

Army Regulation 612–201

Personnel Processing

**Initial
Military/Prior
Service
Trainee
Support**

**Headquarters
Department of the Army
Washington, DC
21 July 2017**

UNCLASSIFIED

SUMMARY of CHANGE

AR 612–201

Initial Military/Prior Service Trainee Support

This major revision, dated 21 July 2017—

- o Changes the delegated functional proponent from the Commanding General, Basic Combat Training Center of Excellence, Directorate of Basic Combat Training, Fort Jackson, SC 29207–6899 to the Deputy Commanding General for Initial Military Training (DCG–IMT), 210 Dillon Circle, Fort Eustis, VA 23604–5775 (para 1–7*d*).
- o Adds if Soldiers are held under or over for more than 7 days for brigade combat team and 9 days on station unit training the proper holds code must be applied in Army Training Requirements and Resources System (para 1–7*o*(10)).
- o Prohibits physical fitness assessment or 1-mile assessment from being conducted in reception battalions (para 2–10).
- o Removes the requirement that Soldiers pay for all items that must be purchased at the reception battalion’s post exchange (table 2–4, note 3).
- o Adds guidance on initial individual medical readiness date entry into Medical Protection System expected database interfaces (table 2–6).
- o Eliminates the Pride of Ownership Program (formerly para 3–6).
- o Revises guidance for convalescent leave (para 8–7).
- o Removes the term Battlemind Training and replaces it with Resilience Training (para 8–10*c*).
- o Changes the term medical activity with medical treatment facility (throughout).

Personnel Processing
Initial Military/Prior Service Trainee Support

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 prescribes policy for processing and reporting initial entry Soldiers from time of arrival at a U.S. Army Reception Battalion to completion of advanced individual training, or departure to their permanent duty station. It also prescribes policy for processing and reporting individual ready reservists, mobilized in time of war or national emergency, or in support of an Army operation from time of arrival at a U.S. Army Reception Battalion through validation of training skills. This regulation implements applicable parts of Title 10 of the United States Code.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to enlisted personnel who are processed by an active or

reserve U.S. Army Reception Battalion or who are assigned or attached to a U.S. Army Training Center or activity for basic training or for advanced individual training. During mobilization, policies and procedures implemented by this regulation may be modified by the proponent.

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 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 F).

Supplementation. Supplementation of this regulation and establishment of com-

mand and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, 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 Commander, Human Resources Command (AHRC–EPD), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

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

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, page 1

Section I

General Description of Soldier and Student Processing Functions, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

*This publication supersedes by AR 612–201, dated 24 February 2011.

Contents—Continued

Section II

Responsibilities, page 1

Deputy Chief of Staff, G-1 • 1-4, *page 1*

Chief, Army Reserve • 1-5, *page 1*

Assistant Chief of Staff for Installation Management • 1-6, *page 2*

Commanding General, U.S. Army Training and Doctrine Command • 1-7, *page 2*

Commanding General, U.S. Army Medical Command • 1-8, *page 4*

Commanding General, U.S. Army Installation Management Command • 1-9, *page 5*

Section III

Reception Centers and Battalions, Initial Military Soldiers, Prior Service Soldiers, Student Support Programs, page 5

Principles of support • 1-10, *page 5*

Standards of service • 1-11, *page 6*

Section IV

Overview of Reception Battalions and Processing Centers, page 6

Conduct of mandated mission • 1-12, *page 6*

Processing U.S. Army accessions at U.S. Army Reception Battalions • 1-13, *page 6*

Chapter 2

Processing at U.S. Army Reception Battalions, page 6

Section I

Peacetime Processing, page 6

Goals • 2-1, *page 6*

General administration guidance • 2-2, *page 6*

Soldier processing guidelines • 2-3, *page 7*

Section II

Conducting Orientations at the Reception Battalion, page 9

Orientation overview • 2-4, *page 9*

Content of orientations • 2-5, *page 10*

Prohibited items • 2-6, *page 11*

Required and optional items • 2-7, *page 11*

Disposition of civilian clothing • 2-8, *page 16*

Medical processing • 2-9, *page 16*

Minimum physical requirements • 2-10, *page 17*

Waiver of U.S. Department of Veterans Affairs disability pension or compensation • 2-11, *page 17*

Initiation of records • 2-12, *page 17*

Records processing • 2-13, *page 17*

Partial and advance pay • 2-14, *page 19*

Personnel security investigations • 2-15, *page 20*

Detailing a Soldier • 2-16, *page 20*

Disposition of a Soldier • 2-17, *page 20*

Section III

Basic Interviews and Required Reporting, page 20

Requirements • 2-18, *page 20*

Purpose of interviews • 2-19, *page 21*

Basic interviews • 2-20, *page 21*

Interviewer responsibilities • 2-21, *page 21*

Disposition of collected interview information • 2-22, *page 22*

Section IV

Mobilization Processing at U.S. Army Reception Battalions, page 22

Scope • 2-23, *page 22*

Applicability • 2-24, *page 22*

Contents—Continued

Restrictions • 2–25, *page 22*
Reception battalion mobilization processing • 2–26, *page 22*
Testing and classification • 2–27, *page 22*
Special categories of personnel • 2–28, *page 23*
Personal affairs processing • 2–29, *page 23*
Individual ready reserve processing • 2–30, *page 24*

Chapter 3

Processing and Reporting by U.S. Army Training Centers, *page 27*

Section I

Processing During Basic Training, page 27
Processing and reporting overview • 3–1, *page 27*
Records processing at the U.S. Army Training Center • 3–2, *page 28*
Review of records and screening for special category personnel • 3–3, *page 28*
Unfulfilled enlistment agreements • 3–4, *page 29*

Section II

Administrative Processing, page 30
Administrative processing actions • 3–5, *page 30*

Section III

Unit Processing, page 31
Unit processing actions • 3–6, *page 31*
Prior Service personnel • 3–7, *page 32*
Training assignment reports • 3–8, *page 33*
Evaluation during training (basic combat training, advanced individual training, and one station unit training) • 3–9, *page 33*

Section IV

Training Assignments, page 34
Verifying training assignments • 3–10, *page 34*
Processing and verifying training assignments • 3–11, *page 34*

Section V

Assignment of Personnel from Basic Combat Training, page 35
Orders preparation • 3–12, *page 35*
Training entries on personnel records • 3–13, *page 36*
Records processing • 3–14, *page 36*

Section VI

Out Processing from Basic Combat Training, page 36
Trainee and/or student processing branch commander • 3–15, *page 36*
Leave • 3–16, *page 36*

Section VII

Processing During Advanced Individual Training, page 36
Overview • 3–17, *page 36*
Advanced individual training in processing • 3–18, *page 37*
Reserve component initial active duty for training personnel • 3–19, *page 37*
Supervised on-the-job training • 3–20, *page 38*
Assignment reports • 3–21, *page 38*
Academic recycling and reassignment to complete advanced individual training • 3–22, *page 38*
Retraining in another military occupational specialty • 3–23, *page 38*
Awarding military occupational specialty and posting personnel records • 3–24, *page 39*
Assignment of personnel • 3–25, *page 39*
Out processing from advanced individual training • 3–26, *page 39*

Contents—Continued

Section VIII

Special Processing for Army National Guard of the United States and U.S. Army Reserve Personnel, page 40

Retraining policy • 3–27, *page 40*

Applicatory training • 3–28, *page 40*

Out processing • 3–29, *page 40*

Section IX

Assignment and Strength Accounting at Training Centers, page 41

Overview • 3–30, *page 41*

Assignment of Soldiers • 3–31, *page 41*

Chapter 4

Control and Distribution of Soldiers—, page 42

Scope • 4–1, *page 42*

Objectives of the report • 4–2, *page 42*

Army Personnel Soldier records • 4–3, *page 42*

Locally provided information • 4–4, *page 43*

Processing during periods of mobilization • 4–5, *page 43*

Chapter 5

Management of Losing and Gaining Command Assignments, page 43

Scope • 5–1, *page 43*

Assignment processing • 5–2, *page 43*

Deletion and deferment • 5–3, *page 43*

Gaining command assignments • 5–4, *page 43*

Chapter 6

Special Actions and Programs, page 44

Scope • 6–1, *page 44*

Reporting of immediately available personnel • 6–2, *page 44*

Exchange assignments • 6–3, *page 44*

Married Army Couples Program • 6–4, *page 45*

Volunteers for airborne, special forces, and ranger training and assignment • 6–5, *page 45*

Assignment requests for extreme Family problems or Exceptional Family Member Program • 6–6, *page 46*

Volunteers for specific assignments • 6–7, *page 46*

Chapter 7

English as a Second Language Soldiers, page 46

Scope • 7–1, *page 46*

Eligibility • 7–2, *page 46*

Processing English as a second language Soldiers • 7–3, *page 46*

Processing while attending English as a second language training • 7–4, *page 47*

The steps required for processing • 7–5, *page 47*

Chapter 8

Warrior Training Rehabilitation Program, page 47

Section I

Program Overview, page 47

General • 8–1, *page 47*

Functions • 8–2, *page 48*

Staff coordination • 8–3, *page 48*

Operations • 8–4, *page 49*

Section II

Clinical Guidelines, page 50

Warrior Training Rehabilitation Program admission criteria • 8–5, *page 50*

Contents—Continued

Injury severity categorization • 8–6, *page 51*
Convalescent leave • 8–7, *page 51*
Phased approach to rehabilitation • 8–8, *page 51*
e-profile DA Form 3349 • 8–9, *page 52*
Mental skills training • 8–10, *page 52*
Disposition of Soldiers who fail rehabilitation • 8–11, *page 52*

Appendixes

- A. References, *page 53*
- B. Data Input to MILPC–17 (R1) Report, *page 59*
- C. Assignment Instruction Processing, *page 61*
- D. Assignment Instructions, *page 62*
- E. Processing Retraining Soldiers, *page 63*
- F. Internal Control Evaluation, *page 64*

Table List

- Table 2–1: Reception battalion processing schedule (recommended sequence), *page 7*
Table 2–2: Subjects for orientation conducted at an U.S. Army Reception Battalion, *page 10*
Table 2–3: Items future Soldiers should wear to bring to the military entrance processing station on ship day, *page 13*
Table 2–4: Items to be purchased at the reception battalion post exchange, *page 14*
Table 2–5: Bundle pack purchased at the reception battalion Army and Air Force Exchange Service Troop Store/Post Exchange1, *page 15*
Table 2–6: Initial IMR date entry into Medical Protective System expected database interfaces, *page 15*
Table 2–7: Forms, records, and reports initiated or processed by the reception battalion, *page 18*
Table 2–8: Identification and processing of specialty designated personnel, *page 21*
Table 2–9: Individual ready reserve processing checklist guidance, *page 24*
Table 3–1: Basic training administrative processing, *page 30*
Table 3–2: Unit processing, *page 32*
Table 3–3: Processing and verifying training assignments, *page 34*
Table 3–4: Processing training assignments orders, *page 35*
Table 3–5: Out processing from basic combat training, *page 36*
Table 3–6: Advanced individual training in processing, *page 37*
Table 4–1: Soldier records, *page 42*
Table 6–1: Initial military training Married Army Couples Program application processing, *page 45*
Table 7–1: Processing for English as a second language Soldiers, *page 47*
Table 7–2: Processing while attending English as a second language training, *page 47*
Table B–1: Description of screen displays used for Student Trainee Management System-Enlisted, *page 59*

Figure List

- Figure 2–1: Moment of truth briefing, *page 9*
Figure 2–2: Amnesty box sample, *page 12*
Figure 2–3: Processing requests for moral waiver, *page 26*
Figure 2–4: Processing claims of personal Family hardship, *page 27*
Figure 3–1: Sample of a waiver format, *page 30*

Glossary

Chapter 1 Introduction

Section I

General Description of Soldier and Student Processing Functions

1–1. Purpose

This regulation prescribes Soldier and student processing functions of the Military Personnel System and is linked to AR 600–8. This regulation provides principles of support, standards of service, tasks, rules, and steps governing all work required in the field to support Soldier and student processing of initial military training (IMT) Soldiers, prior Service (PS) training, and mobilized individual ready reserve (IRR). Heads of Headquarters, Department of the Army (HQDA) agencies and commanders of Army commands, installations, and activities need to be familiar with the provisions or have knowledge of AR 25–22 and AR 25–55.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

Section II

Responsibilities

1–4. Deputy Chief of Staff, G–1

a. The DCS, G–1, will develop, manage, and execute all manpower and personnel plans, programs, and policies. On behalf of the DCS, G–1, the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—

- (1) Monitor and control Soldier personnel while in the training base.
- (2) Provide timely and accurate first unit assignment instructions (AIs) to training activities.
- (3) Identify the number of IRR Soldiers for processing upon mobilization.
- (4) Produce time-phased military occupational specialty (MOS) training requirements, to support training base expansion during mobilization.
- (5) Coordinate with the U.S. Military Entrance Processing Command (MEPCOM), the U.S. Army Medical Command (MEDCOM), and the U.S. Army Training and Doctrine Command (TRADOC) to ensure a seamless data flow. The data must flow from automated accessions information systems and then automatically populate MEDCOM automated systems (for example, the Armed Forces Health Longitudinal Technology Application (AHLTA) and Medical Protection System (MEDPROS)).

(6) Coordinate with the total Army personnel database (TAPDB) manager, TRADOC, and Defense Manpower Data Center (DMDC) to ensure a seamless data flow from automated accessions information systems to TAPDB.

b. The CG, MEPCOM will—

- (1) Ensure the quality of military accessions during peacetime and mobilization according to established standards.
- (2) Provide medical examinations and enlistment qualification tests to Active Army (AA) and Reserve Component (RC) applicants for enlistment or commissioning in the military Services.

Note. Only the Service or the component's medical waiver authority may waive medical conditions.

- (3) Process qualified AA and RC applicants for enlistment or commissioning in the military Services.
- (4) Coordinate with HQ TRADOC; TRADOC, G–3, TOMA; DTMO G–3; and United Service Organizations (USOs) on transportation issues (holidays, transportation events, emergencies, and weather) to ensure the safe and timely arrival of Soldiers at the RECBN, as appropriate.
- (5) Coordinate with HRC, MEDCOM, and TRADOC to ensure a seamless data flow from automated accessions information systems, to automatically populate MEDCOM automated systems (for example, AHLTA and MEDPROS).

1–5. Chief, Army Reserve

The CAR will provide plans, policies, and programs affecting all Army Reserve Soldiers, including those who report directly to the Army. On behalf of the Chief, Army Reserve, the CG, USARC will—

- a. Program movement of USAR RECBNs to ensure early arrival at the mobilization station, as requested by TRADOC.
- b. Evaluate USAR RECBNs' manning requirements and readiness levels.

1-6. Assistant Chief of Staff for Installation Management

The ACSIM will provide programs, policies, and resources for services and installation infrastructure to enable Total Army readiness. On behalf of the ACSIM, the Commander, Army and Air Force Exchange Service (AAFES) will—

- a. Provide quality merchandise and services of necessity and convenience to authorized customers at uniformly low prices, and generate reasonable earnings to supplement appropriated funds for the support of Army and Air Force MWR programs.
- b. Coordinate with TRADOC staff on relevant policies and requirements for health and welfare supplies to support IMT Soldiers.
- c. Coordinate with the local RECBN on training missions and fill plans to plan for timely, adequate support.
- d. Coordinate with the local CIIP and RECBN to ensure footwear fitting, procedures, and nomenclature are standard across the organizations. Fit AAFES-supplied uniforms, shoes, and boots properly according to TM 10-227.

1-7. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

- a. Conduct an annual review of U.S. Army Reception Battalion (RECBN) mobilization personnel and equipment requirements and initiate necessary changes to authorization documents. Special emphasis will be placed on maintaining the common table of allowances and ensuring that common table of allowances references are current.
- b. Review the Army Accession Missions and monitor and adjust RECBN input loads (peacetime and mobilization).
- c. Coordinate, develop, maintain, and modify automated systems at RECBNs as follows:
 - (1) Coordinate with the TAPDB manager, HRC, and DMDC to ensure a seamless data flow from automated accessions information systems to TAPDB.
 - (2) Coordinate with HRC, MEPCOM, and MEDCOM to ensure a seamless data flow from automated accessions information systems to automatically populate MEDCOM automated systems (for example, AHLTA and MEDPROS).
- d. Act as the RECBN's functional proponent, delegated to the Deputy Commanding General for Initial Military Training, (DCG-IMT) IMT Division, 210 Dillon Circle, Fort Eustis, VA, 23604-5775. Provide policy guidance to all RECBNs (AA and U.S. Army Reserve (USAR)).
- e. Provide command and control (C2) of RECBNs.
- f. Coordinate with Department of the Army (DA) staff, other Army commands, and other Services on training requirements.
- g. Assist the CG, U.S. Army Reserve Command in evaluating USAR RECBN's manning requirements and readiness levels.
- h. Process, train, report, and issue orders for all AA and/or RC enlisted replacement stream personnel per this regulation.
- i. Plan for expanding the training base upon mobilization.
- j. Provide each RECBN with sufficient U.S. Army Recruiting Command (USAREC) liaison personnel and Recruit Quota Enlistment System (REQUEST)/Mobilization System Mobilization System terminals to accommodate projected requirements for terminal operations and classification of accessions, to include needs during periods of mobilization.
- k. Provide REQUEST system training for USAR RECBNs on an annual basis.
- l. Provide military job classifications for all Regular Army (RA), Army National Guard of the United States (ARNGUS), and USAR accessions that process through a military entrance processing station (MEPS), to include accessions during periods of mobilization.
- m. Coordinate with the Department of Defense (DOD) staff, DMDC, MEPCOM, Defense Traffic Management Office (DTMO), U.S. Installation Management Command (IMCOM), and the AAFES on training and support requirements.
- n. On behalf of the CG, TRADOC, the Commander, U.S. Army Recruiting Command Personnel Security Screening Program Detachment will—
 - (1) Screen records of all applicants that intend to enter AA, ARNGUS, or USAR, to identify personnel requiring security clearance processing for a single scope background investigation (SSBI) and the Personnel Reliability Program, per AR 50-5, AR 50-6, and AR 380-67.
 - (2) Coordinate with RECBN personnel to schedule above personnel for security clearance processing prior to shipment to basic combat training (BCT), advanced individual training (AIT), or first unit of assignment.
 - (3) Identify those PS personnel who do not require BCT and who require security clearance eligibility prior to transport to AIT or first unit of assignment, per USAREC policy, and instruct RECBN personnel to not ship or transport these personnel. The appropriate personnel security investigation (PSI) will be submitted to, and opened by, the U.S. Office of Personnel Management (OPM).

- o.* On behalf of the CG, TRADOC, the Commander, RECBN will--
- (1) Receive, process, and report Soldiers per the standardized procedures contained in this regulation.
 - (2) Check processing to determine if backlogs occur, and take action to eliminate conditions that may delay processing.
 - (3) Ensure that RECBN processing is limited to that authorized by this regulation and supplemental instructions issued by CG, TRADOC. Commanders may vary the processing schedules contained in this regulation, provided they do not delay the Soldier entering training as scheduled.
 - (4) Coordinate with the Director of Plans, Training, and Mobilization when insufficient training seats are available and will delay Soldiers entering training.
 - (5) Take action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the Soldier processed and moved to the training activity or unit of assignment.
 - (6) Assign or attach Soldiers, as appropriate, to a training activity as directed by the CG, TRADOC.
 - (7) In coordination with the Director of Plans, Training, and Mobilization, review mobilization requirements semiannually and submit recommended changes to the CG, TRADOC with an information copy to the CG, Forces Command.
 - (8) Maintain close planning coordination with the USAR RECBN that will augment reception operations at the installation during mobilization. Provide assistance and training to the USAR RECBN, as required.
 - (9) Ensure that action required by AR 630–10 is initiated for all personnel who receive orders but fail to report as directed.
 - (10) Ensure that all Soldiers are processed and transported not later than the training start date if a training company is available. (During surge periods, Soldiers may not be able to begin training per their Army Training Requirements and Resources System (ATRRS) reservation. The U.S. Army Training Centers (USATCs) and RECBNs must have a training plan for “hold under Soldiers” who are awaiting the start of BCT and/or one station unit training (OSUT) training.). If Soldiers are “held under or over” for more than 7 days for BCT and 9 days for OSUT, the proper holds code must be applied in ATRRS. If Soldier is discharged an additional code must be applied.
 - (11) Process individuals scheduled to attend English as a Second Language (ESL) training, per chapter 7.
 - (12) Ensure that Soldiers with enlistment options requiring an SSBI are given the necessary time for the Personnel Security Screening Program (PSSP) processing (at installations where PSSP detachments are assigned) prior to transporting to BCT, AIT, or first duty assignment, as appropriate.
 - (13) Coordinate with local IMCOM, MEDCOM, and AAFES organizations to plan the mission and fill support requirements as appropriate.
 - (14) Coordinate with MEPCOM on medical records issues, errors, and discrepancies as appropriate.
 - (15) Coordinate with HQ TRADOC, TRADOC G–3, Training Operations Management Activity (TOMA), MEPCOM G–3, and DTMO G–3 on transportation issues (holidays, transportation events, weather, and so forth) to help ensure the safe and timely arrival of Soldiers at the RECBN as appropriate.
 - (16) Coordinate with local medical treatment facility (MTF) to confirm receipt of records that are expected from outside sources (that is, HRC and MEPCOM; see para 1–5, and table 2–7); and that point-of-service tasks are recorded in MEDPROS (see table 2–6).
 - (17) Coordinate with the local dental activity to establish dental processing. At a minimum, processing will include creating a dental record and taking a panoramic radiograph (X-ray) for evaluating urgent oral health concerns and identification purposes (see AR 40–66). The dental activity commanders will work with the reception and training battalion commanders to complete the First Term Dental Readiness Program. The First Term Dental Readiness Program is aimed at addressing the urgent dental needs of Soldiers early in their training, so that they are dentally deployable when they report to their first permanent duty station. Assistant Secretary of Defense Health Affairs Policy 98–021 directs that all AA and Selected Reserve personnel undergo an annual dental exam. Soldiers should receive annual dental exams as training schedules allow.
 - (18) Coordinate with their local organizations (training units; medical department activities; Drug and Alcohol Program; education centers; distance training facility; morale, welfare, and recreation (MWR); Army Community Service (ACS); Training Audiovisual Support Center; Junior Reserve Officer Training Corps; and chaplain) to use existing training, training support, fitness, or education programs to help hold-overs, hold-unders, and Warrior Training Rehabilitation Program (WTRP) Soldiers. These resources should be used to help prepare mentally and physically for BCT and/or OSUT and/or develop themselves as healthy, resilient Soldiers and/or citizens. The priority will be training and/or education appropriate to the Soldier’s physical condition that prepares the Soldier for BCT and/or OSUT success, or citizenship, as appropriate.
 - (19) Coordinate with the U.S. Army Physical Fitness School to use its training and doctrine materials to provide task-relevant sequential, and progressive, physical fitness and workload training. This is done to prepare and/or rehabilitate WTRP Soldiers to successfully complete BCT and/or OSUT and/or basic airborne training (BAT) injury free to standard.

(20) Coordinate with the dining facility, post dietician, and MTF, where appropriate, to provide all Soldiers a nutritious diet optimized to strengthen their bones and muscles to be healthy, physically fit, and injury free.

(21) Ensure that all commanders, first sergeants, and staff principals complete the appropriate Cadre Training Courses.

(22) Coordinate with the local clothing initial issue point (CIIP) and AAFES to ensure that footwear fitting, procedures, and nomenclature are standard across the organizations. Inspect to ensure that uniforms, shoes, and boots are fitted properly according to Technical Manual (TM) 10-227.

(23) Ensure that Soldier information and data is entered accurately and correctly in RECMOD.

p. On behalf of the CG, TRADOC, commanders and leaders of training activities will—

(1) Process, train, and report all enlisted replacement stream personnel, to include RC personnel, per the standardized procedures contained in this regulation.

(2) Ensure that action required by AR 600-8-6 and AR 630-10 is initiated for all personnel who receive orders, but fail to report as directed.

(3) Conduct in-cycle processing during the BCT cycle. In-cycle processing will include, but is not limited to, the following:

(*a.*) Information on the processing to be accomplished.

(*b.*) Announcement of leave policy.

(*c.*) Administrative processing.

(*d.*) Unit processing.

(*e.*) Initial orientation briefings.

(4) Ensure that any actions the RECBN was unable to complete were accomplished prior to the Soldier's departure from the training base.

(5) Ensure that new training reservations are obtained, through ATRRS, for personnel who are delayed in BCT and will not be able to report to their AIT location as scheduled.

(6) Ensure that first unit assignments are processed per this regulation and that Soldiers are notified of their assignment within 5 workdays of receipt of the assignment by the Trainee/Student Processing Centers (TSPCs).

(7) Ensure that individuals identified by BCT unit commanders as requiring ESL training are processed per chapter 7.

(8) Coordinate with local IMCOM, MEDCOM, and AAFES organizations to plan mission and/or fill support as appropriate.

q. On behalf of the CG, TRADOC, the commanders of training brigades will—

(1) Identify Soldiers who meet the WTRP entry guidance to the WTRP commander. Provide training and training support to WTRP, as required. Convene and/or participate in the IMT Health Care Committee.

(2) Facilitate WTRP Soldier attendance at scheduled training opportunities.

r. On behalf of the CG, TRADOC, the Commanders, Warrior Training and Rehabilitation Program will—

(1) Create a positive training and rehabilitation environment whose objective is IMT Soldier graduation and returning Soldiers to full duty that are highly motivated, fully acclimated, and in better health than when the Soldier arrived. The commander should influence fellow commanders in a "winning" approach to IMT graduation, injury rehabilitation, and in overcoming obstacles to achieve IMT success.

(2) Advise senior commander(s) on trends in injuries, and measures for injury risk control.

(3) Provide feedback regarding WTRP Soldiers' progress to battalion commanders, staff physical therapists, and other referring health care providers as necessary.

(4) Collect data on WTRP injury type and incidence.

(5) Provide for supplemental training to nonmedical cadre in physical rehabilitation principles and management, based on Field Manual (FM) 7-22. Incorporate into noncommissioned officer (NCO) and officer training and development programs, as appropriate.

(6) Coordinate with the MTF supporting personnel, to maximize Soldier training availability and return to full duty, ready to complete their training and combat missions.

1-8. Commanding General, U.S. Army Medical Command

The CG, MEDCOM will—

a. Coordinate with DA staff and other Army commands on training requirements.

b. Supervise the conduct of training within MEDCOM.

c. Provide medical support to RECBNs, to include during periods of mobilization.

d. Process, train, report, and issue orders for all AA/RC enlisted replacement stream personnel, per this regulation.

e. Ensure that a medical record screening process is established to identify all AA/RC personnel who require screening for the HIV antibody.

f. Coordinate with HRC, MEPCOM, and TRADOC to ensure that a seamless data flow from automated accessions information systems will automatically populate MEDCOM's automated systems (for example, AHLTA and MEDPROS). Soldiers digital data will be transmitted by electronic means, whenever possible.

g. On behalf of the CG, MEDCOM, the commanders, MTFs supporting USATCs will—

(1) Coordinate efforts with supported brigade commanders through the IMT Health Care Committee to support training objectives, as well as to accomplish rehabilitation objectives.

