

**Army Regulation 601–210**

**Personnel Procurement**

# **Regular Army and Reserve Components Enlistment Program**

**Headquarters  
Department of the Army  
Washington, DC  
31 August 2016**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-210

Regular Army and Reserve Components Enlistment Program

This major revision, dated 31 August 2016--

- Adds Secretary of the Army; Assistant Secretary of the Army (Manpower and Reserve Affairs); and Deputy Chief of Staff, G-2 responsibilities (paras 1-4a, b, and f, respectively).
- Establishes the maximum enlistment age at 35 for all three Army components (para 2-3).
- Adds the U.S. Passport Card to the documents that can be used to verify citizenship and age (paras 2-3b(9) and 2-4c(1)(d)).
- Adds policy on the immigration status of the spouse or Family member of an applicant who is otherwise qualified for enlistment (para 2-4a(1)).
- Updates policy on dual citizenship enlistments (para 2-4f).
- Adds policy requiring new accessions to meet the security investigation standards of Homeland Security Presidential Directive 12 (paras 2-14 and 5-61).
- Adds policy requiring National Intelligence Agency Checks and Federal Bureau of Investigation Foreign Terrorist Tracking Task Force checks for non-U.S. citizens per Army Directive 2013-09 (para 2-14b).
- Adds policy on medical examination requirements when processing applicants with prior military service (para 3-7j).
- Updates Regular Army retention control points for maximum years of active duty from grades E-1 through E-9 (para 3-10).
- Replaces policy requiring prior Servicemembers to attend the Warrior Transition Course with policy requiring attendance at basic combat training (paras 3-18b(2) and 5-16b(1)(a)).
- Removes policy that prohibited the assignment of female Soldiers into certain military occupational specialties (para 6-9).
- Updates instructions and appropriate coding for completing DD Form 1966 (Record of Military Processing-Armed Forces of the United States) (table 6-1).
- Incorporates Army Directive 2015-36, Review and Approval Authority for Army Accession Incentives and Programs (hereby superseded) (para 9-20 and app B).
- Adds policy concerning the effective date for termination of incentives for Soldiers declared unsatisfactory participants (para 10-8a(1)).

- o Establishes a formula to determine recoupment amount for bonuses when recoupment is applicable (para 10-9b(1)).
- o Adds policy governing the Selected Reserves Incentives Program for the officer accession bonus and affiliation bonus, and the enlisted affiliation bonus (paras 10-15 and 10-16, respectively).




Personnel Procurement

Regular Army and Reserve Components Enlistment Program

By Order of the Secretary of the Army:

**MARK A. MILLEY**  
General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation governs eligibility criteria, policies, and procedures for enlistment and processing of persons into the Regular Army, the U.S. Army Reserve, and Army National Guard for enlistment per DODI 1304.26. It also prescribes the appointment, reassignment, management, and mobilization of Reserve Officers' Training Corps cadets under the Simultaneous Membership Program.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army civilians involved in recruitment activities or Reserve Officers' Training Corps/Simultaneous Membership Program management functions. Also, in case of conflict between this and other

regulations establishing enlistment eligibility criteria, this regulation will take precedence and upon direction of the Secretary of the Army, certain requirements of this regulation will not be enforced during mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

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

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

**Committee management.** AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Analysis and Integration Cell (AAAI–CL), 105 Army Pentagon, Washington DC, 20310–0105. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

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

\*This regulation supersedes AR 601–210, dated 8 February 2011, and Army Directive 2015–36, dated 15 September 2015.

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## Glossary



## Chapter 1 Introduction

### 1–1. Purpose

This regulation prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Regular Army (RA), the U.S. Army Reserve (USAR), and the Army National Guard (ARNG). It provides policies and procedures to process applicants for enlistment in the RA Delayed Entry Program (DEP) and on delayed status, and the USAR Delayed Training Program (DTP).

*Note.* DTP and DEP are not applicable to the ARNG.

### 1–2. References

See appendix A.

### 1–3. Explanation of abbreviations and terms

See glossary.

### 1–4. Responsibilities

Specific program responsibilities are listed in each chapter.

- a. The Secretary of the Army will—
  - (1) Except as specifically provided by law, establish enlistment qualifications for the RA, USAR, and ARNG.
  - (2) Be the denial authority for enlistment. See paragraph 1–6 for additional information and exceptions.
- b. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) will serve as the review and approval authority for the continuation or implementation of new incentives, pilots, or programs.
- c. The Deputy Chief of Staff (DCS), G–1 will develop and maintain policy and programs for RA, USAR, and ARNG enlistments, to include policy governing Reserve Officers' Training Corps (ROTC), ROTC Simultaneous Membership Program (SMP), and the Army Civilian Acquired Skills Program (ACASP).
  - (1) The Commanding General (CG), U.S. Army Human Resources Command (HRC) will—
    - (a) Control enlistments under the RA Enlistment Program.
    - (b) Have responsibility for personnel actions pertaining to RA enlistments.
  - (2) The CG, U.S. Army Recruiting Command (USAREC) will—
    - (a) Control enlistment under the RA DEP per paragraph 5–30.
    - (b) Have final responsibility for personnel actions pertaining to DEP, DTP, and delayed military service obligation (MSO) enlistments.
    - (c) Organize and administer the submission of National Agency Check with Local Agency and Credit Check (NACLIC), single scope background investigation, National Intelligence Agency Checks (NIAC) and fingerprint checks for RA and USAR enlistments.
    - (d) Coordinate with DCS, G–2 for receipt of NIAC results.
    - (e) Submit requests for continuation or implementation of new incentives, pilots, or programs through the DCS, G–1 to ASA (M&RA) for consideration.
  - d. The Chief, Army Reserve (CAR) will—
    - (1) Have control of enlistments under the USAR Enlistment Program.
    - (2) Have responsibility for personnel actions pertaining to USAR enlistments.
    - (3) Exercise staff supervision and management of the SMP of the USAR as it pertains to ROTC cadets.
    - (4) Submit requests for continuation or implementation of new incentives, pilots, or programs through the DCS, G–1 to ASA (M&RA) for consideration.
  - e. The Director, Army National Guard (DARNG) will—
    - (1) Control enlistments under the Reserve Component (RC) Enlistment Program for ARNG enlistees.
    - (2) Have overall responsibility for developing and maintaining policy and programs for Army National Guard of the United States (ARNGUS) enlistments.
    - (3) Submit requests for continuation or implementation of new incentives, pilots, or programs through the DCS, G–1 to ASA (M&RA) for consideration.
    - (4) Exercise staff supervision and management of the SMP of the ARNG as it pertains to ROTC cadets.
    - (5) Organize and administer the submission of the NACLIC, single scope background investigation, NIAC, and fingerprint checks for ARNG enlistments.
    - (6) Coordinate with DCS, G–2 for receipt of NIAC results.
  - f. The DCS, G–2 will coordinate with CG, USAREC; DARNG; and CAR for receipt of NIAC results.

g. The Commander, U.S. Military Entrance Processing Command (USMEPCOM) will process applicants and enlistees per chapters 5 and 6 and AR 601–270.

### **1–5. U.S. Military Academy Preparatory School**

This regulation provides authority to enlist applicants into the USAR to attend the U.S. Military Academy Preparatory School. On enlistment, the person incurs an 8–year MSO under Section 651, Title 10, United States Code (10 USC 651), and immediately enters on active duty (AD) for the duration of the school period. Failure to complete the course will result in discharge from service with no service obligation. Persons interested in attending the U.S. Military Academy Preparatory School are advised to write to Commandant, U.S. Military Academy, West Point, NY 10996–1905. Applicants must meet the eligibility requirements for attendance at the U.S. Military Academy Preparatory School. Upon receipt of the approved applicant list, U.S. Military Academy retention officials will prepare and complete the USAR enlistment agreement using DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States), as directed by Headquarters, Department of the Army (HQDA) (DAPE–MPA–RP). The original DD Form 4 for enlistees will be sent to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. A copy will be provided to the personnel staff at the U.S. Military Academy Preparatory School for administrative purposes. A copy will also be retained by the U.S. Military Academy Retention Office for their use.

### **1–6. Secretarial authority**

a. *Establishment of qualifications for enlistment.* Except as specifically provided by law, establishment of qualifications for enlistment in the RA, USAR, and ARNG is the prerogative of the Secretary of the Army.

b. *Denial of enlistment.* Except as delegated herein or by special Army directive, denial of enlistment will be at the discretion of the Secretary of the Army. Denial may be given either in an individual case or by an order applicable to all cases specified in that order. The Secretary of the Army may deny enlistment to any person who otherwise meets criteria in this regulation. However (for RA only), the Secretary of the Army may not deny the enlistment of the following:

(1) A former enlisted member of the RA who—

(a) Has served continuously on AD as a Reserve officer of the Army and was discharged as an RA enlisted member to immediately accept a temporary appointment as an officer of the Army;

(b) Is separated from AD as an Army of the United States, or Reserve commissioned officer, or warrant officer while serving as a commissioned or warrant officer;

(c) Was terminated by an honorable discharge or by relief from AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge; and

(d) Makes application for enlistment within 6 months after separation from AD as a Reserve or Army of the United States officer.

(2) Any RA enlisted member who—

(a) Has been placed on the temporary disability retired list (TDRL);

(b) Is later found to be physically fit under 10 USC 1211(a)(3); and

(c) Makes application for enlistment within 90 days after removal from the TDRL.

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

### **1–7. Penalties for violating**

a. Military personnel who violate or fail to comply with this regulation are subject to punishment under the Uniform Code of Military Justice (UCMJ), for violation of Article 92(1). Also, military members may be subject to punishment under the UCMJ for violation of Article 92(3) or Article 84. Particular attention should be given to UCMJ, Article 84, which states, “Any person subject to this chapter who effects an enlistment in or a separation from the Armed Forces of any person who is known to him to be ineligible for enlistment, or separation because it is prohibited by law, regulation, or order shall be punished as court-martial may direct.”

b. Department of the Army (DA) civilians who violate or fail to comply with this regulation are subject to disciplinary action under the proper Office of Personnel Management regulation.

c. Commanders will consider initiating disciplinary action against military personnel and DA civilians when proper.

### **1–8. Eligibility**

a. All persons who process applicants for enlistment in the RA, USAR, or ARNG will use the utmost care to procure qualified personnel. Eligibility of personnel will be based on their ability to meet all requirements, to include procurement of prescribed waivers. No applicant will be accepted for enlistment before approval of any required waiver. Processing will be immediately discontinued if an applicant for enlistment in the RA, USAR, or ARNG admits to a nonwaiverable disqualifying condition. This includes, but is not limited to, an applicant who is determined to be drug dependent, admits to a pending law violation or fine, or displays other nonwaiverable medical, conduct, or



administrative disqualifications in paragraph 4–22. For the purpose of this paragraph, military entrance processing station (MEPS) processing includes medical examination, special tests, or enlistment.

b. Applicants for enlistment in the USAR or ARNG will not be accepted unless reasonable assurance exists that they will be available and able to take part satisfactorily with the unit concerned; they also will be available for immediate order to AD in an emergency or partial or full mobilization. In this respect, careful thought will be given to the following:

- (1) Normal commuting time and distance of day-to-day job.
- (2) Possible conflicts with civilian occupation.
- (3) Past performance as USAR or ARNG member.
- (4) Frequency of past relocations of residence.
- (5) Applicants with spouse and dependent children who apply for waiver of the dependency restriction must thoroughly understand that responsibility for dependent children in no way lessens their obligations for satisfactory participation in the USAR or ARNG and availability for mobilization.

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

a. Enlisted Soldiers of the USAR who desire to enlist in the RC of another U.S. Armed Force will be governed by AR 140–10 for enlistment in the USAR and NGR 600–200 for enlistment in the ARNG.

b. Enlisted Soldiers of troop program units (TPUs) of the USAR, ARNG, Individual Ready Reserve (IRR), Standby Reserve, or ROTC, to include SMP, who desire to enlist in the Regular Component, to include DEP or MSO delayed status, may enlist under paragraph 5–21.

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

### **1–10. U.S. Army Reserve or Army National Guard membership**

a. Personnel become enlisted members of the USAR (Selected Reserve or IRR) or ARNG by—

(1) Enlistment of RA Soldiers in the USAR or ARNG to complete the remainder of an MSO. On completion of the statutory obligation (expiration term of service), the member must continue in a military status by reenlistment or extension under AR 140–111 or NGR 600–200 or be discharged from the RC.

(2) Enlistment of ARNG members in the USAR. On discharge from the ARNG, a member may still retain Reserve of the Army status and be required to complete a remaining contractual or statutory MSO. On completion of the obligation, either statutory or contractual expiration term of service, the member must either reenlist immediately under AR 140–111 or be discharged from the USAR. Extensions are authorized under the policy contained in AR 140–111. Enlistment of ARNG personnel into the USAR will also be in accordance with AR 140–111 and NGR 600–200.

(3) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of the Secretary of the Army, if the member is drawing retired pay. These personnel are not required to execute a Department of Defense (DOD) DD Form 4 or process for enlistment or reenlistment. They remain on an indefinite Ready Reserve status until age 60.

(4) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of Commander, HRC, if the member is not drawing retired pay. These personnel must be reenlisted under AR 140–111.

(5) Enlistment in the USAR by completing a DD Form 4 and executing an oath of enlistment when applying from civilian status or from another military service of the United States. These enlistments are accomplished under policy in chapters 2, 3, and 5.

b. Service in the USAR or ARNG is either statutory or contractual.

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

(2) *Contractual service.* Each person who enlists or reenlists in a U.S. Armed Force executes a contractual agreement (DD Form 4) that establishes the terms of the service to be performed in that U.S. Armed Force. The contractual agreement runs concurrently with the statutory obligation incurred under 10 USC 651. Following fulfillment of this statutory obligation, any subsequent military service is served according to the terms of the contractual agreement governing the Soldier's current enlistment period.

### **1–11. Valid enlistment or reenlistment agreements**

a. *DD Form 4.* DD Form 4, together with appropriate annexes, is the only valid agreement that exists between the person and DA for enlistment in the RA or the USAR; or between the person and the National Guard Bureau (NGB) for enlistment in the ARNG. For continued RA, USAR, or ARNG membership, when the term of service agreed to in such an agreement expires, one of the following applies:

- (1) The agreement will be extended.
- (2) A new DD Form 4 and oath of enlistment will be executed.

*b. Transfer order (reassignment order) (for U.S. Army Reserve or Army National Guard only).* A transfer order (reassignment order) is published to serve as the source document and authority to move members between the USAR, ARNG, or to the IRR. This order never alters terms of an enlistment agreement and never replaces an enlistment agreement.

## **1–12. Referral of applicants to higher headquarters**

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

## **Chapter 2**

# **Enlistment in the Regular Army, U.S. Army Reserve, or Army National Guard for Nonprior Service Applicants**

## **Section I**

### **Basic Eligibility Criteria**

#### **2–1. General**

*a. Enlistment considerations.* Enlistment of qualified persons will be the foremost goal of persons who take part in, or are connected with, processing applicants for enlistment in the RA, USAR, or ARNG.

*b. Meeting requirement.* Eligibility will be determined by the person's ability to meet all requirements of this regulation, to include obtaining waivers. Applicants will not be enlisted if any doubts about their qualifications cannot be resolved.

*c. Source documents.* Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. If a bilingual Soldier (having language skill identifier) translates the document(s), then a written translation signed by the Soldier, with a commissioned officer's signature witnessing the signature, may be used. Recruiting battalions not having a Soldier with a skilled language identifier may designate recruiting personnel to translate foreign documents in a language common to Soldiers in the battalion. Designation of translator will be made in writing and kept on file at the recruiting battalion headquarters. All source documents must be original, or certified as an official copy of the original and included in the enlistment packet for enlistment into the RA and RC. These documents include transcripts for military occupational specialty (MOS) requirements or advance grade, high school diploma, or marriage license or certificate. They will be uploaded and forwarded with the enlistment packet or hand-carried by the applicant to the guidance counselor for compliance with instruction in chapter 6, section II.

*d. Obtaining documents.* The use of facsimile machines or email (via scanners) to provide an expeditious means of obtaining documents is authorized and may be used to prevent undue delays in shipment to training. The use of education transcripts, police checks, and court checks retrieved via agency Web sites is authorized. Documents used to verify dependents (except spouse) are not required for enlistment purposes into the DEP/delayed status/DTP, unless a dependent waiver is required as discussed in paragraph 4–19.

*e. Document certification.* Certification that a copy is of the original document may be made by the center commander, area noncommissioned officer in charge (NCOIC), first sergeant, company commander, operations sergeant, guidance counselor, commissioned officer, or equivalent contracted personnel assigned within USAREC. Prior to the applicant arriving at the MEPS for enlistment, the MEPS guidance counselor must examine all source documents for discernible evidence of tampering or alteration and to ensure the uploaded source documents are clear and legible. If the MEPS guidance counselor determines that a source document is questionable, the applicant will not be allowed to come to MEPS until a valid document is uploaded in the electronic management record for the MEPS guidance review and verification.

*Note.* Prior to uploading source documents for enlistment processing, one of the individuals in paragraph 2–1e must ensure that marriage certificates, divorce decrees, and birth certificates are certified originals, court-certified copies, or certified photocopies that reflect the file number (Vital Statistic) indicating filed at the county clerk office.

#### **2–2. Basic eligibility criteria for all nonprior service applicants**

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

*Note.* All disqualifications that exist for PS applicants apply to glossary NPS as listed in chapter 4. The term 'glossary NPS' does

not change the fact an applicant has had military service. All provisions of this regulation that refer to basic active service date (BASD), previous military service, basic enlisted service date, and similar terms apply to NPS applicants.

### **2-3. Age**

*a.* Applicant is eligible for enlistment if applicant is at least 17 years of age and has not passed his or her 35th birthday (waiver may be considered by the Director of Military Personnel Management). Applicants who are 17 years of age (have not reached their 18th birthday) require parental or guardian consent for enlistment through completion of appropriate sections of DD Form 1966 (Record of Military Processing-Armed Forces of the United States). All NPS RA applicants must ship to AD no later than their 35th birthday. All NPS RC applicants must be accessioned into their respective RC no later than their 35th birthday. An enlistment into the DEP or accession into the RC is official after the applicant is administered the oath of enlistment per paragraph 6-14.

(1) Recruiters will obtain parental consent for any applicant who has not reached his or her 18th birthday. Parental consent may not be obtained more than 30 days prior to the 17th birthday; applicants must be 17 years of age at time of the test, physical, and contracting into the DEP/DTP or ARNG Recruit Force Pool. This consent of parents or legal guardians must be in writing before physical examination or enlistment. Enlistment is not authorized if either parent objects. However, if only one parent is entitled to legal custody of the applicant (for example, by reason of divorce decree), then only that parent's consent is required. The recruiter will identify any supporting document used and indicate its identifying marks, such as petition, file, or docket number in DD Form 1966, remarks section.

(2) If the applicant is married, legally separated, or divorced, a statement referencing the court document or marriage license will be entered in the remarks block of DD Form 1966 and the applicant may be enlisted without parental consent.

(3) Except as otherwise noted in this paragraph, both parents must sign the DD Form 1966. However, one parental signature is acceptable if the other parent is deemed incapacitated, or absent at an unknown location for an indefinite period. One parent's signature is also authorized if the other parent is incarcerated and will not be released prior to the applicant's 18th birthday. Parental consent may be obtained from an incarcerated parent, but it must be submitted through the institution's legal channels for notary. If only one parent signs, the reason will be explained in the remarks block of DD Form 1966. The recruiter will state in the verification block what documents were used to verify the single signature.

(4) The signature of the parents or guardian on DD Form 1966 will be witnessed by a commissioned officer, warrant officer, noncommissioned officer (NCO), or civilian recruiting specialist. Otherwise, the signature must be notarized. The recruiter will verify all entries, as well as supporting documents used to verify occasions when only one signature is authorized, and annotate this verification on the DD Form 1966. One parent is required to sign the DD Form 2807-2 (Accessions Medical Prescreen Report) for applicants under the age of 18 for medical examination.

(5) When an applicant has been made a ward of the court or under State or Federal law and the applicant has been placed in the control and custody of other than the natural parent(s), then the agency (normally a case worker) or the court appointed custodial agency will be required to complete the DD Form 1966 parental consent section and provide a certified copy of the court document awarding such custody.

(6) Emancipated applicants may enlist without parental consent, provided they have a certified court document declaring their emancipation. The recruiter will identify any supporting document used and indicate its identifying marks, such as the petition, file, or docket number, in DD Form 1966, remarks section.

*b.* Documents and procedures used to verify age include—

(1) Birth certificate.

(2) U.S. Citizenship and Immigration Services (USCIS) Form I-551 (Permanent Resident Card) or USCIS Form N-550/570 (Certificate of Naturalization).

(3) USCIS Form N-560/561 (Certificate of Citizenship).

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

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

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

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

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

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

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

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

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

(9) U.S. Passport Card.

### **2-4. Citizenship**

*a.* Under 10 USC 504, an applicant is eligible for enlistment if he or she is—

(1) A citizen of the United States, which includes birth in a U.S. Territory (Puerto Rico, Guam, U.S. Virgin Islands,

and the Commonwealth of the Northern Mariana Islands, which consist of the islands of Saipan, Tinian, and Rota). The immigration status of an applicant's spouse, children, or immediate Family members (parents, in-laws, brother(s), or sister(s)) does not automatically disqualify an otherwise qualified applicant from enlisting into the RA or RCs. DA Pam 611-21, chapter 10 provides MOSs that require U.S. citizenship of immediate Family members as an MOS qualification.

(2) An alien who has been lawfully admitted to the United States for permanent residence (8 USC 1101(a)(20)). USCIS Form I-551 card holders are eligible for enlistment, provided their card is valid for 6 months after scheduled accession date onto AD for initial training. The requirement to obtain U.S. citizenship within 8 years of enlistment in order to continue serving has been rescinded for the all components of the Army.

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

(4) A citizen (to include naturalized citizens) of the Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands. The primary islands of the Marshall Islands are Kwajalein, Ebeye, and Majuro. The primary islands of the Federated States of Micronesia are Yap, Chuuk, Pohnpei, and Kosrae. These applicants are not authorized a clearance.

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

*b.* An alien who has been lawfully admitted to the United States for conditional permanent residence is also eligible for enlistment. However, if a Soldier should forfeit a conditional permanent residence status for any reason, the Soldier is subject to separation proceedings in accordance with AR 635-200 (see discharge of aliens not lawfully admitted to the United States) and any other requirements mandated by the Army for those Soldiers who are not lawfully admitted to reside in the United States.

*c.* Documents to verify eligibility include (return all documents to applicant after proper citizenship entries are made on the DD Form 1966)—

(1) *United States citizens.*

(a) Birth certificate showing birth within the United States.

(b) USCIS Form I-551 or USCIS Form N-550/570.

(c) USCIS Form N-560/561.

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

1. A statement is needed for verification of place of birth regardless of citizenship.

2. A U.S. Passport Book or U.S. Passport Card cannot be used to verify place of birth for naturalized citizens.

(e) DD Form 372.

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

(g) FS Form 545.

(h) FS Form 240.

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

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

(4) *Panamanians.* Under 8 USC 1403, any person born in the Panama Canal Zone on or after 26 February 1904 and before 1 October 1979, whose father or mother, or both, at time of birth of such person, was or is a citizen of the United States, is a citizen of the United States. Further, any person born in the Republic of Panama on or after 26 February 1904, whose father or mother, or both, at the time of the birth of such person was or is a citizen of the United States employed by the Government of the United States or by the Panama Railroad Company, or its successor in title, is a citizen of the United States. If the Panama Canal Zone birth certificate does not clearly establish citizenship, an applicant must verify his or her U.S. citizenship by presenting one of the documents listed in paragraph 2-4c(1). If applicant does not possess any of these documents, the applicant should apply for the proper document under paragraph 2-4c.

(5) *Foreign nationals.* Unless the Secretary of the Army has invoked the authority to create an exception to 10 USC 504, foreign nationals must have proof of permanent residence (including conditional permanent residence) in order to

enlist. However, statutory authority exists with respect to the enlistment of citizens from the island nations of the Federated States of Micronesia and the Republic of the Marshall Islands.

(a) Citizens, to include naturalized citizens, of the Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands, may be enlisted into the U.S. Army.

(b) Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands citizens do not require proof of permanent residence or other documents normally associated with legal resident verification.

(c) Applicants from the Federated States of Micronesia, Palau, and Republic of the Marshall Islands may enlist. However, according to Department of Defense Directive (DODD) 5200.2R, as non-U.S. citizens, they will not be enlisted for any option, unit, MOS, or program that requires a security clearance, unless pursuant to HQDA policy allowing these enlistments due to compelling reasons in furtherance of the DOD mission.

(d) Verification can be made by birth certificate; a Federated States of Micronesia, Palau, Republic of the Marshall Islands, or the Commonwealth of the Northern Mariana Islands passport; or Government identification (ID) card, naturalization certificate, or official letter of identity from local Government officials.

(e) Questionable cases must be checked through appropriate chain of command to Headquarters, USAREC (RCRO-PP) who will contact DCS, G-1 (DAPE-MPA), for clarification and final determination. For ARNG, questionable cases will be referred to ARNG-GSS-I.

(f) Persons from the Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands currently residing in the United States or a territory of the United States may have a Trust Territory Passport. This document is acceptable, provided it clearly indicates the island of birth and the island is part of the Federated States of Micronesia, Palau, Republic of the Marshall Islands, or the Commonwealth of the Northern Mariana Islands.

(g) Authority to enlist foreign nationals of the Federated States of Micronesia, Palau, and the Republic of the Marshall Islands was granted according to the Compact of Free Association between both new nations and the Government of the United States.

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

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

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

(1) Applicant who are U.S. citizens or nationals may apply to the nearest U.S. passport agency or through the procedures described at <http://www.state.gov> (see passport application requirements). To obtain a replacement USCIS Form N-550/570 or USCIS Form N-560/561, an applicant should visit <http://www.uscis.gov> and file USCIS Form N-565 (Application for Replacement Naturalization/Citizenship Document). Birth certificates for persons born in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, Swains Island, the Commonwealth of the Northern Mariana Islands, or the former U.S. Trust Territories of the Pacific Islands must be obtained from their respective offices of vital statistics. Panama Canal Zone birth certificates should be requested through the Vital Records Section of Passport Services as described on the State Department's Web site at <http://www.state.gov>.

(2) The alternate form to use for loss, theft, or non-receipt of original USCIS Form I-551 card is USCIS Form G-845 (Verification Request Department of Homeland Security U.S. Citizenship and Immigration Services). This form may be obtained by the applicant from the local USCIS office and will be used to obtain verification when documents listed above cannot be obtained. This form is a secondary verification form, and the following Army requirements must be met for use of this form. USCIS Form G-845 may be used for enlistment purposes only and applicant must present a valid USCIS Form I-551 card in order to ship. An official Department of Human Services stamp and initials are required in the status verifier block. All applicants using USCIS Form G-845 must also have a verifiable Government issued picture ID such as a driver's license, State issued ID, military dependent ID, high school or college ID, or foreign passport. In order to be valid for enlistment, the following response (no exceptions will be authorized) from a Department of Human Services official in USCIS Form G-845, section B will be accepted:

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

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

f. Applicants enlisting into the RA, USAR, or ARNG holding dual citizenship with the United States and another country may enlist into an MOS that requires a security clearance, provided they meet the security standards outlined in AR 380–67 and all other applicable standards.

g. Documents that will be used to verify place of birth—

- (1) Birth certificate.
- (2) U.S. Passport Book or U.S. Passport Card.
- (3) DD Form 372.
- (4) FS Form 240.
- (5) DS Form 1350 (Certification of Birth).
- (6) FS Form 545.
- (7) Foreign Passport (this does not have to be current to validate place of birth).
- (8) Tribal card (not expired) letter from tribal council for American Indians born in Canada under the Jay Treaty.

## 2–5. Name

a. *Court order changing name.* Compare the document with applicant driver's license or social security card to ensure that individual is the same person. If names do not correspond, provide an explanation on DD Form 1966.

b. *Enlistment name.* The enlistment name under which an individual initially enlists in the U.S. Armed Forces will be the name on the individual's social security card.

c. *Glossary nonprior service and prior service.* Applicants will enlist using name on DD Form 214 (Certificate of Release or Discharge From Active Duty) or NGB Form 22 (Report of Separation and Record of Service) unless changed through marriage.

d. *Enlisted other name.* Applicants who enlist in another name must complete the appropriate block on DD Form 1966 and provide supporting document.

e. *DD Form 369.* In appropriate cases, complete DD Form 369 (Police Record Check) to show both names (maiden, if applicable, and assumed name) on one of the official documents indicated above.

f. *Aliens.* An alien must enlist with the name as indicated on the USCIS Form I–551 card or source document used to verify permanent resident status, unless married. If applicant wishes to use married name, the applicant's married name must match or be a derivative of the name on the social security card. Annotate name reflected on USCIS Form I–551 of DD Form 1966, remarks section.

## 2–6. Social security number

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

b. The social security card will be the primary document used to verify the social security number. Social security printout commonly known as a Social Security Administration Number Identification Printout may also be used to verify the social security number.

c. The PS applicants may use DD Form 214, DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge from Active Duty), or NGB Form 22.

## 2–7. Education

a. *Education requirements.* Applicant is eligible for enlistment if he or she meets trainability and education requirements outlined in paragraph 2–8 and requirements of specific MOS or option for which enlisting. The provisions of paragraph 2–20 apply for determination of clock, semester, and quarter hours. Education years code (ED YRS) is the highest grade completed. Education credentials will be accepted from any institution that is State or local Government approved, or accredited by one of the accrediting organizations recognized by the United States Department of Education. Questionable institutions will be submitted for verification to the USAREC battalion education specialist or ARNG education services personnel. Transcripts are required for verification of academic classes to qualify for specific MOS requirements. All Tier 1 education (high school diploma producing programs) must be verified using the force structure, address, and zip code realignment school database. If outside the battalion area, it must be verified with the battalion operations within that area. All education credentials must be verified using the force structure, address, and zip code realignment school database. If verification is not found within the force structure, address, and zip code realignment school database, verification must be conducted with the battalion operations or education services specialist within the location of the educational institution.

b. *Education verification.* The area NCOIC, first sergeant, company commander, senior operations sergeant, senior guidance counselor, commissioned officer, education specialist, equivalent contracted personnel assigned to USAREC, or ARNG education services personnel are authorized to perform telephonic or email verification for enlistment into DEP/DTP or ARNG. The telephonic or email verification for DEP/DTP or ARNG enlistment must include name of applicant, date of birth, name of school, school address, school phone number, date of graduation, name and title of individual providing verification, and the name and title of individual conducting verification. Verification of education

may be obtained from the applicant's principal, registrar, school guidance counselor, or the custodian of records for enlistment in the DEP/DTP or ARNG.

*c. High school diploma producing programs (Tier 1).*

(1) *High school diploma graduate via home school (ED LVL code H).* This diploma is issued to graduates of a home school program administered by a parent, teacher/school district, or umbrella association in accordance with State requirements.

(a) To qualify for enlistment as a home school graduate, an applicant must meet one of the following criteria.

1. In States that require parents to notify the school and/or local school district that they are home schooling their children, provide proof of enrollment from the State Department of Education or local school district.

2. In States that do not require parents to notify the school and/or school district that they are enrolling their children in home school, provide a home school certification or diploma from the parent, guardian, or national, State, or county home school association or organization.

(b) A copy of the applicant's transcript(s) for all school grades completed is also required. The transcripts will include enrollment date, graduation date, and type of curriculum. Additionally, the transcripts must show successful completion of the last 9 academic months of continuous schooling from the parent, guardian, or national, State, or county home school association or organization issuing the diploma.

(c) Further evaluation and additional verification are required for all applicants attempting to enlist with only a diploma and transcript from the parent or guardian instead of a diploma from a home school association or organization. These cases will be referred to the battalion educational services specialist or ARNG education services personnel for further evaluation. If a decision cannot be reached at battalion level, the educational services specialist will send the packet through brigade to Headquarters, USAREC, Education Division, Policy Branch or ARNG education services for final approval or disapproval.

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

(2) *High school diploma graduate (ED LVL code L).* This is an individual with a diploma or official certified copy of the transcript who has attended and completed a traditional 12-year public or private attendance-based graded day program of classroom instruction. The diploma must be issued from the school where the individual completed the program requirements. This includes individuals who met all requirements for graduation, but failed to pass State mandated exit examinations. An applicant, who completed all the necessary credits for graduation but did not pass the State mandated exit examination(s), must be at least 6 months beyond their high school completion date, must have a letter from a school official verifying that they met all the high school graduation requirements but failed the exit examination(s), and did not receive a high school diploma. An official or certified school transcript or letter may be used for enlistment into the DEP/DTP/delayed status/RA/USAR/ARNG. The transcripts must indicate that the individual did graduate. If a diploma was not yet issued by the school, but all graduation requirements were met (that is, summer school or midterm graduate), an original letter from the applicant's principal, registrar, school guidance counselor, or custodian of records can be used for DEP/DTP or ARNG. The letter must state that the individual met all requirements for graduation and was not issued a diploma, along with the reason why, and give an approximate date the diploma will be issued. A diploma or transcript must be included in the enlistment packet prior to the applicant shipping to training.

(3) *High school senior (ED LVL code S).* A high school senior is an individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within the current authorized DEP/DTP period. Verification is required from a qualified school official (principal, vice principal, registrar, counselor, or custodian of school records, so designated by the principal). Telephonic record or email verification is authorized for enlistment into the DEP/DTP or ARNG. Verification must state the projected date that the individual will graduate from high school.

(4) *High school diploma graduate via virtual/distance school (ED LVL code 7).* This is a diploma awarded upon completion of an accredited home study, distance learning, independent study, self-study, correspondence school, cyber school, or virtual learning program. The diploma must be issued from an institution that is either State/local Government education agency approved, or accredited by the Distance Education Training Council, one of the accrediting associations recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation.

(5) *Currently in high school (ED LVL code 9).* This applies to USAR DEP/DTP or ARNG enlistment only and to high school students (other than a senior) who have completed the 10th grade. Verification must show placement into the 11th grade. Enlistment will be into the USAR or ARNG Alternate Training Program entering initial AD for training (IADT) Phase I after completion of the 11th grade.

(6) *High school diploma graduate via adult/alternative diploma (ED LVL code B).* This is a diploma issued to a graduate of a public or private attendance-based nontraditional school using alternative methods of instruction to complete graduation credit requirements based on State law

(7) *High school diploma graduate via semester hours, quarter hours, or clock hours (ED LVL code 8).* These individuals are those without a high school diploma, who attended and completed 15 semester hours of college credit,

22 quarter hours of college credit, or 675 clock hours of classroom instruction from an accredited postsecondary institution. This includes those applicants who have completed at least 675 clock hours of postsecondary vocational-technical training from the Job Corps, operated by the U.S. Department of Labor, and earned a GED or other Tier 2 education credential (defined in para 2-7d). Job Corps applicants must present a Job Corps certification of student graduation and proof of completion of vocational training signed by the Job Corps center director and training director for verification. Job Corps students must be enrolled in Job Corps for a minimum of 60 days prior to enlistment.

(a) Credits earned through testing, adult education, assessment, military training, or high school equivalency preparations are not applicable.

(b) Credits will be accepted from any institution accredited by one of the accrediting organizations recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. All unaccredited programs will be submitted for verification to the USAREC battalion education specialist or ARNG education specialists. Foreign credentials must still be evaluated per paragraph 2-7f. Credits used to substantiate high school diploma graduate status are authorized for advance promotion under paragraph 2-19.

(c) Applicants who are currently enrolled in an accredited postsecondary vocational-technical institution that awards clock hour credits will not be processed for enlistment until they have successfully completed 675 clock hours of credit.

(d) Completion of any college course will be accepted for enlistment if the course is clearly identified as a college-level course and the college will recognize the credit toward graduation and degree completion requirements. The use of online college credits satisfies the requirement of a high school diploma graduate via semester hour or quarter hours from any degree granting institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

(8) *Degree credentials.*

(a) *Associate degree (ED LVL code D).* A certificate conferred upon completion of a 2-year program at a community college, university, or degree-producing technical institute.

(b) *Professional nursing diploma (ED LVL code G).* A certificate conferred upon completion of a 3-year hospital school of nursing program.

(c) *Baccalaureate degree (ED LVL code K).* A certificate conferred upon completion of a 4-year college program, other than a first professional degree.

(d) *First professional degree (ED LVL code W).* A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: architecture, accounting (certified public accountant), chiropody or podiatry, dentistry, medicine, optometry, osteopathy, pharmacy, veterinary medicine, law, theology, rabbinical studies, or other first professional degree.

(e) *Master degree (ED LVL code N).* A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.

(f) *Post masters degree (ED LVL code R).* A certificate conferred upon completion of additional academic requirements beyond the master degree level but below the doctorate level.

(g) *Doctorate degree (ED LVL code U).* A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.

(9) *Currently enrolled other than high school diploma (ED LVL code M).* A non-high school graduate who is currently enrolled and attending class in a Tier 1 adult or alternative education or college program other than a high school diploma and who is expected to graduate or attain the required credits (15 semester, 22 quarter, or 675 clock hours of classroom instruction completed within the current term) may be enlisted. Credits will be accepted from any institution accredited by one of the accrediting organizations recognized by the U.S. Department of Education. Credits earned through testing (for example, College Level Examination Program (CLEP)), adult education, assessment, military training, and high school equivalency preparation are not applicable. Verification is required and must indicate the expected graduation or completion date. Applicants who complete these requirements will be coded per current regulatory guidance as Ed Code 12B or 127 or 128 prior to accession.

d. *Alternate high school credentials (Tier 2).* Tier 2 applicants must be at least 18 years of age to enlist. Each of the following has separate USMEPCOM Integrated Resource System and Recruit Quota System (REQUEST) codes:

(1) *Occupational program (ED LVL code C).* Certificate received for completing a 6-month vocational-technical program and a minimum of 11 years of secondary education.

(2) *High school graduate via National Guard Youth Challenge Program/GED (ED LVL code X).* A GED certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program and passing the GED tests. This is an individual who has completed a National Guard Youth Challenge Program and received a GED.

(3) *High school certificate of attendance/completion or special education (ED LVL code J).* Any applicant who received an attendance-based high school diploma or certificate, issued to students based on an Individualized Education Program (IEP) standards, which differ from the traditional high school graduation requirements, and may involve community experiences, employment, training, or daily living skills.



(4) *Test-based equivalency diploma (ED LVL code E)*. A certificate of GED or other test-based credential obtained solely by testing.

*e. Less than a high school diploma or credential (ED LVL code 1) (Tier 3)*. An individual who is not currently in a secondary education program and has no diploma/credential.

*f. Foreign credentials*.

(1) Applicants completing high school or having college credits from foreign colleges or universities must have their documents evaluated and accredited by a State board of education, or by any degree granting college or university. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S Department of Education or any member of the National Association of Credential Evaluation Services (NACES). As an exception to this guidance foreign credential evaluations from organizations not mentioned above may be forwarded by USAREC or ARNG personnel to DAPE-MPA for consideration.

(2) Evaluation under this rule will also be used to qualify applicants under paragraph 2-18, if otherwise qualified.

*g. Exemptions*. The following countries, territories, and nations are exempt from the evaluation requirement, and their education documents will be treated in the same manner as those from any U.S. school:

- (1) Federated States of Micronesia.
- (2) Republic of the Marshall Islands.
- (3) Commonwealth of the Northern Mariana Islands.
- (4) Guam.
- (5) American Samoa.
- (6) Canada.
- (7) Puerto Rico.
- (8) Virgin Islands.
- (9) Palau.
- (10) DOD Dependent School System.

(11) Overseas American-sponsored elementary and secondary schools assisted by the U.S. Department of State.

*h. Specific course requirements*. Some MOSs require verification of specific course completions. Verification may be accomplished with a letter or transcript. Verification must be presented prior to enlistment (DEP/DTP) into the RA, USAR, or ARNG.

*i. Current school year withdrawals*. If an applicant indicates that he or she withdrew from school during the current school year, he or she should be encouraged to return and complete high school. However, if the applicant does not intend to return to school, verify that the applicant has withdrawn, and notify the school of his or her intention to enlist. Under no circumstance will an applicant be encouraged or given any assistance in withdrawing from school. Coordination with parents, teachers, and counselors to keep students in school through graduation is desirable and consistent with the DA policy.

*j. Semester hour requirements*.

(1) Combining of semester hours with quarter hours or combining clock hours with either semester or quarter hours for enlistment purposes (see para 2-7c(7)) and advanced promotion (see para 2-18) is authorized.

(2) For nondegree granting education institutions listed in the Accredited Institutions of Postsecondary Education (AIPE) or NACES that award clock hours or quarter hours, the following will equate:

- (a) Clock hours: 45=1 semester hour.
- (b) Quarter hours: 1.5=1 semester hour.

(3) Classroom semester hours also include credits earned by college test programs (such as, the CLEP or Internet courses), as recognized by universities or colleges listed in the AIPE or NACES. Semester hours or quarter hours earned through college test programs may be used for advanced promotion, but may not be used for enlistment purposes.

(4) Classroom semester hours under paragraph 2-7 are for college-level courses only (100 series and above). Courses below the 100 series may be used if the college or university applies them to a degree-producing program.

## **2-8. Trainability**

Waiver requests will not be considered if applicant does not meet requirements discussed below (or administration of tests and retests, see chap 5). To be eligible for enlistment, an applicant must meet the following criteria:

*a.* Applicant must meet the test score requirements listed in subparagraph d, below, and the specific test requirements of MOS or option for which enlisting.

*b.* Applicant must have the ability to read, write, and speak sufficient English to understand the oath of enlistment and the pre-enlistment interview.

*c.* Applicant must attain the required aptitude area score as required for MOS, in accordance with DA Pam 611-21, except for ACASP qualified applicants that require no prerequisite training.

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

- (1) TSC-I (Armed Forces Qualification Test (AFQT) 93-99).

- (2) TSC-II (AFQT 65-92).
- (3) TSC-III A (AFQT 50-64).
- (4) TSC-III B (AFQT 31-49).
- (5) TSC-IV A (AFQT 16-30).
- (6) TSC-IV B (AFQT 10-15) not currently accepted (except 09L).
- (7) TSC-V (AFQT 0-9) not eligible to enlist (except 09L).

## **2-9. Physical**

*a.* Applicant is eligible for enlistment if he or she meets procurement physical fitness standards of AR 40-501 and added requirements of specific option for which enlisting. Glossary NPS that have not been awarded an MOS must meet procurement physical fitness standards of AR 40-501.

*b.* Waivers may be requested for medical defects, provided applicant is not under the care of a physician or taking medication for the defect.

*c.* Waivers are not authorized for confirmed positive results for the presence of human immunodeficiency virus (HIV) or antibody (AR 40-501).

*d.* Applicant will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).

- (1) Applicant is eligible if drug and alcohol tests are negative.
- (2) Applicant is authorized enlistment in the DEP/delayed status/DTP or ARNG pending drug test results, except that applicants who previously tested positive for drugs require a waiver.
- (3) Applicants will be advised that they will be discharged if they test positive (laboratory confirmed) for drugs.

## **2-10. Dependents**

*a.* An applicant meets dependency requirements if he or she is—

- (1) Without a spouse and with no dependents.
- (2) Married and, in addition to the spouse, has two or fewer dependents.
- (3) Without a spouse and does not have custody of dependents.
- (4) Without a spouse and required to pay child support for two or fewer dependents by court order.

*b.* An applicant does not meet dependency requirements if—

(1) The applicant is married and, in addition to the spouse, has three dependents under the age of 18. The recruiting battalion commander may consider waiver for RA/USAR applicants or The Adjutant General (TAG) for ARNG applicants.

(2) The applicant is married, has four or more dependents under the age of 18 or three or more dependents under the age of 18 and wife is expecting an additional dependent due to pregnancy. Waivers may be considered by the CG, USAREC for RA/USAR applicants and respective State TAG for ARNG applicants.

(3) The applicant is married and in addition to spouse has two dependents under the age of 18 and wife is expecting additional children. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(4) Applicants are processing as a husband and wife team and have one, two, or three dependents under the age of 18. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(5) Applicants are processing as a husband and wife team and have four or more dependents under the age of 18. Waivers may be considered by the CG, USAREC for RA/USAR applicants and respective State TAG for ARNG applicants.

(6) The applicant has a spouse who is currently on AD or a member of a RC (excluding IRR) of the U.S. Armed Forces and has a dependent less than the age of 18. One Servicemember must have completed IADT. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(7) The applicant is without a spouse and has custody of at least one dependent under the age of 18. (Waiver will not be considered for RA.) For TC, waivers may be considered by CG, USAREC for USAR, and by respective State TAG for ARNG applicants.

(8) The applicant is without a spouse and is required by court order to pay child support for three dependents. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(9) The applicant is without a spouse and is required by court order to pay child support for four or more dependents. Waivers may be considered by the CG, USAREC for RA/USAR applicants and respective State TAG for ARNG applicants.

(10) The applicant is married and required by court order to pay child support for one or more dependents from

previous marriage or relationship for a total of three dependents under the age of 18. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(11) The applicant is married and required by court order to pay child support for one or more dependents from previous marriage or relationship and, when added to dependents of current marriage, in addition to the spouse, has four or more dependents. Waivers may be considered by the CG, USAREC for RA/USAR applicants and respective State TAG for ARNG applicants.

(12) The applicant is without a spouse and has custody of three or less dependents under the age of 18 and is accessing into a RC. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

(13) The applicant is without a spouse and has custody of four or more dependents under the age of 18 and is accessing into a RC. Waivers may be considered by the CG, USAREC for RA/USAR applicants and respective State TAG for ARNG applicants.

c. The definitions of dependent, spouse, and children are for qualifications and criteria to enlist. These definitions are not for the purpose of determination of pay or allowances, basic allowance for housing, medical, or other benefits. Appropriate authority for determination of benefits is contained in other applicable regulation pertaining to finance and accounting, issuance of ID cards, and privileges.

(1) An applicant is considered to be “without a spouse” if—

(a) A civil court has not recognized common law marriage.

(b) A spouse is incarcerated.

(c) A spouse is deceased.

(d) A spouse has deserted the applicant.

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

(f) The applicant or spouse has filed for divorce.

(2) For the purpose of this regulation and enlistment, the term “dependent” includes—

(a) A spouse.

(b) An unmarried, adopted, or stepchild under the age of 18 living with the applicant.

(c) An unmarried natural child of the applicant under the age of 18.

(d) Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support; or not living with the applicant and dependent upon the applicant for over 1/2 of their support.

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

(3) Joint physical custody versus child support—

(a) When a joint custody agreement or order requires joint physical custody by an applicant without a spouse, the applicant is not eligible for enlistment. Visitation or joint decision rights with the respect to education, medical procedures, or other parental decisions, other than actual physical custody, are not considered as requiring joint physical custody. However, if a mandatory period of residence is required, then joint physical custody exists and the applicant is not eligible to enlist. Mandatory physical custody does not include negotiable periods of visitation or voluntary agreement to have custody for short periods that are negotiable and compatible with military service.

(b) If a court order allows modification of custody by written agreement of the parents, and if the other parent assumes full physical custody pursuant to written agreement, the applicant is qualified for enlistment.

(c) Questionable cases will be resolved by referral, with respect to RA/USAR enlistments, through the chain of command to a USAREC judge advocate, and with respect to the ARNG, to the respective State Judge Advocate.

d. The U.S. Army recognizes that some persons for personal reasons have given up custody of a child or children. For this reason, the following rules have been provided so a determination can be made for enlistment purposes. It is not the intent or desire of the U.S. Army to require any person to relinquish custody of his or her children to qualify for enlistment. Under no circumstances will any Army representative advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependent criteria of this regulation and that the Army’s mission and unit readiness are not consistent with being a sole parent. Persons who are sole parents would be placed in positions, as any other Soldier, where they are required at times to work long or unusual hours, to be available for worldwide assignment, and to be prepared for mobilization, all of which would create conflicting duties between children and military requirements for the sole parent.

(1) If an applicant is without a spouse and, prior to application for enlistment, the child or children have been placed in the custody or guardianship of the other parent or another adult by court order or by written custody agreement between parents that is valid under State law, and the applicant is not required to pay support for more than three dependents, then the applicant is eligible to process for enlistment. The court order or custody agreement must clearly indicate that the applicant does not have physical custody of any child. In cases of court order or custody agreements that require “involvement” such as medical or education decisions but do not require physical custody of the child(ren), then the additional requirements or involvement should not be considered for eligibility unless such conditions require a mandatory custody period that cannot be fulfilled due to military service. Guardianship documents must very clearly indicate that the guardian has full physical custody and not just a guardianship right or oversight role. The bottom line

issue is actual physical custody of the child(ren). Questionable cases will be resolved by referral to a USAREC or ARNG staff judge advocate.

(2) Those applicants who at time of enlistment indicate they have a child or children in the custody of the other parent or another adult will be advised and required to acknowledge by certification that their intent at time of enlistment was not to enter into the Army, USAR, or ARNG with the express intention of regaining custody after enlistment. Applicants will be required to execute a DA Form 3286 (Statements for Enlistment). All applicants will be advised that if they regain custody during their term of enlistment, they are in violation of the stated intent of their DD Form 4 with annexes. They will (unless they can show cause, such as death or incapacity of the person who has custody) be processed for separation (involuntary) for fraudulent enlistment pursuant to AR 635-200.

(3) Applicants who are not married at the time of enlistment but have a child out of wedlock and, under State law, a mutually agreed upon contract between the two natural parents is sufficient to transfer custody and control of any children, then it will be acceptable for enlistment purposes. Applicants will be advised that they are being accepted for enlistment based on the eligibility status of being a single parent without custody. All applicants must complete a DA Form 3286 at time of entry into the DEP/DTP or ARNG. Consult with brigade judge advocate/USAREC Plans and Policies, or equivalent personnel in the ARNG, on questionable cases. In all cases where custody has not been clearly established, the burden of proof is with the applicant. The applicant will not be processed until the custody issue has been resolved.

*e.* Documents used to verify eligibility include the following:

(1) Marital status—

(a) Marriage certificate.

(b) Divorce decree.

(c) Legal separation decree.

(d) Annulment decree.

(e) Civil action document (divorce pending).

(f) Death certificate (widowed).

(2) Dependents under the age of 18—

(a) Birth certificate.

(b) FS Form 240.

(c) Certified or notarized copy of court order of adoption.

(d) Certified or notarized copy of court order proceeding equivalent to adoption that terminated all parental rights and obligations.

(3) To show if dependent has been placed in custody of other parent or another adult and whether or not applicant is required to pay (by court order) child support, one of the following is used:

(a) Divorce decree.

(b) Court order.

(c) Separation order.

(d) Written custody agreement between parents recognized by State law.

(4) For dependent parent, affidavits establishing dependency.

*f.* Questionable cases must be reviewed by a USAREC or ARNG judge advocate.

## **2-11. Conduct and administrative criteria**

Applicants may be eligible for enlistment with or without waiver as indicated in each case. Applicants may have a waiting period, as cited in paragraph 4-32, if they have been subject to parole, probation, or incarceration (see chap 4).

*a. Applicant interview.* Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, traffic violations, probation periods, and dismissed or pending charges or convictions, including those that have been expunged or sealed. No applicants will be allowed to enlist or ship without a signed DD Form 369 (Police Record Check) in their enlistment packet that authorizes police record checks, in case this action is required during processing at the MEPS or the reception battalion. Guidance counselors (USAREC/ARNG), upon receipt of a records check that lists a law violation(s) not previously disclosed, will initiate match proceedings in accordance with paragraph 4-2f. Recruiters will then be notified if they are required to run police record checks. If an applicant claims to have a charge of minor nontraffic or higher offense, then police record checks using DD Form 369 will be run for the city, county, and state where the applicant has lived, worked, and attended school for the past 3 years. Police record checks using DD Form 369 are also required to be run in the city, county, and state where the applicant claims to have been charged with a minor nontraffic or higher offense, regardless of how long ago the charge occurred.

(1) *Use of DD Form 369.* This form will be used to record information obtained in police records check. Recruiter will provide self-addressed official mail envelopes to minimize work for police authorities. Mailing police records checks to a foreign law enforcement agency is not authorized.

(2) *Pending charges.* If applicant is subject to pending charge(s) that would not require a waiver if found guilty, Armed Services Vocation Aptitude Battery (ASVAB) testing is authorized. If applicant is subject to pending charge(s)

that would require a waiver if found guilty or if placed on probation or parole, or if given a suspended sentence, all processing will be terminated (see para 4–34).

*b. Police record check and court check.* The police record checks will indicate the name on the applicant's social security card (USCIS Form I-551 card for those who are permanent resident aliens), the name the applicant is enlisting under, as well as the name on birth certificate, maiden name, or any other name the applicant is known as. In cases where the name is clearly derived from the originating name (i.e., Dick from Richard or Stephen from Estaban), all names will be listed. Criminal history information will be maintained with strict confidentiality. If reply from police authorities or court records clerk is not received within 7 working days, and every effort to obtain police/court clearance has been exhausted, then the recruiting battalion commander may authorize to process disclosed offenses as self-admitted offense and enlist applicant into RA/USAR or ARNG if a conduct waiver is not required.

