

Army Regulation 601–210

Personnel Procurement

**Regular Army
and Reserve
Components
Enlistment
Program**

**Headquarters
Department of the Army
Washington, DC
8 November 2023**

UNCLASSIFIED

SUMMARY of CHANGE

AR 601–210

Regular Army and Reserve Components Enlistment Program

This major revision, dated 8 November 2023—

- o Incorporates Army Directive 2018–17 (Army Accessions Way Ahead) (para 1–4).
- o Adds U.S. Army Training and Doctrine Commander with oversight responsibility for the Partnership for Youth Success program (para 1–4c).
- o Adds the reduced military service obligation program and enlistment options for Regular Army non-prior service applicants (para 1–11c and para 9–7d).
- o Adds policy that allows for source documents used to determine eligibility for enlistment to be captured through photos and images of the source documents (para 2–1d).
- o Adds policy that allows video call to witness parental consent (para 2–3a(4)).
- o Adds additional documents for verification of the applicant’s social security number (para 2–6b).
- o Reduces the minimum enlistment age for applicants with Tier 2 education credentials (para 2–7d).
- o Eliminates the requirement of a National Intelligence Agency Check for non-citizen applicants (para 2–14).
- o Modifies policy across several sources for advancement in grade (para 2–18).
- o Adds age eligibility for prior service applicants (para 3–3d).
- o Modifies policy to allow Soldiers with a remaining service obligation to enter the Reserve component for period of one to six years (para 3–14).
- o Adds policy for Basic Combat Training Exemption for disenrolled cadets from the United States Military Academy (para 3–18b and para 5–16b).
- o Incorporates Army Directive 2020–09 (Appointment and Enlistment Waivers) (chap 4).
- o Adds extremism policy (para 4–2e).
- o Adds policy requiring a 12 month waiting period for applicants discharged or separated after signing a declination of service document (para 4–13e).
- o Reduces the waiting period for retesting after receipt of a positive drug and alcohol test at the military entrance processing station (para 4–18b).
- o Extends the period in which a DD Form 368 (Request for Conditional Release) is accepted (para 5–19).
- o Adds procedures for guidance counselor duties (para 6–4).
- o Adds policy for actions that must be taken after the swearing-in ceremony, but prior to shipment to training (para 6–21).

- o Adds policy on the Partnership for Youth Success program (para 9–9).
- o Eliminates requirement for Soldiers to be eligible to reenlist on active duty in order to receive an incentive upon transfer to a Reserve Component (para 10–15a(1)).
- o Incorporates Army Directive 2019–31 (Integration or Refresher Training for Prior Service Personnel) (throughout).
- o Incorporates Army Directive 2021–12 (Fulfilling Statutory Military Service Obligations) (throughout).

Personnel Procurement
Regular Army and Reserve Components Enlistment Program

By Order of the Secretary of the Army:

RANDY A. GEORGE
General, United States Army
Chief of Staff

Official:



MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

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

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army

Reserve, unless otherwise stated. It also applies to Department of the Army Civilians involved in recruitment activities or Reserve Officers' Training Corps/Simultaneous Membership Program management functions. Also, in case of conflict between this and other regulations establishing enlistment eligibility criteria, this regulation will take precedence and upon direction of the Secretary of the Army, certain requirements of this regulation will not be enforced during mobilization.

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

through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

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

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

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 601–210, dated 31 August 2016.

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Glossary

Chapter 1 Introduction

1–1. Purpose

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

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

Specific program responsibilities are listed in each chapter.

- a. The Secretary of the Army (SECARMY) will—
 - (1) Except as specifically provided by law, establish enlistment qualifications for the RA, USAR, and ARNG.
 - (2) Be the denial authority for enlistment. (See paragraph 1–6 for additional information and exceptions.)
- b. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) will serve as the review and approval authority for the continuation or implementation of new accession incentives, bonuses, pilots, or programs.
- c. The Commander, U.S. Army Training and Doctrine Command (TRADOC) will—
 - (1) Serve as the Mission Commander of Accessions Planning and Execution.
 - (2) Be responsible for accessions planning and execution to effectively plan, prioritize resources, execute, and exploit success.
 - (3) Provide oversight, administer, and execute the Partnership for Youth Success (PaYS) program.
 - (4) Direct the CG, U.S. Army Recruiting Command (USAREC), who will—
 - (a) Control enlistment under the RA DEP per section VII.
 - (b) Have final responsibility for personnel actions pertaining to DEP, DTP, and delayed military service obligation (MSO) enlistments.
 - (c) Organize and administer the submission of Tier 3 and Tier 5 Personnel Security Investigations and fingerprint checks for RA and USAR enlistments.
 - (d) Submit requests for continuation or implementation of new incentives, bonuses, pilots, or programs through the DCS, G–1 to ASA (M&RA) for consideration.
- d. The Deputy Chief of Staff (DCS), G–1 will develop and maintain policy and programs for RA, USAR, and ARNG enlistments, to include policy governing Reserve Officers' Training Corps (ROTC) Simultaneous Membership Program (SMP), the Army Civilian Acquired Skills Program (ACASP), and the Selected Reserve Incentive Program (SRIP). The DCS, G–1 will direct the Commanding General (CG), U.S. Army Human Resources Command (HRC), who will—
 - (1) Control enlistments under the RA Enlistment Program.
 - (2) Have responsibility for personnel actions pertaining to RA enlistments.
 - (3) Fulfill responsibilities regarding the ACASP per paragraph 7–3.
 - (4) Fulfill responsibilities regarding the SRIP in accordance with paragraph 10–1.
 - (5) Fulfill responsibilities regarding the ACASP in accordance with paragraph 7–3.
- e. The Chief of Army Reserve (CAR) will—
 - (1) Have control of enlistments under the USAR Enlistment Program.
 - (2) Have responsibility for personnel actions pertaining to USAR enlistments.
 - (3) Exercise staff supervision and management of the SMP of the USAR as it pertains to ROTC cadets.
 - (4) Submit requests for continuation or implementation of new incentives, bonuses, pilots, or programs through the DCS, G–1 to ASA (M&RA) for consideration.
 - (5) Ensure the CG, U.S. Army Reserve Command fulfills the responsibilities in paragraph 9–17j and 9–17k.
 - (6) Fulfill responsibilities regarding the SRIP in accordance with paragraph 10–1.

- f.* The Director, Army National Guard (DARNG), if directed by the Chief, National Guard Bureau will—
- (1) Control enlistments under the Reserve Component (RC) Enlistment Program for ARNG enlistees.
 - (2) Have overall responsibility for developing and maintaining policy and programs for Army National Guard of the United States (ARNGUS) enlistments.
 - (3) Submit requests for continuation or implementation of new incentives, pilots, or programs through the DCS, G-1 to ASA (M&RA) for consideration.
 - (4) Exercise staff supervision and management of the SMP of the ARNG as it pertains to ROTC cadets.
 - (5) Organize and administer the submission of the Tier 3 and Tier 5 Personnel Security Investigations and fingerprint checks for ARNG enlistments.
 - (6) Fulfill responsibilities regarding the ACASP in accordance with paragraph 7-3.
 - (7) Fulfill responsibilities regarding the SRIP per paragraph 10-1. The Commander, U.S. Military Entrance Processing Command (USMEPCOM) will process applicants and enlistees (see sections 5 and 6 and DoDM 1145.02).

1-5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

1-6. U.S. Military Academy Preparatory School

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

1-7. Secretarial authority

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

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

- (1) A former enlisted member of the RA who—
 - (a) Has served continuously on AD as a Reserve officer of the Army and was discharged as an RA enlisted member to immediately accept a temporary appointment as an officer of the Army;
 - (b) Is separated from AD as an Army of the United States, or Reserve commissioned officer, or warrant officer while serving as a commissioned or warrant officer;
 - (c) Was terminated by an honorable discharge or by relief from AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge; and
 - (d) Makes application for enlistment within 6 months after separation from AD as a Reserve or Army of the United States officer.
- (2) Any RA enlisted member who—
 - (a) Has been placed on the temporary disability retired list (TDRL); and
 - (b) Is later found to be physically fit under 10 USC 1211; and
 - (c) Makes application for enlistment within 90 days after removal from the TDRL.
- (3) ARNG applicants under 10 USC 247, provided they waive their exemption from militia duty.

1–8. Penalties for violating

a. Military personnel who violate or fail to comply with this regulation are subject to punishment under the Uniform Code of Military Justice (UCMJ), for violation of Article 92(1). Also, military members may be subject to punishment under the UCMJ for violation of Article 92(3) or Article 104b. Particular attention should be given to UCMJ Article 104b, which states, “Any person subject to this chapter who effects an enlistment or appointment in or a separation from the armed forces of any person who is known to him to be ineligible for that enlistment, appointment, or separation because it is prohibited by law, regulation, or order will be punished as court-martial may direct.”

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

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

1–9. Eligibility

a. All persons who process applicants for enlistment in the RA, USAR, or ARNG will use the utmost care to procure qualified personnel. Eligibility of personnel will be based on their ability to meet all requirements, to include procurement of prescribed waivers. No applicant will be accepted for enlistment before approval of any required waiver. Processing will be immediately discontinued if an applicant for enlistment in the RA, USAR, or ARNG admits to a nonwaiverable disqualifying condition. This includes, but is not limited to, an applicant who is determined to be drug dependent, admits to a pending law violation or fine, or displays other nonwaiverable medical, conduct, or administrative disqualifications in paragraph 4–22. For the purpose of this paragraph, military entrance processing station (MEPS) processing includes medical examination, special tests, or enlistment.

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

- (1) Normal commuting time and distance of day-to-day job.
- (2) Possible conflicts with civilian occupation.
- (3) Past performance as USAR or ARNG member.
- (4) Frequency of past relocations of residence.

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

1–10. Enlistment in any U.S. Armed Force by U.S. Army Reserve or Army National Guard members

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

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

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

1–11. U.S. Army Reserve or Army National Guard membership

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

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

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

(3) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of the SECARMY, if the member is drawing retired pay. These personnel are not required to execute a Department of

Defense (DoD) DD Form 4 or process for enlistment or reenlistment. They remain on an indefinite Ready Reserve status until age 60.

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

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

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

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

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

c. Reduced Military Service Obligation. When a non-prior service (NPS) applicant enlists in the Delayed Entry Program of the Regular Army and agrees to serve in the Selected Reserve (SELRES) after their contractual period of active duty, in accordance with 10 USC 10147, the 8 years MSO originally incurred by such member may be reduced to 6 years.

1–12. Valid enlistment or reenlistment agreements

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

(1) The agreement will be extended.

(2) A new DD Form 4 and oath of enlistment will be executed.

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

1–13. Referral of applicants to higher headquarters

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

Chapter 2

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

Section I

Basic Eligibility Criteria

2–1. General

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

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

c. *Source documents.* Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. Defense Information Systems Agency approved language translation applications may

be authorized by the Chief, Accessions Division, DCS, G-1 (DAPE-MPA) to be used to officially translate documents in a foreign language into English. The recruiter using the translation application must add a statement, followed by the recruiter's signature, on each page of the translated document, certifying that the translation was performed from the original or certified copy of the original foreign document. When using a Defense Information Systems Agency approved translation application, the foreign documents undergoing translation and the translated document must be uploaded in the Electronic Records Management (ERM) folder as well uploaded into the integrated Personnel ERM System at the time of the applicant's accession into the respective Army component. If a multi-lingual Soldier (having language skill identifier) translates the document(s), then a written translation signed by the Soldier, with a commissioned officer's signature witnessing the signature, may be used. Recruiting battalions not having a Soldier with a language skill identifier may designate recruiting personnel to translate foreign documents in a language common to Soldiers in the battalion. Designation of translator will be made in writing and kept on file at the recruiting battalion headquarters. All source documents must be original, or certified as an official copy of the original and included in the enlistment packet for enlistment into the RA and RC. These documents include transcripts for military occupational specialty (MOS) requirements or advance grade, high school diploma, or marriage certificate. They will be uploaded and forwarded with the enlistment packet or hand-carried by the applicant to the guidance counselor for compliance with instruction in chapter 6, section II.

d. Obtaining documents. The use of facsimile machines or email (via scanners) to provide an expeditious means of obtaining documents is authorized and may be used to prevent undue delays in shipment to training. The use of education transcripts, police checks, and court checks retrieved via agency Web sites is authorized. Documents used to verify dependents (except marriage certificate for spouse) are not required for enlistment purposes into the DEP/delayed status/DTP, unless a dependent waiver is required as discussed in paragraph 4-19. In addition, when the above means are not available or will delay processing, recruiting personnel are authorized to accept virtual images or photos of original source documents from applicants to verify the applicant's eligibility for enlistment. These documents include, but are not limited to education credentials; birth certificates; social security cards; marriage certificates; and source documents for advanced pay grades that are required to verify enlistment eligibility. The original source documents must be made available upon future request.

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

Note. Prior to uploading source documents for enlistment processing, one of the individuals in paragraph 2-1e must ensure that marriage certificates, divorce decrees, and birth certificates are certified originals, court-certified copies, or certified photocopies. These documents must show proof that they have been filed at the county clerk's office. Proof may be in the form of a file number (Vital Statistic), registration number, stamp, or signature from the county clerk.

2-2. Basic eligibility criteria for all non-prior service applicants

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

Note. All disqualifications that exist for PS applicants apply to glossary NPS as listed in chapter 4. The term "glossary NPS" does not change the fact an applicant has had military service. All provisions of this regulation that refer to basic active service date (BASD), previous military service, basic enlisted service date, and similar terms apply to NPS applicants.

2-3. Age

a. Applicant is eligible for enlistment if applicant is at least 17 years of age and has not passed their 35th birthday (exceptions to policy may be considered by the Director of Military Personnel Management (DMPM)). Applicants who are 17 years of age (have not reached their 18th birthday) require parental or guardian consent for enlistment through completion of appropriate sections of DD Form 1966 (Record of Military Processing-Armed Forces of the United States). All NPS RA applicants must ship to AD no later than their 35th birthday. All NPS RC applicants must

be accessed into their respective RC no later than their 35th birthday. An enlistment into the DEP/DTP/ARNG Recruit Force Pool or accession into the RC is official after the applicant is administered the oath of enlistment per paragraph 6–14.

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

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

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

(4) The signature of the parents or guardians on DD Form 1966 will be witnessed by a commissioned officer, warrant officer, NCO, or civilian recruiting specialist. The signature of the parent or guardian must be witnessed in person or by video calling (Skype, Facetime, or the equivalent). Signatures cannot be witnessed by video calling, unless the recruiting company commander has verified that the signature cannot be witnessed in person. When the signature is witnessed, the witness must verify the parent's identity through visual proof of the parent's "Real ID" (with photo), issued by the State's Department of Motor Vehicles in which the parent resides or any officially issued identification (with photo), issued by the Government or the State in which the parent resides. After witnessing parental consent via video calling, recruiting personnel will upload legible virtual images or photos as source documents as proof of parental consent. Otherwise, the signature must be notarized. The recruiter will verify all entries, as well as supporting documents used to verify occasions when only one signature is authorized, and annotate this verification on the DD Form 1966. One parent is required to sign the DD Form 2807–2 (Accessions Medical History Report) for applicants under the age of 18 for medical examination.

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

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

b. Documents and procedures used to verify age include—

(1) Birth certificate.

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

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

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

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

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

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

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

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

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

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

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

(9) U.S. Passport Card.

2-4. Citizenship

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

(1) A citizen of the United States, which includes birth in a U.S. Territory (Puerto Rico, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, which consists of the islands of Saipan, Tinian, and Rota). The immigration status of an applicant's spouse, children, or immediate Family members (parents, in-laws, brother(s), or sister(s)) does not automatically disqualify an otherwise qualified applicant from enlisting into the RA or RCs.

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

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

(4) A citizen of the Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands. The primary islands of the Marshall Islands are Kwajalein, Ebeye, and Majuro. The islands of the Federated States of Micronesia include: Yap, Chuuk, Pohnpei, and Kosrae. These applicants are not authorized to enlist for specialties requiring a security clearance.

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

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

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

(1) *United States citizens.*

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

(b) USCIS Form N-550/570.

(c) USCIS Form N-560/561.

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

(e) DD Form 372.

(f) DS Form 1350.

(g) FS Form 545.

(h) FS Form 240.

(2) *Permanent resident aliens.* Applicants must present their USCIS Form I-551 card showing that they have been admitted to the United States for permanent residence. USCIS Form I-551 cards issued after 1989 are only valid for 10 years and must be renewed. Applicants with expired cards keep their permanent residence status; however, they must apply for renewal of their permanent residence. USCIS Form I-797 (Notice of Action) is issued when an application or petition is approved. This form will indicate an extension of the USCIS Form I-551. An over stamped foreign passport with USCIS Form I-551 stamp denotes temporary evidence of lawful permanent residence. Stamp indicates issued date, expiration date, and alien number. A U.S. Immigrant Visa with USCIS endorsement stamp serves as a temporary USCIS Form I-551 card with expiration date and alien number. Applicants must obtain verification in the form of an original receipt from the USCIS indicating that the applicant has paid for an USCIS Form I-90 (Application to Replace Permanent Resident Card) renewal application prior to enlistment. Applicant must have a valid USCIS Form I-551 card prior to shipment to training. Any USCIS Form I-551 card with an expiration date within 6 months of accession date must be renewed and be valid for at least 6 months after the applicant's scheduled accession date onto AD for initial training, unless DCS, G-1 (DAPE-MPA) grants an exception to policy.

Note: For USCIS Form I-797C (Notice of Action) issued to communicate receipt of payments, rejection of applications, transfer of files, fingerprint biometric, interview and, rescheduled appointments, and reopen cases. If USCIS Form I-797C does not indicate an extension of the USCIS Form I-551 card, this form is not a valid form for expiration extension.

(3) *Nationals of the United States.* Nationals of the United States include persons born in American Samoa or Swains Island. A native of American Samoa is issued a birth certificate that indicates the village of birth followed by

the words, “American Samoa.” A U.S. national may also have a U.S. passport with a black bar over the word “citizen” inside the passport, indicating that the bearer is a U.S. national but not a U.S. citizen.

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

(5) *Foreign nationals.* Unless the SECARMY has invoked the authority to create an exception to 10 USC 504, foreign nationals must have proof of permanent residence (including conditional permanent residence) in order to enlist. However, statutory authority exists with respect to the enlistment of citizens from the island nations of the Federated States of Micronesia, the Republic of Palau and the Republic of the Marshall Islands.

(a) Citizens of the Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands may be enlisted into the U.S. Army.

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

(c) Applicants from the Federated States of Micronesia, Republic of Palau, , the Republic of the Marshall Islands, and any non-citizen who qualifies for entry may enlist. DoDM 5200.02 controls the issuance of security clearances and limited access authorizations to non-citizens of the United States.

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

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

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

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

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

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

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

(1) Applicants who are U.S. citizens or nationals may apply to the nearest U.S. passport agency or through the procedures described at <https://www.state.gov> (see passport application requirements). To obtain a replacement USCIS Form N–550/570 or USCIS Form N–560/561, an applicant should visit <https://www.uscis.gov> and file USCIS Form N–565 (Application for Replacement Naturalization/Citizenship Document). Birth certificates for persons born in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, Swains Island, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Palau, or the Republic of the Marshall Islands must be obtained from their respective offices of vital statistics. Panama Canal Zone birth certificates should be

requested through the Vital Records Section of Passport Services as described on the State Department's Website at <https://www.state.gov>.

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

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

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

f. Applicants enlisting into the RA, USAR, or ARNG holding dual citizenship with the United States and another country may enlist; however, they may not be enlisted into an MOS that requires a security clearance unless the applicants meet the security standards outlined in AR 380-67 and all other applicable standards.

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

(1) Birth certificate.

(2) U.S. Passport Book or U.S. Passport Card.

(3) DD Form 372.

(4) FS Form 240.

(5) DS Form 1350.

(6) FS Form 545.

(7) Foreign Passport (this does not have to be current to validate place of birth).

(8) Tribal card (not expired) letter from tribal council for American Indians born in Canada under the Jay Treaty.

(9) USCIS Form N-560/561.

2-5. Name

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

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

c. *Glossary non-prior service and prior service.* Applicants will enlist using name on DD Form 214 (Certificate of Uniformed Service) or NGB Form 22 (National Guard Report of Separation and Record of Service) unless changed through marriage.

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

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

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

2-6. Social security number

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

b. The social security card will be the primary document used to verify the social security number. The following documents may be used to verify the social security number prior to enlistment. However, the actual social security card must be presented prior to shipment to training.

(1) Completed Form SS-5 (Application for a Social Security Card), signed by the applicant and with the receipt from the Social Security Administration indicating the application for a replacement social security card has been received.

(2) IRS Form W-2 (Wage and Tax Statement).

(3) Social Security Number Stub.

c. The PS applicants may use DD Form 214, DD Form 215 (Correction to DD Form 214/214-1, Certificate of Uniformed Service), or NGB Form 22 in lieu of the social security card.

2-7. Education

a. *Education requirements.* Applicant is eligible for enlistment if they meet the requirements of this paragraph and the trainability requirements outlined in paragraph 2-8 and requirements of specific MOS or option for which enlisting. The provisions of paragraph 2-7j apply for determination of clock, semester, and quarter hours. Education years (ED YRS) code is the highest grade completed. Education credentials will be accepted from any institution that is State or local Government approved, or accredited by one of the accrediting organizations recognized by the United States Department of Education. Questionable institutions will be submitted for verification to the USAREC battalion education specialist or individuals designated to conduct tier evaluations for the ARNG. Transcripts are required for verification of academic classes to qualify for specific MOS requirements. All Tier 1 education (high school diploma producing programs) must be verified using the force structure, address, and zip code realignment school database. If outside the battalion area, it must be verified with the battalion operations within that area. All education credentials must be verified using the force structure, address, and zip code realignment school database. If verification is not found within the force structure, address, and zip code realignment school database, verification must be conducted with the battalion operations or education services specialist (ESS) within the location of the educational institution prior to processing the applicant. However, the educational services specialist or designated officers in the ARNG are the only individuals that can conduct an education tier evaluation for an applicant for enlistment purposes. The educational services specialist or designated officers in the ARNG are the validating officials for all schools prior to entering into the Headquarter Support System—Force Structure, Address, and Zip Code Realignment (HSS FAZR) database. In the educational services specialist's absence, the battalion executive officer is authorized to conduct either tier evaluations or school validations (as appropriate) for entry into HSS FAZR.

b. *Education verification.* The area NCO in charge, first sergeant, company commander, senior operations sergeant, senior guidance counselor, commissioned officer, education specialist, equivalent contracted personnel assigned to USAREC, or personnel designated by the ARNG to conduct tier evaluations are authorized to perform telephonic or email verification for enlistment into DEP/DTP or ARNG. The telephonic or email verification for DEP/DTP or ARNG enlistment must include name of applicant, date of birth, name of school, school address, school phone number, date of graduation, name and title of individual providing verification, and the name and title of individual conducting verification. Verification of education may be obtained from the applicant's principal, registrar, school guidance counselor, or the custodian of records for enlistment in the DEP/DTP or ARNG.