(2) Establish local medical rehabilitation standards, guidance, and standing operating procedures according to MEDCOM regulations.

(3) Coordinate with training brigade commanders to maximize availability of medical support to Soldiers, in order to keep Soldiers in training.

(4) Participate in the IMT Health Care Committee.

(5) Coordinate WTRP entry guidance with the brigade-level commanders.

(6) Maintain a positive treatment and/or command climate that maintains the Soldier's expectation of returning to full duty to graduate from IMT.

(7) Coordinate with the unit commander to maximize Soldier training availability.

(8) Treat the "whole Soldier" so the Soldier's motivation, health, and fitness are better at WTRP completion than at entry, and the injury causes are eliminated and/or minimized.

(9) Ensure that initial individual medical readiness (IMR) data is entered into the MEDPROS completely and in a timely manner; see paragraph 2–10.

(10) Commanders, dental health activities supporting Army Training Centers. Support the First Term Dental Readiness program goal of achieving an overall dental readiness rate of 95 percent upon AIT or OSUT graduation.

1–9. Commanding General, U.S. Army Installation Management Command

The CG, IMCOM will—

a. Support all RECBNs operating on IMCOM installations according to this regulation and supplemental instructions issued by CG, TRADOC, pursuant to HQDA directives, established Army standards and funding capability.

b. Provide required administrative and logistical support for RECBNs and CIIPs to include, but not limited to, facilities (building and warehouses), grounds and maintenance, utilities, and employ and manage personnel to conduct the day-to-day operations, as required.

c. Establish and operate a CIIP to accomplish the clothing issue according to AR 700–84 and HQDA and/or TRADOC directives.

d. Coordinate locally with RECBN and AAFES to ensure that footwear fitting, procedures, and nomenclature are standard across the organizations. Fit uniforms, shoes, and boots properly according to Technical Manual (TM) 10–227.

e. Provide USAR RECBNs that are mobilizing at their installations with full support in mobilization planning, per the Army Mobilization and Operations Planning and Execution System and TRADOC Mobilization Operations Planning and Execution System (according to AR 500–5).

f. Coordinate with TRADOC, the RECBN, and MEDCOM to plan mission and/or fill support in the areas of safety; training support; education center; drug testing; chaplain; distance training facility; and MWR services as appropriate.

g. Provide personnel security support for all Soldiers. Provide security liaison support to and between Headquarters TRADOC G–2, TRADOC units, OPM, and the U.S. Department of Defense Consolidated Adjudication Facility (DOD CAF). Submit (as needed), track, and ensure that Soldiers have the required MOS personnel security clearance eligibility prior to AIT movement.

h. Provide administrative support to commanders in the selection and designation of Soldiers to participate in the Hometown Recruiter Assistance Program.

i. Process, report, and issue orders for all AA and/or RC enlisted replacement stream personnel, per this regulation.

j. Soldiers are held under or over for more than 7 days for brigade combat team and 9 days on station unit training the proper holds code must be applied in Army Training Requirements and Resources System (ATRRS). If Soldier is discharged an additional code must be applied.

Section III

Reception Centers and Battalions, Initial Military Soldiers, Prior Service Soldiers, Student Support Programs

1–10. Principles of support

The Military Personnel System will, through special programs—

- a. Support Soldiers in the training base.
- b. Support the Army's personnel life-cycle function of distribution.

1–11. Standards of service

- a. The initial entry and/or PS Soldier support program is—
 - (1) A military personnel multifunctional program.
 - (2) Resourced in the military personnel division linkage.
 - (3) Not deployed with the tactical force.
 - (4) The functional responsibility of the IMT and/or PS Soldier work center.
- b. Executing the IMT/PS Soldier Support Multifunctional Program requires connectivity with the following military personnel functions and/or multifunction programs:
 - (1) Enlisted management.
 - (2) Enlisted transfers/discharges.
 - (3) Reassignment.
 - (4) Processing program.

Section IV

Overview of Reception Battalions and Processing Centers

1–12. Conduct of mandated mission

This regulation prescribes the policies and mandated operating tasks for the IMT/PS Soldier support function of the Military Personnel System. It establishes standards and operations for processing enlisted personnel for training and assignment during both peacetime and periods of mobilization. The RECBN and IMT/PS Soldier TSPC will process and report personnel per this regulation.

1–13. Processing U.S. Army accessions at U.S. Army Reception Battalions

This regulation prescribes the peacetime and mobilization guidance for reception processing at RECBN of AA, RC, and initial entry Soldiers.

Chapter 2

Processing at U.S. Army Reception Battalions

Section I

Peacetime Processing

2–1. Goals

Soldiers will be processed in an orderly manner. The RECBN processing will be conducted in a manner that will make a good impression—demonstrating to the Soldier the efficiency of the Army and the careful attention given to each Soldier's welfare. Processing will complement the IMT goals and Army values, uniformity standards, and policies. The first impression is often the most lasting impression and will reinforce future instructions.

2–2. General administration guidance

a. *Reception battalion personnel.* NCOs will be used to the maximum extent practicable during processing of Soldier. These NCOs will be carefully selected for these duties since their conduct and appearance must be above reproach. It is particularly important that they exercise every opportunity to instill confidence in and respect for Army leadership and Army values.

b. *The battalion commander.* Establishes the priority of processing for BCT, OSUT, split training option (STO) 1, STO 2, Army Reserve, National Guard, PS, and others, based on the current situation and other Army priorities, in order to accomplish the mission. The RC personnel with mandatory release dates (MRDs) will be processed to meet BCT, AIT, or OSUT as specified in their orders. If no mandatory release date is specified, they will be processed in the order in which they arrive and put into the next available class. Care will be taken to ensure that all Soldiers arriving prior to midnight Monday will be transported to the next available training company, provided they are otherwise qualified to begin training.

2-3. Soldier processing guidelines

The RECBN commanders will ensure that all essential processing will be completed within 3 workdays following arrival. Soldiers arriving after normal duty hours will be received and welcomed by a drill sergeant, and treated with respect and dignity. All new Soldiers that arrive between the dinner and breakfast meals will be afforded the opportunity to eat a snack. Commanders may vary the processing schedule outlined in table 2-1 to meet operational requirements. The following restrictions will be observed:

a. Soldiers displaying psychological problems will be referred to the supporting MEDDAC for Community Mental Health Services evaluation.

b. Immunizations (except for adenovirus vaccine--when it becomes available--meningococcal vaccine, tetanus-diphtheria toxoids and acellular pertussis vaccine, poliomyelitis vaccine, and the tuberculin skin test) will not precede the administration of any personnel selection and classification tests.

c. Surveys may be conducted as processing permits.

d. Only minimum clothing and footwear necessary for the health and welfare of the Soldier will be issued, if it can be determined prior to clothing issue that a Soldier is to be discharged, released from active duty (AD), or released from initial active duty for training (IADT) for physical or other reasons.

e. Soldiers with enlistment options requiring a security clearance will have a request for the appropriate PSI submitted to OPM during the RECBN processing period if the request has not already been submitted at a MEPS. For a secret clearance, request a National agency check with local agency and credit check (NACLIC) or an SSBI for top secret.

f. Identification (ID) tags and ID cards, as required by AR 600-8-14, will not be prepared until blood typing has been accomplished. ID tags will be issued by the RECBN.

g. Delays encountered during processing due to backlogs should be used to train Soldiers on tasks and skills that will be useful for the Soldier during RECBN processing and BCT and/or OSUT.

Table 2 - 1
Reception battalion processing schedule (recommended sequence)

Line	Action required	Days			
		0	1	2	3
1	Receive and account for Soldiers and records.	X			
2	Issue bedding and first night clothing issue.	X			
3	Issue the following items:	X			
	a. Lip balm.				
	b. Foot powder.				
	c. Insect repellent containing N-diethyl m-toluamide (DEET) March through October				
	d. Hand sanitizing gel containing alcohol (4-ounce containers)				
	e. Sunscreen (seasonal)	X			
4	Give welcome and initiate orientations	X			
5	Review records:		X		
	a. Ensure Soldiers enlisted for an MOS requiring a NACLIC have a NACLIC initiated.		X		
	b. Ensure that SF 86 (Questionnaire for National Security Position) is present.		X		
	c. Ensure that all clearances necessary for training have been initiated, if not done previously.		X		
	d. Ensure that the Service agreement for RC Soldiers is properly executed and attached to DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)		X		
	e. Identify Soldiers who are not eligible for enlistment commitment. Process per paragraphs 2-13c and 3 - 4.		X		
	f. Identify Soldiers that require immediate processing to ensure they start BCT/OSUT in order to meet later training dates or MRD.		X		
	g. Provide TRADOC Pam 600 - 4 to each Soldier.	X			
6	Initiate Records and forms:		X		
	a. Conduct personal affairs interview.			X	X
	b. Provide Manual of Applied Performance Skills (MAPS).				
	c. Provide STP 21 - 1.				
	d. Ensure all noncitizen Soldier Ensure all non-citizen Soldiers are identified as soon as possible upon arrival at the Reception Battalion and facilitate the Soldier's ability to meet with United States Citizenship and Immigration Service officer.				
	e. Initiate and complete: DD Form 93 (Record of Emergency Data) DA Form 3685 (JUMPS - JSS Pay Elections)/SF 1199A (Direct Deposit Sign-Up Form) DD Form 2058 (State of Legal Residence Certificate) Personnel action request DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB)) (RA declinations only) DA Form 5960 (Authority to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or			X	

Table 2 – 1

Reception battalion processing schedule (recommended sequence) — Continued

Line	Action required	Days			
	Variable Housing Allowances (VHA) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)) allotments if applicable VA Form SGLV – 8286 (Servicemember’s Group Life Insurance Election and Certificate) U.S. Savings Bonds if applicable				
	f. Issue Stored Value Card. Explain Stored Value Card procedures re: getting cash, kinds of funds on the card, and the automatic rollover of unused funds to the Soldier’s pay account.		X		
7	Ensure that Soldiers purchase health and comfort items.		X		
8	Medical processing:				
	a. Ensure the date of medical examination conducted at MEPS is entered into MEDPROS.		X		
	b. Screen the health record for a medical waiver. If a waiver is present (see DD Form 2808 (Report of Medical Examination), item 76) and a numerical designation of "3" or greater is recorded under physical, upper, lower, hearing, eyes, psychiatric (PULHES) (item 74b), refer the Soldier to a health care provider for consideration of permanent profile.		X		
	c. Ensure the 6-digit physical profile (PULHES) is entered into MEDPROS.		X		
	d. Ensure that AA/RC Soldiers have documentation of an HIV antibody test. Ensure the date of HIV test performed at MEPS is entered in MEDPROS..		X		
	e. Obtain the result of blood group and type test, and enter the result into the record and MEDPROS (see AR 40 – 3).		X		
	f. Conduct pregnancy screening for female Soldier before giving any vaccinations.		X		
	g. Record the results of the Initial Entry Tuberculosis (TB) risk Assessment tool or tuberculosis skin test, if administered, into the record and MEDPROS.		X		
	h. Collect the laboratory specimen for deoxyribonucleic acid (DNA) identification.		X		
	i. Obtain blood specimen for HIV testing for Soldier who does not have documentation of HIV test (see item 8d, above) and enter in MEDPROS. Conduct on day 1.				
	j. Obtain the result pregnancy test, and enter the result into the record and MEDPROS.				X
	k. Administer immunizations per AR 40 – 562. Conduct serological screening to determine preexisting immunities for vaccine-preventable diseases including measles, rubella, varicella, hepatitis A, and hepatitis B. Document immunizations and medical exceptions per AR 40 – 562. Ensure immunization/phlebotomy floor is padded or immunizations are given while the Soldier is seated.		X	X	X
	l. Conduct eye evaluations on all new Soldiers to document vision status, provide any required eyewear, and perform additional examinations as indicated. Conduct on Day 1.			X	
	m. Conduct baseline audiograms, DD Form 2215 (Reference Audiogram), using the Defense Occupational Environmental Health Readiness System–Hearing Conservation.			X	
	n. n. Fit and issue combat arms earplugs to Day 2. -Large (fits 10 percent) 6515 – 01 – 576 – 8869 -Regular (fits 70 percent) 6515 – 01 – 576 – 8861 -Small (fits 20 percent) 6515 – 01 – 576 – 8837 -Earplug Carrying Case (6515 – 01 – 100 – 1674)				
	o. Provide hearing education briefing and earplug training to all Soldiers. Day 2. Combat arms earplugs. Wallet card is available at http://chppm-www.apgea.army.mil/hcp .				X
	r. Take dental panoramic radiograph (X-ray) for identification purposes (AR 40 – 66) and other radiographs, as deemed necessary. <i>Note.</i> This should be scheduled after Soldiers have their common access card (CAC) when CACs are available. Fit and issue mouth guards.				X
9	a. Conduct moment of truth briefing (see fig 2 – 1).		X		
	b. Conduct orientations, issue material, and show films/videos, including but not necessarily limited to, material in this regulation and TRADOC Pam 600 – 4.		X		
10	Arrange for Soldiers to obtain haircuts and gender-appropriate hair accessories according to AR 670 – 1; give training on how to wear hair to meet Army standards according to AR 670 – 1.		X		
11	Administer Soldiers selection and classification tests, if necessary.		X		
12	Give USAREC, National Guard, and Army Reserve liaison briefings to make new Soldiers aware of their component liaison’s availability and services at the RECBN.		X		
13	Identify and resolve personal problems.		X	X	X

Line	Action required	Days			
14	Issue clothing and name tags. Day 1 and Day 2.			X	X
15	Issue ID cards and tags if not previously issued (see AR 600 – 8 – 14).			X	
16	Identify Soldiers with eligible Family members:		X		
	a. Ensure DD Form 1172 – 2 (Application for Identification Card/Deers Enrollment) is initiated.			X	
	b. Identify and collect data to mail spouse packets.			X	X
	c. Mail spouse welcome/Tri-Service Medical Care (TRICARE)/DEERS orientation packets to Soldiers' spouse/dependents. The packets should contain: -Memorandum for Spouse -DD Form 1172 – 2 -TRICARE Dental Program Form 5579 (TRICARE Dental Program Enrollment/Change Authorization) -Welcome to the Army, A Handbook for Family Members (reception battalion unique) -Health Care for New Military Service Members and Their Families (trifold) -TRICARE Family Member Dental Plan Benefit Booklet -(If Soldier is a Reservist) Health Care Benefits for RC Members on Active Duty for More than 30 Days and Their Families (trifold) (English or Spanish version, where applicable) --IMT Family Handbook		X	X	X
17	Conduct pre-BCT familiarization training, as time permits.		X	X	X
18	Assign and attach Soldiers to training units and activities (see AR 600 – 8 – 105).				X
19	Forward medical and dental records to supporting clinics.				X
20	Upload documents that authorized for filing in the AMHRR into iPERMS.				X

The Department of Defense requires me to do a Moment of Truth Briefing. This is your chance to reveal anything to me that you may have withheld from your recruiter in order to gain enlistment into the United States Army. If you gave the wrong age, wrong citizenship, wrong number of dependents, did not reveal that you were prior Service, or withheld an addiction to drugs and/or alcohol, I need to know about it. At this time, does anyone have anything they need to let me know about? If so, raise your hand, I will merely take down your line number now and privately discuss your problem with you later after this briefing. Again, if anyone has anything they need to let me know about, raise your hand now.

(PAUSE)

Are there any questions on anything I've covered?

Figure 2–1. Moment of truth briefing

Section II

Conducting Orientations at the Reception Battalion

2–4. Orientation overview

Orientations are an important factor in processing and will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Orientations may be supplemented by handout material; however, this material will not serve

as a substitute for an orientation. Orientations will be conducted by a responsible individual and may be accomplished incidental to the personnel affairs interview. Orientations will include, but are not necessarily limited to, subjects identified in table 2–2. (Orientations will also include identification of prohibited items identified in para 2–6 of this regulation.)

2–5. Content of orientations

The steps and subjects for conducting orientations are identified in table 2–2.

Table 2 – 2		
Subjects for orientation conducted at an U.S. Army Reception Battalion		
Step	*Work center	Required action
1	*	Welcome address by the reception battalion commander or a designated representative.
2	*	a. Explanation of the major processing to be accomplished. (1) Initiation of records (data/paper). (2) Medical processing. (3) Interviews for initiation of records. (4) Identification of certain Soldiers. (5) Clothing issue. (6) Instruction on proper wear of running shoes, running bras, and athletic support. (7) The TRICARE benefits per AR 608 – 75. (8) The Exceptional Family Member Program (EFMP). (9) Lectures and films.
		b. Explanation of the duties and responsibilities of the Soldier. (1) Personal conduct and military discipline. (2) Wearing of the uniform. (3) Prohibited items. (4) Service obligation. (5) Introduce Sexual Harassment Assault Response Prevention.
		c. Pay. (1) Entitlements. (2) Deductions. (3) Responsibility to provide financial care for Family members. (4) “Stored value card” functions.
		d. Explanation of the rights and benefits of Soldiers.
		e. Right to lodge just and honest complaints and grievances.
		f. Postal service.
		g. Legal assistance.
		h. Medical care. (1) Medical and/or dental facilities. (2) Medical and/or dental care of Family members.
		i. Physical fitness training.
		j. Installation facilities. (1) Recreational facilities and activities. (2) Post exchange.
		k. Religious services.
		l. Movement of Family members during IMT.
		m. Privately-owned vehicles (POVs).
		n. Family correspondence.
		o. Shipment of civilian or storage and security of personal items.
		p. Financial matters.
		q. Servicemembers’ Group Life Insurance (SGLI)/Traumatic Servicemembers’ Group Life Insurance.
		r. Enlistment agreements—Those Soldiers who have enlisted for a specific training and/or assignment option will be informed that they have the legal right to expect training and assignment per the provisions of their agreement. If, through no fault of their own, the provisions of their agreement are not fulfilled, the Soldier has the right to apply for adjustment.
		s. Any pertinent local policies.
		t. Uniform Code of Military Justice.
		u. Security (security orientation that includes basic information security, personnel security, operations security, and threat awareness and reporting program regarding subversion and espionage directed against the Army). The security orientation will be done as required by AR 380 – 5, AR 380 – 67, AR 381 – 12, and AR 530 – 1.
* Subject areas are covered by initial receiving branch (IRB), personnel administration branch (PAB), and/or reception companies as		

Table 2 – 2 Subjects for orientation conducted at an U.S. Army Reception Battalion — Continued		
Step	*Work center	Required action
determined by the RECBN		

2–6. Prohibited items

a. All Soldiers will be afforded the opportunity to surrender prohibited items without penalty immediately following arrival at a RECBN (see fig 2–2).

b. The following items will be surrendered by Soldiers upon arrival at the RECBN:

(1) Weapons—All weapons will be surrendered by personnel immediately following arrival at a RECBN. Weapons include, but are not limited to, the following items:

- (a) Firearms.
- (b) Blackjacks.
- (c) Switchblade knives.
- (d) Knives
- (e) Tear gas guns.
- (f) Bullets.
- (g) Firecrackers.
- (h) Brass knuckles.
- (i) Slingshots.
- (j) Hand chains.
- (k) Martial arts weapons.
- (l) Straight razors.
- (m) Darts.
- (n) Steel hair picks.

(2) Drugs and narcotics—All drugs and narcotics are to be surrendered immediately following arrival at a RECBN. Additional items to be confiscated include, but are not limited to, the following:

(a) *Aspirin*.

(b) *Vitamins*. Soldiers may not bring vitamins to the RECBN due to the danger of substitution. Commanders may authorize Soldiers to purchase a daily multivitamin mineral supplement at the post exchange (PX). Male vitamin-mineral supplements should have 10 milligrams or less of iron per day; female vitamin-mineral supplements should have 400 micrograms of folic acid, to prevent birth defects, and 18 milligrams of iron per day.

(c) *Prescription and over-the-counter drugs of any type*. All individuals arriving at a RECBN with a prescription drug or an over-the-counter drug prescribed by a physician will be confiscated and controlled by the platoon NCO. A physician at an Army MTF will quickly complete a medical review of the prescription drug(s), to determine the continued use or discontinued use of the prescription.

(d) *Drug paraphernalia*. This includes roach clips, coke spoons, cigarette papers, waterpipes, and similar items.

(3) Alcoholic beverages, including beer, wine, liquor, and empty containers.

(4) Counterfeit plates or counterfeit money.

(5) Obscene, pornographic, or sexually suggestive materials.

(6) Gambling devices, including playing cards and dice.

(7) Food, candy, and tobacco products.

c. All Soldiers will be advised that they are not authorized to have their private motor vehicle (PMV) with them while in training. Soldiers arriving at a RECBN by PMV will ensure that the PMV is properly disposed of by arranging for storage or by having the vehicle returned to their home. All Soldiers will be informed that abandoning a PMV is not considered proper disposition.

2–7. Required and optional items

a. Through the USAREC recruiting publication, “Guide for Future Soldiers and Their Families,” Soldiers are informally provided with a list of items they must bring to the Army and a list of items they must be prepared to purchase upon arrival at the RECBN. These required items are listed in table 2–3 and table 2–4. These lists are limited to those items that provide for sufficient health, welfare, physical training, and personal needs while processing through the RECBN and making the transition to IMT. The RECBN and training commanders will not augment these lists nor will they require Soldiers to purchase additional items not on the lists without prior written TRADOC approval. Soldiers will not be required to purchase items solely for display or to repurchase any of the listed items already in their possession upon arrival at the RECBN

or training unit because of a commander's personal preference in color, size, and so forth. Requests for exception and/or change will be submitted in writing to CIMT, IET Division, 210 Dillion Circle, fort Eustis, VA 23604-5775.

b. The Soldier may purchase optional items listed in table 2-4 of this regulation upon arrival at the RECBN.

Per paragraph 2-6, there are certain items that must be taken away from all initial entry training Soldiers on arrival to the reception battalion. You are free to place any item, no matter how illegal it may be, in the amnesty box without fear of retribution. The following items are considered contraband and must be placed in the amnesty box. You will have complete privacy in a concealed area to ensure that any or all items you may have can be retrieved from your baggage and yourself. Whether or not you have items, each of you will be required to enter the contraband booth area for a brief period. The following list applies:

Weapons: blackjacks, firearms, knives, tear gas guns, bullets, firecrackers, brass knuckles, slingshots, chains, darts, martial art weapons, straight razors, steel hair picks.

Drugs: all drugs including aspirin, vitamins, prescription and over the counter drugs, drug paraphernalia (that is, roach clips, cigarette paper), alcohol. I will ensure that you will see appropriate medical authorities the following day so they can determine the necessity of the drug.

Miscellaneous: pornography, gambling devices, food, lighters, and all tobacco products.

If you have a prohibited item that is of great sentimental value, give it to me and I will determine if the item is illegal or not. If it is not illegal, you will be given a receipt and the item will be returned to you upon completion of your training. Everything placed in the amnesty box is property of the United States Army and will be destroyed by the Military Police.

At this time, all Soldiers will pick up their baggage and proceed through the amnesty area. Do not place food in the amnesty box—a trash can is available for that.

Figure 2-2. Amnesty box sample

Table 2–3

Items future Soldiers should wear to bring to the military entrance processing station on ship day

Item—What to bring list	Male	Female
Clothing²		
Wear casual, comfortable clothing:		
-- Shirt or blouse (no obscene graphics) (no halter tops or cutoff T-shirts)	1	1
– Slacks or jeans (no shorts or cutoffs)	1	1
– Complete underwear (you will get a mini physical on ship day, no thongs)	1	1
– Pair of comfortable, casual shoes suitable for walking and extended standing (no high heels) and socks	1	1
– Coat or jacket (seasonal)	As needed	As needed
Bring change of underwear: (male—briefs; female—briefs and bras (white, black or neutral) or preferably sports bras, no thongs)	2	2 underwear 3 bras
Bring feminine sanitary items	--	As needed
Minimum personal hygiene articles: All travel-sized items):		
Shampoo and conditioner (1 oz.)	As needed	As needed
Soap (1 bar soap or 1oz liquid soap)	1	1
Antiperspirant and/or deodorant (nonaerosol only)	1	1
Toothbrush and toothpaste	1	1
Disposable and/or safety shaving razor (nonelectric)	1	1
Shaving cream (nonaerosol)	1	As needed
Comb, brush, hair accessories (black or matching hair color)	As needed	As needed
Combination lock	1	1
Eyeglasses (if prescribed, no faddish/stylish eyewear with prescription, if available)		
All-important personal documents (check with recruiter) including---		
Childhood and adolescent immunization records, if available.		
Government-issued photo ID card.		
Marriage certificate, Family birth certificates, and their social security number (SSN), if married or legally supporting (original, court-certified copies).		
SSN cards (or other Government ID with the SSN) Copies are OK.		
Required prescription medications (in original pharmacy container) and/or with a doctor's prescription.		
Army Knowledge Online account.		
Standard Form (SF) 1199a (Direct Deposit Sign-up Form)		
Finance.		
Not to exceed \$50.00 in cash, traveler's checks, or money orders.		
Checkbook or canceled check reflecting the account number and American Bankers Association routing number to establish direct deposit bank account for military pay.		
Automated teller machine (ATM) card.		

Notes:

¹ All items must fit into the Army Future Soldier Bag or small airline-approved "carry on" suitcase or gym bag.

² Soldiers traveling from overseas locations should add one change of clothing and underwear (same guidance as above; extra shoes and extra coat not

Table 2-4
Items to be purchased at the reception battalion post exchange

Item—What to bring list	Male	Female
Toothbrush and toothpaste	1	1
Bar soap or liquid shower soap	1	1
Shaving cream or gel	1	1
Shaving razor (disposable with cartridges)	1	1
Wash cloth	1	1
Thong shower shoes	1	1
Running shoes ^{1,3}	1	1
Bra (white, black, or neutral) ^{2,3}	Not applicable	1
Sports bra (white, black, or neutral) ^{2,3}	Not applicable	3
Underwear/cotton briefs (white, black, or neutral; ;no thongs).	3	6
Socks (white, polyester athletic with no logos) according to AR 670-1.	6	6
Laundry detergent	1	1
Shampoo	As needed	As needed
Hairbrush or comb	As needed	As needed
Feminine hygiene items	Not applicable	As needed
Optional hygiene items (Local policy may or may not allow Soldiers to purchase additional hygiene items.)	As needed	As needed
Recommended additional items purchased at RECBN PX Note. Local policy may modify this list; however, Soldiers are not required to “rebuy” items solely for local cosmetic preferences. Commanders will enforce the “no rebuy” policy.		
Foot powder/baby powder	As needed	As needed
Eye glass band (glasses wearers only)	1	1
Dental floss	1	1
3+ liter camouflage hydration packs ⁴	As needed	As needed
Wash cloth	1	1
Flashlight	1	1
Batteries	As needed	As needed
Wrist watch	1	1
Calling cards	As needed	As needed
Stamps	As needed	As needed
Writing pads or stationery material	As needed	As needed
Men’s supporter (athletic or biker shorts)	1	Not applicable

Notes:

¹ Running shoes. Soldiers will purchase a new pair of Army-fitted running shoes at the PX while in the RECBN. Reception battalion commanders can make case-by-case exceptions not to rebuy, if they can verify that Soldiers have brought running shoes that meet condition standards. Soldiers receive a cash allowance for the running shoe purchases.