(1) These checks may be mailed and are required to be completed at the MEPS prior to shipping to IADT, or within 30 days after enlistment in the DEP/delayed status/DTP/ARNG.

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

(3) Police/court documents where the offense(s) occurred will be obtained from—

(a) City or municipal, military installation law enforcement.

(b) County law enforcement.

(c) State law enforcement.

(d) Court documents.

(e) Probation departments.

(f) Adult correctional facilities.

(g) Juvenile correctional facilities.

(4) Applicants requiring a conduct waiver for any misconduct or major misconduct-level offense, regardless of disposition, will have police record checks obtained from—

(a) City or municipal, military installation law enforcement.

(b) County law enforcement.

(c) State law enforcement.

(d) Court documents.

(e) Probation departments.

(f) Adult correctional facilities.

(g) Juvenile correctional facilities.

*c. Telephonic police records check.* Telephonic police checks are authorized by station commander, area noncommissioned officer in charge, commissioned officers, company commanders, recruiting first sergeants, guidance counselor, recruiting battalion operations personnel, or equivalent contracted personnel assigned to USAREC or the ARNG. The person obtaining telephonic police records check will sign a written report on DD Form 369. Forwarding a DD Form 369 to the Federal Bureau of Investigation, a foreign government, or foreign police agencies is not authorized.

*d. New police checks.* New police checks are required if new arrests or convictions occur since previous checks were conducted and will be run in accordance with paragraph 2–11b.

*e. Police records check not released or a fee is charged.* If law enforcement agency states, in writing that it will not provide information or that a fee is required and copy of that statement is maintained in recruiting battalions, police records check will not be required. The completed DD Form 369 will contain reference to that written statement. The DD Form 369 will be forwarded with the enlistment packet. USAREC and ARNG must update every 5 years those written documents used for references of agencies that do not release records checks.

*f. Sex offender check.* Each applicant will be specifically asked whether he or she is a registered sex offender and asked if he or she is required to register as a sex offender. Responses to this question will be captured in the remarks section of the DD Form 1966, page 4. Additionally, a query of the National Sex Offender Public Registry must be conducted on every applicant that processes for enlistment. If the applicant is a registered sex offender or required to register as a sex offender, enlistment is prohibited.

## **2–12. Suggested civilian or military clothing list for glossary nonprior service and prior service**

*a.* Potential enlistees attending initial entry training or IADT will be provided the suggested civilian clothing list located at <http://www.futuresoldiers.com/downloads/resources/mso1F4.pdf>.

*b.* The PS (Army) personnel enlisting with a break in service of fewer than 90 days will be informed of the applicable provision of AR 700–84, which requires PS personnel to have their clothing issue in their possession when reporting to their first duty station (includes USAR/ARNG and glossary NPS, but excludes IRR).

## **2–13. Review of enlistment forms and documents**

Each applicant's forms and original documents will be reviewed by an individual designated by the CG, USAREC or

ARNG for completeness and accuracy before uploading and forwarding the packet to MEPS. The designee will also ensure that a specific MOS or enlistment option will not be guaranteed to an applicant before processing by the Army guidance counselor or ARNG guidance counselor.

## **2–14. Background Investigation and vetting requirements**

*a.* All accessions require submission of a NACLIC or higher personnel security investigation, favorably adjudicated to Secret or higher level. Guidance counselors must ensure that all personnel security investigation submissions are for Secret or higher level at accession into the RCs or entry into the DEP. Fingerprint check results are required prior to entry onto AD or shipping to training or first duty assignment, unless results are present in Joint Personnel Adjudication System, for PS Soldiers.

(1) Documents required for NACLIC include—

(*a*) Live-scan fingerprint or FD 258 (Applicant Fingerprint Card).

(*b*) Standard Form (SF) 86 data (Questionnaire for National Security Positions) and—

1. Authorization for release of information.

2. Authorization for release of medical information.

3. Applicant certification of information.

4. Signature release of credit check.

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

(3) Exceptions to the guidance above may be provided by CG, USAREC or Chief, NGB on a case-by-case basis.

*b.* In addition to the favorable completion of a NACLIC, all non-U.S. citizens processing for enlistment into the RA, USAR, or ARNG require a favorable completion of a NIAC, which includes the Federal Bureau of Investigation Foreign Terrorist Tracking Task Force check.

(1) NIACs will be submitted through the guidance counselor resource center to the Linguist Support Office.

(2) If results indicate a nexus to terrorism, the non-U.S. citizen is disqualified from further processing or continued service in the RA, USAR, or the ARNG.

(3) Polygraphs may be administered with the voluntary consent of the enlistee to mitigate derogative results from the NIAC.

(4) Refusal to undergo a counterintelligence-focused interview or an issue-specific polygraph may result in an inability to resolve adverse results.

(5) Unresolved results may lead to the disqualification of the non-U.S. citizen from further processing for enlistment or continued service in the RA, USAR, or the ARNG.

*c.* Homeland Security Presidential Directive (HSPD) 12 establishes a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government.

(1) The DOD common access card is the DOD Federal credential. The submission of the NACLIC and favorable fingerprint check results are required for initial common access card issuance.

(2) Favorably adjudicated NACLICs meet final HSPD 12 credentialing standards. Recruiting personnel will check DOD adjudication system of record for a previous investigation that meets HSPD 12 credentialing standards for common access card issuance (provided there has been no break in service of more than 2 years since the last background investigation) to determine if HSPD–12 adjudication requirements have been met.

## **2–15. Educational assistance for Regular Army and U.S. Army Reserve**

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

### **Section II**

#### **Enlistment Periods and Pay Grades**

## **2–16. Authorized enlistment periods**

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

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

*c.* Enlistment in the USAR or ARNG will be for a period of 8 years. The applicant may select the period of time to be assigned to the Selected Reserve, as authorized by chapter 5. NPS applicants with credible time served must enlist for a period of years, months, days equal to the unfulfilled portion of their original MSO or may select one of the authorized periods of enlistment not to exceed the original MSO.

## **2-17. Pay grade and date of rank**

*a.* Persons enlisting in the RA, USAR, or ARNG without PS will be enlisted in pay grade private E-1. Exceptions are shown in paragraph 2-18 or when the applicant qualifies to enter in a higher entry pay grade as outlined under the ACASP.

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

- (1) RA — date of enlistment on AD.
- (2) USAR — date of enlistment.
- (3) ARNG — date of enlistment.

*c.* Enlistment pay grade determined using paragraph 2-18 does not exempt applicant from basic training requirement.

*d.* Authority for enlistment grade must be entered in the remarks section of DD Form 1966, to include a statement that the documents used to promote the Soldier have been verified (for example, pay grade E-3 authorized per para 2-18c, by guidance counselor name and rank).

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

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

*a.* The following explains who may enlist and when and at what pay grade. An applicant who—

- (1) Has no qualifications for advancement to pay grade higher than E-1 may enlist at any time.
  - (2) Has completed 2 or more years of Junior ROTC, or a National Defense Cadet Corps Program, may enlist at any time at pay grade private E-2.
  - (3) Has completed 1 year of Senior ROTC (SROTC) may enlist at any time at pay grade E-2.
  - (4) Has attended any military service academy for at least 150 but not more than 179 days, may enlist at any time at pay grade E-2, or at grade determined by amount of college credit completed, as noted in the subparagraphs below, whichever is greater.
  - (5) Has successfully completed 24 or more classroom semester hours (36 or more quarter hours) at an accredited degree granting college or university listed in the AIPE or NACES (foreign transcripts must be evaluated according to paras 2-7f and 2-20), may enlist at any time at pay grade E-2.
  - (6) Has successfully completed 48 or more classroom semester hours (72 or more quarter hours) (without a 4-year degree) at an accredited degree granting college or university listed in the AIPE (foreign transcripts must be evaluated according to paras 2-7f and 2-20), may enlist at any time at pay grade E-3. Applicants with an associate degree will be enlisted at pay grade E-3 without regard to the number of semester or quarter hours completed.
  - (7) Has successfully completed 2 or more academic years of a postsecondary vocational-technical school, and has received a certificate of training attesting to successful completion of the course, may enlist at any time at pay grade E-3. The school must be listed in the AIPE (see para 2-20).
  - (8) Has successfully completed a degree-producing college program of 4-year duration, the college or university is listed in the AIPE, and has been awarded a bachelor degree or higher (foreign degrees and transcripts must be evaluated according to para 2-7f), may enlist at any time at pay grade E-4. Advanced promotion is authorized if college or university provides a letter stating the applicant has met all requirements for a degree, but it will not be awarded until commencement ceremony.
  - (9) Has completed all Phase II requirements of the Air Force Civil Air Patrol, and has been awarded the Billy Mitchell Award, may enlist at any time at pay grade E-2.
  - (10) Has taken part in the Naval Sea Cadet Corps, and has been awarded NSCADM 024 (Certificate of Advancement), may enlist at any time at pay grade E-2.
  - (11) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America or the Sea Scout Quartermaster Award Certificate or the Venturing Scout Silver Award may enlist at any time at pay grade E-2. A combination of these awards to enlist at pay grade E-3 is not authorized.
  - (12) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America may enlist at any time at pay grade E-2.
  - (13) Is qualified under the ACASP may enlist at any time at pay grade E-4.
  - (14) Lacks documentation required for advanced promotion under this paragraph at time of enlistment may submit supporting documents to the unit personnel officer at the initial entry training installation or at the first unit of assignment within 6 months of enlistment. Documents must be original, certified, or evaluated, as required.
- (a)* College credit or course completion (includes Junior ROTC and SROTC) must have occurred prior to the date of enlistment in the RA or entry in IADT for USAR or ARNG.
- (b)* Only colleges and universities listed in the AIPE, NACES, or foreign transcripts evaluated according to paragraph 2-7f may be used. This requirement is only used for advanced promotion under this paragraph and does not affect or change the guidance for promotion boards with respect to education points, which are given or verified via other publications. However, no other education evaluation publication will be used to qualify under this regulation.
- (c)* Effective date and DOR for Soldiers who lacked documentation at time of enlistment will be the effective date

of the promotion by the unit commander. No retroactive adjustment is authorized and each applicant will be advised that failure to produce documents before enlistment or after time frames above will cause them to forfeit entitlement to this incentive. The promotion will be for the grade the Soldier is qualified for at the time of enlistment.

(d) Applicants who have college credit, but owe the college or university money and the school will not release official transcripts until all debts are cleared, must have a letter from the school official stating number of credits earned and the reason official transcripts are unavailable. A letter from the recruiting company commander or ARNG State Education Office verifying with the registrar the number of credits earned, and stating that the transcripts are not available due to debt to the school, is authorized to award accelerated promotion.

(e) Each applicant who claims, but cannot substantiate, qualification for higher enlistment grade will be required to acknowledge that he or she has read and understand this rule and the time frames established. An applicant or enlistee will acknowledge this in the remarks section of DD Form 1966. Unit commanders for DTP or ARNG Recruit Sustainment Program, upon verification that a Soldier is authorized the advance promotion under this paragraph, will promote the Soldier, citing this paragraph as the authority. Effective date and DOR will be the date the commander authorizes the promotion.

b. The referral program provides incentive for increased pay. Verification will be the responsibility of Headquarters, USAREC for all referrals. Only referrals received and verified prior to the date of enlistment in the RA or USAR will affect the enlistment grade. Any applicant participating in the Army Referral Program who refers—

(1) One qualified NPS, glossary NPS, or PS applicant who enlists into the DEP, RA, ARNG, or USAR on or before the date the applicant enters the RA or IADT for USAR or ARNG, and completes the Future Soldier pre-execution checklist and passes an Army physical fitness test with a total score of 180, may enlist at any time at pay grade E-2.

(2) One qualified registered nurse who applies for the Army Nurse Corps AD or USAR, and Headquarters, USAREC accepts the application on or before the applicant enters the RA or IADT, may enlist at any time at pay grade E-2.

## **2-19. Verification requirements for enlistment in higher grade**

Applicant must provide the documentation reflected in paragraphs 2-19a through 2-19d to support enlistment in higher pay grade. Guidance counselors will verify required documents to justify higher pay grade from one of the documents listed below. After verifying required documents for advanced promotion, guidance counselor must sign a DA Form 4187 (Personnel Action) that outlines the promotion authority and the pay grade authorized prior to shipping to IADT. This applies to those USAR or ARNG members who met an advanced promotion criteria after the initial date of enlistment and who are awaiting shipping to IADT. Additionally, after arrival at the reception battalion, if an error in entry grade is identified following review of a new Soldier's enlistment contract, the human resources specialists at all reception battalions are authorized to generate and/or authenticate a grade change in the applicable human resources system to provide the correct entry grade. DA Form 4187 completed by guidance counselor will be forwarded to State Headquarters for ARNG personnel.

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

b. Official document awarding Billy Mitchell Award, Eagle Scout, Quartermaster Award, or Gold Award.

c. Document verifying ACASP qualifications. Recruiting company commander's (ARNG equivalent (Recruit Sustainment Program)) letter verifying completion of Future Soldier pre-execution checklist or ARNG Stripes for Buddies and referrals as identified by USAREC or NGB.

## **Chapter 3**

### **Enlistment in the Regular Army, U.S. Army Reserve, or Army National Guard for Prior Service Applicants**

#### **Section I**

#### **Basic Eligibility Criteria**

##### **3-1. General**

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

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

a. Persons applying for enlistment in the RA, USAR, or ARNG must meet eligibility criteria outlined in this chapter. The PS applicants also must meet requirements of options for which they are enlisting.



*b.* The PS definitions for RA, USAR, and ARNG below indicate when an applicant is considered to have PS status by component:

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

*c.* These rules are also applicable to glossary NPS applicants, unless otherwise specified.

*d.* These definitions do not change the fact that an applicant has served in the military. Any applicant with 1 or more days in any component of a military service has had prior military service.

*e.* Applicant is eligible for enlistment as a PS if applicant qualifies for exemption from enlistment requirements because of the following:

(1) Applicant has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

(2) Applicant is a partially disabled, combat-wounded Army veteran with fewer than 20 years of service as defined in 10 USC 3925.

### **3-3. Age**

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

*a.* An applicant is eligible for RA enlistment if applicant's age, when subtracting prior honorable active service completed in any military service, is no more than 35, and the applicant can qualify for regular retirement with 20 or more years of active Federal service by age 62.

*b.* Applicant is eligible for enlistment in the USAR or ARNG if he or she is not less than 18 years of age and can qualify for retired pay by age 60. To be eligible for nonregular retired pay, an individual must meet eligibility criteria outlined in AR 135-180.

*c.* An applicant is exempt from age criteria outlined above if he or she can qualify for retirement by age 62, does not have 20 or more years of active service, and is a former Servicemember who was awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

### **3-4. Citizenship**

Citizenship will be verified per chapter 2. Under 10 USC 504, an applicant is eligible for enlistment if the applicant is—

*a.* A citizen of the United States.

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

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

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

*e.* Any other person if the Secretary of the Army has authorized the enlistment pursuant to the statutory authority under 10 USC 504 (see para 2-4).

### **3-5. Education**

*a.* Applicant is eligible for enlistment if he or she is a GED holder or higher level of education credential.

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

*c.* Verification for PS may also be accomplished through use of the DD Form 214 or NGB Form 22. Required days of service for PS or glossary NPS status must meet chapter 2 requirements. For DD Forms 214 dated August 2009 or later, verification must be made utilizing the original education source documents listed in chapter 2.

### **3-6. Trainability**

*a.* Applicant is eligible for enlistment if he or she has a qualifying aptitude score for MOS in which enlisting and specific test score requirements of the MOS or option for which enlisting. AFQT is not required for eligibility.

*b.* All applicants must have ASVAB scores to enlist. ASVAB results (most recent) obtained from Defense Manpower Data Center may be used regardless of test date, provided all line scores are present.

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

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

### **3-7. Physical**

*a.* No medical required (except inspect) if an applicant has completed Army basic combat training (BCT) or IADT and meets medical retention standards of AR 40-501 and enlists within 6 months of release from AD. Current members of the USAR and ARNG (including IRR) having a physical that is within 1 year of application for enlistment

onto AD may be processed and projected as “No Medical Required.” Current active Servicemembers of other Services enlisting onto AD with a physical that is within 5 years of application for enlistment onto AD may be processed and projected as “No Medical Required.” All other applicants must meet the procurement standards of AR 40–501. If the applicant is MOS qualified, he or she must meet height and weight standards in accordance with AR 600–9. If the applicant is not MOS qualified, he or she must meet height and weight standards in accordance with AR 40–501.

b. Pregnant applicants will not be enlisted, regardless of applicable standards of retention.

c. Applicant must meet all other requirements for specific option or MOS for which enlisting. Applicants currently serving in RC or discharged from any component must meet the entry-level physical profile serial code (numerical) and physical, upper, lower, hearing, eyes, psychiatric (PULHES) standards in accordance with DA Pam 611–21.

d. Applicant is medically qualified, if he or she—

(1) Has been removed from the TDRL.

(2) Is a partially disabled combat veteran wounded in Army service.

e. Medical information recorded on DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) or other official military record may be used for medical data and test scores if enlisting in the RA, USAR, or ARNG within 6 months of release from AD.

f. Waivers will not be considered for applicants not meeting the body fat standards of AR 600–9 or the medical retention physical fitness standards of AR 40–501.

g. Applicants who require a medical examination will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized). For ARNG, applicants with military status may conditionally enlist without regard to drug and alcohol test results; however they must be tested at their unit of assignment within 30 days of enlistment. If the results are positive, the Soldier will be discharged in accordance with applicable separation policy.

h. Applicant is not eligible for further processing and enlistment if drug or alcohol test is positive. Waivers may not be considered.

i. Applicant is authorized USAR enlistment pending drug test results, but will be advised that he or she will be discharged if found positive (laboratory confirmed) for drugs or HIV.

j. The following categories of PS personnel may be processed as indicated below—

(1) *Current drilling members and prior service applicants within 6 months of their separation date (including Individual Ready Reserve).*

(a) If MEPS medical examination (DD Form 2808) is 24 months old or less, present copy of this examination and DD Form 2807–1 along with current physical health assessment (PHA).

(b) If MEPS medical examination is older than 24 months, present copy of current PHA or current PHA and Medical Protection System Individual Medical Readiness record.

(c) Copies of DD Forms 2808 must be scanned into the applicant’s electronic records management by the guidance counselor.

(2) *Former drilling members.* If these members are processing for enlistment within 6 months after separation, they must provide all documents reflected in paragraph 3–7j(1)(c). If they are processing for enlistment after 6 months from separation, they must meet the standards (less weight) of AR 40–501, chapter 2.

(3) *Prior service Regular Army applicants.* Those separated from any Regular Component of the U.S. Armed Forces within 6 months will process using DD Form 2807–1 and DD Form 2808. Those processing after 6 months must meet the standards of AR 40–501 (chap 2, see physical standards for enlistment, appointment, and induction). All MOS qualified PS and glossary NPS must meet the requirements of AR 600–9 regardless of medical standard used for qualification.

(4) *Required physical.* Required physicals must indicate that the applicant has a valid physical profile (physical, upper, lower, hearing, eyes, psychiatric) for retention. Applicants must meet height and weight standards as prescribed in AR 600–9, unless noted otherwise). Height and weight will be validated by the recruiting station commander. If applicant exceeds table weight per AR 600–9, a body fat screening is required. DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)) will be executed and completed by any commissioned officer, placed into the applicant’s enlistment packet by the recruiter, and scanned into the applicant’s electronic records management by the guidance counselor.

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

k. All PS applicants who are required to attend BCT will take a full physical at MEPS.

### **3–8. Dependents**

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

b. An applicant meets dependency requirements of this rule if he or she—

(1) Has no spouse and no dependents.

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

(3) Has an entry grade of E-2 or below, is married, and in addition to the spouse has two or fewer additional dependents.

(4) Has an entry grade of E-3, is married, and in addition to the spouse has three or fewer additional dependents.

(5) Has no spouse, and has an entry grade of E-3 or above, and is required by court order to pay child support for three or fewer dependents.

(6) Has an entry grade of E-4 or above and is married.

(7) Is an applicant whose spouse is a member of the Regular Component or RC of any Service (excluding IRR), has one or more dependents under the age of 18

c. An applicant does not meet dependency requirements if—

(1) The applicant has no spouse, but has custody of one or more dependents under the age of 18. RA waivers will not be considered. For RC, waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants

(2) The applicant is processing as part of a husband and wife team, both are required to attend training at the same time, and combined they have one or more dependents in their household under the age of 18. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and respective State TAG for ARNG applicants.

d. Any applicant for RC enlistment who previously served in the U.S. Armed Forces on AD and became a single parent while on AD, and was separated due to a hardship UP AR 635-200, will not be disqualified for enlistment based upon this fact if the person is otherwise qualified for enlistment.

### **3-9. Conduct and other administrative criteria**

See chapters 2 and 4.

### **3-10. Regular Army retention control point (not applicable to individuals enlisting into the Reserve Components)**

If applicant is eligible to enlist, their former active Federal service plus desired enlistment term, cannot exceed the criteria below, as indicated for each enlistment grade—

a. E-1 through E-3, no more than 5 years of active Federal service.

b. E-4, no more than 8 years of active Federal service.

c. Sergeant (E-5), no more than 14 years of active Federal service.

d. Staff sergeant (E-6), not more than 20 years of active Federal service.

e. Sergeant first class (E-7), no more than 24 years of active Federal service.

f. Master sergeant/first sergeant, no more than 26 years of active Federal service.

g. Sergeant major (SGM)/command sergeant major (CSM), no more than 30 years of active Federal service.

*Note.* A grade determination is conducted to ensure entry grade: 1) does not violate retention control point policy when combined with new term of enlistment; 2) is needed based on an assignment; 3) and that Noncommissioned Officer Education System requirements have been met for E-5s and above.

### **3-11. Armed Forces reentry eligibility codes**

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

### **3-12. Montgomery GI Bill**

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

a. Individuals who have not declined MGIB upon initial entry to AD, but who separate early and do not fulfill the requirements for entitlements to the MGIB (such as hardship), can now earn such entitlement by fully and honorably completing a subsequent term of service.

b. Reservists activated under Title 10 (for example, 10 USC 12301, 12302, and 12303), and who stay on AD for at least 24 continuous months, are entitled to enroll in the MGIB. Such activated reservists must serve at least 24 continuous months to be eligible for MGIB benefits.

c. If a Servicemember is separated from service for reasons other than those within an individual's control (that is, void, erroneous enlistment because of an administrative error, hardship, release from Presidential Call-up, demobilization, and so forth), the USAREC (RCRO-PP) or equivalent personnel in the ARNG will be contacted to determine MGIB and other incentive eligibility for those applicants.

### **3–13. Eligibility of former officers for enlistment**

*a.* For RA enlistment, the following apply:

(1) The Secretary of the Army may deny enlistment to anyone who otherwise meets the criteria specified in this regulation, except those who have a statutory entitlement (10 USC 3258).

(2) Any former enlisted member of the RA who has served on AD as an officer of the Army, or who was discharged as an enlisted member to accept an appointment as an officer of the Army, is entitled to be reenlisted in the RA in the enlisted grade that he or she held before his or her service as an officer, without loss of seniority or credit for service, regardless of the existence of a vacancy in his or her grade or of a physical disability incurred or having its inception in line of duty, if—

(a) His or her service as an officer is terminated by an honorable discharge or he or she is relieved from AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.

(b) He or she applies for reenlistment within 6 months (or such other period as the Secretary of the Army prescribes for exceptional circumstances) after termination of that service.

(3) Under 10 USC 3258, a person is not entitled to reenlist if—

(a) They were discharged or released from active duty (REFRAD) as an officer on the basis of a determination of the following:

1. Misconduct.
2. Moral or professional dereliction.
3. Duty performance below prescribed standards for the grade held.
4. Retention being inconsistent with the interests of national security.

(b) The person's former enlisted status and grade were based solely on the participation by that person in a precommissioning program that resulted in the commission held by that person during AD from which the person was released or discharged.

(4) All applications for enlistment and exceptions will be sent to CG, USAREC.

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

(6) Minimum documentation required is in chapter 4.

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

(1) Enlistment into the USAR or ARNG is authorized for current and former officers without regard to statutory entitlement as discussed for RA enlistment above.

(2) Officers applying for enlistment must meet eligibility criteria of chapter 3.

(3) All applicants must have ASVAB test results and a physical examination according to this regulation and AR 40–501.

(4) Current RC officers will resign their commission by submitting a letter of resignation to the Commander, HRC. The letter of resignation should request the effective date to be the day prior to the enlistment date of the officer. A guidance counselor will ensure that the letter of resignation is mailed on the day of enlistment. This will ensure that if the officer declines enlistment or is otherwise not enlisted, his or her resignation is not unintentionally submitted.

(5) Paragraph 3–18 provides grade determination rules for former or current officers who enlist. An officer will not be awarded an MOS based solely on unit vacancies, but also on the officer's past military training and experience and his or her ability to meet the prerequisites for the relevant MOS. In most instances, the Soldier will be placed in a "will train" position, regardless of the former branch of the former officer. Recruiting battalion commanders will take care to ensure that grade authorization up to E–5 is based on the whole person concept and does not interfere with or otherwise compromise the integrity of the unit's promotions of Soldiers with continuous service.

## **Section II**

### **Enlistment Periods and Pay Grades**

#### **3–14. Authorized enlistment periods**

*a.* Enlistment for PS applicants in the RA is authorized for a period of at least 3 years but not more than 6 years. A specific MOS may require a minimum term of service. Term of enlistment will be 3 years for personnel that require no training or 4 years with training. Exceptions will be considered when no vacancy exists in the former MOS or other Service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment, when added to previous active Federal service, will not exceed total years for enlistment grade retention control point. Waivers may be considered by CG, USAREC.

*b.* PS applicants enlisting in the USAR or ARNG with a remaining unfulfilled portion of a previously incurred MSO may select their term of service as follows:

(1) Enlistment for assignment to the Selected Reserve for at least 1 year for a term of service equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. The enlistment must be in whole years.

(2) Enlistment in the USAR for assignment to USAR Control Group (Reinforcement) may be for 3 years, but no

more than 8 years. Term of service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed basic training and have been awarded an MOS. The period of the enlistment will be served in the IRR, unless the member is voluntarily transferred to the Selected Reserve.

c. The PS applicants 57 through 59 years of age who can qualify for retired pay by age 62 (see AR 135–180) and who have been granted a waiver permitting enlistment over 55 years of age (see chap 4) may enlist in the Selected Reserve. Enlistment may be for at least 1 year but not to exceed the last day of the month in which the member attains age 62.

d. PS applicants 18 through 57 years of age who have fulfilled their MSO and who can qualify for retired pay by age 62 (see AR 135–180 for nonregular retired pay qualification) may enlist in the Selected Reserve for at least 1 year, but no more than 8 years; or they may enlist in the Selected Reserve for a period of 3 through 8 years. Exceptions may be considered. However, the enlistment period may not exceed the last day of the month in which the member attains age 62.

(1) Soldiers who are MOS qualified for the position in which they are enlisting must enlist in whole year increment for 1 but not more than 8 years. The entire period of the enlistment will be with the Selected Reserve (except as otherwise authorized by AR 140–10).

(2) Soldiers who are enlisting into a “will train” position are authorized to enlist for 3 but not more than 8 years. The entire period of the enlistment will be with the Selected Reserve (except as otherwise authorized by AR 140–10). This allows the Soldier the required time to obtain the MOS for which he or she enlisted.

### **3–15. Authorized enlistment pay grade determination**

a. The pay grade on enlistment into the RA will be determined under paragraph 3–17. The pay grade on enlistment into the USAR will be determined under paragraph 3–18. For USAR and ARNG, the DOR will be determined per AR 600–20.

(1) When a request for grade determination is submitted to the CG, USAREC the packet must be pre-screened to ensure that the applicant first meets all other criteria for enlistment.

(2) As required, requests for grade determinations submitted to CG, USAREC will have all medical and any conduct waivers completed prior to submission.

(3) All requests for grade determination in the grade E–5 and above where applicant is not qualified for consideration under paragraph 3–16 will be submitted to CG, USAREC.

(4) An applicant who is in the grade of E–5, when no vacancy exists in the applicant’s current MOS, may enlist as a E–5, provided the applicant accepts retraining in an MOS provided by CG, USAREC, and the applicant has completed the appropriate Noncommissioned Officer Education System leadership requirements or its equivalent. CG, USAREC will determine the MOS for retraining.

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

(6) Years of active service must be verified from DD Form 214 and DD Form 215 (if applicable).

(7) All applicants who enlist in the grade E–5 or above must have an electronic verification approval for assignment from CG, USAREC. The DOR will be adjusted at the time of enlistment per AR 600–20. Guidance counselors will advise applicants that this entry will be reviewed for correct entry at the first duty station or reception battalion.

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

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

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

(9) Grade for PS applicants, including glossary NPS applicants, will be determined at time of entry into delayed status. Grade authorized at time of delayed status will be the enlistment grade authorized at time of enlistment.

b. The PS and glossary NPS may not be enlisted into the DEP or ARNG recruit force pool.

c. Enlisted members on the TDRL, later found to be physically fit, have a statutory right to enlist in the enlisted rank, or the next higher regular enlisted rank, held at the time they were placed on the TDRL (10 USC 1211(a)(3)) (see chap 5, sec XIV). All Soldiers being removed from the TDRL must have a grade determination by CG, USAREC.

d. This regulation will not be relied upon to place a PS applicant in a more favorable enlistment grade than he or she otherwise would have been entitled to, if his or her service had been continuous.

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

(1) *For RA.*

(a) A memorandum from the battalion commander.

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

(c) DD Form 1966 and SF 86.

(d) A copy of applicant's USMEPCOM authorized document that clearly displays applicant's ASVAB date and results.

(e) A copy of current MEPS physical examination, or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile, if applicable.

(2) *For U.S. Army Reserve or Army National Guard.*

(a) DA Form 1696 (Enlistment/Reenlistment Qualifying Application).

(b) DD Form 214 and DD Form 215 (if applicable) from last enlisted and/or officer active service, DD Form 220, or NGB Form 22.

(c) A copy of applicant's USMEPCOM authorized document that clearly displays applicant's ASVAB date and results.

(d) Letter from Selected Reserve unit acknowledging break in service over 48 months. Letter must also state accepted grade, MOS, paragraph, line, and position number the applicant is being accepted into. If applicant is enlisting into an MOS that he or she has not previously held, Selected Reserve unit must also acknowledge their agreement that the applicant possesses the technical or administrative skills needed for the enlistment MOS.

(e) Letter from applicant stating why his or her grade should be maintained.

(f) For determinations in the grade of E-6 or higher, request must also include all Noncommissioned Officer Education System completion certificates and any other supporting documentation.

### **3-16. Enlistment pay grade and terms of enlistment for Regular Army applicants with prior military service**

Higher grade is authorized using paragraph 2-18 (except para 2-18a), if it is more advantageous to the applicant. Term of enlistment will be a minimum of 3 years. Exceptions will be considered when no vacancy exists in the former MOS or other Service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment, when added to previous active Federal service, will not exceed a total of 8 years for E-4 and 5 years for E-1 through E-3. Waivers may be considered by the CG, USAREC. The following are criteria for eligibility:

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

b. *A former member of Regular Component and/or Reserve Component Service and current member of the Reserve Component.*

(1) If applicant was last separated from any component or is a current member of an RC in grade E-3, with no more than 5 years active Federal service, and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of MSO, reduce one grade.

(2) If applicant was last separated from any component or is a current member of an RC in grade E-4, with not more than 7 years active Federal service and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of MSO, reduce one grade.

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

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

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

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

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

(4) RC enlisted Soldiers of the USAR and the ARNGUS who have attained 18 years active Federal service in accordance with 10 USC 12686 (sanctuary period), and desire to serve in the RA, may be accessed by CG, USAREC. Grade determinations will not be conducted on RC Soldiers retained on AD under the provisions of 10 USC 12686.

These Soldiers will be retained in the grade held at date of enlistment into the RA, unless properly promoted in accordance with applicable Army promotion board procedures.

*c. A former officer.*

(1) If applicant is a former officer and has a statutory entitlement to reenlist, and makes application for enlistment within 6 months after separation from AD, the enlistment grade will be the one held before becoming an officer, in accordance with paragraph 3–14.

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

*d. Regular Army prior service applicant with a military occupational specialty that authorizes a Broken Service Selective Reenlistment Bonus.*

(1) Applicants last separated from the RA with an MOS authorized under the Broken Service Selective Reenlistment Bonus program may enlist after 3 months and within 48 months from the date separated from the RA in the same grade held at time of separation if authorized by CG, USAREC.

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

*e. U.S. Military Academy or U.S. Military Academy Preparatory School.* Applicants who have completed 1 or more years at a military service academy will have their grade determined based on the level of college credit attained under the provisions of paragraph 2–18.

### **3–17. Enlistment pay grades for prior service for Reserve Component enlistment**

*a.* Applicants enlisting in the RC will have pay grade determined based on one of the following:

(1) An applicant who is a former member of the U.S. Armed Forces in grades E–1 through E–4, and who has completed IADT is authorized to enlist at pay grade held at last discharge. Higher grade is authorized using paragraphs 2–18a(6) through (9), if it is more advantageous to the applicant.

(2) An applicant who is a former enlisted member of the U.S. Armed Forces in the grade of E–5 or higher, who enlists within 48 months from last separation, will be enlisted in the grade held at time of last separation. PS applicants who enlist within 24 months of discharge will be given an adjusted DOR of the original DOR plus elapsed time since discharge. For example, if original DOR is 1 November 1998 and elapsed time since discharge is 14 months, adjusted DOR is 1 January 2000. Applicants who enlist more than 24 months after discharge will be given a DOR of the date of enlistment.

(3) An applicant who is a former enlisted member in the U.S. Armed Forces in the grade of E–5 through E–9, who enlists after 48 months from last separation, and has no remaining MSO, will be enlisted one grade lower than the grade held at time of last separation. CG, USAREC for RA/USAR Soldiers, or appropriate State TAG for ARNG Soldiers, may consider waivers to retain current grade for former Soldiers in the grades of E–6 through E–9. Commanders of recruiting battalions may consider waivers for former Soldiers in the grade of E–5.

(4) An applicant who is enlisted on the TDRL and has been found medically qualified to perform duties of the grade, and enlists within 90 days after removal of his or her name from TDRL will be enlisted in the same grade held when released from duty. The applicant's DD Form 214 will be used to determine date and grade at which the Soldier was placed on TDRL.

(5) The enlistment grade for an applicant who was last separated from any component of the U.S. Armed Forces as a commissioned officer or warrant officer will be determined by the authority listed in paragraph 3–16. The DOR will be date of enlistment.

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

(7) An applicant who is a current drilling member of any RC of the U.S. Armed Forces (to include IRR), who enlists into the USAR, will be enlisted in the current grade held.

*b.* Authorities for grade determination are shown below—

(1) Recruiting battalion commander or executive officer, or equivalent members of the ARNG: grade of E–5, when assignment is for a TPU or ARNG of the Selected Reserve and enlistment is within 48 months.

(2) CG, USAREC or TAG for ARNG: grades of E–6 through E–9, when assignment is for the Selected Reserve and enlistment is after 48 months of last separation.

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

(4) Recruiting battalion commander for RA/USAR enlistments, or TAG for ARNG enlistments: grades of E–5 through E–7, when assignment is to the IRR and the enlistment is accomplished within the continental United States.

(5) CG, USAREC or TAG for ARNG: grades of E–8 and E–9, when assignment is to the IRR and enlistment is accomplished within the continental United States.

(6) CG, USAREC or TAG for ARNG: grades of E-5 through E-9, when assignment is to the IRR and enlistment is accomplished outside the continental United States.

c. The appropriate approving authority may authorize enlistment in same grade held by the applicant when last discharged if MOS held is the same MOS for which enlisting, or if it is determined that the applicant possesses the technical or administrative skills needed for the MOS vacancy in which enlisting. If enlisting for Selected Reserve, a vacancy must exist.

d. Applicants enlisted in the grade of E-5 or above must remain in the Selected Reserve for a period of 12 months before they may be considered for enlistment into any component.

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

### **Section III**

#### **Verification and Qualification for Prior Service Personnel**

##### **3-18. General**

a. This section provides guidance to qualify and verify applicants with PS in a U.S. Armed Forces.

(1) *Evaluation of applicants.* Application for enlistment from former members of the U.S. Armed Forces will be evaluated thoroughly. Veterans qualified for possible RA or RC enlistment will be identified. Greater opportunity will not be provided to PS applicants enlisting from civilian status than given to RA or RC members reenlisting within their respective component.

(2) *Disqualification of applicants due to previous characterization of separation.*

(a) Inform applicant that a reenlistment eligibility (RE) code is not upgraded unless it was administratively incorrect when originally issued.

(b) Depending on the disqualification (RE code, separation program designator (SPD) code, lost time, narrative reason or character of service), a waiver may or may not be authorized.

(c) Depending on the needs of the Army, waivers may not be considered even though the disqualification could be waived. In these cases, applicants should be informed to contact recruiters periodically to see if waiver applications are being considered.

(d) Advise applicants whose previous separation may require a 2-year waiting period in accordance with chapter 4.

b. For USAR and ARNG only, the following requirements apply:

(1) PS personnel must have successfully completed an Army BCT course, Warrior Transition Course, or U.S. Marine Corps BCT course during previous military service. These personnel will not be sent to BCT.

(2) PS enlistees (including Officer Candidate School (OCS) and Warrant Officer OCS (WOCS)) who have not successfully completed an Army BCT, Warrior Transition Course, or U.S. Marine Corps BCT course; or have not completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police during previous military service must enter on IADT within 180 days after enlistment in the USAR or ARNG and successfully complete BCT conducted by the Army. Soldiers who fail to attend BCT within 180 days after entry are required to return to MEPS to be rescheduled for this training. Members enlisting into the USAR or ARNG that require BCT must be processed through the MEPS. Members that are required to attend BCT and retraining into a new MOS will attend BCT first. After completion of BCT, the unit of assignment will schedule to attend appropriate MOS training.

##### **3-19. Verification of prior service**

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

a. Authorized personnel with access to the Defense Manpower Data Center via Recruiter Eligibility Data Display (REDD) may obtain RE code data (see para 3-21). If an inquiry is made and RE data is favorable, processing will continue. If the response is unfavorable, processing will be suspended until data can be verified. A DD Form 214 and DD Form 215 with RE code and SPD code can be obtained by writing to Commander, U.S. Army Human Resources Command, USAREC/ARNG Liaison Team (RCRC-PPS-RL), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

b. Prior military service can be verified as follows:

(1) For applicants who served in the RA, the following documents will verify PS:

(a) Original copy or certified copy of latest DD Form 214 (a certified copy from court or Veterans Administration may be used.)

(b) A review of Defense Manpower Data Center REDD level 2.

(c) Copy of the original or legible DD Form 214 may be used provided it agrees with USMEPCOM verification procedures or Defense Manpower Data Center REDD check to verify that the RE code and SPD code are the same.



(2) For applicants who served in RC, the following documents will verify PS:

(a) DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service of the member before the date of his or her last separation from active military service; however, entries may appear in error to the recruiter, or the applicant may dispute the entries. Only the original form, the actual carbon copy, a certified copy of the original form, a legible copy verified by REDD from Defense Manpower Data Center, or a records depository copy furnished by the recruiting official under paragraph 3–19c is authorized for verification purposes. DD Form 214 or DD Form 215 will not be used to verify RC membership, or the nature of the RC service after the member's date of last release from active military service, unless recruiting officials obtain an accompanying discharge order.

(b) The recruiting battalion operations NCO or officer is authorized to use the HRC Assignment Orders and Resource Systems to verify RC service. This verification may be used when all other attempts to obtain documents have been exhausted.

(3) For both RA and RC applicants, if a DD Form 214 or DD Form 215 is not available, the documents below may be used to verify PS. Copies must be furnished to recruiting officials directly or through military channels by the records custodian for forms cited in paragraphs 3–19b(2)(a) through 3–19b(2)(d)—

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

(b) DD Form 220. This form will serve to verify periods of active military service.

(c) NGB Form 22. This form may be used to verify periods of ARNG or Air National Guard service. Entries may appear to be in error or the applicant may dispute the entries. If so, previous ARNG or Air National Guard service may be obtained by writing TAG of the State where the last separation from the ARNG or the inactive Air National Guard was implemented.

(d) Defense Manpower Data Center REDD level 2.

c. An applicant may not be able to substantiate their PS under paragraph 3–19b. If so, a request for verification of PS will be submitted to the USAREC/ARNG Liaison Team located at HRC. Such requests will contain the following:

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

(2) Social security number.

(3) Organization from which last discharged.

(4) Type of discharge claimed.

(5) If exact dates of service are not known, approximate dates.

d. Request for PS verification or IRR membership of applicants with a Reserve obligation will be made by telephone. Requests for PS verification of applicant without a Reserve obligation from all Services will be sent to: Commander, U.S. Army Human Resources Command, USAREC/ARNG Liaison Team (RCRC–PPS–RL), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, or directed to the proper agency below.

(1) *For prior U.S. Marine Corps service—*

(a) If separated for less than 1 year without a Reserve obligation, request is sent to: Commandant, Marine Corps (Code MMSB10), Headquarters, U.S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134–5002.

(b) If separated with a Reserve obligation, request is sent to: Commanding General, Marine Corps Reserve Support Command, 10950 El Monte, Overland Park, KS 66211–1408.

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

(2) *For prior U.S. Navy service—*

(a) For applicants separated with a Reserve obligation, request is sent to: Department of the Navy, Navy Reserve Personnel Center, New Orleans, LA 70149–7800.

(b) For applicants separated with a Reserve obligation, with less than 6 months since discharge or retirement, request is sent to: Chief of Naval Personnel (PERS–312), 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) *For prior U.S. Coast Guard service—*

(a) For applicants with a Reserve obligation, request is sent to: Commandant, U.S. Coast Guard (G–PE), Washington, DC 20593–0001.

(b) For applicants without a Reserve obligation with more than 6 months since separation, request is sent to: Director, National Personnel Records Center (Navy Reference Branch), 9700 Page Boulevard, St. Louis, MO 63132–5200.

(4) *For prior Regular Army, Army National Guard, or U.S. Army Reserve service—*

(a) For applicants separated from active military service for less than 4 months, with or without a Reserve obligation, request is sent to proper transfer point or separation activity.

(b) For applicants separated from active military service for more than 4 months and completely discharged from military service, request is sent to: Director, National Personnel Records Center (6NCPMA), 9700 Page Boulevard, St. Louis, MO 63132–5200.

(c) For applicants separated from active military service for more than 4 months with a Reserve obligation, request

is sent to: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

(d) For applicants separated from active military service and currently a member of a TPU of the USAR or ARNG, request is sent to the applicant's ARNG or TPU commander. DD Form 368 (Request for Conditional Release) may be used to verify periods of service in the RC only.

(e) For applicants discharged from ARNG without previous active military service, request is sent to the proper State adjutant general.

(f) For applicants discharged from USAR without previous active military service, request is sent to the same address as in paragraph 3-19e(4)(b).

(5) *For prior U.S. Air Force service—*

(a) For applicants with a Reserve obligation, regardless of the length of time since separation, request is sent to: Commander (ARPC/DSMR), 18420 E. Silver Creek Avenue, Building 390, MS68, Buckley AFB, CO 80011-9502.

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

e. For an applicant enlisted in the RA when his or her last DD Form 214 is presented, or for an applicant enlisted in the USAR when one or more of the documents listed in paragraph 3-19b are presented, but all PS claimed for computation of basic pay cannot be verified—

(1) The document that verified the last previous military service will be annotated at the top of the document with date, place, and period of current enlistment. The document is returned to the enlistee after annotation and before his or her departure from the MEPS. A copy of the verifying documents is sent with each copy of the DD Form 4.

(2) After the person arrives at the first duty station, the custodian of his or her personnel records will attempt to verify the PS claimed, but not substantiated, from the USAREC/ARNG liaison. If verification is received, the custodian will place the corrected verification in the member's personnel file and update the member's personnel records, reflecting a revised pay entry basic date.

(3) Recruiting officials must ensure that personnel being processed for enlistment have been granted a conditional release from another RC, have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment in the USAR. An applicant for USAR enlistment may state that he or she was discharged recently from the RA when, in fact, he or she may have been separated and assigned to the IRR. Members of the IRR voluntarily enlist into units of the Selected Reserve (see AR 140-10 or NGR 600-200). They are never discharged from the IRR for immediate enlistment in the Selected Reserve. Provisions exist by which a member of the IRR, who is within 90 days of expiration term of service, may reenlist immediately with concurrent reassignment to a unit of the Selected Reserve (see AR 140-111 or NGR 600-200).

### 3-20. U.S. Army reentry eligibility codes

Verification of PS RE codes will be requested from agencies listed in paragraph 3-19. The following RE codes (see tables 3-1 through 3-4) are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature; they simply are codes used for ID of an enlistment processing procedure.

**Table 3-1**

**U.S. Army reentry eligibility codes**

Code	Definition
RE-1	Applies to: Person completing his or her term of active service who is considered qualified to reenter the U.S. Army. Eligibility: Qualified for enlistment if all other criteria are met.
RE-3	Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable. Eligibility: Ineligible unless a waiver is granted.
RE-4	Applies to: Person separated from last period of service with a nonwaiverable disqualification. This includes anyone with a DA imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years active Federal service. Eligibility: Ineligible for enlistment. <i>Note. RE4 and discharged as TDRL and fit for duty. Eligible to enlist within 90 days in accordance with paragraph 5-51.</i>
RE-4R	Applies to: A person who retired for length of service with 15 or more years active Federal service. Eligibility: Ineligible for enlistment.
RE 1A, 1B, 1C, 2, 2B, 2C, and 4A	Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used. Eligibility: Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.

**Table 3-1**  
**U.S. Army reentry eligibility codes—Continued**

RE 2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V	Applies to: Soldiers separated prior to the effective date of this regulation but who did not meet reentry criteria at time of separation. Eligibility: Ineligible unless a waiver is granted.
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**Table 3-2**  
**U.S. Navy and U.S. Coast Guard reentry eligibility codes**

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

**Table 3-3**  
**U.S. Air Force reentry eligibility codes**

Code	Definition
RE-1, 1J, 1R, 1T, 2I, 3A, 3I, and 3J	Applies to: Persons eligible to reenlist. Eligibility: Qualified if all other applicable criteria are met.
RE-1A, 1K, 1M, 1P, 2A, 2C, 2D, 2E, 2F, 2J, 2K, 2L, 2M, 2N, 2P, 2T, 2U, 2X, 2Y, 3B, 3C, 3D, 3E, 3K, 4, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, and 4N	Applies to: Persons ineligible to reenlist without waiver. Eligibility: Not eligible for enlistment unless waiver is granted.
RE-2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W	Applies to: Persons not eligible to reenlist. Eligibility: Not eligible for enlistment.

**Table 3-4**  
**U.S. Marine Corps reentry eligibility codes**

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

### **3-21. Reentry codes and separation program designator, any component**

The PS personnel who were released early to attend school or received special separation benefits or voluntary separation incentive pay and received an SPD code of KCB, KCF, MCA, MCB, MCF, or KCA, as detailed in AR 635-5-1, may enlist without RE code waiver if separation authority did not preclude RC participation. Personnel who enlisted in the RC who never shipped to IADT that subsequently were discharged for being an unsatisfactory participant or failure to ship IADT may enlist without a waiver.

### **3-22. Determination of enlistment and/or assignment eligibility**

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

*b.* The RC enlistment eligibility of a person who does not meet requirements shown in this paragraph, or whose last period of military service ended with a discharge from an AD status, must be determined before the enlistment agreement is completed. If the person was discharged from AD status, the RE code and SPD code will be obtained. If last period of service was in a RC (excluding IRR) qualification will be based on that separation/discharge. If an individual's last period of service was in the IRR or he or she was discharged from the IRR, then he or she will require the same processing procedures as a PS who was discharged and requires a waiver. However, if the applicant is currently in a TPU or a member of ARNG for 6 months or more, or served in the Selected Reserve after discharge from a Regular Component of any service, no waiver is required. If an applicant has been in the Selected Reserve less than 6 months, a waiver is required. Soldiers with the following RE codes are fully eligible for RC enlistment and/or assignment if last discharge was from the RA, or from other Services' Regular Component under equivalent authority:

(1) RE-1, RE-1A, RE-1B, and RE-1C.

(2) RE-2, RE-2A, RE-2C, 3A, and 3C.

(3) RE-3, or other services equivalent, if DD Form 214 and DD Form 215 (if applicable) is annotated with separation authority, separation code, and narrative reason for separation as follows:

*(a)* Separation authority: AR 635-200 or equivalent policy from other Service.

*(b)* Separation code: BRA/JRA, BRB/JRB, BRC/JRC, JBK, JGH, KBK, KCC, KCF, KDM, LBK, LGH, MBK, MCC, MCF, or MDM.

### **3-23. Correction of Army reentry eligibility codes**

Army PS personnel will be advised that RE codes may be changed only if they are determined to be administratively incorrect. Applicants who have corrected RE codes will be processed for a waiver at their request if otherwise qualified and waiver is authorized. No requirement to change RE code exists to qualify for enlistment. Only when there is evidence to support an incorrect RE code or when there is an administrative error will an applicant be advised to request a correction. Do not advise applicants to contact the Discharge Review Board or the Army Board for Correction of Military Records when applicant is eligible to request a waiver.

## **Section IV**

### **Prior Service Versus Nonprior Service Reconciliation Procedures**

#### **3-24. General**

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

*a.* Verify whether or not an applicant has had prior military service.

*b.* Reconcile the USMEPCOM Integrated Resource System database to reflect the applicant's true status.

#### **3-25. Policy**

*a.* The verification of PS for all PS applicants for enlistment, regardless of component, will be according to chapter 3, section III.

*b.* The PS versus NPS reconciliation procedures attempt to identify whether a person being processed through a MEPS has had one or more days of prior military service.

*c.* USMEPCOM has implemented a PS verification system into their daily USMEPCOM Integrated Resource System database. This verification takes place on all initial, reestablished, and accession records, as well as social security number corrections. The verification is performed regardless of whether or not the applicant claims PS.

#### **3-26. Verification process**

The following actions comprise the verification process:

*a.* Files are transmitted by USMEPCOM to Defense Manpower Data Center and include social security number, first four letters of the applicant's last name (Name 4), MEPS ID, Service processed for, and PS indicator.

*b.* Each processing day, MEPS receives a feedback report (sorted by Service) of the previous day's transactions where an applicant's social security number matched a social security number on the Defense Manpower Data Center historical file, whether the applicant claims PS on processing paperwork or not.

c. If data feedback reflects the applicant did not claim PS, the MEPS will review its files to ensure there was not a USMEPCOM Integrated Resource System database keystroke error. Keystroke errors will be corrected by the MEPS as soon as possible and the senior guidance counselor will be notified.

### **3–27. Reconciliation procedures**

To reconcile the feedback report, the senior guidance counselor will take the following actions:

a. When the senior guidance counselor determines the applicant did have PS, the MEPS will be notified, in writing. The MEPS will then be advised whether the applicant qualifies for continued processing. If the reason for prior discharge is not waived (if waiver required), appropriate action will be initiated according to this regulation. If a waiver is required, a copy of the approved waiver action will be completed by the senior guidance counselor and provided to MEPS before the applicant will be allowed continued processing. If no waiver is required, the senior guidance counselor will notify the MEPS in writing, before processing resumes.

b. When it is determined that the applicant had no PS, the MEPS will be provided a written verification of the applicant's NPS status. The form will be filed in the applicant's processing record prior to DEP or accession.

c. Applicants identified as possible PS will be required to demonstrate they are NPS, with the assistance of the recruiter and the recruiting battalion. Aggressive action in this area will reduce administrative and investigative workloads in the future by precluding the fraudulent enlistment of an applicant due to concealment of PS.

d. No further action is required if the feedback reflecting PS matched the applicant's claim of PS on processing paperwork unless there is a conflict between the Defense Manpower Data Center verification and documentation. Certification of PS in this case will be according to this regulation.

### **3–28. Enlistment incentives for prior service personnel**

Refer to paragraph 9–9 for eligibility criteria for PS incentives for individuals reentering the RA, and paragraph 9–18 for PS incentives for individuals entering the RC Selected Reserve Incentive Program (SRIP).