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

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

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

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

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

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

(c) Further evaluation and additional verification are required for all applicants attempting to enlist with only a diploma and transcript from the parent or guardian instead of a diploma from a home school association or organization. These cases will be referred to the battalion educational services specialist or personnel designated by the ARNG to conduct tier evaluations, for further evaluation. If a decision cannot be reached at battalion level, the educational services specialist will send the tier evaluation workflow through brigade to the Assistant Chief of Staff, G-7/9, USAREC, Education Division, or personnel designated by the ARNG to conduct tier evaluations, for final approval or disapproval.

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

(2) *High school diploma graduate (ED LVL code L)*. This is an individual with a diploma or official certified copy of the transcript who has attended and completed a traditional 9 to 12-year public or private attendance-based graded day program of classroom instruction. The diploma must be issued from the school where the individual completed the program requirements. This includes individuals who met all requirements for graduation, but failed to pass State mandated exit examinations. An applicant who completed all the necessary credits for graduation but did not pass the State mandated exit examination(s) is authorized to enlist without a waiting period, but recruiting personnel must obtain a letter from a school official which verifies that the applicant has met all high school graduation requirements but failed the exit examination(s) and did not receive a high school diploma. An official or certified school transcript or letter may be used for enlistment into the DEP/DTP/delayed status/RA/USAR/ARNG. The transcripts must indicate that the individual did graduate. If a diploma was not yet issued by the school, but all graduation requirements were met (that is, summer school or midterm graduate), an original letter from the applicant's principal, registrar, school guidance counselor, or custodian of records can be used for DEP/DTP or ARNG. The letter must state that the individual met all requirements for graduation and was not issued a diploma, along with the reason why, and give an approximate date the diploma will be issued. A diploma or transcript must be included in the enlistment packet prior to the applicant shipping to training. Individuals that are attending the National Guard Youth Challenge (NGYC) programs under a Tier 1 education track and who successfully complete the NGYC program and are awarded a high school diploma by the local school board of education after satisfying all high school graduation requirements may be enlisted with under education code "L" provided a commissioned officer in grade Captain (O-3) or above completes a education verification on the individual and the NGYC program to verify that the individual was enrolled in and successfully completed the Tier 1 education track while attending the NGYC program. This guidance does not apply to individuals that are enrolled in the NGYC program under a Tier 2 track.

(3) *High school senior (ED LVL code S)*. A high school senior is an individual who does not possess a tier 2 education credential and is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within the current authorized DEP/DTP period. Verification is required from a qualified school official (principal, vice principal, registrar, counselor, or custodian of school records, so designated by the principal). Telephonic record or email verification is authorized for enlistment into the DEP/DTP or ARNG. Verification must state the projected date that the individual will graduate from high school.

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

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

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

(7) *High school diploma graduate via semester hours, quarter hours, or clock hours (ED LVL code 8)*. These individuals are those without a high school diploma who attended and completed 15 semester hours of college credit, 22 quarter hours of college credit, or 675 clock hours of classroom instruction from an accredited postsecondary institution. This includes those applicants who have completed at least 675 clock hours of postsecondary vocational-technical training from the Job Corps, operated by the U.S. Department of Labor, and earned a general education diploma (GED) or other Tier 2 education credential (defined in para 2-7d). Job Corps applicants must present a Job Corps certification of student graduation and proof of completion of vocational training signed by the Job Corps center director and training director for verification. Job Corps students must be enrolled in Job Corps for a minimum of 60 days prior to enlistment.

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

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

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

(8) *Degree credentials.*

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

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

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

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

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

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

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

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

d. *Alternate high school credentials (Tier 2).* Tier 2 applicants must be at least 17 years of age to enlist. Each of the following has separate USMEPCOM Integrated Resource System and Recruit Quota System (REQUEST) codes:

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

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

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

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

e. *Less than a high school diploma or credential (ED LVL code I) (Tier 3).* An individual who is not currently in a secondary education program and has no diploma/credential. This category is not eligible to enlist, unless authorized by the SECARMY.

f. *Foreign credentials.*

(1) Applicants completing high school or having college credits from foreign colleges or universities must have their documents evaluated and accredited by a State board of education, or by any degree granting college or university. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S. Department of Education, any member of the National Association for Credential Evaluation Service (NACES) or Association of International Credential Evaluators (AICE), or any foreign education credentials evaluation service legally operating in the United States or US Territories in accordance with its State or U.S. Territory law. As an exception to this guidance foreign credential evaluations from organizations not

mentioned above may be forwarded by USAREC or ARNG personnel to the DCS, G-1 (DAPE-MPA) for consideration.

(2) Once foreign education diplomas and transcripts have been evaluated in accordance with paragraph 2-7f, all foreign documents, including the evaluation letter/report will be submitted to the battalion ESS or designated officer of the ARNG, or in the absence of the battalion ESS, to the brigade ESS for review. Evaluation letters will be accepted from a current member of AICE or NACES or a regionally accredited post-secondary institution stating the US equivalency. The battalion ESS or the brigade ESS will annotate in the tier evaluation workflow the foreign documents, translated documents and evaluation letter have been reviewed and uploaded into the tier evaluation workflow. The battalion brigade will provide the DoD Education code, if applicable.

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

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

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

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

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

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

j. Semester hour requirements.

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

(2) For non-degree granting education institutions that are approved by the State or local board of education or accredited by one of the accrediting organizations recognized by the U.S. Department of Education, AICE, or NACES that award clock hours or quarter hours, the following will equate:

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

(3) Classroom semester hours also include credits earned by college test programs (such as, the CLEP or Internet courses), as recognized by universities or colleges, or which are approved by the State or local board of education or accredited by one of the accrediting organizations recognized by the U.S. Department of Education; AICE; or NACES. Semester hours or quarter hours earned through college test programs may be used for advanced promotion, but may not be used for enlistment purposes.

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

2-8. Trainability

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

a. Applicant must meet the test score requirements listed in paragraph 2-8d, and the specific test requirements of MOS or option for which enlisting.

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

c. Applicant must attain the required aptitude area score as required for MOS, in accordance with the Recruit Quota System (REQUEST), except for ACASP qualified applicants that require no prerequisite training.

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

- (1) TSC–I (Armed Forces Qualification Test (AFQT) 93–99).
- (2) TSC–II (AFQT 65–92).
- (3) TSC–III A (AFQT 50–64).
- (4) TSC–III B (AFQT 31–49).
- (5) TSC–IV A (AFQT 16–30).
- (6) TSC–IV B (AFQT 10–15) not currently accepted (except 09L).
- (7) TSC–V (AFQT 0–9) not eligible to enlist (except 09L).

2–9. Physical

a. Applicant is eligible for enlistment if they meet procurement physical fitness standards of AR 40–501 and added requirements of specific option for which enlisting. Glossary NPS that have not been awarded an MOS must meet procurement physical fitness standards of AR 40–501. All applicants must undergo a medical moment of truth (MMOT) at the local recruiting center, prior to any MEPS processing. During the MMOT at the recruiting center and prior to shipment to Initial Military Training, applicants must be asked questions regarding life-threatening physiological conditions such as tree nut allergies and asthma. In addition, all applicants must be screened according to the medical screening requirements of DoDI 6103.03, using DoD prescribed medical history screening forms.

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

c. Waivers are not authorized for confirmed positive results for the presence of human immunodeficiency virus (HIV) or antibody (see AR 600–110).

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

- (1) Applicant is eligible if drug and alcohol tests are negative.
- (2) Applicant is authorized enlistment in the DEP/delayed status/DTP or ARNG pending drug test results, except those applicants who previously tested positive for drugs and require a waiver.
- (3) Applicants will be advised that if they test positive for presence of drugs during the MEPS physical will be discharged under the provisions of AR 135–178.

2–10. Dependents

a. An applicant meets dependency requirements if they are—

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

b. An applicant does not meet dependency requirements if—

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

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

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

(4) Applicants are processing as a husband and wife team and have one, two, or three dependents under the age of 18. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and by the respective SAG for ARNG applicants, provided one member has completed initial entry training (IET) prior to start of training for the other member.

(5) Applicants are processing as a husband and wife team and have four or more dependents under the age of 18. However, the applicant has a spouse who is currently on AD or a member of an RC (excluding IRR) of the U.S. Armed Forces and has a dependent less than the age of 18, then they must have completed IET. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and by the respective SAG for ARNG applicants. Waivers for four or more dependents may be considered by the CG, USAREC for RA/USAR applicants and by the respective SAG for ARNG applicants.

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

(7) The applicant is without a spouse and has custody of at least one dependent under the age of 18. (Waiver will not be considered for RA.) For RC, waivers may be considered by the Recruiting Battalion Commander for USAR, and by the respective SAG for ARNG applicants.

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

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

(10) The applicant is married and required by court order to pay child support for one or more dependents from previous marriage or relationship for a total of three dependents under the age of 18. Waivers may be considered by the recruiting battalion commander for RA/USAR applicants and by the respective SAG for ARNG applicants.

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

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

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

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

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

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

(b) A spouse is incarcerated.

(c) A spouse is deceased.

(d) A spouse has deserted the applicant.

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

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

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

(a) A spouse.

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

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

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

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

(3) Joint physical custody versus child support—

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

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

(c) For questionable cases, commanders will consult with a USAREC or ARNG staff judge advocate for legal advice.

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

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

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

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

e. Documents used to verify eligibility include the following:

(1) Marital status—

(a) Marriage certificate.

(b) Divorce decree.

(c) Legal separation decree.

(d) Annulment decree.

(e) Civil action document (divorce pending).

(f) Death certificate (widowed).

(2) Dependents under the age of 18—

(a) Birth certificate.

(b) FS Form 240.

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

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

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

(a) Divorce decree.

(b) Court order.

(c) Separation order.

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

- (4) For dependent parent, affidavits establishing dependency.
- f. For questionable cases, commander will consult with a USAREC or ARNG staff judge advocate for legal advice.

2-11. Conduct and administrative criteria

Applicants may be eligible for enlistment with or without waiver as indicated in each case. Applicants may have a waiting period, as cited in paragraph 4-31, if they have been subject to parole, probation, or incarceration (see chap 4).

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

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

(2) *Pending charges.* If applicant is subject to pending charge(s) that would not require a waiver if found guilty, Armed Services Vocational Aptitude Battery (ASVAB) testing is authorized. If applicant is subject to pending charge(s) that would require a waiver if found guilty or if placed on probation or parole, or if given a suspended sentence, all processing will be terminated (see para 4-33).

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

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

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

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

- (a) City or municipal, military installation law enforcement.
- (b) County law enforcement.
- (c) State law enforcement.
- (d) Court documents.
- (e) Probation departments.
- (f) Adult correctional facilities.
- (g) Juvenile correctional facilities.

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

- (a) City or municipal, military installation law enforcement.
- (b) County law enforcement.
- (c) State law enforcement.
- (d) Court documents.
- (e) Probation departments.
- (f) Adult correctional facilities.
- (g) Juvenile correctional facilities.

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

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

e. Police records check not released or a fee is charged. If a law enforcement agency states, in writing, that it will not provide information or that a fee is required and a copy of that statement is maintained in recruiting battalions, police records check will not be required. The completed DD Form 369 will contain reference to that written statement. The DD Form 369 will be forwarded with the enlistment packet.

f. Sex offender check. Each applicant will be specifically asked whether they are a registered sex offender and asked if they are required to register as a sex offender. Additionally, all applicants will be queried in the National Sex Offender Public Website. The name on the query will correspond with the enlistment name as prescribed in paragraph 2–5 above. For applicants reporting aliases, additional queries will be run matching each of the reported aliases. If the applicant is a registered sex offender or required to register as a sex offender, enlistment is prohibited. Results of this query will be reflected in the remarks section of DD Form 1966.

2–12. Suggested civilian or military clothing list for glossary non-prior service and prior service

a. Potential enlistees attending IET or IADT will be provided the suggested civilian clothing list located at <https://www.futuresoldiers.com/downloads/resources/mso1f4.pdf>.

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

c. ARNG enlistees entering the Recruit Sustainment Program to prepare for IADT will be provided the clothing list located at <https://www.nationalguard.com/basic-combat-training/basic-combat-training-packing-list>.

2–13. Review of enlistment forms and documents

Each applicant's forms and original documents will be reviewed by an individual designated by the CG, USAREC or DARNG, if so designated by the CNGB, for completeness and accuracy before uploading and forwarding the packet to MEPS. The designee will also ensure that a specific MOS or enlistment option will not be guaranteed to an applicant before processing by the Army guidance counselor or ARNG guidance counselor.

2–14. Background Investigation and vetting requirements

a. All accessions require submission of a Tier 3 or higher personnel security investigation. All submitted security investigations must be favorably adjudicated to the corresponding level of the submitted investigation. Guidance counselors must ensure that all personnel security investigation submissions are for Secret or higher level at accession into the RCs or entry into the DEP. All applicants for enlistment will undergo fingerprint checks prior to processing for enlistment at the MEPS. Fingerprint check results are required prior to entry onto AD or shipping to training or first duty assignment, unless results are present in Joint Personnel Adjudication System, for PS Soldiers.

(1) Documents required for a Tier 3 investigation include—

(a) Live-scan fingerprint.

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

1. Authorization for release of information.
2. Authorization for release of medical information.
3. Applicant certification of information.
4. Signature release of credit check.

(2) Documents required for single scope background investigation include Tier 3 criteria and processing by the personnel security screening liaison.

(3) Exceptions to the guidance above may be provided by CG, USAREC or DARNG, if so designated by the CNGB, on a case-by-case basis.

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

(1) The DoD common access card is the DoD Federal credential. The submission of the Tier 3 Personnel Security Investigation (minimum) and favorable fingerprint check results are required for initial common access card issuance.

(2) Favorably adjudicated Tier 3 or Tier 5 Personnel Security Investigation meets final HSPD 12 credentialing standards. Recruiting personnel will check DoD adjudication system of record for a previous investigation that meets HSPD 12 credentialing standards for common access card issuance (provided there has been no break in service of more than 2 years since the last background investigation) to determine if HSPD12 adjudication requirements have been met.

2-15. Educational assistance for Regular Army and U.S. Army Reserve

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

Section II

Enlistment Periods and Pay Grades

2-16. Authorized enlistment periods

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

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

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

2-17. Pay grade and date of rank

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

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

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

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

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

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

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

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

- (1) Has no qualifications for advancement to pay grade higher than E-1 may enlist at any time.
- (2) Has successfully completed 2 academic years of Junior ROTC, or a National Defense Cadet Corps Program, may enlist at any time at pay grade private E-2.
- (3) Has successfully completed 3 academic years of Junior ROTC, or a National Defense Cadet Corps Program, may enlist at any time at pay grade private E-3.
- (4) Has successfully completed 1 year of Senior ROTC (SROTC) may enlist at any time at pay grade E-2.
- (5) Has successfully completed 2 or more years of SROTC may enlist at any time at pay grade E-3.
- (6) Has attended any military service academy for at least 150 but not more than 179 days, may enlist at any time at pay grade E-2, or at grade determined by amount of college credit completed, as noted in the subparagraphs below, whichever is greater.
- (7) Has successfully completed 24 or more classroom semester hours (36 or more quarter hours) at an accredited degree granting college or university listed in the Accredited Institutions of Postsecondary Education (AIPE) or NACES (foreign transcripts must be evaluated according to paras 2-7f), may enlist at any time at pay grade E-2.
- (8) Has successfully completed 48 or more classroom semester hours (72 or more quarter hours) (without a 4-year degree) at an accredited degree granting college or university listed in the AIPE or NACES (foreign transcripts must

be evaluated according to para 2-7f), may enlist at any time at pay grade E-3. Applicants with an associate degree will be enlisted at pay grade E-3 without regard to the number of semester or quarter hours completed.

(9) Has successfully completed 2 or more academic years of a postsecondary vocational-technical school, and has received a certificate of training attesting to successful completion of the course, may enlist at any time at pay grade E-3. The school must be listed in the AIPE.

(10) Has successfully completed a degree-producing college program of 4-year duration, the college or university is listed in the AIPE, and has been awarded a bachelor degree or higher (foreign degrees and transcripts must be evaluated according to para 2-7f), may enlist at any time at pay grade E-4. Advanced promotion is authorized if the college or university provides a letter stating the applicant has met all requirements for a degree, but it will not be awarded until commencement ceremony.

(11) Has completed all Phase II requirements of the Air Force Civil Air Patrol, and has been awarded the Billy Mitchell Award, may enlist at any time at pay grade E-3.

(12) Has taken part in the Naval Sea Cadet Corps, and has been awarded NSCADM 024 (Certificate of Advancement), may enlist at any time at pay grade E-3.

(13) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America or the Sea Scout Quartermaster Award Certificate or the Venturing Scout Silver Award may enlist at any time at pay grade E-3.

(14) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America may enlist at any time at pay grade E-3.

(15) Has successfully completed the Future Soldier pre-execution checklist and passes the Army fitness test of record, may enlist at any time at pay grade E-2.

(16) Is qualified under the ACASP may enlist at any time at pay grade E-4.

(17) Lacks documentation required for advanced promotion under this paragraph at time of enlistment may submit supporting documents to the unit personnel officer at the IET installation or at the first unit of assignment within 6 months of enlistment. Documents must be original, certified, or evaluated, as required.

(a) College credit or course completion (includes Junior ROTC and SROTC) must have occurred prior to the date of enlistment in the RA or entry in IADT for USAR or ARNG.

(b) Only colleges and universities listed in the AIPE, NACES, or foreign transcripts evaluated according to paragraph 2-7f may be used. This requirement is only used for advanced promotion under this paragraph and does not affect or change the guidance for promotion boards with respect to education points, which are given or verified via other publications. However, no other education evaluation publication will be used to qualify under this regulation.

(c) Effective date and DOR for Soldiers who lacked documentation at time of enlistment will be the effective date of the promotion by the unit commander. No retroactive adjustment is authorized and each applicant will be advised that failure to produce documents before enlistment or after time frames above will cause them to forfeit entitlement to this incentive. The promotion will be for the grade the Soldier is qualified for at the time of enlistment.

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

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

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

(1) One qualified NPS, glossary NPS, or PS applicant who enlists into the DEP, RA, ARNG, or USAR on or before the date the applicant enters the RA or IADT for USAR or ARNG, may enlist at any time at pay grade E-2.

(2) Two or more qualified NPS, glossary NPS, or PS applicant who enlists into the DEP, RA, ARNG, or USAR on or before the date the applicant enters the RA or IADT for USAR or ARNG, may enlist at any time at pay grade E-3.

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

c. The applicant may enlist at pay grade E-3, if they meet a combination of any two of the requirements in paragraphs 2-18a(1), 2-18a(2), 2-18a(4), 2-18a(6), 2-18a(7), 2-18a(15), 2-18a(16), 2-8b or 2-18b(3). For example, an applicant may enlist in grade E-3, if the applicant has 24 semester hours and provides one referral that enlist. This example combines paragraphs 2-18a(7) and 2-18b(1).

2-19. Verification requirements for enlistment in higher grade

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

a. Education documents used to grant advanced or accelerated promotions must be from an accredited institution that is operating according to State law. A guidance counselor, education specialist, operations NCO, first sergeant, commissioned officer, or equivalent contracted personnel assigned to USAREC, or the ARNG must verify documents. Verification must be annotated, referencing authority for grade, on DD Form 1966, remarks section.

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

c. Document verifying ACASP qualifications.

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

Chapter 3

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

Section I

Basic Eligibility Criteria

3-1. General

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

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

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

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

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

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

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

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

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

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

(2) Applicant is a partially disabled, combat-wounded Army veteran with fewer than 20 years of service as defined in 10 USC 7325.

3–3. Age

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

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

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

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

d. PS personnel enlisting into the RA, USAR, or ARNG under this policy may enter active duty after age of 35, if otherwise eligible based on prior Active or Reserve service computation.

(1) PS members processing for RA. After member’s total active service is subtracted from their current age, their age for enlistment must not exceed 35 and the member must qualify for regular retirement with 20 or more years of AFS by age 62. However, as an exception to this policy, PS personnel may enter the Regular Army past age 35, provided all of the following conditions are met: they are less than age 37 after the PS active service calculation is conducted; and will be less than age 37 at time of entry onto active duty; and they are not required to attend Army BCT; and they are already MOS qualified for an available Army MOS; and requires no type of training or retraining at entry. Each of these conditions must be met in order to apply this exception.

(2) PS members processing for the RC. After member is given credit for total prior service (Active and Reserve) the member must be able to qualify for non-regular retired pay by age 60. For member processing for entry into an RC age is not a factor as long as the member qualified for non-regular retirement pay by age 60.

(3) The PS calculation does not apply for enlistment for Officer Candidate School (OCS). For OCS, prior active service will not be used to determine the applicant’s enlistment age for the OCS program. Actual age at time of application and time of commission is the only criteria that will be used for OCS applicants.

3–4. Citizenship

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

a. A citizen of the United States.

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

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

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

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

3–5. Education

a. Applicant is eligible for enlistment if they are a GED holder or higher level of education credential.

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

c. Verification for PS may also be accomplished through use of the DD Form 214. PS applicants may be enlisted, regardless of education credentials, provided that they are MOS qualified and were separated or discharged with an honorable character of service. Glossary NPS must meet chapter 2 requirements and verification must be made utilizing the original education source documents listed in chapter 2. For DD Form 214 dated August 2009 or later, verification must be made utilizing the original education source documents listed in chapter 2. DD Form 214 that was issued and indicate high school completion or equivalent (block 15b) will continue to be allowed to be used for education verification.

3–6. Trainability

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

- b. All applicants must have ASVAB scores to enlist. ASVAB results (most recent) obtained from Defense Manpower Data Center (DMDC) may be used regardless of test date, provided all line scores are present.
- c. The MOS aptitude area test score does not apply if enlisting in former MOS.
- d. When using previous test scores, counselors must follow MOS guidance listed in DA Pam 611–21, as the ASVAB test has been revised several times and test score requirements will vary according to test date.
- e. The following documents may be used to verify aptitude scores—
 - (1) DMDC Military Recruitment Information Suite Recruiter Eligibility Data Display (REDD).
 - (2) Armed Forces Classification Test Scores.