² Sports bras. Use regular bra size as a guide for purchasing sports bras. An effective sports bra will minimize vertical movement to a comfortable level. Females may purchase additional regular or sports bras if desired.

³ Soldiers will receive designated amounts of money on a “stored value card” containing both a pay advance and a clothing allowance.

⁴ Commanders can authorize Soldiers to purchase hydration packs according to AR 670-1 to meet seasonal requirements. Commanders can standardize pack requirements within units. Insulated packs and/or drinking tubes; antibacterial treated 3+ liter bladders; and nuclear, biological, chemical mask interfaces are key features.

Table 2–5**Bundle pack purchased at the reception battalion Army and Air Force Exchange Service Troop Store/Post Exchange¹**

Item	Male	Female
Travel soap dish	1	1
Travel toothbrush holder	1	1
Combination locks	2	2
Cotton swabs (80) pack	1 pack	1 pack
Unscented moist wipes (30) pack	1 pack	1 pack
Nail clipper	1	1
Suede boot and shoe care kit	1	1
Neck ID card holder	1	1
Toiletries bag	1	1

Notes:

¹ The bundle pack is approximately \$27.95; this may vary at the USATCs. Soldiers may use a “stored value card” to purchase these items, or they may be purchased individually if the Soldier does not require all items.

Table 2–6**Initial IMR date entry into Medical Protective System expected database interfaces****1. Periodic Health Assessment (PHA)** (notes 1, 2)

a. Ensure date of accession physical exam at the Military Entrance Processing Station (MEPS) is credited as PHA. Note: Most accession physicals are fed to MEDPROS from Total Army Personnel Database (TAPDB) weekly. Data that is received from other databases depends on personally identifiable information (PII) recognition in MEDPROS..

b. If the date is not received automatically, enter the date from the Soldier’s DD Form 2808 (Report of Medical Examination), item 76) in MEDPROS and notify the appropriate authorities.

2. Physical profile. Ensure the 6-digit physical profile (PULHES) is entered in MEDPROS (notes 2, 3).

3. Human Immunodeficiency Virus (HIV) (notes 2, 4, 5)

a. Enter code “D” (drawn) and date of human immunodeficiency virus (HIV) test obtained at MEPS; Armed forces Health Surveillance Branch (AFHSB) will confirm (that is, enter “Y” (yes)) within 60 days.

b. If HIV data is not received from the expected source, ensure the data is entered appropriately, and notify the appropriate authorities.

4. Point-of-service entries

1. Deoxyribonucleic acid (DNA) specimen. Enter code “D” (drawn) along with the date that the DNA specimen was obtained; Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR) will confirm (i.e., enter “Y” (yes) within 60 days. (notes 2, 4, 6).

2. Immunizations. (notes 2, 4, 7).

3. Record the results of the Initial Entry Tuberculosis (TB). Risk Assessment tool or tuberculin skin test, if administered, into the record and MEDPROS. (notes 2, 8).

4. Individual medical equipment (IME). This category comprises 5 elements:

a. 2 pairs eyeglasses (2PG) – enter “Y” or “NA” (notes 2, 4).

b. mask insert (1MI) – Enter “Y” or “NA” (notes 2, 4).

c. Hearing aid with extra battery (HAB)- Soldiers with designator “1” under “H” in their profiles will automatically have “NA” populated in the HAB field. If a Soldier is anything other than “1” the HAB field will be blank and will need to be manually filled. (notes 2,4)

d. Medical warning tag – Enter “Y” or “NA” (notes 2, 4).

e. 1 military combat eye protection insert (MCEP-I) – Enter “Y” and the issue date or “NA” (notes 4, 9).

5. Dental Readiness Classification (DRC). A Soldier’s DRC (, 2, or 3) is assigned at the time of his or her first for record dental exam, usually in advanced individual training (AIT) (or AIT phase of One Station Unit Training) (notes 10, 11).

6. Profile. If a Soldier arrives to the Reception battalion with a profile serial containing a “3” ensure he or she is referred to a healthcare provider for resolution. (note 12).

7. Vision Readiness. (notes 2, 4, 9, 13). Note: 2PG, !MI, and MCEP-I are covered under IME above.

a. Complete and document vision screening.

b. Enter date.

8. Hearing Readiness. (notes 2, 4, 14). Note: HAB is covered under IME above. Data must be entered into the Defense Occupational and Environmental Health Reporting System, Hearing Conservation – Data Repository (DOEHRS–HC/DR), which feeds the MEDPROS web data entry module.

a. Hearing Exam –Enter date.

b. Select “DD Form 2215 (Reference Audiogram)” or “DD Form 2216 (Hearing Conservation Data)”, as appropriate.

c. Hearing profile – Select designator.

d. DA Form 3349 (Physical Profile) – Select “Yes”, “No”, or “NA”.

Table 2-6**Initial IMR date entry into Medical Protective System expected database interfaces—Continued**

e. Hearing Protection Type – Make appropriate selection.

9. Pregnancy. On the basis of a negative pregnancy test, enter “No” and date (notes 2, 4, 15).

10 Blood Type. Post blood type from official lab typing only (note 16).

Notes:

1. AR 40-501, para 8-10e and 8-15b.
 2. MEDPROS Mainframe: Training Reference Guide.
 3. AR 40-501, para 7-7.
 4. MEDPROS Web Data Entry (MWDE) User Guide.
 5. AR 40-501, para 11-4f.
 6. AR 40-501, para 11-4e.
 7. AR 40-501, para 11-4d.
 8. MEDCOM Regulation 40-64.
 9. Vision Readiness Screening Guide.
 10. AR 40-501, para 11-4c.
 11. HQDA Executive Order (EXORD) 265-09.
 12. A numerical designator “3” may still be present in the record; if a Soldier received a waiver for a medical or physical condition, the waiver authority assigns either a “1” or “2” against the applicable functional capacity (see AR 40-501, para 7-7b).
 13. AR 40-501, para 11-4h.
 14. AR 40-501, para 11-4g.
 15. AR 40-501, para 11-4j.
 16. AR 40-3, para 5-5c.
-

2-8. Disposition of civilian clothing

Soldiers will be informed that they may keep their civilian clothing. Soldiers electing to send their civilian clothing home must make arrangements, with the local transportation officer, to have their clothing shipped at Government expense.

2-9. Medical processing

a. Physical inspection. A physical inspection will be given only to those RC Soldiers who were not processed through a MEPS (see AR 601-270 for definition of physical inspections).

b. Medical examinations. Only those Soldiers who have not undergone a medical examination pursuant to AR 40-501 within 24 months of reporting to a RECBN will be processed for medical examinations.

c. Immunizations and serologic testing for immunity.

(1) Assay blood samples from Soldiers to determine preexisting immunities to diseases including measles, rubella, varicella, hepatitis A, and hepatitis B. Code the Soldier as “medically immune” in the approved Immunization Tracking System within 24 hours of finding serologic evidence of immunity.

(2) Immunize Soldiers without serological or historic evidence of immunity for vaccine-preventable diseases per AR 40-562.

(3) Screen Soldiers for contraindications to immunizations, and provide the Soldiers with the opportunity to read the most recent relevant vaccine information statements.

(4) Administer age-appropriate doses of vaccines per manufacturer package inserts.

(a) Do not give live-virus vaccines in the absence of a negative test for HIV antibody.

(b) Ensure that Soldiers practice squatting to their heels at least once before they receive any immunizations, to practice the appropriate response if they feel dizzy or light-headed after they receive immunizations.

(c) Administer immunizations to Soldiers while standing in a room with a padded floor or while Soldiers are seated on a chair, bench, or floor. Continue to observe Soldiers in immunization area for possible adverse reactions for 15 minutes after they receive immunizations. Soldiers should remain seated for the first 5 minutes after they receive immunizations to prevent syncope (light-headedness, dizziness, or fainting). If syncope occurs, then observe the Soldier until symptoms resolve.

(5) Document contraindications, immunizations, vaccine information statement dates, and medical and administrative exemptions, per AR 40-562.

(6) Record (ink or stamp) immunization data on the DD Form 2766 (Adult Preventive and Chronic Care Flowsheet) when a printed copy of the DD Form 2766C (Adult Preventive and Chronic Care Flowsheet (Continuation Sheet)) is unavailable per AR 40-66.

d. Service Treatment Record. Medical and dental records will be initiated per AR 40-66 and maintained in accordance with Public Law 104-191, Volume 110, p.1936. RC and other Soldiers’ health records, if available, will be reviewed, and

only those nonavailable medical documents that are required by this regulation and AR 40–66 will be initiated. Mechanical writing equipment may be used in preprinting forms, provided the entries are legible and are made in the proper spaces on the forms. All ARNGUS and USAR medical records will be returned to the Soldier’s unit. The record custodian will ensure inclusion of the results of DNA testing before release from active duty (REFRAD). Medical and dental records will be initiated per AR 40–66. Creation of Health Records are the responsibility of Military Treatment Facility and Dental treatment Facility to ensure compliance with the Privacy Rule of the Health Portability and Accountability Act (HIPAA).

e. Pregnancy test. Female enlisted personnel arriving at a RECBN will be administered a pregnancy test; female enlisted personnel who receive positive pregnancy test results will be separated, per AR 635–200. In the case of an ARNGUS or USAR Soldier found to be pregnant upon entry on IADT, the Soldier will be released from AD and returned to her ARNGUS or USAR unit for disposition in accordance with AR 135–91.

f. Drug testing. Generally, only those Soldiers who do not possess valid drug test results will be tested or retested, as necessary. Drug testing will be conducted prior to shipping to BCT/AIT or unit. Retesting is not required if valid results are simply delayed and are expected to be received within the RECBN period. If IMT drug testing is required by DA, testing will be conducted by IMCOM drug personnel, according to Army and TRADOC policy, anytime within BCT and/or OSUT. Soldiers testing positive for drugs will be evaluated according to Army and TRADOC policy. Commanders whose Soldiers test positive for illegal drugs should consult with their servicing legal advisor. Soldiers at reception going on home block leave (HBL) will be drug tested upon return from HBL.

g. Initial data entry for individual medical readiness. Medical and dental in-processing is the first and best opportunity to establish a new Soldier’s readiness status. All MEDPROS entries should be made within seven days of the point of service.

- (1) Ensure that expected database interfaces are capturing IMR data as intended (see table 2–7).
- (2) Ensure that data for point-of-service is entered in a complete and timely manner (see table 2–7).

2–10. Minimum physical requirements

A physical fitness assessment (1–1–1) or 1-mile assessment will not be conducted in the RECBN and is not part of the reception process. Commanders can introduce Army Physical Readiness Training in accordance with FM 7–22 to the Soldiers when time permits, or work with gaining BCT/OSUT units to provide this training and assessment.

2–11. Waiver of U.S. Department of Veterans Affairs disability pension or compensation

Soldiers who are receiving disability pensions or compensation from the U.S. Department of Veterans Affairs (VA) for any reason are required to waive such pensions or compensation at the time of entry on AD. If waivers have not been previously prepared, execute VA Form 21–8951–2 (Notice of Waiver of a VA Compensation or Pension to Receive Military Pay and Allowances). The waiver will be verified by the RECBN and forwarded to the appropriate VA regional office (see AR 601–210).

2–12. Initiation of records

a. Initiating the Army Human Resource Records management tool. The Army Military Human Resource Records (AMHRR) will be initiated per AR 600–8–104. The U.S. Army Personal Financial Record will be initiated per AR 37–104–4.

b. Checking records from the Army National Guard of the United States or U.S. Army Reserve. Records received from ARNGUS or USAR units will be continued in use and will not be remade unless absolutely necessary. Processing time may be saved by preprinting forms with information applicable to all Soldiers. Automated means may be used for this purpose. No one will dispose of any records sent by an ARNGUS or USAR unit.

c. Advising Soldiers not qualified for enlistment commitment. If the records, medical, or security review indicates Soldiers are ineligible for training in their commitment MOS, they will be advised of the alternate options, for which they are qualified, that have quotas available. Soldiers who elect an alternate option will have a reservation made for training. If the Soldier is not qualified for another option or if one is not available, counsel as required by paragraph 3–4.

2–13. Records processing

Records that are received or initiated at RECBN are listed in table 2–7; preparation and disposition of these forms will be made as prescribed in regulations listed in table 2–7. Save processing time by preprinting forms utilizing auto-populating data from automated systems with information applicable to all Soldiers. Mechanical writing equipment may be used for this purpose, however primary means of processing will be done electronically.

Table 2 – 7**Forms, records, and reports initiated or processed by the reception battalion**

Form no: Not applicable

Title: Identification tags

Reference: AR 600 – 8 – 14

Special instructions: Issue before shipment to training. Do not prepare prior to blood typing.

Form no: DA Form 669

Form no: DA Form 2981

Title: Application for Determination of Moral Eligibility for Induction

Reference: AR 601 – 270

Special instructions: Destroy if received form a MEPS.

Form no: DA Form 3078

Title: Personal Clothing Request

Reference: AR 700 – 84, AR 710 – 2

Special instructions: None

Form no: DA Form 3286

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

Reference: AR 601 – 280

Special instructions: None

Form no: DA Form 5960

Title: Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowances

Reference: AR 37 – 104 – 4

Special instructions: None

Form no: DA Form 3685

Title: JUMPS – JSS Pay Elections (VHA)

Reference: AR 37 – 104 – 4

Special instructions: None

Form no: Not applicable

Title: Common access card

Reference: AR 600 – 8 – 14

Special instructions: Issue to each Soldier (following blood typing).

Form no: DD Form 4

Title: Enlistment/Reenlistment Document Armed Forces of the United States

Reference: AR 140 – 111, AR 600 – 8 – 104, AR 601 – 210, AR 601 – 280, National Guard Regulation (NGR) 600 – 200

Special instructions: None

Form no: DD Form 2766

Title: Adult Preventive and Chronic Care Flowsheet

Reference: AR 40 – 562

Special instructions: None

Form no: DD Form 2766C

Title: Adult Preventive and Chronic Care Flowsheet (Continuation

Sheet) Reference: AR 40 – 562

Special instructions: None

Form no: DD Form 2807 – 1

Title: Report of Medical History

Reference: AR 600 – 8 – 1

Special instructions: None

Form no: DD Form 220

Title: Active Duty Report

Reference: AR 601 – 210 and AR 635 – 8

Special instructions: None

Form no: VA Form SGLV 8286 (Electronically Generated)

Title: Servicemembers' Group Life Insurance Election and Certificate

Reference: AR 638 – 8

Special instructions: This form is used to designate beneficiary(ies) for payment of SGLI proceeds.

Form no: DD Form 1172 – 2

Title: Application for Identification Card/Deers Enrollment

Reference: AR 600 – 8 – 14

Special instructions: Certify for DEERS or have Soldier obtain documentation required to certify.

Form no: DD Form 1351 – 2

Title: Travel Voucher or Subvoucher

Reference: DFAS – IN Regulation 37 – 1

Special instructions: None

Form no: DD Form 1561

Title: Statement to Substantiate Payment of Family Separation Allowance

Reference: AR 37 – 104 – 4

Special instructions: None

Form no: DD Form 1966

Title: Record of Military Processing—Armed Forces of United States

Reference: AR 140 – 111, AR 601 – 210

Table 2 – 7**Forms, records, and reports initiated or processed by the reception battalion — Continued**

Special instructions: None
Form no: DD Form 2058 Title: State of Legal Residence Certificate Reference: AR 37 – 104 – 4 Special instructions: None
Form no: DD Form 2366 Title: Montgomery GI Bill Act of 1984 (MIGB) Reference: AR 621 – 202 Special instructions: The GI Bill tape will be shown in orientation; enrollment or disenrollment will be finalized at the RECBN.
Form no: DD Form 2558 Title: Authorization to Start, Stop, or Change an Allotment Reference: AR 37 – 104 – 4 Special instructions: None
Form no: DA Form 3443 Title: Terminal Digit–X-Ray Film Preserver and DA Form 8005 (Outpatient Treatment Records) (OMR) Reference: AR 40 – 66 Special instructions: Transfer to TSPC supporting the Soldier's unit.
Form no: SF 86 Title: Questionnaire for National Security Positions Reference: AR 380 – 67, AR 381 – 20, AR 600 – 8 – 104, AR 601 – 210, AR 601 – 270, Special instructions: For individuals enlisting for MOS training that requires secret or higher security clearance eligibility.
Form no: DD Form 2808 Title: Report of Medical Examination Reference: AR 40 – 501, AR 135 – 200, AR 135 – 210, AR 601 – 210, AR 601 – 270, NGR 600 – 200 Special instructions: None
Form no: SF 600 Title: Medical Record–Chronological Record of Medical Care. Reference: AR 40 – 66 Special instructions: None
Form no: DD Form 2766/DD Form 2766C Title: Adult Preventive and Chronic Care Flowsheet Reference: AR 40 – 66, NGR 600 – 200 Special instructions: None
Form no: DD Form 3540 Title: Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment Reference: AR 135 – 91 Special instructions: Initiated and processed outside RECBN systems; used to verify MOS.
Form no: DD Form 3540 Title: Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment Reference: AR 135 – 91 Special instructions: Initiated and processed outside RECBN systems; used to verify MOS.
Form no: DA Form 5435 Title: Statement of Understanding the Selected Reserve Montgomery GI Bill Reference: AR 601 – 201 Special instructions: Initiated and processed outside RECBN systems.
Form no: TD Form IRS W – 4 (Stocked and issued by local Internal Revenue Service Centers) Title: Employee's Withholding Allowance Certificate Reference: DOD 7000.14 – R, Vol. 7A, AR 37 – 104 – 4, NGR 600 – 200
Form no: DA Form 4187 Title: Personnel Action Reference: DA Pam 600 – 8 Special instructions: None
Form no: DD Form 93 Title: Record of Emergency Data Reference: AR 638 – 8 Special instructions: This form indicates the name and address of the persons the Soldier desires to be notified in case of emergency or death.

Notes:

¹ Records and forms listed in this table will be prepared and filed per AR 600–8–104 or applicable regulations, as appropriate.

2–14. Partial and advance pay

a. The Reception Battalion Automated Support System Military Payroll Money List will be prepared for each Soldier. Soldiers will be given an advance of pay only in the amount prescribed by the DOD FMR 7000. 14–R, Volume 7A. The initial receiving branch prepares a pay listing.

- b. Female Soldiers will receive an initial allowance for purchase of non-Government issued clothing in an amount determined by statute.
- c. Guidance on a Soldier's required purchases is provided in paragraph 2-7.

2-15. Personnel security investigations

- a. All Soldiers will have the proper PSI submitted to OPM if action has not already been taken. Requests for PSI will be forwarded no later than the Friday of the second week of BCT/OSUT. Procedures to ensure PSI are submitted and obtained in a timely manner are contained in this regulation.
- b. Ensure that Soldiers, who have in their possession an envelope marked "TO BE OPENED BY PSSP DETACHMENT ONLY," turn in the envelope to processing personnel. Forward this envelope, unopened, to the USAREC PSSP detachment servicing the RECBN (to the installation security officer for those installations not serviced by a PSSP detachment).
- c. Any RA, ARNGUS, or USAR Soldier who is disqualified by the PSSP detachment will be referred to their liaison for reclassification while at the RECBN.

2-16. Detailing a Soldier

The RECBN commanders are authorized to use all Soldiers for details, provided such details will not delay a Soldier's processing. Soldiers will only be used for details on nonprocessing days or upon completion of processing.

2-17. Disposition of a Soldier

A memorandum will be issued assigning (or attaching) the new Soldier to the various activities indicated below or as prescribed by the HRC.

- a. *Reassignment.* The memorandum issued will reassign (or further attach) the new Soldier from the RECBN directly to the training company. All RC Soldiers need an order to be further attached to the training activity.

- b. *Prior Service Soldiers.* The PS Soldiers that are required to be in the PSSP detachment will be further assigned and/or attached as follows according to AR 601-210:

- (1) Those not requiring BCT, only AIT, will have the proper security clearance necessary to begin AIT prior to movement to the AIT location.

- (2) Those not requiring BCT or AIT, and AIs indicate first unit of assignment is outside the continental United States will not be transported until proper security clearance has been granted by the DOD CAF. Commanders may grant an interim clearance as appropriate.

- (3) Those not requiring BCT or AIT, and who's AIs indicate first unit of assignment is in the continental United States (CONUS), may be transported to their unit of assignment, provided the request for an appropriate investigation has been submitted and the PSSP detachment has received a favorable adjudication on the packet from DOD CAF. If special instructions are received, specifying that the Soldier will not depart the losing unit until the SSBI has been completed, and/or final security clearance eligibility has been granted, the Soldier will remain attached to the RECBN.

- (4) Those requiring BCT will be processed by the PSSP detachment for proper security clearance and will be released to the RECBN for shipment to BCT. Further assignment after BCT will be per paragraph 3-7.

- c. *Soldiers with e-profiles (DA Form 3349-Physical Profile).* The RECBN commanders will not transport Soldiers with e-profiles to the next training cycle. The RECBN commanders will ensure that a Soldier's physical ability and condition meet the requirements of the appropriate Army training program (ATP).

- (1) Soldiers unable to enter the next training cycle because of physical limitations will be referred to the servicing MTF for medical evaluation per AR 40-501. Changes in the individual physical e-profile for Soldiers who are considered medically ready will be recorded on the SRB.

- (2) Soldiers who cannot be transported to the next training cycle, because of illness or injury of a temporary nature that requires 2 weeks or less for treatment, will be retained at the reception activity until their physical condition permits them to be transported.

Section III

Basic Interviews and Required Reporting

2-18. Requirements

The interviews required by this section are to be conducted at the RECBN or the USATC as prescribed by this regulation and DA Pam 611-1. Interviews will be conducted in a formal, comfortable, well ventilated, and well-lighted atmosphere. The interviewer must be fully qualified and must be thoroughly familiar with personnel processing procedures. Every

effort will be made to gain the Soldier's confidence in order to accurately collect data. Interviewers will use data collected for recording impressions and rating sheets for recording evaluations and have available a manual that describes the nature and purpose of forms used during each interview.

2-19. Purpose of interviews

Basic interviews are designed to—

- a. Ask for and receive information.
- b. Determine Soldier qualifications (when required).
- c. Provide HQDA with specific, accurate information regarding accessions.
- d. Identify personnel that have been previously granted a security clearance above secret (see para 3-3 for required processing).
- e. Identify personnel with certain qualifications or enlistment commitments (see table 2-8 for identification and processing required).

Table 2-8
Identification and processing of specialty designated personnel

If Soldier: Has an enlistment commitment recorded on enlistment documents.

Action required: Enter enlistment commitment or program in the SRB. Include the name of the option, MOS, and specific station or unit of choice, when applicable.

If Soldier: Has civilian acquired skills (CAS) and/or education that qualifies the Soldier for award of related MOS.

Action required:

- a. Identify per AR 601-210.
 - b. Enter the five-character MOS for which qualified in the SRB.
-

If Soldier: Has an enlistment commitment recorded on enlistment documents.

Action required: Enter enlistment commitment or program in the SRB. Include the name of the option, MOS, and specific station or unit of choice, when applicable.

If Soldier: Has been classified as a conscientious objector prior to arrival at RECBN.

Action required:

- a. Record in the SRB.
 - b. Assign the Soldier to USATC where modified basic training (BT) is conducted. The Soldier will be assigned to a BCT company after processing at RECBN but will receive BCT that excludes training and use of ammunition, weapons, and munitions.
-

If Soldier: Has denied security clearance eligibility shown within the Joint Personnel Adjudication System (JPAS).

Action required: Enter "Not eligible for security clearance; see AR 380-67" in the SRB.

If Soldier: Has enlisted for training in an MOS that requires secret, or higher, security clearance eligibility.

Action required: Ensure that the following documents are prepared and placed in the AMHRR management tool.

- a. Completed electronic SF 86 signed by the Soldier.
 - b. Two fingerprint cards (FBI Form FD 258 (Applicant Fingerprint Card), which must be legible, and the prints classifiable. Receipt of fingerprints cards will be verified in JPAS reflected under the investigation summary.
-

2-20. Basic interviews

The interviews to be conducted are called basic, because the information collected, records prepared, and decisions made will affect the entire military career of each Soldier and their usefulness to the Army. In view of the importance of these interviews, it is essential that they be conducted in an orderly manner and that data are collected accurately.

a. *Initial classification interview.* This interview will not be required for most personnel processing through a RECBN. Accessions will normally be identified for MOS training by a USAREC guidance counselor at a MEPS. Personnel that require classification processing will be referred to the USAREC liaison NCO for processing.

b. *Initial personal affairs interview.* The initial personal affairs interview is conducted primarily to familiarize the Soldier with information concerning personal affairs and to take actions to complete and process forms for allotments, purchase of bonds, insurance, income tax withholding exemptions, and any matter that the Soldier desires to discuss.

c. *Reserve component personnel briefings.* Reserve component personnel will also be interviewed by either the ARNGUS or USAR liaison NCO to identify any concerns the Soldier may have.

2-21. Interviewer responsibilities

The interviewer will—

- a. Inform the Soldier of the purpose of the interview and that questions asked are necessary to ensure that their records are current and information is accurate.
- b. Consult with individuals; review personnel records AMHRR.
- c. Verify the highest level of civilian education attained and record this information per AR 600-8-104.

2–22. Disposition of collected interview information

Data collected are used by the HRC to establish a database for the control and distribution of Soldiers. Interview data will be recorded on the SRB, per AR 600–8–104.

Section IV

Mobilization Processing at U.S. Army Reception Battalions

2–23. Scope

The provisions contained herein are effective upon announcement of mobilization by DA. The peacetime processing requirements established in this regulation remain in force unless modified by this section during mobilization. The planning focus for mobilization training base expansion is on MOS refresher training and reclassification training of IRR personnel. This contingency will probably occur during partial mobilization but could occur during Presidential reserve call-up.

2–24. Applicability

Mobilization processing is applicable to those categories of enlisted personnel that will process through RECBN during mobilization. This will consist of the following:

- a.* Inductees, both voluntary and involuntary.
- b.* Enlistees in the RA.
- c.* Enlistees in the ARNGUS and USAR who require completion of IADT.
- d.* Members of the IRR.