## **Chapter 4**

### **Enlistment Waivers (Waiverable and Nonwaiverable Criteria and Administrative Instructions)**

#### **Section I**

#### **Waiverable Disqualifications**

##### **4–1. General**

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

##### **4–2. Conduct and administrative disqualifications**

a. Commanders at all levels determine if waiver requests warrant favorable consideration through—

- (1) Questioning.
- (2) Investigating.
- (3) Counseling.
- (4) Gathering proper documents and waiver request information.

b. Recruiters must forward all waiver requests to the approval authority.

c. Applicants who do not meet established enlistment standards are not eligible for enlistment unless a waiver is authorized. Commanders cited in this regulation have the authority to approve waivers, as appropriate. The burden is on the applicant to prove to waiver authorities that he or she has overcome his or her disqualifications for enlistment and that his or her acceptance would be in the best interests of the Army. Waiver authorities will apply the “whole person” concept when considering waiver applications.

d. Applicants having tattoos will be screened in accordance with AR 670–1. Final determination authority on whether a tattoo complies with Army policy is reflected in AR 670–1.

e. Suitability for criminal offenses will be determined by the following:

(1) Applicants with a criminal history (regardless of disposition of charges) must have a suitability review for determination of enlistment. Recruiting center commanders or equivalent ARNG recruiters will forward requests for suitability reviews (through command channels) along with a recommendation to the reviewer for consideration. The commanders noted in paragraphs 4–2e(a)1 through (a)5, below are the reviewers and will determine if a personal interview with the applicant is required and, if so, whether such interview may be accomplished telephonically. Approval to process for enlistment will be annotated on the DD Form 1966 in the remarks section with a review. The suitability review must be accomplished prior to testing the applicant or projecting the applicant for any MEPS processing (for example, testing; physical and return; or to enlist). Additionally, for applicants who are at MEPS, when

it is determined that a suitability review is or was needed, attempts to complete the suitability review at the appropriate level may be conducted while the applicant is at MEPS, provided time permits. However, processing at the MEPS must be suspended (not terminated) until the review is complete. After the review is complete, processing while the applicant is still at the MEPS may continue.

(a) Suitability review will be conducted on the following offenses prior to any processing on all applicants (the appropriate review level is also noted):

1. Two or more misconduct offenses per table 4-3 (see para 4-10) (recruiting battalion commander or recruiting and retention commander of the ARNG).

2. Combination of four or more nontraffic and misconduct offenses per tables 4-2 and 4-3 (see paras 4-9 and 4-10) (recruiting battalion commander or recruiting and retention commander of the ARNG).

3. One or more major misconduct offenses per table 4-4 (see para 4-11) or charges considered felonies under the local law, regardless of disposition (recruiting battalion commander or recruiting and retention commander of the ARNG).

4. Domestic battery/violence offense, which include but are not limited to, charge(s) of domestic violence, assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, or abuse by an applicant against his or her parent, step-parent, sister, or brother, regardless of disposition (recruiting battalion commander or recruiting and retention commander of the ARNG, unless otherwise noted).

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

6. Suitability review is required for any sexual assault charge by CG, USAREC or DARNG.

7. Carrying or possessing a weapon on school grounds. Any incident (whether charges were filed or handled informally by the school) related to carrying or possessing a weapon on school grounds, regardless of the disposition and type of weapon (knife, BB gun, box cutter, and so forth) will be treated as a serious offense. Suitability review is required prior to any processing. Prior to submission, all applicable court documents, police incident reports (if applicable), letter from school official describing the nature of the incident, applicant statement as well as company as battalion commander recommendation. Approval authority is CG, USAREC or DARNG. Commanders at any level may stop the processing if applicant is determined to have questionable conduct character.

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

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

f. Applicants enlisting in the DEP/DTP/delayed status/ARNG who conceal any offenses that require a waiver will be discharged. All DEP/DTP/delayed status/ARNG applicants discharged under this paragraph will incur a 6-month waiting period from date of separation orders and require a fraudulent enlistment waiver from the recruiting battalion commander, along with any additional waivers as noted in this chapter. The waiting period is for administrative and evaluation purposes. Any applicant enlisting in the DEP/DTP/delayed status/ARNG who conceals offenses not requiring a waiver will be reviewed in accordance with the following:

(1) Applicants enlisting in the DEP (RA, USAR, or ARNG)/delayed status who conceals an offense that does not require a waiver or USAREC review can be retained and authorized to ship by the recruiting brigade commander. TAG for each State will be the approval authority for ARNG applicants.

(2) Discharge authority for DTP or ARNG Soldiers who fraudulently enlist is reflected in AR 635-200.

(3) The brigade commander (may be delegated to an O-5 within the command) may grant an exception to retain a Soldier in the RA DEP who requires a waiver as a result of unintentionally concealed information. In the case of USAR Soldiers, the first O-6 in the Soldier's chain of command may grant the exception to retain the Soldier. For ARNG, the approval authority for retention is recruiting and retention commander. The brigade commander, or delegee, will determine if the applicant intentionally concealed information. If that determination is affirmative, then discharge must occur.

### **4-3. Submission of requests**

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

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require an approval by the CG, USAREC (for RA and USAR) or Director, NGB will be submitted via guidance counselor resource center. Request for waivers and other actions that require approval by CG, USAREC or DARNG will be forwarded electronically. Every effort will be made to capture the electronic record of waiver requests, starting at the recruiting station level.

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

#### **4-4. General guidelines for evaluating non-criminal and criminal convictions**

*a.* When processing conduct waivers, all convictions must be listed. If multiple convictions or other adverse dispositions arise out of a single act, all charges or other adverse dispositions will be considered for enlistment eligibility purposes. Convictions will not be combined (stacked) in order to be viewed as one convictions. All convictions must be considered for waiver purposes.

*b.* General guidelines for evaluating offenses—

(1) If the maximum confinement under local law is 6 months or fewer, the offense should be treated as a nontraffic offense (see table 4-1). If the maximum confinement under local law exceeds 6 months, but does not exceed 1 year, treat the offense as a misconduct offense (see table 4-2). If the maximum confinement exceeds 1 year, treat the offense as a major misconduct offense (see table 4-3). If the local law considers the offense a felony, then treat as a major misconduct offense.

(2) The lists of typical offenses shown tables 4-1, 4-2, and 4-3, should be used as a guide. It is not practical to list all offenses. Treat offenses in each paragraph, and those of a similar nature, according to the category dictated by each table (nontraffic, misconduct, major misconduct), despite their classification under State law. The offenses named in paragraphs 4-8 through 4-11 will be considered to have the elements of those offenses under the common law or the UCMJ.

*c.* The following rules apply to conduct disqualifications.

(1) Persons released from custody or restraint of a court but are still pending final disposition of the charge are morally disqualified. Examples of such releases are—

*(a)* Release following plea of any type to the court (including plea of guilty or nolo contendere).

*(b)* Release on probation without verdict.

*(c)* Release on person's own recognizance.

*(d)* Release following charges that are placed on file.

*(e)* Any similar disposition, without regard to its technical name, that indicates the person may remain subject to further judicial proceedings in connection with the charges.

(2) In addition, persons who are granted release from charges at any stage of court proceedings if they will apply or be accepted for enlistment in any U.S. Armed Forces are not qualified for enlistment (see para 4-12*b*).

#### **4-5. Waiver requirements for medical disqualifications**

*a.* Any applicant with or without prior military service who the MEPS physician finds does not meet the medical standards for enlistment will require a waiver.

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

*c.* Documents required for waiver consideration are—

(1) Applicant's current MEPS DD Form 2808.

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

(3) USMEPCOM authorized document with test results reflected. (REDD scores if PS.)

(4) All reports of separation, discharge, or release from any component of the U.S. Armed Forces.

(5) Medical records if a current member of a TPU in the USAR or ARNG.

(6) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Physical Evaluation Board (PEB) Proceedings (EGA)).

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

*d.* Approval authority for medical waivers is the CG, USAREC or Office of the Chief Surgeon for the ARNG for medical RE codes. The USAREC command surgeon will act on behalf of the CG, USAREC, for all medical waivers.

*e.* Height waivers must include the applicant's waist, shoe, and hat size.

*f.* Weight waivers will not be considered.

#### **4-6. Civil court convictions and/or dispositions conduct waivers (other than major misconduct)**

*a.* For disqualification, the approval authority is the recruiting battalion commander, acting commander, executive officer, or TAG (unless otherwise specified) for the ARNG. A waiver is required for any applicant who has—

(1) Received five or more civil convictions or other adverse dispositions for minor nontraffic offenses (see table 4-2).

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

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

(4) Received one conviction or other adverse disposition for one of the following offenses:

(a) Received one conviction or other adverse disposition for driving while intoxicated, driving under the influence, or driving while impaired because of substance abuse, alcohol, drugs, or any other condition that impaired judgment or driving ability. Waiver may be considered if charged with multiple driving under the influence offenses, provided they occurred in a single incident

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

(c) Solicitation for prostitution or prostitution.

(d) Domestic violence/battery against a non-Lautenberg victim (see para 4–2e(1)(a)(4)). For ARNG applicants, the only approval authority is ARNG–GSS–I.

b. For applicants applying for enlistment in RA/USAR OCS, approval is required from CG, USAREC, for enlistment in WOFT. Approval authority is DCS, G1 (DAPE–MPO) on any cases involving the following:

(1) Any person adjudicated as a youthful offender.

(2) Any offense with a fine of \$300 or more, excluding court cost.

(3) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.

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

c. A waiver may not be considered for any person with a civil conviction of misconduct or other adverse dispositions for six or more misconduct offenses that occurred prior to an application for enlistment.

*Note.* Misconduct is a term used to identify misdemeanor level offenses as defined by local, State, or Federal law. Adverse disposition is action required by the court to satisfy a charge, but is not considered a “conviction” by the court.

#### **4–7. Major misconduct**

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

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

b. The approval authority for applicants with any two of the following offenses is the CG, USAREC or DARNG: driving under the influence/driving while impaired, possession of marijuana or paraphernalia, or positive drug and alcohol test. (Waiver will not be considered until 2 years from the date of the last offense or date of positive drug and alcohol test, unless other waiting periods throughout this regulation apply.

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

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

(2) *Qualifying conviction.* A State or Federal conviction for a misdemeanor crime of domestic violence and any general or special court-martial for an offense that otherwise meets the elements of a crime of domestic violence, even though not classified as a misdemeanor or felony. A qualifying conviction does not include a summary court-martial conviction or the imposition of nonjudicial punishment under Article 15, UCMJ. By DOD policy, a State or Federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002 will be considered a qualifying conviction for purposes of this regulation and will be subject to all the restrictions and prohibitions of this regulation. A person will not be considered to have a qualifying conviction unless the convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel and, if entitled to have the case tried



by a jury, the case was actually tried by a jury, or the person knowingly and intelligently waived the right to have the case tried by a jury; and the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense, or had civil rights restored; unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

d. A waiver may not be considered for any person with a civil conviction of major misconduct for any of the conditions below.

- (1) Three or more offenses (convictions or other adverse dispositions) other than traffic.
- (2) Applicants with juvenile major misconduct offenses who have had no offenses within 5 years of application for enlistment may be considered for a waiver in meritorious cases
- (3) Subject of initial court conviction or other adverse disposition for sale, distribution, or trafficking (including “intent to”) of cannabis (marijuana), or any other controlled substance.
- (4) Person with two or more convictions/other adverse disposition within the 3 years preceding application for enlistment for driving while intoxicated, drugged, or impaired.
- (5) Person with PS who incurs a major misconduct conviction during or after military service.
- (6) Person with conviction/other adverse disposition of two or more separate charges of possession of any illegal drugs/drug paraphernalia within 3 years preceding application for enlistment.

*Note.* Major misconduct is a term used in this regulation to identify felony level offenses as determined by local, State, or Federal law. A felony (or major misconduct) is any offense that is authorized to be punished by imprisonment for a term that exceeds 1 year.

#### 4–8. Traffic offenses

See table 4–1 for the typical traffic offenses.

Offense code	Offense title
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer’s directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.

**Table 4-1  
Traffic Offenses—Continued**

123	Improper backing such as backing into intersection or highway, backing onto expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement ordered). Court costs are not part of a fine.
135	Reserved for future use
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

**4-9. Nontraffic offenses**

See table 4-2 for the typical nontraffic offenses.

**Table 4-2  
Nontraffic offenses**

Offense code	Offense title
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement ordered).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.

**Table 4-2**  
**Nontraffic offenses—Continued**

213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court.
216	Reserved for future use.
217	Failure to stop and render aid after accident.
218	Fare and/or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as a petty larceny).
224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of \$500 or less and no confinement ordered).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of \$500 or less and no confinement ordered).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other nontraffic offenses not specifically listed.
249	Reserved for future use.
250	Reserved for future use.

#### 4–10. Misconduct offenses

See table 4–3 for the typical misconduct offenses.

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

#### 4–11. Major misconduct offenses

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

**Table 4–4**

**Major misconduct offenses**

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

**Table 4-4**  
**Major misconduct offenses—Continued**

437	Sodomy.
438	Stolen property, knowingly received (value of \$500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not specifically listed.

#### **4-12. Court disposition definitions**

*a.* Applicants who have entered a plea of nolo contendere that was accepted by the court, despite later processing in the same case to permit expungement, amnesty, pardon, or clemency are considered to have a conviction. If later processing in the same case permit dismissal, the applicant will be considered without a conviction.

*b.* Applicant who, as a condition for any civil conviction or adverse disposition or any other reason through a civil or criminal court, is subject to a court order that requires enlistment into the U.S. Armed Forces of the United States, is not eligible for enlistment unless—

- (1) The condition is removed by the same or higher authority imposing the sentence.
- (2) The condition is removed by virtue of expired period of sentence.
- (3) The condition is over 12 months from imposition, and the court, city, county, or State no longer requires the applicant to fulfill this condition.

*c.* Nonjudicial punishment under Article 15, UCMJ and military court-martial proceedings must be listed but will not count toward waiver thresholds; however, these will be considered toward the “whole person” concept.

#### **4-13. Prior military service**

Any PS applicant enlisting from any Service with an SPD or RE code requiring a waiver may not process until 90 days has elapsed from separation date.

*a.* If applicant was separated from any component of the U.S. Armed Forces for any reason listed in this paragraph, a waiver may not be submitted until 24 months after the date of separation. The waiver authority is the CG, USAREC for RA and USAR applicants, and the C, NGB for ARNG applicants.

- (1) In lieu of trial by court-martial.
- (2) Convenience of the Government.
- (3) Misconduct.
- (4) Qualitative Management Program.
- (5) Personality disorder (CG, USAREC delegated to command surgeon or Chief, NGB).
- (6) Unsatisfactory performance.
- (7) Unfitness.
- (8) Unsuitability.
- (9) Alcohol or drug abuse rehabilitation failure.
- (10) Security.

*b.* If applicant was separated from any component of the U.S. Armed Forces for any reason listed in this paragraph, a waiver may not be submitted a 6-month waiting period has elapsed since applicant was separated or discharged from any component of the U.S. Armed Forces for any of the following reasons. The waiver authority is the CG, USAREC for RA and USAR applicants and the Chief, NGB for ARNG applicants.

- (1) Concealment of an arrest conviction.
- (2) Fraudulent enlistment.
- (3) Entry-level performance and conduct.
- (4) Failure to meet weight standards.
- (5) Uncharacterized separation.
- (6) Unsatisfactory participant

*c.* If applicant was separated from any component of the U.S. Armed Forces for any reason listed in this paragraph 4-13a waiver may be submitted to the CG, USAREC for RA and USAR applicants and the Chief, NGB for ARNG applicants

- (1) Alien not lawfully admitted to the United States (must currently meet citizenship criteria).
- (2) Defective enlistment or reenlistment.
- (3) Dependency (see para 4-13f(7)).
- (4) Erroneous enlistment.
- (5) Hardship (see para 4-13f(7)).

- (6) Minority.
- (7) Reduction in force.
- (8) Unfulfilled enlistment agreement.
- (9) Void service.
- (10) Pregnancy.

*d.* A waiver is required for any applicant who is separated or discharged from the RA, ARNG, or USAR with a field bar to reenlistment issued per AR 140–111 or NGR 600–200, or who was denied extension or reenlistment by any other component of the U.S. Armed Forces at time of last separation or discharge. The approval authority for such waivers is the CG, USAREC, for RA and USAR applicants, and the State TAG for ARNG applicants.

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

*f.* The following documents are required for submission of a waiver:

- (1) Request from recruiting battalion commander, including the results from interview with the applicant.
- (2) Letter from applicant explaining circumstances surrounding reason for waiver. The PS applicant must address reason for separation or discharge.
- (3) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.
- (4) DD Form 368, if required.
- (5) DD Form 1966, SF 86, and recruiting battalion conduct waiver worksheet or NGB Form 22–3 (Request for Waiver) for ARNG.
- (6) A copy of applicant's USMEPCOM authorized document that clearly displays ASVAB results and PULHES results (or REDD scores).
- (7) If separated for hardship, parenthood or dependency, the following additional documents are required:
  - (a) DA Form 3072–2 (Applicant's Monthly Financial Statement).
  - (b) Proof that prior condition upon which separation was approved no longer exists.
  - (c) Proof must be in the form of affidavits made by the person or organization on behalf of the applicant. Community members who are familiar with the home condition of the applicant's Family may also provide such substantiation. Any legal documents that support the conclusion that the condition no longer exists may also be used.

#### **4–14. Absent without leave or lost time**

*a.* Any applicant who, during his or her last period of service, was absent without leave or had lost time, as defined by AR 635–200, paragraph 1–21, of 5 days or fewer, is required to obtain a waiver for enlistment. This requirement exists even for those who were otherwise fully eligible to reenlist at separation, as indicated by his or her RE code and SPD code. Recruiting battalion commander is the approval authority.

*b.* Any applicant who, during his or her last period of service, was absent without leave or had lost time of 6 days or more, even those who were otherwise fully eligible to reenlist at separation, as indicated by his or her RE code and SPD code, is required to have a waiver for enlistment. CG, USAREC or DARNG for ARNG is the approval authority.

*c.* Any applicant who, during his or her last period of service, was absent without leave or had lost time for more than 30 consecutive days, regardless of the type of separation or RE code, is considered to be dropped from rolls, and waiver is not authorized.

#### **4–15. Conscientious objection**

*a.* The approval authority for enlistment in the RA or USAR is the DCS, G–1, Enlisted Accessions Division (DAPE–MPA) or DARNG for ARNG applicants.

*b.* Conscientious objectors are persons who profess conscientious objections or religious convictions at time of application for enlistment that would restrict assignments, and who desire to enlist as noncombatants.

*c.* The PS applicants with a history of conscientious objections, must not have been discharged by reason of conscientious objection under provisions of AR 600–43.

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

- (1) A memorandum prepared per instructions in paragraph 4–28.
- (2) DD Form 1966 and SF 86.
- (3) For PS, DD Form 214, DD Form 215, DD Form 220, or NGB Form 22.
- (4) Letters that substantiate a claim to this status; information as required by AR 600–43; and a personal letter expressing desire to enlist in the Army.
- (5) Applicant's current MEPS physical examination.
- (6) A copy of applicant's USMEPCOM authorized document that clearly displays applicant's ASVAB date and results.

*e.* The recruiting battalion will send the applicant's documents to Commander, U.S. Army Human Resources

Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. After review and determination, an advisory opinion will be given to CG, HRC for final approval or disapproval.

#### **4-16. Reserve Component separations or transfers**

a. A waiver is required for any applicant who is a current member of an RC who is pending adverse or administrative actions considered disqualifying under chapter 4. These applicants may not be processed until the adverse action is completed. Waivers will be submitted following final action in these cases.

b. A waiver is required for any applicant who has been transferred to the IRR of any Service of the Armed Forces for being an unsatisfactory participant, or who is not currently serving satisfactorily in a Selected Reserve unit. Waiver may be submitted for all components after 6 months have elapsed from date of transfer to the IRR. For applicants who were not transferred to the IRR, a waiver may be submitted 12 months after date of discharge.

c. The approval authority is the CG, USAREC for RA and USAR, or TAG for ARNG.

#### **4-17. Age**

Waivers for applicants who exceed the age criteria for enlistment into the RA may be considered by the Director of Military Personnel Management (see para 2-3).

#### **4-18. Positive drug or alcohol test**

a. Any applicant or enlistee who was or is confirmed positive for the presence of drugs or alcohol at time of original physical examination is not eligible for enlistment into DEP/DTP or ARNG unless a waiver is granted. The TPU commander will be notified of RC Soldiers who test positive for drugs so the Soldiers can be processed for separation in accordance with appropriate regulatory guidance.

b. Waiting periods are required under the following circumstances:

(1) *Positive for marijuana and alcohol.*

(a) If applicant's first test is positive, he or she must wait 6 months from previous test date for retest. Recruiting battalion commander or recruiting and retention commander (0-5 level) of the ARNG)

(b) If applicant's second test is positive, he or she must wait 24 months from previous test date for a retest. (CG, USAREC or DARNG is the approval authority.) For ARNG only, if second test is positive, applicant is permanently disqualified and no waivers or exceptions to policy will be considered.

(c) For RA/USAR only, if applicant's third test is positive he or she is permanently disqualified.

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

(a) If applicant's first test is positive, he or she must wait 1 year from previous test date for a retest. Recruiting battalion commander or recruiting and retention commander of the ARNG)

(b) If applicant's second test is positive, he or she is permanently disqualified from enlisting in all Army components.

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

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

(2) DD Form 1966 and SF 86.

(3) A copy of current MEPS physical examination or USMEPCOM authorized document showing drug test results.

(4) Other documents the recruiting battalion commander or executive officer may require.

d. All applicants who test positive will be required to have police records check accomplished as part of the waiver process regardless of any admission or record of civil offenses.

e. Applicants with an approved drug alcohol test waiver are prohibited from enlisting in any MOS or option that requires a security clearance.

f. A waiver may not be considered for a person with PS who has tested positive at MEPS for any drug use.

#### **4-19. Dependents**

a. Any applicant who does not meet the dependent criteria of this regulation, requires a waiver, if applicable.

b. The approval authority for dependent waivers is the CG, USAREC for RA and USAR, unless otherwise noted, or TAG for ARNG.

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

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

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

(3) DD Form 1966 and SF 86.

(4) DA Form 3072-2.

(5) If applicable, divorce decree and changes to it.

(6) If applicable, documentation showing that dependents will not suffer hardship as a result of applicant's enlistment (obtain statement from spouse).

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



d. Single parent (RC only).

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

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

(3) Waiver code will be “dependent waiver.”

#### **4–20. Surviving son or daughter**

a. Any applicant who was previously separated from any component of the U.S. Armed Forces as a surviving son or daughter requires a waiver for enlistment. A surviving son or daughter refers to the only remaining son or daughter in a family where the father or mother (or one or more of the sons or daughters) served in the Armed Forces of the United States and, because of the hazards with such military service—

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

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

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

b. The approval authority is the CG, USAREC or DARNG for ARNG.

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

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

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

(3) DD Form 1966 and SF 86.

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

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

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

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

(5) A copy of applicant’s USMEPCOM authorized document that clearly displays applicant’s ASVAB date and results.

#### **4–21. Personnel Reliability Program**

a. Any applicant enlisting for any MOS or assignment that requires that he or she be qualified under the Personnel Reliability Program will be disqualified if the applicant has used cannabis during the 120–day period before application for enlistment.

b. The approval authority for Personnel Reliability Program qualification is DCS, G–1 (delegated to USAREC, Enlistment Eligibility Policy and Suitability Division) and Chief, NGB for ARNG.

c. No formal documentation is required to be submitted; however, the USAREC security interviewer will request waivers from the DCS, G–1 (delegated to USAREC, EEP and Suitability Division) and Chief, NGB for ARNG. This applies to Personnel Reliability Program qualifications and initial screen for security clearances only and has no effect on the overall qualifications for the MOS, which may require additional exceptions or waivers.

## **Section II**

### **Nonwaiverable Disqualifications**

#### **4–22. Administrative, conduct, and medical disqualifications**

The following disqualifications cannot be waived:

a. Intoxicated or under influence of alcohol or drugs at time of application, or at any stage of processing for enlistment.

b. Alcoholism. Person not in sustained remission (less than 12 months since last occurrence of any diagnostic criterion or determined unfit by the Service surgeon or after examination by the chief medical officer at the MEPS; alcohol rehabilitation failure; or currently enrolled in an alcohol recovery program.

c. Drug dependence. Person not in sustained remission (less than 12 months since last occurrence of any diagnostic criterion or determined unfit by the Service surgeon or after examination by the chief medical officer at the MEPS; drug rehabilitation failure; or currently enrolled in a drug recovery program.

d. Person unable to present evidence of PS claimed, until such service has been verified.

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

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

g. Person with criminal or juvenile court charges filed or pending against him or her by civil authorities.

*Note.* Pending charges include unpaid traffic violations. Authorized reception battalion commanders and initial entry training

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

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

*i.* Subject of civilian court conviction or adverse disposition for more than one major misconduct (felony level) offense.

*j.* All applicants (non-PS personnel or PS officer and enlisted personnel) who received a conviction for a sex offense are not eligible for enlistment or appointment. No waivers are authorized. Further, personnel separated as a result of the convicted sex offender policy are not eligible to enter or reenter the three components of the Army. There is no grandfather clause to this policy. Additionally, applicants who are currently or have been listed on any Federal or State Sex Offender Registry are not eligible to enlist. No waivers are authorized. Below is a list of typical sex offenses:

(1) Rape.

(2) Carnal knowledge.

(3) Forcible sodomy.

(4) Sodomy of a minor.

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

(6) Prostitution involving a minor.

(7) Indecent assault.

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

(9) Indecent act with a minor.

(10) Indecent language to a minor.

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

(12) Pornography involving a minor.

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

(14) Attempt to commit, conspiracy to commit, or solicitation to commit any of the offenses in paragraphs 4–22*j*(1) through (13).

*k.* Persons with a conviction of murder.

#### **4–23. Nonwaiverable disqualifying separations or discharges**

The following are nonwaiverable separations and/or discharges:

*a.* Physically disqualified.

*b.* Military Personnel Security Program.

*c.* Release from entry on AD by reason of physical disability and reversion to inactive status for the purpose of retirement under 10 USC 12731 through 12738, instead of discharge with entitlement to receive disability retirement pay.

*d.* Physical disability resulting from intentional misconduct or willful neglect, or incurred during period of unauthorized absence. No entitlement to severance pay.

*e.* Desertion or dropped from rolls.

*f.* Permanently retired by reason of physical disability.

*g.* Retirement after 20 years of active Federal service.

*h.* Officers removed from active or inactive service by reason of having attained maximum age or service (AR 140–10).

*i.* Discharged by reason of conscientious objection (AR 600–43).

*j.* Previous separation for unfitness, unsuitability, unsatisfactory performance, misconduct, or bar to reenlistment, with 18 or more years of active Federal service completed.

*k.* Applicant for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel (see chap 5, sec XIII). This prohibition is not applicable to reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.

*l.* Person with an other than honorable, bad conduct, or dishonorable discharge.

*m.* Person with PS last discharged from any component of the U.S. Armed Forces for drug or alcohol abuse, or as rehabilitation failure during last period of service.

*n.* Person barred from reenlistment by a qualitative management board by HQDA or ARNG and coded RE–4.

#### **4–24. Prior service applicants**

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

*b.* RA applicants currently serving in a RC of the Army, and who had a medical and/or administrative waiver

approved for enlistment into that RC, may enlist into the RA without processing another waiver (appropriate waiting periods outlined in para 4–13 apply in all cases). The RC waiver approval documentation must be provided for enlistment. However, if an applicant received an RE–4 from the U.S. Army, or an RE–4 or equivalent from another Service, then applicant is ineligible to enter the RA (waivers are not authorized for the RA or RC of the Army for such codes). If an applicant received an RE–4 or its equivalent from another Service that would have been ruled an RE–3 by the U.S. Army, treat the code as an RE–3. Questionable cases may be forwarded to DCS, G–1 (DAPE–MPA) for consideration. Further, RA applicants currently in an RC of another Service, who had a waiver approved for that RC, must process a waiver for RA or RC enlistment.

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

(1) Violations, convictions, and lost time that occurred during and after the last period of service in any component of the U.S. Armed Forces are considered current.

(2) Violations, convictions, and lost time that were not previously revealed during enlistment or reenlistment processing are also considered current.

(3) When charges meet waiver thresholds or when charges (when added to charges that occurred prior to military service) would raise the approval authority of the waiver, all charges will be considered current.

(4) Applicants that are PS from another Service that revealed charges on their enlistment application that did not require a waiver, will not require a waiver when applying for enlistment into the Army.

*d.* The RC personnel with waiver offenses that occurred before Reserve enlistment that were neither revealed nor waived by the USAR are considered to have enlisted fraudulently. RC enlistees must be processed for retention and/or separation under the provisions of AR 135–178. In cases where major misconduct-level offenses or RE code is adverse a waiver is required for RA enlistment to the proper authority.

### **Section III**

## **Administrative Instructions for Conduct and Administrative Waivers**

### **4–25. General**

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

### **4–26. Waiver disapproval authority**

*a.* All levels will determine if a waiver request warrants favorable consideration. Commanders at levels below the approving authority, including the Recruiting Company Leadership Team or equivalent members of the ARNG, may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, except for medical waivers (excludes dual waivers where nonmedical waiver was disapproved). Request for waiver may not be resubmitted for 6 months from date of disapproval.

*b.* Medical waivers may not be resubmitted unless original condition has changed.

*c.* Recruiting battalion commanders or recruiting retention managers for ARNG may reevaluate a battalion-level waiver within 6 months if, in their opinion, new information or information previously submitted warrants reconsideration. Indicate this description in the memorandum of waiver.

### **4–27. Validity period**

Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 6 months from approval date unless a change in status occurs (exceptions are DEP/delayed status personnel whose waivers are valid until RA enlistment if no change occurs in qualifications). Applicants who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before enlistment. Waivers may be updated according to instructions from CG, USAREC or DARNG for ARNG. Medical waivers are valid for the duration of the physical examination. For ARNG, medical waivers are valid for the duration of the physical examination, not to exceed 1 year from medical waiver approval date. Applicants who received a conduct waiver for enlistment into any component, and were subsequently taken as a future Soldier loss, must process a new waiver prior to enlisting.

### **4–28. Waiver approval procedures**

*a.* Each enlistment standard that may be waived lists waiver approval authority for basic eligibility criteria, documents, and required waiting periods.

*b.* Paragraph 4–32 shows required waiting periods following civil restraint.

*c.* Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approval authority. Intermediate commanders will make proper recommendations for each disqualification. For dual waivers requiring a conduct and medical waiver, the conduct waiver must be approved by the battalion commander before submission of medical waiver.

*d.* Only the commander, acting commander (on orders), or executive officer may approve waiver requests. In their absence, the adjutant or assistant adjutant may forward an approval recommendation for further consideration of waiver requests (except in cases involving conviction of a major misconduct offense). Only the recruiting battalion commander

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

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

- (1) Police checks and court documents, as required. Police record checks are not required for traffic offenses.
- (2) Documents from probation or parole officer that show applicant has satisfactorily completed probation or parole.
- (3) Documents from correctional facility at which detained. Police record checks are not required for traffic offenses.
- (4) Reference letter from employers for 1 year preceding application and schools attended in 3 years preceding application (to include transcripts if currently attending college). If the applicant states that seeking a reference letter from an employer will jeopardize employment, a reference letter is not required. Each waiver request must explain all periods of unemployment of 3 months or more during the preceding year (not required for battalion-level waivers, unless the battalion commander requires it).
- (5) Applicant's current MEPS DD Form 2808 for major misconduct-level waivers.
- (6) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220, as applicable.
- (7) DD Form 1966 and SF 86, section III, civil offenses.
- (8) For ARNG, NGB Form 22-3.

#### **4-29. Conduct standards**

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

*a.* These standards screen out—

- (1) Applicant who is legally precluded from serving in the U.S. Armed Forces.
- (2) Applicant whose background poses serious questions about fitness for service.
- (3) Applicant who is unsuitable for participation in special programs.
- (4) Applicant who is likely to pose serious disciplinary problems.

*b.* Such cases divert manpower resources from performing military missions. Applicants will be advised that all arrests, convictions, or other adverse dispositions must be revealed. Recruiting personnel will obtain the criminal history of all applicants.

#### **4-30. Rules governing processing of conduct waivers**

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

*b.* To ensure equal treatment to all persons applying for enlistment, despite the variance in State statutes, the rules below are guides to those responsible for processing waivers.

(1) *Civil court conviction.* This term means a judgment of guilty or an accepted plea of nolo contendere is entered in a court's records for persons tried as adults regardless of—

*(a)* Whether or not sentence then was imposed, withheld, or suspended.

*(b)* Later proceedings that deleted an initial determination of guilt from court records, based on evidence or rehabilitation or completion of a satisfactory probationary period. Examples of later proceedings in adult offender cases include pardon, expungement, amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and dismissal of all of the charges, unless new findings in the case would have resulted in an original verdict of not guilty.

(2) *Other adverse dispositions.* This term includes all law violations that are not civil court convictions, but which resulted in an arrest or citation for criminal misconduct, followed by the formal imposition of penalties or any other requirements upon the offender by any governmental agency or court.

(3) *Examples of other adverse dispositions.* Some examples of other adverse dispositions include—

*(a)* Admission into diversionary or similar programs.

*(b)* Admission into an adult first-offender program.

*(c)* Deferred acceptance of guilty plea programs or probated sentence.

- (d) Tried as a youthful offender.
  - (e) Enrollment in supervision programs.
  - (f) Orders to pay restitution, pay a fine, serve community service, attend classes, or serve probationary periods that do not constitute civil court convictions.
  - (g) Adjudication withheld and suspended imposition of sentence.
  - (h) Unconditional suspended sentence and unsupervised unconditional probation. These terms are defined as a court-imposed suspended sentence or probationary status.
- (4) *Later proceedings.* Later proceedings delete an initial determination of guilty or commission of alleged misconduct from court or agency records. Examples of later proceedings used in Federal and State courts include—
- (a) Expungement.
  - (b) Record sealing.
  - (c) Setting aside the adjudication or reopening cases to change the original findings/pleas of admission of guilt to not guilty.
  - (d) Dismissal of the original petition.
- (5) *Juvenile delinquent.* This term includes disposition as a juvenile delinquent, wayward minor, youthful offender, delinquent child, or juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.
- (a) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult. DD Form 369 may be modified to include a statement in the remarks section that asks the following: Applicant was under the age of 18 at the time of adjudication and records do not clearly indicate that he or she was tried as an adult. Unless court records indicate otherwise, applicants who were juveniles at the time of the offense have an adverse disposition.
  - (b) Because all States have varied laws with regard to juveniles being tried as adults, recruiters, through their chain of command, should consult with their supporting judge advocate when questionable cases arise.
  - c. Some States have procedures for a later “expunging of the record,” dismissal of charges, or pardon (on evidence of rehabilitation of the offender). Such action removes the “initial conviction” or “other adverse disposition” so that, under State law, the applicant has no record of conviction or adverse juvenile adjudication. Despite the legal effect of this action, a waiver authorizing RA, USAR, or ARNG enlistment of such an applicant is required, and the underlying facts must be revealed.

#### **4–31. Waiver reporting**

A report on each category of accession waivers provided by each Army component will be forwarded to DCS, G–1 (DAPE–MPA) no later than the 7th work day of each new calendar month.

- a. Waiver categories include: medical, administrative (NPS dependency and all RE code waivers), development acceptance test (drug and alcohol), conduct (nontraffic, misconduct (misdemeanor level offense), and major misconduct).
- b. The waivers report will be structured according to guidance provided by the DCS, G–1 (DAPE–MPA).

#### **4–32. Waiting period**

a. The waiting period provides the reviewing authority the ability to evaluate the extent of the applicant’s rehabilitation. For PS personnel, waiting periods listed in paragraph 4–32b, below apply only to offenses and periods of confinement since date of last separation from active military service. Waiting periods do not apply to minor traffic or nontraffic offenses, unless a waiver is required. The CG, USAREC or Chief, NGB may lengthen minimum waiting periods.

b. Waiting periods for waiver submission following civil restraint are as follows:

- (1) If an applicant was on parole, probation, or suspended sentence after period of civil restraint has been concluded, applicant may process or submit a waiver once all court ordered requirements are completed.
- (2) If an applicant had confinement as a juvenile or an adult of less than 15 days, a 3-month waiting period is required before an applicant can process or submit a waiver. As an exception, the recruiting battalion commander may waive up to 45 days of the waiting period if the applicant was sentenced only to a fine and, as an alternative, elected to serve a confinement period. Written verification from the court imposing the sentence is required. Any waiting time reduced by the recruiting battalion commander, when applicable, will be annotated on a separate memorandum or waiver document.
- (3) If an applicant had confinement as a juvenile or adult for 15 days or more, a 6-month waiting period is required before they can process or submit a waiver. As an exception, the recruiting battalion commander may waive up to 3 months of the 6-month waiting period if the applicant is sentenced to a fine and, as an alternative, elected to serve a confinement period. Written verification is required from the court imposing the confinement. Any exception granted by the recruiting battalion commander must be annotated in the remarks section of DD Form 1966 and noted on the waiver memorandum if a waiver was required.

(4) A waiting period is not required for applicants who are in the DEP/DTP and all civil restraint has been completed. Approval must be granted by the recruiting battalion commander.

(5) The above waiting periods do not apply to minor traffic violations when State law or court practices imposed periods of restrictions, supervision, or informal probation periods until fine is paid. They also do not apply to unsupervised traffic probation for minor traffic offenses.

#### **4-33. Required investigations**

*a.* Enlistment will be suspended pending an investigation of the case (for example, completion of police records check, copies of court documents, discussion with probation officer, or review of correctional facility records, as applicable). Processing may continue if the applicant—

- (1) Admits to a record (including arrests, charges, other adverse dispositions, and convictions); or
- (2) Does not admit to a record, but the enlisting agency has reason to believe such a record exists.

*b.* For persons admitting to an arrest record—

(1) Who state that later conviction or other adverse dispositions occurred, a waiver is required as a self-admitted or alleged record (if such offenses require a waiver) when one of the following applies:

- (*a*) Civil authorities refuse to furnish the information.
- (*b*) No record of the information exists.
- (*c*) Applicant is unable to obtain the records.

(*d*) Offense occurred outside the United States, its territories, or possessions and obtaining a police record check is prohibited.

(2) Who state that no conviction or other adverse dispositions occurred, a waiver to permit enlistment is not required when one of the following applies:

- (*a*) Civil authorities refuse to furnish the information.
- (*b*) Applicant is unable to obtain the records.

(*c*) Offense occurred outside the United States, its territories, or possessions and obtaining a police record check is prohibited.

*c.* The investigation will include—

- (1) All documents required for enlistment and all documents required under paragraph 4-28.
- (2) Police record checks as required by this regulation.

#### **4-34. Pending charges-civil restraint**

Recruiting personnel will not—

*a.* Take part directly or indirectly in release of a person from pending charges so that they may enlist in the Army as an alternative to future prosecution, or further adverse juvenile or adult proceedings. Equally important, recruiting personnel will in no way contribute, either directly or indirectly, to the false notion that the Army condones such a practice. Persons subject to a pending charge are not eligible for enlistment; therefore, they are not eligible for pre-enlistment processing to determine mental or medical eligibility.

*b.* Take part in any way in obtaining release of a person from any type of civil restraint so that he or she may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. Accordingly, persons under the type of civil restraint that makes them ineligible for enlistment are not eligible for processing to determine mental and medical eligibility for enlistment, except for those individuals authorized to take the ASVAB in accordance with paragraph 2-11a(2).

*c.* Process any person who has a doubtful criminal status. For example, while not classified as a specific “pending charge,” an applicant may have a possible indictment or arrest pending; further, the recruiter may have obtained information that indicates the applicant’s character may be questionable. These situations cannot be defined as an absolute in the qualification or disqualification process. When doubt exists as to the possible pending arrest, indictment, or pending nature of an offense, clarification must be obtained through the chain of command. For example, clarify, via the chain of command, an applicant’s eligibility and “questionable moral character” if the applicant claims no arrest record and no pending charge, but local law enforcement officials indicate that the applicant is a suspect and it is possible that charges are about to be filed. Document any decision on such matters on DD Form 1966, remarks section, or attach a memorandum for record to the residual file indicating the result and the decision on the matter.

#### **4-35. Headquarters, Department of the Army exceptions**

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

#### **4-36. Unsupervised probation**

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

provided the individual has no restriction of movement, has paid all fines, and has completed all other conditions (such as community service or restitution), and no further court action is pending or contemplated.

*b.* The offenses that apply to this rule are the following:

- (1) All minor traffic offenses as listed in paragraph 4–8.
- (2) Certain typical minor nontraffic offenses, as listed in paragraph 4–9. These offenses are limited to the following:
  - (a) Curfew violation.
  - (b) Damaging road signs.
  - (c) Disorderly conduct (original charge); creating a disturbance; boisterous conduct.
  - (d) Dumping refuse near a highway.
  - (e) Jumping a turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
  - (f) Juvenile adjudications (beyond parental control), incorrigible, runaway, truant, or wayward.
  - (g) Littering.
  - (h) Loitering.
  - (i) Purchase, possession, or consumption of alcoholic beverages or tobacco products by a minor.
  - (j) Robbing an orchard.
  - (k) Vagrancy.
  - (l) Violation of fireworks law.
  - (m) Violation of fish and game laws.
  - (n) Violation of leash laws.

#### **4–37. Waiver reporting**

A report on each category of accession waivers provided by each Army component will be forwarded to DCS, G–1 (DAPE–MPA) not later than the 7th work day of each new calendar month.

*a.* Waiver categories include: medical, administrative (NPS dependency and all RE code waivers), development acceptance test (drug and alcohol), and conduct (minor nontraffic, conduct, and major misconduct).

*b.* The waivers report will be structured according to guidance provided by DCS, G–1 (DAPE–MPA).

## **Chapter 5 Processing Applicants**

### **Section I General**

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

#### **5–1. Importance of applicant processing**

*a.* Processing is usually an applicant’s first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that their decision to enlist in the Army is a wise one. Applicant processing will—

- (1) Ensure that records are prepared accurately. These records are a matter of major importance during the person’s military service, in later civilian life, and even after death.
  - (2) Be a smooth transition from civilian to military life for those accepted for enlistment.
  - (3) Provide appropriate advice and assistance to all applicants.
  - (4) Ensure that personal documents are returned to all applicants for enlistment.
  - (5) Identify all applicants who have difficulty speaking or understanding English (including permanent resident aliens residing in the United States less than 1 year, whose native tongue is not English, and all NPS applicants from Puerto Rico).
    - (a) Inform identified applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.
    - (b) Advise all identified applicants that those who score 74 or below on the ECLT will be required to take English language training prior to initial entry training.
  - (6) Use the Army Recruiting Information Support System segment applicable to the Army pay and entitlements to inform applicants of the requirement to establish and maintain a financial account.
- b.* Persons who prepare, control, and transmit applicant enlistment records and forms will—
- (1) Complete and assemble all required forms.
  - (2) Compare similar entries and verify discrepancies with the applicant.
  - (3) Establish that entries on forms are correct before signatures are obtained.

## **5-2. Processing elements**

Processing generally consists of—

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

## **5-3. Prohibitions**

*a.* During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected on clear evidence that he or she does not meet enlistment criteria.

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

## **5-4. Shared functions**

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

*a.* The CG, USAREC or DARNG will—

- (1) Determine final acceptability of applicants for enlistment (except for USAR units outlined in para 6-9*d*).
- (2) Process applicants to the extent possible; this processing will determine their tentative acceptance at the recruiting station before sending them to the MEPS.
- (3) Fund applicant transportation, meals, and lodging in conjunction with moving to and processing at the MEPS.
- (4) Coordinate meal and lodging arrangements with the MEPS.
- (5) Through the USAREC or ARNG guidance counselor located at the MEPS, administratively process all PS applicants for enlistment in the USAR or ARNG before administering the oath of enlistment.
- (6) Process PS applicants when they are not qualified by grade or MOS for enlistment into a specific unit vacancy, if approved by the Selected Reserve unit commander. The recruiting activity may obtain telephone approval before the enlistment is accomplished.
- (7) Inform USAREC or ARNG recruiting officials that they may enlist PS applicants who are qualified to be trained into positions designated by the unit commander in REQUEST as "will train."

*b.* The USMEPCOM commander processes applicants and enlistees as prescribed in AR 601-270 and this regulation.

## **5-5. Required forms for applicant processing**

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

- a.* DD Form 1966.
- b.* SF 86.
- c.* USMEPCOM authorized document.
- d.* DD Form 2807-2.
- e.* DD Form 369.

## **Section II**

### **Administration of Armed Services Vocational Aptitude Battery**

#### **5-6. General**

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

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

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

#### **5-7. Testing**

- a.* The recruiter should not sponsor an applicant for testing who is not eligible to enlist. Applicants who have not



reached their 17th birthday will not be tested for enlistment purposes. MEPS will not test an applicant who appears to be under the influence of alcohol or drugs.

*b.* Under no circumstances will any person who is assigned or attached to USAREC assist or become involved in any way with the testing process, beyond applicant processing procedures required by the MEPS. No member of USAREC or the ARNG may administer or score tests

*c.* Recruiter may advise applicants that commercial study guides are available, as well as the Army-sponsored, DOD approved Web site: <http://www.March2Success.com>.

*d.* An ASVAB information pamphlet is designed to familiarize applicants with the types of questions found on the actual ASVAB tests. The recruiter is authorized and encouraged to furnish this pamphlet to the applicant for familiarization with the kinds of questions on the test and an answer sheet for practice.

*e.* To prepare for administration of the ASVAB, the recruiter is responsible for ensuring that each applicant recommended for testing has fully and accurately completed and signed USMEPCOM authorized document. The recruiter must certify that information on the applicable form is correct. With respect to ASVAB testing, item 14 must be accurately and completely filled in to give the true testing history of an applicant, if applicable. There are two common errors made in this section—

(1) Incomplete test history (that is, initial or retest).

(2) No report or erroneously reported previous tests (that is, ID, test version, and date). When this information is not accurately reported, an applicant may be tested too early, or tested with the wrong test version. Incorrect or incomplete information on the USMEPCOM authorized document is recruiter error. ASVABs erroneously given to applicants based on wrong information result in an invalidated test score. Consequently, a waiver request to the retest policy for an immediate retest will not be approved. However, if the recruiter has accurately reported the official information on the USMEPCOM authorized document and USMEPCOM is in error, requests for an immediate retest will be considered. Requests will be submitted through Headquarters, USAREC to DCS, G-1 (DAPE-MPA).

*f.* The ASVAB production tests are given at either MEPS or their affiliated military entrance test sites. Scores received on tests at locations other than MEPS or military entrance test sites will not be accepted for enlistment.

*g.* The first ASVAB administered is the initial test of an applicant. This policy applies regardless of the following:

(1) Testing in either the enlistment or student testing program.

(2) Service sponsor.

*h.* The ASVAB scores are valid for enlistment purposes for 2 years from the date of test administration for potential applicants. Test scores remain valid beyond the 2-year period for members currently contracted into the DEP/DTP/delayed status/ARNG and waiting shipment to IADT.

*i.* The most recent valid ASVAB score from either the enlistment or student-test program is the score of record for enlistment purposes. Defense Manpower Data Center and REDD Reports are authorized for PS enlistments.

*j.* Recruiter should advise applicants not to use crib sheets, talk during the test, leave a test room without authorization, use calculators or slide rules, glance onto tests of neighbors, or work on a portion of the test other than the one being administered. Further, the use of cell phones, digital cameras, and any other electronic devices are not permitted during ASVAB testing. Such behavior will result in the applicant's removal from the test session and/or invalidation of test results.

*k.* Applicants for the enlistment ASVAB will be required to provide photographic ID, such as driver's license, student ID card, passport, and so forth, to the test administrator before testing. Individuals without ID will be required to have their right thumbprint imprinted on the USMEPCOM authorized document. Applicants without photo ID who refuse to be thumb printed will not be permitted to test. During processing, applicant signatures will be compared to ensure proper applicant ID.

*l.* Test scores will be invalidated for any individual found to be a "ringer" for an applicant. A ringer is an individual who takes the ASVAB in place of the true applicant. Both the ringer and the applicant will be barred from retesting for a period of not less than 2 years

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

*n.* Applicants tested at military entrance test sites should not be sent to the MEPS for further processing until official scores are available from the MEPS. Applicants who do not meet minimum score requirements to enlist will not be sent to the MEPS for further processing.

*o.* An applicant who has answered at least one question on the ASVAB is considered to have tested in terms of eligibility for retest.

## **5-8. Retesting**

*a.* A retest is any ASVAB administered after the initial ASVAB.

*b.* A complete ASVAB will always be administered.

*c.* Applicants may be given the first retest no earlier than 1 calendar month after the initial test. For example, if the initial test is administered 16 October, the first retest is authorized on or after 16 November.

*d.* Applicants may be given the second retest no earlier than 1 calendar month after the first retest.

*e.* Subsequent retests may be given no earlier than at 6-month intervals. For example, if a retest is administered on 16 December, then any further retesting is prohibited until on or after 16 June of the following year.

*f.* To request to validate test scores for individuals inadvertently tested early, submit a waiver request to DCS, G-1 (DAPE-MPA) or Chief, NGB for ARNG.

*g.* The MEPS commander has authority to immediately retest applicants tested under adverse conditions when—

(1) An entire testing session is disrupted (for example, a fire drill, power failure, undue noise, and so forth).

(2) An applicant, through no fault of his or her own, is unable to complete the test (for example, an applicant is called away from test because of an emergency). This does not include the requirement for an applicant to leave a test session because of an illness that existed before the beginning of the session because applicants are routinely cautioned not to take the test if ill.

*h.* Recruiters are not authorized to have applicants retested for the sole purpose of increasing aptitude area scores to meet standards prescribed for enlistment options or programs.

*i.* The MEPS commander may require an applicant to take a confirmation test when previous test was not administered at MEPS and—

(1) There is a score difference of plus 20 or more percentile points between the AFQT score on a retest and the previous AFQT.

(2) There is reasonable cause to suspect improper means were used to influence or inflate ASVAB test scores.

*j.* The confirmation test will be administered at a MEPS.

*k.* The confirmation test is used to validate previous AFQT score results in question and will not be used for enlistment purposes.

### **5-9. Overseas Production Testing Program**

*a.* ASVAB testing outside the continental United States and its territories or commonwealth is a Service responsibility. The Army must conduct testing in close coordination with HQDA, USMEPCOM, and the Army test control officer (or the test control officer of another Service, if an Army test control officer is not available).

*b.* When making arrangements to have an individual tested, a recruiter must consider the testing schedule of the testing center and the test control officer and establish a testing time satisfactory to all concerned.

*c.* The recruiter and test control officer will work together to ensure that the USMEPCOM authorized document is accurately completed and signed before administration of the ASVAB. If the recruiter travel distance to a test site is greater than 25 miles, the recruiter may coordinate in advance for the test control officer to complete and sign the USMEPCOM authorized document. However, in the event of any error in the completion of the form (incorrect test version, previous test date, missing signature, and so forth), the recruiter, not the test control officer, is responsible.

*d.* The enlistment ASVAB will be administered by a Service test control officer.

*e.* The Service test control officer will furnish an unofficial score. Exceptions may be granted by USAREC Plans and Policy or DARNG to use unofficial scores to temporarily reserve a training seat pending receipt of official scores.

*f.* Official scores will be entered into REQUEST prior to shipment.

*g.* The Service test control officer is responsible to mail the answer sheet to the testing section of a continental United States MEPS designated by Headquarters, USMEPCOM.

*h.* Headquarters, USMEPCOM will assure the continental United States MEPS, that are designated to review scores answer sheets from overseas areas, are reviewed expeditiously and will furnish the official ASVAB score to the Army in a timely manner.

*i.* The recruiter will not be involved at any time or in any way with handling test materials, testing the applicant, scoring the answer sheet, or mailing test papers related to an ASVAB or test session.

### **5-10. High school testing program**

*a.* The student ASVAB is administered in high schools in support of the DOD Student Testing Program.

*b.* Recruiters may recommend students 17 years of age and older to take the ASVAB in high school. The results of a student ASVAB given to a 16-year-old high school junior may be used for enlistment after the 17th birthday.

*c.* Some high schools have mandatory student testing. For enlistment purposes, mandatory tests count toward the waiting period for retests. This does not restrict repeated testing while in high school; it may restrict the use of these scores for enlistment purposes if an applicant is concurrently testing for enlistment at MEPS or military entrance test site. If a recruiter is working with an applicant for enlistment who is in high school, the following applies:

(1) The waiting period between tests (enlistment or student) must be honored.

(2) Only the last valid test score (enlistment or student) qualifies for enlistment.

*d.* Tenth grade student tests count as the first ASVAB test.

### **5-11. Special purpose testing**

*a.* Special purpose tests are authorized for use by MEPS and are listed in AR 601-270.

*b.* Enlistment and student testing has priority over special purpose testing.

c. If a MEPS schedule does not permit timely scheduling to give special tests, test control officer, assistant test control officer, or education specialists may administer them.

### **Section III**

#### **Administration of Medical Examination**

##### **5-12. General**

Consent of parents or guardians is required before execution of any medical examination of an applicant under 18 years of age. Medical examinations in accordance with AR 40-501 are required for all persons, except those outlined in AR 601-270 and in AR 40-501 for USAR applicants, when applicable.

##### **5-13. Medical examinations**

a. AR 601-270 will govern medical examinations conducted at MEPS. Each applicant will prepare a DD Form 2807-1 and DD Form 2808 in his or her own handwriting.

b. DD Form 2807-2 will also be prepared and forwarded to the examining facility with the applicant's enlistment packet.

c. For applicants enlisting in the DEP/DTP/delayed status/ARNG, physical examinations will be valid for 2 years from the date of administration.

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

##### **5-14. Transportation and subsistence**

a. Transportation and subsistence will be furnished to an applicant only when either of the following applies:

(1) Applicant is tentatively accepted for enlistment.