3–7. Physical

- a. No medical examination required (except inspect) if an applicant has completed Army basic combat training (BCT) or IADT and meets medical retention standards of AR 40–501 and enlists within 12 months of release from AD. Current members of the USAR and ARNG (including IRR) having a physical that is within 1 year of application for enlistment onto AD may be processed and projected as “No Medical Examination Required.” Current members of other Services enlisting onto AD with a current physical may be projected as “No Medical Examination Required,” unless required to attend Army BCT. All other applicants must meet the procurement standards of AR 40–501. If the applicant is MOS qualified, they must meet height and weight standards in accordance with AR 600–9. If the applicant is not MOS qualified, they must meet height and weight standards in accordance with AR 40–501.
- b. Pregnant applicants will not be enlisted, regardless of applicable standards of retention.
- c. Applicant must meet all other requirements for specific option or MOS for which enlisting. Applicants currently serving in RC or discharged from any component must meet the entry-level physical profile serial code (numerical) and physical, upper, lower, hearing, eyes, psychiatric (PULHES) standards in accordance with DA Pam 611–21.
- d. Applicant is medically qualified, if they—
 - (1) Have been removed from the TDRL.
 - (2) Is a partially disabled combat veteran wounded during service in the Army.
- e. Medical information recorded on DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) or other official military record may be used for medical data and test scores if enlisting in the RA, USAR, or ARNG within 6 months of release from AD.
- f. Waivers will not be considered for applicants not meeting the body fat standards of AR 600–9 or the medical retention physical fitness standards of AR 40–501.
- g. Applicants who require a medical examination will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized). For ARNG, applicants with military status may conditionally enlist without regard to drug and alcohol test results; however they must be tested at their unit of assignment within 30 days of enlistment. If the results are positive, the Soldier will be discharged in accordance with applicable separation policy.
- h. Applicant is not eligible for further processing and enlistment if drug or alcohol test is positive. Waivers may not be considered.
- i. Applicant is authorized USAR enlistment pending drug test results, but will be advised that they will be discharged if found positive (laboratory confirmed) for drugs or HIV.
- j. Applicants who are current drilling members of a RC of the Army (excluding IRR) or are PS personnel of the RA or former members of any RC of the Army within 6 months of their separation date may be processed as follows:
 - (1) *Current drilling members of a Reserve Component of the Army.*
 - (a) If MEPS medical examination is less than 12 months old, present copy of the DD Form 2808 (Report of Medical Examination) and DD Form 2807–1 (Report of Medical History) along with current Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) record.
 - (b) If MEPS medical examination DD Form 2808 is less than 24 months old and the annual Periodic Health Assessment (PHA) was completed, present a copy of the DD Form 2808 and the DD Form 2807–1 along with current PHA and the current MEDPROS IMR record.
 - (c) If MEPS medical examination is over 2 years from date of enlistment into an RC (excluding IRR) present the current PHA and the MEDPROS IMR record.

Note. Current member of an RC of the Army on temporary profile are not authorized to enlist.

- (d) Copies of DD Form 2808 must be scanned into the applicant’s ERM by the guidance counselor.
- (2) *Former drilling members of a Reserve Component of the Army.*
 - (a) If processing for enlistment within 12 months after separation, they must provide the separation physical or last PHA completed, along with the MEDPROS IMR record to show date of HIV results.

(b) If the Service member has separated within 12 months and cannot obtain documents listed above, then the applicant will be authorized to complete a full MEPS physical. No exception required.

(c) If processing for enlistment after 12 months from separation, must take a MEPS physical and required to meet the standards (less weight) of AR 40–501.

(3) *Former members of the Regular Army.*

(a) Those separated from the RA within 12 months will process using separation physical or last PHA completed, along with the MEDPROS IMR record.

(b) If the Service member has separated within 12 months and cannot obtain documents listed above, then the applicant will be authorized to complete a full MEPS physical. No exception required.

(c) Those processing after 12 months past their separation date must complete a MEPS physical and are required to meet the standards of AR 40–501.

Note: Former members of the RA or RC of the Army who have been separated for less than 12 months, and had a temporary profile at the time of separation are not authorized to enlist as “No Medical Examination Required.”

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

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

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

3–8. Dependents

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

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

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

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

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

(4) Have an entry grade of E–4 or above and is married; may enlist without regard to number of additional dependents.

(5) Are an applicant whose spouse is a member of the Regular Component or RC of any Service (excluding IRR), has one or more dependents under the age of 18, and spouse has already completed all phases of IET, provided applicant or spouse is E–4 or higher.

(6) Are an applicant whose spouse is a member of the Regular Component or RC of any Service (excluding IRR), has one or more dependents under the age of 18, and spouse is required to complete any phase of IET. The applicant may enlist but cannot ship to any phase of IET until spouse has completed all required phases of IET.

c. An applicant does not meet dependency requirements if—

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

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

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

3–9. Conduct and other administrative criteria

See chapters 2 and 4.

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

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

- a. E-1 through E-3, no more than 5 years of AFS.
- b. E-4, no more than 8 years of AFS.
- c. SGT (E-5), no more than 14 years of AFS.
- d. Staff sergeant (E-6), not more than 20 years of AFS.
- e. Sergeant first class (E-7), no more than 24 years of AFS.
- f. Master sergeant/first sergeant, no more than 26 years of AFS.
- g. Sergeant Major/command sergeant major, no more than 30 years of AFS.

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

3-11. Armed Forces reentry eligibility codes

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

3-12. Montgomery GI Bill

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

- a. Individuals who have not declined MGIB upon initial entry to AD, but who separate early and do not fulfill the requirements for entitlements to the MGIB (such as hardship), can now earn such entitlement by fully and honorably completing a subsequent term of service.
- b. Reservists activated under Title 10 (for example, 10 USC 12301, 10 USC 12302, and 10 USC 12303), and who stay on AD for at least 24 continuous months, are entitled to enroll in the MGIB. Such activated reservists must serve at least 24 continuous months to be eligible for MGIB benefits.
- c. If a Service member is separated from service for reasons other than those within an individual's control (that is, void, erroneous enlistment because of an administrative error, hardship, release from Presidential Call-up, demobilization, and so forth), unit commanders will contact USAREC (RCRO-EEPD) or equivalent personnel in the ARNG to determine MGIB and other incentive eligibility for those applicants.

3-13. Eligibility of former officers for enlistment

- a. For RA enlistment, the following apply:
 - (1) The SECARMY may deny enlistment to anyone who otherwise meets the criteria specified in this regulation, except those who have a statutory entitlement (10 USC 7138).
 - (2) Any former enlisted member of the RA who has served on AD as an officer of the Army, or who was discharged as an enlisted member to accept an appointment as an officer of the Army, is entitled to be reenlisted in the RA in the enlisted grade that they are held before their service as an officer, without loss of seniority or credit for service, regardless of the existence of a vacancy in their grade or of a physical disability incurred or having its inception in line of duty, if—
 - (a) Their service as an officer is terminated by an honorable discharge or they are relieved from AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.
 - (b) They apply for reenlistment within 6 months (or such other period as the SECARMY prescribes for exceptional circumstances) after termination of that service.
 - (3) Under 10 USC 7138, a person is not entitled to reenlist if—
 - (a) They were discharged or released from active duty (REFRAD) as an officer on the basis of a determination of the following:
 1. Misconduct.
 2. Moral or professional dereliction.
 3. Duty performance below prescribed standards for the grade held.
 4. Retention being inconsistent with the interests of national security.

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

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

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

(6) Minimum documentation required is in chapter 4.

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

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

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

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

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

(5) Paragraph 3-17 provides grade determination rules for former or current officers who enlist. An officer who enlists will not be awarded an MOS based solely on unit vacancies, but also on the officer's past military training and experience and their ability to meet the prerequisites for the relevant MOS. In most instances, the Soldier will be placed in a "will train" position, regardless of the former branch of the former officer. Recruiting battalion commanders will take care to ensure that grade authorization up to E-5 is based on the whole person concept and does not interfere with or otherwise compromise the integrity of the unit's promotions of Soldiers with continuous service.

Section II

Enlistment Periods and Pay Grades

3-14. Authorized enlistment periods

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

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

(1) Enlistment for assignment to the Selected Reserve for at least 1 year and up to six years. The enlistment must be in whole years. PS applicants with a remaining MSO may enlist for a period of service less than their unfulfilled MSO obligation, provided their initial enlistment does not require them to serve in the Selected Reserve. However, if separated at end of the contractual period, the portion of an applicant's MSO, not fulfilled in the Selected Reserve, must be fulfilled in the IRR.

(2) Enlistment in the USAR for assignment to USAR Control Group (Reinforcement) may be for 3 years, but no more than 8 years. Term of service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed basic training and have been awarded an MOS. The period of the enlistment will be served in the IRR, unless the member is voluntarily transferred to the Selected Reserve.

c. The PS applicants 57 through 59 years of age who can qualify for retired pay by age 60 (see AR 135-180) and who have been granted a waiver permitting enlistment over 55 years of age (see chap 4) may enlist in the Selected Reserve. Enlistment may be for at least 1 year but not to exceed the last day of the month in which the member attains age 60.

d. PS applicants 18 through 57 years of age who have fulfilled their MSO and who can qualify for retired pay by age 60 (see AR 135-180 for nonregular retired pay qualification) may enlist in the Selected Reserve for at least 1 year, but no more than 6 years.

(1) Soldiers who are MOS qualified for the position in which they are enlisting must enlist in whole year increment for 1 but not more than 6 years. The entire period of the enlistment will be with the Selected Reserve (except as otherwise authorized by AR 140-10).

(2) Soldiers who are enlisting into a “will train” position are authorized to enlist for 3 but not more than 6 years. The entire period of the enlistment will be with the Selected Reserve (except as otherwise authorized by AR 140–10). This allows the Soldier the required time to obtain the MOS for which they enlisted.

3–15. Authorized enlistment pay grade determination

a. The pay grade on enlistment into the RA will be determined under paragraph 3–16. The pay grade on enlistment into the RC will be determined under paragraph 3–17. For USAR and ARNG, the DOR will be determined using AR 600–20.

(1) When a request for grade determination is submitted to the CG, USAREC the packet must be pre-screened by USAREC G–3 (RCRO) to ensure that the applicant first meets all other criteria for enlistment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) *For Regular Army.*

(a) A memorandum from the battalion commander.

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

(c) DD Form 1966 and SF 86 (Questionnaire for National Security Positions).

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

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

(f) For determinations in the grade of E–5 or higher, request must also include all NCOES completion certificates and any other supporting documentation.

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

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

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

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

(d) Letter from applicant stating why their grade should be maintained.

(e) For determinations in the grade of E-5 or higher, request must also include all NCOES completion certificates and any other supporting documentation.

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

Higher grade is authorized using paragraph 2-18, if it is more advantageous to the applicant. Higher grade is not authorized for applicants who have been reduced in rank and discharged or are a member of an RC. Term of enlistment will be a minimum of 3 years. Exceptions will be considered when no vacancy exists in the former MOS or other Service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment, when added to previous AFS, will not exceed a total of 8 years for E-4 and 5 years for E-1 through E-3. Waivers may be considered by the CG, USAREC. The following are criteria for eligibility:

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

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

(1) If applicant was last separated from any component or is a current member of an RC in grades E-1 through E-3, with no more than 5 years of AFS and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of MSO, reduce one grade, but will not go below the rank of E-2 unless separated as E-1. If applicant was last separated from any component or is a current member of an RC in grade E-4, with not more than 8 years AFS and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of MSO, reduce one grade.

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

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

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

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

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

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

c. A former officer.

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

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

d. NCOES requirements. These requirements, or its equivalent, must met for entry grade E-5s and above. Applicant must provide the appropriate NCOES completion certificates and any other supporting documentation.

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

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

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

(1) An applicant who is a former member of the U.S. Armed Forces in grades E–1 through E–4, and who has completed IADT is authorized to enlist at pay grade held at last discharge. Higher grade is authorized using paragraphs 2–18*a*, if it is more advantageous to the applicant. Higher grade is not authorized for applicants who have been reduced in rank and discharged or are a member of an RC of the Armed Forces.

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

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

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

(5) The enlistment grade for an applicant who was last separated from any component of the U.S. Armed Forces as a commissioned officer or warrant officer will be determined by the authority listed in paragraph 3–17*b*(2). The DOR will be date of enlistment.

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

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

b. Authorities for grade determination are shown below—

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

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

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

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

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

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

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

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

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

f. NCOES requirements or its equivalent must be met for entry grade E-5s and above. Applicant must provide the appropriate NCOES completion certificates and any other supporting documentation.

Section III

Verification and Qualification for Prior Service Personnel

3–18. General

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

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

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

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

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

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

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

b. For RC enlistments only, the following requirements apply:

(1) PS personnel must have less than a five year break in service and have successfully completed an Army BCT course, Warrior Transition Course; U.S. Marine Corps BCT course; U.S. Air Force or U.S. Navy Special Operations Forces training, or U.S. Air Force Security Forces training during previous military service. Disenrolled U.S. Military Academy applicants must show proof of completion of Cadet Basic Training (First Summer) and completion of Cadet Field Training (Second Summer). Disenrolled SROTC cadets must show proof of completion of Cadet Summer Training. These personnel will not be sent to BCT. Any PS person that falls in either category mentioned in this paragraph that has five or more years break in service must attend Army Refresher Training as determined by TRADOC.

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

3–19. Verification of prior service

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

a. Authorized personnel with access to the DMDC via REDD may obtain RE code data (see para 3–21). If an inquiry is made and RE data is favorable, processing will continue. If the response is unfavorable, processing will be suspended until data can be verified. A DD Form 214 and DD Form 215 with RE code and SPD code can be obtained by writing to Commander, U.S. Army Recruiting Command, ATTN: USAREC, National Personnel Records Center Liaison Team, Suite 124, 1 Archives Drive, St. Louis, MO 63138. For the ARNG Liaison, Suite 132, 1 Archives Drive, St. Louis, MO 63138.

b. Prior military service can be verified as follows:

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

(a) Original copy or certified copy of latest DD Form 214 (a certified copy from court or the U.S. Department of Veterans Affairs (VA) may be used).

(b) A review of DMDC REDD level 2.

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

(d) NGB Form 22.

(e) USAR discharge order.

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

(a) DD Form 214, DD Form 215 or DD Form 220 will be used to verify all periods of active and inactive military service of the member before the date of their last separation from active military service; however, entries may appear in error to the recruiter, or the applicant may dispute the entries. Only the original form, the actual carbon copy, a certified copy of the original form, a legible copy verified by REDD from DMDC, or a records depository copy furnished by the recruiting official under paragraph 3-19c is authorized for verification purposes. DD Form 214 or DD Form 215 will not be used to verify RC membership, or the nature of the RC service after the member's date of last release from active military service, unless recruiting officials obtain an accompanying discharge order.

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

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

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

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

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

(d) DMDC REDD level 2.

c. An applicant may not be able to substantiate their PS under paragraph 3-19b. If so, a request for verification of PS will be submitted to the USAREC/ARNG Liaison Team located at the National Personnel Records Center, St. Louis, MO, by completing the appropriate form or SF 180 (Request Pertaining to Military Records) (SF 180 required by the ARNG). Such requests will contain the following:

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

(2) Social security number.

(3) Organization from which last discharged.

(4) Type of discharge claimed.

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

d. Request for PS verification or IRR membership of applicants with a Reserve obligation will be made by telephone. Requests for PS verification of applicant without a Reserve obligation from all Services will be sent to: Commander, USAREC, ATTN: USAREC, National Personnel Records Center (NARA) Liaison Team, Suite 124, 1 Archives Drive, St. Louis, MO 63138. For the ARNG Liaison, Suite 132, 1 Archives Drive, St. Louis, MO 63138. If the requested documents are missing from the applicant's official military personnel file (OMPF), the applicants will be directed to the proper agencies below for further action:

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

(a) If separated for less than one year without a Reserve obligation, request is sent to: Headquarters, U.S. Marine Corps Manpower Management Records and Performance (MMRP-10), 2008 Elliot Road, Quantico, VA 22134-5030.

(b) If separated with a Reserve obligation, request is sent to: Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans, LA 70146-5400.

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

(2) *For prior U.S. Navy service—* If separated with or without a Reserve obligation, request is sent to: Navy Personnel Command (PERS-313), 5720 Integrity Drive, Millington, TN 38055-3120, 1-866-827-5672.

(3) *For prior U.S. Coast Guard service—* If separated with or without a Reserve obligation, request is sent to: Commander, Personnel Service Center, (BOPS-C-MR) MS7200, U.S. Coast Guard, 2703 Martin Luther King Jr. Ave., SE, Washington, DC 20593-7200, mr_customerservice@uscg.mil, Fax (202) 372-8440.

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

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

(b) For applicants separated from active military service for more than four months and completely discharged from military service, request is sent to: Commander, U.S. Army Recruiting Command, ATTN: USAREC, National Personnel Records Center (NARA) Liaison Team, Suite 124, 1 Archives Drive, St. Louis, MO 63138. For the ARNG Liaison, Suite 132, 1 Archives Drive, St. Louis, MO 63138.

(c) For applicants separated from active military service with a Reserve obligation, request is sent to: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303 or by email to usarmy.knox.hrc.mbs.epmd-pab-irr-ima-ret@mail.mil.

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

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

(f) For applicants discharged from USAR without previous active military service, request is sent to Commander, U.S. Army Recruiting Command, ATTN: USAREC, National Personnel Records Center (NARA) Liaison Team, Suite 124, 1 Archives Drive, St. Louis, MO 63138.

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

(a) For applicants with a Reserve obligation, regardless of the length of time since separation, request is sent to: Commander (ARPC/DSMR), 18420 E. Silver Creek Avenue, Building 390, MS68, Buckley AFB, CO 80011–9502. 1–800–525–0102, <https://www.arpc.afrc.af.mil/>.

(b) For applicants without a Reserve obligation, request is sent to: Director, National Personnel Records Center (NARA) (6NCPMF), 1 Archives Drive, St. Louis, MO 63138 or eVetRecs available at <https://www.archives.gov/vet-trans/military-service-records/>.

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

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

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

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

3–20. U.S. Army reentry eligibility codes

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

Table 3–1

U.S. Army reentry eligibility codes

Code	Definition
RE–1	Applies to: Person completing their term of active service who is considered qualified to reenter the U.S. Army. Eligibility: Qualified for enlistment if all other criteria are met.

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

RE-3	Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable. Eligibility: Ineligible unless a waiver is granted.
RE-4	Applies to: Person separated from last period of service with a nonwaivable disqualification. This includes anyone with a DA imposed bar to continued service in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years of AFS.
	Eligibility: Ineligible for enlistment. <i>Note.</i> RE4 and discharged as TDRL and fit for duty. Eligible to enlist within 90 days in accordance with paragraph 5-01.
RE-4R	Applies to: A person who retired for length of service with 15 or more years of AFS. Eligibility: Ineligible for enlistment.
RE 1A, 1B, 1C, 2, 2B, 2C, and 4A	Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used. Eligibility: Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.
RE 2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V	Applies to: Soldiers separated prior to the effective date of this regulation but who did not meet reentry criteria at time of separation. Eligibility: Ineligible unless a waiver is granted.

**Table 3-2
U.S. Navy and U.S. Coast Guard reentry eligibility codes**

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

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

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

Table 3-3
U.S. Air Force reentry eligibility codes—Continued

RE-2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W	Applies to: Persons not eligible to reenlist. Eligibility: Not eligible for enlistment.
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Table 3-4
U.S. Marine Corps reentry eligibility codes

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

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

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

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

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

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

- (1) RE-1, RE-1A, RE-1B, and RE-1C.
- (2) RE-2, RE-2A, RE-2C, 3A, and 3C.
- (3) RE-3, or other services equivalent, if DD Form 214 and DD Form 215 (if applicable) is annotated with separation authority, separation code, and narrative reason for separation as follows:
 - (a) *Separation authority.* AR 635-200 or equivalent policy from other Service.
 - (b) *Separation code.* BRA/JRA, BRB/JRB, BRC/JRC, JBK, JGH, KBK, KCC, KCF, KDM, LBK, LGH, MBK, MCC, MCF, or MDM.

3-23. Correction of Army reentry eligibility codes

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

Section IV

Prior Service Versus Non-prior Service Reconciliation Procedures

3–24. General

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

- a. Verify whether or not an applicant has had prior military service.
- b. Reconcile the USMEPCOM Integrated Resource System database to reflect the applicant's true status.

3–25. Policy

- a. The verification of PS for all PS applicants for enlistment, regardless of component, will be according to chapter 3, section III.
- b. The PS versus NPS reconciliation procedures attempt to identify whether a person being processed through a MEPS has had one or more days of prior military service.
- c. USMEPCOM has implemented a PS verification system into their daily USMEPCOM Integrated Resource System database. This verification takes place on all initial, reestablished, and accession records, as well as social security number corrections. The verification is performed regardless of whether or not the applicant claims PS.

3–26. Verification process

The following actions comprise the verification process:

- a. Files are transmitted by USMEPCOM to DMDC and include social security number, first four letters of the applicant's last name (Name 4), MEPS ID, Service processed for, and PS indicator.
- b. Each processing day, MEPS receives a feedback report (sorted by Service) of the previous day's transactions where an applicant's social security number matched a social security number on the DMDC historical file, whether the applicant claims PS on processing paperwork or not.
- c. If data feedback reflects the applicant did not claim PS, the MEPS will review its files to ensure there was not a USMEPCOM Integrated Resource System database keystroke error. Keystroke errors will be corrected by the MEPS as soon as possible and the senior guidance counselor will be notified.

3–27. Reconciliation procedures

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

- a. When the senior guidance counselor determines the applicant did have PS, the MEPS will be notified, in writing. The MEPS will then be advised whether the applicant qualifies for continued processing. If the reason for prior discharge is not waived (if waiver required), appropriate action will be initiated according to this regulation. If a waiver is required, a copy of the approved waiver action will be completed by the senior guidance counselor and provided to MEPS before the applicant will be allowed continued processing. If no waiver is required, the senior guidance counselor will notify the MEPS in writing, before processing resumes.
- b. When it is determined that the applicant had no PS, the MEPS will be provided a written verification of the applicant's NPS status. The form will be filed in the applicant's processing record prior to DEP or accession.
- c. Applicants identified as possible PS will be required to demonstrate they are NPS, with the assistance of the recruiter and the recruiting battalion commander. Aggressive action in this area will reduce administrative and investigative workloads in the future by precluding the fraudulent enlistment of an applicant due to concealment of PS.
- d. No further action is required if the feedback reflecting PS matched the applicant's claim of PS on processing paperwork unless there is a conflict between the DMDC verification and documentation. Certification of PS in this case will be according to this regulation.

