qualification information if required, and medical and dental records).

- (b) Clothing records.
- (c) All Phase II shippers are required to arrive at MEPS with their full initial issue to include Class A uniform.
- (5) To better manage USAR Phase II reservations and to improve our reaction time to reprogram training seats, the following procedures apply:
  - (a) The USAREC LNCO at the USARECBN will receive orders for all USAR Phase I that are entry level status separations. Upon receiving orders they will cancel SP2 reservations (if one exists) using code 9 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.
  - (b) The SGC will run USAR Cancellation in REQUEST under Reports to identify any cancellations made, so that any records that are maintained by the USAR GC can be forwarded to the battalion and to the USAR unit.
  - (c) Even though we are receiving assistance from the USAREC liaison, it is the responsibility of the GC to continue to maintain and update the SWAR Program.
  - d. To preclude placing an enlistee in a nonduty, nonpay status upon entry on IADT, the GC will ensure that MEPS IADT orders reflect a USARECBN report date that is within 24 hours of the return to MEPS date for entry on IADT processing. (For example: PVT Smith's REQUEST reservation shows a 6 November USARECBN date (Monday). PVT Smith's MEPS IADT orders shows a "Return to MEPS" date of 2 November (Thursday) and a USARECBN report date of 3 November (Friday).)

#### **Q-10. Failure to ship (no-show)**

- a. The GC or battalion USAR operations NCO or S3 will immediately contact the recruiter and USAR unit commander when a USAR member fails to return to MEPS for entry on IADT and shipment to the USARECBN 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 USAR operations NCO or S3 will be completed prior to cancellation of the training seat. The GC must have a copy of the MFR before the training seat 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. USAR separations and cancellations**

- a. Separation from the USAR:
  - (1) The TTHS has separation authority prior to IADT.
    - (a) PMR. If the disqualification is discovered at the MEPS, the 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 USAR 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 USAR Soldier is to be separated, the 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 USAR unit commander who has separation authority of Phase II applicants.

(a) Other. Upon notification by the TPU commander that a USAR Soldier is to be separated, the 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 training seat cancellation by the recruiter, either in person or telephonically.

(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 OP 3 (Training Seat Cancellation (DA Form 4187)) 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.

(3) GC will:

(a) Verify that USAREC OP 3 is complete and section V, Certification/Approval/Disapproval, has been checked "Approved" and the TPU commander or his or her designated representative has signed the bottom of the form.

(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 OP 3 or memorandum from the TPU are included in the appropriate folder in the the ERM database.

(c) Forward records (ship) to battalion operations.

(4) Battalion operations will:

(a) Ensure a copy of USAREC OP 3 or memorandum from the TPU and REQUEST cancellation printout is included in the applicant's ERM record.

(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 OP 3 is not required for cancellation, but a 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 OP 3 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 OP 3 must be initiated.

(c) Joined other component. The existing USAR 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 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, etcetera. The TPU will provide first endorsement to USAREC OP 3 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 USAR cancellation codes**

a. CE - Conflict with civilian employment (will require a letter from the employer).

b. DP - Discharged prior to IET.

- c. DS - Declined to ship (only used when the FS arrives at the MEPS and refuses to ship or when no other reason applies).
- d. DT - Death.
- e. ED - Continuing education (there must be a validated acceptance in a postsecondary education program).
- f. FC - Prevent file cancellation (used when Soldier joins another component after attending BT and AIT).
- g. 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).
- h. FG - Failed to graduate high school (failed to meet the requirements for high school graduation).
- i. HP - Hardship (personal) (must be validated).
- j. JC - Joined other component (if joining another component prior to BT).
- k. ML - Moral or legal.
- l. ND - No DEP loss - same day cancellation.
- m. NS - No show (only when the FS fails to show up at the MEPS to ship).
- n. OT - Other (positive for HIV or has orders for AD with unit).
- o. PA - Positive alcohol test.
- p. PB - Positive amphetamine test.
- q. PC - Positive cocaine test.
- r. PG - Pregnancy.
- s. PH - Positive HIV.
- t. PM - Permanent medical disqualification.
- u. PR - Police record (open or new law violations).
- v. PT - Positive THC test.
- w. RS - Joined ROTC or SMP.
- x. TD - TRADOC discharge.
- y. TI - TPU inactive or reorganized.
- z. UR - Unit request.
- aa. WS - Weight standards.