(2) Applicant is recalled for enlistment after his or her name is reached on a waiting list.

b. Return transportation and subsistence from MEPS to point of initial acceptance (such as, recruiting station or residence, as appropriate) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at the time.

c. Applicants who signify their intention to enlist in the RA or USAR may be retained at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In the continental United States, the period of retention at Government expense will not exceed 7 days without specific authority from the CG, USAREC or Chief, NGB.

d. PS personnel may be authorized an advance leave prior to shipping to a U.S. Army reception battalion or designated unit. The following statements will be included on the orders issued by MEPS: "You are authorized (number) days chargeable leave en route. DA Form 31 (Request and Authority for Leave) will be initiated at Army liaison office within MEPS by the guidance counselor." The approval authority for leave is the senior guidance counselor or designated representative.

##### **5-15. Forwarding of enlistees**

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

a. *From recruiting stations to military entrance processing stations.* Persons should arrive at MEPS during normal duty hours. When this is not possible, recruiting personnel will coordinate meals and lodging needs with MEPS.

b. *From military entrance processing stations to reception battalion or designated unit.* Persons will be sent from MEPS to the reception battalion or designated unit under AR 601-270.

##### **5-16. Movement of personnel from place of enlistment**

a. NPS personnel will be assigned and sent to a U.S. Army reception battalion. Enlistees requiring English language training will be sent to reception battalion located at Fort Sill, OK, by the enlisting MEPS to obtain official files and uniform before proceeding to Lackland Air Force Base for training.

b. For RA only, PS personnel—

(1) Will be required to attend BCT (initial entry training) if not exempt based on a period of PS.

(a) Applicants with PS in the Air Force, Navy, or Coast Guard, including their RCs, who have not completed an Army BCT or U.S. Marine Corps BCT, or completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police during previous military service will attend U.S. Army BCT.

(b) All SROTC applicants who have been released from the program will be required to attend BCT and advanced individual training (AIT) or one station unit training required for their MOS.

(c) Cadets separated from the U.S. Military Academy who completed fewer than 180 days as a cadet must attend BCT. Attendance time as a cadet may be found in the remarks section of DD Form 214. Cadets who have been separated for 3 years or more must attend BCT. All other cadets from other branches of Service, regardless of

separation period, must attend Army BCT. Questionable cases regarding cadets separated from the U.S. Military Academy should be forwarded to DCS, G-1 (DAPE-MPA).

(d) All PS applicants who have had a break in service of over 3 years will attend Army BCT. PS applicants with a break in service of 3 or more years will be retrained regardless of enlisting with old MOS. Break in service is defined as last period of service, to include IRR, regardless of component. For the purpose of this section, for Soldiers who separate, break in service starts after MSO under 10 USC 651 is completed, or when a Soldier (regardless of Service) is no longer a member of an RC (including the IRR).

(e) All PS applicants enlisting OCS or WOCS, regardless of component who have not completed an Army BCT or U.S. Marine Corps BCT, or completed training for U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

(f) All PS applicants who were separated from the RA or U.S. Marine Corps with over a 36 month break in Service at time of enlistment into a Selected Reserve of the Army, will be required to attend BCT. However, BCT is not required if the member is currently serving and has served 36 months in the Selected Reserve on the current enlistment.

(2) Who enlist for an MOS held during their previous enlistment, with less than a 3-year break in service, will be assigned directly to field units. Unit commanders will provide necessary transition or refresher training (not applicable to prior U.S. Air Force, U.S. Navy, or U.S. Coast Guard).

(3) Who reenlist for an MOS not previously held, with less than a 3-year break in service, will receive AIT training in the new MOS. If the new MOS is taught in the one station unit training mode, the person may be required to complete the entire one station unit training program (not applicable to prior members of the U.S. Air Force, U.S. Navy, or U.S. Coast Guard).

(4) Who are required to complete AIT will be sent directly to the proper AIT location. As an exception if, AIT is not conducted at an Army installation, personnel will be sent to the nearest reception battalion by the enlisting MEPS to obtain official files and uniforms before proceeding to AIT.

(5) Who have completed the IADT phase in a Reserve Enlistment Program will be processed under paragraph 5-21.

(6) Who enlist at MEPS for an overseas area will be processed under chapter 9. Such persons may be granted leave as delay en route to a reception battalion or other proper installation for overseas shipment.

(7) Who are assigned to an overseas area and do not require BCT or AIT will be moved as follows:

(a) If assignment is to the Far East (Korea, Japan, and so forth), Hawaii, or Alaska, the enlistee will be sent to the reception battalion at Fort Leonard Wood, MO. If assignment is to Europe, Middle East, Africa, Central America, or South America, the enlistee will be sent to Fort Jackson, SC.

(b) Concurrent travel will be deferred for overseas assignments. Concurrent travel is authorized for continental United States to continental United States assignments only (this does not include continental United States assignments to reception battalion, BCT, AIT, or one station unit training locations).

(8) Who enlist in the RA, regardless of grade or years of service completed, are authorized movement of household goods and transportation of Family members at Government expense (in accordance with the Joint Travel Regulation) from the point of entry or home of record to the first permanent duty station. If enlistment is for an overseas location, approval must be obtained from commander; concurrent travel will be deferred. Movement of Family members and household goods to reception battalion, BCT, or AIT is not authorized. If enlistee is assigned to a school for instruction of 20 weeks or more, enlistee may qualify for movement of dependents and household goods.

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

## **Section IV**

### **Enlistment Processing**

#### **5-17. Processing former Army prisoners of war**

Persons who, while serving as enlisted members of the Army, were held as prisoners of war by governments or other authorities opposing U.S. Forces in the conflict may be eligible to reenter. Release date from prisoner of war status is immaterial in terms of the above definition. Applications for enlistment of former prisoners of war in the RA will be processed as follows:

a. A former prisoner of war may be qualified to return in his or her former pay grade and MOS, if so, applicant will be processed and enlisted under chapter 3. Process and enlist such persons as a maximum priority by providing quick and thorough treatment.

b. Forward the enlistment application as quickly as possible to the Commander, HRC, where action will be given priority if:

(1) The former prisoner of war is not qualified for enlistment.

- (2) The former prisoner of war is not qualified to enlist in his or her former pay grade and MOS.
- (3) Applicant requests consideration not covered in this section.

### **5-18. Policy**

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

*a.* A member of the RC of an Armed Force of the United States who is in an active status will not be processed for enlistment in another component without first having been released from the RC. This policy includes those who are currently in the DEP of another Service. These RC personnel may not be MEPS processed (given a physical) before obtaining RC conditional release. Applicants for USAR enlistments who are members of the RC of another U.S. Armed Force must be processed under AR 140-10, chapter 9, and this regulation (see para 1-11a).

*b.* An officer, commissioned or warrant, who is otherwise qualified, may enlist in the RA or USAR. However, as a condition of enlistment, the officer must resign his or her commission. This policy affects all Soldiers initially enlisting into the RA or USAR, or reenlisting with a break in service of 24 hours or more. The statutory entitlement for enlistment under 10 USC 3258 still applies, but the enlistee must resign any existing commission. As a condition of enlistment, a Reserve officer will complete a letter of resignation that will be effective a day prior to his or her enlistment date into the RA. This letter will include a current mailing address as listed on DD Form 1966, so that discharge orders can be mailed from HRC. It is the Soldier's responsibility to have these orders forwarded to him or her. A copy of the resignation letter will be retained in the Soldier's residual packet at the recruiting battalion concerned. Within 5 working days, guidance counselors will mail a copy of the Soldier's DD Form 4 and letter of resignation to: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. Recruiters will ensure that officers are made aware of this policy prior to any processing for enlistment into the RA. Under no circumstances will officers be led to believe that they may retain their commission or warrant under the Reserve Dual Component Program.

### **5-19. Request for discharge or clearance from a Reserve Component**

When a participating RC member applies for enlistment, DD Form 368 is used to request RC discharge or clearance. This form is valid for 6 months from date signed by unit commander or designated representative for enlistment in MOS, unless the approval authority designates otherwise on DD Form 368. The RC must be notified promptly of a member's intent to enlist in the RA or USAR/ARNG (if a member of another RC). Clearance must be received from proper Reserve authorities before enlistment (see para 5-21).

*a.* For members of units, DD Form 368 is sent to the member's unit commander. DD Form 368 is required for non-unit members. Send to appropriate Control Group. Headquarters, USAREC, or Chief, NGB will publish procedures for non-unit members.

*b.* Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, he or she will not be processed for RA enlistment. USAR enlistments must comply with AR 140-10.

*c.* If DD Form 368 validity period is less than 6 months, an extension of the limited validity period may be requested by station commander or above within the recruiting battalion if delay was caused by waiver action (includes processing time for OCS/WOFT/band applicants). Telephonic extensions are authorized and must be annotated on the initially approved DD Form 368.

*d.* A member of the ARNG or the Air National Guard may be released for enlistment into the RA or USAR only with the consent of the governor or other authority of the State, commonwealth, territory, or District of Columbia. Such consent must be recorded on DD Form 368.

### **5-20. Applications for enlistment**

An application for RA enlistment may be accepted from RC members if applicant meets criteria below by component. In addition to the criteria below, IRR or PS applicants who enlist for membership in a Selected Reserve unit must remain in their unit for a period of at least 6 months before they will be authorized to enlist into the RA.

*a.* Selected Reserve member. An enlisted member of the RC who desires to enlist in the RA, to include the MSO delayed status, may enlist if he or she—

- (1) Has successfully completed required IADT, been awarded an MOS, and has returned to his or her RC unit.
- (2) Has received clearance from the appropriate approval authority for release.
- (3) Has not been alerted for mobilization.
- (4) Has not been notified of orders directing involuntary order to AD.
- (5) Is currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.
- (6) Is not currently serving on AD (includes IADT, AD for training (ADT), annual training (AT), AD support, AD

for operational support, temporary tour of AD, or Active Guard Reserve (AGR)). Processing of a member, including submission of DD Form 368, will not begin until the member has been released from AD and returns to the parent unit.

(7) Is not within the 60-day period preceding effective date of orders to extend AD for reasons other than AT.

*b.* Members of the IRR who wish to enlist in the RA, including those in an MSO delayed status, must meet criteria in paragraphs 5–21a(1), (3), (6), and (7). Approval authority is Army guidance counselor for enlistment of an Army IRR member to RA.

*c.* An ROTC cadet assigned to Control Group (ROTC) or participating in the SMP who desires to enlist in the RA, to include the MSO delayed status, may enlist if he or she—

(1) Has received clearance from the appropriate professor of military science (PMS) or ROTC region commander. DD Form 368 is used for this purpose and it must be in possession of the recruiting officials before processing the cadet for enlistment.

(2) Has obtained a DD Form 368 from the ARNG or USAR unit commander, as well as the appropriate PMS or ROTC region commander, if the cadet is a participant in the SMP.

(3) Has not been alerted for order to AD under a Presidential call-up or a partial or full mobilization.

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

(5) Is not an ROTC scholarship recipient.

*d.* All other IRR applicants must receive approval from the commander of the appropriate Service components listed, below—

(1) U.S. Navy Reserve: Commander of the Naval District where the person is assigned or to the Chief of Naval Personnel (PERS–3), 1200 Navy Pentagon, Washington, DC 20350–1200.

(2) U.S. Air Force Reserve—

(a) Unit members: commander of the enlistee’s Reserve unit of assignment.

(b) Members of the nonaffiliated Reserve section, the ineligible section, and the inactive status list Reserve section: Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205–3540.

(3) U.S. Marine Corps Reserve: Through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.

(4) U.S. Coast Guard Reserve: Commandant, U.S. Coast Guard, 2100 2nd Street, S.W., Stop 7000, Washington, DC 20593–7000.

## **5–21. Notice of enlistment**

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

*a.* The issuance of a discharge of the officer or enlisted Soldier from the losing component.

*b.* The provision of follow-up data for reservists discharged from an RC specifically to permit enlistment in the RA. Forward enlistment orders and a reproduced copy of the DD Form 4 as follows:

(1) For USAR—

(a) For unit members, to the Reserve unit where person was assigned. USAR enlistment must comply with AR 140–10, chapter 9.

(b) For non-unit members, to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

(2) For U.S. Navy Reserve, to the commander of the Naval District where the person is assigned or to the Chief of Naval Personnel (PERS–312), 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) For U.S. Air Force Reserve—

(a) For unit members, to the commander of the enlistee’s Reserve unit of assignment.

(b) For members of the nonaffiliated Reserve section, the ineligible section, and the inactive status list Reserve section, to Commander (ARPC/DSMR), 18420 E. Silver Creek Avenue, Building 390, MS68, Buckley AFB, CO 80011–9502.

(4) For U.S. Marine Corps Reserve, through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.

(5) For U.S. Coast Guard Reserve, to the Commandant, U.S. Coast Guard (G–PE), Washington, DC 20593–0001.

(6) For Army and Air National Guard, to the commander of the unit where the member is assigned.

## **Section V**

### **Special Processing for Enlistment of an Army National Guard Soldier into an Army Reserve Troop Program Unit**

#### **5–22. General**

An ARNG Soldier applying for enlistment into a USAR TPU is considered a PS applicant, but is processed for

enlistment in the USAR under the special procedures outlined in this section. These procedures apply only to an ARNG Soldier enlisting into a USAR unit and are not applicable to ARNG Soldiers transferring to the Individual Ready, the Standby, or the Retired Reserve.

a. The purpose of these special enlistment procedures is to implement uniform accessioning procedures for Soldiers moving from an ARNG status to a USAR TPU status without a break in military service, and to ensure the continuity and accountability of the Soldier's official military personnel records.

b. Processing under this section will be accomplished through MEPS, or by the recruiting battalion operations section, as appropriate.

### **5-23. Basic eligibility criteria**

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

a. *Medical.* A medical examination will not be required, provided an examination has been conducted within the last 5 years (AR 40-501) that verifies the Soldier met the retention medical fitness standards of AR 40-501 and any additional medical requirements that may have been prescribed for the Soldier's current MOS. Medical examinations and medical history will be verified from the Soldier's military personnel records maintained by the ARNG. If an applicant's retention medical fitness standards cannot be verified, or if the last medical examination is more than 5 years old, then the Soldier must undergo a medical examination under the provisions of AR 40-501.

b. *Body composition and weight control.* The applicant must meet the body fat composition and weight control standards per AR 600-9. No waiver is authorized. Documentation will be provided in packet.

c. *Army physical fitness test.* The ARNG personnel records verify the Soldier has successfully completed a current Army physical fitness test within the last 18 months, or is exempt from administration of the Army physical fitness test, per AR 40-501, because of valid temporary or permanent profile, or has successfully completed the last Army physical fitness test within the limitations of a valid temporary or permanent profile. No waiver is authorized.

d. *Grade.* The enlistment grade determination requirements of chapter 3 are not applicable, as the Soldier's pay grade, rank, and DOR will be the same as that held when the conditional release was approved by the ARNG command.

e. *Years of service.* A Soldier who has attained 20 years of qualifying service for retired pay at age 60 and has been issued a Notification of Eligibility for Retired Pay at Age 60 Memorandum is disqualified for USAR enlistment under this section if the Soldier's total years of all military service (Regular and/or Reserve) exceeds the maximum authorized for the Soldier's grade. No waiver is authorized. Prior to enlistment, an applicant should be counseled that after qualifying for retired pay at age 60, he or she will be removed from USAR TPU participation on attaining the maximum years of total military service per AR 140-10.

f. *Administrative criteria.*

(1) The Soldier's characterization of ARNG service must be honorable, the ARNG discharge must be voluntary, and the Soldier—

(a) Is not subject to, or being processed for, involuntary separation from the ARNG for cause under AR 135-178 or NGR 600-200.

(b) Has not been barred from reenlisting or extending in the ARNG per NGR 600-200.

(c) Upon separation, does not receive a code of RE-3, RE-4A, or RE-4 by the ARNG, per NGR 600-200, chapter 6, section IX.

(2) Has successfully completed initial entry training and has been awarded an MOS.

### **5-24. Processing procedures**

Processing procedures for an ARNG Soldier enlisted under this section are dependent on the availability of the applicant's official ARNG file to the recruiting activity and the USAR for accessing data. Where an ARNG Soldier applies for membership in a TPU of the USAR, the following procedures will apply:

a. Recruiting officials will request a conditional release (DD Form 368) from the applicant's ARNG command. The request will specify that the purpose of the request is to accomplish a complete discharge from the ARNG (and as a Reserve of the Army) upon enlistment in the USAR, and is not a request for a transfer action. The recruiting activity will obtain the complete official file from the ARNG.

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

(1) Enlisted record brief.

(2) DD Form 214.

(3) Most recent DD Form 4 or extension.

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

(5) Soldier's last promotion orders.

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

(7) Citizenship as verified under paragraph 3-4.

c. Where the recruiting activity has access to the applicant's official file, or where the ARNG provides copies of all the documents, then—

(1) The recruiting activity will scan the applicant's entire official ARNG file into electronic records management. DD Form 1966 and the pre-accession interview/pre-enlistment interview (SF 86) will be electronically generated and signed in guidance counselor resource center at time of USAR enlistment. The USAR enlistment agreement will be completed using the DD Form 4 and the guidance counselor resource center Automated Annex and Addendums. After execution, the DD Form 4 will be scanned into electronic records management.

(2) Distribution will be as follows:

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

(b) All copies of the original DD Form 4 and the guidance counselor resource center Automated Annex and Addendums, pre-accession interview/pre-enlistment interview, and copies of MEPS physical (if required) will be provided to the Soldier.

d. Where the recruiting activity cannot gain access to the applicant's official file, the Soldier has not completed IADT, or the ARNG cannot provide copies of all of the documents, the applicant must be fully processed through MEPS. In this case the Soldier will be processed in accordance with sections I through VI of this chapter (to include a pre-accession interview/pre-enlistment interview (SF 86)).

e. It is mandatory that the losing ARNG command be provided proof of the USAR enlistment as soon as possible to effect timely discharge from the ARNG.

(1) Where a DD Form 368 has been issued, send the original copy, with a copy of the DD Form 4 attached, to the appropriate TAG and send an information copy of the DD Form 368 to the losing ARNG command indicated in item 1.

(2) Where a DD Form 368 has not been issued, send a reproduced copy of the DD Form 4 to the losing ARNG command.

## **Section VI**

### **Special Processing for Enlistments in Overseas Commands**

#### **5-25. General**

This section prescribes policy for processing and determining enlistment eligibility for applicants who apply in overseas commands. Major overseas commanders exercise supervision and control of processing of applicants within their commands. Mental and medical examinations will be administered at military activities or at MEPS. Send further enlistment inquiries to Deputy Chief of Staff G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300. Processing of applicants where USAREC maintains recruiting stations or conducts recruiting activity will be in accordance with this regulation.

#### **5-26. Authority**

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

#### **5-27. Processing**

a. Overseas commanders may assign enlistees to their command who—

(1) Are U.S. citizens.

(2) Do not require BCT, AIT, or one station unit training.

(3) Are eligible for assignment within the command under AR 614-30.

(4) Can be used in the command in which they are enlisted.

b. Persons ineligible to remain in the command will be processed under AR 614-200.

c. If reassignment of enlistees to the continental United States for training is necessary, overseas commanders will ensure that enlistment is completed in time to allow processing, travel, and entry into BCT by the required date to fulfill any option for which applicant enlisted. Allow at least 3 days for reception battalion processing after arrival in the continental United States.



## **Section VII**

### **Delayed Entry Program**

#### **5-28. General**

- a.* The CG, USAREC, is authorized under this section to—
  - (1) Organize and administer the Army Reserve Control Group (DEP) to which enlistees will be assigned.
  - (2) Enlist NPS applicants in the DEP for periods determined by the CG, USAREC, not to exceed 365 days.
- b.* Enlistment in the DEP is authorized—
  - (1) For qualified applicants who have agreed to enlist in the RA or into the Selected Reserve for one of the enlistment programs given in chapter 9.
  - (2) If a vacancy is obtained through REQUEST before DEP enlistment.
  - (3) For applicants without military status. This includes those members of an RC who did not attend any portion of IADT and are being released by the RC to process for the RA.
- c.* An applicant with a prior MSO may have a REQUEST reservation made and be considered in a delayed status. However, PS applicants will not be enlisted in the DEP. The CG, USAREC, will have a delayed military status program to allow advance REQUEST reservation for these individuals. All qualifications for RA enlistment, including all MEPS processing, must be completed prior to reservation being made. Applicant must be processed in the same manner as if they were entering the DEP.
- d.* Applicants with PS will have DD Form 4 completed on accession date.
- e.* DA Form 4187 will be completed according to instructions by USAREC for PS applicants.

#### **5-29. Enlistment and separation authority**

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

#### **5-30. Eligibility qualifications**

Before enlistment in the DEP, applicants must—

- a.* Meet basic eligibility requirements in chapter 2.
- b.* Be processed under requirements of chapters 4 and 5.
- c.* Meet specific eligibility and processing requirements for enlistment program for which they are applying (see chap 9 for enlistment programs).

#### **5-31. Terms of service and authorized pay grades**

- a.* Upon initial DEP enlistment, applicant incurs an 8-year MSO.
- b.* RA enlistment agreements authorized will be for terms discussed in chapters 2 and 3. Variable enlistment length is authorized for each term except an 8-year enlistment agreement. Variable enlistment length is the total weeks and days of BCT plus AIT that is completed prior to the start of an enlistee's term of service, that is, 3 years plus training. USAR enlistment will be for a period authorized by the USAR enlistment option.
- c.* According to a Soldier's enlistment agreement, memorialized by DD Form 4, DEP enlistees, as members of the Ready Reserve, who refuse to meet their enlistment obligation, may be ordered to AD at any time, without consent, to complete a total of 24 months of AD service. RA under the enlistment agreement may be ordered to AD in their Reserve status for a period of 2 years.
- d.* The NPS enlistment in the DEP will be under chapter 2.
- e.* The PS entry grade will be determined by chapter 3, based on delayed status reservation date.

#### **5-32. Processing procedures**

- a.* The DEP applicants will be processed under chapter 5, sections I through VI.
- b.* Applicants requiring waiver of any disqualification for RA/USAR enlistment will not be enlisted until a waiver is processed and approved, as specified in chapter 4.
- c.* The Statement for Enlistment-Delayed Entry Program (annex to DD Form 4) will be completed.
- d.* The NACLIC will be initiated on all NPS and PS applicants. PS applicants currently holding clearance eligibility are not required to undergo NACLIC.
- e.* If the DEP member is to be extended in the DEP, they must consent in writing.
- f.* The DEP enlistee who erroneously or fraudulently enlisted by reason of misconduct that occurred prior to DEP

enlistment and requires a waiver per paragraphs 4–13b(2) or 4–13c(4), respectively. If a waiver is not approved under the aforementioned policy, process for separation under AR 135–178.

*g.* As directed by the CG, USAREC, any DEP enlistee who reports for AD and declines enlistment will be referred to the guidance counselor.

*h.* DEP enlistees who report for shipment to AD, and who no longer qualify for their enlistment option, will be offered another option for which they qualify. Enlistees who select an MOS that is a priority MOS will be offered the current incentive at time of renegotiation of their contract. If no priority MOS is available for the DEP, a waiver may be requested through DAPE–MPA to retain the incentive from the enlistee’s original contract.

### **5–33. Extensions in the Delayed Entry Program**

*a.* The recruiting battalion commander, in coordination with Recruiting Operations, G–3 at Headquarters, USAREC, may authorize extensions in the DEP. Extensions may be approved for a period not greater than a DEP period of 365 days. These extensions are authorized only for the following situations—

- (1) Processing separation actions, as authorized by paragraph 5–36.
- (2) Disqualifying temporary medical conditions occurring after DEP enlistment.
- (3) Awaiting results of civil court action for offenses occurring after DEP enlistment.
- (4) Processing waivers of civil court convictions or adverse dispositions occurring after DEP enlistment.
- (5) Awaiting results of an action started by an enlistee to obtain release from the DEP. When enlistee starts such action, advise them that they forfeit rights to the original option. Also, they must acknowledge, in writing, that they have been advised of such forfeiture.

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

*b.* The DEP enlistees who become disqualified for RA/USAR enlistment must be processed for waiver before enlistment. If waiver was granted for applicant to enlist in the DEP and later convictions or disqualifications occur, waiver must be resubmitted and approved before RA/USAR enlistment.

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

### **5–34. Special provisions of the Delayed Entry Program**

*a.* The recruiting battalion commander or the CG, USAREC, may direct separation of DEP enlistees who meet separation criteria of AR 135–178.

*b.* The DEP enlistees who were high school seniors when they enlisted in the DEP, and who receive a college scholarship after DEP enlistment, may apply for separation to accept such scholarship (see AR 135–178, paragraph 4–4, as the applicable authority for such separation).

*c.* The DEP enlistees who become disqualified may be extended in the DEP and a waiver processed if authorized by chapter 2 or 3. Request for waiver will be submitted and entry into the RA or Selected Reserve will be held pending decision on waiver request. Persons must agree to extension in the DEP for waiver processing.

*d.* Send notification of DEP enlistees who, before RA/USAR enlistment, are found to have enlisted erroneously or fraudulently, to the recruiting battalion commander for disposition as established by the CG, USAREC.

*e.* In any other instance when a separation appears warranted, send notification to the recruiting battalion commander for disposition as established by the CG, USAREC.

*f.* The DEP enlistee who previously requested separation from the DEP may withdraw the request and voluntarily agree to enlist in the RA.

### **5–35. Promotion opportunity through referrals**

*a.* Each DEP enlistee or RA/USAR applicant will be advised that he or she—

- (1) Has the chance to be promoted to E–2 by providing applicant referrals.
- (2) May receive credit for the referrals.
- (3) Will receive credit for the referrals once the applicants referred have enlisted in the DEP, RA, ARNG, or USAR.

*b.* Recruiters will forward referral sheets to the Army guidance counselor, together with the referred applicant’s information.

*c.* The Army guidance counselor, after confirming the referrals, will—

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

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

## **Section VIII**

### **Delayed Entry Program Mobilization Asset Transfer Program**

#### **5-36. Policy**

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

#### **5-37. Procedures**

When a Soldier of the DEP is to be reassigned to another Control Group instead of separated, the CG, USAREC, will issue a reassignment order. The Soldier will be provided copies of the order. USAREC will send the following items to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303:

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

## **Section IX**

### **Courtesy Enlistment**

#### **5-38. General**

*a.* Courtesy enlistments for RA or USAR within the continental United States may be authorized only in exceptional cases. Recruiting battalion commanders may authorize such enlistments when either of the following applies:

- (1) It is in the best interest of the U.S. Army.
- (2) It will prevent severe personal hardship to applicant or applicant's Family.

*b.* Overseas courtesy enlistments are authorized only in extreme cases. Approval from the recruiting battalion commander responsible for the country is required before applicant's departure.

*Note.* A courtesy enlistment occurs when the enlistment packet is completed by one recruiter and transmitted to the MEPS for processing, but due to exceptional circumstance, the applicant relocated to another area where the enlistment process was completed as a courtesy to the original recruiter.

#### **5-39. Procedures**

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

## **Section X**

### **Special Processing for Partially Disabled, Combat-Wounded Veterans**

#### **5-40. General**

Waiver requests to determine if veteran with physical limitations can serve in any available specialty will be approved or disapproved by the CG, HRC, for RA and USAR applicants, for a combat-wounded veteran who was partially disabled as a result of wounds received in action while a member of the Army.

- a.* Requests will be submitted only for veterans who—
  - (1) Meet all other enlistment requirements.
  - (2) Are physically qualified for general military service except for their specific combat-incurred disability.
- b.* Applicants must be capable of caring for their own needs in an unaided manner. They must be physically capable of performing useful service and cannot be expected to require hospitalization or incur lost time due to their disability.
- c.* Persons permanently medically retired will not be processed for enlistment. Applicants who were separated from AD (not medically retired) without compensation, and were granted veterans disability compensation for their disability, may waive this compensation through VA, if determined medically fit per AR 40-501.

#### **5-41. Requests for waivers**

Submit waiver requests on a memorandum prepared in accordance with chapter 4. Such requests will be accompanied by—

- a.* A MEPS physical examination.
- b.* A report of any subsequent and present treatment.
- c.* A report of X-ray, orthopedic, surgical, medical, or other consultations.

d. A statement of opinion by a medical officer of the degree of the disability's incapacitation. The statement will include whether or not a prosthesis being used is satisfactory.

#### **5-42. Processing**

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

a. For RA, send applicant from the MEPS to the training activity at Government expense. Applicant will be classified at the training activity in an MOS in which he or she can reasonably be expected to perform satisfactory service with full consideration of the physical handicap. For USAR, send applicant to the unit of assignment, if no further school training is required.

b. To give the medical officer enough data to make a judgment, classification officer will analyze each primary or potential MOS proper for the applicant. The classification officer will then send the recommendation and applicant to the medical officer. A medical officer will make the final decision. The medical officer and the applicant then will select an MOS which they consider the applicant can capably perform. Special consultation reports directed by the CG, USAREC, or DARNG, will be made at this time.

c. Applicants physically and otherwise qualified for enlistment will be enlisted at the training activity. Applicants found ineligible to perform in an MOS will be rejected and returned at Government expense to the applicant's home.

(1) After obtaining disability waiver from the approving authority, the applicant will sign a waiver of compensation. The waiver will be endorsed by the enlisting activity and sent to the commander of the Veterans Administration regional office or to Director, Retired Pay Operation, Defense Finance and Accounting Service, 8899 East 56th Street, Indianapolis, IN 46249-0002.

(2) A notation will be made in the DD Form 1966, remarks section, that such a letter has been sent to the Veterans Administration or Retired Pay Operation, Defense Finance and Accounting Service.

(3) The enlistee will be told that, on separation from military service, he or she may submit a claim for such compensation.

#### **5-43. Training and assignments**

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

#### **5-44. Record entries**

a. *Enlisted record brief.* Proper assignment limitations will be recorded on enlisted record brief, as prescribed in AR 600-8-104.

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

### **Section XI**

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

#### **5-45. General**

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

#### **5-46. Request for waiver**

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

#### **5-47. Letter of waiver of compensation**

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

### **Section XII**

#### **Special Processing for Members Removed from the Temporary Disability Retired List**

#### **5-48. General**

As the result of a periodic physical examination, a former Army enlisted member on the TDRL may be determined physically fit for return to duty. If so, the member may be enlisted in the RA or USAR when his or her name has been

properly removed from the TDRL, and if requirements of this section are met. Regardless of RE Code, Soldiers being removed from TDRL will be processed in accordance with paragraph 5-51.

#### **5-49. Enlistment within 90 days of removal from the temporary disability retired list**

Enlistments within 90 days of removal from the TDRL after being found fit for duty will be made without regard to basic enlistment qualifications for PS persons described in chapter 3 or disqualifications described in chapter 4, except as provided below:

*a.* Waiver is required if applicant is subject to any of the waiverable disqualifications in chapter 4, but this is not applicable if all convictions or adjudications occurred, or pleas were entered, before applicant's placement on the TDRL.

*b.* Such persons will be enlisted in the permanent pay grade held on the day before the date their names were placed on the TDRL.

*c.* Enlistment of such persons will be made without medical examination if—

(1) No intervening illness or injury since the examination resulted in removal from the TDRL.

(2) The person signs a statement to that effect on DA Form 3283 (Statements of Member Removed from the Temporary Disability Retired List).

*d.* Persons who have incurred an illness or injury since the examination resulting in their removal from the TDRL must undergo a complete medical examination. They must qualify for enlistment under medical standards given in AR 40-501. A person does not have to meet medical standards for the specific disability that caused his or her name to be placed on the TDRL.

*e.* Persons will be enlisted for 3 years in the RA. Enlistment must be in the same component from which the Soldier was placed on TDRL. MEPS will complete DD Form 4 and publish enlistment orders. Assignment for MOS qualified applicants, regardless of rank, will be obtained from HRC. Enlistment will be accomplished in the same manner as all other PS enlistments. DD Form 1966 is required and a REQUEST reservation will be made. For those applicants not MOS qualified or who require BCT or AIT (if placed on TDRL before completion), BCT and AIT may be obtained via normal REQUEST reservation. For USAR, assignment to a Selected Reserve unit is required.

#### **5-50. Enlistment beyond 90 days after removal from temporary disability retired list**

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

#### **5-51. Information to applicants**

*a.* Applicants will be told that enlistment under this section is not an exemption from retention standards in effect at the time the person applies for reenlistment. Enlistment may be accomplished according to 10 USC 1211a.

*b.* Applicant records will be screened carefully so that—

(1) Applicants will be aware of conditions under which their enlistments are made.

(2) No undue hardship will be imposed at a later date as a result of their decision to enlist.

*c.* Applicant will be advised that they may request consideration to next higher grade if they were so entitled or eligible while on TDRL.

#### **5-52. Information regarding persons who waive entitlement to disability retirement or severance pay**

Persons enlisted under this section will be required, before enlistment, to waive present entitlement to disability retirement or severance pay. These persons will not be denied severance or disability retirement compensation when ultimately separated or retired from service. At that time, the disqualifying defect will be reevaluated under physical standards in effect when the defect was first determined and standards in effect at the time of final evaluation. The Soldier will be separated or retired under the standards most advantageous to him or her. The waiver procedures in paragraph 5-47 also applies to persons identified section.

### **Section XIII**

#### **Special Processing for Enlistment of Immigrant Aliens**

##### **5-53. General**

Aliens who are lawfully admitted into the United States for permanent residence under 8 USC 1101(a)(20) are eligible to enlist in the RA or USAR if they meet criteria in chapter 2 or 3. However, these applicants may not enlist for any MOS, assignment, or option that requires a security clearance of Secret or above, except as provided in AR 380-67. Guidance counselors will place special emphasis on the SF 86 to ensure all questions, not just conduct questions, are reviewed with each applicant.

##### **5-54. Processing**

Procedures to process immigrant aliens for enlistment are the same as for U.S. citizens. For aliens enlisting for an MOS

not requiring a security clearance, initiate a request for NACLIC, the same as a U.S. citizen. Recruiters and guidance counselors should advise all non-U.S. citizen applicants to bring a completed USCIS Form N-400 (Application for Naturalization) when they ship to BCT if they would like to apply for expedited U.S. citizenship processing. The USCIS Form N-426 (Request for Certification of Military or Naval Service) will be signed at the reception battalion. Each BCT location has USCIS officers present to assist in the naturalization process.

## **Section XIV**

### **Applicants Injured or Ill During Processing**

#### **5-55. General**

*a.* Applicants may suffer illness or injury at an Army or USAR facility or MEPS while conducting enlistment processing. If so, applicant may be given emergency medical care as authorized by AR 40-3.

*b.* Applicants may suffer illness, injury, or death while at any Army or USAR facility or MEPS for enlistment processing. If so, they or their survivors may be entitled to—

(1) Government benefits, such as death gratuity (10 USC 1475(a)(5)) and burial expenses (10 USC 1481 and 1482) that are administered by the Army.

(2) Servicemen's Group Life Insurance (38 USC 106(b)), which is administered by the Veterans Administration.

#### **5-56. Determination of entitlements**

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

*a.* Entitlement to death gratuity is determined by Commander, Defense Finance and Accounting Service (FIN-CY-AB), 8899 East 56th Street, Indianapolis, IN 46249-0002.

*b.* Entitlement to payment of funeral and burial expenses is determined by the CG, HRC. Submit requests to Commander, U.S. Army Human Resources Command, Casualty and Memorial Affairs Directorate, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

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

*d.* AR 40-400 provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at MEPS, or while at Army or USAR facilities, may be furnished emergency medical care at Government expense. Emergency hospitalization is included. Commanders of medical facilities will process bills for civilian medical care provided by civilian medical facilities.

*e.* Application for determination of benefits available to survivors of deceased applicants from the Social Security Administration should be made to the nearest Social Security Administration Office.

#### **5-57. Casualty reports**

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

#### **5-58. Instructions to recruiting battalion commanders**

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

#### **5-59. Use of training pay categories**

*a. General.* A complete listing and description of training pay categories (TPCs) can be found in AR 140-1. This paragraph relates only to TPCs of applicants initially enlisting in the USAR. It should assist recruiting activities by clarifying policies outlined in these references. The prime use of TPCs by recruiting activities is to establish applicant's eligibility to attend paid training assemblies while awaiting entry on IADT. Subparagraphs below reflect current policy and define eligibility criteria for either pay or nonpay status while awaiting entry on IADT.

*b. Training pay determination.* Pay category P (without pay) option, when IADT is not within 270 days of accession, will not be used without prior approval from Chief, Army Reserve (DAAR-OP), 2400 Army Pentagon, Washington, DC 20310-2400, as required by AR 140-1.

#### **5-60. Training pay categories and programs**

Applicants may enlist in any one of the following TPCs listed below:

*a. Training pay category P (with pay).* Members enlisted or transferred into TPC P (with pay) are authorized pay and required to attend regularly scheduled individual drill training periods while awaiting entry on IADT. On enlistment, the persons below will be placed in pay category P—

(1) Currently in high school, high school seniors, and graduates must enlist within 270 days prior to entry on IADT, are authorized up to 36 paid individual drill training periods (9 months).

(2) Currently in high school, high school seniors and graduates, and ROTC- or SMP- potential participants must enlist within 180 days prior to entry on IADT, are authorized up to 24 paid individual drill training periods (6 months).

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

*b. Training pay category P (without pay).* Members who are enlisted in TPC P (without pay) are not initially authorized to receive pay for attendance at individual drill training periods. However, they may be voluntarily transferred into TPC P (with pay) when they are within a specified period of entry on IADT and on approval of the unit commander.

(1) With approval of the unit commander, a high school senior or graduate, 17 through 25 years of age who enlists within 270 days prior to entry on IADT, may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).

(2) With approval of the unit commander, an ROTC or SMP potential participant, through 25 years of age, must enlist within 180 days prior to entry on IADT. They may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).

(3) Currently in high school, high school seniors, and graduates, 17 through 25 years of age, enlisting more than 270 days before entry on IADT, will be placed in TPC P (without pay). When the applicant is within 270 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).

(4) High school seniors and graduates, 26 through 34 years of age, enlisting more than 180 days before entry on IADT, will be placed in TPC P (without pay). When within 180 days of entry on IADT, the member may voluntarily transfer to TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).

(5) The non-high school graduates, including those with GED diplomas and students currently in high school, may be enlisted into the Alternate Training Program up to 270 days before entry on IADT. Those enlisting more than 90 days before entry on IADT will be placed in TPC P (without pay). When within 90 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 12 paid individual drill training periods are authorized (3 months).

(6) All NPS applicants enlisting in the USAR with concurrent assignments to Control Group (AT) of the IRR will be placed in TPC P (without pay). They will remain in TPC P (without pay) until entry on IADT when they will be transferred to TPC F.

*c. Standard Training Program.*

(1) To enlist initially in the USAR under the Standard Training Program an NPS applicant must—

(a) Enter on IADT.

(b) Successfully complete a BCT and AIT Program.

(c) Qualify in an MOS.

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

*d. Alternate Training Program.*

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

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

(3) Unit status reports will reflect exact deployability status.

(4) The program is limited to applicants who—

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

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

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

(5) Applicants will be enlisted in either TPC (with or without pay) under paragraph 5–64. On return from first IADT

(BCT), the member will be placed in TPC Q. The TPC for the second IADT period (AIT) is U. On completion of the second IADT period (AIT), the member will be placed in TPC A.

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

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

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

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

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

*Note.* a) 8 x 0 is an 8 year enlistment in a Selected Reserve unit with no remaining service the IRR. b) 6 x 2 is a 6 year enlistment in a Selected Reserve unit with a 2 year obligation in the IRR. c) 4 x 4 is a 4 year enlistment in a Selected Reserve unit with a 4 year obligation in the IRR. d) 3 x 5 is a 3 year enlistment in a Selected Reserve unit with a 5 year obligation in the IRR.

## **Section XV**

### **National Agency Check with Local Agency and Credit Check**

#### **5-61. Policy**

DOD 5200.2-R and HSPD 12 requires all accessions entering the RA, USAR, or ARNG to undergo a NACLC investigation. Additional discussion of this requirement is found in paragraph 2-14.

#### **5-62. Title**

DOD 5200.2-R requires that all applicants for appointment, enlistment, and induction of each member of the Armed Forces or their RCs be subject to the favorable completion of a personnel security investigation.

## **Section XVI**

### **Processing Procedures for Applicants Found Positive for the Human Immunodeficiency Virus**

#### **5-63. General**

This section provides policy and procedures related to the ID, processing, and disposition for RA, USAR, and ARNG applicants for enlistment confirmed to be HIV positive.

#### **5-64. Policy**

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

#### **5-65. Procedures**

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

a. Upon notification from the lab of a positive Western Blot Test, MEPS will forward a registered letter to the individual telling him or her that the MEPS physician wants to consult with him or her on the results of the medical examination administered at the MEPS, and requesting him or her to contact the recruiter within 10 days. The recruiter will schedule a consult with the MEPS and arrange transportation. At the same time, a letter will be forwarded to the recruiting battalion commander addressed "EXCLUSIVE FOR" and marked "FOR OFFICIAL USE ONLY." The exact wording of the letter may vary depending on the individual's status (for example, enlisted, previously disqualified but subsequently detected as HIV positive, qualified not enlisted, and so forth). Regardless of the individual's status, the recruiting battalion commander must ensure the following actions are taken:

(1) Notify the individual's recruiter or, if unavailable, the station commander (or designated individual such as,



company commander of first sergeant) that a letter has been mailed and that the individual will be calling to arrange transportation to the MEPS.

(2) Ensure that recruiter is aware of proper procedures.

(3) If the recruiter is unavailable to escort the individual or, if in the judgment of the battalion commander the recruiter should not be the escort, then the battalion commander will designate another responsible NCO or officer to be the escort. The battalion commander must use prudent judgment when selecting the individual for what could be very sensitive duty. If at all practical, the trip should be timed to preclude an overnight stay or long delay at MEPS. The MEPS will be ready at the scheduled time.

(4) After the individual has seen the MEPS physician, the guidance counselor will cancel the reservation for training. The recruiting battalion operations section will initiate DEP separation action. For USAR members, the MEPS will provide a letter to the guidance counselor explaining that the individual has a disqualifying medical condition that existed prior to service and must be discharged. This letter and the individual's records will be forwarded to the TPU commander. The envelope will be marked in the lower left hand corner "EXCLUSIVE FOR."

(5) If the individual fails to respond and the MEPS can verify by return receipt the individual had received the letter, or the individual refuses to go to the MEPS, MEPS will send a second letter to the individual. This letter, with a fact sheet on HIV, will tell the individual he or she is HIV infected, disqualified for military service, and encouraged to seek professional medical assistance from a physician or clinic. At the time the individual's letter is mailed, MEPS will send the recruiting battalion commander a letter requesting the individual be discharged. For DEP enlistees, a DEP separation will be initiated and the training reservation will be cancelled; for USAR and ARNG members, the training reservation will be cancelled and the MEPS letter of notification and the enlistee's records will be forwarded to the TPU and ARNG unit commander.

(6) If the individual does not acknowledge receipt of the initial letter, the MEPS will request assistance in locating the individual from the recruiting battalion commander. The recruiter and/or station commander or first sergeant will attempt to obtain a current address or, in the event the individual cannot be located, the last known address.

(7) Guidance counselors will be advised that the MEPS medical section will retain the original MEPS physical examination until laboratory results have been received. The medical section will provide a photocopy for contracting purposes. Upon receipt of results from the lab, the medical section will enter the "negative" results in DD Form 2808 and return it to the guidance counselor. For "positive" results, the MEPS will annotate DD Form 2808 with the results and deliver a reproduced copy to the guidance counselor upon completion of the chief medical officer's consultation with the individual or upon the MEPS mailing the second letter to the individual. Once the DEP enlistee has been separated from the DEP, a copy of the separation order will be given back to the MEPS. The original MEPS letter will be forwarded with the packet to the TPU commander.

*b.* The procedures described above apply to all persons processed by USAREC. Policy and procedures relative to in-service retention and civilians are prescribed by HQDA under separate regulations.

*c.* Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

*d.* Questions or request for information relating to the Army policy on HIV will be directed to Deputy Chief of Staff, G-1 (DAPE-HR-PR), 300 Army Pentagon, Washington, DC 20310-0300 (through appropriate chain of command).

*e.* Under no circumstance will recruiters annotate or otherwise code any documentation that is maintained at the recruiting station level that reflects HIV results. Appropriate annotation for referring to disqualification for HIV is the same as for any other medical condition. Example of appropriate entry is "Permanent medical disqualification" or "Permanent medical disqualification-no medical waiver authorized." No mention of reason is authorized.

## **Section XVII**

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

#### **5-66. General**

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

#### **5-67. Replies to inquiries**

When inquiries are received from an ineligible foreign individual, the individual will be advised as follows: "Sending recruitment information into a foreign country to other than American citizens, members of the Department of Defense, and diplomats without the consent of the Government of the country concerned, is strictly prohibited. In view of the above policy, I regret that I cannot give you any further information regarding service in the U.S. Army."

## **5–68. Aliens applying in person at recruiting stations in the United States or in locations overseas where recruiting stations operate**

Paragraph 5–71 does not prohibit providing information to applicants who are authorized to enlist and meet the citizenship criteria of this regulation. Care should be taken not to allow information to be transmitted to anyone in countries that prohibit enlistment contracts to be executed within their borders. Furthermore, no unsolicited recruiting material or applications for enlistment may be sent to persons in foreign countries.

### **Section XVIII**

#### **Pre-Service Alcohol and Drug Testing**

##### **5–69. General**

This section provides the administrative policy for the pre-service alcohol and drug-testing program (see 10 USC 978).

##### **5–70. Policy**

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

##### **5–71. Procedures**

*a.* Applicants will be tested for the presence of alcohol and drugs as part of their physical examination. The initial analysis of each specimen requires at a minimum 72 hours for a result to be available. No further action is required for those applicants whose specimen is reported negative. Applicants whose specimen is positive during the initial analysis will have their specimens verified positive or negative. This process takes approximately 21 days. It is important to note that not all specimens found positive by the initial drug analysis are always confirmed positive. Various lawful substances and foods sometimes provide a positive indication; therefore, no conclusion should be reached until laboratory results have been received.

*b.* Applicants may be enlisted into the DEP/DTP/delayed status/ARNG pending the result of drug tests; however, they will be informed prior to enlistment that if their test is confirmed positive they will be discharged. The PS applicants enlisting into the RA who have been separated from AD for 6 months or fewer are not required to be tested for the presence of alcohol or drugs; however, these applicants may eventually be tested by their gaining units per AR 600–85 and AR 635–200.

*c.* Applicants who have a confirmed positive lab result will be discharged (separated) from the DEP or USAR if already enlisted (see AR 135–178). Recruiting battalion commanders will ensure DEP enlistees are informed of their separation. Members of the USAR will be discharged due to conditions existing prior to service according to AR 135–178.

##### **5–72. Disposition of records**

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

##### **5–73. Military occupational specialty considerations**

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

##### **5–74. Notification procedures**

The MEPS will notify the Army liaison daily through the USMEPCOM Integrated Resource System database. The Army liaison will query the USMEPCOM Integrated Resource System database daily for the Drug and Alcohol Processing Eligibility Roster, which lists the test results and eligibility status of individuals processing for the RA and USAR.

##### **5–75. Notification of applicants found positive**

*a.* Applicants who test positive for drugs must be notified of their test results. MEPS will send a letter of notification directly to the applicant or enlistee according to appropriate USMEPCOM regulations.

*b.* Applicants and enlistees may also be sent a list of civilian drug and alcohol abuse treatment centers in their local area.

##### **5–76. Separation procedures for members of the Delayed Entry Program**

*a.* Upon notification (see para 5–78), the guidance counselor will cancel the DEP reservation and attach a copy of the MEPS notification together with the enlistment packet. The counselor will forward the packet to the recruiting battalion, which will take action to separate the individual from the DEP. The separation code will be ZZY. The

recruiter will be notified and the applicant advised of separation (provide a copy of the order to the separated individual). The separation order will be published within 10 working days of the cancel date.

*b.* The recruiter must inform the applicant of his or her disqualification and advise that a memorandum is being sent from the chief medical officer. The applicant will be counseled on Army drug and alcohol policy, as well as advised as to the reapplication criteria.

#### **5-77. Separation procedures for prior service and glossary nonprior service**

*a.* Applicants who have PS and are pending RA enlistment are not in delayed status. Therefore, no discharge by the recruiting battalion is required; however, notification procedures are required and cancellation of reservation is mandatory.

*b.* If the applicant is a current member of any Service or a Selected Reserve unit, a memorandum notifying the commander is required.

#### **5-78. Reserve Component enlistees with positive results**

*a.* Upon notification that a person who has enlisted in the DTP or an ARNG unit has a positive drug result, the guidance counselor will cancel any existing reservation and forward notification to the recruiting battalion or ARNG unit for action.

*b.* The recruiting battalion or regional readiness command will notify the TPU commander of the results and advise that the individual must be discharged. A copy of the discharge order must be sent to the recruiting battalion or ARNG unit for enclosure with the residual enlistment file. Headquarters, USAREC, or Chief, NGB, will issue appropriate guidance on administrative procedures for quality assurance.

#### **5-79. Invalid or unacceptable specimens**

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

## **Chapter 6**

### **Military Entrance Processing Station Processing Phase**

#### **Section I**

#### **General Information**

##### **6-1. General**

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

##### **6-2. Prior service individuals physically examined outside the military entrance processing station**

Physical examination outside of the MEPS system is not authorized (except in authorized overseas locations).

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

*a.* Applicants will receive orientation on processing to be done at the MEPS.

*b.* The ASVAB will be administered. Persons giving tests and recording test scores will be cautioned to compute and record test designations, test scores, and aptitude area scores with the utmost care. Specific directions to give and score tests are in manuals that accompany the tests. Instructions on administering tests are in AR 611-5 and will be strictly followed.

*c.* Required medical examinations will be provided.

*d.* Medically and mentally tested applicants will be directed to the guidance counselor for final counseling and interview. The following MEPS records will be available to the guidance counselor:

- (1) MEPS medical examination documents.
- (2) Latest USMEPCOM authorized document.
- (3) Other documents or records for final decision on acceptability.

## Section II

### Guidance Counselor Processing Phase

#### 6-4. General

This section prescribes—

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

#### 6-5. Procedures applicable to Regular Army, U.S. Army Reserve, and Army National Guard

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

- a. Notify the recruiting company concerned via Army Recruiting Information Support System of results of medical and mental tests and any other pertinent data on all applicants processing.
- b. Review with applicant DD Form 1966, SF 86, and supporting documents for errors or missing data, and making corrections where applicable. On the DD Form 1966, ensure that all applicants complete block 13, indicating whether they speak up to two foreign languages. Those applicants who speak more than two languages should list the additional languages in the remarks section.
- c. Verify applicant's eligibility for enlistment per chapters 2, 3, and 4.
- d. Advise rejected applicant of reemployment rights as outlined in chapters 2 and 5.
- e. Access REQUEST to determine options available.
- f. Use MOS video segments applicable to MOS and option for counseling all applicants on their enlistment options. The use of MOS video is mandatory.
- g. Counsel applicants who failed to meet specific qualifications for MOS, options, and assignments for which they applied; advise them of all other available options that would still meet the applicant's needs and desires, as well as the needs of the U.S. Army.
- h. Verify, by school transcript, successful high school course completion when it is required for entry into a specific MOS. For example, check to see whether applicant has completed and scored the appropriate grade in algebra, biology, or chemistry or other required courses. Applicant must provide proof of grade in course required by MOS and grade must meet appropriate requirements.
- i. Advise all applicants that enlistment automatically requires them to qualify with basic weapons.
- j. Ensure resident aliens are not processed for any MOS, training, or assignment requiring a security clearance, except as provided for in AR 380-67.
- k. Review the enlistment annex for RA, USAR, and ARNG. Initiate and review forms with applicant. This review is an important part of the enlistment process. The statements, completed correctly, prevent the possibility of erroneous enlistment, broken enlistment commitments, and misunderstanding on entitlements, assignments, and other matters relating to the enlistment agreement. The counselor ensures that statements for enlistment entered in the enlistment annexes to DD Form 4 and in the DD Form 1966, remarks section, when applicable, accurately reflect enlistment commitment. For USAR, the counselor will determine that an applicant is qualified for original USAR unit and MOS selected or, if proper, an alternate option.
- l. Question applicants to be sure they understand their enlistment commitments. Applicants will be advised that no provision exists to request or accept voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.
- m. Counsel applicants that—
  - (1) The Army does not tolerate the use of marijuana or harmful or habit-forming chemicals or drugs.
  - (2) In-service use may be punished under the UCMJ.
- n. Advise applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.
- o. Give all applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.
- p. The MEPS guidance counselor must examine all source documents for discernible evidence of tampering or alteration and to ensure the documents are legible. If the document in electronic record management is not legible, the guidance counselor must ensure a legible copy of the document is uploaded into electronic records management prior to enlistment into the DEP or Selected Reserve.
- q. Ensure that applicants enlisting for any MOS, option, or assignment that requires security clearance, as outlined in the MOS SMART Book at <https://smartbook.armyg1.pentagon.mil/default.aspx>, are processed by the USAREC security interviewer. USAREC security interviewer must verify PS applicants hold the required security clearance for the desired enlistment MOS.
- r. For applicants requiring special extensive processing after MEPS mental or physical examination (for example, OCS or WOFT board, flight physical, band audition, or waivers)—
  - (1) Determine MEPS test and physical results and inform applicant of these results.