3–28. Enlistment incentives for prior service personnel

Refer to paragraph 9–9 for eligibility criteria for PS incentives for individuals reentering the RA, and paragraph 9–18 for PS incentives for individuals entering the RC SRIP.

Chapter 4 Enlistment Waivers (Waiverable and Nonwaiverable Criteria and Administrative Instructions)

Section I

Waiverable Disqualifications

4-1. General

This section contains waiverable and nonwaiverable enlistment criteria and prescribes procedures to initiate and process an NGB Form 22-3 (Request for Waiver (ARNG)) to meet basic enlistment qualifications.

4-2. Conduct and administrative disqualifications

- a. Commanders at all levels determine if waiver requests warrant favorable consideration through—
 - (1) Questioning.
 - (2) Investigating.
 - (3) Counseling.
 - (4) Gathering proper documents and waiver request information.
- b. Recruiters must forward all waiver requests to the approval authority.
- c. Applicants who do not meet established enlistment standards are not eligible for enlistment unless a waiver is authorized. Commanders cited in this regulation have the authority to approve waivers, as appropriate. The burden is on the applicant to prove to waiver authorities that they have overcome their disqualifications for enlistment and that their acceptance would be in the best interests of the Army. Waiver authorities will apply the “whole person” concept when considering waiver applications.
- d. Applicants having tattoos will be screened in accordance with AR 670-1. Final determination authority on whether a tattoo complies with Army policy is reflected in AR 670-1.
- e. Extremism.
 - (1) During the Army interview, all applicants will be asked “Have you ever had or do you currently have any association with an extremist/hate organization or gang?” Recruiters will annotate the applicant’s response of Yes or No in ARISS. Applicants answering Yes will require an approved waiver by the CG, USAREC for RA/USAR applicants or by the State’s Adjutant General for ARNG applicants, to enlist.
 - (2) Any applicants suspected of being an extremist, including affiliation or membership with a criminal gang, will be screened in accordance with AR 600-20.
 - (3) Use the following procedures to further determine eligibility, when it is reported (either by visual sighting or annotated on the DD Form 2808 or DD Form 2807-2) through a tattoo, brand, behavior, verbal or written communication, appearance, or gestures that an applicant is or may be involved with an extremist organization, group, or gang.

Note: See AR 600-20 for examples of participation and prohibitions.
 - (4) An applicant who admits to or is determined to have been associated with or in a gang linked to criminal activity or an extremist group or organization will be denied enlistment. A member of a gang associated with criminal activity will also be denied enlistment.
- f. Suitability for criminal offenses will be determined by the following:
 - (1) Applicants with a criminal history (regardless of disposition of charges) will be questioned concerning their involvement (AR 600-20). The whole person concept must be applied. Criminal background, commander interview, and potential for meeting Army standards must be reviewed.
 - (2) A member of any extremist must have a suitability review for determination of enlistment. Recruiting station commanders or equivalent ARNG recruiters will forward requests for suitability reviews (through command channels) along with a recommendation to the reviewer for consideration. The commanders noted in paragraphs 4-2f(2)(a)1 through 4-2f(2)(a)7, are the reviewers and will determine if a personal interview with the applicant is required and, if so, whether such interview may be accomplished telephonically. Approval to process for enlistment will be annotated on the DD Form 1966 in the remarks section with a review. The suitability review must be accomplished prior to testing the applicant or projecting the applicant for any MEPS processing (for example, testing; physical and return; or to enlist). Additionally, for applicants who are at MEPS, when it is determined that a suitability review is or was needed, attempts to complete the suitability review at the appropriate level may be conducted while the applicant is at MEPS, provided time permits. However, processing at the MEPS must be suspended (not terminated) until the review is complete. After the review is complete, processing while the applicant is still at the MEPS may continue.

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

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

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

3. One or more major misconduct offenses per table 4–4 (see para 4–11) or charges considered felonies under the local law, regardless of disposition (DMPM).

4. Domestic battery/violence offense, which include but are not limited to, charge(s) of domestic violence, assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, or abuse by an applicant against their parent, step-parent, sister, or brother, regardless of disposition, not covered by 18 USC 922 (recruiting battalion commander or recruiting and DARNG, unless otherwise noted).

5. Crime of domestic violence, which include any offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home (DMPM). Waiver not authorized if the applicant has a qualifying conviction as defined by the Lautenberg Amendment.

6. Suitability review is required for any sexually-based offense (includes sexting) by DMPM.

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

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

(c) Any applicant who is denied enlistment because of questionable moral character will have the denial information forwarded by email to: USAREC–G3, Recruiting Operations Waivers or ARNG Strength Maintenance Division, Recruiting Operations Branch.

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

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

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

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

(4) For ARNG, the approval authority for retention is DARNG.

4–3. Submission of requests

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

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require an approval by the CG, USAREC (for RA and USAR) or Director, NGB will be submitted via guidance counselor resource center (GCRC). NGB Form 22–3 and other actions that require approval by CG, USAREC or DARNG will be forwarded electronically. Every effort will be made to capture the electronic record of waiver requests, starting at the recruiting station level.

b. Waivers approved by CG, USAREC for enlistment may be used for enlistment in either the RA or USAR, provided the individual is otherwise qualified. These waivers may not be used for initial enlistment in the ARNG. In addition, waivers approved by DARNG may not be used for initial enlistment in the RA or USAR. Waivers approved by the DCS, G-1, DMPM for enlistment may be used for enlistment in either the RA, USAR, or ARNG, provided the individual is otherwise qualified.

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

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

b. General guidelines for evaluating offenses—

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

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

c. The following rules apply to conduct disqualifications.

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

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

(b) Release on probation without verdict.

(c) Release on person's own recognizance.

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

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

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

d. Immigration violation(s) that appear on a Record of Arrest and Prosecutions sheet are not to be considered as a law violation. An immigration violation is described as overstaying in country, if the applicant has a current USCIS I-551 card with an expiration date in the future or has naturalized since the immigration violation(s) have occurred; the applicant is considered enlistment eligible.

4-5. Waiver requirements for medical disqualifications

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

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

c. The DCS, G-1, DMPM is the medical waiver approval authority for applicants that require a waiver for a current diagnosis or history of psychiatric or behavioral health conditions, including mood disorders, personality disorders, disorders with psychotic features, drug or alcohol dependence, drug overdose, or any suicide attempt, or suicide gesture or ideation (except in instances that involve self-mutilation).

d. For conditions in DoDI 6130.03, not identified in paragraph 4-5*c*, the Medical Waivers Review Authority may grant an accessions waiver if they determine the disqualifying condition identified by the DoD Medical Examination Review Board or the MEPS Chief Medical Officer is not supported by available medical evidence, does not present current or active diagnoses, and meets accessions standards.

e. Pursuant to DoDI 6130.03, a history of self-mutilation does not meet medical standards for appointment or enlistment. A waiver for self-directed violence (other than self-mutilation) is authorized only when the suspected disqualifying condition is not supported by available medical evidence, does not represent current or active diagnoses, and meets accession standards. The Medical Waivers Review Authority is authorized to approve these waivers if the applicant meets all the following criteria because the applicant will be deemed to have no current active diagnosis:

- (1) A single episode before age 14 years and no incident within the 5 years before application.
 - (2) No evidence of any disqualifying behavioral health condition on psychiatric evaluation (ordered by the MEPS Chief Medical Officer).
 - (3) Evidence of adequate coping with stressful situations.
- f.* Documents required for waiver consideration are—
- (1) Applicant’s current MEPS DD Form 2808.
 - (2) DD Form 214 and DD Form 215, if applicable.
 - (3) USMEPCOM authorized document with test results reflected. (REDD scores if PS.)
 - (4) All reports of separation, discharge, or release from any component of the U.S. Armed Forces.
 - (5) Medical records if a current member of a TPU in the USAR or ARNG.
 - (6) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Informal Physical Evaluation Board (PEB) Proceedings).
 - (7) Evidence that the disqualifying condition no longer exists or justification for the waiver.
- g.* Approval authority for medical waivers is the CG, USAREC or Office of the Chief Surgeon for the ARNG for medical RE codes. The USAREC command surgeon will act on behalf of the CG, USAREC, for all medical waivers.
- h.* Height waivers must include the applicant’s waist, shoe, and hat size.
- i.* Weight waivers will not be considered.

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

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

- (1) Received five or more civil convictions or other adverse dispositions for minor nontraffic offenses (see table 4-2).
- (2) Received two and no more than five civil convictions or other adverse dispositions for a misconduct offense (see table 4-3).
- (3) Received a total of five civil convictions or other adverse dispositions for a combination of minor nontraffic and misconduct offenses (one misconduct and four minor nontraffic offenses) (see tables 4-2 and 4-3).
- (4) Received one conviction or other adverse disposition for one of the following offenses:
 - (a)* Received one conviction or other adverse disposition for driving while intoxicated, driving under the influence, or driving while impaired because of substance abuse, alcohol, drugs, or any other condition that impaired judgment or driving ability. Waiver may be considered if charged with multiple driving under the influence offenses, provided they occurred in a single incident.
 - (b)* Possession of marijuana or drug paraphernalia, to include on school grounds. Waiver may be considered if charged with both offenses provided they occurred simultaneously. Negative results from the drug test administered at MEPS must be obtained prior to approval of a waiver.
 - (c)* Solicitation for prostitution or prostitution.
 - (d)* Domestic violence/battery against a non-Lautenberg victim (see para 4-2*f*(2)(*a*)4). For ARNG applicants, the only approval authority is Chief, Strength Maintenance Division (ARNG-HRR-O).

b. For applicants applying for enlistment in RA/USAR OCS, approval is required from CG, USAREC on any cases involving the following:

- (1) Any person adjudicated as a youthful offender.
- (2) Any offense with a fine of \$500 or more, excluding court cost.
- (3) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.
- (4) Any offense resulting in a conviction or other adverse disposition that involves contributing to the delinquency of a minor, spousal or child abuse, any sex-related crime, or any offense under chapter 4 that is listed as a misconduct offense.

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

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

4-7. Major misconduct

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

a. The approval authority is the DCS, G-1, DMPM for any single offense reflected in Table 4-4. Applicants will incur a 24 month wait from the date of conviction prior to waiver processing.

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

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

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

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

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

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

d. Any applicant with a State or Federal conviction, or finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, any other sexual offense, or when the disposition requires the person to register as sex offender, will not be considered for a waiver. In addition, any applicant with a conviction qualifying under 18 USC 922, will not be granted a waiver for entrance into military service.

4-8. Traffic offenses

See table 4-1 for the typical traffic offenses.

**Table 4–1
Traffic Offenses**

Offense code	Offense title
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing onto expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement ordered). Court costs are not part of a fine.

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

135	Reserved for future use.
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

4–9. Nontraffic offenses

See table 4–2 for the typical nontraffic offenses.

**Table 4–2
Nontraffic offenses**

Offense code	Offense title
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement ordered).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court.
216	Reserved for future use.
217	Failure to stop and render aid after accident.
218	Fare and/or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as a petty larceny).

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

224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of \$500 or less and no confinement ordered).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of \$500 or less and no confinement ordered).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other nontraffic offenses not specifically listed.
249	Reserved for future use.

4–10. Misconduct offenses

See table 4–3 for the typical misconduct offenses.

**Table 4–3
Misconduct offenses**

Offense code	Offense title
300	Assault, fighting, or battery (more than \$500 fine or restitution or confinement ordered).
301	Carrying of weapon on school grounds (non-firearm).
302	Concealment of or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the Family (non-payment of court-ordered child support and/or alimony).
305	Criminal mischief (fine or restitution of more than \$500 or confinement ordered).
306	Criminal trespass.
307	Desecration of grave.

**Table 4–3
Misconduct offenses —Continued**

308	Domestic battery and/or violence not considered covered by 18 USC 922, referred to in this issuance as the “Lautenberg Amendment.”
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence.
310	Illegal or fraudulent use of a credit card or bankcard (value less than \$500).
311	Larceny or conversion (value less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing of obscene or indecent matter (including e-mail).
316	Possession of marijuana or drug paraphernalia.
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly received (value less than \$500).
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from Family member; joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement ordered).
329	Willfully discharging firearm so as to endanger life, shooting in public.
330	Other misconduct offenses not specifically listed.
331	Reserved for future use.
332	Reserved for future use.

4–11. Major misconduct offenses

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

**Table 4–4
Serious Misconduct and Major misconduct offenses**

Offense code	Offense title
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.

**Table 4–4
Serious Misconduct and Major misconduct offenses —Continued**

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

4–12. Court disposition definitions

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

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

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

c. UCMJ violations must be listed in the applicant's packet. Any UCMJ history that meets the criteria of a waiver for a NPS applicant will require a suitability review. The approval authority for applicants with UCMJ actions related to EO/SHARP or sexually-based actions is the DMPM. All other UCMJ will be reviewed by the CG, USAREC or DARNG. Applicants who received UCMJ for infractions not rising to waiver thresholds do not require a suitability review unless the local commander requests.

4–13. Prior military service

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

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

- (1) In lieu of trial by court-martial (DMPM is approval authority).
- (2) Convenience of the Government.
- (3) Misconduct.
- (4) Misconduct (Serious offense) (DMPM is approval authority).
- (5) Qualitative Management Program.
- (6) Personality disorder (DMPM is approval authority).
- (7) Unsatisfactory performance.
- (8) Unfitness.
- (9) Unsuitability.
- (10) Security.
- (11) General Discharge.
- (12) Non-retention on Active Duty.

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

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

c. If applicant was separated from any component of the U.S. Armed Forces for any reason listed in this paragraph, a waiver may not be submitted until a 90-day waiting period has elapsed after the date of separation. The approval authority is the Recruiting Battalion Commander for RA and USAR applicants and the SAG for ARNG applicants.

- (1) Alien not lawfully admitted to the United States (must currently meet citizenship criteria).
- (2) Defective enlistment or reenlistment.
- (3) Dependency (see para 4–13g(7)).
- (4) Erroneous enlistment.
- (5) Hardship (see para 4–13g(7)).
- (6) Minority.
- (7) Reduction in force.
- (8) Unfulfilled enlistment agreement.
- (9) Void service.
- (10) Pregnancy.

d. A waiver is required, after a 90-day waiting period, for any applicant who is separated or discharged from the RA, ARNG, or USAR with a bar to continued service issued per AR 140–111 or NGR 600–200, or who was denied extension or reenlistment by any other component of the U.S. Armed Forces at time of last separation or discharge. The approval authority for such waivers is the CG, USAREC, for RA and USAR applicants, and the SAG for ARNG applicants.

e. For RA, a waiver is required, after a 12 month waiting period, for any applicant who was separated or discharged after signing a declination of service.

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

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

- (1) Request from recruiting battalion commander, including the results from interview with the applicant.
- (2) Letter from applicant explaining circumstances surrounding reason for waiver. The PS applicant must address reason for separation or discharge.
- (3) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.
- (4) DD Form 368, if required.
- (5) DD Form 1966, SF 86, and recruiting battalion conduct waiver worksheet or NGB Form 22–3 and NGB Form 905 (Waiver and Suitability Processing Checklist) for ARNG.
- (6) A copy of applicant's USMEPCOM authorized document that clearly displays ASVAB results and PULHES results (or REDD scores).
- (7) If separated for hardship, parenthood or dependency, the following additional documents are required:
 - (a) DA Form 3072–2 (Applicant's Monthly Financial Statement).
 - (b) Proof that prior condition upon which separation was approved no longer exists.

4–14. Absent without leave or lost time

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

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

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

4–15. Conscientious objection

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

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

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

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

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

4-16. Reserve Component separations or transfers

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

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

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

4-17. Age

Waivers for applicants who exceed the age criteria for enlistment may be considered by the DMPM (see para 2-3 and para 3-3).

4-18. Positive drug or alcohol test

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

b. Waiting periods are required under the following circumstances:

(1) *Positive for marijuana or alcohol.*

(a) If applicant's first test is positive, they must wait 90 days from previous test date for retest. The recruiting battalion commander (for RA/USAR) or the SAG (for ARNG) is the waiver approval authority.

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

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

(a) If applicant's first test is positive, they must wait 1 year from previous test date for a retest.

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

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

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

(2) DD Form 1966 and SF 86.

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

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

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

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

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

4-19. Dependents

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

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

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

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

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

(3) DD Form 1966 and SF 86.

(4) DA Form 3072-2.

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

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

(7) Documentation to support advanced pay grade as prescribed in paragraphs 2-18, 3-16, or 3-17.

d. Single parent (RC only).

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

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

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

4–20. Surviving son or daughter

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

- (1) Was killed in action or died as a result of wounds, accident, or disease.
- (2) Is in a captured or missing-in-action status.
- (3) Is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the VA or one of the military Services.

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

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

- (1) A memorandum prepared according to the instructions in paragraph 4–28.
- (2) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.
- (3) DD Form 1966 and SF 86.
- (4) Statement, signed by applicant, requesting that the surviving person designation be withdrawn. This statement also will acknowledge that—
 - (a)* Applicant is available for worldwide assignment, including combat zone assignment.
 - (b)* Future requests for separation based on survivor status may or may not be honored.
 - (c)* Future requests for reassignment based on survivor status will not be honored.
- (5) A copy of applicant’s USMEPCOM authorized document that clearly displays applicant’s ASVAB date and results.

4–21. Personnel Reliability Program

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

b. The approval authority for Personnel Reliability Program qualification is DCS, G–1 (delegated to CG, USAREC (EEPD) and DARNG, NGB for ARNG).

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

Section II

Nonwaiverable Disqualifications

4–22. Administrative, conduct, and medical disqualifications

The following disqualifications cannot be waived:

- a.* Intoxicated or under influence of alcohol or drugs at time of application, or at any stage of processing for enlistment.
- b.* Alcoholism. Person not in sustained remission (less than 12 months since last occurrence of any diagnostic criterion or determined unfit by the Service surgeon or after examination by the chief medical officer at the MEPS; alcohol rehabilitation failure; or currently enrolled in an alcohol recovery program).
- c.* Drug dependence. Person not in sustained remission (less than 12 months since last occurrence of any diagnostic criterion or determined unfit by the Service surgeon or after examination by the chief medical officer at the MEPS; drug rehabilitation failure; or currently enrolled in a drug recovery program).
- d.* Person unable to present evidence of PS claimed, until such service has been verified.
- e.* Person whose enlistment is not clearly consistent with interests of national security under AR 601–280.
- f.* Person retained on AD under AR 601–280 with annotation “not eligible for security clearance or assignment to sensitive duties, AR 601–280.”
- g.* Person with criminal or juvenile court charges filed or pending against him or her by civil authorities.

Note. Pending charges include unpaid traffic violations. Authorized reception battalion commanders and IET commanders may consider that, in certain meritorious cases, unpaid minor traffic tickets that are subsequently paid after

entry did not constitute fraudulent entry. In those limited circumstances, separation processing under AR 635–200 is not required. All other cases meeting the provisions of fraudulent entry criteria must be processed in accordance with AR 635–200.

- h.* Person under civil restraint, such as confinement, parole, or probation.
- i.* Subject of civilian court conviction or adverse disposition for more than one major misconduct (felony level) offense.
- j.* All applicants (non-PS personnel or PS officer and enlisted personnel) who received a conviction for a sex offense are not eligible for enlistment or appointment. No waivers are authorized. Further, personnel separated as a result of the convicted sex offender policy are not eligible to enter or reenter the three components of the Army. There is no grandfather clause to this policy. Additionally, applicants who are currently or have been listed on any Federal or State Sex Offender Registry are not eligible to enlist. No waivers are authorized. Below is a list of typical sex offenses:
 - (1) Rape.
 - (2) Carnal knowledge.
 - (3) Forcible sodomy.
 - (4) Sodomy of a minor.
 - (5) Conduct unbecoming an officer (involving any sexually violent offense, a criminal offense of a sexual nature against a minor, or kidnapping a minor).
 - (6) Prostitution involving a minor.
 - (7) Indecent assault.
 - (8) Assault with the intent to commit rape or sodomy.
 - (9) Indecent act with a minor.
 - (10) Indecent language to a minor.
 - (11) Kidnapping of a minor (not by a parent).
 - (12) Pornography involving a minor.
 - (13) Conduct prejudicial to good order and discipline or assimilative crime conviction (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor).
 - (14) Attempt to commit, conspiracy to commit, or solicitation to commit any of the offenses in paragraphs 4–22j (1) through (13).
- k.* Persons with a conviction of murder.

4–23. Nonwaiverable disqualifying separations or discharges

The following are nonwaiverable separations and/or discharges:

- a.* Physically disqualified.
- b.* Military Personnel Security Program.
- c.* Release from entry on AD by reason of physical disability and reversion to inactive status for the purpose of retirement under 10 USC 12731–10 USC 12738, instead of discharge with entitlement to receive disability retirement pay.
- d.* Physical disability resulting from intentional misconduct or willful neglect, or incurred during period of unauthorized absence. No entitlement to severance pay.
- e.* Desertion or dropped from rolls.
- f.* Permanently retired by reason of physical disability.
- g.* Retirement after 20 years of AFS.
- h.* Officers removed from active or inactive service by reason of having attained maximum age or service (see AR 140–10).
- i.* Discharged by reason of conscientious objection (see AR 600–43).
- j.* Previous separation for unfitness, unsuitability, unsatisfactory performance, misconduct, or bar to continued service, with 18 or more years of AFS completed.
- k.* Applicant for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel (see chap 5, sec XIII). This prohibition is not applicable to reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.
- l.* Person with an other than honorable, bad conduct, or dishonorable discharge.
- m.* Person with PS last discharged from any component of the U.S. Armed Forces for drug or alcohol abuse, or as rehabilitation failure during last period of service.
- n.* Person barred from reenlistment by a qualitative management board by HQDA or ARNG and coded RE–4.