## **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, Army College Fund (ACF), U.S. Army Unassigned Training Enlistment Option, U.S. Army English Comprehension Enlistment Option, U.S. Army Buddy Team Option, College First Program, GED Plus Program, 2-Year Enlistment Option, 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 (that is, 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 USAR Arabic Linguist Individual Ready Reserve Program where the ECLT score must be 80 or higher.

**Table R-1**  
**ESL training**

Score	Weeks of Training	Added Processing Weeks	Total Additional Weeks
0-29	24	2	26
30-39	20	2	22
40-55	16	2	18
56-69	14	2	16

- 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. Station of Choice. The Army guarantees, in writing, a first duty assignment to a station, unit, command, or area. Guarantee is for a minimum of 12 months from arrival at the station, unit, command, or area.  
Note: Applicants will not be enlisted for an overseas assignment if they are under the age of 18. This restriction applies to any assignment not within the continental United States, Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States.
- c. RAEB Program.
  - (1) Eligibility. All applicants for the RAEB 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.
  - d. ACF enrollment procedures (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.
  - e. 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.
    - f. 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, chap 9.)
    - g. 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 BT 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, chap 9.)
    - h. 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 60485 or (502) 626-0485.
    - i. 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) GCs will ensure all applicants enlisting for the airborne option have passed the airborne physical inspection by the MEPS physician prior to FSTP-in (applicants with medical waivers cannot be enlisted into an airborne option or MOS that requires airborne training (that is, Ranger training, Special Forces training (18X), and Parachute Rigor (92R)).

(3) 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 Unassigned Training Enlistment Option.**

(1) This option is available to qualified applicants without PS enlisting for 3 or more years who are not qualified for any current available option or MOS, or does not desire to select another option. These applicants will enlist without a specific guarantee of an MOS.

(2) These individuals must meet basic eligibility criteria prescribed in AR 601-210, chapter 2, and:

(a) MOS criteria waivers will not be granted.

(b) Available only to test category IIIB (31 to 49 AFQT).

(c) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(3) The enlistment annex is used for ensuring an applicant's understanding of his or her enlistment into the unassigned training option. GCRc will print all required enlistment statements on the enlistment annex.

### **c. 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 FSTP 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. U.S. Army Buddy Team Option.

(1) This option is open to qualified NPS applicants enlisting for a minimum of 4 years. This option promises two to four NPS applicants from the same locality who apply for RA enlistment at the same time, that they will remain together through BT and AIT or OSUT, as required. In addition, they will receive their initial duty assignment at the same duty station for a period of at least 12 months, provided all members of the buddy team:

(a) Enlist for the same enlistment option and assignment.

(b) Agree to training and assignment in the same MOS.

(2) All quality caps and FSTP control constraints in effect at time of enlistment must be adhered to.

(3) All applicants must meet basic eligibility criteria for enlistment in accordance with AR 601-210, chapter 2, and be processed and enlisted with the other members of the buddy team.

(4) Applicants must qualify for retention with the buddy team as follows:

(a) A person is subject to separation from his or her buddy team if they fail to receive required processing and training with the remainder of the buddy team because of absent without leave, confinement, leave, hospitalization, absence in the hands of civil authorities, or failure to progress satisfactorily in training.

(b) Any voluntary action taken by an individual member(s) of the buddy team that may cause the member(s) to receive separate assignments will not void the enlistment agreement of any member. Examples of such actions include requests to attend service schools, requests for reclassification, or marriage of one member followed by subsequent request for joint domicile.

(c) The length of stabilization guaranteed under this option is for a minimum period of 12 months from the date of initial arrival at the members' permanent duty station.

(5) Normal processing procedures in accordance with AR 601-210, chapter 5, applies to this option. Authority of enlistment in this option will be obtained from the HRC Commanding General via REQUEST. This option falls within Program B. This option may be combined with any associated option.