- (2) Refer applicant back to recruiter and dismiss them from the MEPS.
- s. Notify RC units when former members are discharged or released for enlistment into the RA or USAR per paragraph 5–24.
- t. Ensure that DD Form 1966 is validated during DEP in/DEP out for RA/USAR only; for ARNG, at enlistment and prior to ship.
- u. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, ensure that the following statement is added to the applicant’s DD Form 1966, remarks section: “I am aware that the MOS for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field.”
- v. Counsel applicant on the benefits of the Veteran’s Educational Assistance Act of 1984 (MGIB). Ensure applicant completes statement on enlistment annex for Educational Incentive Programs for which contracting. Ensure applicant’s higher education loan(s) qualify for loan repayment if selecting the Loan Repayment Program option.
- w. Ensure all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT. The American Language Comprehension Placement Test may be substituted when the ECLT is not available. Scores outlined for ECLT will apply for the American Language Comprehension Placement Test.
- (1) The guidance counselor will inform those applicants who score 74 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center. Those scoring 40–74 will have no additional requirements beyond those normally placed upon any other applicant in the same TSC.
- (2) The guidance counselor will inform applicants that they must achieve a minimum ECLT score of 75 (applicants scoring below 75 must be scheduled for English as a second language training prior to BCT). Chief, mission support commander, or designated representative at the Defense Language Institute English Language Center, Lackland Air Force Base, may grant exceptions as appropriate for Soldiers that score 70 to 74 and score a 1 plus in comprehension and 1 in speaking on the oral presentation interview.
- x. Advise all enlistees of the importance of wearing eyeglasses to and during training. Counselor will discourage enlistees from the use of contact lenses, because the training environment is not conducive to the use of contact lenses.
- y. Advise applicants that it is their duty to establish and maintain an account with a U.S. financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving in the Army. Further, the guidance counselor will explain that applicants must establish such account in order to execute the appropriate forms at the servicing finance office upon arrival at the reception battalion.
- z. Review all enlistment forms with the applicant to ensure they are signed by the applicant. The guidance counselor will sign the forms as the witnessing official.

#### **6–6. Procedures applicable to Regular Army only**

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

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

#### **6–7. Procedures applicable to U.S. Army Reserve and Army National Guard only**

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

#### **6–8. Vacancies and projected vacancies**

- a. Enlistments and assignments to Selected Reserve units are authorized for vacancies on REQUEST according to the following priority of fill:
- (1) Vacant positions within the unit as displayed on the unit manning report.
  - (2) Known pending losses.
  - (3) Permitted overstrength.
  - (4) Attrition.
- b. Projected vacancies will be under the policies below—

(1) PS and NPS personnel may be enlisted up to 12 months before a projected vacancy. If IADT exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BCT).

(2) Commanders may submit assignment requests against vacancies occurring in approved modification table of organization and equipment or tables of distribution and allowances authorization documents that have projected effective dates of reorganization.

c. Guidance counselors will not assign any applicant(s) to a USAR TPU beyond reasonable commuting distance without written consent of the applicant and approval by the USAR TPU commander. Reasonable commuting distance is the distance from home to the USAR TPU location within a 50-mile radius and does not exceed 1.5 hours of travel time by automobile one way under average traffic, road and weather conditions.

d. Vacancy requirements are not needed for enlistment or reenlistment in the IRR.

## **6–9. Vacancy requirements**

a. *Obligated personnel.* Enlistment of persons in the USAR who incur an 8-year statutory service obligation enlistment due to initial entry in the Armed Forces will be made only—

(1) For assignment to a TPU vacancy on REQUEST (see para 6–8).

(2) After receipt of a confirmed training space for entry on IADT to undergo basic training.

b. *Nonobligated persons.* Enlistment of nonobligated persons will be as follows:

(1) For TPU vacancy on REQUEST, if—

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

(b) The applicant is a qualified member of the USAR and is immediately reenlisting under AR 140–111 (see extending enlistment or reenlistment agreements).

(2) For enlistment or reenlistment in the IRR with assignment to the USAR Control Group (Reinforcement) without regard to position vacancies in the IRR, if—

(a) The applicant has had prior military service, has no remaining statutory obligation, and enlists under this regulation or reenlists under AR 140–111 (see extending enlistment or reenlistment agreements).

(b) The applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting under AR 140–111 (see extending enlistment or reenlistment agreements).

(3) CG, HRC, may authorize enlistment or reenlistment of PS personnel who have no remaining statutory obligation for assignment to USAR Control Group (Reinforcement) and attachment to a TPU or reinforcement training unit. Overseas commanders may authorize enlistment or reenlistment of such persons on request of the unit commander. Applicant must be otherwise qualified. The person will be informed that, during the period of unit attachment, all individual drill training will be in a nonpay status, but retirement point credit will accrue. Applicant must have served honorably on AD or taken part satisfactorily in Reserve training during period of prior enlistment or obligated service.

(4) Persons currently employed, or who seek employment in the U.S. Army Reserve Technician Program, may be enlisted for assignment to a unit vacancy. They must otherwise qualify and be authorized by the area commander. If applicant has no prior military service, then enlistment requires prior receipt of a confirmed training space for entry on IADT. If a unit vacancy is not available, then the person will be assigned as overstrength to the unit in which he or she is performing the majority of assigned duties. Assigned technicians are required to participate successfully in the assigned TPU throughout their enlistment period.

c. *Military intelligence, signals intelligence, electronic warfare, signal security units, military police detachments, and Special Forces enlistments.* If persons enlisted for the assignments below are later found not fully qualified, they may be reassigned, with or without their consent, to another branch of the USAR for which they are qualified. Enlistment eligibility and processing procedures for enlistment of PS and NPS applicants for unit vacancies in units or branches specified below are established by the reference shown.

(1) Military intelligence, signals intelligence, electronic warfare, and signal security units (AR 135–382).

(2) Military police detachments (criminal investigation) (AR 195–3).

(3) Special Forces (AR 614–200).

## **Section III**

### **Military Entrance Processing Station Administrative Processing Phase**

#### **6–10. General**

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

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

USMEPCOM personnel will—

a. Ensure that applicants who qualify have proper documents before they are enlisted and sent to their first station.

b. Complete preparation and disposition of required forms and records (see chap 5 and AR 601–270). To establish

enlistment eligibility, applicants often must present personal documents. These will be returned along with discharge certificates, separation reports, and other documents. Copies will be made of those documents needed for processing by the guidance counselor.

c. Prepare DD Form 93 (Record of Emergency Data) in final form. The MEPS will process DD Form 93 under policies and procedures set by USMEPCOM.

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

e. Administer oath of enlistment (see chap 6).

f. Obtain signature on confirmation of oath of enlistment on DD Form 4.

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

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

## 6–12. DD Form 1966

The guidance counselor will review and ensure that DD Form 1966 is properly completed and compare all entries to verification documents and SF 86. The final completed DD Form 1966 should be free of errors and must be legible. Counselor will print all entries. See table 6–1 for DD Form 1966 instructions.

**Table 6–1**  
**DD Form 1966 instructions**

SECTION I - PERSONAL DATA	
1	Social Security Number — Self-explanatory.
2	Name — Self-explanatory.
3	Current Address — Enter street, city, county, State, country, and ZIP code.
4	Home of Record Address — Enter street, city, county, State, country, and ZIP code. Do not enter a temporary address. Address must be in United States or U.S. territory.
5	Citizenship — Select the appropriate box(s) and provide Alien Registration Number, if applicable.
6	Sex — Select male or female.
7a	Racial Category — Select one or more.
7b	Ethnic Category — Select the appropriate box.
8	Marital Status — Select one of the following: Annulled, Divorced, Legally Separated, Married, Single, or Widowed.
9	Number of Dependents — Self-explanatory.
10	Date of Birth — Enter YYYYMMDD.
11	Religious Preference — Optional. Enter complete formal name of religious preference or no religious preference.
12	Education — Enter highest grade of formal education completed (for example, 11, 12, or 13), followed by the appropriate education code from chapter 2.
13	Proficient in Foreign Language — If applicant claims foreign language proficiency (read, write, or speak) enter language and proficiency. If no language proficiency enter "NONE".
14	Valid Driver's License — Select yes or no. If yes, list State, number, and expiration date.
15	Place of Birth — Enter city, State, and country of birth.
SECTION II - EXAMINATION AND ENTRANCE DATA PROCESSING CODES	
16	Aptitude Test Results — Enter results provided by MEPS personnel, system, or Defense Manpower Data Center.
17	DEP Enlistment Data — This block contains nine boxes (a through i).
17a	Date of Enlistment-DEP — Enter date of entry into the DEP (YYYYMMDD).
17b	Proj Active Duty Date — Enter date projected to enter AD (YYYYMMDD).
17c	ES — For entry status, enter 3.
17d	Recruiter Identification — Enter the nine-character recruiting command unique identifier.
17e	STN ID — Enter station ID (for example, 3T2C).

**Table 6-1**  
**DD Form 1966 instructions—Continued**

17f	<p>PEF — Enter program enlisted for as five-digit code from the following list:</p> <p>Position 1. Education incentive:  A — Army College Fund.  B — Loan Repayment Program.  C — Enrolled in MGIB (use for all NPS/days of service who have not served in any Active Component of the Armed Forces).  D — Not eligible for MGIB enrollment (use for all applicants who have prior military service in an Active Component of the Armed Forces).</p> <p>Position 2. Enlistment bonus:  A — Skill (MOS) bonus.  B — Unit bonus.  C — Affiliation bonus.  D — Selective reenlistment bonus.  E — Broken Service Selective Reenlistment Bonus.  F — No enlistment bonus.</p> <p>Position 3. Contract term years:  A — RA, NPS (Regular Army-2, TPU-0, IRR-6).  B — Regular Army, NPS (Regular Army -3, TPU-0, IRR-5).  C — Regular Army, NPS (Regular Army -4, TPU-0, IRR-4).  D — Regular Army, NPS (Regular Army -5, TPU-0, IRR-3).  E — Regular Army, NPS (Regular Army -6, TPU-0, IRR-2).  F — Regular Army, PS (Regular Army -2, TPU-0, IRR-0).  G — Regular Army, PS (Regular Army -3, TPU-0, IRR-0).  H — Regular Army, PS (Regular Army -4, TPU-0, IRR-0).  I — Regular Army, PS (Regular Army -5, TPU-0, IRR-0).  J — Regular Army, PS (Regular Army -6, TPU-0, IRR-0).  K — Regular Army, NPS (Regular Army -2, TPU-2, IRR-4).  L — Regular Army, NPS (Regular Army -3, TPU-2, IRR-3).  M — Regular Army, NPS (Regular Army -4, TPU-2, IRR-2).  N — Regular Army, NPS (Regular Army -5, TPU-2, IRR-1).  O — Regular Army, NPS (Regular Army -6, TPU-2, IRR-0).  U — USAR.</p> <p>Position 4. Enlistment Program:  T — RA Training Enlistment Program (9A).  S — RA Station/Unit/Area/Command Enlistment Program (9B).  C — RA Officer Enlistment Program (9D).</p>
	<p>Position 5. ACASP:  A — Yes.  B — No.</p>
17g	<p>T-E MOS/AFS — Enter five-digit training-enlistment MOS/AFS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or ACASP MOS enter "00000".</p>
17h	<p>Waiver — Three-position code. Up to six waiver codes may be entered. (See Directive Type Memorandum 08-018.)</p>
17i	<p>Pay Grade — Enter three-digit code.  First position: Enter "E".  Second position: Enter "0".  Third position: Enter appropriate number based on entry pay grade. For example, for applicants entering as E-1, enter "E01".</p>
17j	<p>SVC Annex Codes — Enter code A, DEP Annex to enlistment contract.</p>
17k	<p>MSO — Enter date (YYWW).</p>
17l	<p>AD Obligation — Enter date (YYWW).</p>
18	<p>Accession Data — This block contains 19 boxes (a through u).</p>
18a	<p>Date of Enlistment — Enter date entered AD or assessed into the USAR or IRR (YYYYMMDD).</p>
18b	<p>Active Duty Service Date — Enter date (YYYYMMDD).  For AD applicants, enter date from 17a; USAR applicants, enter date scheduled for entry on IADT.  ROTC/SMP applicants not scheduled for entry on IADT for BCT enter "00 000 0."  RA and USAR applicants with PS will have AD service date calculated from DD Form 214.</p>



**Table 6-1**  
**DD Form 1966 instructions—Continued**

18c	<p>Pay Entry Date — Enter date (YYYYMMDD).          For applicants with no previous military service, enter date as recorded in 17a.          For applicants with previous military service, date will be computed by personnel and finance at first duty station. Date will be based on documents provided. Burden of proof is on applicant.</p>
18d	<p>MSO — Enter date (YYWW).</p>
18e	<p>AD/RC Obligation — Enter AD and RC obligation (YYMMWWDD).</p>
18f	<p>Waiver — Same as 17h.          For NPS RA, only waivers that were approved since the enlistment date will be entered in this block. If none since the date of enlistment, enter “YYY”.</p>
18g	<p>Pay Grade — Enter three-digit code.          First position: Enter E.          Second position: Enter 0.          Third position: Enter appropriate number based on entry pay grade. For example, for applicants entering as E-1, enter “E01”.</p>
18h	<p>Date Of Grade — Enter date (YYYYMMDD) as entered on AD for NPS. PS will have date adjusted at first duty station, as appropriate.</p>
18i	<p>ES — For RA, enter 1. For USAR, enter 0.</p>
18j	<p>YRS/Highest ED GR Compl — First enter actual number of years successfully completed in two digits (for example, 08, 09, 10, 11, and so on). Then enter certification level code in accordance with paragraph 2-7</p>
18k	<p>Recruiter Identification — Enter the nine-character recruiting command unique identifier.</p>
18l	<p>STN ID — Enter station identification (for example, 3T2C).</p>
18m	<p>PEF — Enter the program enlisted for. For RA, enter five-digit code from the following list:</p> <p>Position 1. Education incentive:          A — Army College Fund.          B — Loan Repayment Program.          C — Enrolled in MGIB (use for all NPS/days of service who have not served in any Active Component of the Armed Forces).          D —Not eligible for MGIB enrollment (use for all applicants who have prior military service in an Active Component of the Armed Forces).</p> <p>Position 2. Enlistment bonus:          A — Skill (MOS) bonus.          B — Unit bonus.          C — Affiliation bonus.          D — Selective reenlistment bonus.          E — Broken Service Selective Reenlistment Bonus.          F — No enlistment bonus.</p> <p>Position 3. Contract term years:          A — Regular Army, NPS (Regular Army-2, TPU-0, IRR-6).          B — Regular Army, NPS (Regular Army-3, TPU-0, IRR-5).          C — Regular Army, NPS (Regular Army-4, TPU-0, IRR-4).          D — Regular Army, NPS (Regular Army-5, TPU-0, IRR-3).          E — Regular Army, NPS (Regular Army-6, TPU-0, IRR-2).          F — Regular Army, PS (Regular Army-2, TPU-0, IRR-0).          G — Regular Army, PS (Regular Army-3, TPU-0, IRR-0).          H — Regular Army, PS (Regular Army-4, TPU-0, IRR-0).          I — Regular Army, PS (Regular Army-5, TPU-0, IRR-0).          J — Regular Army, PS (Regular Army-6, TPU-0, IRR-0).          K — Regular Army, NPS (Regular Army-2, TPU-2, IRR-4).          L — Regular Army, NPS (Regular Army-3, TPU-2, IRR-3).          M — Regular Army, NPS (Regular Army-4, TPU-2, IRR-2).          N — Regular Army, NPS (Regular Army-5, TPU-2, IRR-1).          O — Regular Army, NPS (Regular Army-6, TPU-2, IRR-0).          U — USAR.</p> <p>Position 4. Enlistment Program:          T — Regular Army Training Enlistment Program (9A).          S — Regular Army Station/Unit/Area/Command Enlistment Program (9B).          C — Regular Army Officer Enlistment Program (9D).</p> <p>Position 5. ACASP:          A — Yes.          B — No.</p>

**Table 6-1**  
**DD Form 1966 instructions—Continued**

	<p>For USAR, use the following table to determine procurement program number entries for this block:</p> <p>A. NPS:  Training Program  Standard Training — Code 1, Enlistment option 8 x 0, Code 8  Alternate Training — Code 2, Enlistment option 6 x 2, Code 6  ACASP — Code 5, Enlistment option 4 x 4, Code 4  ROTC/SMP Potential — Code 7, Enlistment option 3 x 5, Code 3</p> <p>B. PS:  Applicants with PS who enlist for—  1. Assignment to a TPU:  — Specific training on ADT is required as a prerequisite for the award of an ACASP MOS.  Procurement program number is 85.  — If basic training on ADT is required due to previous discharge under provision of the Trainee Discharge Program.  Procurement program number is 86.  — If basic training on ADT is required for reasons other than a previous discharge under provisions of the Trainee Discharge Program.  Procurement program number is 87.  — If no training on ADT is required as a condition of enlistment.  Procurement program number is 88.  — If ROTC/SMP Potential participant who will seek enrollment in ROTC after enlistment, is a high school graduate or GED equivalent, and enlists for a minimum of 4 years, TPC is A.  Procurement program number is A7.  — If individual is currently enrolled in ROTC and transferring from Control Group (ROTC) to a TPU of the Selected Reserve to become an SMP participant, and currently completing a statutory or contractual obligation, TPC is A.  Procurement program number is A8.</p> <p>2. Other options:  — If enlistment agreement guarantees attendance at an active military school or institution in an ADT status.  Procurement program number is 89.  — If basic training on ADT is required due to previous discharge under provision of the Trainee Discharge Program.  Procurement program number is 90.  — If basic training on ADT is required for reasons other than a previous discharge under provision of the Trainee Discharge Program.  Procurement program number is 91.  — If no training on ADT is required as a condition of enlistment.  Procurement program number is 92.</p> <p>3. For assignment to the IRR:  No training on ADT is required as condition of IRR PS enlistment option. Applicants requiring completion of basic training or AIT programs are ineligible for enlistment under the option.  Procurement program number is 95.</p>
18n	T-E MOS/AFS — Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or ASCASP MOS enter 00000.
18o	PMOS/AFS — Enter five-digit primary MOS code as follows: first enter five-digit primary MOS for PS, ACASP, ROTC/SMP enlistees that require no AIT. The fifth position must be an alpha character.
18p	<p>Youth - Enter:</p> <p>For the first position:  A — Junior ROTC 3 years.  B — Junior ROTC 1 year.  C — ROTC 1 year.  D — ROTC 2 years.  E — ROTC 3 years.  F — ROTC 4 years.  X — Other.  Y — None/not applicable.</p> <p>For the second position:  A — Army.  F — Air Force.  N — Navy.  M — Marine Corps.  P — Coast Guard.  Y — None/not applicable.</p> <p>For the third position: Number of years completed (0 to 9).</p>
18q	OA — For option analyst, enter "00".

**Table 6-1**  
**DD Form 1966 instructions—Continued**

18r	State Guard — Enter two-digit alpha character for State abbreviation.
18s	SVC Annex Codes — Enter Code B, Accession Annex to enlistment contract.
18t	Replaces Annexes — Enter Code A, DEP annex to enlistment contract.
18u	Transfer To (UIC) — Enter six-digit unit identification code (UIC) for reception battalion where NPS enlistee is transferred on enlistment for AD. For USAR, enter UIC.
19	Service Required Codes — See appropriate component section below.
RA Service Codes	
19-1 through 19-4	Pay Grade — Code E-1 — PV11 E-2 — PV22 E-3 — PFC3 E-4 — SPCM E-5 — SGT5 E-6 — SSG6
19-5	Enter one-digit code to indicate break in active PS, as follows: 0 — No PS. 1 — Less than 1 month break in active service PS. 3 — At least 1 month and up to and including 3 month break in active PS. 6 — Over 3 months and up to and including 6 month break in active PS. 7 — Over 6 month break in active PS.
19-6	Enter one-digit numeric code. Identify all personnel who enlisted in the RA in pay grade E-2 as follows: 0 — Did not enlist as an E-2. 1 — Pay grade E-2 authorized based on the referral on or after 1 April 2013 of one applicant who enlist in the RA or USAR prior to the applicant access onto AD, completes the Training Cycle Training, and passes an Army physical fitness test with a total score of 180, in accordance with paragraph 2-18b.
19-7	Enter "T".
19-8	If NACLCL submitted, enter "E". If NACLCL not submitted, enter "D".
19-9	If NACLCL results are: Not received, enter "B". Unfavorable, enter "D". Favorable, enter "C". Match, enter "I". Cancelled, enter "J".
19-10 through 19-11	G0 — Reenlistment gain (less than a 91-day break). Soldiers with a break in service of more than 24 hours but less than 91 days who have reenlisted. G1 — Nonprior service gain. G3 — Prior service gain from civilian life. G4 — Prior service gain from AD. G5 — Prior service gain from another RC. G8 — Prior service gain for change of military personnel class. H1 — Gain from civilian life having prior Regular or Reserve service. H2 — Gain from civilian life and does not have prior Regular or Reserve service. HA — Enlisted within 2 to 90 days of separation from RA. HB — Enlisted within 6 months after date of separation as commissioned officer. HC — Enlisted within 2 to 90 days after date of separation from RA in USAR status. HD — Enlisted within 2 to 90 days after date of separation from RA in ARNG Status. HF — Enlisted with no previous active military service. HG — Enlisted within 2 to 90 days after date of separation from RA in Army of the United States status. HG — Reenlistment of person who has a break in USAR Selected Reserve service of more than 24 hours, but less than 91 days. HH — Reenlisted after break in USAR Selected Reserve service of 91 days or more. HJ — Enlisted more than 90 days after date of separation from RA. HK — Enlisted within 6 months after date of separation as warrant officer. HL — Enlisted more than 90 days after date of separation from RA in USAR status. HM — Enlisted more than 90 days after date of separation from AD in ARNG status. HP — Enlisted more than 90 days after date of separation from RA in Army of the United States status. HQ — Enlisted last previous active military service in Air Force or Marine Corps. HR — Enlisted last previous active military service in Navy or Coast Guard.
19-12	Always enter "V" (variable enlistment) for RA.
19-13 through 19-14	Term of Enlistment — Enter enlistment term in weeks.

**Table 6-1**  
**DD Form 1966 instructions—Continued**

19-15	Service Value Codes — Enter code per applicable definition below:  A — Never served or have served less than 180 days as a member of the U.S. Armed Forces. B — Enlisted illegally while underage, and who separated due to voided enlistment before attaining age 17. C — Former member of an Armed Forces Academy and did not graduate. D — Completed ROTC and served only ADT as officer. E — Served 180 days or more on AD as member of the U.S. Armed Forces.
19-16 through 19-17	ECLT Score — Display the score if it exists. If score does not exist, then enter "00".
19-18 through 19-21	Enter the Recruiting Station ID.
19-54 through 19-55	Enter the Recruiting Test Program Code. If more than one Recruiting Test Program Code exists for the record, display the code that comes first in the order of precedence in the lookup table. Do not display a value of "PA" in this field, even if it is the only value in the table.
19-56 through 19-58	Enter the Assessment of Individual Motivation test score, if it exists.
19-59 through 19-66	Enter the Assessment of Individual Motivation test date in format CCYYMMDD.
19-67 through 19-68	If the Partnership for Youth Success Recruiting Test Program exists for the record, display the code in this field. Do not display any other Recruiting Test Program in this field.
USAR Service Codes	
19-1 through 19-6	Enter six-character USAR UIC.
19-7	Enter "P".
19-8 through 19-9	G0 — Reenlistment gain (less than a 91-day break). Soldiers with a break in service of more than 24 hours but less than 91 days who have reenlisted. G1 — Nonprior service gain. G3 — Prior service gain from civilian life. G4 — Prior service gain from AD. G5 — Prior service gain from another RC. G8 — Prior service gain for change of military personnel class. H1 — Gain from civilian life having prior Regular or Reserve service. H2 — Gain from civilian life and does not have prior Regular or Reserve service. HA — Enlisted within 2 to 90 days of separation from RA. HB — Enlisted within 6 months after date of separation as commissioned officer. HC — Enlisted within 2 to 90 days after date of separation from RA in USAR status. HD — Enlisted within 2 to 90 days after date of separation from RA in ARNG status. HF — Enlisted with no previous active military service. HG — Enlisted within 2 to 90 days after date of separation from RA in the Army of the United States status. HG — Reenlistment of person who has a break in USAR Selected Reserve service of more than 24 hours, but less than 91 days. HH — Reenlisted after break in USAR Selected Reserve service of 91 days or more. HJ — Enlisted more than 90 days after date of separation from RA. HK — Enlisted within 6 months after date of separation as warrant officer. HL — Enlisted more than 90 days after date of separation from RA in USAR status. HM — Enlisted more than 90 dates after date of separation from AD in ARNG status. HP — Enlisted more than 90 days after date of separation from RA in Army of the United States status. HQ — Enlisted last previous active military service in Air Force or Marine Corps. HR — Enlisted last previous active military service in Navy or Coast Guard.
19-10 through 19-13	Enter the recruiting station ID.
19-14 through 19-17	Enter the date of last physical (YYMM).

**Table 6-1**  
**DD Form 1966 instructions—Continued**

19-18 through 19-19	ECLT Score: Display the score if it exists. If score does not exist, then print "00".
19-20 through 19-23	Enter the abbreviated grade:  Grade — Abbreviated Grade E01 — PV11 E02 — PV22 E03 — PFC3 E04 — SPCM E05 — SGT5 E06 — SSG6 E07 — SFC7 E08 — MSG8 E09 — SGM9
19-54 through 19-55	If more than one Recruiting Test Program Code exists for the record, display the code that comes first in the order of precedence in the lookup table. Do not display a value of "PA" in this field, even if it is the only value in the table.
19-56 through 19-58	Enter the assessment of individual motivation test score, if it exists.
19-59 through 19-66	Enter the assessment of individual motivation test date (CCYYMMDD).
19-67 through 19-68	If the Partnership for Youth Success Recruiting Test Program exists for the record, display the code in this field. Do not display any other Recruiting Test Program in this field.
ARNG Service Codes	
19-1 through 19-6	Enter six-character ARNG UIC.
19-7 through 19-9	Display the two-character State ID code.
19-10 through 19-12	Enter "DAG" for Department of the Army-Guard.
19-13 through 19-15	"GT" Composite Score. Enter the ASVAB general technical score.
19-16 through 19-18	"GM" Composite Score. Enter the ASVAB general maintenance score.
19-19 through 19-21	"EL" Composite Score. Enter the ASVAB electronics score.
19-22 through 19-24	"CL" Composite Score. Enter the ASVAB clerical score.
19-25 through 19-27	"MM" Composite Score. Enter the ASVAB mechanical maintenance score.
19-28 through 19-30	"SC" Composite Score. Enter the ASVAB surveillance and communications score.
19-31 through 19-33	"CO" Composite Score. Enter the ASVAB combat score.

**Table 6-1**  
**DD Form 1966 instructions—Continued**

19-34 through 19-36	"FA" Composite Score. Enter the ASVAB field artillery score.
19-37 through 19-39	"OF" Composite Score. Enter the ASVAB operators and food score.
19-49	Training Pay — Enter applicable TPC as follows: Code — Definition A — All other TPCs not listed below. F — NPS applicant who, on enlistment, will immediately enter on IADT. L — NPS members awaiting IADT without pay; IRR. P — NPS who are high school senior or high school diploma graduate (not ROTC/SMP potential), 17 to 25 years of age, greater than 270 days from IADT entry. Q — NPS members awaiting the second part of their IADT (Army Split Training). X — NPS members assigned to an ARNG unit in a pay status for 12 drills or 90 days. (Non-high school graduate, GED, or high school junior.)
19-50	Enter applicable bonus program code as follows:  Code — Definition A — Enlisted cash bonus. C — Retention Bonus Program for 3 years. D — Retention Bonus Program for 6 years. Q — Not receiving incentive (no previous incentive). R — Affiliation bonus for 18 months or less. S — Affiliation bonus for more than 18 months.
19-51 through 19-54	Enter paragraph designator as applicable.
19-55 through 19-58	Enter line designator as applicable.
19-59 through 19-63	Enter duty MOS as applicable.
19-64	Enter duty MOS qualification as applicable.

**Table 6-1**  
**DD Form 1966 instructions—Continued**

19-65 through 19-66	<p>Enter Procurement Program</p> <p>Code — Definition</p> <p>A3 — Standard enlistment.</p> <p>A4 — Reenlistment.</p> <p>A6 — Interstate transfer or USAR TPU.</p> <p>AB — Split training option.</p> <p>AO — ARNG State OCS.</p> <p>AX — 10 USC 511D (ARNG NPS GAINS).</p> <p>BI —Try one.</p> <p>BM —Enlisted/appointed/other.</p> <p>AA — 3 weeks basic with 24 hour IDT required.</p> <p>AB — Alternate Training Program - Split Training Option.</p> <p>AC — Militia Career Program.</p> <p>AD — 2 weeks basic with 32 hours IDT required.</p> <p>AF — U.S. Military Academy.</p> <p>AG — 10 USC 511B (2 x 6).</p> <p>AH — Inducted.</p> <p>AI — Direct appointment other than professional.</p> <p>AK — U.S. Naval Academy.</p> <p>AL — U.S. Air Force Academy.</p> <p>AM — U.S. Merchant Marine Academy.</p> <p>AN — OCS RC - Special.</p> <p>AO — OCS State - ARNG.</p> <p>AP — Direct appointment professional (Army Medical Department, Judge Advocate General, Chaplain).</p> <p>AQ — OCS (College Student ARNG Officers Program).</p> <p>AT — Warrant officer appointed from commissioned officer.</p> <p>AU — Warrant officer Aviation Training Program.</p> <p>AV —Warrant officer direct appointment.</p> <p>AW — Warrant officer direct appointment from enlisted.</p> <p>BA — 91C Civilian Contract Training Program.</p> <p>BB — Civilian Acquired Skills.</p> <p>BC — ROTC Scholarship Program (Guaranteed Reserve Force Duty).</p> <p>BD — ROTC Nonscholarship Early Commissioning Program.</p> <p>BE — ROTC Nonscholarship Reserve Force Duty.</p> <p>BF — In-service Recruiting.</p> <p>BG — Demobilized Unit from AD.</p> <p>BH — Extended AD.</p> <p>BI — TRY ONE - ARNG ONLY.</p> <p>BJ — Standard Enlistment Option - Regular Component only.</p> <p>BK — Civilian Aviator Procurement Program.</p> <p>BL — Direct appointment Medical Service Corps, Early Commissioning Program.</p>
19-67 through 19-70	Enter date of last physical date (YYMM).
19-71 through 19-74	Enter location of AIT.
19-75 through 19-78	Enter AIT graduation date (YYMM).
19-79 through 19-82	<p>Enter the abbreviated grade as follows:</p> <p>Grade — Abbreviated Grade</p> <p>E01 — PV11</p> <p>E02 — PV22</p> <p>E03 — PFC3</p> <p>E04 — SPCM</p> <p>E05 — SGT5</p> <p>E06 — SSG6</p> <p>E07 — SFC7</p> <p>E08 — MSG8</p> <p>E09 — SGM9</p> <p>E09 — CSM9</p>

**Table 6-1**  
**DD Form 1966 instructions—Continued**

19-83 through 19-84	Enter gain transaction code. Code recorded in these blocks will be used to identify applicant's gain transaction type at time of enlistment. Codes are as follows: H1 — Gain from civilian life and has prior Regular or Reserve service. H2 — Gain from civilian life and does not have prior Regular or Reserve service. HG — Reenlistment of person who has a break in USAR Selective Reserve service of more than 24 hours but less than 91 days. HH — Reenlisted after a break in USAR Selective Reserve service of 91 days or more.
20	Name — Self-explanatory.
21	Social Security Number — Self-explanatory.
22	Education — Consists of two blocks (a and b). Complete as required.
22a	List all high schools and colleges attended. Consists of blocks (1) through (5).
22a(1)	Enter from date (YYYYMM).
22a(2)	Enter to date (YYYYMM).
22a(3)	Enter name of school.
22a(4)	Enter location of school.
22a(5)	If individual graduated, check "Yes". If not, check "No".
22b	Check "Yes" if individual ever enrolled in ROTC, Junior ROTC, Sea Cadet Program, or Civil Air Patrol. Check "No" if not.
23	Marital/Dependency Status And Family Data - Consists of four blocks (a through d). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
24	Previous Military Service Or Employment With The U.S. Government — Consists of five blocks (a through e). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
25	Ability To Perform Military Duties — Consists of three blocks (a through c). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
26	Drug Use And Abuse — Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
27	Name — Self-explanatory.
28	Social Security Number — Self-explanatory.
29	Certification Of Applicant — Consists of four blocks (a through d). Complete as required.
30	Data Verification By Recruiter — Consists of six blocks (a through f). Complete as required.
31	Certification Of Witness — Consists of six blocks (a through f). Complete as required.
32	Specific Option/Program Enlisted For, Military Skill, Or Assignment To A Geographical Area Guarantees — Consists of two blocks (a and b). Complete as required.
33	Certification Of Recruiter Or Acceptor — Consists of six blocks (a through f). Complete as required by guidance counselor.
34	Recertification By Applicant And Correction Of Data At The Time Of Active Duty Entry — Consists of five blocks (a through e). Complete as required.
35	Name — Self-explanatory.
36	Social Security Number — Self-explanatory.
37	Name Change — Consists of five blocks (a through e). Complete as required.
38	Name — Self-explanatory.
39	Social Security Number — Self-explanatory.
40	Parent/Guardian Statement(s) — Consists of six blocks (a through f). Complete as required.
41	Verification Of Single Signature Consent — Complete as required.

**6-13. Preparation of DD Form 4**

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

a. After MEPS personnel complete appropriate section, applicant will be returned to guidance counselor with DD Form 4 for review and signature.



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

#### **6-14. Actions before signature on DD Form 4**

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

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

#### **6-15. Correction of errors on enlistment forms**

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

- a.* An immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. DA Form 4187 will be completed and DD Form 4 or DD Form 1966 will be corrected for RA and ARNG. A copy of the approved DA Form 4187 will be forwarded to Commander, U.S. Army Human Resources Command, (HRC-PDR-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. A new DD Form 4 will be prepared for USAR. The revised page of DD Form 4 or its entirety will be completed, to include confirmation of enlistment. The date entered in item 16c by the enlisting officer will reflect the actual date that the oath on the revised DD Form 4 was administered. "CORRECTED COPY" will be printed in block letters at the top and bottom of each corrected page of the revised DD Form 4. The corrected pages of the DD Form 4 will be attached to the original DD Form 4. Corrections made to ARNG enlistment documents will be submitted to TAG's office.
- b.* To correct the DD Form 4 on length of service, see paragraph 8-6.
- c.* If a Soldier or the officer who has administered the oath of enlistment failed to sign DD Form 4 and distribution has been made, the official personal military file copy will be signed and a memorandum or DA Form 4187 explaining the circumstance will be attached. In addition, a new page of the DD Form 4 will be prepared and completed and appropriate signatures obtained; this copy will be annotated as a "CORRECTED COPY" for RA, USAR, or ARNG and appropriate distribution made. Assistance from USAREC, the U.S. Army Training and Doctrine Command, or U.S. Army Forces Command liaison will be obtained, as necessary.

#### **6-16. Claims of erroneous entries**

Authority to act on claims of erroneous entries on enlistment documents that are not delegated elsewhere in this chapter or in AR 600-8-104 is delegated to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303, for RA and USAR or Chief, National Guard Bureau, 1411 Jefferson Davis Highway, Arlington, VA 22202-4127, for ARNG. Requests relating to claims of erroneous entries must include a statement signed by the person; attach copies of substantiating documents that will assist in making a decision.

#### **6-17. Orientation before administration of oath**

Before giving the oath of enlistment to an applicant, the enlisting officer will—

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

## **6–18. Administration of oath of enlistment**

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

## **6–19. Actions required after administration of the oath**

Immediately after the oath of enlistment, the enlisting officer will—

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

## **6–20. Predating an enlistment**

Except as indicated below, date of enlistment is the actual date the oath of enlistment is given. This date must be shown on the enlistment record above the signature of the officer who administered the oath. No enlistment will be predated without prior approval. A person’s enlistment may be delayed through no fault of his or her own, but for the convenience of the Government. Requests to predate the enlistment will be sent to Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300 for RA, USAR, and ARNG.

# **Chapter 7**

## **Regular Army and Reserve Components Civilian Acquired Skills Program**

### **Section I**

#### **Introduction**

#### **7–1. General**

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

#### **7–2. Objectives**

Objectives of ACASP are as follows:

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

#### **7–3. Procedures**

- a.* The DCS, G–1, develops policy for the ACASP.
- b.* The Commander, HRC, in coordination with the CAR will—
  - (1) Conduct periodic reviews and submit recommendations to DCS, G–1, 300 Army Pentagon, Washington, DC 20310–0300, for addition or deletion of skills to be updated in DA Pam 611–21, located at <https://smartbook.armyg1.pentagon.mil/default.aspx>.
  - (2) Develop criteria for skills to be added to the program and review and comment on recommendations submitted by other agencies.
  - (3) Coordinate with DCS, G–1, in developing annual procurement programs for each ACASP skill.
- c.* The CG, USAREC, and Chief, NGB, will—
  - (1) Implement processing procedures contained in this chapter.
  - (2) Develop and implement advertising and procurement plans and procedures to attract qualified applicants for the program.
- d.* ACASP enlistee commanders will ensure that ACASP enlistees are proficient at time of award of MOS as prescribed in DA Pam 611–21.
- e.* For enlistees assigned to special bands, ACASP enlistee commanders will—
  - (1) Assist USAREC in interview process of ACASP applicants.
  - (2) Assist USAREC with the selection process for assignment to one of the special bands listed—
    - (a)* The U.S. Army Band.
    - (b)* The U.S. Army Field Band.

- (c) The U.S. Military Academy Band.
- (d) The 3rd Infantry Regiment (The Old Guard) (Fife and Drum Corps).
- (3) Administer accelerated promotion under provisions of AR 600–8–19.
- f. Training center commanders will—
  - (1) Provide reception battalion processing and required training for ACASP Soldiers.
  - (2) For RA only, prepare and process ACASP Soldiers for overseas movement under AR 600–8–101 if Soldiers are to be assigned overseas after completing training.

#### **7–4. Eligibility**

a. The ACASP is available to qualified applicants with or without PS. Persons with skills acquired through military service will not be enlisted under this program. Members of the RC who were awarded an MOS based upon civilian-acquired skills and are applying for enlistment into the RA will be authorized to enlist under this program provided they are otherwise qualified. All PS applicants who have had a break in RA or RC service of 3 or more years, and who are qualified under this chapter, may enlist for ACASP regardless of former MOS. These applicants must meet all requirements, including basic eligibility. Applicants must—

(1) Meet basic eligibility criteria for enlistment (see chaps 2 or 3, as appropriate), skill training, and work experience, MOS prerequisites, and prerequisites of DA Pam 611–21. MOS prerequisites are available on a computer output display by using the Report of Qualification Program of REQUEST. When a person has unusual training or experience relevant to an MOS, requests for determination of equivalency may be submitted for consideration to DCS, G–1.

(2) Have had either training or experience in their civilian-acquired skills within 24 months of enlisting.

b. Exceptions for applicants qualified for ACASP but who do not meet or possess applicable ASVAB score and when no prerequisite MOS training is required may request through appropriate chain of command an exception to policy from DCS, G–1.

#### **7–5. Enlistment periods**

Minimum terms of enlistment for ACASP will be established by REQUEST and as announced by DCS, G–1 for special categories of persons and for selected MOSs.

#### **7–6. Accelerated promotions**

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

## **Section II**

### **Training Requirements**

#### **7–7. Basic training requirement**

a. PS applicants who did not complete Army or Marine Corps BCT, or complete training for Air Force or Navy Special Operations Forces, or Air Force Security Police must attend Army BCT.

b. For RC only, applicants with no prior military service must complete at least 12 weeks of IADT and orders must reflect 12 weeks or until completion of training (10 USC 12103).

#### **7–8. Requirement for prerequisite training**

a. Some MOSs available under ACASP may require completion of a specified course as a prerequisite for awarding the MOS in accordance with DA Pam 611–21. Award of the ACASP MOS will not be considered until successful completion of all required training, including prerequisite training if required.

b. For RC personnel, prerequisite training may be accomplished during IADT or ADT at a later date, or through completion of correspondence courses or USAR schools, if available. However, other than training listed in DA Pam 611–21, MOS training during IADT will not be offered to ACASP applicants.

#### **7–9. Requirement for proficiency training**

a. The ACASP enlistment training options require completion of specified periods of proficiency training as a prerequisite for awarding of the MOS (for USAR, see para 7–8; for RA, this period is 8 weeks). Proficiency training is specified period or periods of time during which the enlistee functions in the MOS for which he or she enlisted. For RC, IADT proficiency training will be performed within 12 months of graduation from BCT. RC band enlistees must complete proficiency training as prescribed by Commandant, U.S. Army Element School of Music (see para 9–11e(2)).

b. The training is a transition period in which enlistees learn to apply civilian-acquired skills to the military. Commanders will use proficiency training and applicable IDT preparatory training time to evaluate each enlistee's

ability to function in the specific MOS. Before award of MOS and promotion to accelerated pay grade, the enlistees must be able to perform duty requirements of the MOS as described in DA Pam 611–21.

### **Section III**

#### **Army Civilian Acquired Skills Program Personnel Management**

##### **7–10. Determination of qualifications and enlistment grades**

*a.* The ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, transcripts, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in a civilian-acquired skill. Training may include successful completion of union, industry, or Government-recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document or be documented as true copies.

*b.* Persons who meet training and work experience requirements in accordance with DA Pam 611–21, and satisfy all other enlistment criteria, will be enlisted in pay grade E–4.

*c.* Classification interviewers at reception battalions will continue to review individual qualifications. They will identify Soldiers not recruited under the ACASP, but who should be processed under AR 612–201, as it applies to Soldiers with civilian-acquired skills. Soldiers found qualified under ACASP will be referred to the USAREC liaison.

##### **7–11. Award of military occupational specialty, enlistment grade, and accelerated promotion**

*a.* Applicants enlisting under the ACASP will be enlisted in pay grade E–4 if they meet the criteria in DA Pam 611–21. No additional accelerated promotion is authorized unless enlisting in the U.S. Army special bands.

*b.* Award of the ACASP MOS authorized by the enlistment agreement will be made either with approval of the unit commander or by the training commander for RA personnel, after successful completion of all training required by the enlistment program. For RA applicants, this includes 8 weeks of successful performance in the skill. Requests for award of ACASP MOS will be submitted to the appropriate MOS proponent office by the unit or training commander. After having been awarded the ACASP MOS, promotions will be governed by AR 600–8–19.

*c.* For RC band enlistees, PMOS 42R with applicable additional skill identifier will be awarded by Commandant, U.S. Army School of Music upon completion of all prescribed training and certification by the enlistee's band commander.

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

*e.* The commander with authority to promote may take action to deny award of the MOS for which the applicant enlisted. The commander will be guided in this determination by duty requirements of the Soldier's MOS as described in DA Pam 611–21. Reasons for denial of MOS may be any misconduct during the proficiency-training period or failure to demonstrate minimum required level of performance for the MOS. The Soldier must be advised in writing by the commander of the reason for denying the award of the MOS. A record of this counseling, including basis and results (for example, audition scores for band persons), will be entered in the Soldier's official record as a permanent document. The Soldier will indicate on the counseling statement that he or she has read the statement and has or has not submitted a statement in his or her own behalf.

*f.* For U.S. Army special band personnel, the accelerated grade will be awarded to qualified Soldiers without regard to time in grade, time in service, or promotion allocation. On denial of accelerated promotion to the applicable grade, the commander may retain the Soldier at the current grade. However, the Soldier must not already be serving in that grade. The commander may defer promotion for up to 4 more weeks for RA. If so, the Soldier may be promoted to the higher grade or denied promotion at any time after completion of the initial proficiency period and the deferred period as indicated above. Interim promotions pending final decision are not authorized. A final decision must be made by the end of the deferred period. Persons failing to perform successfully in the skill and who are not provided accelerated promotion will be considered for future promotions along with their contemporaries under AR 600–8–19, as appropriate.

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

*h.* PS applicants, authorized to be promoted to pay grade E–5 under paragraph 3–17 (RA) or paragraph 3–18 (for USAR) can still be enlisted under this program. However, enlistment grade will be determined by CG, HRC, Eligibility Inquiry Section. Enlistment grade for USAR PS applicants will be determined by the recruiting battalion commander or executive officer or military personnel office for members of the ARNG.

## **7-12. Army Civilian Acquired Skills Program enlistment control**

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

## **7-13. Annual training**

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

## **7-14. Mobilization readiness and deployability**

a. Enlistees under ACASP will be reported as MOS qualified for mobilization readiness when all of the following actions are accomplished:

- (1) Successful completion of BCT.
- (2) Satisfaction of prerequisite training if required by the MOS for which enlisted.
- (3) Award of ACASP MOS as PMOS based on satisfactory completion of proficiency training (to be determined by unit commander using DA Pam 611-21 as a guide).
- (4) Promotion to accelerated grade shown on enlistment agreement (for U.S. Army Special Bands only).

b. 10 USC 671 requires a minimum of 12 weeks of BCT, or equivalent, before a member of the military service may be deployed overseas. The DCS, G-1, has determined that completion of training programs and options outlined in paragraph 7-8 equals the 12-week BCT requirement of the statute.

## **Section IV**

### **Enlistment Processing Procedures**

#### **7-15. Processing procedures**

a. Processing procedures as outlined in an applicant's selected enlistment option will apply. Also, procedures outlined below will be followed for all ACASP applicants.

b. Recruiters will review and verify each applicant's qualifications before sending him or her to a guidance counselor. Guidance counselor will verify qualifications and complete necessary enlistment forms and processing.

(1) Each applicant will submit documents that verify intent to enter civilian schooling, length and successful completion of education, training, and experience for the applicable skill. These documents must bear the original seal of the issuing agency or be certified as a true copy. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as civil service apprentice or journeyman; and letter or document attesting to acceptance in a civilian postsecondary training program. SF 50 (Notification of Personnel Action) may be used as well as a certification of applicant's typing or dictation, when required.

(2) Applicants must present documentary evidence described in DA Pam 611-21.

(3) For RA and RC, if applicant is currently enrolled in an approved course with satisfactory academic standing, and is enlisting in the DEP, applicant is eligible for ACASP. Applicant must present proof of enrollment, academic standing, course graduation date, and a letter from the school signed by the school administrator, prior to DEP enlistment. If the applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP and enlistment contract must be renegotiated at pay grade for nonACASP, or the applicant will be discharged from the DEP.

#### **7-16. Skills available for enlistment and unit vacancies**

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

a. All requested training spaces for PS applicants enlisting under ACASP will be coordinated through USAREC.

b. For RC only, PS personnel with a remaining statutory obligation will—

(1) Enlist for the number of years required to fulfill remaining statutory obligation period, or as prescribed in chapter 3.

(2) If prerequisite MOS training is required, enlist in the pay grade authorized by chapter 3, but not less than pay grade E-4.

c. For RC only, PS personnel with no remaining statutory obligation will enlist or reenlist for a period as prescribed

in chapter 3. All personal documents used to verify applicant's qualifications will be copied and included in the enlistment packet. Original documents will be returned to applicant.

## **Chapter 8**

### **Actions Required After Enlistment**

#### **8-1. General**

This chapter covers procedures that apply to the final processing phase of the new Soldier. Processing a new Soldier is not complete until he or she finishes training. During this time, processing errors or misunderstandings may occur. They must be resolved because accurate records are vital to a Soldier's military career, civilian life, and Family, before and after his or her death.

*a.* The USAREC liaison is the primary source for ensuring that records are corrected expeditiously. The liaison will provide a memorandum that addresses all changes made along with support for the changes. The liaison will forward the memorandum to the Soldier along with the enlisted record brief and the finance record.

*b.* Soldiers who have reported to their first duty assignment will see their personnel office for assistance. Retention liaisons are responsible to correct enlistment records and will execute the memorandum as noted in paragraph 8-1*a.*

#### **8-2. Reporting procedures**

*a. Reception battalion.* The reception battalion will establish finance, medical, and personnel records on each Soldier. Reception personnel will ensure that the enlistment commitment, if extended, is entered on the enlisted record brief.

*b. Installation.* The installation where the Soldier received initial training will report the Soldier to HRC as a training arrival, in accordance with reporting procedures contained in AR 612-201.

*c. Training center.* As part of in-processing, the training center will—

(1) Screen records and orders for special category personnel. Report persons with enlistment commitments by name and commitment to the CG, HRC.

(2) Compare assignment instructions with enlistment records to see that enlistment commitments have been honored. Report inconsistencies immediately to the CG, HRC for resolution. Affected Soldiers will not proceed to permanent duty stations until the CG, HRC has made corrected assignments. Procedures for processing assignment instructions for initial entry training Soldiers are in AR 612-201.

#### **8-3. Waivers of enlistment commitments (not applicable to Reserve Components)**

*a.* After a person enters the Army, any portion of the enlistment commitment may be waived. However, such waivers should be used sparingly and only when reasons are valid (for example, compassionate or hardship reasons, or when the Army is unable to fulfill an enlistment commitment). Prepare the waiver in writing. A waiver is not automatic and it is not designed for Soldiers to change their enlistment unless unusual or Government-directed circumstances exist. The procedures below apply—

(1) RA enlistees with commitments for training and duty in a specific MOS or career management field, assignment to a specific unit, and an enlistment incentive may not waive the training without waiving the incentive.

(2) RA enlistees who waive the unit assignment commitment, but not the incentive, may be assigned to an installation or unit authorized personnel with the incentive skill.

(3) RA enlistees with an incentive commitment who have a contractual agreement for training, or for training and a specific unit assignment, may waive the incentive commitment to apply for some other training or assignment.

(4) Enlistment commitment waivers will—

*(a)* Be prepared in an applicable human resources system.

*(b)* Be electronically signed in the applicable human resources system self-service application by the enlistee.

*(c)* Be verified electronically in the applicable human resources system self-service application by a commissioned officer, warrant officer, or a DA civilian designated as a military personnel officer or USAREC liaison NCO.

*(d)* Contain wording substantially as follows: "I voluntarily waive my enlistment commitment for (blank) made at the time of my enlistment. I fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted."

*b.* The original of the above certificate of enlistment commitment waiver will be forwarded to Commander, U.S. Army Human Resources Command, (HRC-PDR-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. Place the original copy in the Soldier's official military personnel file. Attach a duplicate to the DD Form 4 copy of the Soldier's enlisted record brief. Retain both copies for the first term of the Soldier's enlistment.

*c.* When an enlistment commitment for an authorized assignment is waived before reporting date, the waived commitment will be reported to the office that authorized the assignment.

d. An entry will be made on DA Form 2-1 (Personnel Qualification Record), item 4, and enlisted record brief, indicating the waived enlistment commitment.

e. Commanders at all levels will set up procedures and policies to review enlistment commitments at the time the enlisted members arrive at the unit. Commanders will take necessary action to ensure that commitments made to enlistees are fulfilled.

#### **8-4. Erroneous or unfulfilled enlistment commitments**

When a Servicemember feels a breach of enlistment commitment by the Government has occurred, the Servicemember has a reasonable time, normally 30 days, to present a claim against the Government. The time starts from the date the Servicemember is informed that his or her commitment will not be honored, or the Servicemember discovers that the commitment has been breached.

a. Above time limits will be applied with discretion in each case.

b. Per paragraph 8-6, claims will be forwarded that—

(1) Cannot be resolved at the local level.

(2) Should be honored by the Government for contractual commitment to the enlistee or alleged verbal commitment that was made to the enlistee.

c. If it is discovered that an enlistee was erroneously enlisted in accordance with AR 635-200 or if the enlistee reveals information that, if known, could have resulted in rejection for enlistment before departure from the MEPS, then procedures for voiding erroneous enlistment in AR 635-200 will be followed.

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

a. *Unfulfilled enlistment commitments.* An unfulfilled enlistment commitment exists when the Soldier receives a written enlistment commitment from recruiting personnel for which the Soldier is qualified but which cannot be fulfilled by the Army through no fault of the Soldier. Refer claims to the recruiting command liaison NCO for resolution. For claims of persons who have departed the reception battalion, the unit commander will—

(1) Review the person's enlisted record brief to determine validity of the claims. Authorize the Soldier to fulfill the enlistment commitment if he or she desires to satisfy the enlistment according to procedures outlined in AR 635-200.

(2) Help prepare memorandum request for Soldiers for unfulfilled enlistment commitments that cannot be resolved and forward to CDR, HRC. Subject of memorandum will be "Correction of Unfulfilled Enlistment Commitment."

(a) The request with enclosures below will be forwarded to Commander, U.S. Human Resources Command (AHRC-EPR-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

1. DD Form 4.

2. DD Form 1966.

3. DA Form 3286 and annexes completed for the claimant.

4. Enlisted record brief.

5. SF 86.

6. MEPS physical examination, if required, and related documents (for example, consultation reports).

7. Waiver of enlistment commitment or statement that the official military record does not show that the enlistment commitment was waived.