2–25. Restrictions

a. Some retired personnel recalled to AD may be directed by the HRC to designated mobilization RECBNs for processing (generally, those mobilized retirees who are expected to deploy to fill an individual augmentee position) or may report directly to an installation specified on their mobilization orders.

b. During mobilization, SF 86 (Questionnaire for National Security Positions) will be completed via electronic Questionnaire for Investigation Processing (e-QIP) through the GSA website only for those personnel selected for training in a military job classification that requires security clearance eligibility. Current policies remain in effect during partial mobilization.

c. The RECBN will process those personnel designated for entry into the training base. Additional taskings by installations during mobilization must be approved by CG, TRADOC, and will be supported with installation assets.

d. Augmented USAR RECBN will be prepared to receive and process female Soldiers during mobilization.

e. Only Phase I clothing issue will take place during RECBN processing. Organizational clothing and equipment will not be issued by the RECBN. Any organizational clothing required for training will be issued after the reception process is complete. Coordination for organizational clothing issue will be accomplished by the installation C2 element.

2–26. Reception battalion mobilization processing

All RECBN processing during mobilization will be conducted as outlined in this chapter and in other pertinent regulations in force at the time of mobilization.

a. The RECBN commanders will ensure that Soldiers are processed within 3 duty days following arrival at the RECBN.

b. Individuals submitting requests for personnel actions that cannot be approved by RECBN commanders will not be held pending disposition but will be transported to the training unit.

c. The IRR Soldiers may receive only the following briefings during the 3-day processing cycle:

- (1) Welcome briefing (not the IMT briefing).
- (2) Command and control element briefing (covers, at a minimum, Uniform Code of Military Justice, safety, general schedule, housing, points of contact, mail, and phone numbers).
- (3) Tri-Service Medical Care.
- (4) Army Community Services/Family Care Plan.
- (5) Family support.
- (6) Legal.
- (7) Finance.
- (8) Red Cross.

2–27. Testing and classification

a. Testing requirements are modified as follows:

(1) Accessions with a general technical score of 110 or higher will be administered the Scholastic Aptitude Test or the American College Test.

(2) Armed Services Vocational Aptitude Battery testing and/or Armed Forces Qualification Test will only be conducted for Soldiers that, upon reporting—

- (a) Have not been previously tested;
- (b) For whom scores are not available; and/or,
- (c) Who are attending ESL training.

Note. The PS and IRR personnel will not be retested when original scores are available from DMDC.

(3) The Defense Language Proficiency Test will be used to test enlistees, processing through a U.S. Army reception battalion, who claim proficiency in a foreign language, other than Spanish, to determine Army Civilian Acquired Skills Program applicability. The Defense Language Aptitude Battery will be accomplished on as-needed basis.

b. Restrictions regarding administration of immunizations and amount of sleep prior to testing, outlined in sections I, II, and III of this chapter, will be adhered to consistent with priorities and the urgency of the situation.

c. Classification actions at the RECBN will be restricted to—

- (1) Accessions for whom a training MOS has not been established.
- (2) Accessions who are not qualified for entry into the established training MOS.
- (3) Accessions who possess rare and unusual (RAU) skills. Personnel identified under this provision will possess skills rarely encountered among most accessions. Normally they will have been engaged in technical, professional, or scientific fields rather than administrative, clerical, or business occupations; however, some unique personnel in these latter fields may be appropriately identified and reported under this provision. Precise standards cannot be given. Any non-PS accession who has previously held a security clearance above that of secret will be considered as having RAU qualifications.

d. Upon completion and recording of any required testing, accessions will be interviewed per section III of this regulation.

e. Accessions who possess RAU, or have received medically oriented training, will be reported to the HRC by message following entry into BCT, but only if their qualifications cannot be reported by automated systems.

f. Non-English speaking personnel and administrative Soldiers will be processed and transported to training units following procedures established by the HRC. As part of the interview process during mobilization, all Soldiers will be questioned to determine if any of the conditions listed below apply.

2–28. Special categories of personnel

As part of the interview process during mobilization, all Soldiers will be questioned to determine if any of the conditions listed below apply:

a. *Claims of prior Service.* A Soldier with prior military experience will be classified in the skill in which trained. In such cases, length of break in active Service will determine disposition.

b. *Sole survivor.*

(1) *Soldier has been classified as a sole survivor, appropriately, by a military entrance processing station.* Enter assignment limitation on the SRB.

(2) *Soldier initiates his or her claim for status as a sole survivor.* Counsel the Soldier on the documentation required to substantiate the claim. Determine if the Soldier has the documentation available through iPERMS, AMHRR, or another Army automation system. If the Soldier does not have the documentation, provide a listing of documentation required and process for assignment to BCT/OSUT. Provide all possible assistance in order to allow for speedy resolution of the Soldier's status.

c. *Potential officer candidate school applicants.* Provide data on the application procedures for officer candidate school per AR 350–1 and AR 350–51.

2–29. Personal affairs processing

a. A listing of forms to be completed during RECBN mobilization processing (including those forms for completion during the consolidated personal affairs interview) is shown in table 2–7.

b. If a Soldier claims to have a past history that would require approval of a moral waiver in order to qualify for mobilization and was not processed for a waiver by USAREC, procedures outlined in AR 601–270, as modified below, will be followed (see fig 2–3).

(1) The DA Form 2981 will be addressed from the Commander, RECBN to the commander exercising general courts-martial jurisdiction for final action.

(2) The Soldier will be retained in the RECBN pending final action on the request for waiver.

(3) If the waiver is approved, it will be filed in the Soldier's AMHRR. If the waiver is disapproved, the Soldier will be processed for separation.

c. When a Soldier claims that overriding considerations of personal Family hardship exists, the Soldier will be questioned to determine whether or not his or her local Selective Service Board previously considered the Family hardship. Direct contact with the local Selective Service Board is authorized, if required, to make such a determination. If the circumstances were previously considered and the Soldier was found eligible for induction, continue to process the Soldier for training. The Soldier will be counseled regarding procedures for requesting release from AD when extreme Family hardship is involved, should personal circumstances become more severe. If the circumstances were not considered when determining eligibility for induction, assist the Soldier in obtaining required documentation to make application for release from AD per AR 635-200 and process for training (see fig 2-4).

2-30. Individual ready reserve processing

a. Guidance for mobilization processing of IRR personnel is contained in table 2-1 of this regulation and below.

b. The IRR Soldier makes a great sacrifice when reactivated into the U.S. Army, and every attempt will be made to ensure that this transition is as easy for each IRR Soldier as possible.

c. The HRC is responsible for arranging adequate transportation from the point of origin to the servicing installation. When the IRR Soldier arrives at the RECBN, the IRR Soldier will sign in and be greeted and briefed on what to expect for their days to follow.

d. An IRR packet containing an in-processing schedule, training schedule, and applicable forms will be given to each IRR Soldier and all details contained therein explained. Preliminary paperwork required in order to enter IRR Soldiers into automated systems and their ID tag documents are taken. The ID tags are made no later than noon the next day. Policies regarding the treatment of Soldiers will be briefed, and the IRR Soldier will be afforded the opportunity to see a chaplain if he or she so requests.

e. A meal and/or snack will be offered to IRR Soldiers arriving after 2000 hours. The IRR Soldiers will be briefed on where authorized break areas and the latrines are located. The C2 element, if not already present, will be contacted and transportation to the IRR billets coordinated.

f. Day one processing will begin with the required medical evaluations and processing. The RECBNs will coordinate medical and dental processing of IRR Soldiers. Medical processing will be the first station, whenever possible, to determine if the IRR Soldier has a disqualifying medical condition. Soldiers who are disqualified for medical conditions will be issued REFRAD orders by the installation military personnel office within 3 days. The medical section will forward copies of all medical documents for REFRAD IRR Soldiers to HRC within 72 hours.

Time	Tasks	Re- marks
Day 0		
On arrival	IRR Soldier fill out sheets at the RECBN. The RECBN calls C2 element to pick up Soldiers.	
Day 1		
0630-730 Morning	Breakfast Briefings (C2 commander) Drug and alcohol testing	Done by C2
0830-0930	Optometry and dental radiographs	
0930-until completion (UTC)	TRICARE and medical prescreen	
0930-UTC	Medical screening and profile review	
0390-UTC	Blood draw, pregnancy test, HIV test, blood type, DNA	
0930-UTC	Hearing test	
0930-UTC	Immunizations - medical tags Nondeployable files forwarded to HRC	
1130-1230	Lunch	
1230-UTC	Exam at dental clinic.	
1630-1730	Dinner	
Day 2		
Morning	Breakfast, ACS, Red Cross, Judge Advocate General, finance (as available).	
1130-1230	Lunch	
1230-UTC	Personal affairs processing includes Soldier readiness process (DA Form 7425 (Readiness and Deployment Checklist) and Data Automation Requirements Transfer System questions—expiration term of Service, Family care plan, SGLI, DD Form 93 (Record of Emergency Data), prisoner of war status, German/Turkish aliens, sole survivor, BT/AIT training complete, pay records creation.)	

**Table 2-9
Individual ready reserve processing checklist guidance—Continued**

Time	Tasks	Re- marks
1230-UTC	Real-time Automated Personnel Identification System/DEERS processing	
1230-UTC	HRC liaison question and answer, if liaison officer is available.	
1230-UTC	Clothing, name tag issue.	
1630-1730	Dinner	
Day 3		
0630-0730	Breakfast	
TBD (to be de- termined)	Travel processing and safety briefing	
TBD	CAC issue	
TBD	Judge Advocate General	
TBD	Central issue facility	
TBD	Security clearance initiated	
TBD	CTT training	
TBD	MOS-specific training	

Notes:

¹ All sections required to fill out Soldier readiness process checklist DA Form 7425 in the Data Automation Requirements Transfer System as they process IRR Soldiers.

² Any IRR Soldiers found nondeployable must be annotated and reported immediately (medical records/dental records sent to HRC).

³ For groups over 200, split the Soldiers between the days.

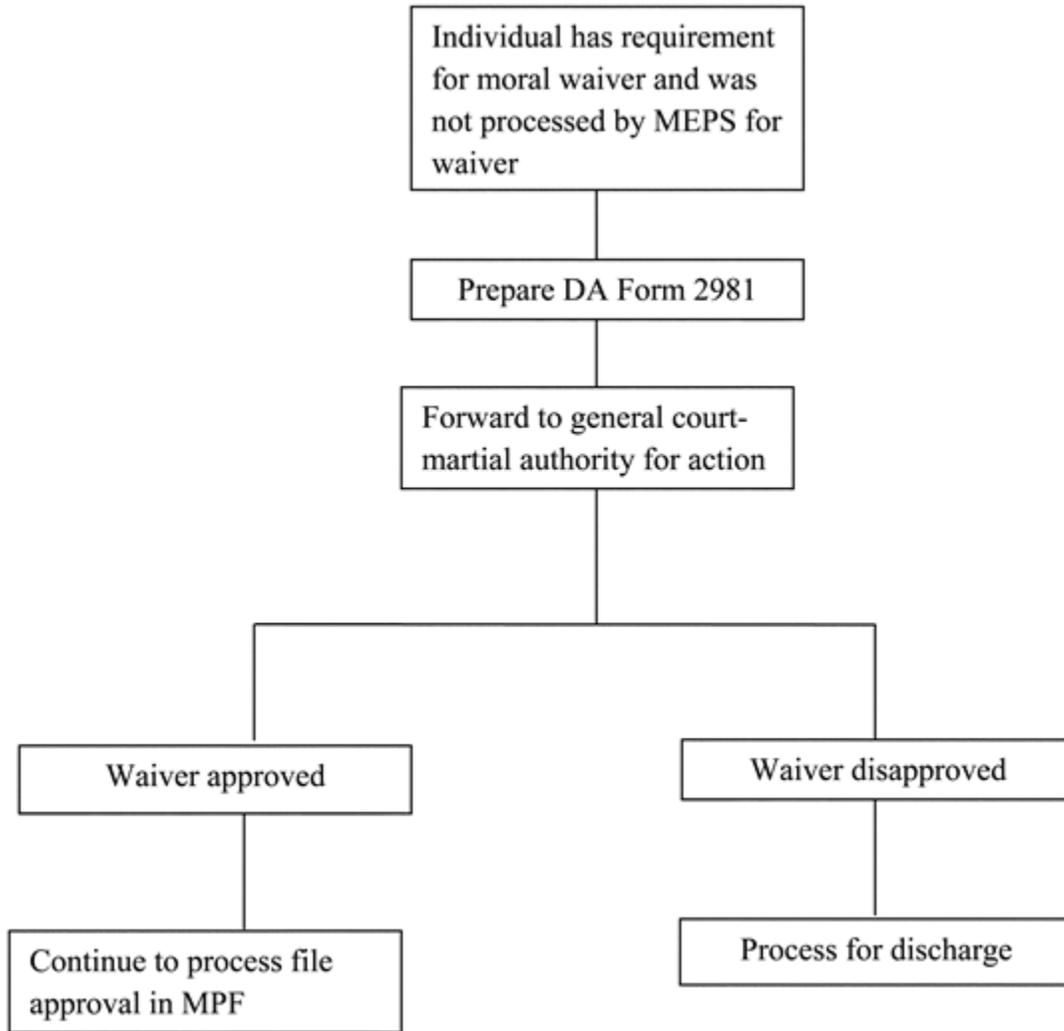


Figure 2-3. Processing requests for moral waiver

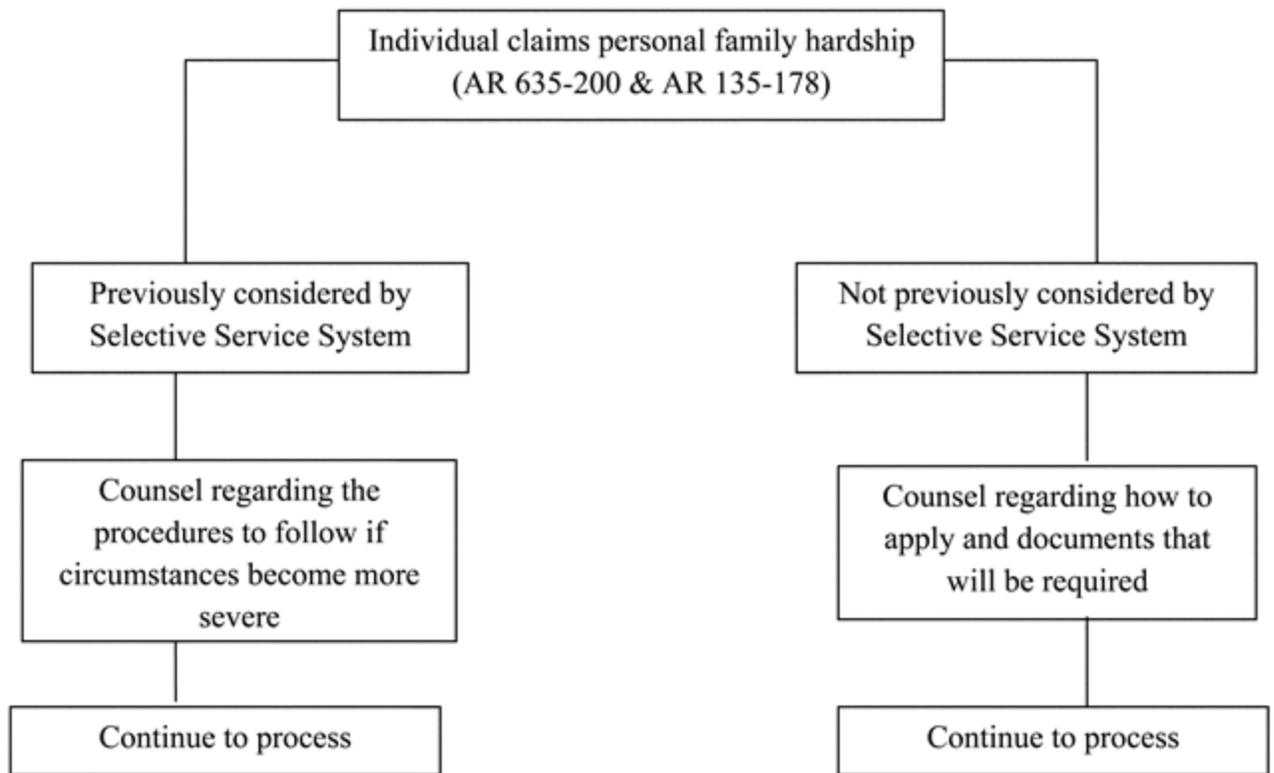


Figure 2–4. Processing claims of personal Family hardship

Chapter 3 Processing and Reporting by U.S. Army Training Centers

Section I

Processing During Basic Training

3–1. Processing and reporting overview

This chapter provides policies for the processing and assignment of replacement stream personnel and individuals that have been ordered to IADT.

a. Soldier personnel will be processed as required by this chapter with a minimum of delay. The “Student Trainee Management System–Enlisted (STRAMS–E) Soldier Information Processing TA (IET Trainee Processing Function)” display in ATRRS will be used to transmit student data to the HRC to report personnel entering BCT. The ATRRS TA display must be updated when reporting personnel entering or reentering BCT from Fitness Training Unit, ESL, and FAST.

b. The BCT will be conducted only in the institutional training base.

c. Soldier student management will ensure that a NACLIC has been submitted for all personnel, even if security clearance eligibility is not required, per AR 601–210. A copy of SF 86 will be on file in the AMHRR. Ensure JPAS reflects that a NACLIC is open or has been completed. Ensure that the qualification record has been posted per AR 600–8–104. If there is no record that a NACLIC (or higher) PSI has been initiated, a NACLIC will be submitted to the appropriate agency. In the event an automated NACLIC has been submitted, but the fingerprint check results are unknown (MEPCOM PCN ZHM 002), action will be initiated per table 3–1, step 3, in order to verify the Soldier’s status. Soldiers requiring initiation

of a SSBI will be processed by the appropriate PSSP detachment at Fort Jackson, Fort Leonard Wood, or the installation security office at other installations.

3–2. Records processing at the U.S. Army Training Center

a. When processing records at the USATC, conduct reviews before the start of the BCT cycle. Record checks will continue during training and will be completed before releasing the Soldier for assignment.

b. Requests for missing records will be submitted as follows:

(1) *Replacement stream personnel.*

(a) If DD Form 4 is lost or missing, the USAREC local noncommissioned officer (LNCO) can obtain the necessary copies for processing from the recruiting battalions residual files.

(b) The AMHRR, including medical records for Soldiers that were formerly on AD and were released to the USAR from either AD or active duty for training (ADT) and that are presently members of the IRR, may be obtained from the Commander, U.S. Army Human Resources Command (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5306. Records for personnel that were formerly on AD and were discharged will be obtained from the Center Manager, National Personnel Records Center, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5306. See AR 25–1 for a detailed listing of records maintained at various records centers.

(2) *Reserve component personnel.* When records cannot be located, the training activity commander will prepare records per AR 600–8–104. Missing records or replacement copies for RC Soldiers will be requested as follows:

(a) For members of the ARNGUS—from the adjutant general of the state in which the Soldier’s Army National Guard unit is located.

(b) For members of the USAR—from the commander of the Army area in which the Soldier’s USAR unit is located.

3–3. Review of records and screening for special category personnel

a. Initial military/prior Service personnel. A thorough record review will be made to gather the information necessary for the assignment of basic Soldiers by name to AIT as prescribed by this regulation. This review will be completed before the date required for submission of the MILPC–17 (RI) Report. Interviews will be held when necessary to ensure the accuracy of information contained in the Soldier’s records. Personnel records will be examined to—

(1) Check for accuracy by utilizing all accessible databases (ATRRS, iPERMS, and/or request) for previously trained additional skill identifiers (ASIs) and/or skill qualifications identifiers (SQIs).

(2) Ensure that the aptitude area scores and other test scores have been properly entered in the Army’s automated personnel system.

(3) Ensure verification of clearance above that of secret claimed by Soldiers who are identified as personnel with RAU qualifications. Security managers must confirm that the Soldier did not have a 24-month break in service. Security managers must use JPAS to verify clearances. If the information is not in JPAS, a request for action is submitted through the Case Adjudication Tracking System Portal, requesting that DOD CAF verify eligibility with a different agency. Provide as much detail as possible in the request.

(4) Verify via JPAS that Soldiers have the proper security clearance eligibility; otherwise, verify that the SF 86 is in AMHRR and submit the request to the PSSP or installation security office to ensure security clearance eligibility is processed.

b. Personnel with civilian acquired skills. Personnel with usable CAS will be reported per this regulation and AR 601–210. Personnel who require certification earned through training will be assigned (attached if ARNGUS or USAR) to the AIT activity responsible for that training. Personnel who require only proficiency training will receive that training at their first permanent duty station.

c. Enlistment commitments.

(1) All commitments will be reported on the ATRRS TA display to enable the HRC to fulfill the Army’s agreement with the enlistee. Enlistment documents, orders published by a MEPS, and the REQUEST printout sheet will be reviewed to verify the enlistment agreement. These documents specify course numbers, class reporting dates, and the date that the Soldier should commence BCT, AIT, or OSUT and BAT. To prevent shortfalls at Service schools, it is necessary for the Soldier to arrive at the appropriate school on established class reporting dates. When a Soldier has been recycled during BT, leave will either be reduced or deferred entirely to ensure arrival at the Service school as scheduled. In these instances, an official statement of leave not granted, signed by the Soldier and the personnel officer, will be filed in the Soldier’s pay file folder. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment when no subsequent class reporting date is available.

(2) A review is done to verify that personnel who have the airborne, ranger, diver, or Special Forces enlistment options qualify for training and assignment. Trainees that no longer meet the medical qualifications for airborne, ranger, diver, or Special Forces must sign a waiver and post to iPERMs, prior to enlistment commitment change, on the ATRRS TA display.

The BCT/OSUT commander will administer the appropriate physical training test, per AR 350–1, and ensure that a medical examination has been accomplished, per AR 40–501.

d. Enlistment commitment for warrant officer flight training. Soldiers with an enlistment commitment for warrant officer flight training will undergo a type B medical examination as prescribed in AR 40–501. Forward the results to Commander, Medical Department Activity (ATZQ–MDMA–ER), Fort Rucker, AL 36360–5000.

(1) Soldiers will not be ordered to preflight training until they have been determined to be medically qualified by Commander, Medical Department Activity, Fort Rucker, AL 36360–5000. Every effort will be made to ensure that determination of medical fitness for flight training is obtained prior to the Soldier’s completion of BCT.

(2) Soldiers who do not meet Class I standards of medical fitness for flying and are disqualified by Commander, Medical Department Activity, Fort Rucker, AL 36360–5000, will request either discharge or retention per AR 635–200.

(a) Those who are medically qualified for retention under the provisions of AR 40–501 may elect to complete the period of Service for which they enlisted. These Soldiers will be afforded the opportunity to select a course for which qualified and for which quotas are available per AR 601–210.

(b) Soldiers requesting either discharge or retention will be processed per AR 635–200.

(3) If trainee volunteers for airborne while in IMT they will be administered a sickle cell test and the ear pressure test and the results will be annotated on the Electronic Health Record (EHR) as an addendum. Composite Health Care System has a checklist for airborne training, which will need to be reviewed upon completion of additional requirements, and if requirements have changed since entry into the Service they will be also listed on the EHR. The EHR will note whether the trainee meets all requirements for airborne training or is disqualified. Entry level physicals will remain current as long as trainee remains in the student status. The only required documents for airborne training will be the DD Form 2808 if original contract is airborne, ranger, or special forces, and will have the addendum attached if they volunteer while in training.

3–4. Unfulfilled enlistment agreements

If it appears that the enlistment agreement made to the Soldier cannot be fulfilled, the Soldier must be counseled regarding the right to submit a claim for an unfulfilled enlistment commitment and possible separation per AR 635–200.

a. Breach of contract does not exist if a Soldier is afforded training leading to the award of the MOS stated in their contract but the Soldier either fails the training or fails to qualify for the security clearance required for the training MOS.

b. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment. All requests for waiver must be voluntarily initiated, and the Soldier must be counseled regarding the meaning of a waiver. The fact that a Soldier has been counseled does not impose an obligation upon the Army to approve any claim of unfulfilled enlistment commitment. All enlistment commitment waivers must be posted to IPERMs prior to the change of enlistment commitment on the ATTRS TA display.

c. Counseling will be documented and accomplished by a qualified and responsible individual that has been identified and designated by the commander concerned.

d. Waivers will be prepared per AR 601–210. See figure 3–1 for a suggested waiver format that meets the requirements of AR 601–210.

e. Unfulfilled enlistment commitments detected during RECBN processing will be referred to the USAREC LNCO for resolution. Other training center commanders are encouraged to seek the advice and assistance of USAREC LNCO, if available on the installation.

f. Unfilled enlistment contracts detected after RECBN processing will be referred to Readiness Division, Enlisted Personnel Management Directorate, HRC.

I have been counseled regarding my unfulfilled enlistment commitment and voluntarily waive my enlistment commitment for Training in MOS 26Y and assignment to Korea made at the time of my enlistment of 31 December 2009. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and I will be required to complete the full term of service for which I enlisted.

(Signature)
(typed or printed name)
(Social Security Number)

(signature)
(typed or printed name and grade of witness duty title)

Note 1. Waivers will be prepared in three copies.

Original – Commander, USA Enlisted Evaluation Center (PCRE-PF), Fort Benjamin Harrison, IN 46249.

Duplicate copy – Attached to DD Form 4 in MPF (retained for term of enlistment).

Duplicate copy – Individual waiving enlistment commitment.

Note 2. Waivers will be witnessed by a commissioned officer, warrant officer, or a DA civilian designated as a personnel management officer.

Figure 3–1. Sample of a waiver format

Section II

Administrative Processing

3–5. Administrative processing actions

At a minimum, the administrative actions in table 3–1 will be completed before the Soldier completes BCT.

Step	Work center	Required action
1	TNST (trainee/student)	Review the contents of the AMHRR for correctness of data.
2		Establish basic active Service date and pay entry basic date for PS Soldiers, provided they have all necessary verification. This will ensure that Soldiers are properly paid and given credit for prior periods of AD.
3		Initiate security investigations when necessary. The USAREC PSSP will process those personnel who have enlisted for an MOS/enlistment option requiring secret or higher security clearance eligibility. The USAREC PSSP detachment will take action to ensure SSBIs are initiated for all MOSs requiring top secret security clearance eligibility, and any Soldier enlisting for Army Option 25 (Security Assignment Enlistment Option, Enlistment Codes LINS (Intelligence and Security Command), LCUN (Information Systems Command), and LSPC (Space Command). (Anyone enlisting for one of these options requires a top secret clearance and PSSP processing, regardless of MOS.)