(6) GCs will ensure that proper entries are made on the DD Form 1966 series and the enlistment annex. On ship day, GCRC will provide an input screen that allows the GC to enter the name and SSN of each member of the buddy team. In order for this to work correctly, the applicants must be enlisted under primary Option 7.

e. Two-Year Enlistment Option.

(1) Program description. The 2-Year Enlistment Option guarantees a 2-year or 2-year variable (plus training time) enlistment in designated MOSs.

(2) Eligibility. All applicants for the 2-Year Enlistment Option must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify for Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB.

(e) Meet the eligibility requirements and enlist for a specific MOS.

(3) Processing procedures:

(a) Complete the enlistment annex.

(b) Ensure all applicants are briefed on the program.

f. 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 (USAR) to qualify for the interview.

(1) The PaYS Program is available to RA and USAR enlistments.

(2) Applicants must possess an HSD or be currently enrolled in high school (no exceptions).

(3) Applicants must have an AFQT of 31 or higher.

(4) PS and DOS applicants processing for RA or USAR 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.

(5) When the 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 GC and applicant. USAREC Form 1202 automatically saves in the ERM database like all other automated forms when the 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.

(6) The GC will give all FSs with the PaYS option a USAREC Form 1286 (PaYS Pocket Card).

(7) The PaYS option is not valid with Option 70, Special Forces Recruiting Initial Contract Incentive.

g. Special Forces recruiting initiative (REQUEST Code 70).

(1) Qualifications. The applicant:

(a) Must enlist in CMF 11, 12, 13 or MOS 35W or 68W.

(b) Must be an E-4 at the time of processing for Special Forces. Individuals who enter the Army as E-4s are eligible unless time in service requirements prohibit eligibility.

(c) Must meet Special Forces selection and eligibility criteria as outlined in AR 614-200, paragraph 5-5, and the Special Forces recruiting parameters.

(d) Must successfully complete Special Forces Assessment and Selection.

(2) The Statement of Understanding - Special Forces Initial Contract Initiative is used to confirm an applicant's understanding of enlisting for the Special Forces initial contract initiative and will be completed via GCRC.

## **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 USAR AMEDD applicants.

#### **S-2. General**

GCs are required to assist health care recruiters (HCRs) with newly commissioned USAR 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.

## **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 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 will be scanned into the ERM database the day the applicant joins the FSTP 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 on the ship date. Extreme care must be taken to ensure the documents are scanned into the correct folder in the ERM database. The ERM database is the USAREC residual record and the start of the Soldier's OMPF. For a detailed list of where documents are to be scanned see the Guidance Counselor's Redesign User's Manual.

#### **T-4. ERM users**

Users will only be allowed to see the records that reside within their organizations. Users such as the Recruiting Standards Directorate; USAREC IG; and USAREC, G3, Policy Branch and Waivers Branch will have access to all records stored in the ERM database.

## **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 USAR FSTP 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 moral 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 messages.

(6) Recruiters must perform the following steps when using FSR2S:

(a) Perform a job search or lookup in the same manner as a GC. The recruiter must ensure the applicant remains in the FSTP for at least 7 MEPS working days, including the date of enlistment into the FSTP and Saturday processing days. High school seniors (education code 11S) must remain in the FSTP 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 moral qualifications; the MOS may have additional qualifications.

(e) Scan source documents into the ERM database. This includes all pages of the temporary reservation. The Computerized Adaptive Screening Test or Enlistment Screening Test 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 USAR 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 0700-1900 eastern standard time call 1-800-688-9203, ext 2, and after duty hours, Monday through Friday, 1900-2200 eastern standard time and during non-Saturday processing days 1000-1700 eastern standard time call 1-888-216-1041. Only FSR2S recruiters and SCs are authorized to use the after-hours phone number. 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) RUDEP 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 RUDEP window). The GC will verify this letter and scan it into the ERM database upon enlistment.