8. Sworn or notarized statement from claimant affirming the facts.

9. Other statements or documents to help evaluate the claim.

(b) The third copy of the request (including copies of enclosures in para 8-5b(1)) will be forwarded to Commander, U.S. Army Recruiting Command (RCES-RI), 1307 Third Avenue, Fort Knox, KY 40121-2725. Also, a DA Form 209 (Delay, Referral or Follow-up Notice) addressed to claimant will be sent with request.

(3) Submit request to help establish correct enlistment grade, with substantiating evidence and statements, to Commander, U.S. Army Human Resources Command (AHRC-EPF-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

(4) Process claims on erroneous home of record, or other entries not covered above, in accordance with paragraph 8-5.

(5) HRC will return unresolved claims of unfulfilled enlistment commitments to the unit commander for processing according to procedures outlined in AR 635-200.

b. *Erroneous enlistments.* When it is discovered that a Soldier's enlistment is erroneous because he or she failed to meet the qualifications for enlistment of this regulation, the unit commander will initiate action to obtain authority to retain, discharge, or release the Soldier from AD or ADT. Refer claims to the recruiting command liaison NCO for resolution. For claims of persons who have departed the reception battalion, the unit commander will forward correspondence containing the information below through channels to the appropriate separation authority according to AR 635-200.

(1) Facts relating to and circumstances surrounding the erroneous enlistment or extension.

(2) The desire of the Soldier regarding retention or separation.

(3) A specific recommendation for retention or separation, and the reasons, by each commander in the chain of command.

(4) After the appropriate separation authority has reviewed the facts surrounding the Soldier's erroneous enlistment, he or she will take action to retain or separate the Soldier according to the administrative procedures outlined in AR 635-200.

### **8-6. Correction of term of enlistment and other contract inquiries**

*a.* It may be discovered that an error has been made in-processing an enlistment so that the term of enlistment shown on DD Form 4 is for a longer term than intended. If so, unit commanders will submit a request for correction through military channels to Commander, U.S. Army Human Resources Command (AHRC-EPF-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 for RA Soldiers, or to Commander, U.S. Army Reserve, (AFRC-PRP-E), 4710 Knox Street, Fort Bragg, NC 28310-5010 for USAR Soldiers (whose DD Form 4 is in question) that enlisted through USAREC. ARNG Soldiers will submit requests through channels to the respective State TAG. The request will contain the following data:

- (1) Sworn statement by member and other involved persons. The statement will give circumstances of enlistment.
- (2) Evidence to support claim of error in period of enlistment shown on—
  - (a) DD Form 4.
  - (b) DD Form 1966.
  - (c) DA Form 3286.
  - (d) Other documents that support claim.
- (3) Statement from person that he or she consents to the correction of term of enlistment shown on the DD Form 4.

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

(1) Every effort will be made to correct the error in an applicable human resources system self-service application upon approval by the appropriate authority. For example, if an individual was enlisted at pay grade E-1, but provides bachelor's degree, the current commander has the authority to promote to E-4 under chapter 2 of this regulation and adjust DOR to date of enlistment if degree was earned prior to BASD. Document must be provided within 6 months of BASD. Cite policy and forward to finance office for action.

(2) Doubtful cases that cannot be resolved elsewhere in this chapter regarding a Soldier's status or how to correct any of the following can be addressed by contacting DCS, G-1 (DAPE-MPA):

- (a) Rank.
- (b) Incentive (see para 8-10).
- (c) Enlistment option.
- (d) ACASP.

*c.* Claims from personnel at reception battalions will be referred to the USAREC liaison NCO for resolution. Claims for personnel in training, or for Soldiers who have completed formal training, will be processed by the installation personnel in accordance with paras 8-6a through *d.*

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

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

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

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

*e.* Under no circumstances will a contract be amended when a Soldier objects or claims entries are incorrect until appropriate resolution or inquiry is completed.

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

### **8-7. Correction of enlistment grade**

Correction of enlistment grade, after enlistment documents have been executed, is accomplished by a promotion or reduction action via an applicable human resources system self-service application. Enlistment documents will not be altered to reflect the different grade. Comply with appropriate provisions of AR 600-8-19. Assistance in establishing an individual's eligibility for a different grade based on enlistment contract and supporting documents may be requested from the DCS, G-1 (DAPE-MPA). Requests must include copies of substantiating documents or statements.



The Servicemember will be advised of the right to apply to the Army Board for Correction of Military Records, when all other administrative remedies have been exhausted.

### **8–8. Extension of term of enlistment**

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

- a.* Original to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.
- b.* Copy to enlisted record brief.
- c.* Copy to personnel finance record folder.
- d.* Copy to the USAREC liaison.
- e.* Copy to the Soldier.

### **8–9. The U.S. Army Recruiting Command liaison role for processing Regular Army/U.S. Army Reserve Soldiers in the reception battalion**

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

- a.* USAREC liaison will process RA/USAR problems at the reception battalion only.
- b.* USAREC liaison will provide technical assistance when requested.
- c.* Upon departure from the reception battalion, processing becomes the responsibility of the U.S. Army Training and Doctrine Command RA/USAR liaison, who will handle cases according to guidance issued by Headquarters, U.S. Army Training and Doctrine Command.
- d.* A U.S. Army Training and Doctrine Command liaison is required to report any recruiting errors or contractual problems not previously detected by the USAREC liaison to the recruiting battalion and to Headquarters, USAREC, for action.

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

In instances where the USAREC liaison or U.S. Army Training and Doctrine Command liaison NCO cannot solve contract errors regarding enlistment bonus amounts, Army College Fund, MGIB Kicker amounts, or student loan repayment through USAREC channels, the following agencies will be contacted for guidance and have the authority to correct incentives-related actions via an applicable human resources system self-service application:

- a.* RA contracts: Refer to Commander, U.S. Army Human Resources Command (AHRC–EPF–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.
- b.* USAR contracts (recruited by USAREC): Refer to Commander, U.S. Army Reserve Command (AFRC–PRP), 4710 Knox Street, Fort Bragg, NC 28310–5000.
- c.* ARNG contracts: Refer to Chief, U.S. Army National Guard (ARNG–GSE–I), 111 South George Mason Drive, Arlington, VA 22204–1382. Refer questionable cases to Deputy Chief of Staff, G–1 (DAPE–MPA–CB), 300 Army Pentagon, Washington, DC 20310–0300.

## **Chapter 9 Enlistment Programs, Options, and Incentives**

### **Section I Basic Eligibility Criteria**

#### **9–1. General**

*a.* Enlistment programs/options are designed to merge valid Army requirements with personal desires. To best serve these two purposes, recruiting personnel must ensure that—

- (1) Persons applying for specific options are informed of—
  - (a)* The precise nature of commitment.
  - (b)* The extent to which specific options will satisfy applicant's personal desires.
- (2) Persons accepted for specific options possess prescribed prerequisites to meet performance standards of the Army.

*b.* This chapter provides the general description of all authorized enlistment programs and options. For RA, statements for enlistment will be entered in DA Form 3286. Applicants enlisting in the USAR will acknowledge Service requirements based on options and enlistment statements in DA Forms 4824 (Addendum to Certificate and

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

*c.* The Enlistment Incentives Review Board and Multi-component Enlisted Incentives Review, for both the RA and RC, chaired by DCS, G-1 (DAPE-MPA), will meet quarterly. Representatives from USAREC, HRC, DAPE-PR, USAR, and ARNG will attend.

(1) The RA Enlistment Incentives Review Board will analyze and adjust the application and amounts of enlistment incentives in order to meet manpower requirements and recruiting objectives.

(2) The Multi-component Enlisted Incentives Review will review incentives across all Army components and ensure incentives policy is consistent, within statutory restraints, and meets manpower requirements and recruiting objectives.

(3) The USAR and ARNG will hold quarterly incentives reviews prior to the Multi-component Enlisted Incentives Review as determined by the respective component to formulate internal incentives programs consistent with the SRIP, as defined in chapter 10.

### **9-2. Qualifications**

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

- a.* AR 40-501.
- b.* DA Pam 611-21.
- c.* Current HQDA messages for RA and the approved SRIP for RC programs.
- d.* Current area of concentration and operational messages for ARNG.

### **9-3. Honoring enlistment commitments**

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

- a.* Comply with specific option procedures.
- b.* Promise only what is authorized.
- c.* Follow procedures to report and assign persons enlisted for an option.
- d.* Detect errors promptly so that the person may be assigned under his or her enlistment commitment.
- e.* Submit requests for exception to policy or waiver involving individual bonuses, loan repayment, and MGIB Kicker (Army College Fund) to the DCS, G-1 (DAPE-MPA) for consideration.

### **9-4. Counseling on waivers affecting options**

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

*a.* Applicants who require waivers under chapter 4 for limitations that may apply to their selection of enlistment options will be specifically counseled. Options that require security clearance may require that persons have no record of civil offenses or records reflecting adversely on the person's character. Applicants for such options will be advised that their final eligibility cannot be determined until after their enlistment.

*b.* Applicants will be advised that waiver of disqualification does not imply an eventual favorable decision on option eligibility. If applicant elects such an option after counseling, advise that the Army may void the option if he or she is later determined to be ineligible. The person then may be required to complete the term of service for which he or she enlisted. Further advise the applicant that omissions of any information he or she was required to disclose, including expunged records, may later be a basis for an unfavorable decision on option eligibility.

*c.* Applicants will be advised that most options have other conditions that cannot be determined until after the person enlists. If these conditions are not met, the Army may void the option without giving rise to an unfulfilled enlistment commitment. The "Information for Applicants" section of each option requires that such information be explained to all applicants prior to enlistment.

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

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

## **9-6. Incentives and entitlements for Selected Reserve Service**

Qualified applicants who enlist for the USAR or ARNG may be entitled to one or more of the following incentives or entitlements, prescribed by chapter 10:

- a. SRIP NPS enlistment bonus.
- b. SRIP PS enlistment bonus.
- c. Student Loan Repayment Program (SLRP) (10 USC 16301).
- d. Health Professionals Loan Repayment Program (10 USC 16302).
- e. Chaplain Loan Repayment Program (10 USC 16303).
- f. MGIB for Selected Reserve Service (10 USC 16131).
- g. MGIB 2 x 4 Program (38 USC 3012).
- h. MGIB for AD Service (concerning AGR entitlements) (38 USC 3015).
- i. MGIB for Selected Reserve Kicker.

*Note.* The SRIP reenlistment bonus and the SRIP affiliation bonuses are described in AR 601-280. RC SLRP and MGIB are described in AR 601-280 for retention related options, and full procedures and eligibility are described in AR 621-202. Health professional incentives are described and managed in AR 601-141. SRIP officer incentives are described in chapter 10.

## **Section II**

### **Regular Army Enlistment Programs and Options**

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

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

- a. Under this program the enlistee is guaranteed—
  - (1) A specific MOS or career management field.
  - (2) Airborne training if REQUEST option four with an uncommitted assignment is selected.
  - (3) Language and intelligence MOS/training, if selected, and qualifications are met for the selected MOS.
- b. All enlistees must meet the prerequisites and qualifications before and after enlistment, per DA Pam 611-21.
- c. Primary enlistment options available for enlistment are—
  - (1) REQUEST Option 3: U.S. Army Training of Choice.
  - (2) REQUEST Option 4: U.S. Army Airborne.
  - (3) REQUEST Option 6: U.S. Army English as a Second Language.
  - (4) REQUEST Option 10: U.S. Army Foreign Language Recruiting Initiative.
  - (5) REQUEST Option 18: U.S. Army First Assignment Only.
  - (6) REQUEST Option 40: U.S. Army Airborne Ranger.
- d. All applicants will be—
  - (1) Provided orientation on the nature of training and duties in the MOS/ career management field selected.
  - (2) Informed that the training selected is based on current training requirements existing at the time of applicant's enlistment. Also, one of the following may occur: training selected may be discontinued before attendance; Soldier later may become medically disqualified for training selected; or Soldier may fail to receive required security clearance. If any one of these events occurs, the Soldier will be given the chance to select related training or any other training for which qualified and a training requirement (quota) exists. An alternate selection will be honored. Soldier will be required to complete the term of service for which enlisted. If Soldier does not desire alternate training, the Soldier may initiate a request for unfulfilled enlistment commitment according to AR 635-200.
  - (3) Advised that the course length for training is not guaranteed and that the Army may change the course length or numeric designation of an MOS (enlistment remains valid provided that the MOS does not change content substantially.)
  - (4) Advised that this program does not guarantee, imply, or promise any assignment upon completion of AIT. Further, no guarantee that the Soldier will or will not be assigned to an overseas location will be made. Recruiters and guidance counselors cannot make speculations or verbal commitments with regard to any provisions of this program.
  - (5) Advised that if relieved from training for academic deficiency, disciplinary reasons, or failure to receive required security clearance because of information withheld by applicant at time of enlistment, then the Soldier will be assigned according to the needs of the Army and required to complete the term of service for which enlisted.
  - (6) Advised that this program may be combined with an incentive program if the applicant meets the requirements of the incentive program and then enlists for an MOS under such program.
  - (7) Advised of the following specific provisions when enlisting for an MOS that requires language training:
    - (a) Relief from school course for academic deficiency, disciplinary reasons, or failure to obtain required security clearance is basis for reassignment under needs of the Army. Soldier will be required to complete the term of service for which enlisted.
    - (b) DA makes every effort to use language-qualified personnel. Language school graduates may be assigned duties

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

(c) For persons who possess proficiency in the language for which enlisting, the course length may be reduced by authority of the Director, Defense Language Institute. (If proficiency meets criteria of RA and USAR Civilian Acquired Skills Program (chap 7), this program will not be used for enlistment.)

(8) Informed of the following when enlisting under the U.S. Army Trainee English Second Language Option:

(a) Soldier will not initially be guaranteed training in any specific MOS/career management field, or assignment to any specific station, command, unit, or area.

(b) Soldier will be required to attend the English Language Training Program.

(c) Soldier will be administered the ECLT upon completion of training. If score is 75 or greater, Soldier will be required to retake the ASVAB.

(d) The resulting scores from the ASVAB retest will become the scores of record from which qualifications for training and enlistment programs will be determined. If a score of at least 21 is not obtained on the ASVAB retest, with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based upon his or her initial ASVAB scores.

(e) If neither the ASVAB retest nor the initial ASVAB scores qualifies the Soldier for an MOS and enlistment program(s), then the Soldier will be separated from the Army.

(f) If the Soldier fails to attain the required score of 75 or better on the ECLT, then he or she will be separated from the Army regardless of AFQT and aptitude area scores. English Language Comprehension Enlistment Option is open to all applicants who do not speak or write the English language proficiently. The English Language Comprehension Enlistment Option will allow applicants, who do not possess basic English proficiency skills, to enlist in the RA unassigned and attend an English Language Training Program. Upon completion of the English Language Comprehension Enlistment Option program, Soldiers will be administered the ECLT. Soldiers scoring 75 or greater will be required to take the ASVAB and score a 21 or greater AFQT to qualify for a MOS according to appropriate aptitude area scores.

### **9-8. Enlistment Program 9B, U.S. Army Station-Unit-Command-Area Enlistment Program**

This program is available to qualified NPS, PS, glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST. Applicants under the age of 18 will not be considered for, nor assigned to overseas locations.

a. Under this program, enlistee is guaranteed—

(1) For NPS, PS with training, or glossary NPS with training—

(a) A specific MOS or career management field.

(b) A first assignment to a station, unit, command, or area.

(c) Airborne training if REQUEST option four with a committed assignment is selected.

(d) A minimum of 12 months from arrival date at the first duty assignment.

(2) For ACASP, PS, or glossary NPS (which may require prerequisite training)—

(a) A first assignment to a station, unit, command, or area.

(b) Airborne training if REQUEST option four with a committed assignment is selected.

(c) A minimum of 12 months from arrival date at the first duty assignment.

b. All enlistees must meet prerequisites before and after enlistment, per DA Pam 611-21.

c. Primary enlistment options available for enlistment include—

(1) REQUEST Option 4: U.S. Army Airborne with First Assignment.

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

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

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

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

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

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

(8) REQUEST Option 24: U.S. Army 2 Year Category IIIB with First Assignment.

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

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

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

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

(13) REQUEST Option 40: U.S. Army Airborne Ranger.

d. Applicants will be informed of the following:

(1) Persons enlisting under this program who fail to meet prerequisites or become medically or otherwise disqualified for training or duty in the chosen or enlistment MOS will be trained or used according to the needs of the Army. They will be required to complete the term of service for which enlisted.

(2) Applicant may elect to waive enlistment program at any time. If so, he or she will be used according to the needs of the Army and be required to complete the term of service for which enlisted.

(3) Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties within the New York City metropolitan area.

(4) If the station, unit, command, or area to which a person is assigned or attached under the provisions of this program is deployed, relocated, reorganized, or redesignated, the person will remain with the unit of assignment. No guarantee of "location" is made when enlisting for a specific area, unit, or command.

(5) If the station, unit, command, or area is inactivated, disbanded, or discontinued, the person will be subject to reassignment according to the needs of the Army.

(6) Person may be subject to periods of temporary duty on an individual basis away from the station of choice for which enlisting. Such periods of temporary duty will not count against guaranteed stabilization period.

(7) Persons may receive initial assignment at interim location to unit undergoing training. That unit will deploy to the station of choice upon successful completion of training. Stabilization starts upon arrival at station.

(8) If a Soldier is enlisting for a COHORT designated unit, the following information will be provided:

(a) COHORT units have rotation schedules between the continental United States and outside the continental United States locations.

(b) Although it is the intent to train and assign members of the same COHORT training package as a group, there are instances where a group that has trained together is split up in the COHORT unit and, as a result, does not violate or otherwise breach the contract. Enlistees for COHORT, however, will be assigned to the unit (division) for which enlisting. No guarantee of specific company, battalion, or brigade is implied.

(c) Because COHORT units have rotation to overseas areas and units that are located in overseas areas have additional inter-theater rotations, applicants will meet the overseas tour length requirement for the area in order to have a with dependents tour. This sometimes requires an extension of the enlistment period to meet the requirements of AR 614-30. This requirement includes Alaska and Hawaii.

(9) Applicants enlisting under the U.S. Army Buddy Team Enlistment Option will be guaranteed—

(a) To start training and complete training at the same unit provided all prerequisites are met.

(b) The same unit of assignment upon completion of training.

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

This program is available to qualified NPS, PS, and ACASP applicants enlisting for the minimum term of enlistment, when authorized by HQDA enlistment incentives message. Previously disenrolled SROTC cadets who were scholarship recipients are not entitled to incentives under this paragraph. Incentives will be offered using REQUEST and message will be updated quarterly or as required. All enlistees must meet the prerequisites before and after enlistment per DA Pam 611-21. Primary Incentive Enlistment Options available for enlistment are available in REQUEST as offered and determined by the DCS, G-1 (Directorate of Military Personnel Management). When a member enlists under the DEP, with a concurrent commitment to serve in an RC, the award level of the enlistment incentive is fixed on the date of enlistment in the DEP, rather than on the date of entry on AD, unless otherwise directed by DCS, G-1 (DAPE-MPA).

a. Under this program, enlistees may be eligible for—

(1) Enlistment bonus enlistment bonus.

(2) Army College Fund.

(3) Loan Repayment Program.

b. Applicants will be informed of the following:

(1) *Enlistment bonus.*

(a) Enlistees who voluntarily or because of any misconduct, fail to satisfactorily complete AIT or one station unit training, will be trained in another MOS. They will complete their term of enlistment based upon the needs of the Army, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid. Refer to the latest HQDA incentives message to determine which incentives may not be impacted by failure to complete MOS training.

(b) Persons who have been paid an enlistment bonus and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete the term of their enlistment. In the above instance, the person will not have to repay the unearned portion of the enlistment bonus.

(c) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete their term of enlistment and may keep the bonus.

(d) Soldiers paid the enlistment bonus must (unless otherwise directed by HQDA) serve in the designated MOS for the period of enlistment (including changes in MOS due to normal skill progression).

(e) Persons who do not complete their term of enlistment for which the enlistment bonus was paid, or persons who are not technically qualified in the skill for which the enlistment bonus was paid, may be required to refund the unearned portion of such enlistment bonus (refer to the most recent HQDA incentives guidance and AR 601-280 for RA; and chapter 10 of this regulation for RC or former RC entering the RA).

(f) Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS and/or skill qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of such clearance may result in reclassification or recoupment in accordance with paragraph 10-9.

(g) The bonus is—

1. Payable in accordance with the current HQDA enlistment incentive message as published by Enlisted Accessions Division, DAPE-MPA.

2. Payable at first duty station after being awarded their MOS.

(2) *Army College Fund*. This program provides additional education assistance in addition to that earned under the MGIB.

(a) The money earned is deposited in the Soldier's Veterans Administration account. Normally, the funds will be dispersed to the participant in 36 equal monthly installments while the person is enrolled in an approved program of education. A Soldier who fails to qualify for MGIB (for example, if he or she separates with a less than an honorable discharge) or who fails to complete his or her initial term of enlistment in the MOS which offered the Army College Fund, forfeits entitlement to all benefits provided by the Army College Fund unless discharged for service connected disability, hardship, or convenience of the Government. If discharged for the convenience of the Government, the following minimum time must have been served: 20 months for 2-year enlistees, and 30 months for all other terms (3 years or longer). Although an individual who separates early for certain qualifying reasons may earn partial (for example, hardship or disability) or even full MGIB (for example, in instance of convenience of the Government discharge with 20/30 month rule). The Army College Fund is earned on a prorated basis for up to 36 months. Individuals who contract for the Army College Fund for 3 or more years, who do not complete at least 36 months, but who may be eligible for partial or even full "basic" MGIB, will have a reduced/prorated Army College Fund.

(b) Army College Fund participants must enroll in the basic MGIB. Applicants will have \$100 per month reduced from their pay during their first year on AD. Once a decision to enroll in the MGIB has been made, this decision cannot be withdrawn, monthly pay deduction cannot be stopped (until \$1200 has been collected), and deductions are nonrefundable.

(c) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by HQDA. Change of MOS because of normal career progression is authorized.

(3) *Loan Repayment Plan Incentive Option*.

(a) Open to NPS applicants only. Not authorized for days of service applicants, except as described in HQDA-MPA-CB incentives message.

(b) Soldier must disenroll from the MGIB or the Post 9-11 GI Bill.

(c) The Army is authorized to repay—

1. Any loan made, insured, or guaranteed under the Federal Family Education Loan Program (20 USC 1071);
2. Any loan made, insured, or guaranteed under the William D. Ford Federal Direct Loan Program (20 USC 1087a);
3. Any loan made, insured, or guaranteed under the Federal Perkins Loans (20 USC 1087aa); or
4. Any loan incurred for educational purposes made by a lender that is—

a. An agency or instrumentality of a State.

b. A financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State.

c. From a pension fund or a nonprofit private entity (subject to case-by-case review and approval by HQDA-MPA-CB).

(d) Provided the applicant meets and maintains the prescribed prerequisites and has qualifying loans in good standing, accepting the Loan Repayment Program ensures that the portion or amount of loan that may be repaid is \$1500 or 1/3 of the amount of the qualifying loans, whichever is greater for every year of service. The Army does not pay interest or fees or reimburse Soldiers for payments already made on loans.

(e) Repayment is made only after each successful year of AD performed commencing on the date of RA enlistment or commissioning.

(f) The Soldier must be advised that repayment amounts paid by the Government are subject to Federal and State income taxes as taxable income each year that payment is made.

(g) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by HQDA. Change of MOS because of normal career progression is authorized.

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

This program is available to qualified NPS, PS, and glossary NPS applicants enlisting for the minimum term of enlistment authorized by REQUEST. If enlisting for OCS, applicant must have received a baccalaureate or higher degree. If enlisting for WOFT, applicant must be a high school graduate or equivalent. Applicants in their senior year of either high school or of a 4-year college program may be enlisted into the DEP contingent upon successful completion of high school (for WOFT) or receipt of a Bachelor of Arts or Bachelor of Science (for OCS). HRC and USAREC will establish additional documents and processing procedures for applicants interested in applying for this program. OCS and WOFT applicants must have a general technical score of 110 or greater.

*a.* Under this program—

(1) An NPS qualified applicant is guaranteed enrollment in OCS or WOFT upon successful completion of BCT.

(2) PS and glossary NPS applicants are guaranteed enrollment in OCS or WOFT.

(3) Prerequisites that must be met before enlistment—

*(a)* If enlisting for OCS, the applicant must—

1. Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

2. Possess documentary proof of a baccalaureate or higher degree from accredited college or university. Foreign transcripts must be evaluated according to paragraph 2–7f. Applicants in their senior year of a college program leading to the award of a baccalaureate degree may be enlisted in the DEP if a letter or transcript is provided indicating the expected graduation date.

3. Be a U.S. citizen.

4. No have more than 10 accumulative years of active Federal service at time of appointment as a commissioned officer. Applicants with 9 years of active Federal service at time of application should be carefully processed to ensure that expected graduation date allow commissioning before reaching the 10th year of service

5. Be at least 19 years of age and not have passed his or her 33rd birth date at time of shipment to training, and must accept commission prior to age 34 (waivers considered).

6. Meet medical standards prescribed for officer candidates, according to AR 40–501.

7. Meet the weight and body fat standards of AR 600–9, regardless of category (NPS, glossary NPS, or PS).

8. Must have been screened for Secret clearance eligibility and attain a Secret clearance to continue to serve as an officer or warrant officer. Further, the applicant must not have served as a commissioned officer, not to include a commissioned warrant officer. Further, the applicant must not have served as a commissioned officer or warrant officer. Per 10 USC 571(b), warrant officer ones (WO1s) are appointed by warrant, while appointments to chief warrant officer two and higher are made by commission. Further, per 10 USC 101(b)(2), for the purposes of 10 USC, the term “commissioned officer” includes a commissioned warrant officer.

9. OCS applicants will be informed of the following:

*(b)* Army OCS is conducted at Fort Benning, GA, and is 14 weeks long. Branches in which officers are trained vary according to the needs of the Army. These needs are greater in Combat Arms than in other branches.

*(c)* Applicants must fully understand that the OCS preference statement does not make or imply a guarantee of OCS assignment or commissioning branch.

*(d)* Graduates normally are commissioned in one of the following branches: Infantry, Armor, Medical Service Corps, Signal, Engineers, Field Artillery, Transportation, Quartermaster, Finance, Chemical, Ordnance, Military Intelligence, Adjutant General, Military Police, and Air Defense Artillery. This list is subject to change without notice.

*(e)* Training for OCS is designed to place the Soldier in and under physical, mental, and emotional pressure to simulate the stress and fatigue of combat. From the date of entry into the Army, the Soldier will undergo extensive and intense training until graduating from OCS.

*(f)* OCS candidates are administratively promoted to the grade of E–5 while attending OCS. OCS candidates that are administratively eliminated or medically disqualified from OCS will be reduced in grade as determined by the Commandant, OCS.

*(g)* OCS candidates are not eligible for the Army College Fund.

*(h)* OCS selection boards will be conducted by HQDA, USAREC for all OCS applicants.

*b.* WOFT applicants will be informed of the following:

(1) Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

(2) Possess documentary proof of a high school diploma or higher education degree. A high school senior may apply if he or she is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days. It is preferred that applicants have at least 2 years of college.

(3) Be at least 18 years of age prior to shipping to IADT and no more than 32 years of age at the start of flight training.

(4) Meet the weight and body fat standards of AR 600–9, regardless of category (NPS, glossary NPS, or PS).

(5) Be not taller than 76 inches or shorter than 64 inches in height.

(6) Agree to accept appointment or commission as a warrant officer for an indefinite term in the USAR and serve on AD for not less than 72 months after successful completion of flight training.

(7) Undergo a complete type “A” medical examination for class “1” flight, prescribed by AR 40–501. Report of such examination will include electrocardiographic tracing and ophthalmology consultation. Class “1” physicals must be approved by the Aeromedical Center, Fort Rucker, AL, before accession.

(8) Not have attended or have been eliminated or graduated from a previous course of military-sponsored flight or preflight instruction program.

(9) Be a U.S. citizen.

(10) Possess a favorable NACLC.

(11) Meet all prerequisites and processing requirements established under this program.

*c.* All enlistees must meet the prerequisites before and after enlistment, per DA Pam 611–21.

*d.* Primary enlistment options available for enlistment include—

(1) REQUEST Option 11. U.S. Army Officer Candidate School.

(2) REQUEST Option 12. U.S. Army Warrant Officer Flight Training.

(3) Enlistment for OCS.

(4) Enlistment for WOFT.

*(a)* To be eligible for primary flight training, enlistees must successfully complete the 6-week WOCS (described in the Army Training Requirements and Resources System Course Catalog) at the Warrant Officer Career Center, Fort Rucker, AL.

*(b)* Applicants will be informed of the nature of flight training and the assumed duties and responsibilities of an aviation warrant officer.

*(c)* Those who fail to meet the prerequisites or who voluntarily withdraw from the WOFT Program will be required to serve the remainder of their enlistment as an enlisted member.

*(d)* Warrant officer candidates are administratively promoted to the grade of E–5 upon entry into WOCS. Candidates who are administratively eliminated or medically disqualified from WOCS will be reduced in grade as determined by the Commandant, Warrant Officer Career Center.

*(e)* The WOCS and WOFT start dates for training are tentative and subject to change by HQDA.

*(f)* Applicant will be advised that his or her flight physical must remain valid in accordance with AR 40–501. Changes in medical condition or expiration of his or her flight physical prior to completion of WOCS will require a subsequent flight physical in accordance with AR 40–501.

*(g)* Upon successful completion and graduation of WOCS, applicant will be appointed to the grade of WO1. Newly appointed warrant officers are then directed to 145<sup>th</sup> Aviation Regiment, U.S. Army Aviation Center, Fort Rucker, AL, for their initial entry rotary wing flight training.

*(h)* The WOCS and WOFT candidates are not eligible for Army College Fund.

*(i)* All applicants applying for the WOFT Enlistment Option Program will be boarded at Headquarters, USAREC.

### **Section III**

#### **United States Army Reserve Enlistment Programs**

##### **9–11. Enlistment Program 9E, U.S. Army Reserve Bands Enlistment Program**

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

*a.* Under this program, qualified applicants are guaranteed—

(1) Assignment to a USAR Band.

(2) Accelerated appointment to an advanced pay grade without regard to time in grade or time in-service requirements.

(3) Enlistment pay grade E–4.

*b.* All enlistees must meet the prerequisites before and after enlistment, per DA Pam 611–21 and chapter 7 of this regulation, as applicable.

*c.* Available enlistment options for this program are listed in chapter 7.

*d.* Applicants must be—

(1) Oriented on duties associated with MOS in which person is to be enlisted, as outlined in DA Pam 611–21.

(2) Advised that failure to complete BCT may result in separation from USAR under AR 635–200 or AR 135–178, accordingly.

(3) Advised that failure to demonstrate technical competence or perform satisfactorily during applicable IDT preparatory training or proficiency training period could result in delay or denial of appointment to accelerated pay grade and MOS reclassification or reassignment.

*e.* Record entries and orders apply as follows:



(1) For applicants required to enter IADT, orders will be prepared using proper format, as prescribed by AR 601–270, and will contain “U.S. Army Reserve Enlistment Program 9E, USAR Bands Program, AR 601–210.”

(2) One of the following statements will be entered on DD Form 1966—

(a) Enlisted for USAR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BCT and proficiency training on initial entry training (minimum 12 weeks) and return to unit.

(b) Enlisted for USAR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BCT and return to unit to complete 48 hours proficiency training during IDT.

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

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

a. Under this program, qualified applicants will be guaranteed—

(1) Assignment to a USAR Military Intelligence, Signals Intelligence, Electronic Warfare, or Signal Security Unit.

(2) Training prior to unit assignment.

b. All enlistees must meet the prerequisites before and after enlistment in DA Pam 611–21, as applicable.

c. This is a special USAR Enlistment Program that will be identified on REQUEST and will not contain any REQUEST options.

d. Applicants will be informed of the following:

(1) Some training may require a 4-year enlistment.

(2) Applicants will be subject to proper personnel security investigation. Continued assignment or attachment will depend on a continuing favorable security determination.

(3) If applicant fails to meet any required prerequisite after enlistment, another unit may be selected if vacancy exists and for which applicant is qualified.

(4) Failure to complete BCT may result in separation from the USAR under AR 635–200 or AR 135–175.

(5) Withholding or denial of information required for security clearance processing will be just cause for release from this program.

(6) Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled and may be given the chance to select another unit for which qualified and vacancy exists.

### **9–13. Enlistment Program 9G, U.S. Army Reserve Individual Ready Reserve Direct Enlistment Program**

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

a. Under this program, qualified applicants are guaranteed—

(1) Enlistment in the USAR.

(2) A concurrent assignment to the USAR Control Group (Reinforcement).

b. All enlistees must meet the prerequisites before and after enlistment, per DA Pam 611–21.

c. Applicants will be informed of the following:

(1) Time spent in the IRR will count toward computation of time in grade and time in service for promotion consideration and longevity for pay purposes.

(2) A member of the IRR is not entitled to receive pay unless serving on AD or ADT.

(3) Promotion consideration will be under policy currently in effect for members of the IRR (see AR 600–8–19).

(4) Fifteen points are awarded for each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.

(5) Members of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the President, Congress, or under any other conditions authorized by law.

(6) All military correspondence will be completed and promptly returned.

(7) Changes of address will be report to Commander, U.S Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

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

This program is available to qualified NPS and PS applicants qualified for enlistment in the USAR who can meet criteria for enrollment in the ROTC Military Science (MS) curriculum (MS II, III, or IV).

a. *Program description.*

(1) Guarantees assignment to a Selected Reserve unit in a paid drill status.

(2) Guarantees simultaneous training as an ROTC cadet and a member of a USAR TPU after enrollment in the ROTC program.

(3) Accelerated appointment to pay grade E-5 on enrollment in the ROTC.

*b. Prerequisites.* All enlistees must meet the prerequisites in AR 145-1 before and after enlistment.

*c. Reserve Officers' Training Corps/Simultaneous Membership Program.* Is a voluntary officer training program that requires USAR enlisted status for eligibility.

*d. Limitations.*

(1) *Longevity credit.* In computing length of service for any purpose, per 10 USC 2106, only the officer's former service executed in their capacity as an enlisted member in a Selected Reserve unit, during ROTC as part of the SMP, qualifies as creditable service.

(2) *Reserve Officers' Training Corps scholarship recipients.* Except for recipients of the Reserve Forces Duty Scholarship Program, who are required to participate in the ROTC/SMP, cadets receiving financial assistance under the Army ROTC Scholarship Program are not eligible to participate in the ROTC/SMP. A cadet in the ROTC/SMP may apply for an ROTC scholarship; however, the cadet will be transferred from the TPU to Control Group (ROTC) prior to acceptance of such scholarship, except as stipulated.

(3) *Maximum participants.* The total number of ROTC/SMP participants assigned to an regional readiness command at any one time will not exceed 4 percent of the authorized total (officer and enlisted) strength of the command. Cadets assigned to one TPU may be attached to another TPU located close to an ROTC detachment. However, the total number of cadets drilling with any one TPU may not exceed three per commissioned officer supervisor.

(4) *Basis for direct enlistment or selection for assignment to officer-trainee positions.* A Soldier may be enlisted as a potential participant, or a cadet may be selected as a participant, for assignment to an officer-trainee position in a TPU on the basis of three officer-trainee positions for each assigned officer in an authorized position. The Soldier or cadet will be assigned as overstrength against that officer position. Soldiers will be assigned to position 9991 on the unit manning report as officer candidates and not against specific paragraph and line positions.

(5) *Priority for direct enlistment or selection for assignment to officer-trainee positions.* The number of Soldiers or cadets applying to participate in the ROTC/SMP with a given TPU may exceed the number of officer-trainee spaces available. Should this occur, the specific order of priority below will be used for selection.

(a) First priority is for a current USAR TPU Soldier not enrolled in the ROTC (MS II, MS III, or MS IV); however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.

(b) Second priority is for a Soldier assigned to a Control Group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC (MS II, MS III, or MS IV), and must have completed basic training.

(c) Third priority is for the enlistment of a PS applicant. The applicant must be eligible for enrollment in the ROTC (MS II, MS III, or MS IV).

(d) Fourth priority is for the enlistment of an NPS applicant who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the PMS for entry into MS II or MS III.

(e) Fifth priority is for the enlistment of an NPS or PS applicant who is not enrolled in the ROTC (MS II, MS III, or MS IV), but has completed the ROTC Basic camp.

(f) Sixth priority is for the enlistment of an NPS or PS applicant who is not enrolled in the ROTC (MS II, MS III, or MS IV), but has completed MS I.

(g) Seventh priority is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC (MS II, MS III, or MS IV).

(h) Eighth priority is for the reassignment of a cadet enrolled in the ROTC (MS II, MS III, or MS IV) from Control Group (ROTC) to the USAR TPU.

(6) *Bonus incentives and loan repayment programs.*

(a) An NPS or PS applicant enlisted under Option 9-H is not eligible for an SRIP enlistment bonus or participation in the loan repayment programs (see chap 5).

(b) A Soldier reassigned from the IRR to a USAR TPU as a potential participant in the ROTC/SMP is not eligible for the SRIP affiliation bonus (see para 10-15).

(7) *Montgomery GI Bill entitlement.*

(a) *Montgomery GI Bill for service on active duty (38 USC Chapter 30 and Section 3011).* A Soldier entitled to educational assistance under the MGIB for service on AD (38 USC 3011) retains such entitlement on enrollment in the ROTC (MS II, MS III, or MS IV) and participation in the ROTC/SMP.

(b) *Montgomery GI Bill for Selected Reserve Service (10 USC 106).*

1. A Soldier enlisted as a potential participant is entitled to enrollment in the MGIB if he or she completes or has completed initial entry training, has been awarded an MOS, and meets the eligibility criteria of chapters 5 and 8 prior to enrollment in the ROTC Advanced Course (10 USC 1606). ROTC/SMP participants who have completed BCT and have been coded as 09R are not eligible for USAR MGIB.

2. A Soldier currently entitled to educational assistance under the MGIB will retain such entitlement on enrollment in the ROTC (MS II, MS III, or MS IV) and retention in a TPU as a cadet participating in the ROTC/SMP.

3. A cadet reassigned from Control Group (ROTC) to a USAR TPU to participate in the ROTC/SMP is not eligible for MGIB entitlement.
4. Termination of MGIB entitlement is prescribed by this regulation.
- e. Applicant's requirements.*
  - (1) Agree, on successful completion of ROTC Advanced Course, to include ROTC Leader Development and Assessment Course (LDAC), to volunteer for commissioning.
  - (2) Agree to enroll in ROTC (MS II, MS III, or MS IV) within 1 year after enlistment in USAR.
  - (3) Be of good moral character as evidenced by record in home community.
  - (4) Be a citizen of the United States.
  - (5) Scholarship applicants must be at least 17 years of age within the first semester in which the scholarship is to begin benefits. Students cannot contract until they have reached their 17th birthday. Additionally, 10 USC 2107 requires applicants to be under 31 years of age on 31 December of the year in which they are to be commissioned. Age requirement for scholarship cadets is governed by 10 USC 2107 (waiver not considered).
  - (6) Nonscholarship applicants must be at least 17 years old to contract in the Basic Course/Advanced Course (MS II, MS III, or MS IV). Applicants under 18 years old, and those who are minors for the purpose of executing contracts under the laws of the State which has jurisdiction where the school is located (even if older than 18), require parental consent for contracting in the advanced course. Applicants must not be 35 years old or older at the projected time of commissioning. Waivers will be considered between 35 and 39 years of age at the projected time of commission for uniquely qualified individuals that are guaranteed Reserve Forces Duty only.
  - (7) Meet medical fitness standards prescribed in AR 40–501, chapter 2, for enrollment in ROTC Basic Course/Advanced Course (MS II, MS III, or MS IV).
  - (8) Have qualifications for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training.
  - (9) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test, composite score of 19 on the American College Test, or minimum total score of 85 on the Preliminary Scholastic Aptitude Test. If these scores are not available, or, if the person does not qualify on Scholastic Aptitude Test, American College Test, or Preliminary Scholastic Aptitude Test, recruiting brigade commanders may approve waivers for enlistments in cases where applicant achieved a general technical score of 110 or higher. All applicants must have an ASVAB score of record to enlist.
  - (10) Agree to enroll for a minimum of 2 years in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross-enrollment agreement with another institution hosting, an Army ROTC program. To be eligible, institution must be a civilian institution accredited to award baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.
  - (11) Meet requirements of AR 145–1 (see placement credit table) for entry into ROTC Basic Course/Advanced Course (MS II, MS III, or MS IV), or agree to meet this requirement within 229 days following enlistment.
  - (12) For PS applicants, must agree to minimum term of service of 4 years on enlistment. NPS applicants must enlist for an 8-year term of service.
  - (13) Present a completed PMS Certification to the station commander or Army guidance counselor.
  - (14) Complete DA Form 4824.
  - (15) Participate satisfactorily with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year he or she is required to attend ROTC LDAC.
  - (16) If the member has no prior military service, enter on IADT within 270 days after enlistment to successfully complete an 8-week BCT.
  - (17) If member has prior military service and has accomplished a basic training course on AD or ADT conducted by a U.S. Armed Force, entry on IADT to complete 8-week BCT is not required.
  - (18) Enroll into ROTC (MS II, MS III, or MS IV) within 1 year.
  - (19) BCT requirement: This option does not apply to persons already enrolled in ROTC (MS II, MS III, or MS IV); these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed the DD Form 4 when enlisting for ROTC, under 10 USC 511a. Applicants eligible under this option enlist under 10 USC 511d and, if they previously have not completed BCT, they must be scheduled within 270 days.
  - (20) The ROTC/SMP participants may apply for ROTC scholarships; however, they will be transferred from TPU assignment and reassigned to Control Group (ROTC).
  - (21) Failure to apply for and enroll in the ROTC (MS II, MS III, or MS IV) within 1 year after enlistment will cause the member to be dropped as a potential ROTC/SMP participant. Member then will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member also will be required to undergo any IADT not previously completed, to include AIT for MOS qualification if required.
  - (22) Should potential ROTC/SMP participant not be accepted for enrollment in ROTC Advanced Course, request discharge from current enlistment agreement or retention in the TPU in enlisted status.
  - (23) Should member become disenrolled from ROTC (MS II, MS III, or MS IV); fail to volunteer for the Early

Commissioning Program; fail to accept a commission; or fail to be tendered a commission, if otherwise qualified, they will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member would be required to undergo any IADT not previously completed, to include AIT for MOS qualification, if required. After being dropped as an ROTC/SMP participant, enlisted pay grade will be determined under AR 600–8–19.

(24) Applicants enlisting for this option are not entitled to enlistment incentives under current DA policies prescribing the SRIP or similar Federal directives governing incentive programs.

(25) If applicant is otherwise eligible for USAR enlistment in a TPU, interview applicant to determine probable eligibility for enlistment under this option.

(26) Obtain from guidance counselor verification that an officer vacancy exists in the TPU to which applicant will be assigned on enlistment. Provide applicant with PMS Certification; request applicant have certification completed by PMS and returned before enlistment processing.

(27) On receipt of completed PMS Certification that shows applicant has a reasonable chance for acceptance on application for enrollment in ROTC (MS II, MS III, or MS IV), complete enlistment processing as required by chapter 6.

*f. Record entries and orders.*

(1) Copies of the PMS Certification will be included in all distributed enlistment packets.

(2) For applicants required to enter on IADT, orders prepared using AR 600–8–105 will contain “ROTC/SMP Program, Program 9–H, AR 601–210” as the response to the “Auth” lead line, and will stipulate that period of training is to be 8 weeks to complete BCT.

*g. Reserve Officers’ Training Corps Advanced Course enrollment eligibility.* To enroll in the ROTC Advanced Course nonscholarship program under this chapter, a Soldier must—

(1) Be assigned to a Selected Reserve unit.

(2) Have a remaining statutory or contractual service obligation of 4 or more years at time of enrollment.

(3) Meet the eligibility standards in AR 145–1 (see enlistment in the United States Military Academy and USAR ROTC/SMP) and not be ineligible per AR 145–1 (see eligibility of members of the U.S. Armed Forces).

(4) Agree that on successful completion of the ROTC Advanced Course (to include the Advanced Camp), he or she will volunteer for commissioning in the ROTC Early Commissioning Program if—

(5) He or she was not enlisted in the TPU under Option 9–H.

(6) He or she is not scheduled to receive a baccalaureate degree within 8 months of completion.

*h. Cadet Reserve Officers’ Training Corps/Simultaneous Membership Program participation eligibility.* For reassignment from Control Group (ROTC) to a Selected Reserve TPU to participate in the ROTC/SMP, a cadet must meet the following eligibility criteria. Waivers are not authorized. The cadet must—

(1) Be enrolled in the ROTC (MS III or MS IV) nonscholarship program.

(2) Be assigned to a verified officer-trainee position in a TPU.

(3) Meet the body composition/weight control standards per AR 600–9.

(4) Agree to volunteer for commissioning under the provisions of the ROTC Early Commissioning Program on successful completion of the ROTC Advanced Course (to include ROTC Advanced Camp) if, on completion, the cadet is not scheduled to receive a baccalaureate degree within 8 months.

(5) Be processed under the provisions of this paragraph.

*i. Policy applicable to a potential participant (09R10).* The following policy and procedures are applicable to a Soldier not enrolled in the ROTC Advanced Course, but has enlisted, or been reassigned, as a potential participant in the ROTC/SMP.

(1) *Potential participant.* A “potential participant” is a Soldier who is not enrolled in the ROTC (MS III or MS IV), has been enlisted under Option 9–H, or is assigned to a TPU, and executes a DA Form 4824 in conjunction with a DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment).

(2) *Reserve Component status.* The Soldier will serve in the enlisted rank and pay grade he or she attained.

(3) *Identification.* A potential participant will be identified by using reporting code 09R10 for the primary and duty MOS on enlistment documents (DA Pam 611–21). TPU vacancy must be reserved on REQUEST as reporting code 09R20. The Commander, HRC will report potential participants to the Office of the Secretary of Defense through the RCs Common Personnel Data System using RC category designators “S” or “U,” as appropriate, and training retirement category designators “A” or “P,” as appropriate.

(4) *Pay.* A potential participant is paid in the pay grade and years of service attained by the Joint Uniform Military Pay System-Reserve Components under training retirement category “P” or “A.” Effective the date of enrollment in the ROTC Advanced Course, the Soldier’s rank is cadet and he or she will be advanced to pay grade E–5 for pay purposes while in the officer-trainee position, if in a pay grade less than E–5.

(5) *Duty.* A potential participant will perform duty in an MOS in which qualified. If not MOS qualified, the Soldier will train in a duty MOS as determined by the TPU commander.

(6) *Satisfactory performance.* The Soldier serving as a potential participant is subject to the same standards for satisfactory performance as all other enlisted Soldiers assigned to the TPU.

(7) *Status on mobilization or call to active duty.* Although the potential participant is an assigned enlisted member of a Selected Reserve TPU, contracted ROTC cadets are to be considered non-deployable until they either receive their commission and complete their officer basic course, or they are disenrolled from the program. Therefore, contracted cadets will not be mobilized, called, or ordered to AD in an enlisted grade or rank, unless they are disenrolled from the program.

(8) *Failure to enroll in the Reserve Officers' Training Corps Advanced Course.*

(a) *Soldier does not apply for enrollment.* A Soldier who enlists under Option 9-H and does not apply for enrollment in the ROTC Advanced Course within 1 year following enlistment will be dropped as a potential participant. The Soldier will be retained in a TPU in an enlisted status until completion of his or her contractual service obligation. If the Soldier has not previously completed initial entry training and been awarded an MOS, or if the Soldier is not qualified for TPU duty MOS, then the Soldier must complete any required initial entry training or MOS qualification training.

(b) *Soldier is not accepted for enrollment.*

1. A Soldier who enlists under Option 9-H and is not accepted for enrollment in the ROTC Advanced Course within 1 year following enlistment will, at his or her request, either be discharged from the USAR (AR 135-178), or retained in a TPU in an enlisted status until completion of contractual service obligation. If the Soldier requests retention and has not previously completed initial entry training and been awarded an MOS, or if the Soldier is not qualified for a TPU duty MOS, then the Soldier must complete any required initial entry training or MOS qualification training.

2. A Soldier who enlisted under another USAR enlistment option and subsequently was selected as a potential participant, must apply for enrollment in the ROTC Advanced Course within 1 year following selection. If the Soldier is not enrolled or is not accepted for enrollment in the ROTC Advanced Course within 1 year following selection, the Soldier will be dropped as a potential participant. The Soldier will be retained in the USAR and continue to serve under the terms of the enlistment agreement or statutory MSO that existed prior to selection as a potential participant.

3. Policy applicable to a participating cadet (09R20). The following policy and procedures are applicable to a cadet enrolled in the ROTC Basic/LDAC (MS III or MS IV) and participating in the ROTC/SMP.

(9) *Participant.* A "participant" is a cadet enrolled in the ROTC Basic/LDAC (MS III or MS IV) who is simultaneously assigned to a TPU of the Selected Reserve as an officer-trainee.

(10) *Reserve Component status.* The rank of an ROTC/SMP participant is cadet (AR 600-20). While enrolled in the ROTC (MS III or MS IV), a participant will wear the insignia of an ROTC cadet, and orders issued for any purpose will cite the participant's rank as cadet.

*Note.* A cadet is not a NCO or member of the NCO Corps and is not authorized to wear the insignia of an NCO. A lateral appointment from cadet to a NCO rank is not authorized while the cadet is enrolled in the ROTC (MS III or MS IV).

(11) *Identification.* A cadet participating in the ROTC/SMP will be identified using reporting code 09R20 as the primary and duty MOS on personnel records and data systems (DA Pam 611-21), HRC, reports ROTC/SMP participants to the Office of the Secretary of Defense through the RCs Common Personnel Data System using RC category designator "U" and training retirement category designator "T." Cadets will be assigned to position 9991 on a TPU unit manning report and not to a specific paragraph and line.

(12) *Pay.* A cadet is paid in the pay grade and years of service attained, but not less than pay grade E-5 (para 10-6d), by Joint Uniform Military Pay System-Reserve Components under training retirement category "T." While participating as a cadet in the ROTC/SMP until the date of commissioning, adjustments to pay will include basic pay table increases, basic allowance for subsistence, basic allowance for quarters, and drill pay based on years of service and longevity for creditable service in the computation of base pay. The subsistence allowance entitled a cadet enrolled in the ROTC (MS III or MS IV) is not affected by the cadet's participation in the ROTC/SMP.

(13) *Duty.* A cadet is an officer trainee and will be assigned duties commensurate with the grade of second lieutenant, but such duties will be performed under the close supervision of a commissioned officer.

(14) *Satisfactory performance.* A cadet participating in the ROTC/SMP is subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted Soldiers assigned to the TPU. Failure to meet these performance and participation standards may result in cancellation of the ROTC/SMP agreement (DA Form 4824) and reassignment from the TPU to Control Group (ROTC), or disenrollment from the ROTC (MS III or MS IV).

(15) *Status on mobilization or call to active duty.* On a partial or full mobilization, by a declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President under emergency powers, a cadet (officer-trainee) will be treated as an officer or potential officer. The cadet may be commissioned immediately or be provided further precommissioning training as determined by the Secretary of the Army. A cadet, after commissioning, may be mobilized or called to AD with his or her assigned TPU to fill officer unit vacancies at the time of mobilization or call to AD but is not eligible for deployment until completion of officer basic course branch training. An assigned or attached cadet does not affect the mobilization readiness condition of the TPU and will not be included

in the TPU's readiness reporting. Unless disenrolled from the ROTC Advanced Course per AR 145-1, a cadet will not be mobilized, called, or ordered to AD in an enlisted grade or rank.

(16) *Annual training.* Cadets will be excused on their request from AT during the year they are required to attend ROTC LDAC. They will not be required to attend both, unless they choose to do so, but they must attend LDAC. However, should the cadet be commissioned, or disenrolled from ROTC, and remain assigned to a TPU, he or she must adhere to the AT requirement. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.

(17) *Failure to complete Reserve Officers' Training Course Leader Development and Assessment Course.* A cadet who is disenrolled from ROTC Basic/LDAC (MS III or MS IV) will be dropped from the ROTC/SMP. If otherwise qualified, he or she will be retained in the TPU until completion of the Soldier's contractual or statutory service obligation. Immediate adjustment to rank and pay grade will be made per AR 600-8-19, and the Soldier must complete required IADT if not previously completed.

(18) *Cadet troop leader training.* A cadet participating in the ROTC/SMP is not eligible to participate in the ROTC Cadet Troop Leader Training (formerly the Army Orientation Training Program).

*j. Policy applicable to Reserve Officers' Training Corps/Simultaneous Membership Program cadets on completion of the Reserve Officers' Training Course Leader Development and Assessment Course.* On completion of the ROTC Advanced Course, the discharge, commissioning, and assignment of a cadet participating in the ROTC/SMP will be in accordance with AR 145-1.