**Table 3-1
Basic training administrative processing — Continued**

Step	Work center	Required action
4		Ensure that results of security investigations are posted to the enlisted record brief (ERB) and officer record brief, per AR 600 – 8 – 104. SF 86 will be filed in AMHRR per ARs 600 – 8 – 104 and 380 – 67. SF 86 contains information that cannot be found anywhere else in the AMHRR and is considered a part of the enlistment contract and will remain filed in the AMHRR.
5	TNST	If results of NACLCL investigations are not received by the end of the fifth week of BCT, initiate a tracer action in the form of a PRIORITY message to the PSSP or installation security office to ensure security clearance eligibility is processed. The message will include name, date and place of birth, SSN, date initiated, and type of investigation pending and forwarded to the PSSP or installation security office. For Soldiers that require a favorably completed NACLCL or higher investigation/clearance to enter a specified AIT or OSUT program, the message will also state the clearance required to enter (or continue) training and the date training is expected to commence. If a response has not been received by the end of BCT, a follow-up message will be prepared and forwarded to the PSSP or installation security office. A copy of the tracer will be filed as an action pending document in the AMHRR.
6	TNST	Review for final clearance. If a final clearance has not been granted by Commander, DOD CAF, an “interim” clearance may be granted per current Deputy Chief of Staff CS, G – 2 instructions. Ensure interim clearance and/or access is sufficient to satisfy associated administrative actions, to include award of MOS, and permanent change of station status for initial assignment prior to the Soldier’s shipment to first duty assignment.
7	TNST	Review for awarded MOS. If an MOS has been awarded, any bonus due as a result of an enlistment commitment will be paid upon arrival at the permanent duty station.
8	TNST	Review for denied clearance. If a final clearance is denied by DOD CAF and the MOS withdrawn, the responsible finance officer will recoup any bonus paid.
9	TNST	Review for preparation of replacement. If the MOS is awarded, the Soldier is qualified for individual preparation of replacement (POR) for overseas movement procedures, per AR 600 – 8 – 11 and AR 600 – 8 – 101. The only exception to this guidance will be those specific requisitions with a stated requirement for a final clearance. For those instances, special instructions will be included in HRC AIs. Concerns with completed NACLCL investigations should be addressed to the DOD CAF.
10	PUT (personnel unit training)	Review MODS/MEDPROS for an HIV antibody test document. If no record of testing exists or the pre-accession test is more than 6 months old, immediately schedule the Soldier for testing. HIV testing must be administered before the first 30 days of AD expires (see AR 600 – 110).
11	PUT	Review records to ensure dental examination or inspection has been conducted. If no record exists, schedule the Soldier for a dental examination or inspection (see AR 40 – 3).
12	PUT	Schedule the Soldier for an eye evaluation when none exists in the Armed forces Health Longitudinal Technology Application (AHLTA) medical record.
13	PUT	Review records to ensure record existence of tuberculin skin test. If no record exists, schedule the Soldier for testing. The date of the tuberculin skin test results reading should be recorded on SF 601 (Health Record-Immunization Record). A tuberculin skin test is normally administered at the RECBN; results of the test must reflect it has been read within 72 hours.
14	PUT	Issue CAC to AD Soldiers if not previously is-sued at the RECBN (see AR 600 – 8 – 14).
15	TNST	If review of the AMHRR indicates the Soldier has eligible Family members and an interview with the Soldier reveals that DD Form 1172 – 2 was not prepared at RECBN, prepare DD Form 1172 – 2. (See AR 600 – 8 – 14 for instructions on preparing and forwarding DD Form 1172 – 2.)
16	TNST	Screen Soldiers to see if Family members are eligible for enrollment in EFMP. Refer eligible Soldiers to the pediatric clinic at the hospital for initial counseling and enrollment.
17	PUT	Ensure that Soldiers are encouraged to prepare a DA Form 3955 (Change of Address and Directory Card), for dispatch to their next of kin, when executing forms for notifying correspondents of change of address.
18	PUT	Process recognition letters for outstanding Soldier accomplishment, such as honor graduate, highest basic rifle award, or highest physical training score.
19	TNST	Ensure DD Form 93 and VA Form SGLV 8286 are contained in the AMHRR and the information is current and correct. Ensure e-mail address(es) is/are included and updated with the Family address information on the DD Form 93.

Section III

Unit Processing

3-6. Unit processing actions

Unit processing at BCT will include the following areas listed in table 3-2.

Table 3–2**Unit processing**

Step	Work cen-	Required action
1	PUT	Explanation of unit organization.
2	PUT	Clothing check.
3	PUT	Issue of organizational clothing and equipment (other than those previously issued for health and comfort).
4	PUT	Marking of clothing.
5	PUT	Information pertaining to the wearing of the uniform.
6	PUT	Immunization and dental work.
7	PUT	Orientation–subject: Reading and explanation of specific articles of the Uniform Code of Military Justice (if not previously conducted at RECBN).
8	PUT	Orientation–subject: Code of Conduct (if not previously conducted) at RECBN (see AR 525 – 28).
9	PUT	Orientation–subject: Geneva and Hague Conventions (if not previously conducted at RECBN).
10	PUT	Orientation–subject: Benefits of an Honorable Discharge (if not previously conducted at RECBN).
11	PUT	Unit out-processing procedures.

3–7. Prior Service personnel

a. The PS personnel who enlist or are inducted into the AA will be required to undergo training as indicated below. All PS personnel will be reported to the HRC using the appropriate code for PS.

(1) Those with a break in Service of less than 3 years, who reenter for an MOS held during their previous enlistment, will be assigned directly to field units. Unit commanders will provide the necessary transition or refresher training.

(2) Those with a break in Service of less than 3 years who reenter for an MOS not previously held will receive AIT training in the new MOS. If AIT is taught in an OSUT mode, the Soldier will be programmed to report in sufficient time for appropriate processing and by the first day of the first week of the OSUT training cycle. Administer diagnostic testing to determine the appropriate integration point in the training cycle. Diagnostic testing will be accomplished prior to the start of training and will be based upon the basic entry and initial skill critical task required for skill level one MOS competence.

(3) Personnel who have completed IADT as members of the ARNGUS, USAR, IRR, or the U.S. Marine Corps Reserve (provided Service in a RC Troop Program Unit of the Army or Marine Corps terminated within 2 years of the date of current entry on AD with the Army) will be processed per paragraphs 3–8.

(4) Personnel who, immediately before entry in the RA, completed 2 or more consecutive years of satisfactory Service beyond IADT in a RC Troop Program unit of the U.S. Army or U.S. Marine Corps will be processed per paragraph 3–8. Satisfactory Service includes regular participation in unit paid drill assemblies and attendance at the 2 weeks' annual training periods.

b. The PS personnel who are accessed in an MOS previously awarded, and who are not required to undergo a complete BCT, AIT, or OSUT training cycle, will only receive refresher training necessary for POR qualification (see AR 600–8–101). Training will be programmed as soon as possible to allow immediate departure upon receipt of HRC AIs.

c. The PS Soldiers attending new MOS training will be processed per paragraph 3–24*b*.

d. Prior Service training.

(1) Reclassified and PS Soldiers must meet all course requirements for graduation (Army physical fitness test (APFT) and so forth) and are subject to IMT policies, unless otherwise stipulated in this regulation. Those Soldiers who are scheduled to report directly to a unit must pass the APFT at 60 points per event and 180 minimum total points.

(2) Commanders may take advantage of the experience and leadership abilities of reclassified and PS Soldiers, and use them to augment their cadre. However, the primary duty of reclassified and PS Soldiers is to attend training and become technically proficient in their new MOS.

(3) The PS NCOs in training may assist with IMT Soldiers with regular cadre oversight, after appropriate orientation and certification by the unit first sergeant and/or commander on TRADOC policy regarding leadership and treatment of IMT Soldiers. Use reclassified and PS Soldiers who are proficient in common tasks as demonstrators and AIs. Use reclassified and PS NCOs as assistant evaluators in training IMT Soldiers.

(4) There is no formal requirement for reclassified or PS Soldiers to receive reinforcement training on skills taught in BCT or the BCT portion of OSUT within IMT. However, AIT/OSUT commanders will evaluate each Soldier's proficiency in all areas (not just MOS subjects) and ensure training is provided, as required.

(5) Reclassified and PS Soldiers should not be billeted with IMT Soldiers, and when housed in a separate building, the IMT separate and secure requirements do not apply. If training locations cannot meet this provision, commanders may billet PS Soldiers in the same barracks complex as IMT Soldiers. These Soldiers will not be billeted on the same floor as IMT Soldiers, and commanders must comply with the separate and secure policies. Commanders are encouraged to integrate reclassified and PS personnel with IMT Soldiers during training, to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

e. Privileges for reclassified and PS personnel.

(1) Although reclassified Soldiers are subject to IMT policies and procedures, their privileges are the same as those of permanent party members of equal grade. They are treated with the dignity and respect due their grade.

(2) The unit commander determines specific privileges, based on such factors as grade, training performance, self-discipline, motivation, and conduct.

3–8. Training assignment reports

Soldier student management will report names to the HRC via ATRRS STRAMS–E functions for IMT and PS training Soldiers.

3–9. Evaluation during training (basic combat training, advanced individual training, and one station unit training)

a. Training records. A training record—DA Form 5286 (Individual Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT))—will be initiated for each Soldier and maintained at company level throughout the training period.

(1) Records initiation will be accomplished in the Army Training Management System – Course Manager. no later than the end of the second week of training.

(2) Training records will be saved and transferred electronically by using Army Training Management System – Course Manager (ATMS–CM) if a Soldier is recycled. If recycle occurs during the second week of training, or earlier, an Individual Training Record will be prepared digitally and transferred using ATMS–CM.

(3) Upon completion of BCT, part I of the training record will be digitally signed by the unit commander or training officer. The record will then be placed saved in ATMS–CM and a copy will be provided to the Soldier. For Reserve Component (RC) Soldiers participating in split 1 training, the training record will be saved in ATMS–CM and a copy will be provided to the Soldier.

(4) Part II of the training record is applicable during AIT at USATC in CONUS.

b. Physical limitations. Training commanders will ensure that Soldiers are physically capable of completing requirements of the appropriate ATP.

(1) Soldiers who are unable to continue training or complete minimum training requirements because of physical defects will be referred to the servicing MTF for medical evaluation per AR 40–501. Changes in the individual physical e-profile (DA Form 3349 – Physical Profile) for Soldiers that are considered medically ready will be recorded on the SRB.

(2) Soldiers that cannot continue BCT because of illness or injury of a temporary nature will be retained at the training activity until their physical condition permits them to resume training. Affected Soldiers will be attached and/or assigned to the WTRP rehabilitation section.

c. Emotional adjustment. Close contact will be maintained with the mental consultation service in handling problems and the prevention of mental disorders. Recommendations for changes to medical status will be obtained from this facility where problems of emotional adjustment are involved.

d. Evaluation of disqualification. Close and continued attention will be given by all personnel charged with training responsibility to quickly detect individuals who are unfit, untrainable, or otherwise unsuitable for military Service. Recycling policies will be as indicated in the appropriate ATP. Accordingly, during or upon completion of the BCT cycle, all company and similar unit commanders will review the progress of each Soldier and recommend elimination procedures to

the appropriate higher headquarters of all personnel considered unsuitable for military Service (see AR 635–200). Training activities will retain personnel for which separation has been recommended until final disposition of the case has been made by the reviewing authority. Failure to initiate proceedings for any Soldier before the completion of the BCT cycle will not preclude later action.

e. Processing individuals for separation. Soldiers being processed for separation except as specified in paragraph 3–4 of this regulation will continue in BCT until action has been completed. Soldiers that will complete BCT before a final decision has been made on their separation action will be processed in STRAMS–E with appropriate entries (ATRRS TC display). When possible, the Soldiers will be assigned to AIT at the installation where they are undergoing BCT.

f. Assignment of personnel to nuclear, chemical, or explosive ordnance duty positions. Close and continued attention will be given to the initial screening of Soldiers potentially qualified for AIT in an MOS requiring screening per AR 50–5 or AR 50–6.

Section IV

Training Assignments

3–10. Verifying training assignments

a. The BCT activity personnel service center will verify that the Soldier is qualified for the scheduled MOS training. Soldiers that are assigned to training for which they are not qualified will be immediately reported to HRC, AHRC–EPD (Defense Switched Network (DSN) 983–5862) for assistance and guidance.

b. Training assignments will be compared with enlistment agreements on file in the AMHRR to ensure that they are in agreement with the enlistment contract. Discrepancies will be immediately reported to HRC (AHRC–EPD) for assistance and guidance.

c. A training assignment will be generated and a reservation made in ATRRS for all personnel who are scheduled to undergo AIT. Personnel who are not scheduled to undergo AIT (for example, CAS and alternate training, Phase II) will not receive a training assignment. No change or substitution of training AI will be made by any commander, unless specifically authorized by HRC (AHRC–EPD).

d. Early identification of personnel ineligible for the training assignments issued will assist in ensuring that training seats do not go unfilled. Replacing unqualified personnel with qualified substitutes is not to be done by training centers. All changes to training assignment will be coordinated with HRC (AHRC–EPD).

3–11. Processing and verifying training assignments

The steps required for verifying training assignments are shown in table 3–3.

Step	Work	Required action
1	TNST	Verify if the Soldier is fully qualified for the training scheduled.
2	TNST	If the Soldier is assigned to training for which he or she is not qualified, report to Commander, HRC (AHRC – EPD), (DSN 983 – 5862) for guidance. If clearance will not be granted, initiate reclassification action in BCT. Do not send to original AIT.
3	TNST	Review the Soldier's enlistment agreements to ensure that the training scheduled does not conflict with enlistment agreements. Training assignments that conflict with enlistment agreements are to be immediately reported to HRC (AHRC – EPD – S)–EPD – S. For RC Soldiers, report them to the ARNGUS or USAR liaison NCO.
4	TNST	Ensure that assignments have been received for all personnel for that BCT start week.
5	TNST	If Soldier does not have a training assignment, immediately contact HRC (AHRC – EPD).

**Table 3 – 3
Processing and verifying training assignments — Continued**

Step	Work	Required action
6	TNST	Comply with MOS training AI; use ATRRS to obtain a new training reservation.
7	TNST	If a quota cannot be obtained through ATRRS, coordinate with HRC (AHRC – EPD) to obtain a new training assignment. Personnel will not be sent to AIT locations unless training reservations have been made.

Section V

Assignment of Personnel from Basic Combat Training

3–12. Orders preparation

Once a training assignment has been made in ATRRS, or determination that a Soldier is eligible for separation, orders will be prepared per AR 600–8–105. Commanders of BCT activities will follow the steps in table 3–4 when preparing training assignment orders.

**Table 3–4
Processing training assignments orders**

Step	Work	Required action
1	TNST	Ensure completed NACLC results are placed in the Soldier's AMHRR.
2	TNST	Assign BCT graduates to classified AIT when the Soldier is sufficiently cleared to start training. Personnel will not be retained at the BCT installation except for those scheduled for MOS training where first day access to classified material is required in the AIT/supervised on-the-job training (SOJT) phase.
3	TNST	If first day access to classified material in the AIT or SOJT phase is not required, ensure that the Soldier is transported to the AIT activity immediately upon completion of BCT. Initiate tracer action when necessary.
4	TNST	Issue orders per AR 600–8–105 assigning or attaching personnel to the training activity specified by HRC on the ATRRS reservation by student (RS) display.
5	TNST	Provide ARNGUS and USAR unit commanders with information copies of orders attaching RC IADT personnel to AIT; orders issued will include the Soldier's ARNGUS or USAR unit designation and location and the MOS in which the Soldier is to receive training.
6	TNST	Provide one copy of the attachment order to the USAR, ARNGUS, or IRR Soldiers, issued by the training activity. Commander of the Army area in which the USAR Soldier's unit is located, adjutant general of the state in which the ARNG US Soldier's unit is located, or Commander of U.S. Army Human Resources Command.
7	TNST	Provide one copy of the attachment order to the USAR, ARNGUS, or IRR Soldiers, issued by the training activity. Commander of the Army area in which the USAR Soldier's unit is located, adjutant general of the state in which the ARNG US Soldier's unit is located, or Commander of U.S. Army Human Resources Command.
8	TNST	Provide one copy of the attachment order to the USAR, ARNGUS, or IRR Soldiers, issued by the training activity. Commander of the Army area in which the USAR Soldier's unit is located, adjutant general of the state in which the ARNG US Soldier's unit is located, or Commander of U.S. Army Human Resources Command.

3-13. Training entries on personnel records

Training completed during BCT will be posted to personnel records per AR 600-8-104.

3-14. Records processing

Records will be processed per AR 600-8-104 and this regulation.

Section VI

Out Processing from Basic Combat Training

3-15. Trainee and/or student processing branch commander

Once training assignment orders have been published, the steps in table 3-5 will be used by the TSPC commander for out processing. Soldiers will be briefed prior to out processing, and the following factors will be emphasized:

- a. Rigid training schedules prevent extended visits away from the training installation.
- b. Housing near training installations may be unavailable, too costly or, in some areas, substandard.
- c. On-post quarters normally will not be available to Soldiers.
- d. There is a lack of on-post parking facilities at most installations.
- e. Public liability insurance coverage is required for PMVs operated on military installations.
- f. On-street overnight parking restrictions may exist in many communities near training installations.
- g. A high cost of private parking privileges and storage facilities in many communities near training installations is to be expected.
- h. Disposal of PMVs is a personal responsibility. Personnel will be advised that abandoning PMVs upon departure from the installation is not proper disposal.
- i. First unit of assignment will be issued while the Soldier is undergoing AIT or is in the MOS training phase of OSUT. The RA Soldiers who do not have a station of choice enlistment option are subject to assignment worldwide, following MOS training. Assignments are issued by HRC per enlistment commitments and the needs of the Army. Assignment to an installation for AIT is for training only and does not mean the Soldier will be assigned to that installation after completing training.

Table 3 - 5
Out processing from basic combat training

Step	Work center	Required action
1	PUT	Emphasize to Soldiers that are hand carrying their AMHRR to the gaining organization (in the case of RC personnel to their home unit) the importance of safeguarding the AMHRR (see AR 600 - 8 - 104).
2	PUT	Brief each Soldier that taking Family members, PMVs, and household goods to AIT activities may cause him or her financial hardship, place a severe hardship upon Family members, and interfere with training and movement to the first unit of assignment.
3	PUT	Include the above mentioned verbiage, in step 2, to each Soldier's orders.
4	PUT	Advise Soldiers to resettle their Family members and make suitable disposition of vehicles and household goods (HHGs) when entering AIT. The BCT graduates will not move HHGs and Family to AIT installation if training is less than 20 weeks. Only students in training over 20 weeks may relocate Family, HHGs,
5	PUT	Inform all personnel except RC personnel that they are subject to overseas service, regardless of their initial assignments within CONUS.
6	PUT	Ensure that AMHRR is accurate and complete, and current prior to departure. Ensure email address(es) is/are included/updated with the Family address information on the DD Form 93.

3-16. Leave

Leave may be granted per AR 600-8-10, providing it does not conflict with scheduled AIT report date. In the event leave would delay the Soldier in arriving for training on the date specified, leave will not be granted.

Section VII

Processing During Advanced Individual Training

3-17. Overview

- a. The purpose of AIT is to develop the skills and knowledge necessary to enable a Soldier to participate as an effective member of a unit. Training will be conducted under the prescribed MOS subject schedule, or program of instruction, for each specialty.

b. Commanders of training activities, including Army and DOD Service schools, will ensure that all Soldiers are trained in the MOS and/or language directed by HQDA.

c. The Trainee/Student Processing Branch (TSPB) will review the training assignment contained in the Soldier's training record and receive the Soldier by updating the ATRRS TA display. Any conflicts with enlistment agreements will be reported to HRC for resolution. If a Soldier is placed in a casual status awaiting start of training and will remain in that status in excess of 10 days, HRC (AHRC-EPD) will be notified immediately.

3-18. Advanced individual training in processing

a. When a Soldier arrives for AIT or for follow-on training at an installation other than that where BCT was conducted, a commander's welcome brief and general orientation will be performed. Subjects will include, but not be limited to, those listed in table 3-6.

b. Soldiers will be identified who possess skills or knowledge that would be attained through completion of the scheduled course. These Soldiers may be enrolled in the course to obtain familiarity with Army nomenclature, or they may be accelerated in training. MOS will be awarded to personnel considered fully qualified. Requests for AIs for these Soldiers will be prepared and submitted to HRC via STRAMS-E. Post appropriate graduation date, assignment availability date, and assignment available code on ATRRS TA display.

c. Personnel that report to a training activity other than the one specified by the ATRRS RS display may be retained at that installation for training, if the MOS specified on the ATRRS RS display is conducted at that installation and a training space is available. If the installation does not conduct training in the MOS, contact HRC (AHRC-EPD), DSN 983-5862, for disposition instructions. TSPB will provide on a weekly basis an excel report of hold-unders and/or inactive hold-overs, annotating at a minimum: name, rank, MOS, SSN, component code, installation, language, date of graduation, enlistment commitment, reason for hold-under status, and date of arrival to unit.

Table 3 - 6
Advanced individual training in processing

Step	Work center	Required action
1	PUT	Ensure a welcome by the commander, or designated representative, assisted by other personnel, as appropriate.
2	PUT	Brief the Soldier about the mission of the activity.
3	PUT	Conduct Safety Training and brief the Soldier about conduct and discipline on and off post (post regulations).
4	PUT	Brief the Soldier about passes and leave, included information on TRIPS (Travel Reporting/Information/Planning System).
5	PUT	Brief the Soldier about information pertaining to the wearing of the uniform.
6	PUT	Brief the Soldier on the Married Army Couples Program (MACP) policy. Refer the Soldier to the Trainee/Student Processing Branch if he or she desires to submit an application for enrollment for joint domicile (JD) consideration.
7	PUT	Conduct chaplain's orientation and explain Red Cross and Army Emergency Relief services.
8	PUT	Provide the Soldier with information about local post facilities, special services, and recreation facilities.
9	TNST	Review the SRB and other records within 48 hours after start of the AIT course to ensure input of qualified personnel.
10	TNST	Screen the AMHRR for NACLCL results or BCT end-of-cycle NACLCL message request.
11	TNST	If the AMHRR does not contain NACLCL results, verify the results in JPAS.
12	PUT	Conduct physical inspection, when required.
13	PUT	Assist with personal affairs.
14	TNST	Assist with pay matters, including processing of travel vouchers and recoupment of advance travel payments, when appropriate.
15	TNST	Assign training company and company processing.
16	TNST	Report each Soldier's arrival in the electronic military personnel office (eMILPO) and input training via ATRRS.
17	TNST	Ensure that the DD Form 93 and VA Form SGLV 8286 are contained in the AMHRR, and that the information is current and correct.
18	TNST	Brief the Soldier on the EFMP procedures and policies.

3-19. Reserve component initial active duty for training personnel

These Soldiers will be processed and trained in the same manner as other Soldiers. In the event of a class overfill, RC personnel with training reservations verified by STRAMS-E and/or ATRRS will be entered into training ahead of all other

personnel. Overfills will be reported telephonically to HRC (AHRC-EPD). Soldiers placed on hold because of class overfill of a previous class will be entered into the next class ahead of all others, regardless of component. If no class is scheduled within 14 days, notify HRC (AHRC-EPD), telephonically, DSN 983-5862.

3-20. Supervised on-the-job training

- a. The training activity commander will enter into SOJT only those Soldiers designated by HRC.
- b. The SOJT will not be used for the purpose of augmenting the training activity's cadre or for the performance of details or other tasks not directly associated with the MOS for which the Soldier is being trained.

3-21. Assignment reports

Personnel undergoing AIT will be reported by name to HRC per procedures contained in this regulation.

3-22. Academic recycling and reassignment to complete advanced individual training

- a. Academic recycling will be conducted as follows:
 - (1) For courses less than 8 weeks in duration, Soldiers that are expected to qualify in an MOS with a minimum of additional training may be recycled one time, for 2 weeks, for additional training, or receive extended training time in specific subjects to meet acceptable MOS qualification standards, providing such action will not cause class overfill.
 - (2) For courses longer than 8 weeks, not more than two academic recycles of 2 weeks each are permitted, only one of which can be during the last 6 weeks of the course. Exceptions may be granted by training center commanders in exceptional cases where the Soldier can be reasonably expected to complete training providing such action will not cause class overfill.
 - (3) Except for unusual circumstances, academic recycles will be limited to a total of 2 weeks for any Soldier in any course of instruction of 8 weeks or less. Exceptions may be granted as stated in paragraph 3-23a.
- b. Soldiers who are unable to complete MOS training will be processed per paragraph 3-24.
- c. Soldiers who are placed on a casual status while in training, because of temporary disabling e-profiles, will be allowed 30 days in which to become fit for training. At the end of the 30-day period and before any reassignment action, a medical doctor will evaluate the Soldier and certify whether he or she is ready to resume training. Soldiers that are not determined to be medically fit to resume training at the end of 30 days will be reported to HRC (AHRC-EPD). Refer to chapter 8 for disposition and processing of all casual status trainees.
 - (1) Casual status will be reported to HRC monthly, no later than the 20th day of each month.
 - (2) The monthly report will identify Soldiers as medically fit to resume training, not medically fit to resume training and being processed for separation (including Soldiers in the WTRP), or referred to the WTRP for rehabilitation (see chap 8).

3-23. Retraining in another military occupational specialty

- a. Soldiers who are not qualified for enlistment commitments will be advised of alternate options for which they are qualified and training quotas are available. Soldiers who elect an alternate option will be reported to HRC for a training seat. If they are not eligible for another option, or if a quota is not available, counsel as required by paragraph 3-4. If the Soldier is not qualified due to medical reasons, he or she will be given the option to file for unfulfilled contract under paragraph 3-4 (see also app E).
- b. Soldiers that are unable to complete MOS training will be processed as follows:
 - (1) After the first MOS training failure—
 - (a) The training unit commander will make a recommendation for retention in the Service, or separation, within 2 workdays following relief from training.
 - (b) Recommendation for retention will be forwarded to the TSPC no later than 3 workdays following relief from training. Recommendations for retention of RA Soldiers will include the skill in which the Soldier prefers training. Recommendations for retention of RC personnel will be processed through the RC liaison NCO for determination of skills required by the RC unit for which the Soldier is qualified.
 - (c) The TSPB will not, under any circumstance, reclassify an RA Soldier without prior approval from HRC (AHRC-EPD). The TSPB will obtain a retraining reservation via the STRAMS-E/ATRRS retraining module (ATRRS TS, on the IMT MOS selection screen, display). If a retraining seat is not available, notify HRC (AHRC-EPD).
 - (d) Recommendations for separation will be initiated within 7 calendar days following relief from training.
 - (2) Those Soldiers who fail their retraining MOS assignment will be processed for separation from the Service. Recommendation for separation will be initiated within 7 calendar days, following determination that the Soldier will be unable to complete training (see AR 635-200). Exceptions to the above will be addressed to HRC (AHRC-EPD).

(3) Soldiers who fail to complete more sophisticated MOS training and are recommended for retention in the Army will normally be considered for assignment in a feeder MOS; however, when there are no valid requirements for the feeder MOS, the Soldier will be retrained against the Army's requirements. PS personnel attending MOS training who fail to qualify in their training MOS will be reported via electronic message to HRC (AHRC-EPD).

c. New training assignments for Soldiers who fail to complete their initial training assignment will be obtained per the following:

(1) Training prerequisites will not be waived without authority from HRC (AHRC-EPD). This is necessary, because Soldiers who are assigned to training for which they do not meet all prerequisites are normally at a severe disadvantage when compared to the rest of the class.