4-24. Prior service applicants

- a.* The PS applicants must reveal all medical, conduct, and administrative disqualifications.
- b.* RA applicants currently serving in an RC of the Army, and who had a medical and/or administrative waiver approved for enlistment into that RC, may enlist into the RA without processing another waiver (appropriate waiting periods outlined in para 4-13 apply in all cases). The RC waiver approval documentation must be provided for enlistment. However, if an applicant received an RE-4 from the U.S. Army, or an RE-4 or equivalent from another Service, then applicant is ineligible to enter the RA (waivers are not authorized for the RA or RC of the Army for such codes). If an applicant received an RE-4 or its equivalent from another Service that would have been ruled an RE-3 by the U.S. Army, treat the code as an RE-3. Questionable cases may be forwarded to DCS, G-1 (DAPE-MPA) for consideration. Further, any applicant currently in another Service, who had a waiver approved for entry in that Service, must process a waiver for RA or RC enlistment.
- c.* The PS applicant must reveal all law violations and list all Article 15, UCMJ, courts-martial convictions, and lost time.
 - (1) Violations, convictions, and lost time that occurred during and after the last period of service in any component of the U.S. Armed Forces are considered current.
 - (2) Violations, convictions, and lost time that were not previously revealed during enlistment or reenlistment processing are also considered current.
 - (3) When charges meet waiver thresholds or when charges (when added to charges that occurred prior to military service) would raise the approval authority of the waiver, all charges will be considered current.
 - (4) Applicants that are PS from another Army component that revealed charges on their enlistment application that did not require a waiver, will not require a waiver when applying for enlistment into the Army.
 - (5) Applicants that are PS from another Service that revealed charges on their enlistment application that required a waiver, will also require a waiver when applying for enlistment into the Army.
- d.* The RC personnel with waiver offenses that occurred before Reserve enlistment that were neither revealed nor waived by the USAR are considered to have enlisted fraudulently. RC enlistees must be processed for retention and/or separation under the provisions of AR 135-178. In cases where major misconduct-level offenses or RE code is adverse a waiver is required for RA enlistment to the proper authority.

Section III

Administrative Instructions for Conduct and Administrative Waivers

4-25. General

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

4-26. Waiver disapproval authority

- a.* All levels will determine if a waiver request warrants favorable consideration. Commanders at levels below the approving authority, including the Recruiting Company Leadership Team or equivalent members of the ARNG, may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, except for medical waivers (excludes dual waivers where nonmedical waiver was disapproved). NGB Form 22-3 may not be resubmitted for 6 months from date of disapproval.
- b.* Medical waivers may not be resubmitted unless original condition has changed.
- c.* Recruiting battalion commanders or SAG may reevaluate a waiver within 6 months if, in their opinion, new information or information previously submitted warrants reconsideration. Indicate this description in the memorandum of waiver.

4-27. Validity period

Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 6 months from approval date unless a change in status occurs (exceptions are DEP/delayed status personnel whose waivers are valid until RA enlistment if no change occurs in qualifications). Applicants who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before enlistment. Waivers may be updated according to instructions from CG, USAREC or DARNG for ARNG. Medical waivers are valid for the duration of the physical examination. Applicants who received a conduct waiver for enlistment into any component, and were subsequently taken as a future Soldier loss, must process a new waiver prior to enlisting.

4–28. Waiver approval procedures

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

b. Paragraph 4–31 shows required waiting periods following civil restraint.

c. Conduct waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approval authority. Intermediate commanders will make proper recommendations for each disqualification. For dual waivers requiring a conduct and medical waiver, the conduct waiver must be approved by the battalion commander before submission of medical waiver.

d. Only the commander, acting commander (on orders), or executive officer may approve waiver requests. In their absence, the adjutant or assistant adjutant may forward an approval recommendation for further consideration of waiver requests (except in cases involving conviction of a major misconduct offense). Only the recruiting battalion commander or acting commander (on orders) may forward administrative or conduct waivers for consideration of convictions for major misconduct offenses. The CG or Deputy Commander of USAREC or DARNG may approve or disapprove USAREC or ARNG equivalent level waiver requests. The CG, USAREC or DARNG may delegate to the Director or Deputy Director of Recruiting Operations the authority to act on administrative, dependency, and other than major misconduct-level conduct waivers.

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

- (1) Police checks and court documents, as required. Police record checks are not required for traffic offenses.
- (2) Documents from probation or parole officer that show applicant has satisfactorily completed probation or parole.
- (3) Documents from correctional facility at which detained. Police record checks are not required for traffic offenses.
- (4) Reference letter from employers for 1 year preceding application and schools attended in 3 years preceding application (to include transcripts if currently attending college). If the applicant states that seeking a reference letter from an employer will jeopardize employment, a reference letter is not required. Each waiver request must explain all periods of unemployment of 3 months or more during the preceding year (not required for battalion-level waivers, unless the battalion commander requires it).
- (5) Applicant's current MEPS DD Form 2808 for major misconduct-level waivers.
- (6) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220, as applicable.
- (7) DD Form 1966 and SF 86, section III, civil offenses.
- (8) For ARNG, NGB Form 22–3 and NGB Form 905.

4–29. Conduct standards

Acceptability for enlistment of persons who have records of court convictions or other adverse dispositions is based on conduct standards given in this section.

a. These standards screen out—

- (1) Applicant who is legally precluded from serving in the U.S. Armed Forces.
- (2) Applicant whose background poses serious questions about fitness for service.
- (3) Applicant who is unsuitable for participation in special programs.
- (4) Applicant who is likely to pose serious disciplinary problems.

b. Such cases divert manpower resources from performing military missions. Applicants will be advised that all arrests, convictions, or other adverse dispositions must be revealed. Recruiting personnel will obtain the criminal history of all applicants.

4–30. Rules governing processing of conduct waivers

a. All offenses, regardless of their outcome or place of offense (includes crimes committed outside the United States) will be listed on SF 86. A person arrested, cited, charged, or held for an offense or offenses and allowed to plead guilty to a lesser offense will list the original charges, and also the lesser offense to which a plea of guilty was entered. For example, a person arrested for grand larceny and two counts of criminal possession of stolen property pled guilty to two counts of criminal possession of stolen property, value of less than \$500. In this example, the applicant requires a conduct waiver. However, waiver is not needed if an arrest or questioning does not result in referral of charges, or if charges are dismissed without a conviction or other adverse disposition. Incident must be listed on SF 86. Waiver is not authorized if a criminal or juvenile court charge is pending or if such a charge was dismissed or dropped at any stage of the court proceedings on condition that the offender enlists in a military service.

b. To ensure equal treatment to all persons applying for enlistment, despite the variance in State statutes, the rules below are guides to those responsible for processing waivers.

(1) *Civil court conviction.* This term means a judgment of guilty or an accepted plea of nolo contendere is entered in a court's records for persons tried as adults regardless of—

(a) Whether or not sentence then was imposed, withheld, or suspended.

(b) Later proceedings that deleted an initial determination of guilt from court records, based on evidence or rehabilitation or completion of a satisfactory probationary period. Examples of later proceedings in adult offender cases include pardon, expungement, amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and dismissal of all of the charges, unless new findings in the case would have resulted in an original verdict of not guilty.

(2) *Other adverse dispositions.* This term includes all law violations that are not civil court convictions, but which resulted in an arrest or citation for criminal misconduct, followed by the formal imposition of penalties or any other requirements upon the offender by any governmental agency or court.

(3) *Examples of other adverse dispositions.* Some examples of other adverse dispositions include—

(a) Admission into diversionary or similar programs.

(b) Admission into an adult first-offender program.

(c) Deferred acceptance of guilty plea programs or probated sentence.

(d) Tried as a youthful offender.

(e) Enrollment in supervision programs.

(f) Orders to pay restitution, pay a fine, serve community service, attend classes, or serve probationary periods that do not constitute civil court convictions.

(g) Adjudication withheld and suspended imposition of sentence.

(h) Unconditional suspended sentence and unsupervised unconditional probation. These terms are defined as a court-imposed suspended sentence or probationary status.

(4) *Later proceedings.* Later proceedings delete an initial determination of guilty or commission of alleged misconduct from court or agency records. Examples of later proceedings used in Federal and State courts include—

(a) Expungement.

(b) Record sealing.

(c) Setting aside the adjudication or reopening cases to change the original findings/pleas of admission of guilt to not guilty.

(d) Dismissal of the original petition.

(5) *Juvenile delinquent.* This term includes disposition as a juvenile delinquent, wayward minor, youthful offender, delinquent child, or juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.

(a) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult. DD Form 369 may be modified to include a statement in the remarks section that asks the following: Applicant was under the age of 18 at the time of adjudication and records do not clearly indicate that they were tried as an adult. Unless court records indicate otherwise, applicants who were juveniles at the time of the offense have an adverse disposition.

(b) Because all States have varied laws with regard to juveniles being tried as adults, recruiters, through their chain of command, should consult with their supporting judge advocate when questionable cases arise.

c. Some States have procedures for a later "expunging of the record," dismissal of charges, or pardon (on evidence of rehabilitation of the offender). Such action removes the "initial conviction" or "other adverse disposition" so that, under State law, the applicant has no record of conviction or adverse juvenile adjudication. Despite the legal effect of this action, a waiver authorizing RA, USAR, or ARNG enlistment of such an applicant is required, and the underlying facts must be revealed.

4-31. Waiting period

a. The waiting period provides the reviewing authority the ability to evaluate the extent of the applicant's rehabilitation. For PS personnel, waiting periods listed in paragraph 4-31b, apply only to offenses and periods of confinement since date of last separation from active military service. Waiting periods do not apply to minor traffic or nontraffic offenses, unless a waiver is required. The CG, USAREC or DARNG may lengthen minimum waiting periods.

b. Waiting periods for waiver submission following civil restraint are as follows:

(1) If an applicant was on parole, probation, or suspended sentence after period of civil restraint has been concluded, applicant may process or submit a waiver once all court ordered requirements are completed.

(2) If an applicant had confinement as a juvenile or as an adult of less than 15 days, a 3-month waiting period is required before an applicant can process or submit a waiver. As an exception, the recruiting battalion commander may waive up to 45 days of the waiting period if the applicant was sentenced only to a fine and, as an alternative, elected to serve a confinement period. Written verification from the court imposing the sentence is required. Any waiting time

reduced by the recruiting battalion commander, when applicable, will be annotated on a separate memorandum or waiver document.

(3) If an applicant had confinement as a juvenile or as an adult for 15 days or more, a 6-month waiting period is required before they can process or submit a waiver. As an exception, the recruiting battalion commander may waive up to 3 months of the 6-month waiting period if the applicant is sentenced to a fine and, as an alternative, elected to serve a confinement period. Written verification is required from the court imposing the confinement. Any exception granted by the recruiting battalion commander must be annotated in the remarks section of DD Form 1966 and noted on the waiver memorandum if a waiver was required.

(4) A waiting period is not required for applicants who are in the DEP/DTP and all civil restraint has been completed. Approval must be granted by the recruiting battalion commander.

(5) The above waiting periods do not apply to minor traffic violations when State law or court practices imposed periods of restrictions, supervision, or informal probation periods until fine is paid. They also do not apply to unsupervised traffic probation for minor traffic offenses.

4-32. Required investigations

a. Enlistment will be suspended pending an investigation of the case (for example, completion of police records check, copies of court documents, discussion with probation officer, or review of correctional facility records, as applicable). Processing may continue if the applicant—

- (1) Admits to a record (including arrests, charges, other adverse dispositions, and convictions); or
- (2) Does not admit to a record, but the enlisting agency has reason to believe such a record exists.

b. For persons admitting to an arrest record—

(1) Who state that later conviction or other adverse dispositions occurred, a waiver is required as a self-admitted or alleged record (if such offenses require a waiver) when one of the following applies:

- (*a*) Civil authorities refuse to furnish the information.
- (*b*) No record of the information exists.
- (*c*) Applicant is unable to obtain the records.
- (*d*) Offense occurred outside the United States and obtaining a police record check is prohibited.

(2) Who state that no conviction or other adverse dispositions occurred, a waiver to permit enlistment is not required when one of the following applies:

- (*a*) Civil authorities refuse to furnish the information.
- (*b*) Applicant is unable to obtain the records.
- (*c*) Offense occurred outside the United States and obtaining a police record check is prohibited.

c. The investigation will include—

- (1) All documents required for enlistment and all documents required under paragraph 4-28.
- (2) Police record checks as required by this regulation.

4-33. Pending charges-civil restraint

Recruiting personnel will not—

a. Take part directly or indirectly in release of a person from pending charges so that they may enlist in the Army as an alternative to future prosecution, or further adverse juvenile or adult proceedings. Equally important, recruiting personnel will in no way contribute, either directly or indirectly, to the false notion that the Army condones such a practice. Persons subject to a pending charge are not eligible for enlistment; therefore, they are not eligible for pre-enlistment processing to determine mental or medical eligibility.

b. Take part in any way in obtaining release of a person from any type of civil restraint so that they may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. Accordingly, persons under the type of civil restraint that makes them ineligible for enlistment are not eligible for processing to determine mental and medical eligibility for enlistment, except for those individuals authorized to take the ASVAB in accordance with paragraph 2-11a(2).

c. Process any person who has a doubtful criminal status. For example, while not classified as a specific “pending charge,” an applicant may have a possible indictment or arrest pending; further, the recruiter may have obtained information that indicates the applicant’s character may be questionable. These situations cannot be defined as an absolute in the qualification or disqualification process. When doubt exists as to the possible pending arrest, indictment, or pending nature of an offense, clarification must be obtained through the chain of command. For example, clarify, via the chain of command, an applicant’s eligibility and “questionable moral character” if the applicant claims no arrest record and no pending charge, but local law enforcement officials indicate that the applicant is a suspect and it

is possible that charges are about to be filed. Document any decision on such matters on DD Form 1966, remarks section, or attach a memorandum for record to the residual file indicating the result and the decision on the matter.

4-34. Headquarters, Department of the Army exceptions

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

4-35. Unsupervised probation

a. Applicant may enlist if currently on unsupervised probation for offenses listed in paragraph 4-35*b*, and provided the individual has no restriction of movement, has paid all fines, and has completed all other conditions (such as community service or restitution), and no further court action is pending or contemplated.

b. The offenses that apply to this rule are the following:

- (1) All minor traffic offenses as listed in paragraph 4-8.
- (2) Certain typical minor nontraffic offenses, as listed in paragraph 4-9. These offenses are limited to the following:

- (*a*) Curfew violation.
- (*b*) Damaging road signs.
- (*c*) Disorderly conduct (original charge); creating a disturbance; boisterous conduct.
- (*d*) Dumping refuse near a highway.
- (*e*) Jumping a turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
- (*f*) Juvenile adjudications (beyond parental control), incorrigible, runaway, truant, or wayward.
- (*g*) Littering.
- (*h*) Loitering.
- (*i*) Purchase, possession, or consumption of alcoholic beverages or tobacco products by a minor.
- (*j*) Robbing an orchard.
- (*k*) Vagrancy.
- (*l*) Violation of fireworks law.
- (*m*) Violation of fish and game laws.
- (*n*) Violation of leash laws.

4-36. Waiver reporting

A report on each category of accession waivers provided by each Army component will be forwarded to DCS, G-1 (DAPE-MPA) not later than the 7th business day of each new calendar month.

a. Waiver categories include: medical, administrative (NPS dependency and all RE code waivers), development acceptance test (drug and alcohol), and conduct (minor nontraffic, conduct, and major misconduct).

b. The waivers report will be structured according to guidance provided by DCS, G-1 (DAPE-MPA).

Chapter 5 Processing Applicants

Section I

General

An applicant is a person who applies voluntarily for enlistment in the RA, USAR, or ARNG and is found eligible for further processing after completing and signing DD Form 1966 and SF 86.

5-1. Importance of applicant processing

a. Processing is usually an applicant's first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that their decision to enlist in the Army is a wise one. Applicant processing will—

- (1) Ensure that records are prepared accurately. These records are a matter of major importance during the person's military service, in later civilian life, and even after death.
- (2) Be a smooth transition from civilian to military life for those accepted for enlistment.
- (3) Provide appropriate advice and assistance to all applicants.

- (4) Ensure that personal documents are returned to all applicants for enlistment.
- (5) Identify all applicants who have difficulty speaking or understanding English (including permanent resident aliens residing in the United States less than 1 year, whose native tongue is not English, and all NPS applicants from Puerto Rico).
 - (a) Inform identified applicants that they will take English Comprehension Level Testing (ECLT) at MEPS.
 - (b) Advise all identified applicants that those who score between 35 and 74 or below on the ECLT will be required to take English language training prior to IET.
 - (c) ECLT retest is not authorized if a passing score is attained.
 - (d) If at any time a non-passing score was attained the applicant must take a retest prior to enlistment. The ECLT does not have an expiration date.
- (6) Use the Army Recruiting Information Support System segment applicable to the Army pay and entitlements to inform applicants of the requirement to establish and maintain a financial account.
 - b. Persons who prepare, control, and transmit applicant enlistment records and forms will—
 - (1) Complete and assemble all required forms.
 - (2) Compare similar entries and verify discrepancies with the applicant.
 - (3) Establish that entries on forms are correct before signatures are obtained.

5-2. Processing elements

Processing generally consists of—

- a. Preliminary determination of qualifications.
- b. Administration of mental and medical examinations.
- c. Preparation of records and forms.
- d. Administration of oath of enlistment.
- e. Movement of personnel.

5-3. Prohibitions

- a. During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected on clear evidence that they do not meet enlistment criteria.
- b. In no case will an individual be processed or enlisted into the Army before discharge, separation, or conditional release from another branch of the U.S. military.

5-4. Shared functions

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

- a. The CG, USAREC or DARNG, if directed by CNGB, will—
 - (1) Determine final acceptability of applicants for enlistment (except for USAR units outlined in para 6-9c).
 - (2) Process applicants to the extent possible; this processing will determine their tentative acceptance at the recruiting station before sending them to the MEPS.
 - (3) Fund applicant transportation, meals, and lodging in conjunction with moving to and processing at the MEPS.
 - (4) Coordinate meal and lodging arrangements with the MEPS.
 - (5) Through the USAREC or ARNG guidance counselor located at the MEPS, administratively process all PS applicants for enlistment in the USAR or ARNG before administering the oath of enlistment.
 - (6) Process PS applicants when they are not qualified by grade or MOS for enlistment into a specific unit vacancy, if approved by the Selected Reserve unit commander. The recruiting activity may obtain telephone approval before the enlistment is accomplished.
 - (7) Inform USAREC or ARNG recruiting officials that they may enlist PS applicants who are qualified to be trained into positions designated by the unit commander in REQUEST as "will train."
- b. The USMEPCOM commander processes applicants and enlistees as prescribed in DoDM 1145.02 and this regulation.

5-5. Required forms for applicant processing

Particular care must be taken in completion of required forms prior to entry of applicant data into the Army Recruiting Information Support System database. Recruiters must brief all applicants that the data provided will start and follow their records throughout their career in the RA, USAR, or ARNG. The recruiter must ensure that the applicant reads the privacy act statement and reads, completes, and signs the authority for release of information and records. Forms that are required for initial enlistment application are as follows:

- a. DD Form 1966.
- b. SF 86.
- c. USMEPCOM authorized document.
- d. DD Form 2807–2.
- e. DD Form 369.

Section II

Administration of Armed Services Vocational Aptitude Battery

5–6. General

The ASVAB is an enlistment test for recruiting purposes, and a student test for career and vocational counseling purposes.

- a. In the enlistment process, the ASVAB measures general trainability. It serves to determine eligibility for enlistment and to establish qualifications for assignment to specific skills.
- b. ASVAB testing policy is applicable to NPS, PS, and glossary NPS applicants. PS personnel will follow testing (trainability) requirements as stated in paragraph 3–6b.

5–7. Testing

a. The recruiter should not sponsor an applicant for testing who is not eligible to enlist. Applicants who have not reached their 17th birthday will not be tested for enlistment purposes. MEPS will not test an applicant who appears to be under the influence of alcohol or drugs.

b. Under no circumstances will any person who is assigned or attached to USAREC assist or become involved in any way with the testing process, beyond applicant processing procedures required by the MEPS. No member of USAREC or the ARNG may administer or score tests.

c. Recruiter may advise applicants that commercial study guides are available, as well as the Army -sponsored, DoD approved website (available at <https://www.march2success.com>).

d. An ASVAB information pamphlet is designed to familiarize applicants with the types of questions found on the actual ASVAB tests. The recruiter is authorized and encouraged to furnish this pamphlet to the applicant for familiarization with the kinds of questions on the test and an answer sheet for practice.

e. To prepare for administration of the ASVAB, the recruiter is responsible for ensuring that each applicant recommended for testing has fully and accurately completed and signed USMEPCOM authorized document. The recruiter must certify that information on the applicable form is correct. With respect to ASVAB testing, item 14 must be accurately and completely filled in to give the true testing history of an applicant, if applicable. There are two common errors made in this section—

(1) Incomplete test history (that is, initial or retest).

(2) No report or erroneously reported previous tests (that is, ID, test version, and date). When this information is not accurately reported, an applicant may be tested too early, or tested with the wrong test version. Incorrect or incomplete information on the USMEPCOM authorized document is recruiter error. ASVABs erroneously given to applicants based on wrong information result in an invalidated test score. Consequently, a waiver request to the retest policy for an immediate retest will not be approved. However, if the recruiter has accurately reported the official information on the USMEPCOM authorized document and USMEPCOM is in error, requests for an immediate retest will be considered. Requests will be submitted through command channels to Headquarters, USAREC to DCS, G–1 (DAPE–MPA).

f. The ASVAB production tests are given at either MEPS or their affiliated military entrance test sites. Scores received on tests at locations other than MEPS or military entrance test sites will not be accepted for enlistment.

g. The first ASVAB administered is the initial test of an applicant. This policy applies regardless of the following:

- (1) Testing in either the enlistment or student testing program.
- (2) Service sponsor.

h. The ASVAB scores are valid for enlistment purposes for 2 years from the date of test administration for potential applicants. Test scores remain valid beyond the 2-year period for members currently contracted into the DEP/DTP/delayed status/ARNG and waiting shipment to IADT.

i. The most recent valid ASVAB score from either the enlistment or student-test program is the score of record for enlistment purposes. DMDC and REDD Reports are authorized for PS enlistments.

j. Recruiter should advise applicants not to use crib sheets, talk during the test, leave a test room without authorization, use calculators or slide rules, glance onto tests of neighbors, or work on a portion of the test other than the one

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

k. Applicants for the enlistment ASVAB will be required to provide photographic ID, such as driver's license, student ID card, passport, and so forth, to the test administrator before testing. Individuals without ID will be required to have their right thumbprint imprinted on the USMEPCOM authorized document. Applicants without photo ID who refuse to be thumb printed will not be permitted to test. During processing, applicant signatures will be compared to ensure proper applicant ID.

l. Test scores will be invalidated for any individual found to be a "ringer" for an applicant. A ringer is an individual who takes the ASVAB in place of the true applicant. Both the ringer and the applicant will be barred from retesting for a period of not less than 2 years.

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

n. Applicants tested at military entrance test sites should not be sent to the MEPS for further processing until official scores are available from the MEPS. Applicants who do not meet minimum score requirements to enlist will not be sent to the MEPS for further processing.

o. An applicant who has answered at least one question on the ASVAB is considered to have tested in terms of eligibility for retest.