*k. Processing a Soldier assigned to a troop program unit (first priority).*

(1) A Soldier assigned to a TPU becomes a potential participant in ROTC/SMP when he or she executes the SMP agreement using DA Form 4824, and the agreement has been authenticated by the TPU commander. The DA Form 4824 will be prepared with an original and three copies, and distributed as follows:

(a) The original, together with a cover memorandum requesting it be filed in the Soldier's official military personnel file, will be sent to: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

(b) A copy will be attached as an addendum to the Soldier's current DA Form 3540 and retained in the Soldier's personnel file.

(c) A copy will be provided to the Soldier.

(d) A copy will be provided to the appropriate USAR command/general officer command.

(2) A Soldier assigned to a TPU becomes a participant in ROTC/SMP when he or she enrolls in the ROTC (MS III or MS IV) and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the cadet must execute the DA Form 4824. The agreement will be distributed in the same manner as paragraph 9-14a.

(3) When a Soldier assigned to a TPU applies for enrollment in the ROTC (MS III or MS IV) to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the Soldier's current enlistment agreement (DD Form 4).

*l. Processing a Soldier assigned to the Individual Ready Reserve (second priority).*

(1) When a Soldier assigned to an IRR Control Group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the Soldier will be processed for reassignment from the IRR to the TPU per AR 140-10. If the Soldier is within 3 months of expiration term of service, he or she will be processed for an immediate reenlistment per AR 140-111 (see continued USAR membership when assigned to a unit of the Selected Reserve), concurrent with the TPU assignment.

(2) After the Soldier has been assigned to the TPU, the provisions regarding processing first priorities apply.

*m. Processing prior service and nonprior service applicants (third through seventh priority).* Applicants for enlistment as potential participants in the ROTC/SMP, with or without previous military service, will be processed as prescribed by Option 9-H.

*n. Processing a cadet assigned to Control Group (ROTC) (eighth priority).* To participate in the ROTC/SMP, a cadet assigned to Control Group (ROTC) will be processed for reassignment to an officer-trainee position in a TPU as follows:

(1) The PMS confirms through the TPU commander or guidance counselor that an officer-trainee position exists and the TPU commander will accept the cadet for assignment to the position.

(a) Requests the ROTC region commander issue an order reassigning cadet from Control Group (ROTC) to the TPU as a cadet (ES), reporting code 09R20.

(b) Sends a packet consisting of the following documents to the appropriate guidance counselor:

1. All copies of the DD Form 1966.

2. The original and one copy of the DD Form 4 used on enrollment of the cadet in the ROTC (MS III or MS IV).

3. Two copies of the latest medical examination and medical history (DD Form 2807-2 and DD Form 2808).

4. Five copies of the order reassigning the cadet from Control Group (ROTC) to a TPU.

(2) The recruiter will—

- (a) Build the cadet's complete record in Army Recruiting Information Support System and scan in appropriate source documents into guidance counselor redesign.
- (b) Project the cadet as a prior service "ENLIST ONLY" and place in the comments "SMP."
- (c) The cadet, under the guidance of a recruiter or counselor, will complete required portions of the DD Form 1966. The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the cadet.
  - (3) The guidance counselor will—
    - (a) Review the documents to determine the cadet's qualification for unit assignment in the same way as if the cadet was being processed for enlistment.
    - (b) If the cadet meets the basic eligibility requirements of chapter 3, the applicant must take the ASVAB and meet trainability scores in paragraph 3–6. The guidance counselor will notify the PMS and reassignment processing will continue.
    - (c) If the cadet does not meet the requirements of chapter 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC region commander revoked and advise the cadet that he or she is not eligible for participation in the ROTC/SMP
  - (4) If the cadet is qualified for TPU membership, the PMS will—
    - (a) Execute DA Form 4824 by obtaining the cadet's signature and the TPU commander's authentication.
    - (b) Execute a DA Form 3540 by obtaining the cadet's signature.
    - (c) Send the completed DA Form 4824 and DA Form 3540 to the appropriate guidance counselor.
  - (5) The guidance counselor will prepare and distribute the documents received from the PMS as follows:
    - (a) Prepare a packet containing the following documents and send to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, to establish the cadet's Official Military Personnel File:
      - 1. Original DD Form 4, if possible (see para 9–14n(5)(a)5).
      - 2. Original DA Form 3540 with original DA Form 4824 securely attached.
      - 3. Original DD Form 1966.
      - 4. Copy of latest DD Form 2807–2 and DD Form 2808.
      - 5. Copy of the TPU reassignment order.
    - (b) Prepare a packet containing the number 2 copies of the documents outlined in paragraph (1), above, and send it to the appropriate USAR command/general officer command commander. This packet will be used to bring the cadet into the strength accountability of the Selected Reserve as a gain transaction. The USAR command/general officer command will then send this packet to the appropriate TPU to establish the cadet's personnel file.
    - (c) Give the cadet the number 3 copies of the DA Form 3540 with DA Form 4824 attached, DD Form 1966, and the TPU reassignment order.
    - (d) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966 and the other documents used in effecting this transaction.
    - (e) Make every effort to obtain the original DD Form 4 executed at the time of the cadet's enrollment in the ROTC (MS II only). However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.
      - o. Processing a disenrollment from the Reserve Officers' Training Course Leadership Development and Assessment Course.*
- (1) A Soldier disenrolled from the ROTC (MS III or MS IV) is dropped from ROTC/SMP participation, retained as an assigned member of the TPU, and serves in an enlisted rank (AR 600–8–19) until expiration term of service of his or her current contractual or statutory service obligation. This is, provided the Soldier is not otherwise processed for discharged per AR 135–178.
- (2) On notification that a cadet has been disenrolled from the ROTC (MS III or MS IV) and processing under AR 135–178 is not being initiated, the TPU commander will complete the notice of removal from ROTC/SMP (see fig 10–1), and distribute the copies as shown below.
  - (a) The original will be sent to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, with a memorandum requesting the notice be inserted in the Soldier's personnel file.
  - (b) A copy will be placed in the Soldier's official personnel records.
  - (c) A copy will be given to the Soldier.
  - (d) A copy will be sent to the appropriate USAR command/general officer command commander.
  - (e) A copy and a memorandum of transmittal will be sent to the Joint Uniform Military Pay System-Reserve Components input station.
- (3) The TPU commander will coordinate with the appropriate MEPS guidance counselor and obtain training reservations for entry of the Soldier ADT to complete basic/advanced initial entry training, if required.

*p. Processing cadets applying for the Army Reserve Officers' Training Course Scholarship Program.*

(1) Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, recipients of Army ROTC scholarships are not eligible to participate in the ROTC/SMP. However, this does not preclude an ROTC/SMP cadet from applying for an ROTC scholarship.

(2) An ROTC/SMP cadet must inform the TPU commander that application has been made for an Army ROTC scholarship. If the cadet is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander who will initiate the reassignment procedures.

*q. Processing release from Reserve Officers' Training Course/Simultaneous Membership Program and reassignment to Control Group (ROTC).*

(1) Unless disenrolled from the ROTC LDAC or commissioned, a cadet will not be reassigned from a TPU to a Control Group administered by Commander, HRC (for example AT, Reinforcement, and so forth). The voluntary or involuntary release of a cadet from the ROTC/SMP will require reassignment to Control Group (ROTC) administered by an ROTC region commander, or discharge concurrent with disenrollment.

(2) A cadet may be voluntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) provided the reassignment is not solely for the purpose of discharge from the ROTC to avoid a statutory or contractual service obligation. Release from the ROTC/SMP may be based on—

(a) Personal reasons.

(b) A change of address and the cadet lives beyond a reasonable distance from the training center.

(c) Surviving son or daughter status.

(d) Dependency or hardship.

(e) Pregnancy.

(3) A cadet will be involuntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) when the cadet—

(a) Accepts an ROTC scholarship.

(b) Is not within reasonable commuting distance of another officer-trainee position as a result of TPU inactivation or relocation.

(c) Is an unsatisfactory participant per AR 135–91.

(d) Fails to maintain Army weight control standards per AR 600–9.

(e) Fails to pass the Army physical fitness test.

(f) Is unable to perform duties due to parenthood.

(g) Is removed from the ROTC/SMP for cause based on performance or conduct.

(4) A request for voluntary or involuntary reassignment of a cadet to Control Group (ROTC) will be processed as follows:

(a) *Voluntary reassignment.* Citing the reasons on DA Form 4187, a cadet may request reassignment to Control Group (ROTC). The TPU commander will endorse the request through command channels to the appropriate USAR command/general officer command commander.

(b) *Involuntary reassignment.* The TPU commander will submit a memorandum through command channels to the appropriate USAR command/general officer command commander requesting reassignment of the cadet to Control Group (ROTC). The memorandum will contain full justification for the request.

(5) On receipt of a request submitted under paragraph 9–14*d*, the USAR command/general officer command commander—

(a) Disapproves the request and returns the DA Form 4187 or memorandum to the sender without further action.

(b) Approves the request and—

1. Issues orders reassigning the cadet to Control Group (ROTC) under the appropriate ROTC region commander.

2. Sends copies of the reassignment orders and the cadet's personnel file to the appropriate ROTC region commander.

3. Uses transaction type code "MP."

4. Instructs the TPU commander to take appropriate action to remove the cadet from the Joint Uniform Military Pay System-Reserve Components Master Pay File.

5. Sends a memorandum with a copy of the orders enclosed to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. The memorandum will request a copy of the orders be inserted in the cadet's official military personnel file and the official military personnel file be retired under the National Archives and Records Administration.

*r. Processing a cadet for discharge to accept a commission per AR 135–178.* The appropriate PMS will issue orders discharging an ROTC/SMP cadet from enlisted status and TPU membership. A copy of this discharge order must be furnished to the losing USAR TPU as soon as possible so the TPU can initiate procedures necessary to effect a loss transaction to Standard Installation/Division Personnel System-USAR.



### **9–15. Enlistment Program 9I, U.S. Army Reserve Officers' Candidate School Enlistment Program**

This program is available to qualified NPS and PS with a baccalaureate or higher degree from an accredited college or university. NPS applicants enlisting under this program must enlist for a minimum term of 6 years in the Selected Reserve and 2 years in the IRR (6 x 2) and PS applicants must enlist for a 3-year term. The Office of the CAR and USAREC will assist in the interview and processing of applicants interested in applying for this program.

*a.* This program guarantees enrollment in the OCS Program.  
*b.* All enlistees must meet the prerequisites before and after enlistment.  
*c.* OCS Enlistment Program is a special recruiting program that will be processed via chapters 5, 6, and this paragraph.

*d.* Applicants must—

(1) Possess documentary proof of having received a baccalaureate or higher degree as listed in Education Directory, Higher Education, published by the Department of Education (foreign transcripts must be evaluated according to paragraph 2–7f). Individuals in their senior year of a college program leading to the award of a baccalaureate degree may be enlisted with a letter or transcript from the college indicating the expected graduation date, provided the graduation date is prior to the date individual is scheduled to ship to OCS training.

(2) Be at least 18 years of age and not have passed their 33rd birth date at the time of shipment to training and must graduate and accept commission prior to age 34.

(3) Successfully complete BCT, if required.

(4) Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.

(5) Successfully qualify for personal security clearance before OCS graduation.

(6) Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS Program.

*e.* Army OCS is conducted at Fort Benning, GA, and is 14 weeks long. Branches in which officers are trained are determined by the TPU vacancy for which enlisting.

*f.* OCS applicants must understand the following challenges that face them:

(1) From the date of entry until graduation from OCS, applicants will undergo about 6 months of intensive training (if BCT is required).

(2) This training is designed to impose physical, mental, and emotional pressure to simulate stresses and fatigue of combat.

(3) Applicants who fail to meet the requirements of this program or who voluntarily withdraw from the OCS Program will be required to serve the remainder of their enlistment as an enlisted member.

### **9–16. Enlistment Program 9J, U.S. Army Reserve Warrant Officer Flight Training Enlistment Program**

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

*a.* Under this program—

(1) Qualified NPS applicants are guaranteed enlistment for a minimum term of service of 6 years and enrollment in the WOFT Program.

(2) Qualified PS applicants are guaranteed enlistment for a minimum term of enlistment of 3 years and enrollment in the WOFT Program.

(3) Qualified applicants are guaranteed advancement to pay grade E–5 while attending WOFT (at entry into the WOCS).

*b.* All enlistees must meet the prerequisites before and after enlistment. Applicants must pass a Type I, Class I flight physical.

*c.* The OCS Enlistment Program is a special recruiting program that will be coordinated by HRC, the Office of the CAR, and Headquarters, USAREC and processed via chapters 5 and 6.

*d.* Applicants must—

(1) Successfully complete BCT, WOCS, and flight officer indoctrination. Persons not required to attend basic training will be sent directly to WOCS.

(2) Qualify for security clearance prior to entering the WOCS.

(3) Complete the 6-week WOCS course to be eligible for primary flight training.

(4) Be made aware of the nature of flight training and responsibilities that warrant officers assume.

(5) Be required to serve the remainder of their enlistment as an enlisted member if they fail to meet requirements of paragraphs 9–16d(1) and (2), or voluntarily withdraw from the WOFT Program. Warrant officer candidates are promoted to grade E–5 while attending WOFT (at entry into the WOCS). Individuals who fail to meet the requirements of paragraphs 9–16d(1) and (2) will be reduced in grade as determined by the Commander, HRC.

*e.* Class dates are tentative and may be changed by HQDA.

f. Applicants will be informed of service obligation as a member of Selected Reserve in a TPU (see AR 135–91).

### **9–17. Enlistment Program 9K, U.S. Army Specialized Training for Army Reserve Readiness Enlistment Program**

The Specialized Training for Army Reserve Readiness Program is available to qualified NPS applicants enlisting for a minimum term of enlistment of 6 x 2. The PS applicants who are authorized to enlist under this program must enlist for a minimum term of enlistment of 4 years and have never been a previous participant in this program.

a. Under this program—

(1) Qualified NPS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades, per DA Pam 611–21, upon completion.

(2) Qualified PS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades, per DA Pam 611–21, upon completion. PS applicants authorized a higher enlistment grade in paragraph 3–18 will be given the higher pay grade than the advance pay grade given in the selected medical skill, per DA Pam 611–21.

(3) Qualified NPS and PS applicants must complete DA Form 7004 (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the U.S. Army Reserve Specialized Training for Army Readiness (STAR) Enlistment Program).

b. This is not an educational incentive or scholarship program. This is an Army Reserve Training Program. Persons applying for enlistment under this program must meet the following prerequisites before enlistment:

(1) Be a high school graduate (or equivalent) or high school senior with reasonable assurance of graduation.

(2) Not be qualified for a select medical MOS under ACASP that is authorized under this program.

(3) For PS applicants, not have an MOS with a skills qualification identifier of 2.

(4) Possess a letter of acceptance from an accredited school in a course of study authorized under this program.

c. The Specialized Training for Army Reserve Readiness Program is a special recruiting program that will be coordinated by HRC, the Office of the CAR, and Headquarters, USAREC, and processed via chapters 5 and 6.

d. Applicants must—

(1) Successfully complete BCT within 365 days of enlistment. This is considered Phase I for this program (NPS applicants only).

(2) In Phase II for NPS applicants, start military-sponsored training in a civilian school within 180 days of acceptance or upon completion of Phase I and make satisfactory progress toward completion of academic standards.

(3) In Phase II for PS applicants, start military-sponsored training in a civilian school within 180 days of acceptance.

(4) In Phase III for NPS applicants, successfully complete 4 weeks of AD training at an Army medical treatment facility.

(5) In Phase III for PS applicants, complete 48 hours of proficiency training conducted in IDT at their home unit.

(6) Meet and maintain applicable Army standards for weight and body fat and physical fitness.

(7) Upon enrollment for Phase II, complete a SF 182 (Authorization, Agreement, and Certification of Training) at their home unit and forward to the school.

(8) Attend authorized school as a full-time student and in the specific program for the MOS in which enlisting. Soldier is expected to maintain academic standards established by the school and complete Phase II within 2 academic years. All requisite licensure and certification is included.

(9) Satisfactorily participate in required unit training assemblies unless properly excused by the TPU commander.

(10) Successfully complete all licensure or certification, and successfully complete all required examinations given by the appropriate national or State accreditation agency. Soldier will take the first available test period. If the Soldier fails, he or she must take subsequent examinations consecutively. The Soldier will be allowed two attempts to successfully complete required examinations before reclassification/reassignment to another MOS or ordered to complete initial entry training for an MOS.

(11) Complete required service in the TPU and obligated service specified in the enlistment agreement.

e. Under this program, the Army will provide AIT in an approved/authorized civilian institution as opposed to a military facility. The Army will not provide financial benefits. The Army is responsible only for the expenses incurred for the Soldier to receive training for the purpose of being awarded a selected MOS authorized by this program.

f. Training by the Army under this program may not exceed 2 years (academic) and will be completed in the minimum amount of time feasible for the selected MOS.

g. The Army will pay for tuition, books, fees, and equipment, in an amount that is normally charged for such a program, but not to exceed \$6,000 per year (\$6,000 cap is inclusive of all associated costs). Room and board, transportation to the school, transportation from domicile to lab, transportation to school functions, or other nonschool related activity will not be authorized payment or reimbursement. No exceptions to the \$6,000 limit is authorized.

h. The Army will pay on a one-time basis—

(1) Pre-admission fees.

(2) Examination charges.

- (3) Matriculation fee.
- (4) State/National Board or license fees.
- (5) Malpractice insurance fee (not health insurance).
- (6) The Director of the National Augmentation Detachment will authorize additional payments on a case-by-case basis when the school or other agency requires reenrollment fees for subsequent semesters.
  - i.* All schools participating in this program must be approved before enrollment.
  - j.* The CG, U.S. Army Reserve Command, will terminate a Soldier's participation in this program if the following occurs—
    - (1) Disenrollment from the program (training) by the Soldier.
    - (2) Failure to meet and maintain eligibility. (3 Unsatisfactory TPU participation or performance.
    - (3) Failure to maintain acceptable academic standards, attendance, or other reasons which are not consistent with completion requirements of the course of study as determined by the school attending.
    - (4) Unsatisfactory completion of necessary training that fulfills the school curriculum leading to certification or licensure in the MOS for which enlisted.
    - (5) Orders to terminate the program by HQDA.
  - k.* At the discretion of the CG, U.S. Army Reserve Command, a Soldier's participation in Phase II of this program may be suspended, in lieu of termination, for a period not to exceed 6 months.
  - l.* Applicants may enlist in the following Specialized Training for Army Reserve Readiness medical skills and be awarded an MOS under the provisions of DA Pam 611–21:
    - (1) 68D (Operating Room Specialist).
    - (2) 68E (Dental Specialist).
    - (3) 68G (Patient Administration Specialist).
    - (4) 68H (Optical Laboratory Specialist).
    - (5) 68J (Medical Logistics Specialist).
    - (6) 68K (Medical Laboratory Specialist).
    - (7) 68M (Hospital Food Service Specialist).
    - (8) 68P (Radiology Specialist).
    - (9) 68Q (Pharmacy Specialist).
    - (10) 68R (Veterinary Food Inspection Specialist).
    - (11) 68S (Preventative Medicine Specialist).
    - (12) 68T (Animal Care Specialist).
    - (13) 68V (Respiratory Specialist).
    - (14) 68W (Health Care Specialist).
    - (15) 68X (Mental Health Specialist).

**9–18. Enlistment Program 9L, Selected Reserve Incentive Program, U.S. Army Reserve Component Incentive Enlistment Program (nonprior service enlistment bonus, prior service enlistment bonus, Montgomery GI Bill-Selected Reserve Kicker, Loan Repayment Program)**

This program is available to qualified NPS, PS, glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment, when authorized under the SRIP as described in chapter 10 or in AR 621–202. The current year approved SRIP will describe all approved RC incentives. This regulation provides basic eligibility and administrative procedures for RC incentives under the SRIP. Actual incentive amounts, units, and skills included in the SRIP and special programs under the SRIP such as seasonal bonuses, high school graduate, and other variations to the program will be announced semi-annually or as needed under the approved SRIP by the DCS, G–1.

- a.* Under this program, enlistees may be eligible for—
  - (1) NPS enlistment bonus (see para 10–12).
  - (2) PS enlistment bonus (PSEB) (see para 10–13).
  - (3) MGIB Kicker.
  - (4) Loan Repayment Program.
- b.* NPS enlistment bonus or PSEB applicants will be informed of the following:
  - (1) Enlistees who, voluntarily or because of any misconduct, fail to satisfactorily complete AIT or one station unit training will be trained in another MOS. They will complete their term of enlistment based upon the needs of the respective RC, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid.
  - (2) Persons who have been paid an enlistment bonus and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary, and used according to the needs of the USAR or ARNG. Such persons will be required to complete the term

of their enlistment. In the above instance, the person will not have to repay the unearned portion of the enlistment bonus.

(3) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the respective RC. Such persons will be required to complete their term of enlistment and may keep the bonus.

(4) Soldiers paid the enlistment bonus must (unless otherwise directed by the appropriate RC) serve in the designated MOS for the period of enlistment (including change of MOS due to normal skill progression).

(5) Persons who do not complete their term of enlistment for which the enlistment bonus was paid, who are not technically qualified in the skill for which the enlistment bonus was paid, or who fail to obtain a security clearance through omission of information or derogatory data may be required to refund the unearned portion of such enlistment bonus (refer to most recent HQDA incentives guidance and chap 10).

(6) Applicant will be advised that attendance at AIT requires successful completion of BCT, if required, and qualification for security clearance, if required. See paragraph 10–3f.

(7) The bonus is payable in accordance with the current SRIP as published by Enlisted Accession Division (DAPE–MPA) or the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), as applicable.

(8) Previously disenrolled SROTC cadets who were scholarship recipients are not entitled to incentives under this paragraph.

### **9–19. Selected Reserve Incentives Program-Student Loan Repayment Program, Montgomery GI Bill-Kicker**

Full eligibility and procedural guidance for education programs are contained in chapters 9 and 10 and in AR 621–202. These programs must be listed in the approved SRIP. The SRIP is not a permanent program under 37 USC 308. The DCS, G–1, will issue policy revisions and update the SRIP semi-annually as described in paragraph 9–18.

### **9–20. Review and approval of accession incentives and programs**

*a. Process.* This paragraph establishes a process that provides Secretariat-level oversight and approval of all proposed or existing accession incentives, bonuses, pilots or programs that use any Federal funds. New accession incentives, bonuses, pilots, or programs must meet the requirements reflected below before implementation. Further, to ensure that accession incentives and programs continue to meet statutory requirements, the ASA (M&RA) must approve all new programs before their initiation. In addition, by 30 June of each year, initiators will submit current programs for review and approval to continue. This guidance does not apply to marketing and advertising programs that applicable statutes have authorized Army components to implement. Accession incentives, pilots, and programs will be submitted according to the requirements below.

(1) *Staffing process.* Army components (RA, USAR, and ARNG) will staff accession pilots, programs, incentives, or bonuses for implementation or continuation through the DCS, G–1 to the ASA (M&RA) for approval. Components will use the same staffing process through the DCS, G–1 to notify the ASA (M&RA) when they suspend or terminate an approved program.

(2) *Guidelines.* At a minimum, all requests for proposed accession incentives, bonuses, pilots, or programs must provide a “business case” that addresses the following items in the format shown at appendix B. Requests for continuation of existing programs only need to provide the information in paragraphs 9–20a(2)(e), (g), (i), and (j) and update other items, as needed.

(a) *Program name.* Provide a brief name for the incentive, bonus, pilot or program to distinguish it from others.

(b) *Program description.* Describe the program, including the target Soldier, component(s), terms of service, payment method (if a monetary incentive), proposed payment schedule, and recoupment policy.

(c) *Justification.* Describe why the Army needs the pilot or program. Explain why the existing incentives, bonuses, pilots, or programs are insufficient. Describe the issue or problem the proposed accession incentive, bonus, pilot, or program addresses and how the program will resolve the issue.

(d) *Projected “Lift.”* Provide an estimate of the projected number of incremental accessions expected from the program or other benefits expected to result. Describe how numeric estimates were derived.

(e) *Actual “Lift.”* For programs submitted for continuation, show the actual lift achieved. Explain any disparity between projected and actual lift.

(f) *Projected cost.* Include an estimate of the projected cost of the program over the Future Years Defense Program. Describe how this estimate was derived.

(g) *Actual cost.* For programs submitted for continuation, provide actual costs incurred. Explain any disparity between projected and actual cost.

(h) *Proposed performance measures.* Indicate what measures the Army will use to demonstrate the effectiveness of the program. A performance metric must accompany the proposed incentive, bonus, pilot, or program that demonstrates how the Army will measure their effectiveness. Include the expected improvement to strength, assignment and deployments, and/or accession rates. Provide outcomes expected if the Army approves the program for implementation. One of the measures must be cost versus benefit.

(i) *Performance outcomes.* For programs submitted for continuation, provide data for the performance measures identified the previous year. Provide an explanation if actual outcomes deviate from the expected outcomes outlined the previous year.

(j) *Legal review.* A legal review by the servicing legal office must determine whether the proposal (or program continuation) violates any statute or policy. Identify the authority under which the Army may offer this program.

(k) *Internal controls.* Identify the areas of risk in the business process and describe the steps taken to limit the potential for fraud, waste, or abuse. Describe other internal controls in place. Identify a point of contact by name and with contact information (email and phone) who is trained to look for indicators of fraud, waste or abuse; understands to whom the components should report any incidents; and understands that components must report all such incidents to the ASA (M&RA) immediately. Programs submitted for continuation must note any incidents of fraud, waste, or abuse that occurred in the previous year (although the components already should have reported the incidents to the ASA (M&RA)), and the steps taken to further reduce opportunities for fraud, waste or abuse.

b. *Routing.* After the component packages the proposal and it meets the requirements in paragraphs 9–20a(a) through (k), the component will forward the proposal through command channels and the DCS, G–1 to the ASA (M&RA) for consideration. The ASA (M&RA) will approve, disapprove, or return the request to the submitter for further justification.

c. *Termination of an existing incentive, bonus, pilot, or program.* The Army agency for which the Army has approved an accession incentive, bonus, pilot, or program will notify the ASA (M&RA) through command channels of the intent to suspend or terminate the program. The notification must include the reasons and projected date of the suspension or termination. Reasons for termination or suspension may be that the program—

- (1) Has resolved the issue and is no longer needed.
- (2) Has been ineffective in meeting its desired goals. Is cost-prohibitive because the program's costs outweigh the benefits.

## **Chapter 10**

### **Selected Reserve Incentive Program (Enlisted and Officer Incentives)**

#### **10–1. General**

The SRIP is approved annually by the DCS, G–1 (DAPE–MP). The SRIP programs are subject to changes in law and policy. As such, DCS, G–1 (DAPE–MPA–CB), will manage the program to ensure compliance with established standards.

a. Selection for incentive coverage is based on critical skill reviews performed under DCS, G–1 guidance. Changes to skills (additions or deletions) are published by the DCS, G–1 (DAPE–MPA).

- (1) DCS, G–1 will conduct a midyear review and analysis to evaluate changes, as appropriate.
  - (a) CAR will review the critical skills for the enlistment and reenlistment/extension and officer incentives for the USAR.
  - (b) HRC will review the critical skills for the IRR incentives for the USAR.
  - (c) NGB will review the critical skills for the enlistment, reenlistment/extension, and officer incentives for the ARNG.

(2) The incentive skill list will be updated by DCS, G–1 (DAPE–MPA), annually before the start of each fiscal year.

b. Incentives will be used to support early deploying units, critical skill shortages, and shortages in the IRR. The DCS, G–1, will announce the effective date of program adjustments.

- (1) Unit mission changes may necessitate changes in a unit's eligibility for incentives.
- (2) Dual mission units that fall in multiple priority groups may receive incentives based on the highest category assigned.
- (3) The affiliation bonus may be available to any unit and skill in the ARNG and USAR.

#### **10–2. Program responsibilities**

a. The DCS, G–1 (DAPE–MP), exercises Army Staff responsibility for policy governing the ARNG and USAR incentives. This is accomplished by—

- (1) Developing policy or making changes to policy, in coordination with the NGB, CAR, U.S. Army Reserve Command, USAREC, and the Office of The Surgeon General.
- (2) Approving/disapproving exceptions to HQDA SRIP policies within statutory and DOD guidance.
- (3) Coordinating with and forwarding program guidance and goals to the NGB, CAR, the Office of The Surgeon General, for approving, modifying, and submitting to the Secretary of the Army recommended changes to the various incentive programs.
- (4) Maintaining liaison with other Services.

- (5) Monitoring management indicators developed by NGB, CAR, the Office of The Surgeon General, U.S. Army Reserve Command, USAREC, and HRC (AHRC-PAP-RE) to measure the effectiveness of the various programs.
- (6) Providing coordinated responses to inquiries from the field, the Congress, the White House, and the Army Review Board Agency, concerning the incentive programs.
- (7) Reviewing NGB and CAR budget requests for the incentive program before budget submission. Submitting reports required by the Office of the Secretary of Defense, the Office of Management and Budget, and the Congress.
- (8) Providing guidance concerning program report preparation to NGB, CAR, U.S. Army Reserve Command, USAREC, HRC (AHRC-PAP-RE), and Defense Finance and Accounting Service.
- (9) Conducting an Enlistment Incentives Review Board and/or Multi-component Enlisted Incentives Review for both the RA and RC, chaired by DCS, G-1 (DAPE-MPA), that will meet quarterly or as announced by DCS, G-1. Representatives from USAREC, HRC, DCS, G-1 DAPE-PR, USAR, and ARNG will attend. The RA Enlistment Incentives Review Board will analyze and adjust the application and amounts of enlistment incentives. The Multi-component Enlisted Incentives Review will review incentives across all Army components and ensure incentives policy is consistent, within statutory restraints, and meets manpower requirements and recruiting objectives.
- (10) Monitoring and evaluating the effectiveness of the programs in achieving overall objectives.
- b.* The DCS, G-1, has Army Staff responsibility in coordination with NGB and CAR for establishing mobilization priority categories used to identify units for incentive eligibility.
- c.* The DARNG exercises staff supervision and management of the incentive programs as they pertain to ARNG Soldiers. The DARNG will—
- (1) Develop detailed budget submissions.
  - (2) Develop policies, procedures, and management initiatives for the ARNG and recommend to DCS, G-1 changes in program policies and procedures.
  - (3) Coordinate fiscal operation of ARNG incentive programs within appropriation limits.
  - (4) Maintain current incentive eligibility status of units.
  - (5) Collect personnel data, as required.
  - (6) Prepare reports, as required.
  - (7) Provide input to DCS, G-3/5/7, concerning unit priorities.
  - (8) Exchange program related information with Defense Finance and Accounting Service.
  - (9) Develop and use appropriate advertising for the ARNG incentive programs.
  - (10) Evaluate the effectiveness of the ARNG incentive programs.
- (11) Assign requests for exception to policy or waiver involving past and future individual cases regarding bonuses, loan repayment, and MGIB Kicker cases to the respective ARNG office most directly responsible for recruiting and retention and incentives policy (pay grade O-6 or higher or civilian equivalent). Such office may approve or act upon requests for waiver or exception in cases involving payment and management of incentives which would be contrary to personnel policy or management objectives; against equity or good conscience or contrary to the best interests of the United States; and clearly in the best interest of the Army.
- d.* The CAR is the appropriations director for the USAR incentive program. The CAR exercises staff supervision and management of the incentive programs as they pertain to USAR Soldiers. The CAR will—
- (1) Prepare detailed budget submissions.
  - (2) Coordinate the fiscal operation of the USAR incentive program within appropriation limits.
  - (3) Develop and recommend to DCS, G-1, changes in incentive program policies and procedures.
  - (4) Provide input to DCS, G-3/5/7, concerning selection of units for incentive eligibility.
  - (5) Maintain the current incentive eligibility status of units.
- (6) Manage the USAR Enlistment Incentives Review Board and insure representation from the USAR and/or CAR in addition to Defense Finance and Accounting Service, USAREC, HRC, and DCS, G-1 (DAPE-MPA).
- (7) Assign requests for exception to policy or waiver involving past and future individual case bonuses, loan repayment, and MGIB Kicker cases to the respective USAR office most directly responsible for recruiting and retention (pay grade O-6 or higher or civilian equivalent). Such office may approve or act upon requests for waiver or exception in cases involving payment and management of incentives which would be contrary to personnel policy or other management objectives; against equity or good conscience or contrary to the best interests of the United States; and clearly in the best interest of the Army.
- e.* Commander, U.S. Army Reserve Command, and CG, HRC will—
- (1) Collect personnel data as directed by DCS, G-1.
  - (2) Prepare program reports required by DCS, G-1.
  - (3) Recommend to DCS, G-1 changes in program policies and procedures.
  - (4) Exchange information related to the program with Defense Finance and Accounting Service.
  - (5) Supervise the operation of the incentive program pertaining to USAR IRR Soldiers.
- f.* The CG, USAREC, will—

- (1) Recommend to DCS, G-1, changes in incentive program policies and procedures.
- (2) Prepare reports required by DCS, G-1, related to the USAR enlistment incentive program.
- (3) Develop appropriate advertising for USAR incentives in coordination with DCS, G-1.
- (4) Evaluate the effectiveness of the incentive program as an enlistment incentive for the USAR.
- (5) Coordinate with DCS, G-1, on the operation of the incentives program pertaining to enlistment in the USAR.

### **10-3. Policies and procedures**

*a. Personnel status for incentives.* Incentives prescribed by this regulation may specify that an applicant be in an NPS, PS, or in-service status. They may also mandate the completion of specified initial entry training or award of MOS upon MOS reclassification. To ensure compliance with public law and DOD directives that have been incorporated into this regulation, these terms have been defined in the glossary.

*b. Authorized number of participants.* The number of participants, who may receive an incentive, at any one time, will be contingent upon the level of funding available in any given fiscal year and HQDA or DOD guidance provided.

*c. Retroactive provision.* This regulation updates certain provisions in effect from earlier fiscal years' incentive programs. Soldiers who entered into agreements under an earlier incentive program will continue to participate in that program. This regulation does not change the basic benefits contracted for under earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the incentive agreement and executed at the time of enlistment, reenlistment, extension, affiliation, or accession is unchanged. An incentive agreement cannot exceed the limits of the law or authorized limits of the Secretary of the Army. Retroactive entitlement or reinstatement based on the revised or amended policy contained in this regulation is not authorized.

*d. Position vacancy requirements.*

(1) Selected Reserve incentives are offered to designated units and selected skills only when a valid position vacancy exists. Valid position vacancies are either current or projected from the unit's organization tables. These tables include—

- (a) Tables of organization and equipment.
- (b) Tables of distribution and allowances.
- (c) Modification table of organization and equipment.
- (d) Modification table of distribution and allowances.

(2) Valid position vacancies may also be either current or projected from a unit's approved wartime required shortage list. For the purpose of this regulation, the term "wartime required shortage" is used instead of the term "authorized overstrength" referenced in other Army publications. The authorizations approved are based on component wartime required shortages.

*e. Educational requirements.* The enlistment bonus, MGIB Kicker, and the SLRP may be granted to a Soldier who meets the required eligibility criteria and who has the credentials of a secondary school graduate (see glossary term for education levels).

(1) Applicants/individuals who elect the enlistment bonus, education, or the SLRP incentives and are attending school at the time of enlistment must have the credentials of a secondary school graduate within the timeframe shown in paragraphs 10-3e(1)(a) or (b)—

(a) Alternate Training Program enlistment option: prior to entry on the second phase (Phase II) of IADT (see chap 5).

(b) Other than Alternate Training Program enlistment option: prior to entry on IADT (see chap 5).

(2) Soldiers who do not have the credentials of a secondary school graduate within the established timeframe will be subject to termination of the enlistment bonus, education incentive, or SLRP.

*f. Security clearance requirements.* Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS/skill qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of such clearance may result in reclassification or recoupment in accordance with paragraph 10-9.

### **10-4. Personnel movement between Army National Guard of the United States and Army Reserve**

*a. Eligibility.* A Soldier's eligibility for continued bonus and/or loan repayment incentives when transferring between the ARNG and USAR is prescribed later in this chapter, beginning at paragraph 10-5 and subsequent paragraphs.

*b. Personnel gains from other U.S. Armed Forces.* Applicants for ARNG or USAR enlistment who are currently Selected Reserve members of other Armed Services should be counseled before enlistment processing. They should note that eligibility for an incentive authorized by other U.S. Armed Forces will not be continued after enlistment in the ARNG or USAR.

*c. Obligation.* Eligibility for any incentive governed by this regulation requires that an enlisted Soldier must enter into a contractual obligation. The Soldier must serve satisfactorily for the full term of service specified for an incentive program.

*d. Required documents.*

(1) Applicants for programs administered by this regulation will be required to sign documents before or at time of contracting that specify the eligibility criteria and the term of service for the incentive. Furthermore, the document will contain an acknowledgement that the applicant has been advised of, and understands, the benefits of the program and the conditions that can cause termination and recoupment. These documents must be authenticated by a proper witnessing official and will include the preparation date.

(2) Each incentive program in this regulation specifies the document(s) required for program eligibility.

(3) Distribution of these documents or forms will be per the instructions contained on the forms or as otherwise specified in the appropriate text.

*e. Processing instructions.*

(1) The appropriate incentive addendum must be completed and a copy made a permanent part of each enlistment, reenlistment, extension, accession, or affiliation packet.

(2) This must be done prior to distribution per the regulatory requirements.

*f. Incentive payments.*

(1) All incentive payments are subject to Federal and State tax. However, payments made directly to financial institutions (SLRP and the Health Professional Loan Repayment) do not have amounts withheld for tax. SLRP or Health Professional Loan Repayment recipients should consider additional withholding from other income to compensate for the absence of tax withholding.

(2) Payment of incentives is not immediate under these programs. Verification of eligibility is required before any payment processing can begin.

### **10-5. Continued receipt of incentives**

*a. A Soldier may be eligible for continued receipt of incentives under the following conditions:*

(1) For normal career progression (DA Pam 611-21).

(2) When involuntary transfer between Army RCs is due to unit transition per this regulation.

(3) When the transfer is at the convenience of the Government and authorized by the Chief, NGB or CAR. In this case, the Soldier must become MOS qualified in the new skill within 24 months, or incentives will be terminated.

(4) Involuntarily transferred ACASP Soldiers will continue to receive payments, as scheduled.

(5) When returning from an authorized period of nonavailability. Soldier must meet all requirements per paragraph 10-7a.

(6) Mobilized RC Soldiers will be allowed to retain all SRIP incentives which they had qualified to receive prior to mobilization, regardless of position and MOS assigned to fill during mobilization. Following mobilization, the Soldier must return to the original contracted Selected Reserve MOS and position, or another bonus MOS, where the position is annotated on the current SRIP at the time of REFRAD, and return to Selected Reserve duty, to be able to continue to receive any remaining incentive payments.

(7) During a period of suspension of favorable personnel actions, receipt of incentives is suspended except for certain Army physical fitness test failures or failures to meet body fat standards as prescribed in paragraph 10-6b. When the suspension has been favorably lifted, continued receipt of incentives is authorized.

(8) For SLRP incentives, enlisted Soldiers who enter a commissioning program and/or accept an appointment or commission as an officer or warrant officer in a Selected Reserve (any area of concentration) may continue to receive SLRP payments as stipulated in their original contract so long as they remain otherwise qualified.

*b. Continued receipt of the SLRP or MGIB-Selected Reserve on transfer from the USAR to the ARNGUS.*

(1) A USAR Soldier eligible for loan repayment in a critical MOS will retain eligibility upon transfer to the ARNG in a designated ARNG critical vacancy or MOS at the originally contracted USAR designated amount. If the transfer is based on unit transition as prescribed in paragraph 10-5d, in circumstances not requiring termination, or otherwise authorized by DARNG, the Soldier will retain entitlement under the SLRP at the ARNG designated amount.

(2) A USAR Soldier eligible for loan repayment in a higher designated amount than the ARNG will retain eligibility upon transfer to the ARNG at the USAR designated amount.

(3) If the Soldier is authorized to continue under the SLRP, a new NGB Form 600-7-5-R-E (Bonus Addendums (Annex L to DD Form 4 ARNG)) must be prepared; however, this act does not create a new entitlement, but continues the Soldier in the existing entitlement amount as listed on the original USAR contract. The new SLRP addendum will be prepared in the gaining unit and witnessed by the unit's designated Service representative.

(4) A Soldier does not gain incentive eligibility simply because of a transfer from one RC to another who is offering an incentive. The transfer process does not represent a REFRAD, enlistment, affiliation, reenlistment, or extension requirement for incentive eligibility.

(5) A Soldier may be eligible for entitlement under the MGIB-Selected Reserve with continued eligibility to a SRIP incentive.

*c. Continued receipt of the SLRP or MGIB-Selected Reserve on transfer from ARNG to the USAR.*

(1) An ARNG Soldier eligible for loan repayment at the same designated amount as the USAR will retain eligibility



on transfer to the USAR. This is provided the Soldier continues to serve in the contracted MOS, or the transfer is based on unit transition (see para 10-5d) in circumstances not requiring termination, or otherwise authorized by the CAR.

(2) An ARNG Soldier eligible for loan repayment, who is transferred to a USAR critical MOS (higher designated amount position), will retain SLRP eligibility at the ARNG designated amount. This is provided the transfer is based on unit transition in circumstances not requiring termination, or otherwise authorized by the CAR.

(3) If the Soldier is authorized to continue under the SLRP, a new DA Form 5261-4 (Student Loan Repayment Program Addendum) must be prepared; however, this act does not create a new entitlement, but continues the Soldier in the existing entitlement amount as listed on the original ARNG contract. The new DA Form 5261-4 will be prepared in the gaining unit and witnessed by a Service representative in the grade of E-7 or higher.

(4) A Soldier does not gain incentive eligibility simply because of a transfer from one RC to another who is offering an incentive. The transfer process does not represent a release from AD (REFRAD), enlistment, affiliation, reenlistment, or extension requirement for incentive eligibility.

(5) A Soldier may be eligible for entitlement under the MGIB-Selected Reserves with continued eligibility to an SRIP incentive.

*d. Status of incentives on unit transition.*

(1) This paragraph provides guidelines for the disposition of incentives paid or pending payment to Selected Reserve unit Soldiers. For ease of reading and simplicity, reduction of overstrength, reduction in force, and relocation or inactivation of a unit shall be referred to as unit transition. Unit transition occurs when a Soldier is voluntarily or involuntarily transferred or reassigned within, or between the ARNG and the USAR. Relocation refers to a Soldier's unit of assignment moving to a site that is beyond commuting distance. For the purpose of this regulation, commuting distance is defined as the maximum distance a member of an RC may be required to travel involuntarily between residence and IDT site.

(2) That distance may be—

(a) A 100-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do 4 IDT sessions on 2 consecutive days (multiple unit training assembly 4) and where Government meals and quarters are provided at the unit IDT site.

(b) A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1½-hour period, where Government meals and quarters are not provided at the unit IDT site.

*e. Successful implementation and use of the procedures described herein are dependent on command coordination and responsibility.*

(1) Incentives are used to induce individuals to contract for service in a specified MOS, area of concentration, or Selected Reserve unit.

(2) When a unit is scheduled for transition, the command is responsible for retaining incentive recipients in the Selected Reserve. If possible, in keeping with the terms of the Soldier's contract, the Soldier should be reassigned or transferred to a position requiring his or her MOS or area of concentration.

(3) Commands should ensure assignment or transfer of Soldiers to the IRR or Inactive National Guard (ING) occurs only when no ARNG/USAR units are within commuting distance.

*f. The status or disposition of an incentive that has been paid or is pending payment is predicated on the following:*

(1) A Soldier may continue to receive full incentive payment, if otherwise eligible, when the Soldier is transferred or reassigned to—

(a) Another Selected Reserve unit of the ARNG/USAR. Assignment will be in a bonus MOS or area of concentration, or to a bonus-designated unit, where possible.

(b) Another unit of the ARNG/USAR outside of commuting distance. Assignment in a bonus MOS or area of concentration, or to a bonus-designated unit, is preferred, but not necessary. This is provided there are no assignments available in the Soldier's bonus MOS or area of concentration, or type unit within commuting distance.

(2) Transfer between RCs of the Army should be the priority and used instead of reassignment to the IRR or ING.

(a) As specified in paragraph 10-4f(2), every effort should be made to retain Soldiers who have been contracted for an incentive in the Selected Reserve. Assignment to other units within the same RC should have priority. As a second priority, commanders must consider transfers between RCs of the Army instead of reassignment or transfer to the IRR or ING.

(b) The term transfer as used in this paragraph refers to the personnel actions necessary to affect the change in strength accountability between the ARNG and the USAR. Enlisted Soldiers require discharge and enlistment actions, while officers require appointment and Federal recognition actions.

(c) When an ARNG/USAR unit is in transition and the Soldier cannot be reassigned or utilized in another unit of the same component—

1. The USAR Soldier will be offered an opportunity to transfer to an ARNG unit if otherwise eligible and approved by the gaining ARNG command, prior to reassignment to the IRR.

2. The ARNG Soldier will be offered an opportunity to transfer to a USAR TPU if otherwise eligible and approved by the gaining USAR commander prior to discharge from the ARNG and transfer to the IRR or ING.

(3) For all NPS and PS enlistment.

(a) *On transfer from the U.S. Army Reserve to the Army National Guard of the United States.* The entitlement of a USAR Soldier to receive subsequent incentive payments will continue upon enlistment, transfer, and/or affiliation with the ARNG provided the ARNG offers the same bonus. Recoupment of these bonuses is not authorized.

(b) *On transfer from the Army National Guard of the United States to the U.S. Army Reserve.* The entitlement of an ARNG Soldier to receive subsequent incentive payments will continue upon enlistment, transfer, and/or affiliation with the USAR provided the USAR offers the same bonus. Recoupment of these bonuses is not authorized.

(4) For SLRP and MGIB-Selected Reserve procedures refer to paragraphs 9–18, 10–5, and 10–16 and AR 621–202.

#### **10–6. Suspension of incentives**

a. Recipients of an incentive will be suspended from the program during authorized periods of nonavailability. Incentive pay is not authorized for periods of nonavailability, such as—

(1) Approved transfer to the IRR or Standby Reserve per AR 135–91 (see temporary overseas residency, employment, or missionary obligation), or transfer to the ING per NGR 614–1.

(2) Participation in other DOD approved programs.

(3) Approved transfer to the ING or IRR for personal reasons.

(4) Suspension under paragraphs 10–6a(1) and (2) will be for a maximum period of 3 years. Suspension under paragraph 10–6a(3) is for up to 1 year. Nonavailability in excess of the maximum period authorized will be cause for termination of incentive eligibility.

(5) Except under extraordinary circumstances, only one suspension of nonavailability may be granted or imposed during the term the incentive was entitled.

(6) Requests for suspension must be justified to the incentives manager, in writing.

(7) In order to regain incentive eligibility see paragraph 10–7.

b. A Soldier who has a suspension of favorable personnel action, initiated per AR 600–8–2, will not be processed for an initial or anniversary payment. Bonus payment(s) will be processed effective on the date the suspension is lifted for those Soldiers who have continued eligibility. This excludes suspension of favorable personnel actions for the Army physical fitness test failure or failure to meet body fat standards. Repeat Army physical fitness test failure or failure to meet body fat standard within a 1-year period will result in the suspension of an incentive. Two consecutive Army physical fitness test or body fat standard failures will result in the termination of an incentive.

(1) As an exception, Soldiers affected by unit transition and required to change MOS or area of concentration, but who remain eligible for an incentive, may receive subsequent payments before qualifying in the new specialty. The Soldier is required to become qualified in the new MOS or area of concentration within 24 months.

(2) When authorized, entitlement to subsequent payment will resume on the adjusted anniversary date of satisfactory creditable Selected Reserve service.

#### **10–7. Reinstatement of incentives**

a. Reinstatement and resumption of subsequent incentive payments following a period of authorized nonavailability is not guaranteed. Soldiers who complete a period of nonavailability and request reinstatement of eligibility for incentives and resumption of subsequent payments must—

(1) Complete the period of authorized nonavailability within the required time limit in paragraph 10–6.

(2) Rejoin an existing vacancy in the Selected Reserve authorized the Soldier's grade within—

(a) The incentive-authorized unit or specialty in which the Soldier was originally assigned; or

(b) An incentive-authorized unit or specialty offered in the currently approved SRIP, upon return from authorized nonavailability.

(3) Extend their contract, enlistment, or reenlistment agreement within 90 days after completing the period of nonavailability, in order to serve out the full incentive contract period in the Selected Reserve. This is provided the unit reenlistment officials have access to the Soldier's personnel records and are able to verify the Soldier's eligibility to extend.

b. A Soldier who complies with all requirements listed in paragraph a, above, will be entitled to payments resumed on the adjusted anniversary date of satisfactory creditable Selected Reserve service, provided funding is available.

#### **10–8. Termination of incentives**

a. Entitlement to an incentive will be terminated when any of the following termination reasons apply before the fulfillment of the service described in the member's written agreement. That member will not be eligible to receive any further incentive payments, except for service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve his or her current statutory or contractual service commitment. Termination of eligibility to an incentive will occur if a Soldier—

(1) Becomes an unsatisfactory participant per AR 135–91. The effective date for termination entered into the personnel data reporting systems for Soldiers declared unsatisfactory participants is the date of the first unexcused absence.

(2) Is an enlisted Soldier attending high school at time of enlistment and does not become a secondary school graduate within the required time limit.

(3) Fails to become MOS qualified or certified in the health professional specialty for which contracting.

(4) Accepts an AGR position, a permanent military technician position, or a temporary military technician position of more than 179 days, where membership in the Selected Reserve is a condition of employment.

(5) Voluntarily moves to a non-bonus unit or MOS.

(6) Exceeds the maximum authorized period of nonavailability.

(7) Fails to meet the requirements listed in paragraph 10–7a upon return from an authorized period of nonavailability. Termination is effective the date the Soldier entered the period of nonavailability.

(8) Separates from a Selected Reserve unit or the IRR of the USAR or ARNG for any reason. Separation includes, but is not limited to—

(a) Discharge or transfer to the IRR, ING, Standby, or Retired Reserve. Soldiers executing an indefinite reenlistment with concurrent assignment to the IRR will retain up to 12 months of their enlistment bonus or PSEB if applicable. Assignment date to the IRR in this situation is effective on the first day after the original expiration term of service date.

(b) Enlistment or appointment in any component of the Armed Forces.

(9) Has received the maximum benefit authorized.

(10) Fails to participate satisfactorily in required training during the entire period of service agreed to in accordance with the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (that is, death, injury, illness, or other impairments).

b. Disposition of incentives for deceased members of the Army RCs, or for RC members being separated for disability described under 37 USC 373 that was incurred in the line of duty in a designated combat zone or in a combat related operation designated by the Secretary of Defense will be made as follows:

(1) For deceased members of the Army RCs, payment of incentives due will be made on determination of beneficiary eligibility of the decedent’s incentives; for disabled Soldiers payment of incentives due will be directly to the Soldier upon separation.

(2) Payment will only include unpaid balance payable during the settlement of decedent’s or member’s final military pay account.

(3) Loan Repayment Program incentives will be prorated and paid directly to the lending institution.

c. Concerning relief from termination, persons who move from one location to another may continue incentive eligibility if they remain in the Selected Reserve of the Army (USAR or ARNG) and are assigned to an incentive-eligible unit or incentive-eligible critical skill, as appropriate. Each Army command will endeavor to transfer an incentive recipient who moves to a new location into a similar Selected Reserve unit or one that can make use of the skill. For health specialists in the Selected Reserve, incentive recipients will fill an existing vacancy. Failure to join another unit or find a position in the Selected Reserve within 6 months will terminate the member from program eligibility. In the case of a member who is assigned to an incentive-qualifying position within 6 months or less, that period must be added to the member’s original incentive obligation.

## **10–9. Recoupment of incentives**

a. With the exceptions of paragraphs 10–9a(1) and (2), recoupment conditions in this paragraph cover all incentives. Members who are not granted relief through the waiver process for incentives received must refund a pro-rata amount to the Government when termination is due to reasons outlined in paragraph 10–8. The only exceptions are cases in which prorated recoupment is not authorized in paragraph 10–9c. Commanders will refer to the respective Army component (USAR/NGB) G–1 office most directly responsible for recruiting and retention (pay grade O–6 or civilian equivalent or higher) for resolution and consideration for waiver or exception. Cases considered for waiver or exception are those in which recoupment would be contrary to personnel policy or other management objectives, against equity or good conscience or contrary to the best interests of the United States, and clearly in the best interest of the Army.

(1) The SLRP and Health Professional Loan Repayment are normally not recouped because time is served prior to receipt of the incentive. However, when overpayment or payment in error is made, recoupment may occur when a waiver of indebtedness is not obtained.

(2) RC Soldiers who enlist into the Regular Component and receive a bonus from the gaining component (RA, Navy, U.S. Marine Corps, U.S. Air Force, or U.S. Coast Guard) will have their RC bonus terminated. The already paid “unearned” portion of the RC bonus, to include lump sums, will be recouped unless the Soldier receives an exception to policy.

b. All debts to the U.S. Government will be submitted from Selected Reserve and Ready Reserve members for collection.

(1) The recoupment amount is based on the following formula:

(a) The number of months served satisfactorily during the term for which an incentive was paid will be multiplied by the monthly rate authorized by the particular incentive. The monthly rate is calculated by dividing the total incentive amount by the number of months of service the member has agreed to serve. Partial month credit will be calculated by dividing number of days served by 30. This calculation results in the Servicemember's "earned incentive." This calculation results in the Servicemember's "earned incentive."