(2) Soldiers should be considered for assignment to training they prefer and for which they have been recommended by the training activity commander, provided that a training space is available and that they meet the prerequisites for that training. If a retraining reservation cannot be made in an MOS requested by the Soldier or recommended by the unit commander, a reservation will be made in an MOS for which the Soldier is qualified and a training seat is available.

(3) Soldiers who had enlistment agreements for training or assignment that required special security clearances, and who still qualify for that clearance, will be considered for assignment to retraining in an MOS requiring such clearances whenever possible. Quotas for MOS training where higher level security clearance is required will be reported to HRC (AHRC-EPD) for assignment.

(4) Soldiers who have volunteered for Special Forces, ranger, and/or airborne training and who still qualify for this training, will be considered for assignment to an MOS that can be used in these special organizations.

(5) Soldiers who fail to qualify for an MOS due to typing difficulty will not be reassigned to another course that requires qualification as a typist.

d. Soldiers will not be held at training centers more than 15 working days beyond the date released from training without prior approval from HRC (AHRC-EPD).

3-24. Awarding military occupational specialty and posting personnel records

a. Ensure that Soldiers have qualified in the MOS before award. Soldiers completing AIT will be awarded an MOS per the criteria prescribed in DA Pam 611-21.

b. Post the AMHRR per AR 600-8-104.

c. Ensure that copies of MOS award orders are included in all RC Soldiers' AMHRRs and returned to their units.

3-25. Assignment of personnel

a. Upon receipt of HRC AIs, or approval of discharge by the discharge authority, orders will be prepared per AR 600-8-105. Specific assignments and appropriate strength accounting to be accomplished in each instance are contained in this regulation. Immediately upon receipt of AIs, the AIT and Service school commanders will request PSIs for Soldiers who's AIs require a PSI of a scope greater than a NACLC suitability investigation, if the investigation has not previously been requested (see AR 600-8-11). A copy of the request will be filed in the Soldier's AMHRR. Soldiers will not be retained at the AIT activity or Service school, pending receipt of the results of the security investigation, unless specifically directed by HRC (AHRC-EPF-A).

b. The DD Form 771 (Eyewear Prescription) for protective field mask spectacle inserts (AR 40-63 or as indicated in item 62 of DD Form 2808 (Report of Medical Examination)) will be prepared for all Soldiers who wear glasses.

c. All trainees with airborne contracts, or who are airborne qualified from previous Service must be assigned to an airborne position for 36 months prior to assignment to a nonairborne unit unless medically disqualified.

3-26. Out processing from advanced individual training

Soldiers will not be retained beyond training completion for the purpose of out processing.

a. All AMHRRs will be checked for accuracy and completeness. Disposition of personnel records will be per AR 600-8-104.

b. Soldiers will be given an opportunity to settle personal affairs, as required, during the final week of training.

c. Upon receipt of assignment orders, personnel will be given the opportunity to request partial pay, advance pay, and/or advance travel allowances, as appropriate.

d. Soldiers who do not meet the requirements of AR 50-5 or AR 50-6 will be reported to HRC (AHRC-EPF-A) for disposition instructions.

e. Unless specifically directed by HRC (AHRC-EPF-A), initial military training Soldiers completing AIT and/or OSUT are to be held at the training site until receipt of a favorable completed NACLC.

Section VIII

Special Processing for Army National Guard of the United States and U.S. Army Reserve Personnel

3–27. Retraining policy

a. Personnel who are unable to complete their initial MOS training will be evaluated by their training unit commander, and those personnel recommended for retraining will be interviewed and evaluated by the RC liaison NCO. (The interview will be done by the personnel management officer when the RC liaison NCO is not available). Disposition will be made as follows:

- (1) Personnel not recommended for retraining by their training unit commander will be separated.
- (2) The reserve unit will be contacted by the training activity to determine three recommended alternate training MOSs if alternate training was not identified on AD orders in the AMHRR. Personnel will be retrained in an MOS that is authorized in their ARNGUS or USAR units and for which a retraining space is available. If there is no position in another MOS in that unit for which an ARNGUS Soldier can be trained, the state headquarters may identify another unit with an MOS in which the Soldier can be trained.
- (3) The ARNGUS and USAR personnel who are unable to qualify for an MOS after two training assignments will be separated from the Service per AR 635–200 or other appropriate authority.

b. The ARNGUS and USAR personnel reporting for IADT must have documentation recording a test for HIV antibody within the previous 6 months. The absence of documentation recording the test will necessitate an immediate screening for HIV antibody before the first 30 days of AD expire.

3–28. Applicatory training

Applicatory training is a phase of IADT where certain RC Soldiers undergo SOJT in their MOS in an AA table of organization and equipment (TOE) or table of distribution and allowances (TDA) unit, after completing AIT (or BCT when qualified by virtue of CAS), until their IADT expires. This training provides practical experience, not qualification, in the MOS. Applicatory training normally happens at the same installation where AIT or BCT was given and will be conducted under the appropriate ATP.

3–29. Out processing

a. Reserve component IADT personnel may be released from AD for training at a date that, including travel time to the place from which ordered to AD for training, will be not less than 12 consecutive weeks from the date the Soldier entered on IADT. This also depends on the time required to qualify the Soldier in the desired MOS, except as indicated below.

b. Extensions for RC IADT (see AR 600–8–4) personnel for—

(1) *Commander's evaluation.* Commanders will continually evaluate the Soldier's progress and recycle when appropriate. A Soldier may be recycled as prescribed in paragraph 3–29. Care must be taken to ensure that the Soldier will complete the course during IADT. If the course cannot be completed during IADT, the Soldier will be retained to complete the training per the training agreement. The training activity commander will amend orders extending the Soldier's IADT for the period required to complete training (for ARNGUS personnel, see NGB Form 21 (Annex A–DD Form 4–Enlistment/Reenlistment Agreement–Army National Guard)).

(2) *Emergency re-administering of medical examination.* This extension will be made when it is considered to be in the best interest of the Service but only with the consent of the Soldier. For ARNGUS personnel, this extension must be approved by the appropriate state adjutant general. When approval is received to extend a Soldier to re-administer a medical examination, amend orders and distribute a copy to each headquarters concerned. Five copies of the amended orders will be sent to the state adjutant general or training activity commander that issued the original IADT orders.

(3) *Line of duty determination, physical disability out processing, medical care, or hospitalization.* A complete line of duty investigation will be completed on all members of the ARNGUS and USAR who are injured, or become ill, or otherwise require medical care during IADT. Notification of retention will be furnished to the state adjutant general for ARNGUS Soldiers, or the commander who issued the original IADT orders for USAR personnel, by the training activity commander (by the hospital commander when the Soldier is a patient in a hospital) stating the reason for retention per AR 635–200.

c. The CONUS residents will be out processed at the training activity as follows:

- (1) *Medical examination.* If required, a medical examination will be administered (see AR 40–501).
- (2) *Preparation of DD Form 214.* The DD Form 214 (Certificate of Release or Discharge from Active Duty) will be prepared per AR 635–8.
- (3) *Group orientation.* The orientation will include, as a minimum, information on the following items:
 - (a) Remaining Service obligation (see AR 135–91).

- (b) Soldier must be provided the DD Form 214 prior to departure.
 - (c) Advising against discarding orientation materials since this material contains information of importance.
 - (d) Information on the opportunity to purchase short-term health insurance coverage. (Persons being separated after not less than 12 weeks of IADT may be given an opportunity to purchase short-term health insurance coverage.)
- (4) *Clothing and equipment inventory.* A complete inventory of clothing and equipment items will be made at in processing. Any shortages must be obtained within 15 days. The statement required by AR 700–84 will be recorded on DA Form 3078. The statement will be signed by the Soldier before release from IADT.
- (5) *Departure Army Military Human Resource Records Management review.* Each Soldier’s personnel records will be examined for completeness and accuracy. Errors or omissions will be corrected immediately.
- (6) *Final pay.* Final payment of all pay and allowances will be made per AR 37–104–4.
- (7) *Identification cards.*
- (a) The DD Form 2S (Armed Forces of the United States Geneva Conventions Identification Card) (Reserve) will be issued to all reserve component Soldiers who are returning to IRR status..
 - (b) The DD Form 1173 (Uniformed Services Identification and Privilege Card) will be obtained from the Soldier, where applicable.
 - (d) Non-CONUS residents will be processed for separation as prescribed in AR 635–8.

Section IX

Assignment and Strength Accounting at Training Centers

3–30. Overview

Training unit commanders will ensure that—

- a. Personnel are reported on eMILPO with a derivative unit identification code and/or unit processing code, with a “TR” status code.
- b. Each Soldier’s SRB will be posted per AR 600–8–104.
- c. Orders that are published that assign personnel are per instructions received from HRC (AHRC–EPF–A).

3–31. Assignment of Soldiers

- a. Assign (or further attach) Soldiers identified for separation as follows:
 - (1) All CONUS residents will be assigned (or further attached) to the on-post transfer activity for separation processing.
 - (2) All non-CONUS residents will be processed per AR 635–8.
- b. All IMT personnel requiring additional training will be assigned (attached if ARNGUS or USAR) to the AIT activity specified on the ATRRS display. Soldiers who have completed BCT will not be retained at the BCT activity without prior approval from the Commander, HRC (unless authorized by this regulation).
- c. Initial military training personnel with an airborne training enlistment commitment will take the standard APFT per FM 7–22 (17 to 21 year old category criteria regardless of the applicant’s age). All Soldiers must achieve a minimum score of 60 points in each APFT event (sit-ups, push-ups, and 2–mile run) and should prepare to run 3 to 5 miles at a 9–minute mile pace (seasonally adjusted for the heat category) prior to BAT.
 - (1) The APFT will be administered per the following criteria:
 - (a) For OSUT and/or AIT, administer the APFT 2 weeks prior to completion of training.
 - (b) For MOS 92R10, administer the APFT during the BCT’s seventh week.
 - (2) For MOS 92R10, the training path is: BCT, Airborne Orientation Course (AOC), BAT, and 92R10. The AOC Soldiers will be administered a record APFT and a 4 to 5 mile validation run, as appropriate, according to FM 7–22. The validation run will be conducted at 9–minute mile pace for 3 to 5 miles, seasonally adjusted to the heat category risk. The AOC graduation requirements are scoring 60 points in each APFT event, using the 17 to 21 year old age group criteria and completing the validation run. The 92R personnel who consistently fail to meet the airborne training APFT standards anywhere in the training path, or who wish to change their MOS, will have their MOS contract renegotiated if otherwise qualified and recommended for retention.
 - (3) The IMT Soldiers will not be granted leave between OSUT, AIT (BCT if MOS 92R10), AOC, and BAT.
 - (4) Personnel who fail to meet BAT APFT qualifications and are otherwise qualified for retention on AD will be reported to HRC by updating the ATRRS individual training status (“TC”) display to obtain a nonairborne assignment. These personnel will not be reported by message or telephonically to obtain nonairborne assignments.

Chapter 4 Control and Distribution of Soldiers—

4–1. Scope

a. The MILPC–17 (R1) report provides HRC with personal information necessary to assign RA and RC personnel to AIT and to assign RA personnel to first units of assignment following IMT. Input is prepared by commanders of RECBN and training activities and submitted by the training activity TSPCs. The MILPC–17 (R1) information is used by HRC to—

- (1) Identify the quantity and quality of personnel in the training base.
- (2) Select and assign individuals to training.
- (3) Identify RA personnel for assignment to RA TOE or TDA units following completion of training.
- (4) Monitor and assign ARNGUS and USAR personnel during IADT.

b. The RA and RC personnel who undergo BCT and MOS training are subject to assignment by Commander, HRC. The PS personnel, processed through a RECBN, who do not require further training are assigned according to orders issued by a MEPS.

c. In-Service Soldiers attending courses of instruction in a permanent change of station, temporary duty, or ADT status at Army Service schools will be processed per AR 614–200 (for example, individual reenlistment without a break in Service for training in another MOS). These in-Service Soldiers are not considered as part of the initial training population.

4–2. Objectives of the report

The MILPC–17 (R1) report—

a. Establishes and maintains master records for RA, ARNGUS, and USAR personnel. Each record contains the name of each Soldier in the training base and all other information required to establish control and distribution programs. This includes—

- (1) Creating a record for each Soldier that enters the training base.
- (2) Updating enlisted personnel data records.
- (3) Providing AI for RA personnel completing IMT.

b. Monitors each Soldier’s progress through training and initiates assignment and control actions when required.

(1) Upon arrival at the TSPC, a Soldier’s data are entered into the ATRRS TA display, and a reservation is made at BCT and AIT. Information from ATRRS will be used to update the Soldiers’ records in the TAPDB. Assignment instructions are issued for AIT Soldiers based on information furnished regarding enlistment commitments, and eligibility for training and assignment to a permanent unit (CAS and OSUT personnel).

(2) Assignment instructions are issued for RA personnel to proceed to units, or to further training. First unit AIs are processed and forwarded to the losing and gaining commands within the third week of AIT.

c. Assists HQDA, TRADOC, and training activities in managing training requirements.

4–3. Army Personnel Soldier records

Soldier records are essential parts of the prompt and accurate processing of training assignments and issuance of first unit assignments (see table 4–1). Information from ATRRS will be used to update the Soldiers’ training information within Enlisted Distribution and Assignment System (EDAS). The TSPCs ensure that the information entered into ATRRS is verified for accuracy, prompt reporting of changes in each Soldier’s status, and corrections to previously reported information to HRC.

Table 4–1
Soldier records

Record: Initial Input to ATRRS (TA display).

Prepared by: Soldier/Student Processing Branch.

Verified and reported by: Soldier/Student Processing Branch.

Purpose: To initiate a record on every Soldier that enters the training base, to include those Soldiers entering ESL, WTRP, or FAST training.

Record: ATRRS TC Display.

Prepared by: Soldier/Student Processing Branch

Verified and reported by: Soldier/Student Processing Branch.

Purpose: To report a Soldier that will be unable to comply with issued training or permanent unit AI as a result of any type of administrative action.

Notes:

¹ Personnel arriving at an installation based upon reenlistment option (reenlisted without a break in Service) or based upon an approved application for school training will not be reported to HRC via STRAMS–E.

4-4. Locally provided information

Training activity commanders may provide supplemental information by message at any time necessary to ensure proper control, assignment, and utilization of Soldiers when a situation exists where information reporting is not provided for in other procedures.

4-5. Processing during periods of mobilization

Until policies are changed, processing of the MILPC-17 (R1) report will remain unchanged during periods of mobilization.

Chapter 5

Management of Losing and Gaining Command Assignments

5-1. Scope

This chapter provides policies to be followed by the processing center (PC) when processing HRC AIs and provides information for gaining commander pertaining to all AIT personnel projected for assignment to their installation and/or Army command.

5-2. Assignment processing

The Commander, HRC, will provide first permanent party unit AI to the training activity PC in the form of EDAS AIs.

a. The EDAS AIs for RA Soldiers undergoing AIT will normally be transmitted the week following input of a Soldier's arrival into ATRRS from an AIT activity, unless the reported graduation date is more than 150 days beyond the date the Soldier's input is made into ATRRS. (Assignments for these personnel will be initiated when the reported graduation date is less than 150 days.) All Soldiers must be reported upon arrival, per chapter 4, to provide accountability of the Soldier and present information essential for projection of personnel in the training base.

b. Within 3 workdays following receipt of AI, the TSPC will—

(1) Verify AI received does not conflict with enlistment agreements contained in the AMHRR. If there is a conflict, immediate corrective action will be initiated. Data changes will be submitted in ATRRS.

(2) Ensure assignment information is passed to training units, to ensure notification of assignment is received by the Soldier within 5 workdays following receipt of assignment information by the TSPC. (Assignments that are in conflict with enlistment agreements will not be passed to the training unit but will be processed as required in para 5-2b(1).)

c. Within 2 workdays of receipt, USATC commanders will ensure that individuals are informed of AI received.

d. The EDAS AIs for Soldiers reported as undergoing OSUT or as possessing CAS will normally be processed the week following the ATRRS arrival input from the training activity. If EDAS AIs are not received for these personnel within 15 days from graduation, the PC will telephonically contact HRC (AHRC-EPD) for guidance, DSN 983-5862.

e. The TSPC ensures that AIs are received for all personnel in a timely manner. If an AI is not received by 15 days before graduation, telephonically contact AHRC-EPD for guidance at DSN 983-5862.

f. If a Soldier is within 15 days of the training graduation date and an AI has not been received, report the Soldier as immediately available (IA) per procedures contained in paragraph 6-2 of this regulation. Personnel with more than 15 days from training completion date will not have an assignment requested by message.

g. Trainees in receipt of assignment instructions and processed through transportation and port call cannot be recruited by any special category unit or training (Old Guard, Airborne, and Army Marksman). An exception to policy will be processed through HRC (AHRC-EPD).

5-3. Deletion and deferment

a. Personnel not eligible for an assignment will be reported by updating the ATRRS TA display.

b. Personnel with AI, and delayed less than 60 days beyond original arrival month, will be reported by updating the ATRRS TA display. If personnel with AI are delayed for more than 60 days beyond the original arrival month, update the ATRRS TA display with the corrected graduation date to obtain a verification of the assignment or new AI.

5-4. Gaining command assignments

Advanced notification of AIT personnel scheduled for assignment is provided to the Military Personnel Division (MPD) Personnel Information System Processing Activity servicing the gaining unit, through the EDAS. The EDAS is to be used by gaining commanders to project arrival of AIT students at their first unit of assignment and coordinate sponsorship for incoming AIT students per AR 600-8-8.

Chapter 6 Special Actions and Programs

6–1. Scope

This chapter describes special programs available to Soldiers and to training activities. Applications for personnel actions available to Soldiers that are not specifically addressed in this chapter, but that the Soldier qualifies for under the applicable Army regulation, will be submitted to Commander, HRC (AHRC–EPD), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

6–2. Reporting of immediately available personnel

a. Immediately available personnel, as defined in AR 614–200, are those Soldiers who are available for a first unit assignment, without additional training assignments, and who cannot be processed using normal reporting procedures outlined in chapter 4. Soldiers to be reported to HRC (AHRC–EPD) as IA include—

- (1) Soldiers who are within 15 days of projected graduation from AIT and are not in receipt of AI.
- (2) Soldiers who have received AI and do not meet prerequisites for that assignment (for example, not eligible for clearance required).
- (3) Soldiers who are released from officer candidate school. Refer to AR 601–280 and AR 601–210 for processing and disposition guidelines of course failures.

(4) Soldiers who are released from the U.S. Army Military Academy, to include the U.S. Army Military Academy Preparatory School. Refer to AR 601–280 and AR 601–210 for processing and disposition guidelines of course failures.

b. All IA Soldiers will be reported to HRC through ATRRS, email, facsimile, or by telephone to AHRC–EPD, DSN 983–5862, for an immediate assignment. When reporting IA Soldiers through ATRRS, enter the appropriate assignment availability date to generate an EDAS transaction for assignment processing.

6–3. Exchange assignments

a. The USATC commanders are authorized to process requests for exchange of assignments between Soldiers going to their first permanent unit following AIT, when extenuating circumstances or hardship conditions exist that do not meet criteria established in AR 614–200 for compassionate reassignment. The following additional conditions must be met:

- (1) Both Soldiers must—
 - (a) Have the same skill qualifications (that is, MOS, SQI, ASI, and skill level).
 - (b) Waive any enlistment commitment that guarantees a unit or station of choice.
 - (c) Be able to arrive at the new duty station as required in the AI (arrival month must be the same for both Soldiers).
 - (d) Be able to meet all special requirements for the assignment (for example, POR, AR 50–5, security investigation completed, and clearance issued if required).
 - (e) Be Soldiers. Exchange of assignments will not be approved between Soldiers and permanent party personnel.
- (2) The Soldier that agrees to exchange of assignment will not submit a separate request but will provide a statement agreeing to the exchange assignment and, if applicable, waive any enlistment commitment for a first unit of assignment. The statement agreeing to an exchange assignment and waiver of enlistment commitments will be attached as enclosures to the request submitted to HRC. If the request for exchange assignment is approved, waiver of enlistment agreements must be completed prior to issuance of assignment orders (see fig 3–1 for sample format for waiver of enlistment agreements).

b. Requests for exchange assignment must be forwarded to arrive at HRC (AHRC–EPD) no later than 15 days before completing MOS training, for both parties. Personnel will not be retained at training centers solely to submit an application for exchange assignment.

c. Other requirements deemed necessary by the commander of the training activity and/or training center to ensure timely processing of requests and issuance of orders (for example, time limits for acceptance of request from Soldiers may vary and will be established to satisfy local processing requirements).

d. Approval authority is Commander, HRC. Only those requests that are recommended for approval by the training center commander will be forwarded to Commander, HRC (AHRC–EPD).

e. The TSPC will revoke original assignment orders and issue new assignment orders according to AIs received from HRC. Distribution of orders will be per AR 600–8–105.

6–4. Married Army Couples Program

a. Requests for assignment under the MACP submitted by IMT Soldiers will be processed per table 6–1. Request will be submitted upon arrival at AIT and/or OSUT if Soldiers marry while in BCT or as soon as possible after marriage if Soldiers marry while in AIT and/or OSUT (see AR 614–200 for guidance on the assignment of married Service couples).

b. The IMT Soldiers in AIT must apply for enrollment in the MACP to receive first unit assignment JD consideration. Enrollment will automatically provide the IMT Soldiers JD consideration with the spouse or to the spouse’s location (if married to a permanent party member) prior to completion of training. Those AIT Soldiers who marry near or after graduation and have not proceeded to their first unit of assignment are still eligible to apply for enrollment in the MACP or for JD consideration.

c. All IMT Soldiers who are married to a Servicemember in the Air Force, Navy, Marine Corps, Coast Guard, or a RC are not eligible for enrollment in the MACP for automatic JD consideration. Soldiers in this category may still participate in the program by submitting a DA Form 4187 (Personnel Action) to HRC (AHRC–EPD) for first unit JD assignment consideration with their spouse. A spouse serving in a RC must have been called to AD for 1 year or more, for the IMT Soldier to be eligible to apply for JD consideration.

d. Enrollment application rules follow:

(1) Only one Soldier will apply for a joint assignment when both Soldiers are attending AIT at the same installation. If both Soldiers have enlistment commitments, one or both Soldiers may need to waive their commitment.

(2) When an IMT Soldier’s spouse is a permanent party member, both Soldiers must apply for enrollment. If properly enrolled, the IMT Soldier will receive JD consideration for assignment to the spouse’s location.

(3) When an IMT Soldier and spouse are attending AIT at different training installations, both Soldiers must apply for enrollment at their respective AIT stations. Both applications must contain each other’s name, SSN, training MOS, and scheduled graduation date, if known. If both Soldiers have approximately the same graduation date, both will be considered for assignment to the same location. If one Soldier graduates ahead of the other, the remaining Soldier will receive consideration for a JD assignment to the spouse’s location.

(4) When both Soldiers are attending AIT at the same training installation, only one Soldier has to apply for enrollment. The application must include the spouse’s name, SSN, MOS, and scheduled graduation date. The TNST office will enroll both Soldiers in the MACP per table 6–1. Prior to graduation, both Soldiers will receive consideration for a JD first unit assignment to the same location.

(5) All requests for enrollment or joint assignment must have a marriage certificate attached.

e. Application for joint assignment does not guarantee assignment to the area requested. If properly enrolled, assignment will be made based upon the needs of the Army and availability of requirements for Soldier or both Soldier’s MOSs at the location requested.

**Table 6 – 1
Initial military training Married Army Couples Program application processing**

Step	Work center	Required action
1	TNST	Assist the Soldier in submitting DA Form 4187 for enrollment in the MACP if married to an Army Soldier or for JD consideration, if Soldier is married to Servicemember serving in a different branch of Service.
2	TNST	Verify that the Soldier is married to another Soldier. For enrollment in the MACP, also verify Soldier’s spouse is AA.
3	TNST	Change the Soldier’s marital status in ATRRS. (The Soldier’s marital status must be changed before submitting a spouse data eMILPO transaction to enroll the Soldier. If either Soldier in the MACP marital status has not been changed, the spouse data will be rejected and will not update the HRC database causing the IMT Soldier not to receive automatic JD consideration.)
4	TNST	Enroll the Soldier in the MACP by submitting the appropriate spouse information through eMILPO. This capability is found under the Soldier Program Application using the procedure for creating a request for enrollment into the MACP. (Submitting the appropriate eMILPO transaction enrolls the Soldier in the MACP.) Soldiers are not officially enrolled until their spouse information updates on the TAPDB.
5	TNST	Update the ATRRS screen “Assignment Consideration,” with code C8 (Married to Soldier) to enable AHRC – EPD – S to consider the Soldier for a JD assignment for their first permanent duty station.
6	TNST	For JD request submitted by Soldiers married to members serving in a different branch of Service, forward applications to HRC (AHRC – EPD – S).
7	TNST	Ensure that the DD Form 93 and VA Form SGLV 8286 are contained in the AMHRR and that the information is current and correct.

6–5. Volunteers for airborne, special forces, and ranger training and assignment

a. Soldiers wanting to apply for programs that were not offered when enlisting, or by exceptional requests, will not be held at the training activity to apply for such programs. These Soldiers will apply according to applicable regulations after completing the minimum stabilization requirements at their first unit of assignment.

b. AA IMT Soldiers may elect to adjust their enlistment commitment for airborne training and/or assignments as an exception to the policy through HRC (KNOX–HRC–EPD–A). IMT Soldiers will be considered for airborne training and/or assignment provided the applicable packet is completed and the trainee is fully qualified for the program upon the date of submission. IMT Soldiers already on assignment will be considered on a case-by-case basis. Every reasonable effort will be made by the training activity to assist IMT Soldiers in adjusting their enlistment commitment for airborne training and/or assignment; completing the airborne training request packet; acquiring required enclosures; and completing the addition medical requirements which will be attached to entry level physicals and forward to HRC at usarmy.knoxhrc.mbx.epmd-airborne-team@mail.mil. The AA IMT personnel in the training base may volunteer for airborne, ranger, and Special Forces training and assignment as an exception under special recruiting efforts (75th Ranger Regiment and 82nd Airborne) approved through HRC (AHRC–EPD). Soldiers must not be on AI on the day of recruitment.

c. Training assignments for airborne, ranger, or Special Forces training will be issued by Commander, HRC (AHRC–EPD).

6–6. Assignment requests for extreme Family problems or Exceptional Family Member Program

a. Requests for assignment based upon extreme Family problems will be processed in accordance with AR 614–200. Guidance for processing applications for enrollment in the EFMP is contained in AR 608–75.

b. Soldiers with undocumented exceptional Family members (EFMs) will continue to train. Commanders will work with the local Military Personnel Office and MEDDAC according to AR 608–75, to change the Soldier's AI to a post that can support the undocumented EFM condition so the EFM can be processed into the program. In cases where this procedure violates the enlistment contract, the Soldier will be afforded the opportunity to renegotiate the contract.