(b) Driver's license exceptions. If the applicant has a valid learner's permit, the recruiter will assist the applicant in writing a letter detailing when the applicant expects to receive a full, unrestricted state driver's license and send all supporting documents to the brigade for approval and a control number. If the applicant does not have a learner's permit, the ETP and all supporting documentation must be sent through GCRC to G3, Policy Branch, for approval and a control number. The ROC counselor will need the control number, the approximate date the applicant will receive a driver's license, and the specific MOS that is being requested. This letter will become a source document. Once the driver's license exception has been approved and the override placed on the record an e-mail will be sent via GCRC from the approving authority, brigade or G3, Policy Branch, through the chain of command to the recruiter. When the recruiter has received this e-mail, he or she may attempt to make the reservation or call the ROC, if still necessary for assistance.

(c) 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.

(d) 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.

b. GCs and battalion operations:

(1) 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 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 PCN 680-3ADP, before submitting the applicant record from GCRc to REQUEST. Once the record is submitted from GCRc to REQUEST the GC will convert the reservation from temporary to permanent. This data transfer from GCRc to REQUEST will update the REQUEST applicant record. GCs must ensure that “Enlist Date” is correct for USAR applicants.

(2) 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 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 GC will delete incentives for a test score category I-III B and update the applicant record with test score category I-III A 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 GC will cancel the temporary reservation as an “ND” (no DEP-loss same-day cancellation).

(3) The GC remains the final authority for the verification of applicant qualifications for enlistment into the RA or USAR 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 USARECBN.

(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 USMEPCOM for the accession data to be inputted into MIRS. USMEPCOM must input the data within 1 business day. This process is imperative as USARECBNs 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 Guidance Counselor's Redesign User's Manual, appendix T, are scanned into the record prior to the Soldier shipping to the USARECBN. 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 USARECBN.

(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 USMEPCOM for the accession data to be inputted into MIRS. USMEPCOM must input the data within 1 business day. This process is imperative as USARECBNs 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 Guidance Counselor's Redesign User's Manual, appendix T, are scanned into the record prior to the Soldier shipping to the USARECBN. 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.

c. Guam.

(1) Projecting. All applicants will be projected to the Agana, Guam 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 USMEPCOM. 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 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 establish the PULHES and the GC pulls reservations based on the PULHES. HIV and DAT testing will be done at the receiving USARECBN.

(4) Shipping. Soldiers shipping from Guam 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 USMEPCOM for the accession data to be inputted into MIRS. USMEPCOM must input the data within 1 business day. This process is imperative as USARECBNs 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 Guidance Counselor's Redesign User's Manual, appendix T, are scanned into the record prior to the Soldier shipping to the USARECBN. 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 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. Testing will be accomplished by USMEPCOM personnel from the Honolulu MEPS during the quarterly DEP trips.

(3) Medical. The physical will be administered by USMEPCOM personnel during the quarterly DEP trip.

(4) Shipping. Soldiers will be sent through the Honolulu MEPS to complete the entire ship process.

## **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

**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

**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 National Security Questionnaire

**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

**GCOG**

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

**HQUSAAC**

Headquarters, U.S. Army Accessions Command

**HQUSAREC**

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

**MGB**

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

**RI**

recruiting impropriety

**ROC**

Recruiting Operations Center

**ROTC**

Reserve Officers' Training Corps

**RS**

recruiting station

**RSM**

recruit ship month

**RSW**

recruit ship week

**SBI**

special background investigation

**SC**

station commander

**SCI**

sensitive compartmented 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

**USAREC**

U.S. Army Recruiting 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 in one electronic record for distribution to the integrated Personnel Electronic Records Management System and one paper copy to the USARECBN.

**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**

NCOs or DA civilian employees 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 access a Future Officer or enlist a person in the FSTP not qualified for military service or whom the recruiter believes is unqualified for military service.
- 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 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 officer accession 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, officer accession, 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), 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

ELECTRONIC PUBLISHING SYSTEM

DATE: 8 DECEMBER 2009  
DOCUMENT: USAREC REG 601-96  
SECURITY: UNCLASSIFIED  
DOC STATUS: REVISION