(b) That "earned incentive" must be subtracted from the total incentive amount paid to the individual to date (initial and any subsequent payments).

(c) If the "earned incentive" is less than the total incentive amount paid, the overpayment to the individual must be recouped. If the "earned incentive" is more than the payments received to date (total of initial and any subsequent payments), the excess amount will be paid in the final installment.

(2) Commanders are responsible for initiating recoupment procedures whenever a member's eligibility to an incentive is terminated and recoupment is required by this regulation or applicable policy. When a commander is not in the Soldier's chain of command, the incentives program manager will initiate recoupment procedures.

(3) For cases in which a Soldier fails to maintain eligibility for an incentive, and recoupment procedures are initiated, any refund made by a Soldier under recoupment procedures will not affect that Soldier's MSO. A member in the ARNG or USAR must serve the balance of the term of service entered into contractually or by statutory requirements.

c. Commanders will not recoup for any of the following reasons:

(1) When the Soldier's unit is in transition per paragraph 10-5. However, termination with recoupment action is required when a Soldier who loses his or her position due to unit transition per paragraph 10-5 refuses a reassignment in the Selected Reserve.

(2) Acceptance of an immediate appointment as a commissioned officer or warrant officer in any component of the Army excluding the IRR or ING. An enlisted Soldier accepting an appointment as a commissioned officer or warrant officer is not subject to recoupment of any enlistment or reenlistment bonus, including lump sums.

(3) Soldiers who become simultaneous members of an authorized officer commissioning program, to include those drawing a stipend, will remain in the SLRP and other incentive programs while in an advanced training status provided he or she continues to perform military duties as specified in his or her SLRP or incentives agreement. Upon commissioning or appointment as an officer in an RC, the SLRP or incentive will remain in effect until the terms of the original agreement are fulfilled. Soldiers who commission into the RA will have the SLRP terminated without recoupment on the date of commissioning.

(4) Separation from the Selected Reserve or transfer from the designated bonus position because of death, injury, illness, or other impairment that is not the result of any misconduct by the Soldier.

(5) Ordered to extended AD (voluntarily or involuntarily) and accessed in the RA end strength. Additionally, those on extended AD can still be a TPU Soldier.

(6) Enters into an authorized period of nonavailability. As an exception, recoupment is authorized when a Soldier fails to meet the requirements listed in paragraph 10-7a upon return from an authorized period of nonavailability.

(7) Accepts an AGR position, a permanent military technician position, or temporary military technician position of more than 179 days, where membership in the Selected Reserve is a condition of employment. These Soldiers will have their enlistment, reenlistment, and/or affiliation bonus terminated without recoupment as long as they serve one or more days in the losing Selected Reserve (for example, 1 or more days on or after the effective date of the contract).

(8) A member paid a bonus, education incentive or special pay for a period of enlistment and/or affiliation (or reenlistment and/or extension) in a component of the Army (Regular, USAR, or ARNG) who is discharged for immediate reenlistment or affiliation in any other component of the Army (Regular, USAR, or ARNG) or any other U.S. military Service (Regular Component or RC) for which no bonus, education incentive or special pay is paid, may be considered to have completed the full term of service specified in the former enlistment or officer contract, provided the term of the latter service contract includes the remaining period of service from the former contract (this does not pertain to the MSO). In such cases, no recoupment of incentive paid will occur. Paragraph 10-5 governs cases for movement between the ARNG and USAR. Enlistment and officer bonuses normally terminate without recoupment when moving from one component to another. Doubtful cases will be referred to the approval authority in paragraph 10-9a.

(9) The member is being discharged for hardship reasons in accordance with applicable separation policy.

## **10-10. Bonus control numbers, reporting requirements, and Army Board for Correction of Military Records processing**

a. *Bonus control numbers.* USAR, G-1, has operational control of bonus control numbers, and the Office of the CAR, Army Reserve Careers Division, has administrative control of the bonus control numbers.

b. *Reporting requirements.*

(1) Proper component directives will govern reporting requirements for subordinate elements of the ARNG and the USAR.

(2) Soldiers participating in or terminated from an incentive program governed by this regulation will be reported. Use the appropriate incentive participant codes listed below in table 10–1.

**Table 10–1**  
**Incentive participant codes**

I. Incentive type

A–Enlisted with cash enlistment bonus

B–Enlisted with educational assistance

C–Reenlisted

D–Reenlisted/extended with bonus for 6 years

N–Previous incentive recipient (contract completed) present term without incentive

Q–Not receiving incentive (no previous incentive)

R–Affiliated with bonus

S–Deleted

V–Converted

W–Converted from enlistment bonus to educational assistance

II. Incentive termination reason

E–Terminated: Unsatisfactory participation

F–Terminated: Transferred to another RC

G–Terminated: Transferred or enlisted in the Regular Component

H–Terminated: Transferred to the officer corps (see para 10–8a(8)(b))

I–Terminated: Unauthorized change in MOS

K–Terminated: Accepted civilian position where Reserve membership is a condition of employment

L–Terminated: Assigned to AD or ADT in excess of 90 days in support of the Reserve program

M–Terminated: Other

III. Loan repayment

T–Loan repayment for authorized loans under paragraph 10–14

*c. Claims requiring determination by the Army Board for Correction of Military Records.* Authority to act on claims of erroneous entries on enlistment documents or incentives not delegated elsewhere in this regulation is DCS, G–1 (DAPE–MPA–CB). Requests or claims involving the correction or amendment of dates of enlistment, reenlistment, or extension agreements will be processed under paragraph 8–6. Cases that cannot be resolved by the agencies described in paragraph 8–6, or by other provisions of this regulation, will be submitted on a DD Form 149 (Application for Correction of Military Records) per AR 15–185. The appropriate address for the Army Board for Correction of Military Records is listed in DD Form 149 instructions. Prior to sending any case or referring a Soldier to the Army Board for Correction of Military Records, recruiting or personnel officials must first attempt to rectify the error through appropriate command channels.

### **10–11. Incentive eligibility under the U.S. Army Reserve Drill Sergeant, Instructor, or Linguist Program**

*a.* A Soldier assigned to a drill sergeant (special qualifications identifier (SQI) “X”), instructor (SQI “8”), or linguist (SQI “L” with Defense Language Proficiency Test (DLPT) “2” in reading and listening) duty position may be eligible for an incentive under the following conditions:

(1) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening, qualified and assigned to duty in a drill sergeant, instructor, or linguist duty position. If otherwise eligible, the Soldier may enlist, reenlist, or affiliate for the PSEB,

reenlistment bonus, affiliation bonus, or the SLRP incentives. A match of the Soldier's MOS and the duty position MOS is not required for SQI X.

(2) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening, unqualified and assigned to a drill sergeant, instructor, or linguist duty position.

(3) The duty position MOS or unit is authorized an incentive and the Soldier is qualified in the MOS. If eligible, the Soldier may enlist, reenlist, or affiliate for the specified incentive. With the exception of the PSEB, a match of the Soldier's MOS and the duty position MOS is not required for SQI X.

(4) The unit or duty position MOS is not authorized an incentive or the Soldier's MOS does not match the duty position. The Soldier is not eligible for the PSEB but if otherwise qualified, the Soldier may enlist, reenlist, or affiliate for the reenlistment bonus, affiliation bonus, or the SLRP incentives. The Soldier must agree to successfully complete the drill sergeant, instructor, or Language Proficiency Service School and qualify in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist position. Eligibility to an incentive is gained on execution of the enlistment, reenlistment, or affiliation documents and is contingent upon SQI X, 8, or L with DLPT 2 qualification.

(5) Continuing incentive eligibility is authorized upon reassignment to a drill sergeant, instructor, or linguist duty position. This policy is contingent on the following requirements. A Soldier is—

(a) SQI X, 8, or L with DLPT 2, qualified and reassigned to a drill sergeant, instructor, or linguist position. Except for the PSEB (see chap 3), a match of the Soldier's MOS and the duty position MOS is not required and incentive eligibility continues. For the PS enlistment incentive, the Soldier must have been awarded SQI X and served on AD as a drill sergeant; awarded SQI 8 and served on AD as an instructor; or awarded SQI L with DLPT 2 in reading and listening and served on AD as a linguist.

(b) SQI X, 8, or L with DLPT 2 in reading and listening unqualified and is reassigned to a drill sergeant, instructor, or linguist duty position.

1. The duty position MOS is authorized an incentive and the Soldier is qualified in the MOS. A match of the Soldier's MOS and the duty position MOS is required and the incentive continues.

2. The unit is an incentive-authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. PS enlistment incentive eligibility is terminated. Reenlistment, affiliation, or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position. Reenlistment, affiliation, or SLRP incentive eligibility is continued and is contingent upon SQI X, 8, or L with DLPT 2 qualification.

3. The unit is not an incentive-authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. The PS enlistment incentive eligibility is terminated. Reenlistment; affiliation; or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position.

(6) Reenlistment, affiliation, PS enlistment, or SLRP incentive eligibility is continued and is contingent upon SQI X, 8, or L (with DLPT 2 in reading and listening) duty positions.

(7) Unit transition rules specified in paragraph 10-5 apply to those Soldiers assigned or reassigned to drill sergeant, instructor, or linguist duty positions requiring DLPT 2 in reading and listening.

(8) Termination and recoupment rules specified in this chapter apply to those Soldiers assigned or reassigned to drill sergeant, instructor, or linguist duty positions requiring with DLPT 2 in reading and listening.

b. Exception to policy during contingency operations for reenlistment incentives (see AR 601-280).

(1) Eligibility for an Army RC reenlistment bonus incentive requires Soldiers to have no more than 12 months of their statutory or contractual MSO remaining to reenlist or extend for incentives.

(2) Mobilized Soldiers may reenlist for incentives within the current RC reenlistment window as established by the DCS, G-1. The mobilized Soldier must execute a reenlistment during mobilization or within 90 days following REFRAD within the current RC reenlistment window whether the Soldier's expiration term of service occurs during or after the period of mobilization.

c. Counseling by commanders will ensure Soldiers that contract for an incentive have been counseled by a Service representative regarding the Soldier's obligations and responsibilities.

## **10-12. Selected Reserve Incentives Program—nonprior service enlistment bonus**

This paragraph provides policy and guidance for the administration of the SRIP-NPS enlistment bonus.

a. *Eligibility.* A cash bonus is offered to eligible applicants enlisting in the Selected Reserve and complying with all of the following eligibility requirements:

(1) Has not previously served in the U.S. Armed Forces, or has served in the U.S. Armed Forces, but was released from such service before completing basic training requirements required for initial award of an MOS, and the service was characterized as either honorable or uncharacterized.

- (2) Enlists in the ARNG or USAR for 8 years. The Soldier may enlist for a period of 3 to 6 years in the Selected Reserve for varying incentives as announced in periodic HQDA, CAR, and NGB incentives messages.
- (3) Enlists for a position vacancy in a Selected Reserve bonus unit and/or bonus MOS, as designated by HQDA or per respective RC annual SRIP. By the time the enlistee completes IADT the position must be vacant.
- (4) Qualify as a secondary school graduate.
- (5) Has completed IADT or received sufficient training to be deployable.
- (6) Is classified in Mental Category I, II, or III (AFQT) score of 31 or higher.
- (7) Is not enlisting to qualify for a military technician or AGR position where membership in the Selected Reserve is a condition of employment (temporary assignment as a military technician of 179 days or less is excluded).
- (8) Is not enlisting for voluntary assignment to full-time AD or ADT beyond 90 days in support of the Reserve program.
- (9) Completes an enlistment bonus annex to DD Form 4 for ARNG and USAR as part of the enlistment agreement.
- (10) Enlistment through the ACASP, in accordance with chapter 7, in an MOS authorized by HQDA for the bonus under the SRIP.

*b. Entitlement.*

- (1) This incentive offers a cash bonus to eligible applicants with no prior military service who enlist in the Selected Reserve and contract to serve in a designated bonus skill or unit announced by HQDA in accordance with paragraph 10–1.
- (2) Soldiers will not receive any enlistment bonus payments, initial or subsequent, until they have complied with all of the eligibility criteria in this chapter.
- (3) Except for the ACASP enlistment bonus, the following payment schedule applies:
  - (a) The initial payment may not exceed one-half of the total bonus amount for which the Soldier is entitled, unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.
  - (b) The remainder of the bonus may be paid in periodic installments or in a lump sum, as announced by HQDA or per respective RC annual SRIP.
- (4) The ACASP enlistment bonus is payable as follows: for enlistments in the ARNG or USAR, each component will manage their respective budgets by directing how and when payments will be made, so long as the initial payment does not exceed one-half of the total authorized amount.

### **10–13. Selected Reserve Incentives Program—prior service enlistment bonus**

This paragraph provides policy and guidance for the administration of the SRIP–PSEB.

*a. Eligibility.* A cash bonus is offered to eligible applicants enlisting in the Selected Reserve and complying with all of the following eligibility requirements:

- (1) Received an honorable discharge or honorable release at the conclusion of all prior periods of military service. A general under honorable discharge from any period of service does not meet these criteria and is ineligible for the PSEB.
- (2) Has completed no more than 16 years of total military service. The “total military service criteria” includes inactive Reserve time in the IRR or ING.
- (3) Is not being released from active service for the purpose of enlistment in the Selected Reserve. Soldiers also may not be released from one selected RC for the purpose of enlistment into a different selected RC for the PSEB. Soldiers who are separated within 90 days of their contracted expiration term of service are exempt from this restriction and are considered to have completed their prior obligation.
- (4) Possesses a bonus MOS or accepts training into an MOS as announced by HQDA that is the same required by the Selected Reserve unit position vacancy. The Soldier must have successfully served in the MOS and attained a level or qualification commensurate with the Soldier’s grade and years of Service while serving on AD. In the case of PS in the USAR or ARNG, Soldier must have previously qualified in the MOS (see para 10–4). Soldiers enlisted as “will train” have 24 months to acquire the critical MOS.
- (5) Meets the eligibility criteria for enlistment in the USAR as a PS applicant as prescribed by this regulation.
- (6) Completes a PSEB annex to DD Form 4 for ARNG and USAR as part of the enlistment agreement and is classified in Mental Category I, II, or III (AFQT) score of 31 or higher.
- (7) Upon enlistment, will qualify for the Selected Reserve unit position vacancy for assignment to one of the following:
  - (a) Must be duty MOS qualified for the position for which enlisting, or agree to retrain in a critical MOS vacancy announced by HQDA or per respective RC annual SRIP that is the same required by the position vacancy for which enlisting.
  - (b) Assigned to a qualified drill sergeant “X,” instructor “8,” or linguist “L” positions that require DLPT 2 in reading and listening. Soldiers must have been awarded the SQI and successfully served on AD, or in the case of PS in the USAR or ARNG, must have been previously qualified in the MOS. Soldiers with drill sergeant SQI of “X” are exempt from the MOS qualification requirement.

*b. Entitlement.*

(1) This incentive offers a cash bonus to eligible applicants with prior military service who enlist in the Selected Reserve and contract to serve in a designated bonus skill announced by HQDA, or as a drill sergeant, instructor, or linguist. The incentive offers—

- (a) Up to the full amount provided by law for an enlistment to serve 6 years in a Selected Reserve unit.
- (b) Up to the full amount provided by law for an enlistment to serve 3 years in a Selected Reserve unit.
- (c) Up to full amount provided by law for the second 3-year option in a Selected Reserve unit.

(2) The bonus is payable on the following schedule:

(a) An initial lump sum payment that will not exceed one-half the amount of the total bonus for a 3-year contract, or a second 3-year bonus, unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.

(b) An initial lump sum payment that will not exceed one-half the amount of the total bonus for a 6-year contract, unless a lump sum payment is specifically approved by the respective RC under the annual SRIP program.

(c) The remainder of the two authorized 3-year or the 6-year reenlistment or extension bonus payments are paid as determined by the incentive skill list updated by DCS, G-1 (DAPE-MPA), and reviewed by the Assistant Secretary of the Army (Manpower and Reserve Affairs) annually before the start of each fiscal year.

(3) Entitlement to the initial payment of a PSEB is effective on the date of enlistment.

(4) The initial payment is made when the Soldier—

- (a) Fills a Selected Reserve unit position vacancy for which he or she is MOS qualified.
- (b) Fills a drill sergeant, instructor, or linguist position vacancy that he or she is qualified for per paragraph 10-11.
- (c) Becomes MOS qualified as a “will train.”

#### **10-14. Selected Reserve Incentives Program—Student Loan Repayment Program**

The SLRP procedures and guidance are contained in AR 621-202. The following clarifies which loans are eligible for repayment under the SRIP and is intended as a guide to recruiting and retention personnel. Refer to the annual SRIP (ARNG and USAR) for further guidance and restrictions.

*a.* Any loan made, insured, or guaranteed under part B of title IV of the Higher Education Act of 1965 (20 USC 1071);

*b.* Any loan made under part D of such title (the William D. Ford Federal Direct Loan Program, 20 USC 1087a);

*c.* Any loan made under part E of such title (20 USC 1087aa); or

*d.* Any loan incurred for educational purposes made by a lender that is—

- (1) An agency or instrumentality of a State;
- (2) A financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State.
- (3) From a pension fund or a nonprofit private entity (subject to case-by-case review by the appropriate component as described in para 10-2).

#### **10-15. Selected Reserve Incentive Program—officer accession bonus and officer affiliation bonus**

This paragraph provides policy and guidance for the administration of the Selected Reserve officer accession bonus (OAB) and officer affiliation bonus (OAFB). The OAB and OAFB will be used to attract and retain qualified commissioned and warrant officers possessing or qualifying for training in critical skills, grades, and/or units designated by the Secretary of the Army as critical to meet manpower shortages in the ARNG and USAR. DARNG and CAR may approve more restrictive eligibility criteria for ARNG and USAR, respectively, to effectively apply and manage the OAB and OAFB in their component. Individual mobilization augmentees are not eligible for the OAB or OAFB.

*a. Officer accession bonus.* The OAB applies to newly appointed commissioned and warrant officers (2LT or WO1) who agree to serve in a Selected Reserve unit of the component in which appointed. DA Form 5261-7 (Selected Reserve Incentive Program - Officer Accession Bonus) will be completed on individuals who qualify for and agree to receive the OAB. As an exception, newly appointed officers in the Chaplain Corps or the Judge Advocate Generals Corps may be in any grade, but must not have previously been a commissioned or warrant officer. To be eligible for the bonus individual must—

(1) Agree to accept an appointment as an officer in the ARNG or USAR and serve in a designated critical area of concentration/MOS in a Selected Reserve unit of the component in which appointed, for a period of not less than 6 years from date of appointment.

(2) Not be accepting an appointment as an officer serving in the Selected Reserve for the purpose of qualifying for a military technician position where membership in an RC is a condition of employment (a one-time temporary assignment as a military technician is excluded), or be accepting an appointment to fulfill either an AGR position or an assignment as an individual mobilization augmentee.

(3) Possess an area of concentration/MOS designated by the Secretary of the Army for bonus entitlement, or agree



to accomplish the necessary training prescribed by the Secretary of the Army to achieve the designated critical area of concentration/MOS.

(4) Not currently be receiving financial assistance under 10 USC Chapters 1608, 1609, or 1611, or special pay under 37 USC 302g, and will not receive such assistance or serve any related service obligation during the period of this agreement. Soldiers who have previously received loan repayments under Chapter 1609 may request termination of SLRP/College Loan Repayment Program and contract to receive the OAB, provided they do not apply for or receive SLRP/College Loan Repayment Program payments for service performed after their appointment.

(5) Fill a critical skill in the Selected Reserve. ARNG and USAR will forward a critical skills list with justification for payment of the OAB to DCS, G-1, on a semi-annual basis for approval as part of their SRIP. A critical skill is defined as one of the following:

- (a) A technical skill requiring notably above average training and/or replacement costs.
- (b) A skill that is in high demand in the civilian sector; one that is challenging to recruit into.
- (c) A skill that is crucial to combat readiness.
- (d) A skill that is a low density, high-demand skill.

(6) Successfully complete an officer basic course or warrant officer basic course in his or her designated area of concentration/MOS within 36 months of the date of appointment.

*b. Officer affiliation bonus.* The OAFB will apply to officers of all grades who agree to serve in a Selected Reserve unit of the ARNG or USAR. DA Form 5261-6 (Selected Reserve Incentive Program - Officer Affiliation Bonus) will be completed on individuals who qualify for and agree to receive of the OAFB. To be eligible for the bonus officers must—

- (1) Agree to serve in a critical officer skill, unit, or pay grade that is designated for bonus entitlement.
- (2) Agree to complete area of concentration/MOS training, if affiliating for service in a designated critical area of concentration/MOS other than that which they currently hold, within 36 months of affiliation date.
- (3) Be currently serving on AD for more than 30 days (the affiliation will occur at completion of the AD tour), or be a current member of a Selected Reserve not on AD. If the officer previously served on AD, they must have been released from that duty under honorable conditions.
- (4) Have not previously served in the Selected Reserve.
- (5) Not be entitled to retired or retainer pay.
- (6) Not be affiliating to qualify for a military technician position where membership in an RC is a condition of employment (a one-time temporary assignment as a military technician is excluded) or for an AGR position, or for assignment to an individual mobilization augmentee position.
- (7) Not have previously received an affiliation bonus for service in the Selected Reserve.
- (8) Not currently be receiving financial assistance under 10 USC Chapters 1608, 1609, or 1611, or special pay under 37 USC 302g, and will not receive such assistance or serve any related service obligation during the period of this agreement. Soldiers who have previously received loan repayments under Chapter 1609 may request termination of SLRP/College Loan Repayment Program and contract to receive the OAB, provided they do not apply for or receive SLRP/College Loan Repayment Program payments for service performed after their appointment.

(9) Agree to serve in the ARNG or USAR for a period not less than 3 years.

*c. Officer accession bonus and officer affiliation bonus amounts and payment schedule.*

(1) The OAB amount will be paid in accordance with the annual SRIP after completion of officer basic course or warrant officer basic course.

(2) The OAFB will be paid in accordance with the annual SRIP upon the officer's assignment to the designated position, unit, or pay grade pursuant to the agreement.

*d. Officer accession bonus and officer affiliation bonus agreements.* Officers accessed or affiliating with the ARNG or USAR must meet the eligibility criteria and sign an agreement applicable to the type of bonus to be received. The signed agreement will be attached to the NGB Form 62E (Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States) or DA Form 61 (Application for Appointment), as applicable, and filed in the interactive Personnel Electronic Records Management System in the General Administration Section of the official military personnel file next to the NGB Form 62E or DA Form 61.

*e. Suspension of officer accession bonus and officer affiliation bonus.* Recipients who fail to accept a commission or appointment as an officer, do not commence to participate, or do not satisfactorily complete the service obligation incurred under the agreement for any of the reasons listed below, will be subject to recoupment or loss of entitlement to a portion of the bonus amount:

(1) Fail to participate satisfactorily in training or duty with the Selected Reserve, including failure to maintain medical and dental readiness, during the entire period of the service obligation, unless the failure to participate satisfactorily was due to reasons beyond the officer's control (for example, death, injury, illness, or other impairment not the result of misconduct).

(2) Fail or fail to complete officer basic course or warrant officer basic course within 36 months of the date of

appointment (for the OAB); or to complete area of concentration/MOS training within 36 months of affiliation date, if required when affiliating for service in an area of concentration/MOS other than that currently held by the officer (for the OAFB).

(3) Involuntarily separated from the Selected Reserve, unless as a result of unit inactivation, unit relocation, unit reorganization, or a DOD-directed reduction in the Selected Reserve force.

(4) Voluntarily move to a non-bonus skill, unless the move is required by the RC.

(5) Fail to extend the contracted term of service for a period of authorized nonavailability.

(6) Accept either a military technician position, where membership in an RC is a condition of employment, (a one-time temporary assignment as a military technician for 6 months or less is excluded), an AGR position, or assignment to an individual mobilization augmentee position.

#### **10–16. Selected Reserve Incentive Program—enlisted affiliation bonus**

This paragraph provides policy and guidance for the administration of the SRIP enlisted affiliation bonus (EAB).

*a. Eligibility.* Member of a U.S. Armed Force with no more than 20 years of time in service, who has executed a written agreement to serve in a Selected Reserve unit for a period of not less than 3 years, in a skill, unit, or pay grade designated on written agreement, after being discharged or released from AD under honorable conditions, and who meets the following criteria in paragraphs 10–16a(1) through (8):

(1) Is currently serving on AD in the RA, or AD term of service incurred by an order.

(a) Is otherwise eligible to remain on AD by reenlistment or voluntary extension in the component to which he or she is currently assigned, or

(b) Is a mobilized IRR or Standby Reserve Soldier completing the AD term of service and separating from AD with the appropriate SPD and RE codes annotated on the DD Form 214.

(2) Has satisfactorily completed a term of service in one of the following:

(a) A Regular Component enlistment contract in one of the U.S. Armed Forces.

(b) A period of obligated AD service in a Regular Component of a U.S. Armed Force. This includes AD service under AR 135–210, chapter 2, or an AD term of service incurred by an order, or

(c) A tour of AD in a Title 10 AGR status for the term specified in the AGR orders, normally 3 years. This does not include an ARNG tour of AGR service under 32 USC.

(3) Has been—

(a) REFRAD from the RA or Title 10 AGR Status; or

(b) Transferred from the IRR or Standby Reserve; or

(c) Enlisted in the USAR after REFRAD/discharged from another U.S. Armed Force; and

(4) When last REFRAD/discharged, must have been eligible to remain on AD by reenlistment or voluntary extension in the component to which the Soldier was assigned; or

(5) If last period of AD was as a mobilized IRR or Standby Reserve Soldier, was separated from AD with the appropriate SPD and RE codes annotated on the DD Form 214.

(6) Is not affiliating to qualify for full-time military technician or AGR.

(7) Possesses the military grade and skill qualification commensurate with the vacancy and the skill is designated as critical in the current SRIP list. Soldiers enlisted as “will train” have 24 months to acquire the critical MOS.

(8) Enters into a written service agreement sufficient to cover the affiliation period selected. Soldier must also execute an EAB annex to DD Form 4 as part of the agreement.

*b. Entitlement.*

(1) Bonus amount and payment method (lump sum consisting of the entire bonus amount or installments) will be in accordance with ARNG and USAR annual SRIP policy.

(2) Entitlement and period of service is computed from the effective date of assignment to the Selected Reserve unit as follows:

(a) The day following REFRAD for transitioning RA Soldiers.

(b) Effective date of assignment order for Soldiers transferring from IRR to USAR units, or the enlistment date for IRR Soldiers enlisting into ARNG units.

(c) For “will train” Soldiers, no bonus will be paid before the completion of MOS training and award of MOS.

*c. Enlisted Accession Bonus processing for Regular Army Soldiers.*

(1) RA Soldiers will be processed at RA installations by an RC category counselor. Soldiers who affiliate with a Selected Reserve unit will execute an enlistment agreement (DD Form 4) or transfer in accordance with AR 601–280.

(2) RA Soldiers applying for the USAR EAB who, upon REFRAD, have a remaining service obligation but do not have sufficient time to cover the affiliation bonus period of 3 or 6 years, must execute an enlistment agreement (DD Form 4) with the RC category counselor for a period of whole years, in accordance with AR 601–280 prior to REFRAD. RA Soldiers applying for the USAR EAB with sufficient time remaining on current contract to cover the EAB period selected will execute only the EAB written agreement and transfer documents in accordance with AR 601–280 before REFRAD. A copy of the EAB written agreement will be attached to the transfer documents.

*d. Other U.S. Armed Forces.* EAB applicants from other U.S. Armed Forces will be processed at a MEPS by the USAR or ARNG guidance counselor, in accordance with AR 601–280.

*e. Enlisted Accession Bonus processing for Individual Ready Reserve Soldiers (U.S. Army Reserve only).*

(1) Upon enlistment into a Selected Reserve unit, an IRR RC EAB applicant who does not have the time remaining on a current written service agreement sufficient to cover the affiliation period selected may, as an exception to the applicable provisions of AR 140–111—

(a) Execute a reenlistment agreement for the number of whole years (1, 2, 3, 4, 5, 6, or indefinite) to cover the affiliation term of service, and reenlist outside the 12-month reenlistment window. The DD Form 4 and DA Form 3540 are used for this purpose. This service agreement will be executed prior to processing the USAR EAB for payment. A copy of the EAB annex to DD Form 4 will be attached to each copy of the DA Form 4187, DD Form 4, and DA Form 3540 before distribution. The following remark will be entered on the DA Form 3540, Section XII, 2. Remarks, prepared by the Army Reserve career counselor:

(b) “As an exception to policy, in accordance with DCS, G–1, memorandum dated (use date of this memorandum), I am authorized to reenlist outside the 12-month reenlistment window for 1, 2, 3, 4, 5, or 6 years, or an indefinite period (as required) to satisfy the service term of the USAR Enlisted Affiliation Bonus written agreement.”  
\_\_\_\_\_ Soldier’s initials.

*Note.* Ensure Soldiers are counseled that signing the “Written Agreement - Enlisted Affiliation Bonus Addendum” does not entitle them to the EAB. The EAB will not be processed for payment until they subsequently meet reenlistment eligibility requirements and reenlist to cover the term of service selected.

(2) An IRR EAB applicant who has the time remaining on a current written service agreement sufficient to cover the affiliation period selected, will execute only an EAB annex to DD Form 4. A copy of the DA Form 4187 and a copy of the transfer order will be attached to each copy of the written agreement before distribution.

*f. Enlisted Accession Bonus processing for Individual Ready Reserve Soldiers (Army National Guard only).* Execute an enlistment agreement along with EAB addendum. Refer to current fiscal year SRIP policy for applicability.

#### **10–17. Selected Reserve Incentive Program–U.S. Army Reserve and Army National Guard reenlistment bonuses**

Reenlistment bonus amounts, skills, and eligibility for members of the Selected Reserve of the USAR and ARNG are set annually under the SRIP. General reenlistment policy is managed under AR 140–111 for USAR, and NGR 600–20 for ARNG. Policy governing the suspension, termination, reinstatement, and recoupment of RC reenlistment bonuses is managed under chapter 10.

## **Appendix A References**

### **Section I Required Publications**

Unless otherwise stated, all publications are available at <http://www.apd.army.mil>.

#### **AR 40-501**

Standards of Medical Fitness (Cited in para 2-9.)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers (Cited in para 1-9.)

#### **AR 140-111**

U.S. Army Reserve Reenlistment Program (Cited in para 1-10.)

#### **AR 600-8-19**

Enlisted Promotions and Reductions (Cited in para 7-3e(3).)

#### **AR 600-8-101**

Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle) (Cited in para 7-3.)

#### **AR 600-9**

The Army Body Composition Program (Cited in para 3-7a.)

#### **AR 601-141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in para 9-6.)

#### **AR 614-30**

Overseas Service (Cited in para 5-27a(3).)

#### **AR 614-200**

Enlisted Assignments and Utilization Management (Cited in para 5-27b.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. United States Code is available at <http://www.gpoaccess.gov/uscode/index.html>. Uniform Code of Military Justice is available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.

#### **Accredited Institutions of Postsecondary Education (AIPE)**

(Available for purchase at <http://www.acenet.edu/bookstore>.)

#### **AR 11-6**

Army Foreign Language Program

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 27-10**

Military Justice

#### **AR 40-3**

Medical, Dental, and Veterinary Care

#### **AR 40-400**

Patient Administration

**AR 56-9**

Watercraft

**AR 135-7**

Incentive Programs

**AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135-175**

Separation of Officers

**AR 135-178**

Enlisted Administrative Separations

**AR 135-180**

Retirement for Non-Regular Service

**AR 135-205**

Enlisted Personnel Management

**AR 140-1**

Mission, Organization, and Training

**AR 140-30**

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

**AR 145-1**

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

**AR 195-3**

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

**AR 380-67**

Personnel Security Program

**AR 600-8-1**

Army Casualty Program

**AR 600-8-10**

Leave and Passes

**AR 600-8-104**

Army Military Human Resource Records Management

**AR 600-8-105**

Military Orders

**AR 600-13**

Army Policy for the Assignment of Female Soldiers

**AR 600-20**

Army Command Policy

**AR 600-37**

Unfavorable Information

**AR 600–43**

Conscientious Objection

**AR 600–85**

The Army Substance Abuse Program

**AR 601–222**

Armed Services Military Personnel Accession Testing Programs

**AR 601–270**

Military Entrance Processing Stations (MEPS)

**AR 601–280**

Army Retention Program

**AR 611–5**

Personnel Classification Testing

**AR 612–201**

Initial Entry/Prior Service Trainee Support

**AR 621–202**

Army Educational Incentives and Entitlements

**AR 635–10**

Processing Personnel for Separation

**AR 635–40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 635–200**

Active Duty Enlisted Administrative Separations

**AR 640–30**

Photographs for Military Human Resources Records

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia

**AR 700–84**

Issue and Sale of Personal Clothing

**DA Circular 11–89–1 (obsolete)**

Internal Control Review Checklists

**DA Pam 600–8**

Management and Administrative Procedures

**DA Pam 611–21**

Military Occupational Classification and Structure

**Army Training Requirements and Resources System Course Catalog**

(Available at <http://www.attrs.army.mil>.)

**Directive Type Memorandum 08–018**

Enlistment Waivers (Available at <http://dtic.mil/whs/directives/>.)

**DOD 5200.2–R**

Physical Security Program

**DODI 1304.26**

Qualification Standards for Enlistment, Appointment, and Induction

**HSPD 12**

Policy for a Common Identification Standard for Federal Employees and Contractors

(Available at <http://www.dhs.gov/>.)

**Joint Travel Regulation, Volume 2**

(Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

**NGR 600–200**

Enlistment Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil>.)

**NGR 614–1**

Inactive Army National Guard (Available at <http://www.ngbpdc.ngb.army.mil>.)

**UCMJ, Article 83**

Fraudulent enlistment, appointment, or separation

**UCMJ, Article 84**

Unlawful enlistment, appointment, or separation

**UCMJ, Article 85**

Desertion

**UCMJ, Article 86**

Absence without leave

**UCMJ, Article 92(1)**

Violates or fails to obey any lawful general order or regulation

**8 USC 1101(a)(20)**

Lawfully admitted for permanent residence

**8 USC 1101(a)(22)**

National of the United States

**8 USC 1359**

Application to American Indians born in Canada

**8 USC 1403**

Persons born in the Canal Zone or Republic of Panama on or after February 26, 1904

**10 USC**

Armed Forces

**10 USC 61**

Retirement or Separation for Physical Disability

**10 USC 101(b)(2)**

Definitions

**10 USC 106**

Education assistance for members of the selected reserve

**10 USC 312**

Militia duty: exemptions

**10 USC 504**

Persons not qualified

**10 USC 511**

College First Program

**10 USC 571(b)**

Warrant officers: grades

**10 USC 651**

Members: required service

**10 USC 671**

Members not be assigned outside United States before completing training

**10 USC 978**

Drug and alcohol abuse and dependency: testing of new entrants

**10 USC 1211**

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

**10 USC 1475**

Death gratuity: death of members on active duty or inactive duty and of certain other persons

**10 USC 1481**

Recovery, care, and disposition of remains: descedents covered

**10 USC 1482**

Expenses incident to death

**10 USC 1552**

Correction of military records: claims incident thereto

**10 USC 1606**

Defense Intelligence Senior Executive Service

**10 USC 1608**

Time-limited appointments

**10 USC 1609**

Termination of defense intelligence employees

**10 USC 1611**

Postemployment assistance: certain terminated intelligence employees

**10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

**10 USC 2106**

Advanced training; commission on completion

**10 USC 2107**

Financial assistance program for specially selected members

**10 USC 3258**

Regular Army: reenlistment after service as an officer

**10 USC 3925**

Computation of years of service: voluntary retirement; enlisted members

**10 USC 12103**

Reserve components: terms



**10 USC 12301**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12303**

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

**10 USC 12686**

Reserve on active duty within two years of retirement eligibility: limitation on release from active duty

**10 USC 12731**

Age and service requirements

**10 USC 12732**

Entitlement to retired pay: computation of years of service

**10 USC 12733**

Computation of retired pay: computation of years of service

**10 USC 12734**

Time not creditable towards years of service

**10 USC 12735**

Inactive status list

**10 USC 12736**

Service credited for retired pay benefits not excluded for other benefits

**10 USC 12737**

Limitation on active duty

**10 USC 12738**

Limitations on revocation of retired pay

**10 USC 16131**

Educational assistance program: establishment; amount

**18 USC 922**

Unlawful acts

**20 USC 1071**

Statement of purpose; nondiscrimination; and appropriations authorized

**20 USC 1087(a)**

Repayment in full for death and disability

**37 USC 302g**

Special pay: Selected Reserve health care professionals in critically short wartime

**37 USC 308**

Special pay: reenlistment bonus

**37 USC 373**

Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met

**38 USC 106**

Certain service deemed to be active service

**38 USC 3011**

Basic educational assistance entitlement for service on active duty

**38 USC 3012**

Basic educational assistance entitlement for service in the Selected Reserve

**38 USC 3015**

Amount of basic educational assistance

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>) and DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

**DA Form 1696**

Enlistment/Reenlistment Qualifying Application (Prescribed in para 3–15.)

**DA Form 3072–2**

Applicant's Monthly Financial Statement (Prescribed in para 4–13.)

**DA Form 3283**

Statements of Member Removed from the Temporary Disability Retired List (Prescribed in para 5–49.)

**DA Form 3286**

Statements for Enlistment (Prescribed in paras 2–10, 3–12, 8–5, 8–6, and 9–1.)

**DA Form 4824**

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

**DA Form 4826**

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

**DA Form 5261–6**

Selected Reserve Incentive Program - Officer Affiliation Bonus (Prescribed in para 10–15*b*.)

**DA Form 5261–7**

Selected Reserve Incentive Program - Officer Accession Bonus (Prescribed in para 10–15*a*.)

**DA Form 5585**

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

**DA Form 5586**

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

**DA Form 7004–R**

Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the U.S. Army Reserve Specialized Training for Army Readiness (STAR) Program (Prescribed in para 9–17.)

**DD Form 368**

Request for Conditional Release (Prescribed in paras 3–19, 4–13, 5–19, 5–20, and 5–24.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd>).

army.mil) and DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

**DA Form 2-1**

Personnel Qualification Record

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 61**

Application for Appointment

**DA Form 199**

Informal Physical Evaluation Board (PEB) Proceedings (EGA) (Available at <https://ecms.army.mil/pebwebapp>.)

**DA Form 209**

Delay, Referral, or Follow-up Notice (Available through normal supply channels.)

**DA Form 1695**

Oath of Extension of Enlistment

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3540**

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

**DA Form 3947**

Medical Evaluation Board Proceedings

**DA Form 4187**

Personnel Action

**DA Form 4707**

Entrance Physical Standards Board (EPSBD) Proceedings

**DA Form 5261-4**

Student Loan Repayment Program Addendum

**DA Form 5305**

Family Care Plan

**DA Form 5500**

Body Fat Content Worksheet (Male)

**DA Form 5501**

Body Fat Content Worksheet (Female)

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 149**

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

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Available at <http://www.archives.gov/locations/index.html>.)

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Available at <http://www.archives.gov/locations/index.html>.)

**DD Form 220**

Active Duty Report

**DD Form 368**

Request for Conditional Release

**DD Form 369**

Police Record Check

**DD Form 372**

Request for Verification of Birth

**DD Form 1966**

Record of Military Processing-Armed Forces of the United States

**DD Form 2807-1**

Report of Medical History

**DD Form 2807-2**

Accessions Medical Prescreen Report

**DD Form 2808**

Report of Medical Examination

**DS Form 1350**

Certification of Report of Birth (Available at Vital Records Section, Passport Services, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705.)

**FD 258**

Applicant Fingerprint Card (Available at U.S. consulates and embassies.)

**FS Form 240**

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

**FS Form 545**

Certification of Birth Abroad (Available at Passport Correspondence Branch, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705.)

**NGB Form 22**

Report of Separation and Record of Service (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**NGB 22-3**

Request for Waiver (ARNG) (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**NGB Form 62E**

Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**NGB Form 600-7-5-R-E**

Bonus Addendums (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**SF 50**

Notification of Personnel Action (Available at <http://www.gsa.gov/>.)

**SF 86**

Questionnaire for National Security Positions (Available at <http://www.gsa.gov/>.)

**SF 182**

Authorization, Agreement and Certification of Training (Available at <http://www.gsa.gov/>.)

**USCIS Form G-845**

Verification Request Department of Homeland Security U.S. Citizenship and Immigration Services (Available at <http://uscis.gov/portal/site/uscis>.)

**USCIS Form I-90**

Application to Replace Permanent Resident Card (Available at <http://uscis.gov/portal/site/uscis>.)

**USCIS I-551**

Permanent Resident Card (Available at <https://uscis.gov/portal/site/uscis>.)

**USCIS N-400**

Application for Naturalization

**USCIS Form N-426**

Request for Certification of Military or Naval Service

**USCIS Form N-550/570**

Certificate of Naturalization (Available at U.S. consulates and embassies.)

**USCIS Form N-560/561**

Certificate of Citizenship (Available at U.S. consulates and embassies.)

**USCIS Form N-565**

Application for Replacement Naturalization/Citizenship Document

**Appendix B****Format for Submitting Accession Incentives and Programs for Approval****B-1. Program proposal**

The program proposal must be enclosed (second to last column) and must include—

- a. A lengthier description of the program and any items that require further explanation.
- b. A justification.
- c. Performance measures.
- d. Performance outcomes (for resubmissions).
- e. A legal review.
- f. Routing to show the chain of command approval.
- g. The internal controls and other measures in place to limit potential for fraud, waste, or abuse.
- h. The name(s) and contact information of the person(s) responsible for tracking such fraud, waste, or abuse.

*Note.* Incidents of fraud, waste or abuse must be reported to the Assistant Secretary of the Army (Manpower and Reserve Affairs), or his or her designee, immediately.

**B-2. Program renewal**

In addition, documents for programs being renewed must include—

- a. The items listed in paragraph B-1.
- b. Information on the number of incidents of fraud, waste, or abuse during the previous year.
- c. The measures taken to limit further opportunities for fraud, waste, or abuse.
- d. Summaries of internal controls.

Program name	Type <i>I=incentive B=bonus P=program</i>	New program	Projected Lift a Year	Actual Lift a Year	Projected annual cost	Actual annual cost	Brief description	Component	Proposal Enclosure?	POC
	<i>I/BJP</i>	<i>YES/NO</i>						<i>RA/ARNG/ USAR</i>	<i>YES/NO</i>	

Figure B-1. Sample for submitting accession incentives and programs for approval

## Appendix C Internal Control Evaluation

### C-1. Function

The function covered by this checklist is the enlistment into the RA and RCs.

### C-2. Purpose

The purpose of this checklist is to assist unit managers and internal control administrators located at recruiting battalions and brigades in evaluating the key internal controls for providing enlistment and officer incentives to eligible new recruits. It is not intended to cover all controls.

### C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

### C-4. Test questions

- a. Is there local internal control guidance that defines responsibilities and required actions?
- b. Are managers and internal control administrators trained in, and do they understand, their internal control responsibilities?
- c. Are explicit statements of internal control responsibility included in performance agreements for commanders and managers down to accessible unit manager level?
- d. Is a internal control plan established and maintained to describe how key internal controls will be evaluated over a 5-year period?
- e. Are internal control evaluations conducted in accordance with the internal control plan and prompt action taken to correct any internal control weaknesses detected?
- f. Is the senior responsible official advised of potential material weaknesses detected through internal control evaluations or from other sources?
- g. Are new recruits that enlist for a monetary incentive being systematically tracked by recruiting battalions or brigades during the period leading up to their ship date?
- h. Is eligibility for enlistment incentives verified through the DA incentives messages prior to providing monetary incentive obligations to new recruits in the annexes to the DD Form 4?
- i. Are the responsible accessioning agencies systematically tracking new recruits or candidates for appointment who benefit from pilot, program, incentive or bonus during the effective period of the pilot, program, incentive, or bonus?

### C-5. Supersession

This checklist replaces the checklist for “Financial Management/Internal Controls—Section 2” previously published in DA Circular 11-89-1.

### C-6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300.

## **Glossary**

### **Section I Abbreviations**

#### **ACASP**

Army Civilian Acquired Skills Program

#### **AD**

active duty

#### **ADT**

active duty for training

#### **AFQT**

Armed Forces Qualification Test

#### **AGR**

Active Guard Reserve

#### **AIPE**

Accredited Institutions of Postsecondary Education

#### **AIT**

advanced individual training

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ASVAB**

Armed Services Vocational Aptitude Battery

#### **AT**

annual training

#### **BASD**

basic active service date

#### **BCT**

basic combat training

#### **CAR**

Chief, Army Reserve

#### **CG**

commanding general

#### **CLEP**

College Level Examination Program

#### **COHORT**

cohesion operational readiness training

#### **Compl (table 6-1)**

completed

**CSM**

command sergeant major

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DARNG**

Director, Army National Guard

**DCS**

Deputy Chief of Staff

**DD (form)**

Department of Defense

**DEP**

Delayed Entry Program

**DLPT**

Defense Language Proficiency Test

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DOR**

date of rank

**DS**

Department of State

**DTP**

Delayed Training Program

**EAB**

enlisted affiliation bonus

**ECLT**

English Comprehension Level Test

**ED GR (table 6–1)**

educational grade

**EDV LVL (code)**

education level

**ED YRS (code)**

education years

**ES (table 6–1)**

entry status

**GED**

general education diploma



**HIV**

human immunodeficiency virus

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**HSPD**

Homeland Security Presidential directive

**IADT**

initial active duty training

**ID**

identification

**IDT**

inactive duty training

**ING**

Inactive National Guard

**INS**

Immigration and Naturalization Service

**IRR**

Individual Ready Reserve

**LDAC**

Leader Development and Assessment Course

**MEPS**

military entrance processing station

**MGIB**

Montgomery GI Bill

**MOS**

military occupational specialty

**MS**

Military Science

**MSO**

military service obligation

**NACES**

National Association for Credential Evaluation Service

**NACLC**

National Agency Check with Local Agency and Credit Check

**NIAC**

National Intelligence Agency Checks

**NCO**

noncommissioned officer

**NGB**

National Guard Bureau

**NGR**

National Guard regulation

**NPS**

nonprior service

**OAB**

officer accession bonus

**OAFB**

officer affiliation bonus

**OCS**

Officer Candidate School

**PEF (table 6-1)**

program enlisted for

**PFC**

private first class

**PHA**

physical health assessment

**PMOS**

primary military occupational specialty

**PMS**

professor of military science

**Proj (table 6-1)**

projected

**PS**

prior service

**PSEB**

prior service enlistment bonus

**PV1**

private E-1

**PV2**

private E-2

**RC**

Reserve Component

**RE**

reentry eligibility

**REDD**

Recruiter Eligibility Data Display

**REFRAD**

release from active duty

**REQUEST**

Recruit Quota Enlistment System

**ROTC**

Reserve Officers' Training Corps

**SF**

standard form

**SFC**

sergeant first class

**SGM**

sergeant major

**SGT**

sergeant

**SLRP**

Student Loan Repayment Program

**SMP**

Simultaneous Membership Program

**SPC**

specialist

**SPD**

separation program designator

**SQI**

special qualifications identifier

**SRB**

selective reenlistment bonus

**SRIP**

Selected Reserve Incentive Program

**SROTC**

Senior Reserve Officers' Training Corps

**SSG**

staff sergeant

**STN (table 6-1)**

Station

**TAG**

The Adjutant General

**TDRL**

temporary disability retired list

**TPC**

training pay category

**TPU**

troop program unit

**TSC**

test score category

**UCMJ**

Uniform Code of Military Justice

**UIC (table 6–1)**

unit identification code

**USAR**

U.S. Army Reserve

**USAREC**

U.S. Army Recruiting Command

**USC**

United States Code

**USCIS**

U.S. Citizenship and Immigration Services

**USMEPCOM**

U.S. Military Entrance Processing Command

**WO1**

warrant officer one

**WOCS**

Warrant Officer Candidate School

**WOFT**

Warrant Officer Flight Training

**YRS (table 6–1)**

years

**Section II****Terms****Accession incentives**

Any monetary offer available to new recruits or candidates for appointment to assist in filling specialties that are critical to the Army's needs.

**Accession pilots**

Initiatives designed to enhance the achievement of accession goals across the Army's three component. If determined successful after practical assessments, accession or pilots may become programs that the Army subsequently incorporates into Army policy.

**Applicant and enlistee**

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

**Area commands**

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

**Army**

The Army consists of the RA and the RC which includes the Ready Reserve (Selected Reserve and IRR) and the Standby Reserve.

**Army commands**

Commands that include the following: U.S. Army Forces Command, U.S. Army Training and Doctrine Command, U.S. Army Military District of Washington, U.S. Army Materiel Development and Readiness Command, U. S. Army Intelligence and Security Command, U.S. Army Communications Command, U.S. Army Criminal Investigation Command, U.S. Army Health Services Command, Military Traffic Management Command, U.S. Army, Europe and Seventh Army, Eighth U.S. Army, U.S. Army, Japan, and U.S. Army, Western Command.

**Bonus**

Any other monetary offer available under certain circumstances, such as a referral fee to individuals who refer an applicant to an Army recruiter or an affiliation bonus for a Soldier departing the active component to serve in the Selected Reserve.

**Dependent**

A spouse; an unmarried, adopted, or stepchild under the age of 18 living with the applicant; an unmarried natural child of the applicant under the age of 18; any person living with the applicant who is, by law or in fact, dependent upon the applicant for support; or not living with the applicant and dependent upon the applicant for over 1/2 of their support; or any person for whom the applicant is responsible for his or her financial or custodial care.

**Defense Manpower Data Center**

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

**Enlistment**

The enlistment occurs after the oath has been taken. Voluntary contract (DD Form 4) for military service establishing military status as an enlisted member of the Active Army, USAR, or ARNG. This includes enlistment of both NPS and PS personnel. The latter group includes prior Army and RC personnel and any persons with PS in any other Armed Force of the United States. The enlistment agreement is legally binding after the oath has been taken, notwithstanding the applicant's failure to sign.

**Enlistment categories**

Initial-term (Active Army): person serving an initial term of active service. (Persons who are on IADT only are not included in this category.) First-term (USAR): person serving in first term of service in the USAR. For statistical purposes, a first-term is defined as a member whose initial entry into the U.S. Armed Forces incurred a statutory obligation of 8 years and who has not, as yet, completed that obligation.

**Extended active duty**

AD performed by a member of the ARNG or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

**Expiration of term of service**

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

**Glossary nonprior service**

Applicant previously separated from any component of the U.S. Armed Forces with fewer than 180 days on AD.

**Grade**

Refers to pay grade unless otherwise specified.

**Initial entry training**

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

**Kicker amount**

Monetary amount that is added to the MGIB.

**Lawfully admitted for permanent residence**

The status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed (8 USC 1101(a)(20)).

**Military entrance processing station**

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

**Military occupational specialty**

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

**Military service obligation**

Service obligation as defined by 10 USC 651 and DODI 1304.25: Each person who becomes a member of a U.S. Armed Force will serve in the U.S. Armed Forces for a total of 8 years, unless he or she is sooner discharged because of personal hardship under regulations prescribed by the Secretary of Defense. Any part of such service that is not AD or is ADT will be performed in an RC. Each person covered by subsection (a) who is not a Reserve, and who is qualified, will, upon his or her release from AD, be transferred to an RC of his or her Armed Force to complete the service required by 10 USC 651(a).

**National of the United States**

Means (A) a citizen of the United States, or (B) a person who, though not a citizen of the United States, owes permanent allegiance to the United States (8 USC 1101(a)(22)).

**Nonprior service personnel**

Those who have never served in any component of the U.S. Armed Forces or who have served less than 180 days of AD as a member of any component of the U.S. Armed Forces. USAR and ARNG applicants must not have been awarded an MOS. NPS includes those who:

- a. Enlisted illegally while underage and separated by reason of voided enlistment before attaining age 17.
- b. Former member of a U.S. Armed Forces academy who did not graduate and served less than 180 days.
- c. Completed ROTC and served only ADT as an officer if enlisting in the RA.

**Prior service personnel**

For applicants enlisting in the RA, those having 180 days or more AD in any component. For applicants enlisting in the USAR, those having 180 days or more AD in any component and been awarded an MOS. PS also includes former members of a U.S. Armed Forces academy who did not graduate and served 180 days or more, and those, if enlisting in the USAR, who completed ROTC and served only ADT.

**Program procurement numbers**

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

**Reentry eligibility codes**

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

**Regular Army**

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

**Sole surviving son or daughter**

Only remaining son and/or daughter in a Family where the father or mother (or one or more sons or daughters), served in the Armed Forces of the United States, and because of hazards with such military service was killed or died in the as a result wounds, accident, or disease; or is in a captured or missing-in-action status; or is 100 percent disabled (including 100 percent mental disability) as determined by the Veterans Administration or one of the military Services.

**U. S. Army Reserve**

A Federal force consisting of individual reinforcements and combat, combat support, support, and training type units.

This force is organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to AD in case of a national emergency.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 004373-000**