5-8. Retesting

a. A retest is any ASVAB administered after the initial ASVAB.

b. A complete ASVAB will always be administered.

c. Applicants may be given the first retest no earlier than 1 calendar month after the initial test. For example, if the initial test is administered 16 October, the first retest is authorized on or after 16 November.

d. Applicants may be given the second retest no earlier than 1 calendar month after the first retest.

e. Subsequent retests may be given no earlier than at 6-month intervals. For example, if a retest is administered on 16 December, then any further retesting is prohibited until on or after 16 June of the following year.

f. To request to validate test scores for individuals inadvertently tested early, submit a waiver request to DCS, G-1 (DAPE-MPA).

g. The MEPS commander has authority to immediately retest applicants tested under adverse conditions when—

(1) An entire testing session is disrupted (for example, a fire drill, power failure, undue noise, and so forth).

(2) An applicant, through no fault of their own, is unable to complete the test (for example, an applicant is called away from test because of an emergency). This does not include the requirement for an applicant to leave a test session because of an illness that existed before the beginning of the session because applicants are routinely cautioned not to take the test if ill.

h. Recruiters are not authorized to have applicants retested for the sole purpose of increasing aptitude area scores to meet standards prescribed for enlistment options or programs. However, requests for exceptions may be forwarded to the DCS, G-1 (DAPE-MPA) for consideration.

i. The MEPS commander may require an applicant to take a confirmation test when previous test was not administered at MEPS and—

(1) There is a score difference of plus 20 or more percentile points between the AFQT score on a retest and the previous AFQT.

(2) There is reasonable cause to suspect improper means were used to influence or inflate ASVAB test scores.

j. The confirmation test will be administered at a MEPS.

k. The confirmation test is used to validate previous AFQT score results in question and will not be used for enlistment purposes.

5-9. Overseas Production Testing Program

a. ASVAB testing outside the United States is a Service responsibility. The Army must conduct testing in close coordination with HQDA, USMEPCOM, and the Army test control officer (or the test control officer of another Service, if an Army test control officer is not available).

b. When making arrangements to have an individual tested, a recruiter must consider the testing schedule of the testing center and the test control officer and establish a testing time satisfactory to all concerned.

c. The recruiter and test control officer will work together to ensure that the USMEPCOM authorized document is accurately completed and signed before administration of the ASVAB. If the recruiter travel distance to a test site is greater than 25 miles, the recruiter may coordinate in advance for the test control officer to complete and sign the

USMEPCOM authorized document. However, in the event of any error in the completion of the form (incorrect test version, previous test date, missing signature, and so forth), the recruiter, not the test control officer, is responsible.

- d.* The enlistment ASVAB will be administered by a Service test control officer.
- e.* The Service test control officer will furnish an unofficial score. Exceptions may be granted by USAREC G-3 (RCRO) or DARNG to use unofficial scores to temporarily reserve a training seat pending receipt of official scores.
- f.* Official scores will be entered into REQUEST prior to shipment.
- g.* The Service test control officer is responsible to mail the answer sheet to the testing section of a continental United States MEPS designated by Headquarters, USMEPCOM.
- h.* Headquarters, USMEPCOM will assure the continental United States MEPS that are designated to review scores answer sheets from overseas areas, are reviewed expeditiously and will furnish the official ASVAB score to the Army in a timely manner.
- i.* The recruiter will not be involved at any time or in any way with handling test materials, testing the applicant, scoring the answer sheet, or mailing test papers related to an ASVAB or test session.

5-10. High school testing program

- a.* The student ASVAB is administered in high schools in support of the DoD Student Testing Program.
- b.* Recruiters may recommend students 17 years of age and older to take the ASVAB in high school. The results of a student ASVAB given to a 16-year-old high school junior may be used for enlistment after the 17th birthday.
- c.* Some high schools have mandatory student testing. For enlistment purposes, mandatory tests count toward the waiting period for retests. This does not restrict repeated testing while in high school; it may restrict the use of these scores for enlistment purposes if an applicant is concurrently testing for enlistment at MEPS or military entrance test site. If a recruiter is working with an applicant for enlistment who is in high school, the following applies:
 - (1) The waiting period between tests (enlistment or student) must be honored.
 - (2) Only the last valid test score (enlistment or student) qualifies for enlistment.
- d.* Tenth grade student tests count as the first ASVAB test.

5-11. Special purpose testing

- a.* Special purpose tests are authorized for use by MEPS and are listed in DoDM 1145.02.
- b.* Enlistment and student testing has priority over special purpose testing.
- c.* If a MEPS schedule does not permit timely scheduling to give special tests, test control officer, assistant test control officer, or education specialists may administer them.

Section III

Administration of Medical Examination

5-12. General

Consent of parents or guardians is required before execution of any medical examination of an applicant under 18 years of age. Medical examinations in accordance with AR 40-501 are required for all persons, except those outlined in DoDM 1145.02 and in AR 40-501 for USAR applicants, when applicable.

5-13. Medical examinations

- a.* DoDM 1145.02 governs medical examinations conducted at MEPS. Each applicant will prepare a DD Form 2807-1 and DD Form 2808 in their own handwriting.
- b.* DD Form 2807-2 will also be prepared and forwarded to the examining facility with the applicant's enlistment packet.
- c.* For applicants enlisting in the DEP/DTP/delayed status/ARNG, physical examinations will be valid for 2 years from the date of administration.

5-14. Transportation and subsistence

- a.* Transportation and subsistence will be furnished to an applicant only when either of the following applies:
 - (1) Applicant is tentatively accepted for enlistment.
 - (2) Applicant is recalled for enlistment after their name is reached on a waiting list.
- b.* Return transportation and subsistence from MEPS to point of initial acceptance (such as, recruiting station or residence, as appropriate) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at the time.

c. Applicants who signify their intention to enlist in the RA, USAR, or ARNG may be retained at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In the continental United States, the period of retention at Government expense will not exceed 7 days without specific authority from the CG, USAREC or DARNG, if directed by the CNGB.

d. PS personnel may be authorized an advance leave prior to shipping to a U.S. Army reception battalion or designated unit. The following statements will be included on the orders issued by MEPS: “You are authorized (number) days chargeable leave en route. DA Form 31 (Request and Authority for Leave) will be initiated at Army liaison office within MEPS by the guidance counselor.” The approval authority for leave is the senior guidance counselor or designated representative.

5–15. Forwarding of enlistees

Normally, persons will be scheduled to arrive at destinations as indicated below:

a. *From recruiting stations to military entrance processing stations.* Persons should arrive at MEPS during normal duty hours. When this is not possible, recruiting personnel will coordinate meals and lodging needs with MEPS.

b. *From military entrance processing stations to reception battalion or designated unit.* Persons will be sent from MEPS to the reception battalion or designated unit under DoDM 1145.02.

5–16. Movement of personnel from place of enlistment

a. Personnel will be assigned and sent to a U.S. Army reception battalion. Enlistees requiring English language training will be sent to reception battalion located at Fort Sill, OK, by the enlisting MEPS, to obtain official files and uniform before proceeding to Lackland Air Force Base for training.

b. For RA only, PS personnel—

(1) Will be required to attend BCT (IET) if not exempt based on a period of PS.

(a) Applicants with PS in the Air Force, Navy, or Coast Guard, including their RCs, who have not completed an Army BCT or U.S. Marine Corps BCT, or completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police during previous military service will attend U.S. Army BCT.

(b) All SROTC applicants who have been released from the program will be required to attend BCT and advanced individual training (AIT) or one station unit training required for their MOS, except SROTC applicants who have proof of completion of Cadet Summer Training are not required to attend BCT, unless they have a break in service of 5 years or more. Cadets that are exempt from BCT, but who have been separated for 5 years or more, must attend the Army Refresher Training as determined by Commander, TRADOC.

(c) Cadets separated from the U.S. Military Academy who have not completed Cadet Basic Training (first term) and Cadet Field Training (second term) must attend BCT. Cadets separated from the U.S. Military Academy, who completed the two aforementioned courses are not required to attend BCT. Cadets that are exempt from BCT, but who have been separated for 5 years or more must attend the Army Integration or Refresher Training Course. All other cadets from other branches of Service, regardless of separation period, must attend Army BCT. Questionable cases regarding cadets separated from the U.S. Military Academy should be forwarded to DCS, G–1 (DAPE–MPA).

(d) PS applicants that have less than a 5-year break in service following completion of all service requirements to include the IRR and have successfully completed an Army BCT course, Warrior Transition Course, U.S. Marine Corps BCT course, U.S. Air Force or U.S. Navy Special Operations Forces training, or U.S. Air Force Security Forces training during previous military service are not required to attend Army BCT. If the applicant is PS from an Army component and enlisting for a previously held MOS, no MOS retraining is required (regardless of period of break in service). If the applicant is PS from a Sister Service and their MOS converts to an Army MOS, no retraining is required, regardless of period of break in service (MOS proponents must approve all conversions). All PS applicants that enlist for a new MOS or those whose specialty does not convert to an Army MOS will be retrained. Break in service begins when a Soldier is separated from all service requirements, for five years, to include the IRR. This definition of break in service only applies to individuals who have completed U.S. Army or U.S. Marine Corps basic training, or completed training for the U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Forces. For USAR and ARNG only, the following requirements apply: PS personnel must have less than a 5 year break in service and have successfully completed an Army BCT course, Warrior Transition Course, U.S. Marine Corps BCT course, U.S. Air Force or U.S. Navy Special Operations Forces training, or U.S. Air Force Security Forces training. These personnel will not be sent to BCT.

(e) PS enlistees (including OCS and WOCS) who have not successfully completed an Army BCT, Warrior Transition Course, or U.S. Marine Corps BCT course, or have not completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police during previous military service must enter on IADT within 180 days after enlistment in the USAR or ARNG and successfully complete BCT conducted by the Army. Soldiers who fail to

attend BCT within 180 days after entry are required to return to MEPS to be rescheduled for this training. Members enlisting into the USAR or ARNG that require BCT must be processed through the MEPS. Members that are required to attend BCT and retraining into a new MOS will attend BCT first. After completion of BCT, the unit of assignment will be scheduled to attend appropriate MOS training.

(f) All PS applicants enlisting OCS or WOCS, regardless of component who have not completed an Army BCT or U.S. Marine Corps BCT, or completed training for U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

(g) All PS applicants who were separated with a 5 or more years break in Service at time of enlistment into a Selected Reserve of the Army, will be required to attend the Army Integration or Refresher Training Course. Applicants who enlist for an MOS held during their previous enlistment, with less than a 5-year break in service, will be assigned directly to field units. Unit commanders will provide necessary transition or refresher training (not applicable to prior U.S. Air Force, U.S. Navy, or U.S. Coast Guard).

(2) Who reenlist for an MOS not previously held, with less than a 5 or more year break in service, will receive AIT training in the new MOS. If the new MOS is taught in the one station unit training mode, the person may be required to complete the entire one station unit training program (not applicable to prior members of the U.S. Air Force, U.S. Navy, or U.S. Coast Guard).

(3) Who are required to complete AIT will be sent directly to the proper AIT location. As an exception if, AIT is not conducted at an Army installation, personnel will be sent to the nearest reception battalion by the enlisting MEPS to obtain official files and uniforms before proceeding to AIT.

(4) Who have completed the IADT phase in a Reserve Enlistment Program will be processed under paragraph 5–21.

(5) Who enlist at MEPS for an overseas area will be processed under chapter 9. Such persons may be granted leave as delay en route to a reception battalion or other proper installation for overseas shipment.

(6) Who are assigned to an overseas area and do not require BCT or AIT will be moved as follows:

(a) If assignment is to the Far East (Korea, Japan, and so forth), Hawaii, or Alaska, the enlistee will be sent to the reception battalion at Fort Leonard Wood, MO. If assignment is to Europe, Middle East, Africa, Central America, or South America, the enlistee will be sent to Fort Jackson, SC.

(b) Concurrent travel will be deferred for overseas assignments. Concurrent travel is authorized for continental United States to continental United States assignments only (this does not include continental United States assignments to reception battalion, BCT, AIT, or one station unit training locations).

(7) Who enlist in the RA, regardless of grade or years of service completed, are authorized movement of household goods and transportation of Family members at Government expense (in accordance with the Joint Travel Regulation) from the point of entry or home of record to the first permanent duty station. If enlistment is for an overseas location, approval must be obtained from commander; concurrent travel will be deferred. Enlistee in the accession pipeline are not authorized movement of HHG or dependents to the training location while attending Initial Military Training (IMT).

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

Section IV

Enlistment Processing

5–17. Processing former Army prisoners of war

Persons who, while serving as enlisted members of the Army, were held as prisoners of war by governments or other authorities opposing U.S. Forces in the conflict may be eligible to reenter. Release date from prisoner of war status is immaterial in terms of the above definition. Applications for enlistment of former prisoners of war in the RA will be processed as follows:

a. A former prisoner of war may be qualified to return in their former pay grade and MOS, if so, applicant will be processed and enlisted under chapter 3. Process and enlist such persons as a maximum priority by providing quick and thorough treatment.

b. Forward the enlistment application as quickly as possible to the Commander, HRC, where action will be given priority if:

- (1) The former prisoner of war is not qualified for enlistment.
- (2) The former prisoner of war is not qualified to enlist in their former pay grade and MOS.
- (3) Applicant requests consideration not covered in this section.

5-18. Policy

Integrity of the Selected Reserve will be preserved as far as practical. Members of Selected Reserve will not be solicited to enlist in the RA; ARNG members will not be solicited for the USAR, nor will USAR members be solicited for ARNG. However, assistance will be provided to any applicant that expresses a desire to change components for which he or she want to enlist. Recruiters will advise RC applicants for RA or USAR enlistment of the policies below.

a. A member of the RC of an Armed Force of the United States who is in an active status will not be processed for enlistment in another component without first having been released from the RC. This policy includes those who are currently in the DEP of another Service. These RC personnel may not be MEPS processed (given a physical) before obtaining RC conditional release. Applicants for USAR enlistments who are members of the RC of another U.S. Armed Force must be processed under AR 140-10, chapter 9, and this regulation (see para 1-11).

b. An officer, commissioned or warrant, who is otherwise qualified, may enlist in the RA or USAR. However, as a condition of enlistment, the officer must resign their commission. This policy affects all Soldiers initially enlisting into the RA or USAR, or reenlisting with a break in service of 24 hours or more. The statutory entitlement for enlistment under 10 USC 7138 still applies, but the enlistee must resign any existing commission. As a condition of enlistment, a Reserve officer will complete a letter of resignation that will be effective a day prior to their enlistment date into the RA. This letter will include a current mailing address as listed on DD Form 1966, so that discharge orders can be mailed from HRC. It is the Soldier's responsibility to have these orders forwarded to him or her. A copy of the resignation letter will be retained in the Soldier's residual packet at the recruiting battalion concerned. Within 5 working days, guidance counselors will mail a copy of the Soldier's DD Form 4 and letter of resignation to: Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303; and to Commander, U.S. Army Human Resources Command (AHRC-ROR-PAB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303, for RC officers. Recruiters will ensure that officers are made aware of this policy prior to any processing for enlistment into the RA. Under no circumstances will officers be led to believe that they may retain their commission or warrant under the Reserve Dual Component Program.

5-19. Request for discharge or clearance from a Reserve Component

When a participating RC member applies for enlistment, DD Form 368 is used to request RC discharge or clearance. This form is valid for 12 months from date signed by unit commander or designated representative for enlistment in MOS, unless the approval authority designates otherwise on DD Form 368. Recruiting personnel must ensure that the unit commander or designated representative annotate the "valid through" date (not to exceed one year from date of signature) on the DD Form 368 when approval is rendered. The RC must be notified promptly of a member's intent to enlist in the RA or USAR/ARNG (if a member of another RC). Clearance must be received from proper Reserve authorities before enlistment (see para 5-21).

a. For members of units, DD Form 368 is sent to the member's unit commander. DD Form 368 is required for non-unit members. Send to appropriate Control Group. Headquarters, USAREC, or DARNG, if directed by the CNGB, publishes procedures for non-unit members.

b. Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, they will not be processed for RA enlistment. USAR enlistments must comply with AR 140-10.

c. If DD Form 368 validity period is less than 12 months, an extension of the limited validity period may be requested by station commander or above within the recruiting battalion if delay was caused by waiver action (includes processing time for OCS/Warrant Officer Flight Training (WOFT)/band applicants). Telephonic extensions are authorized and must be annotated on the initially approved DD Form 368.

d. A member of the ARNG or the Air National Guard may be released for enlistment into the RA or USAR only with the consent of the governor or other authority of the State, commonwealth, territory, or District of Columbia. Such consent must be recorded on DD Form 368.

5-20. Applications for enlistment

An application for RA enlistment may be accepted from RC members if applicant meets criteria below by component. In addition to the criteria below, IRR or PS applicants who enlist for membership in a Selected Reserve unit must remain in their unit for a period of at least 6 months before they will be authorized to enlist into the RA.

a. Selected Reserve member. An enlisted member of the RC who desires to enlist in the RA, to include the MSO delayed status, may enlist if they—

- (1) Have successfully completed required IADT, been awarded an MOS, and have returned to their RC unit.
- (2) Have received clearance from the appropriate approval authority for release.
- (3) Have not been alerted for mobilization.
- (4) Have not been notified of orders directing involuntary order to AD.
- (5) Are currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.
- (6) Are not currently serving on AD (includes IADT, AD for training (ADT), annual training (AT), AD support, AD for operational support, temporary tour of AD, or Active Guard Reserve (AGR)). Processing of a member, including submission of DD Form 368, will not begin until the member has been released from AD and returns to the parent unit.
- (7) Are not within the 60-day period preceding effective date of orders to extend AD for reasons other than AT.
 - b.* Members of the IRR who wish to enlist in the RA, including those in an MSO delayed status, must meet criteria in paragraphs 5–21*b*(1), (3), (6), and (7). Approval authority is Army guidance counselor for enlistment of an Army IRR member to RA.
 - c.* An ROTC cadet assigned to Control Group (ROTC) or participating in the SMP who desires to enlist in the RA, to include the MSO delayed status, may enlist if they—
 - (1) Have received clearance from the appropriate professor of military science (PMS) or ROTC brigade commander. DD Form 368 is used for this purpose and it must be in possession of the recruiting officials before processing the cadet for enlistment.
 - (2) Have obtained a DD Form 368 from the ARNG or USAR unit commander, as well as the appropriate PMS or ROTC brigade commander, if the cadet is a participant in the SMP.
 - (3) Have not been alerted for order to AD under a Presidential call-up or a partial or full mobilization.
 - (4) Have not been notified of orders directing involuntary order to AD.
 - (5) Are not an ROTC scholarship recipient.
 - d.* All other IRR applicants must receive approval from the commander of the appropriate Service components listed below—
 - (1) U.S. Navy Reserve: Commander of the Naval District where the person is assigned or the Chief of Naval Personnel (PERS–3), 1200 Navy Pentagon, Washington, DC 20350–1200.
 - (2) U.S. Air Force Reserve—
 - a.* Unit members: commander of the enlistee’s Reserve unit of assignment.
 - b.* Members of the nonaffiliated Reserve section, the ineligible section, and the inactive status list Reserve section: Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205–3540.
 - (3) U.S. Marine Corps Reserve: Through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.
 - (4) U.S. Coast Guard Reserve: Commandant, U.S. Coast Guard, 2100 2nd Street, S.W., Stop 7000, Washington, DC 20593–7000.

5–21. Notice of enlistment

When a Soldier released under paragraph 5–20 enlists in the RA or USAR/ARNG, the guidance counselor handling the enlistment will notify the proper agency in paragraph 5–22*b*, by forwarding a copy of enlistment orders and a copy of the completed DD Form 4. The notice will permit one of the following:

- a.* The issuance of a discharge of the officer or enlisted Soldier from the losing component.
- b.* The provision of follow-up data for reservists discharged from an RC specifically to permit enlistment in the RA. Forward enlistment orders and a reproduced copy of the DD Form 4 as follows:
 - (1) For USAR—
 - a.* For unit members, to the Reserve unit where person was assigned. USAR enlistment must comply with AR 140–10, chapter 9.
 - b.* For non-unit members, to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.
 - (2) For U.S. Navy Reserve, to the commander of the Naval District where the person is assigned or to the Chief of Naval Personnel (PERS–312), 9700 Page Avenue, St. Louis, MO 63132–5200.
 - (3) For U.S. Air Force Reserve—
 - a.* For unit members, to the commander of the enlistee’s Reserve unit of assignment.
 - b.* For members of the nonaffiliated Reserve section, the ineligible section, and the inactive status list Reserve section, to Commander (ARPC/DSMR), 18420 E. Silver Creek Avenue, Building 390, MS68, Buckley AFB, CO 80011–9502.

- (4) For U.S. Marine Corps Reserve, through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.
- (5) For U.S. Coast Guard Reserve, to the Commandant, U.S. Coast Guard (G-PE), Washington, DC 20593-0001.
- (6) For Army and Air National Guard, to the commander of the unit where the member is assigned.

Section V

Special Processing for Enlistment of an Army National Guard Soldier into an Army Reserve Troop Program Unit

5-22. General

An ARNG Soldier applying for enlistment into a USAR TPU is considered a PS applicant, but is processed for enlistment in the USAR under the special procedures outlined in this section. These procedures apply only to an ARNG Soldier enlisting into a USAR unit and are not applicable to ARNG Soldiers transferring to the Individual Ready, the Standby, or the Retired Reserve.

a. The purpose of these special enlistment procedures is to implement uniform accessioning procedures for Soldiers moving from an ARNG status to a USAR TPU status without a break in military service, and to ensure the continuity and accountability of the Soldier's official military personnel records.

b. Processing under this section will be accomplished through MEPS, or by the recruiting battalion operations section, as appropriate.