6–7. Volunteers for specific assignments

a. All IMT assignments are made based upon the needs of the Service and enlistment commitments. The IMT Soldiers are not eligible to submit a DA Form 4187 requesting assignments to specific CONUS or overseas locations. Any request received at HRC will not be considered. Requests from IMT Soldiers volunteering for CONUS or outside the continental United States preferences are reported, via the ATRRS TA display and eMILPO, and are taken into consideration at the time the Soldier is nominated for first unit assignment.

b. Assignments for PS reclassification personnel are made by HRC (AHRC–EPD).

Chapter 7

English as a Second Language Soldiers

7–1. Scope

The Army has Soldiers who experience difficulty in speaking and understanding English. Army ESL training will provide English proficiency skills to accomplish military duties and will be conducted before IMT. However, Soldiers may be identified during RECBN processing as not having enough English language comprehension to complete BCT, AIT, or OSUT. These enlistees must be referred either to the USAREC liaison or RC liaison as appropriate.

7–2. Eligibility

This chapter provides policies and procedures for the processing and movement of Soldiers who have been identified as needing ESL training. Soldiers identified during AIT will not be eligible to attend ESL training and should be enrolled into educational programs at installation level. Soldiers identified during BCT will be processed on a case-by-case basis by contacting HRC.

7–3. Processing English as a second language Soldiers

a. Soldiers identified during RECBN processing or BCT whose records or verbal skills indicate that English is not their native language, or who demonstrate difficulty in speaking or understanding English will be processed for ESL training.

b. Request for extension of training will be made telephonically with Defense Language Institute English Language Center, Lackland Air Force Base, TX 78236 and HRC (AHRC–EPD), DSN 983–5862. Extension should be requested no later than 5 days prior to the ESL completion date.

c. Leave will not be taken during ESL training except for emergency leave, based on conditions in accordance with AR 600–8–10. The emergency leave period will not be added to the authorized training time. Passes may be authorized at the discretion of the commander.

d. Soldiers returning to the training base from ESL will be processed per chapter 3. The PC will update the ATRRS TA display enrolling the student in the appropriate class.

e. The steps required for processing ESL Soldiers are shown in table 7–1.

Step	Work center	Required action
1	PAB or TNST	Review AMHRR to determine if Soldier meets criteria for ESL training specified in AR 621 – 5. Soldiers eligible will be retained and processed for ESL training by that organization that identified the Soldier. Soldiers not meeting criteria will continue with normal training in accordance with AR 635 – 200 and reported to HRC by updating the ATRRS TC display.
2	PAB or TNST	Report eligible Soldiers telephonically to HRC (AHRC – EPD), DSN 983 – 5862, for approval to attend ESL training. The following information will be provided: name, BCT location, RECBN, English Comprehension Language Test (ECLT) score, native language, MEPS location, years in CONUS, enlistment date, and MOS.
3	PAB or TNST	After approval for attendance has been granted, coordinate with the installation USAREC liaison NCO to incorporate ESL training in the Soldier's enlistment contract and to change BCT and AIT start dates in the REQUEST reservation system.
4	PAB or TNST	Prepare orders in accordance with AR 600 – 8 – 105 assigning the Soldier to the Defense Language Institute English Language Center (W13Z1C), Lackland AFB, TX 78236, with a Tuesday reporting date only.
5	PAB or TNST	Ensure that IMT Soldiers complete in and out processing prior to transporting them to ESL training. The IMT Soldiers may receive a partial issue of Phase II clothing.
6	PAB or TNST	Notify Company E, Lackland AFB, TX 78236, DSN 473 – 3552/53 of gaining arrival.
7	PAB or TNST	Annotate the score received on the ECLT from the MEPS or local education center in ERB as a permanent entry. Transfer Soldier with AMHRR and allied documents to Lackland AFB, TX.
8	TNST	Ensure the DD Form 93 and VA Form SGLV 8286 are contained in the AMHRR and that the information is current and correct.

7–4. Processing while attending English as a second language training

The Fort Sam Houston, Texas, Student Processing Center ensures the reporting of Soldiers attending ESL training. Soldiers will be reported by updating the ATRRS TA display, which will generate a transaction to HRC.

7–5. The steps required for processing

The steps required for processing while attending ESL training are shown in table 7–2.

Step	Work Center	Required action
1	TNST	In process Soldiers according to local in-processing procedures received at Lackland AFB each Tuesday.
2	TNST	Ensure that the ECLT score achieved by the Soldier upon entering ESL is recorded in the ERB as a permanent entry.
3	TNST	Process the Soldier into ATRRS by updating the TA display and enter the ECLT score.
4	TNST	Provide military personnel services to include processing and maintaining student personnel records while in ESL training.
5	TNST	Report changes in status to HRC according to procedures in appendix C of this regulation.
6	TNST	Prepare orders in accordance with AR 600 – 8 – 105 on all graduates 7 working days before graduation. Note. If a Soldier completes ESL training earlier or later than originally projected, the AMHRR will be referred to the USAREC liaison NCO, San Antonio MEPS for review and possible revision of the REQUEST reservation system to obtain new BCT and/or AIT start dates.
7	TNST	Out process Soldiers according to local procedures. Record ECLT score achieved upon graduation from ESL training in the ERB as permanent entry prior to the Soldier departing for the next training location.

Chapter 8 Warrior Training Rehabilitation Program

Section I

Program Overview

8–1. General

a. *Scope.* This guidance applies to WTRP general operations and medical rehabilitation treatment supporting IMT. They represent the best practices among IMT WTRPs.

b. Purpose and applicability. The purpose is to provide training and rehabilitation guidance to IMT training and MTF commanders, cadres, and staffs, especially RECBN commanders; Fitness Training Unit (WTRP) commanders; supporting MTF personnel; and supporting installation personnel. The intent is to outline a program incorporating a number of disciplines that contribute to the “whole Soldier,” namely, to optimize the Soldier’s physical, mental, emotional, and spiritual health to maximize their return to full duty, prepared to complete their training and combat missions.

c. Commanders’ role. The WTRP provides a modified BCT and/or OSUT training environment designed to return Soldiers to regular IMT training programs with higher levels of motivation, fitness, training, and education than when they entered, while providing them the quality health care they need to rehabilitate their injuries. The WTRP commanders should engage the full array of installation support resources to keep WTRP Soldiers meaningfully employed, with a variety of training and/or education options within their resources and missions. Complete WTRP guidelines are located at <https://www.us.army.mil/suite/page/352804>.

8–2. Functions

a. The WTRP provides a modified BCT and/or OSUT training environment that continues to train and/or educate Soldiers towards IMT graduation while allowing for effective healing and recovery. It prepares the “whole Soldier” physically and mentally for return to regular training upon successful rehabilitation. Soldiers should return to BCT or OSUT more physically fit and better trained and educated than when they entered (this is not intended to supplant and/or replace BCT unit training or graduation).

b. The WTRP maintains the BCT or OSUT environment as closely as possible. This helps maintain the Soldiers’ expectancy that they will return to BCT or OSUT upon WTRP completion.

c. The WTRP strengthens and rehabilitates IMT Soldiers who have been injured since entry on AD or who may have a treatable condition that precludes regular training.

d. Unit commanders should request recommendations from their Soldiers’ physicians and WTRP commander every 30 days following assignment to the WTRP concerning a Soldier’s progress and likelihood of full recovery by 4 months of WTRP assignment. The rehabilitative period may extend to 4 months, with the possibility of further extension based on the commander’s and health care professional’s (HCP) evaluation.

e. Soldiers whose injuries are determined to be related to existed prior to Service (EPTS) medical conditions may be considered for WTRP participation if a waiver is granted by an approval authority listed in AR 40–501, or when the EPTS is remediable within a 4 month period. Retaining Soldiers with remediable EPTS conditions conserves the Army’s investment in accessing the Soldier and contributes to the Army’s training and manpower missions. Soldiers assigned to the WTRP with duty or training limiting conditions will have a current temporary e-profile (DA Form 3349 – Physical Profile) for the duration of their limitation.

8–3. Staff coordination

a. The WTRP commanders should establish relationships with the following agencies in order to develop comprehensive rehabilitation programs:

(1) *The S–3 or Director of Plans, Training, and Mobilization.* The operations staff officer (S–3) or Director of Plans, Training, and Mobilization, for scheduled training opportunities for WTRP Soldiers among units with resources available (for example, transportation, training facility, training aids).

(2) *Physical therapy clinic.* The MTF physical therapist is a critical WTRP ally. Their background knowledge and practical experience are key supporting elements to the program. In addition, wherever possible, physical therapy (PT) clinic assets can be shared or scheduled with the WTRP (for example, 68WN9 spends some clinic time with the WTRP or PT/WTRP block appointments) so as to maximize training time and availability. The PT clinic can train or help develop training packages for cadre and Soldiers on the causes of overuse injuries and injury countermeasures (for example, marching small-to-tall to prevent pelvic fractures, and so forth). The PTs must advise the commander about PT the Soldier can do as well as the things the Soldier cannot do (see e-profile DA Form 3349 (Physical Profile)).

(3) *Occupational therapy clinic.* The MTF occupational therapist is also a critical WTRP ally. Their knowledge and practical experience are key supporting elements to Soldier motivation and their return to duty (RTD). The occupational therapy (OT) clinic assets can be coordinated with PT clinic and the WTRP so as to maximize Soldier training time and availability. The OT clinic can train or help develop training packages for cadre and Soldiers.

(4) *Troop medical clinic.* The troop medical clinic is for continuity of care for co-morbid conditions, such as asthma, anemia, or deficient bone density.

(5) *Army Substance Abuse Program.* In accordance to AR 600–85, counselors from the Army Substance Abuse Program should help Soldiers continue to resist substance abuse as they face pain and/or discouragement associated with rehabilitation. They may also help prepare Soldiers who are taking prescription narcotic medications to quit taking them when they are no longer prescribed.

(6) *Army education center.* The Army education center's education services officers, specialists, and counselors can help Soldiers develop opportunities for both military and continuing civilian education, during the rehabilitation period. This can include distance learning through digital training facilities.

(7) *Morale, welfare, and recreation.* These personnel can advise on recreational opportunities that can be made available to Soldiers undergoing rehabilitation. Some MWR activities include crafts, trips to local events, and visits to museums. The MWR athletic training personnel can assist or support HCP and units in improving Soldier muscular strength, coordination, speed, balance, aerobic fitness, and so forth. A Soldier with a broken leg can still do bench presses, crunches, and/or exercise the healthy leg in coordination with HCP to maintain or increase fitness while in the WTRP.

(8) *Army Community Services.* The ACS can provide classes and/or one-on-one counseling on personal finances, Family team building, and anger management. They can provide short-term crisis counseling. There might be ACS volunteer activities that are appropriate for WTRP Soldiers.

(9) *Training aids, devices, simulators, and simulations.* These items can be made available to the WTRP in support of the BCT/OSUT curriculum (see para 8-3a(1)). Soldiers with broken legs, for example, may still be able to complete or take advanced training on the Engagement Skills Trainer (EST 2000).

(10) *Nutrition care clinic.* A registered dietitian or nutrition care specialist (MOS 68M) can advise the dining facility and the WTRP Soldiers, either individually or in a group, on the role of a healthy diet with respect to tissue healing, energy level, and weight control. This is especially critical where the HCP suspects an underlying osteopenia related to a stress fracture or any other co-morbid condition and/or nutritional deficiency. Both iron and B-vitamin deficiencies, for example, have been identified in the BCT female population.

(11) *Behavioral health clinic.* A behavioral health professional or a mental health specialist (68X) can help assess and treat, where necessary, co-morbid conditions such as history of childhood abuse; and help support individual self-esteem and upkeep of morale.

(12) *Unit ministry team.* The chaplain and chaplain assistant can provide group and/or one-on-one counseling with respect to Soldiers' motivation, religious values, expectations, and resolve. Chaplains may also assist with any requested religious accommodations.

(13) *U.S. Army Physical Fitness School.* Maintain current practices in prescribing task-relevant, sequential, and progressive physical fitness, reconditioning, and workload training that will prepare Soldiers to successfully complete BCT, OSUT, or AIT injury free to arrive in their first unit deployable and combat ready.

b. The MTF commanders should establish WTRP staff orientation briefs for HCPs and ancillary health care personnel who provide care to WTRP Soldiers. These briefs should be provided upon MTF assignment and annually thereafter to staff members in physical therapy, orthopedics, podiatry, OT, nutrition care, behavioral health, and so forth and should include the following: WTRP overview; WTRP mission, goals, and admission and/or exit criteria; WTRP service and therapeutic modalities; WTRP management and leadership challenges, and a Standardized Warrior Training Program overview.

8-4. Operations

a. *Warrior Training Rehabilitation Program organization.* The commander may organize the WTRP according to the following considerations:

(1) Maintain a drill sergeant and/or NCO-to-Soldier ratio of 1:20 or lower. Commanders may coordinate with the parent unit for additional drill sergeant and/or NCO support for training events where the WTRP is not fully staffed with drill sergeants and/or NCOs.

(2) Group Soldiers without consideration of degree of physical limitation or level of training completed. Soldiers may be absent at different times of day for appointments and work details and may attend training as they have opportunity within a fixed cyclic training schedule; this way, less effort is required on the part of cadre to manage the schedule.

(3) Maintain platoon integrity. Once organized, a platoon can take on an identity of its own. Attempts to form units by other factors (for example, level of rehabilitation or week of training), because of their variability, may tend to be disruptive. This can include assigning WTRP graduates together to their new BCT unit where feasible.

b. *Training schedule.* The WTRP training is conducted in anticipation of Soldiers returning to training. Periodically assessing Soldiers' progress (whether toward the beginning of their rehabilitation or nearer to the end) and challenging them with physical tasks that are healing appropriate keep their motivation up and their sights on graduation. For example, Soldiers in the last PT module of recovery may be able to participate in blue-phase training (for example, opposing force) in cooperation with a training unit. The training, education, and experience options are as follows:

(1) The BCT and/or OSUT tasks that contribute to BCT and/or OSUT graduation. The BCT and/or OSUT Soldier may train BCT and/or OSUT tasks as physically possible prior to WTRP exit within resource constraints and leave the WTRP fully acclimatized and physically prepared to resume regular training. This will mean in some cases that a Soldier may train a task more than once. Credit of BCT tasks accomplished should be considered on the Soldier's DA Form 5286

(located in the Resident Individual Training Management database) and phase placement for advancement after recovery in WTRP.

(2) The AIT tasks that contribute to preparing for AIT graduation. In special circumstances where the Soldier has completed most of BCT, has a potentially long rehabilitation, and the Soldier is contracted for a long, technical AIT, the commander may consider sending the Soldier to selected AIT training in preparation for AIT. Commanders may also consider MOS renegotiations where the Soldier's condition disqualifies them for their contracted MOS, but the Soldier desires to train in another MOS for which they qualify.

(3) Education or work experiences that contribute to BCT, OSUT, and/or AIT graduation.

(4) Training, education, or work experiences that contributes to better Soldier general or future skills or citizenship and life coping.

c. General priorities. General priorities to schedule training could include the following:

(1) Instruction in fitness and stress injury. This increases the Soldier's understanding of his or her injury and contributes to his or her personal investment in the rehabilitation process.

(2) Focused physical training.

(3) Instruction in military subjects. This helps maintain the Soldier's focus on the purpose of the rehabilitation process and should contribute to general motivation through progress towards graduation.

(4) Individualized physical therapy.

(5) Work details in support of the larger organization. This should contribute to the Soldier's sense of his or her continued role as a valued member of the Army team, as well as the larger organization's appreciation of these Soldiers as contributing members. The priority should be on work details within the Soldier's future MOS, where feasible.

Section II

Clinical Guidelines

8–5. Warrior Training Rehabilitation Program admission criteria

a. Physical therapists or appropriate medical officers will recommend a Soldier for the WTRP based on the criteria that the Soldier—

(1) Company commanders are the approving authority for assignment to the WTRP. The fitness training unit (FTU) commander has final approval authority for enrollment into WTRP.

(2) Designated physical therapist(s) or occupational therapist(s) will recommend Soldiers for admittance into the WTRP based on the following criteria. The Soldier:

(a) Was injured in training.

(b) Sustained a traumatic or overuse (usually a stress fracture) injury severe enough to remove the Soldier from current training to allow for proper healing.

(c) Is recovering from a qualifying overuse injury that is likely to heal and allow full return to training within four months

(d) Is recovering from a traumatic injury or surgery with a reasonable likelihood of returning to training within six months.

(e) Is not pending or undergoing treatment for a mental health condition.

(f) Is not pending Uniform Code of Military Justice action, medical board, or administrative separation.

(g) Is not presently in a cast that prevents the ability to participate in rehabilitation.

(h) Is motivated to continue in the service and complete training.

(i) ARNG and/or USAR STO 1 Soldiers must have MRDs that allow sufficient time to finish healing and complete BCT. If the RC LNO cannot get the MRD extended, or the Soldier will not extend the MRD, the Soldier is not accepted into the FTU and is processed in coordination with the RC LNO.

(3) The physical therapist or occupational therapist will annotate the recommendations to assign Soldiers to the FTU on IMT Sick Slip or a locally-approved WTRP Physical Profile Sheet. This document will be provided to the Soldier's commander for inclusion in the WTRP assignment packet.

(4) Unit commanders will counsel Soldiers concerning the recommendation. The units will prepare packets recommending WTRP and submit the packet for approval to the FTU commander.

(5) Soldiers will be transferred to the WTRP within 5 days of the unit receiving the WTRP recommendation unless disapproved by the company or FTU commander.

8–6. Injury severity categorization

a. Injury severity categorization is important in WTRP case management. In case of WTRP space limitations, the Soldier's condition of the probability to improve can become a factor in the decision on whether to admit them to the WTRP.

b. Tier 1—traumatic injuries not requiring surgical intervention and bone stress injuries that have a demonstrated, statistical RTD rate of 60 percent or greater.

(1) Stress fractures—2nd, 3rd, and 5th metatarsals (MTs).

(2) Stress reactions—1st MT.

c. Tier 2—bone stress injuries that have a RTD rate of 50 to 59 percent.

(1) Stress fractures—femoral neck, inferior pubic ramus, distal tibia, and 4th MT.

(2) Stress reactions—femoral neck, femoral shaft, proximal tibia.

d. Tier 3—bone stress injuries that have a RTD rate of 40 to 49 percent.

(1) Stress fracture—femur, tibial shaft, metatarsophalangeal joint, distal fibula, calcaneus, and 1st MT.

(2) Stress reaction—inferior pubic ramus, sacroiliac, and distal fibula.

e. Tier 4—bone stress injuries that have a RTD rate of 39 percent and below, including general overuse injuries.

f. Stress reaction—metatarsophalangeal, tibial shaft, distal tibia, calcaneus, tarsal, and 2nd MT.

8–7. Convalescent leave

a. Convalescent leave is a nonchargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth (see AR 600–8–10). The unit commander is the approval authority for convalescent leave for a Soldier returning to their unit after illness or injury, for up to 30 days. All Soldiers on granted convalescent leave should have a corresponding up to date e-profile (DA Form 3349 – Physical Profile).

b. For post-pregnancy and childbirth, the unit commander will authorize 12 weeks of convalescent leave previously authorized by medical personnel.

(1) If a Soldier desires to return to duty less than 12 weeks post-pregnancy and childbirth, a physician must approve the request.

(2) Only the hospital commander can approve more than 12 weeks of post-pregnancy and childbirth convalescent leave.

(3) Physicians will determine leave necessary for care and treatment prescribed for recuperation and convalescence.

8–8. Phased approach to rehabilitation

a. Phase I. Designed for Soldiers early in the rehabilitation process that cannot perform high impact activities (running, marching, and jumping).

(1) Phase I Soldiers perform specific rehabilitation exercises targeting their injuries during PT clinic rehabilitation sessions. The PT specialists supervise these Soldiers to ensure proper progression.

(2) The Phase I goal is to walk 2 miles with minimal pain.

b. Phase II. Designed for Soldiers who can progress through a walk-run program and foot march progression. These Soldiers perform their rehabilitation sessions with a PT specialist at the gym.

(1) Phase II Soldiers work on overall cardiovascular fitness and muscular strength and endurance, while gradually increasing the stress and/or demands on the injury.

(2) Early focus is on run-walk progression without foot marching. Soldiers begin foot march progression (minimal distance and load) once the Soldier completes half of the run program.

(3) The Phase II goal (regardless of training history) is to run 2 miles to APFT standard (phase III or V standard depending on BCT, OSUT, or AIT Soldier). Even Soldiers early in training are required to meet this goal because it gives them confidence in knowing they can succeed when returned to duty.

Note. Both Phases I and II can attend exercise sessions (swimming, muscular strength and endurance, or cardio) together at the main fitness center. The PT specialist supervises all of these activities.

c. Prereturn to duty phase. Pre-RTD phase goals: Pass APFT and complete foot march and sprint progression commensurate with week of training.

(1) Have the Soldier continue running their own pace and distance 1 to 2 times per week up to 2 miles.

(2) Continue foot march progression with increase distance and weight.

(3) Begin one time per week movement drills and 30:60 to 60:120 and shuttle sprints.

(4) Begin wear of body armor and dummy weapons. Integrate into foot marches.

(5) Plan to have drill sergeants begin half-speed training on obstacle courses and so forth.

8–9. e-profile DA Form 3349

Complete and/or update e-profile DA Form 3349 as needed.

8–10. Mental skills training

A Soldier's positive attitudes, beliefs, skills, and resilience can decrease recovery time and increase the Soldiers' likelihood of future success, both physically and mentally, when they return to their units. This training can be provided by behavioral health or occupational therapist personnel, chaplains, and/or education specialists as appropriate.

a. Adaptive skills training. This training includes, but is not limited to—

(1) Life skills. The Junior Reserve Officer Training Corps success profiler program is one example and local education centers may have others.

(2) Stress management.

(3) Anger management.

(4) Goal setting.

(5) Decision making.

b. Performance enhancement training. Performance enhancement training (PET) is based on sports psychology principles and has been successfully used to improve the U.S. Army Military Academy's athletic teams' and cadets' military, leadership, and academic performance. The PET decreases injured persons' recovery time and prepares them for physical and mental success when they return to their units. Army Centers for Enhanced Performance, located at major installations, can be an important local resource. The PET training curriculum includes—

(1) Cognitive foundations: understanding the link between thoughts and performance – deliberately focusing the mind on effective thinking.

(2) Goal setting: a proven method of developing effective goals and a viable plan for success.

(3) Attention control: learning and developing techniques to improve concentration, and leveraging different ways to perceive and/or observe the environment.

(4) Stress and energy management: reduce effects of stress, better manage energy, and learn how to maximize effects of short rest.

(5) Imagery and visualization: understanding and leveraging the power of mental practice in conjunction with physical practice.

(6) Team building and team creed development: proven techniques to build cohesive teams and develop team creeds.

c. Resilience Training. Resilience Training represents the Army's investment in the readiness of the force, and the quality of life of our Soldiers, their Family members and Army Civilians. Resilience skills are designed to increase one's physical and psychological health and resilience, while enhancing performance in combat and in life. See AR 350–53 for training guidance.

8–11. Disposition of Soldiers who fail rehabilitation

a. At the end of 4 months of rehabilitation (including convalescent leave, if used), a Soldier's condition is reevaluated for consideration for RTD or for separation from the Service.

b. Soldiers whose conditions have improved significantly in 4 months, but who are not ready for return to full training and/or duty, may be considered for the following:

(1) Issuance of a temporary e-profile (DA Form 3349 – Physical Profile) with slight limitations (that is, PULHES numerical designation 2) and return of the Soldier to training.

(2) Continuation in rehabilitation for a period of time that is agreeable to the training unit commander. This will vary, depending on the capacity of the unit to carry him or her as an assigned member, the relative investment by the Army in the Soldier's accession and completed training, and so forth.

c. Soldiers whose conditions have not improved significantly in 4 months, and who have been determined by competent medical authority to have failed rehabilitation, should be considered for separation from the Service according to AR 40–501 and/or AR 635–40. Soldiers that are separating from the Army should be physically separated from other Soldiers in the WTRP.

Appendix A

References

Section I

Required Publications

AR 37–104–4

Military Pay and Allowances Policy (Cited in para 2–12*a*.)

AR 40–66

Medical Record Administration and Health Care Documentation (Cited in para 1–7*o*(17).)

AR 50–5

Nuclear Surety (Cited in para 1–7*n*(1).)

AR 50–6

Chemical Surety (Cited in para 1–7*n*(1).)

DFAS–IN Regulation 37–1

Finance and Accounting Policy Implementation (Cited in table 2–7.) (Available at <http://www.asafm.army.mil>.)

FM 7–22

Army Physical Readiness Training (Cited in para 1–7*r*(5).)

TM 10–227

Fitting of Army Uniforms and Footwear (Cited in para 1–6*d*.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to use a related publication to understand this regulation.

AR 11–2

Managers' Internal Control Program

AR 25–1

Army Knowledge Management and Information Technology

AR 25–22

The Army Privacy Program

AR 25–30

The Army Publishing Program

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 40–3

Medical, Dental, and Veterinary Care

AR 40–63

Ophthalmic Services

AR 40–501

Standards of Medical Fitness

AR 40–562/ BUMEDINST 6230.15A/ AFJI 48–110/CG COMDTINST M6230.4F

Immunizations and Chemoprophylaxis

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–178

Enlisted Administrative Separations

AR 135–210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call–up, Partial or Full Mobilization

AR 140–111

U.S. Army Reserve Reenlistment Program

AR 190–5/OPNAV 11200.5C/AFR 125–14/MCO 5110.1C/DLAR 5720.1

Motor Vehicle Traffic Supervision

AR 350–1

Army Training and Leader Development

AR 350–51

United States Army Officer Candidate School

AR 380–5

Department of the Army Information Security Program

AR 380–67

Personnel Security Program

AR 381–12

Threat Awareness and Reporting Program

AR 381–20

Army Counterintelligence Program

AR 500–5

Army Mobilization

AR 525–28

Personnel Recovery

AR 530–1

Operations Security

AR 600–8

Military Human Resource Management

AR 600–8–2

Suspension of Favorable Personnel Actions (FLAG)

AR 600–8–4

Line of Duty Policy, Procedures, and Investigations

AR 600–8–8

The Total Army Sponsorship Program

AR 600–8–11

Reassignment

AR 600–85

The Army Substance Abuse Program

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601–10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

AR 601–280

Army Retention Program

AR 608–75

Exceptional Family Member Program

AR 614–30

Overseas Service

AR 621–5

Army Continuing Education System

AR 621–202

Army Educational Incentives and Entitlements

AR 635–40

Disability Evaluation for Retention, Retirement, or Separation

AR 670–1

Wear and Appearance of Army Uniforms and Insignia

AR 710–2

Supply Policy Below the National Level

DA Pam 600–4

Army Medical Department Officer Development and Career Management

DA Pam 600–8

Military Human Resources Management Administrative Procedures

DA Pam 600–8–101

Personnel Processing In,-Out, Soldier Readiness, and Deployment Cycle Support

DA Pam 611–21

Military Occupational Classification and Structure

DOD 7000.14–R, Vol. 7A

Department of Defense Financial Management Regulations (Military Pay Policy and Procedures Active Duty and Reserve Pay) (Available at <http://www.dtic.mil/whs/directives/corres/html/700014r.htm>)

DODI 1000.13

Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (Available at <http://www.dtic.mil/whs/directives/>)

FM 6–22.5

Combat and Operational Stress Control Manual for Leaders and Soldiers

Health Affairs Policy 98–021

(Available at <http://www.tricare.mil/policy/fy98/udc9821.html>)

NG Regulation 600–200

Enlisted Personnel Management. Obtain from the following address: National Guard Bureau, Office of Personnel Policy, Programs, and Manpower (NGB–ARZ–HRP–E), 1411 Jefferson Davis Hwy, Suite 3100, Arlington, VA 22202.