5-23. Basic eligibility criteria

This paragraph applies only to an ARNG Soldier granted a conditional release, who will remain assigned to the ARNG until the USAR enlistment has been accomplished and verified. Basic eligibility criteria will be in accordance with chapter 3, with the following exceptions:

a. Medical. A medical examination will not be required, provided a current (within the last 12 months) PHA or medical examination has been conducted that verifies the Soldier met the retention medical fitness standards of AR 40-501 and any additional medical requirements that may have been prescribed for the Soldier's current MOS. Medical examinations and medical history will be verified from the Soldier's military personnel records maintained by the ARNG and by obtaining the MEDPROS IMR record. If an applicant's retention medical fitness standards cannot be verified, or if the last medical examination is more than 12 months old, then the Soldier must undergo a medical examination under the provisions of AR 40-501.

b. Body composition and weight control. The applicant must meet the body fat composition and weight control standards per AR 600-9. No waiver is authorized. Documentation will be provided in packet.

c. Army fitness test. The ARNG personnel records verify the Soldier has successfully completed an Army fitness test of record within the last 18 months, or is exempt from administration of an Army fitness test, per AR 40-501, because of valid temporary or permanent profile, or has successfully completed the last Army fitness test within the limitations of a valid temporary or permanent profile. No waiver is authorized.

d. Grade. The enlistment grade determination requirements of chapter 3 are not applicable, as the Soldier's pay grade, rank, and DOR will be the same as that held when the conditional release was approved by the ARNG command.

e. Years of service. A Soldier who has attained 20 years of qualifying service for retired pay at age 60 and has been issued a Notification of Eligibility for Retired Pay at Age 60 Memorandum is disqualified for USAR enlistment under this section if the Soldier's total years of all military service (Regular and/or Reserve) exceeds the maximum authorized for the Soldier's grade. No waiver is authorized. Prior to enlistment, an applicant should be counseled that after qualifying for retired pay at age 60, they will be removed from USAR TPU participation on attaining the maximum years of total military service per AR 140-10.

f. Administrative criteria. The Soldier's characterization of ARNG service must be honorable, the ARNG discharge must be voluntary, and the Soldier—

- (1) Is not subject to, or being processed for, involuntary separation from the ARNG for cause under AR 135-178 or NGR 600-200.
- (2) Has not been barred from reenlisting or extending in the ARNG per NGR 600-200.
- (3) Upon separation, does not receive a code of RE-3, RE-4A, or RE-4 by the ARNG, per NGR 600-200, chapter 6, section IX.
- (4) Has successfully completed IET and has been awarded an MOS.

5–24. Processing procedures

Processing procedures for an ARNG Soldier enlisted under this section are dependent on the availability of the applicant's official ARNG file to the recruiting activity and the USAR for accessing data. Where an ARNG Soldier applies for membership in a TPU of the USAR, the following procedures will apply:

a. Recruiting officials will request a conditional release (DD Form 368) from the applicant's ARNG command. The request will specify that the purpose of the request is to accomplish a complete discharge from the ARNG (and as a Reserve of the Army) upon enlistment in the USAR, and is not a request for a transfer action. The recruiting activity will obtain the complete official file from the ARNG.

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

- (1) Enlisted record brief.
- (2) DD Form 214.
- (3) Most recent DD Form 4 or extension.
- (4) DA Form 5500 or DA Form 5501, required if Soldier exceeds weight standards.
- (5) Soldier's last promotion orders.
- (6) Current physical that meets retention standards under provisions of AR 40–501.
- (7) Citizenship as verified under paragraph 3–4.

c. Where the recruiting activity has access to the applicant's official file, or where the ARNG provides copies of all the documents, then—

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

(2) Distribution will be as follows:

(a) A paper enlistment packet will not be mailed to Commander, HRC. The electronic record will automatically be transmitted to interactive Personnel ERM System and will constitute the official Soldier file. HRC, as well as the USAR unit, will access the Soldier record in interactive Personnel ERM System.

(b) All copies of the original DD Form 4 and the GCRC Automated Annex and Addendums, pre-accession interview/pre-enlistment interview, and copies of MEPS physical (if required) will be provided to the Soldier.

d. Where the recruiting activity cannot gain access to the applicant's official file, the Soldier has not completed IADT, or the ARNG cannot provide copies of all of the documents, the applicant must be fully processed through MEPS. In this case the Soldier will be processed in accordance with sections I through VI of this chapter (to include a pre-accession interview/pre-enlistment interview (SF 86)).

e. It is mandatory that the losing ARNG command be provided proof of the USAR enlistment as soon as possible to effect timely discharge from the ARNG.

(1) Where a DD Form 368 has been issued, send the original copy, with a copy of the DD Form 4 attached, to the appropriate SAG and send an information copy of the DD Form 368 to the losing ARNG command indicated in item 1.

(2) Where a DD Form 368 has not been issued, send a reproduced copy of the DD Form 4 to the losing ARNG command.

Section VI

Special Processing for Regular Army and U.S. Army Reserve Enlistments in Overseas Commands

5–25. General

This section prescribes policy for processing and determining enlistment eligibility for applicants who apply in overseas commands. Major overseas commanders exercise supervision and control of processing of applicants within their commands. Mental and medical examinations will be administered at military activities or at MEPS. Send further enlistment inquiries to DCS, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300. Processing of applicants where USAREC maintains recruiting stations or conducts recruiting activity will be in accordance with this regulation.

5-26. Authority

Overseas commanders are authorized to enlist applicants, with or without PS, who are residing in area of overseas command, if applicants do not have concurrent status as nationals of the country where enlistment is being made and that country has no law that prohibits such enlistments.

5-27. Processing

- a.* Overseas commanders may assign enlistees to their command who—
 - (1) Are U.S. citizens.
 - (2) Do not require BCT, AIT, or one station unit training.
 - (3) Are eligible for assignment within the command under AR 614-30.
 - (4) Can be used in the command in which they are enlisted.
- b.* Persons ineligible to remain in the command will be processed under AR 614-200.
- c.* If reassignment of enlistees to the continental United States for training is necessary, overseas commanders will ensure that enlistment is completed in time to allow processing, travel, and entry into BCT by the required date to fulfill any option for which applicant enlisted. Allow at least 3 days for reception battalion processing after arrival in the continental United States.

Section VII

Delayed Entry Program

5-28. General

- a.* The CG, USAREC, is authorized under this section to—
 - (1) Organize and administer the Army Reserve Control Group (DEP) to which enlistees will be assigned.
 - (2) Enlist NPS applicants in the DEP for periods determined by the CG, USAREC, not to exceed 365 days.
- b.* Enlistment in the DEP is authorized—
 - (1) For qualified applicants who have agreed to enlist in the RA or into the Selected Reserve for one of the enlistment programs given in chapter 9.
 - (2) If a vacancy is obtained through REQUEST before DEP enlistment.
 - (3) For applicants without military status. This includes those members of an RC who did not attend any portion of IADT and are being released by the RC to process for the RA.
- c.* An applicant with a prior MSO may have a REQUEST reservation made and be considered in a delayed status. However, PS applicants will not be enlisted in the DEP. The CG, USAREC, will have a delayed military status program to allow advance REQUEST reservation for these individuals. All qualifications for RA enlistment, including all MEPS processing, must be completed prior to reservation being made. Applicant must be processed in the same manner as if they were entering the DEP.
- d.* Applicants with PS will have DD Form 4 completed on accession date.
- e.* DA Form 4187 will be completed according to instructions by USAREC for PS applicants.

5-29. Enlistment and separation authority

- a.* The Commander, USMEPCOM, under DoDM 1145.02, may—
 - (1) Implement DEP enlistments.
 - (2) Issue RA/USAR orders.
- b.* The recruiting battalion commander is delegated the authority to separate DEP enlistees as directed by the CG, USAREC, or DCS, G-1. In addition, recruiting battalion commanders may void enlistments according to AR 635-200 or AR 135-178, when appropriate.

5-30. Eligibility qualifications

Before enlistment in the DEP, applicants must—

- a.* Meet basic eligibility requirements in chapter 2.
- b.* Be processed under requirements of chapters 4 and 5.
- c.* Meet specific eligibility and processing requirements for enlistment program for which they are applying (see chap 9 for enlistment programs).

5-31. Terms of service and authorized pay grades

- a.* Upon initial DEP enlistment, applicant incurs an 8-year MSO.

b. RA enlistment agreements authorized will be for terms discussed in chapters 2 and 3. Variable enlistment length is authorized for each term except an 8-year enlistment agreement. Variable enlistment length is the total weeks and days of BCT plus AIT that is completed prior to the start of an enlistee's term of service, that is, 3 years plus training. USAR enlistment will be for a period authorized by the USAR enlistment option.

c. According to a Soldier's enlistment agreement, memorialized by DD Form 4, DEP enlistees, as members of the Ready Reserve, who refuse to meet their enlistment obligation, may be ordered to AD at any time, without consent, to complete a total of 24 months of AD service. RA under the enlistment agreement may be ordered to AD in their Reserve status for a period of 2 years.

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

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

5-32. Processing procedures

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

b. Applicants requiring waiver of any disqualification for RA/USAR enlistment will not be enlisted until a waiver is processed and approved, as specified in chapter 4.

c. The Statement for Enlistment-Delayed Entry Program (annex to DD Form 4) will be completed.

d. The Tier 3 Personnel Security Investigation (minimum) will be initiated on all NPS and PS applicants. PS applicants currently holding clearance eligibility are not required to undergo a Personnel Security Investigation.

e. If the DEP member is to be extended in the DEP, they must consent in writing.

f. The DEP enlistee who erroneously or fraudulently enlisted by reason of misconduct that occurred prior to DEP enlistment and requires a waiver (see paras 4-13b(2) or 4-13c(4)). If a waiver is not approved under the aforementioned policy, process for separation under AR 135-178.

g. As directed by the CG, USAREC, any DEP enlistee who reports for AD and declines enlistment will be referred to the guidance counselor.

h. DEP enlistees who report for shipment to AD, and who no longer qualify for their enlistment option, will be offered another option for which they qualify. Enlistees who select an MOS that is a priority MOS will be offered the current incentive at time of renegotiation of their contract. If no priority MOS is available for the DEP, a waiver may be requested through the DCS, G-1 (DAPE-MPA) to retain the incentive from the enlistee's original contract.

5-33. Extensions in the Delayed Entry Program

a. The recruiting battalion commander, in coordination with Recruiting Operations, G-3 at Headquarters, USAREC, may authorize extensions in the DEP. Extensions may be approved for a period not greater than a DEP period of 365 days. These extensions are authorized only for the following situations—

(1) Processing separation actions, as authorized by paragraph 5-36.

(2) Disqualifying temporary medical conditions occurring after DEP enlistment.

(3) Awaiting results of civil court action for offenses occurring after DEP enlistment.

(4) Processing waivers of civil court convictions or adverse dispositions occurring after DEP enlistment.

(5) Awaiting results of an action started by an enlistee to obtain release from the DEP. When enlistee starts such action, advise them that they forfeit rights to the original option. Also, they must acknowledge, in writing, that they have been advised of such forfeiture.

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

b. The DEP enlistees who become disqualified for RA/USAR enlistment must be processed for waiver before enlistment. If waiver is granted for applicant to enlist in the DEP and later convictions or disqualifications occur, waiver must be resubmitted and approved before RA/USAR enlistment.

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

5-34. Special provisions of the Delayed Entry Program

a. The recruiting battalion commander or the CG, USAREC, may direct separation of DEP enlistees who meet separation criteria of AR 135-178.

b. The DEP enlistees who were high school seniors when they enlisted in the DEP, and who receive a college scholarship after DEP enlistment, may apply for separation to accept such scholarship (see AR 135-178, paragraph 4-4, as the applicable authority for such separation).

c. The DEP enlistees who become disqualified may be extended in the DEP and a waiver processed if authorized by chapter 2 or 3. NGB Form 22–3 will be submitted and entry into the RA or Selected Reserve will be held pending decision on waiver request. Persons must agree to extension in the DEP for waiver processing.

d. Send notification of DEP enlistees who, before RA/USAR enlistment, are found to have enlisted erroneously or fraudulently, to the recruiting battalion commander for disposition as established by the CG, USAREC.

e. In any other instance when a separation appears warranted, send notification to the recruiting battalion commander for disposition as established by the CG, USAREC.

f. The DEP enlistee who previously requested separation from the DEP may withdraw the request and voluntarily agree to enlist in the RA.

5–35. Promotion opportunity through referrals

a. Each DEP enlistee or RA/USAR applicant will be advised that they—

(1) Have the chance to be promoted to E–2 by providing applicant referrals.

(2) May receive credit for the referrals.

(3) Will receive credit for the referrals once the applicants referred have enlisted in the DEP, RA, ARNG, or USAR.

b. Recruiters will forward referral sheets to the Army guidance counselor, together with the referred applicant's information.

c. The Army guidance counselor, after confirming the referrals, will—

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

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

Section VIII

Delayed Entry Program Mobilization Asset Transfer Program

5–36. Policy

a. No applicant with prior military service may be enlisted into the DEP.

b. If a Soldier in the DEP is ordered under mobilization to report for AD, or if circumstances require the transfer to another Control Group within the USAR, then the CG, USAREC, will comply with instructions issued by DCS, G–1.

5–37. Procedures

When a Soldier of the DEP is to be reassigned to another Control Group instead of separated, the CG, USAREC, will issue a reassignment order. The Soldier will be provided copies of the order. USAREC will send the following items to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303:

a. Reassignment order.

b. Original DEP enlistment packet.

c. Member's official file, if available.

Section IX

Courtesy Enlistment

5–38. General

a. Courtesy enlistments for RA, ARNG, or USAR within the continental United States may be authorized only in exceptional cases. Recruiting battalion commanders may authorize such enlistments when either of the following applies:

(1) It is in the best interest of the U.S. Army.

(2) It will prevent severe personal hardship to applicant or applicant's Family.

b. Overseas courtesy enlistments are authorized only in extreme cases. Approval from the recruiting battalion commander responsible for the country is required before applicant's departure.

Note. A courtesy enlistment occurs when the enlistment packet is completed by one recruiter and transmitted to the MEPS for processing, but due to exceptional circumstance, the applicant relocated to another area where the enlistment process was completed as a courtesy to the original recruiter.

5–39. Procedures

a. Recruiting battalions must coordinate at least 15 days before the applicant’s scheduled AD date. For ARNG only, the gaining Recruit Sustainment Program must coordinate with the shipping MEPS at least 30 days prior to scheduled IADT date.

b. Guidance counselors and other recruiting personnel must ensure that applicants accepting assignment reservations or entering the DEP understand that they must return to the same MEPS for AD processing unless a courtesy enlistment is authorized. If an applicant conducts processing outside of the U.S. and ships from U.S. location favorable Drug and Alcohol Test and HIV-negative test results are required prior to ship date.

Section X

Special Processing for Partially Disabled, Combat-Wounded Veterans

5–40. General

Waiver requests to determine if veteran with physical limitations can serve in any available specialty will be approved or disapproved by the CG, HRC, for a combat-wounded veteran who was partially disabled as a result of wounds received in action while a member of the Army.

a. Requests will be submitted only for veterans who—

(1) Meet all other enlistment requirements.

(2) Are physically qualified for general military service except for their specific combat-incurred disability.

b. Applicants must be capable of caring for their own needs in an unaided manner. They must be physically capable of performing useful service and cannot be expected to require hospitalization or incur lost time due to their disability.

c. Persons permanently medically retired will not be processed for enlistment. Applicants who were separated from AD (not medically retired) without compensation, and were granted veterans disability compensation for their disability, may waive this compensation through the VA, if determined medically fit per AR 40–501.

5–41. Requests for waivers

Submit waiver requests on a memorandum prepared in accordance with chapter 4. Such requests will be accompanied by—

a. A MEPS physical examination.

b. A report of any subsequent and present treatment.

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

d. A statement of opinion by a physician of the degree of the disability’s incapacitation. The statement will include whether or not a prosthesis being used is satisfactory.

5–42. Processing

On receipt of the decision on the waiver request and instructions from the approving authority, notify applicant to report to the proper MEPS for further processing.

a. For RA, send applicant from the MEPS to the training activity at Government expense. Applicant will be classified at the training activity in an MOS in which they can reasonably be expected to perform satisfactory service with full consideration of the physical handicap. For USAR, send applicant to the unit of assignment, if no further school training is required.

b. To give the medical officer enough data to make a judgment, classification officer will analyze each primary or potential MOS proper for the applicant. The classification officer will then send the recommendation and applicant to the medical officer. A medical officer will make the final decision. The medical officer and the applicant then will select an MOS which they consider the applicant can capably perform. Special consultation reports directed by the CG, USAREC, or DARNG, if directed by the CNGB, will be made at this time.

c. Applicants physically and otherwise qualified will be enlisted. Applicants found ineligible to perform in an MOS will be rejected and returned at Government expense to the applicant’s home.

(1) After obtaining disability waiver from the approving authority, the applicant will sign a waiver of compensation. The waiver will be endorsed by the enlisting activity and sent to the commander of the VA regional office or to Director, Retired Pay Operation, Defense Finance and Accounting Service, 8899 East 56th Street, Indianapolis, IN 46249–0002.

(2) A notation will be made in the DD Form 1966 remarks section that such a letter has been sent to the VA or Retired Pay Operation, Defense Finance and Accounting Service.

(3) The enlistee will be told that, on separation from military service, they may submit a claim for such compensation.

5-43. Training and assignments

Persons enlisting as partially disabled veterans will be trained in the MOS for which enlisted. If already trained, veterans will be assigned to duty in that MOS.

5-44. Record entries

a. Enlisted record brief. Proper assignment limitations will be recorded on enlisted record brief, as prescribed in AR 600-8-104.

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

Section XI

Special Processing for Persons Receiving Disability Pensions or Compensation from the Veterans Administration

5-45. General

Persons receiving disability pensions or compensation from the VA for any reason will be required to waive the pension or compensation for any period of military service. VA compensation will be waived on date of enlistment into the RA, ARNG, or the USAR. For the RC, this period of military service is inactive duty training (IDT), AD, or ADT.

5-46. Request for waiver

Persons requesting waivers under this section must have all medical history and compensation annotated on DD Form 2807-1 or DD Form 2807-2.

5-47. Letter of waiver of compensation

The person will execute a waiver of compensation in letter format, which states they understand they will not receive any further compensation from the U.S. Army. For the RC, this period of military service is IDT, AD, or ADT. This waiver will be endorsed by a commissioned officer to the VA regional office having jurisdiction over the person's claim. A note will be made in DD Form 1966, remarks section that such letter has been forwarded to the VA.

Section XII

Special Processing for Members Removed from the Temporary Disability Retired List

5-48. General

As the result of a periodic physical examination, a former Army enlisted member on the TDRL may be determined physically fit for return to duty. If so, the member may be enlisted in the RA or USAR when their name has been properly removed from the TDRL, and if requirements of this section are met. Regardless of RE Code, Soldiers being removed from TDRL will be processed in accordance with paragraph 5-51.

5-49. Enlistment within 90 days of removal from the temporary disability retired list

Enlistments within 90 days of removal from the TDRL after being found fit for duty will be made without regard to basic enlistment qualifications for PS persons described in chapter 3 or disqualifications described in chapter 4, except as provided below:

a. Waiver is required if applicant is subject to any of the waiverable disqualifications in chapter 4, but this is not applicable if all convictions or adjudications occurred, or pleas were entered, before applicant's placement on the TDRL.

b. Such persons will be enlisted in the permanent pay grade held on the day before the date their names were placed on the TDRL.

c. Enlistment of such persons will be made without medical examination if—

(1) No intervening illness or injury since the examination resulted in removal from the TDRL.

(2) The person signs a statement to that effect on DA Form 3283 (Statements of Member Removed from the Temporary Disability Retired List).

d. Persons who have incurred an illness or injury since the examination resulting in their removal from the TDRL must undergo a complete medical examination. They must qualify for enlistment under medical standards given in AR 40–501. A person does not have to meet medical standards for the specific disability that caused their name to be placed on the TDRL.

e. Persons will be enlisted for 3 years in the RA. Enlistment must be in the same component from which the Soldier was placed on TDRL. MEPS personnel complete the DD Form 4 and publish enlistment orders. Assignment for MOS qualified applicants, regardless of rank, will be obtained from HRC. Enlistment will be accomplished in the same manner as all other PS enlistments. DD Form 1966 is required and a REQUEST reservation will be made. For those applicants not MOS qualified or who require BCT or AIT (if placed on TDRL before completion), BCT and AIT may be obtained via normal REQUEST reservation. For USAR, assignment to a Selected Reserve unit is required.

5–50. Enlistment beyond 90 days after removal from temporary disability retired list

Former enlisted members who do not reenlist in their respective component within 90 days of removal from the TDRL must meet all PS standards and qualifications at time of enlistment.

5–51. Information to applicants

a. Applicants will be told that enlistment under this section is not an exemption from retention standards in effect at the time the person applies for reenlistment. Enlistment may be accomplished according to 10 USC 1211.

b. Applicant records will be screened carefully so that—

(1) Applicants will be aware of conditions under which their enlistments are made.

(2) No undue hardship will be imposed at a later date as a result of their decision to enlist.

c. Applicant will be advised that they may request consideration to next higher grade if they were so entitled or eligible while on TDRL.

5–52. Information regarding persons who waive entitlement to disability retirement or severance pay

Persons enlisted under this section will be required, before enlistment, to waive present entitlement to disability retirement or severance pay. These persons will not be denied severance or disability retirement compensation when ultimately separated or retired from service. At that time, the disqualifying defect will be reevaluated under physical standards in effect when the defect was first determined and standards in effect at the time of final evaluation. The Soldier will be separated or retired under the standards most advantageous to him or her. The waiver procedures in paragraph 5–47 also apply to persons identified under this section.

Section XIII

Special Processing for Enlistment of Lawful Permanent Residents

5–53. General

Persons who are lawfully admitted into the United States for permanent residence under 8 USC 1101(a)(20) are eligible to enlist in the RA, USAR, or ARNG if they meet criteria in chapter 2 or 3. However, these applicants may not enlist for any MOS, assignment, or option that requires a security clearance. Guidance counselors will place special emphasis on completion of the SF 86 to ensure all questions, not just conduct questions, are reviewed with each applicant.

5–54. Processing

Procedures to process immigrant aliens for enlistment are the same as for U.S. citizens. For persons enlisting for an MOS not requiring a security clearance, initiate a request for a Tier 3 Personnel Security Investigation, the same as a U.S. citizen.

Section XIV

Applicants Injured or Ill During Processing

5–55. General

a. Applicants may suffer illness or injury at an Army or USAR facility or MEPS while conducting enlistment processing. If so, applicant may be given emergency medical care as authorized by AR 40–3.

b. Applicants may suffer illness, injury, or death while at any Army or USAR facility or MEPS for enlistment processing. If so, they, or their survivors may be entitled to—

(1) Government benefits, such as death gratuity (10 USC 1475(a)(5)) and burial expenses (10 USC 1481 and 10 USC 1482) that are administered by the Army.

(2) Servicemembers' Group Life Insurance (38 USC 106), which is administered by the U.S. Department of Veterans Affairs.

5-56. Determination of entitlements

The Government agency designated by law or regulation determines entitlements to benefits. A decision is made based on review of all available information on applicant's location and status at time of injury, illness, or death. No assurance can be given to applicants or their survivors that they are entitled to benefits. They should be advised to contact the agencies listed below to ascertain entitlement benefits.

a. Entitlement to death gratuity is determined by Director, Defense Finance and Accounting Service (FINCY-AB), 8899 East 56th Street, Indianapolis, IN 46249-0002.

b. Entitlement to payment of funeral and burial expenses is determined by the CG, HRC. Submit requests to Commander, U.S. Army Human Resources Command, Casualty and Memorial Affairs Directorate, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

c. Application for decision on entitlement to veteran benefits may be made to any U.S. Department of Veterans Affairs assistance or regional office.

d. AR 40-400 provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at MEPS, or while at Army or USAR facilities, may be furnished emergency medical care at Government expense. Emergency hospitalization is included. Commanders of medical facilities should process bills for civilian medical care provided by civilian medical facilities.

e. Application for determination of benefits available to survivors of deceased applicants from the Social Security Administration should be made to the nearest Social Security Administration Office.