RCS MILPC–17 (R1)

Control and Distribution of Trainees (Available at <http://www.apd.army.mil>.)

TRADOC Pam 600–4

The Soldier's Blue Book

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (www.armypubs.army.mil); DD forms are available on the Office of the Secretary of Defense (OSD) website (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm); and Standard Forms (SF) are available on the U.S. General Services Administration (GSA) website (<http://www.gsa.gov>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 669

Army Continuing Education System (ACES) Record (Available through normal forms supply channels.)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2981

Application for Determination of Moral Eligibility for Induction

DA Form 3078

Personal Clothing Request

DA Form 3286

Statements for Enlistment, United States Army Enlistment Program, U.S. Army
Delayed Enlistment Program (Available through Army Recruiting Information Support System.)

DA Form 3349

Physical Profile (Available through <https://medpros.mods.army.mil>.)

DA Form 3443

Terminal Digit-X-Ray Film Preserver (Available through normal forms supply channels.)

DA Form 3685

JUMPS-JSS Pay Elections

DA Form 3955

Change of Address and Directory Card (Available through normal forms supply channels.)

DA Form 4187

Personnel Action

DA Form 5286

Individual Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 5435

Statement of Understanding-The Selected Reserve Montgomery GI Bill

DA Form 5960

Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowances
(VHA)

DA Form 7425

Readiness and Deployment Checklist

DA Form 8005

Outpatient Medical Record (OMR) (Available through normal forms supply channels.)
DD Form 2 (RES) (Available through normal forms supply channels.)
Armed Forces of the United States-Geneva Conventions Identification Card)(Reserve) .

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 214

Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

DD Form 220

Active Duty Report

DD Form 771

Eyewear Prescription

DD Form 1172–2

Application for Identification Card/Deers Enrollment

DD Form 1173

Uniformed Services Identification and Privilege Card (Available through normal forms supply channels.)

DD Form 1351–2

Travel Voucher or Sub-voucher

DD Form 1561

Statement to Substantiate Payment of Family Separation Allowance (FSA)

DD Form 1966

Record of Military Processing–Armed Forces of the United States

DD Form 2058

State of Legal Residence Certificate

DD Form 2215

Reference Audiogram

DD Form 2216

Hearing Conservation Data

DD Form 2366

Montgomery GI Bill Act of 1984 (MGIB)

DD Form 2558

Authorization to Start, Stop, or Change an Allotment

DD Form 2766

Adult Preventive and Chronic Care Flowsheet (Available through normal forms supply channels.)

DD Form 2766C

Adult Preventive and Chronic Care Flowsheet (Continuation Sheet) (Available through normal forms supply channels.)

DD Form 2807–1

Report of Medical History

DD Form 2808

Report of Medical Examination

FBI Form FD 258

Applicant Fingerprint Card (Available through www.forms.fbi.gov.)

NGB Form 21

Annex A–DD Form 4–Enlistment/Reenlistment Agreement–Army National Guard (Available at <http://www.ngbpdg.ngb.army.mil/forms.htm>)

SF 86

Questionnaire for National Security Positions

SF 600

Medical Record–Chronological Record of Medical Care

SF 601

Health Record–Immunization Record

SF 1199A

Direct Deposit Sign-Up Form

TD Form IRS W–4

Employee's Withholding Allowance Certificate (Available at www.irs.gov/pub/irs-pdf/fw4.pdf.)

TRICARE Dental Program Form 5579

(TRICARE Dental Program Enrollment/Change Authorization) (Available at <http://www.tricare.mil/coveredservices/dental/tdp/enrollment.aspx>.)

VA Form SGLV 8286

Servicemembers' Group Life Insurance Election and Certificate (Available at http://www.benefits.va.gov/insurance/forms/sglv_8286_ed2014-06.pdf.)

VA Form 21-8951-2

Notice of Waiver of a VA Compensation or Pension to Receive Military Pay and Allowances (Available through <http://www.vba.va.gov/pubs/forms/vba-218951-2-are.pdf>.)

Appendix B

Data Input to MILPC–17 (R1) Report

B–1. Scope

Data will be transmitted to the report by terminal input using the STRAMS–E display in ATRRS. (ATRRS manages both the Soldier and the training course seat.) Once data are entered into ATRRS, transactions are generated that create or update Soldier records in EDAS Assignment Module. Step-by-step procedures for all ATRRS display screens are located in the ATRRS help report.

B–2. Student Trainee Management System-Enlisted preparation for transmission procedures

a. The STRAMS–E uses the accession record processed by the RECBN. This record is normally available for use 2 days following the day the Soldier enters BCT. The PC will call up the Soldier’s record and verify, update, or add information as necessary, prior to posting the record in ATRRS. Based upon information reported, a transaction is prepared notifying HRC of the entry of a Soldier into training and of any changes in the status of a Soldier.

b. To utilize STRAMS–E in ATRRS, the following steps are required:

(1) Log-on identification (LOGONID) and password are required for each terminal operator. A LOGONID and password allow an operator access into ATRRS. The LOGONID and password are acquired by the user’s local terminal area security officer, following procedures established by the ATRRS Management Office, Pentagon. Passwords expire approximately every 90 days, and the user is notified of expiration during sign on procedures. If a password has expired, contact must be made with the information control office, DSN 225–2353, to have a new password generated.

(2) An ATRRS password controls what a user may or may not process in the ATRRS. Each ATRRS password is tailored to an installation processing need.

c. Terminal input is processed by screen displays. Screen displays are obtained from the Admin Portal-ATRRS Access Code (PS) screen by typing the abbreviated title at right of the screen next to the field “Jump to Another Portal” and pressing the “Go” or enter key. See table B–1 for description and use of the screen displays.

Table B – 1

Description of screen displays used for Student Trainee Management System-Enlisted

Screen display title: C3

Description and use: Class Schedule Display

The C3 display is used to review and update class schedules for a specified course of instruction. This display may consist of multiple pages with classes listed in start date sequence. Both the original scheduled and the current scheduled number of class seats, as well as the class flag are shown on this display.

Screen display title: HH

Description and use: Inactive Soldier History

The HH display lists the trainee’s record of periods of inactivity. This record is the result of entries made in the HO function for all classes in which the student was enrolled.

Screen display title: HO

Description and use: Inactive Student Identification

The HO display is used by TSPB to identify students who are inactive in a training base. Students are expected to start training with minimal delays, be actively participating in training once training has begun, and move to their next assignment as soon as possible once training has been completed. However, it is recognized that situations can arise that preclude a Soldier’s timely start, active participation or expeditious movement after graduation. This display is used for students in these circumstances.

Screen display title: LC

Description and use: Master Course List

The LC display contains a listing of all courses taught at a school for a particular fiscal year. The listing includes: course number, course title, select code, summary sheet status flag, and the enlisted MOS. “Total courses” is the number of courses at the school for the fiscal year selected.

Screen display title: RM

Description and use: Move students from on class to another course/class

The RM display is used to move reservations from one course to another. All reservations or a selected list of students can be moved from a course or class.

Screen display title: RS

Description and use: Reservation by student

The RS display is lists all reservations and historic reservations for an individual.

Screen display title: R2

Description and use: Update Class Roster

The R2 displays are reservations by class display. A student’s data and reservation status can be viewed from this display. Student’s data updates can be inputted on this display. Use the TA or TC display to add, change, or delete an IMT entry from this display.

Screen display title: TA

Description and use: IMT Student Enrollment Display

Table B – 1**Description of screen displays used for Student Trainee Management System-Enlisted — Continued**

The TA display provides transmission of Soldier data to HRC through STRAMS – E and establishes the Soldier data and the TAPDB for active enlisted Soldiers. The display shows an IMT Soldier's data used to determine his or her future assignment and to process IMT students into training courses in order to generate a current status of the Soldier to HRC. It is also used to provide data to HQ, TRADOC, and Deputy Chief Staff, G – 1. This display is used by the TSPB to post IMT students into all required courses and classes needed to fulfill their MOS. It will also reserve the student for any optional courses for that MOS that start within one month of the end date of the last required course.

Screen display title: TL**Description and use:** Trainee Language Assessment

The TL display is used to assign the foreign language for which a student trains and to make reservations for language courses.

Screen display title: TM**Description and use:** Trainee Qualifications Graduate an Entire Class

The TM display shows the minimum requirements for training for each enlisted MOS. There is no information regarding specific personnel or courses on this display. It is a reference tool only and is maintained by HRC. The TSPB should reference DA Pam 611 – 21 prior to reservation to verify all MOS qualifications.

Screen display title: TQ**Description and use:** Reclass/Retrain

The TQ display shows which classes have available seats for individuals who have been reclassified. Allocations are reserved in certain classes specifically for students who have been reclassified or who will be retrained.

Screen display title: VR**Description and use:** Verification tables

The VR display provides the point of access to the verification tables. All of the types of codes that are used in ATRRS can be reviewed from this display.

Appendix C

Assignment Instruction Processing

C–1. Scope

This appendix provides procedures to be followed by Soldiers PCs in processing HRC assignments.

C–2. Soldiers first unit assignment processing

- a. The HRC will provide first unit AIs to the TSPC that reported the Soldier as undergoing AIT at their installation.
- b. Normally, one week after the Soldier's AIT arrival, information is updated in ATRRS (Personnel Recovery Mission System) 7050 (IMT Data) Transaction), HRC will process the first unit assignment for Soldiers undergoing AIT. Exception to this general rule is if the reported graduation date is more than 75 days from the date the transaction is processed at HRC; first unit assignment for these personnel will be processed by HRC when the reported graduation date is less than 75 days.
- c. First unit assignments for Soldiers that are undergoing OSUT, or those reported as enlisting with CAS will normally be processed the week following arrival input being made into ATRRS. If an assignment is not received within 35 days prior to graduation the TSPC will telephonically contact AHRC–EPD for guidance.
- d. In cases where a second assignment is received for a Soldier, the first assignment will have been deleted and the last assignment received will be utilized when issuing assignment orders. If the Soldier has already departed the training installation in compliance with original AIs, or if a verified hardship condition exists that would require change of AIs, contact HRC, AHRC–EPD for guidance.
- e. Within 3 workdays following receipt of AIs, the TSPC will—
 - (1) Verify that the AIs received do not conflict with enlistment agreements contained in the AMHRR. This verification will be accomplished by reviewing AIs received against enlistment documents contained in the Soldier's AMHRR. If AIs conflict with the Soldier's enlistment agreements, the TSPC will immediately update the ATRRS TA display correcting the Soldier's commitment type (see ATRRS verification tables on the VR display that shows enlistment commitment codes to be reported to HRC).
 - (2) Verify that the Soldier meets all eligibility requirements for the assignment received. Soldiers that do not meet eligibility requirements will be reported by updating the ATRRS TA display not eligible for assignment per appendix B.
 - (3) Verify that if the trainee is undergoing training that will result in award of an ASI that the assignment received includes that ASI. If AIs do not contain an ASI, update the ATRRS TA display per appendix B to report the ASI training being received, and new graduation date for the Soldier.
 - (4) If AIs require security clearance eligibility, and the PSI has not been submitted to the appropriate investigative agency, immediate action will be taken to ensure that the appropriate PSI is submitted.
 - (5) Ensure assignment information is passed to the Soldier's training unit. Assignments in conflict with enlistments will not be passed to training units but will be processed as required in paragraph C–2e(1) .
- f. Within two workdays following receipt of AIs, USATC commanders will ensure individuals are informed of AIs.

C–3. Verification of assignment eligibility

Procedures prescribed in AR 600–8–11 may be used when processing Soldiers for first unit assignments to ensure individuals are fully qualified for assignments, and that POR requirements are met.

Appendix D

Assignment Instructions

D-1. Purpose and expected utilization of assignment instructions

The AIs for AIT personnel are provided to the Military Personnel Division servicing the gaining unit through EDAS. The AIs are expected to be utilized by management personnel to project arrival of AIT students and for coordinating sponsorship under the provision of AR 600-8-8. The MPDs should not consider the AIs as a firm notification of assignment; assignments processed through EDAS should only be considered firm upon receipt of advanced copies of orders as required by AR 600-8-105. Deletion and deferment information processed within EDAS is processed through EDAS. Inquiries regarding AIs are to be addressed to Commander, HRC, (AHRC-EPD-O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122. Soldiers that fail to arrive as projected will be processed as required by AR 630-10.

D-2. Special instructions

In addition to basic information regarding the Soldier, clear text special instructions may be provided. The special instructions contain information regarding any additional training that a Soldier may be scheduled to undergo enroute to his or her first unit.

D-3. Change to assignment instructions

Gaining commands will not communicate directly with training centers to—

- a.* Change AIs (other than to provide a pinpoint unit assignment).
- b.* Request initiation of security investigations not identified in AIs.
- c.* Request additional training not included in AIs.

Appendix E

Processing Retraining Soldiers

E-1. Scope

a. Training unit commanders will make a determination regarding whether the Soldier is to be processed for a new training MOS (see para 3-24). Only personnel recommended for retention are to be processed per this appendix.

b. TSPBs can expect to process the following categories of personnel for MOS retraining assignments:

(1) Soldiers that are not qualified for training in the MOS specified on enlistment documents through no fault of their own (see para 3-5 for processing instructions).

(2) Soldiers that fail to complete BCT as originally scheduled and require a new reservation for training in the MOS specified on enlistment documents.

(3) Soldiers that fail to complete AIT.

c. Soldiers identified in paragraphs E-1*b*(2) and E-1*b*(3) will have retraining reservations made using ATRRS TS display. (A listing of available training spaces, by component and gender are available in the ATRRS TQ display.)

E-2. Processing procedures for regular Army personnel

The following additional processing instructions apply to RA Soldiers that require retraining assignments:

a. The RA personnel who fail to complete training for which they enlisted are to be retrained per the needs of the Army. However, these Soldiers will be given an opportunity to express their preference for retraining MOS from the MOS priority list.

b. If no MOS training spaces exists in ATRRS for which the Soldier is qualified (preferred, recommended, or per Army needs), process the Soldier per paragraph 3-24.

c. Soldiers with enlistment agreements that included airborne training and/or assignments should be considered for retraining in an MOS that is announced as open for airborne procurement.

d. Soldiers with enlistment agreements that included a requirement for a top secret security and/or sensitive compartmented information (SCI) access for training or assignment that still qualify for the clearance will be considered for assignment to retraining in an MOS requiring that level of access.

E-3. Processing procedures for reserve component personnel

The following additional processing instructions apply to RC personnel that require retraining assignments:

a. The RC Soldiers attending phase one of their split training should not be processed for a retraining reservation. These personnel were ordered to active duty for BCT only and were not scheduled to attend AIT during current period of IADT. The agency issuing the original IADT order will amend the order if change to IADT status is granted.

b. RC personnel will not be scheduled for training in an MOS unless the RC unit recommends the Soldier for that training. Coordinate with the RC unit through the training liaison NCO to obtain the recommended MOS(s) for retraining prior to making a reservation on the ATRRS TS Display. To ensure that a Soldier is not recommended for retraining in an MOS for which he or she is not qualified, care must be taken at the time of coordination to ensure that the Soldier meets prerequisites for MOS recommended by RC unit. (If possible, more than one recommended training MOS, in order of priority should be obtained from RC unit; this reduces the requirement for additional coordination in the event that the Soldier cannot be scheduled for retraining in an MOS specified by the RC unit.)

E-4. Training space unavailable

a. If a training space is not available on the ATRRS TS display, the Soldier will be reported to AHRC-EPD-O. Prior to reporting the Soldier to AHRC-EPD-O, the TSPB must request a reservation record on the ATRRS TS display. Soldiers that should be reported include—

(1) RA Soldiers who had an enlistment agreement that included a requirement of top secret with SCI access, and a retraining space is not available on the ATRRS TS Display in an MOS requiring that level of access.

(2) Regular Army Soldiers for which the ATRRS TS Display does not identify any MOS for retraining the Soldiers. (This includes Soldiers that have physical limitations for training.)

(3) Reserve component personnel for which a retraining reservation cannot be made in an MOS specified by the RC unit. (TSPC should compare Soldier qualifications to MOS prerequisites identified on “qualification list” prior to notifying AHRC-EPD-O to ensure that the Soldier is fully qualified for the recommended retraining MOS. If the Soldier is not qualified for the recommended training, MOS processing will be delayed.)

b. AHRC-EPD-O will obtain a retraining seat for the Soldier. If a retraining seat is not available, instructions will be provided to the training activity TSPC.

Appendix F

Internal Control Evaluation

F–1. Function

The function covered by this evaluation is the administration of the managers' internal control program.

F–2. Purpose

The purpose is to assist MPD internal control administrators (ICAs) and reassignment work center supervisors in evaluating the key internal controls outlined. It is not intended to cover all controls.

F–3. Instructions

These key internal controls must be formally evaluated at least once a year or whenever ICAs change. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification). Evaluation test questions are outlined in paragraph F–4 and are intended as a start point for each applicable level of internal control evaluation. Answers must be based on the actual testing of key internal controls (for example document analysis, direct observation, sampling, simulation, and others). Answers that indicate deficiencies must be explain and corrective action indicated in supporting documentation.

F–4. Test questions

- a.* Are internal control evaluations being conducted by ICAs as prescribed in paragraph F–3 and maintained on file?
- b.* Is local internal control guidance available that defines internal control responsibilities and required actions?
- c.* Are senior responsible officers, ICAs, and reassignment work center supervisors, and/or personnel trained in, and do they understand, their internal control responsibilities?
- d.* Are standard operating procedures established and maintained?
- e.* Is the senior responsible officer advised of (potential) deficiencies and weaknesses detected through the internal control evaluations or from other sources?

F–5. Supersession

This evaluation replaces the management control evaluation checklist previously published in AR 11–2, Managers' Internal Control Program.

F–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Commander, HRC Attn: AHRC–EPO–P, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

Glossary

Section I

Abbreviations

AA

Active Army

AAFES

Army and Air Force Exchange Service

ACS

Army Community Service

AD

active duty

ADT

active duty for training

AFHSB

Armed Forces Health Surveillance Branch

AFRSSIR

Armed Forces Repository of Specimen Samples for the Identification of Remains

AHLTA

Armed Forces Health Longitudinal Technology Application

AI

assignment instruction

AIT

advanced individual training

AMHRR

Army Military Human Resource Records Management

APFT

Army physical fitness test

AR

Army regulation

ARNGUS

Army National Guard of the United States

ASI

additional skill identifier

ATP

Army training program

ATRRS

Army Training Requirements and Resources System

BCT

basic combat training

BT

basic training

C2

command and control

CAC

common access card

CAF
consolidated adjudication facility

CAS
civilian acquired skills

CG
commanding general

CIIP
clothing initial issue point

CONUS
continental United States

DA
Department of the Army

DCS, G-1
Deputy Chief of Staff, G-1

DEERS
Defense Enrollment Eligibility Reporting System

DMDC
Defense Manpower Data Center

DNA
deoxyribo nucleic acid

DOD
Department of Defense

DODI
Department of Defense instruction

DSN
Defense Switched Network

EDAS
Enlisted Distribution and Assignment System

EFM
exceptional Family member

EFMP
Exceptional Family Member Program

EHR
Electronic Health Record

eMILPO
electronic military personnel office

EPTS
existed prior to Service

ERB
enlisted record brief

ESL
English as a Second Language

FAST
Functional Academic Skills Training

FM
field manual

FTU
fitness training unit

G-2
intelligence staff officer

G-3
operations staff officer

HCP
health care professional

HHG
household goods

HIV
human immunodeficiency virus

HQ
headquarters

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IA
immediately available

IADT
initial active duty for training

ICA
internal control administrator

ID
Identification

IMCOM
U.S. Installation Management Command

IMT
initial military training

IRR
individual ready reserve

JD
joint domicile

JPAS
Joint Personnel Adjudication System

LNCO
local noncommissioned officer

LOGONID
log-on identification

MACP
Married Army Couples Program

MEDCOM
U.S. Army Medical Command

MEDDAC
medical department activity

MEDPROS

Medical Protection System

MEPCOM

U.S. Military Entrance Processing Command

MEPS

military entrance processing station

MODS

Medical Occupational Data System

MOS

military occupational specialty

MPD

Military Personnel Division

MRD

mandatory release date

MTF

medical treatment facility

MWR

morale, welfare, and recreation

NACLC

National Agency Check with Local Agency and Credit Check

NCO

noncommissioned officer

NGR

National Guard regulation

OPM

Office of Personnel Management

OSUT

one station unit training

OT

occupational therapy

PAB

personnel administration branch

PMV

private motor vehicle

POR

preparation of replacement for overseas movement

PS

prior service

PSI

personnel security investigation

PSSP

Personnel Security Screening Program

PT

physical therapy

PULHES

physical, upper, lower, hearing, eyes, psychiatric

PX
post exchange

RA
regular Army

RC
reserve component

REFRAD
release from active duty

REQUEST
Recruit Quota Enlistment System

RFA
request for action

RS
reservation by student

RTD
return to duty

S-3
operations staff officer

SCI
sensitive compartmented information

SDDC
Surface Deployment and Distribution Command

SGLI
Servicemembers' Group Life Insurance

SOJT
supervised on-the-job training

SQI
skill qualifications identifier

SRB
Soldier records brief

SSBI
single scope background investigation

SSN
social security number

STO
split training option

STRAMS-E
Student Trainee Management System-Enlisted

TAPDB
total Army personnel database

TBD
to be determined

TDA
table of distribution and allowances

TOE
table of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TRICARE

Tri-Service Medical Care

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USATC

U.S. Army Training Center

USO

United Service Organization

VA

Veterans Affairs

Section II**Terms****Advanced individual training activity**

Any activity that conducts training to qualify a Soldier for the award of an MOS upon successful completion of the training course.

Alternate training

A program where RC Soldiers receive BCT during Phase I and AIT during Phase II with an intervening period of up to 12 months of reserve unit training. It is designed to attract students and seasonal workers that could not otherwise join the ARNGUS or USAR.

Automated national agency check with local records and credit check

An automated NACLCL is processed on all first term enlistees who meet established criteria outlined in AR 601–210.

Availability date

The date a Soldier will be available to report to first unit assignment upon completion of MOS training. The date is computed by HRC by adding 38 days to the reported MOS training graduation date. During the Christmas leave period adjustments are made for leave taken at that time.

Basic combat training or basic training

Training in basic military subjects and fundamentals of basic infantry combat given to newly inducted and enlisted AA and RC personnel without prior military Service.

Basic training activity

An activity that conducts basic entry training for active Army, ARNGUS, and USAR non-PS male and female enlisted personnel upon entry into the Army. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined Soldier capable of performing the basic skills required by all members of the Army.

Hold under

A Soldier who arrives at a U.S. Army Training Center but does not have an ATRRS training reservation available at that location.

Holdover

A Soldier who has not completed the reception process and cannot participate in their scheduled ATRRS reservation.

In-cycle processing

Processing accomplished during BCT. Processing scheduled during the BCT cycle will be as indicated in ATP 21–114.

One station unit training

Basic entry and initial skill training conducted in the same unit with the same cadre for selected high density MOSs. One station unit training combines BCT and AIT in the same unit.

On-the-job training, advanced individual training

Training conducted in active Army TOE and TDA units for active Army, ARNGUS, and USAR personnel who, upon graduation from BCT, are assigned for MOS qualification through formal on-the-job training.

Physical examination

A detailed medical examination of the physical qualifications of an individual, for entry on active duty as a member of the AA, USAR, or ARNGUS.

Preparation of replacements for overseas movement

A system of personnel policies and procedural requirements to qualify personnel for overseas service.

Prior Service personnel

- a. For persons enlisting in RA, have 180 days or more on active duty as a member of the Armed Forces.
- b. For persons enlisting in USAR, have served 180 days or more on active duty as a member of the Armed Forces. Members who are MOS qualified, regardless of time, also are considered PS.

Reception Battalion Automated Support System

Automation system that provides the U.S. Army Reception Battalions a single point of entry to collect and validate key information on new U.S. Army, Army Reserve, and Army National Guard Soldiers at Army IMT installations. Data are gathered for electronic feeds to DOD personnel, finance, medical, and training management systems. Additionally, it stamps metal ID tags, provides data to clothing issue, labels folders, and cuts stencils.

Recycle

Any Soldier that is delayed in completion of training due to repeating certain phases of training. This includes personnel delayed for medical reasons, emergency leave, or other administrative reasons. MOS, ASI, or similar qualifications for which training is unchanged as a result of this action.

Replacement stream enlisted personnel

Active Army enlisted personnel not assigned as permanent party to any command or unit who are under the direct assignment control of HRC. Includes Soldiers and students undergoing training in a permanent change of station or temporary duty pending further orders status. Specifically excluded are PS personnel who do not require BCT or AIT.

Reserve component personnel

The RC personnel ordered to initial active duty for training under the Reserve Enlistment Program of 1963 (Public Law 88-110, 88th Congress) include male RC no-prior-Service personnel (age 26 or over) and female RC no-prior-Service personnel (ages 17 through 34) who enlisted under the authority of AR 601-210 or NGR 600-200.

Retrainee

An individual who has failed to complete initial MOS training and is assigned for training in another MOS.

Soldier

All RA and RC personnel processing through a reception battalion, except when otherwise indicated.

Student Trainee Management System-Enlisted

An automated, on-line reporting system used by training centers and HRC to report and control Soldiers.

Training base

The number of Soldiers undergoing basic entry and/or initial skill training at any given time beginning when a Soldier starts BCT. Departure from the training base occurs when a Soldier has completed MOS training and is awarded an MOS.

Training military occupational specialty

The MOS in which a Soldier will be trained and will be awarded following completion of training.

Training space management

A module within REQUEST used to obtain retraining seats for Soldiers. Specific instructions are contained in user's manuals provided by HRC (AHRC-EPF-A).

Section III

Special Abbreviations and Terms

AOC

Airborne Orientation Course

BAT

basic airborne training

ECLT

English Comprehension Language Test

MT

metatarsal

PC

processing center

PET

performance enhancement training

PUT

personnel unit training

RAU

rare and unusual

RECBN

reception battalion

TNST

trainee/student

TOMA

Training Operations Management Activity

TSPB

Trainee/Student Processing Branch

TSPC

Trainee/Student Processing Center

UTC

until completion

WTRP

Warrior Training Rehabilitation Program

UNCLASSIFIED

PIN 006414-000