5-57. Casualty reports

The Army Casualty Program (see AR 638-8) applies to applicants who die while en route to, from, or at a place for final acceptance or entry on AD or ADT with the ARNG or USAR.

5-58. Instructions to recruiting battalion commanders

The CG, USAREC, issues instructions to recruiting battalion commanders on their responsibilities concerning injured, ill, or deceased applicants.

5-59. Use of training pay categories

a. General. A complete listing and description of training pay categories (TPCs) can be found in AR 140-1. This paragraph relates only to TPCs of applicants initially enlisting in the USAR. It should assist recruiting activities by clarifying policies outlined in these references. The prime use of TPCs by recruiting activities is to establish applicant's eligibility to attend paid training assemblies while awaiting entry on IADT. Subparagraphs below reflect current policy and define eligibility criteria for either pay or nonpay status while awaiting entry on IADT.

b. Training pay determination. Pay category P (without pay) option, when IADT is not within 270 days of accession, will not be used without prior approval from Chief, Army Reserve (DAAR-OP), 2400 Army Pentagon, Washington, DC 20310-2400, as required by AR 140-1.

5-60. Training pay categories and programs

Applicants may enlist in any one of the following TPCs listed below:

a. Training pay category P (with pay). Members enlisted or transferred into TPC P (with pay) are authorized pay and required to attend regularly scheduled individual drill training periods while awaiting entry on IADT. On enlistment, the persons below will be placed in pay category P—

(1) Currently in high school, high school seniors, and graduates must enlist within 270 days prior to entry on IADT, are authorized up to 36 paid individual drill training periods (9 months).

(2) Currently in high school, high school seniors and graduates, and ROTC or SMP potential participants must enlist within 180 days prior to entry on IADT, are authorized up to 24 paid individual drill training periods (6 months).

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

b. Training pay category P (without pay). Members who are enlisted in TPC P (without pay) are not initially authorized to receive pay for attendance at individual drill training periods. However, they may be voluntarily transferred into TPC P (with pay) when they are within a specified period of entry on IADT and on approval of the unit commander.

(1) With approval of the unit commander, a high school senior or graduate, 17 through 25 years of age who enlists within 270 days prior to entry on IADT, may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).

(2) With approval of the unit commander, an ROTC or SMP potential participant, through 25 years of age, must enlist within 180 days prior to entry on IADT. They may be placed in TPC P (with out pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).

(3) Currently in high school, high school seniors, and graduates, 17 through 25 years of age, enlisting more than 270 days before entry on IADT, will be placed in TPC P (without pay). When the applicant is within 270 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).

(4) High school seniors and graduates, 26 through 34 years of age, enlisting more than 180 days before entry on IADT, will be placed in TPC P (without pay). When within 180 days of entry on IADT, the member may voluntarily transfer to TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).

(5) The non-high school graduates, including those with GED diplomas and students currently in high school, may be enlisted into the Alternate Training Program up to 270 days before entry on IADT. Those enlisting more than 90 days before entry on IADT will be placed in TPC P (without pay). When within 90 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 12 paid individual drill training periods are authorized (3 months).

(6) All NPS applicants enlisting in the USAR with concurrent assignments to Control Group (AT) of the IRR will be placed in TPC P (without pay). They will remain in TPC P (without pay) until entry on IADT when they will be transferred to TPC F.

c. Standard Training Program.

(1) To enlist initially in the USAR under the Standard Training Program an NPS applicant must—

(a) Enter on IADT.

(b) Successfully complete a BCT and AIT Program.

(c) Qualify in an MOS.

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

d. Alternate Training Program.

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

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

(3) Unit status reports will reflect exact deployability status.

(4) The program is limited to applicants who—

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

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

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

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

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

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

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

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

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

Note. 8 x 0 is an 8 year enlistment in a Selected Reserve unit with no remaining service in the IRR. 6 x 2 is a 6 year enlistment in a Selected Reserve unit with a 2 year obligation in the IRR. 4 x 4 is a 4 year enlistment in a Selected Reserve unit with a 4 year obligation in the IRR. 3 x 5 is a 3 year enlistment in a Selected Reserve unit with a 5 year obligation in the IRR.

Section XV

Tier 3 Personnel Security Investigation

5–61. Policy

DoDM 5200.02 and HSPD 12 requires all accessions entering the RA, USAR, or ARNG to undergo a Tier 3 Personnel Security Investigation (minimum). Additional discussion of this requirement is found in paragraph 2–14.

5–62. Title

DoDM 5200.02 requires that all applicants for appointment, enlistment, and induction of each member of the Armed Forces or their RCs be subject to the favorable completion of a personnel security investigation.

Section XVI

Processing Procedures for Applicants Found Positive for the Human Immunodeficiency Virus

5–63. General

This section provides policy and procedures related to the ID, processing, and disposition for RA, USAR, and ARNG applicants for enlistment confirmed to be HIV positive (AR 600–110).

5–64. Policy

DA medical, manpower, and personnel policies related to HIV are intended to reflect current knowledge of the natural history of HIV, the risk to the infected person incident to military service, the risk of transmission of the disease, the effect of infected personnel on the Army units, and the safety of military blood supplies.

5–65. Procedures

The lab will notify the MEPS with test results electronically or by telephone. The MEPS will notify the recruiting battalion commander of only those positive confirmed by the Western Blot Test.

a. Upon notification from the lab of a positive Western Blot Test, MEPS will forward a registered letter to the individual telling him or her that the MEPS physician wants to consult with him or her on the results of the medical examination administered at the MEPS, and requesting him or her to contact the recruiter within 10 days. The recruiter will schedule a consult with the MEPS and arrange transportation. At the same time, a letter will be forwarded to the recruiting battalion commander addressed “EXCLUSIVE FOR” and marked “FOR OFFICIAL USE ONLY.” The exact wording of the letter may vary depending on the individual’s status (for example, enlisted, previously disqualified but subsequently detected as HIV positive, qualified not enlisted, and so forth). Regardless of the individual’s status, the recruiting battalion commander must ensure the following actions are taken:

(1) Notify the individual’s recruiter or, if unavailable, the station commander (or designated individual such as, company commander or first sergeant) that a letter has been mailed and that the individual will be calling to arrange transportation to the MEPS.

(2) Ensure that recruiter is aware of proper procedures.

(3) If the recruiter is unavailable to escort the individual or, if in the judgment of the battalion commander the recruiter should not be the escort, then the battalion commander will designate another responsible NCO or officer to be the escort. The battalion commander must use prudent judgment when selecting the individual for what could be very sensitive duty. If at all practical, the trip should be timed to preclude an overnight stay or long delay at MEPS. The MEPS will be ready at the scheduled time.

(4) After the individual has seen the MEPS physician, the guidance counselor will cancel the reservation for training. The recruiting battalion operations section will initiate DEP separation action. For USAR members, the MEPS will provide a letter to the guidance counselor explaining that the individual has a disqualifying medical condition that existed prior to service and must be discharged. This letter and the individual's records will be forwarded to the TPU commander. The envelope will be marked in the lower left hand corner "EXCLUSIVE FOR."

(5) If the individual fails to respond and the MEPS can verify by return receipt the individual had received the letter, or the individual refuses to go to the MEPS, MEPS will send a second letter to the individual. This letter, with a fact sheet on HIV, will tell the individual they are infected with HIV, disqualified for military service, and encouraged to seek professional medical assistance from a physician or clinic. At the time the individual's letter is mailed, MEPS will send the recruiting battalion commander a letter requesting the individual be discharged. For DEP enlistees, a DEP separation will be initiated and the training reservation will be cancelled; for USAR and ARNG members, the training reservation will be cancelled and the MEPS letter of notification and the enlistee's records will be forwarded to the TPU and ARNG unit commander.

(6) If the individual does not acknowledge receipt of the initial letter, the MEPS will request assistance in locating the individual from the recruiting battalion commander. The recruiter and/or station commander or first sergeant will attempt to obtain a current address or, in the event the individual cannot be located, the last known address.

(7) Guidance counselors will be advised that the MEPS medical section will retain the original MEPS physical examination until laboratory results have been received. The medical section will provide a photocopy for contracting purposes. Upon receipt of results from the lab, the medical section will enter the "negative" results in DD Form 2808 and return it to the guidance counselor. For "positive" results, the MEPS will annotate DD Form 2808 with the results and deliver a reproduced copy to the guidance counselor upon completion of the chief medical officer's consultation with the individual or upon the MEPS mailing the second letter to the individual. Once the DEP enlistee has been separated from the DEP, a copy of the separation order will be given back to the MEPS. The original MEPS letter will be forwarded with the packet to the TPU commander.

b. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

c. Questions or request for information relating to the Army policy on HIV will be directed to Deputy Chief of Staff, G-1 (DAPE-HR-PR), 300 Army Pentagon, Washington, DC 20310-0300 (through appropriate chain of command).

d. Under no circumstance will recruiters annotate or otherwise code any documentation that is maintained at the recruiting station level that reflects HIV results. Appropriate annotation for referring to disqualification for HIV is the same as for any other medical condition. Example of appropriate entry is "Permanent medical disqualification" or "Permanent medical disqualification-no medical waiver authorized." No mention of reason is authorized.

Section XVII

Conducting Recruiting Activities in Foreign Countries and Transmission of Recruiting Information to Individuals in Foreign Countries

5-66. General

This section prohibits conducting recruiting activities in foreign countries unless authorized by Status of Forces agreements, or international agreements or treaties. Also prohibited is the transmission of recruiting information to individuals in foreign countries who are not entitled to enlist.

5-67. Replies to inquiries

When inquiries are received from an ineligible foreign individual, the individual will be advised as follows: "Sending recruitment information into a foreign country to other than American citizens, members of the Department of Defense, and diplomats without the consent of the Government of the country concerned, is strictly prohibited. In view of the above policy, I regret that I cannot give you any further information regarding service in the U.S. Army."

5–68. Individuals applying in person at recruiting stations in the United States or in locations overseas where recruiting stations operate

Paragraph 5–66 does not prohibit providing information to applicants who are authorized to enlist and meet the citizenship criteria of this regulation. Care should be taken not to allow information to be transmitted to anyone in countries that prohibit enlistment contracts to be executed within their borders. Furthermore, no unsolicited recruiting material or applications for enlistment may be sent to persons in foreign countries.

Section XVIII

Pre-Service Alcohol and Drug Testing

5–69. General

This section provides the administrative policy for the pre-service alcohol and drug-testing program (see 10 USC 978).

5–70. Policy

Each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of physical examination. Any applicant who refuses to submit to this test will not be allowed to continue processing or to enlist (no exceptions).

5–71. Procedures

a. Applicants will be tested for the presence of alcohol and drugs as part of their physical examination. The initial analysis of each specimen requires at a minimum 72 hours for a result to be available. No further action is required for those applicants whose specimen is reported negative. Applicants whose specimen is positive during the initial analysis will have their specimens verified positive or negative. This process takes approximately 21 days. It is important to note that not all specimens found positive by the initial drug analysis are always confirmed positive. Various lawful substances and foods sometimes provide a positive indication; therefore, no conclusion should be reached until laboratory results have been received.

b. Applicants may be enlisted into the DEP/DTP/delayed status/ARNG pending the result of drug tests; however, they will be informed prior to enlistment that if their test is confirmed positive they will be discharged. The PS applicants enlisting into the RA who have been separated from AD for 6 months or fewer are not required to be tested for the presence of alcohol or drugs; however, these applicants may eventually be tested by their gaining units (see AR 600–85 and AR 635–200).

c. Applicants who have a confirmed positive lab result will be discharged (separated) from the DEP ARNG, or USAR if already enlisted (see AR 135–178). Recruiting battalion commanders will ensure DEP enlistees are informed of their separation. Members of the USAR will be discharged due to conditions existing prior to service according to AR 135–178.

5–72. Disposition of records

Residual files on DEP, USAR, or ARNG members will be maintained in accordance with USAREC or ARNG regulations; however, cases involving separation for drug use will be maintained for not fewer than 3 years.

5–73. Military occupational specialty considerations

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

5–74. Notification procedures

The MEPS notifies the Army liaison daily through the USMEPCOM Integrated Resource System database. The Army liaison will query the USMEPCOM Integrated Resource System database daily for the Drug and Alcohol Processing Eligibility Roster, which lists the test results and eligibility status of individuals processing for the RA, ARNG, or USAR.

5–75. Notification of applicants found positive

a. Applicants who test positive for drugs must be notified of their test results. MEPS will send a letter of notification directly to the applicant or enlistee according to appropriate USMEPCOM regulations.

b. Applicants and enlistees may also be sent a list of civilian drug and alcohol abuse treatment centers in their local area.

5-76. Separation procedures for members of the Delayed Entry Program

a. Upon notification (see para 5-78), the guidance counselor will cancel the DEP reservation and attach a copy of the MEPS notification together with the enlistment packet. The counselor will forward the packet to the recruiting battalion, which will take action to separate the individual from the DEP. The separation code will be ZZY. The recruiter will be notified and the applicant advised of separation (provide a copy of the order to the separated individual). The separation order will be published within 10 working days of the cancel date.

b. The recruiter must inform the applicant of their disqualification and advise that a memorandum is being sent from the chief medical officer. The applicant will be counseled on Army drug and alcohol policy, as well as advised as to the reapplication criteria.

5-77. Separation procedures for prior service and glossary nonprior service

a. Applicants who have PS and are pending RA enlistment are not in delayed status. Therefore, no discharge by the recruiting battalion is required; however, notification procedures are required and cancellation of reservation is mandatory.

b. If the applicant is a current member of any Service or a Selected Reserve unit, a memorandum notifying the commander is required.

5-78. Reserve Component enlistees with positive results

a. Upon notification that a person who has enlisted in the DTP or an ARNG unit has a positive drug result, the guidance counselor will cancel any existing reservation and forward notification to the recruiting battalion or ARNG unit for action.

b. The recruiting battalion or regional readiness command will notify the TPU commander of the results and advise that the individual must be discharged. A copy of the discharge order must be sent to the recruiting battalion or ARNG unit for enclosure with the residual enlistment file. Commander, USAREC, or DARNG, if directed by the CNGB, will issue appropriate guidance on administrative procedures for quality assurance.

5-79. Invalid or unacceptable specimens

The specimens provided by applicants and/or enlistees will be protected by strict chain-of-custody procedures. As a result, the laboratory may on occasion reject damaged, spilled, or otherwise unacceptable urine samples. When this occurs, the guidance counselor will be notified by the MEPS. It is the responsibility of the Army liaison office to ensure prompt receipt of invalid or unacceptable urine specimens. The applicant and/or enlistee will be required to provide a replacement specimen as soon as possible, but not more than 3 working days from receipt of the notification. Resubmission of such sample may be accomplished at other MEPS, if necessary.

Chapter 6

Military Entrance Processing Station Processing Phase

Section I

General Information

6-1. General

This chapter provides policy and guidance for those functions that are administered at MEPS by USMEPCOM personnel and guidance counselors.

6-2. Prior service individuals physically examined outside the military entrance processing station

Physical examination outside of the MEPS system is not authorized (except in authorized overseas locations).

6-3. Actions required of U.S. Military Entrance Processing Command personnel before sending applicants to guidance counselor

a. Applicants will receive orientation on processing to be done at the MEPS.

b. The ASVAB or special testing will be administered. Persons giving tests and recording test scores will be cautioned to compute and record test designations, test scores, and aptitude area scores with the utmost care. Specific directions to give and score tests are in manuals that accompany the tests. Instructions on administering tests are in AR 611-5 and will be strictly followed.

- c.* Required medical examinations will be provided.
- d.* Medically and mentally tested applicants will be directed to the guidance counselor for final counseling and interview. The following MEPS records will be available to the guidance counselor:
 - (1) MEPS medical examination documents.
 - (2) Latest USMEPCOM authorized document.
 - (3) Other documents or records for final decision on acceptability.

Section II

Guidance Counselor Processing Phase

6–4. General

- a.* This section establishes policies for the performance of those guidance counselor duties which are mandatory elements in enlisting qualified people into the RA, USAR, or the ARNG and provides procedures for the performance of other duties.
- b.* The position of guidance counselor is one of the most important and demanding in the enlistment process of qualified people into the RA, USAR, or the ARNG. Guidance counselors must possess comprehensive experience in all phases of the recruiting cycle. They must be self-starters and display outstanding character traits, initiative, self-discipline, and integrity. They must be capable and persuasive communicators, not only with applicants, but also with recruiters and MEPS personnel.
- c.* REQUEST is a management information subsystem of KEYSTONE that provides the Army with an orderly and efficient mechanism for allocating training resources to new accessions. REQUEST is classified highly sensitive according to the provisions of AR 25–2.
- d.* REQUEST provides a real-time capability of reserving training spaces and unit vacancies by MOS and time period, based on available programs and vacancies. Any use of REQUEST for a purpose or in a manner other than authorized is prohibited. The reservation function is the core of REQUEST. Due to the complexity of the reservation process all users must have attended and been awarded certification for the Guidance Counselor Operations Course.

6–5. Procedures applicable to Regular Army, U.S. Army Reserve, and Army National Guard

Procedures below apply to applicants for enlistment in the RA, USAR, and ARNG. The guidance counselor will—

- a.* Notify the recruiting company concerned via Army Recruiting Information Support System of results of medical and mental tests and any other pertinent data on all applicants processing.
- b.* Review with applicant DD Form 1966, SF 86, and supporting documents for errors or missing data, and making corrections where applicable. On the DD Form 1966, ensure that all applicants complete block 13, indicating whether they speak up to two foreign languages. Those applicants who speak more than two languages should list the additional languages in the remarks section.
- c.* Verify applicant's eligibility for enlistment per chapters 2, 3, and 4.
- d.* Advise rejected applicant of reemployment rights as outlined in chapters 2 and 5.
- e.* Access REQUEST to determine options available.
- f.* Counsel applicants who failed to meet specific qualifications for MOS, options, and assignments for which they applied; advise them of all other available options that would still meet the applicant's needs and desires, as well as the needs of the U.S. Army.
- g.* Verify, by school transcript, successful high school course completion when it is required for entry into a specific MOS. For example, check to see whether applicant has completed and scored the appropriate grade in algebra, biology, or chemistry or other required courses. Applicant must provide proof of grade in course required by MOS and grade must meet appropriate requirements.
- h.* Advise all applicants that enlistment automatically requires them to qualify with basic weapons.
- i.* Ensure resident aliens are not processed for any MOS, training, or assignment requiring a security clearance, except as provided for in AR 380–67.
- j.* Review the enlistment annex for RA, USAR, and ARNG. Initiate and review forms with applicant. This review is an important part of the enlistment process. The statements, completed correctly, prevent the possibility of erroneous enlistment, broken enlistment commitments, and misunderstanding on entitlements, assignments, and other matters relating to the enlistment agreement. The counselor ensures that statements for enlistment entered in the enlistment annexes to DD Form 4 and in the DD Form 1966, remarks section, when applicable, accurately reflect enlistment commitment. For USAR, the counselor will determine that an applicant is qualified for original USAR unit and MOS selected or, if proper, an alternate option.

k. Question applicants to be sure they understand their enlistment commitments. Applicants will be advised that no provision exists to request or accept voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.

l. Counsel applicants that—

(1) The Army does not tolerate the use of marijuana or harmful or habit-forming chemicals or drugs.

(2) In-service use may be punished under the UCMJ.

m. Advise applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.

n. Give all applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.

o. The MEPS guidance counselor must examine all source documents for discernible evidence of tampering or alteration and to ensure the documents are legible. If the document in ERM is not legible, the guidance counselor must ensure a legible copy of the document is uploaded into ERM prior to enlistment into the DEP or Selected Reserve.

p. Ensure that applicants enlisting for any MOS, option, or assignment that requires security clearance are processed by the USAREC security interviewer in accordance with current policy or the ARNG Accessions Suitability Office. USAREC security interviewer must verify PS applicants hold the required security if returning to former MOS or clearance for the desired enlistment MOS.

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

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

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

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

s. Ensure that DD Form 1966 is validated during DEP in/DEP out for RA/USAR only; for ARNG, at enlistment and prior to ship.

t. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, ensure that the following statement is added to the applicant's DD Form 1966, remarks section: "I am aware that the MOS for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field."

u. Counsel applicant on the benefits of the Veteran's Educational Assistance Act of 1984 (MGIB). Ensure applicant completes statement on enlistment annex for Educational Incentive Programs for which contracting. Ensure applicant's higher education loan(s) qualify for loan repayment if selecting the Loan Repayment Program option.

v. Ensure all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT. The American Language Course Placement Test may be substituted when the ECLT is not available. Scores outlined for ECLT will apply for the American Language Course Placement Test.

(1) The guidance counselor will inform those applicants who score 74 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center. Those scoring 35–74 will have no additional requirements beyond those normally placed upon any other applicant in the same TSC.

(2) The guidance counselor will inform applicants that they must achieve a minimum ECLT score of 75 (applicants scoring below 75 must be scheduled for English as a second language training prior to BCT). Chief, missi on support commander, or designated representative at the Defense Language Institute English Language Center, Lackland Air Force Base, may grant exceptions as appropriate for Soldiers that score 70 to 74 and score a 1 plus in comprehension and 1 in speaking on the oral presentation interview.

w. Advise all enlistees of the importance of wearing eyeglasses to and during training. Counselor will discourage enlistees from the use of contact lenses, because the training environment is not conducive to the use of contact lenses.

x. Advise applicants that it is their duty to establish and maintain an account with a U.S. financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving in the Army. Further, the guidance counselor will explain that applicants must establish such account in order to execute the appropriate forms at the servicing finance office upon arrival at the reception battalion.

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

Note: Ensure all applicants who enlist into an MOS or assignment requiring a clearance level of secret, top secret, or PRP, receive the appropriate eligibility screening and approval for that clearance level.

6-6. Procedures applicable to Regular Army only

The procedures below apply to the RA applicants only. The guidance counselor will—

- a. Explain to applicants who enlist for an overseas area the specific normal tour length and involuntary extension policy, as defined in AR 614-30. The enlistment annex will show applicant understands tour lengths.
- b. Counsel married couples to prevent any misunderstanding of Army policy on assignment of married Army couples. Use AR 614-200 for this counseling, regardless of the married couple's enlistment options or programs. Counselor will question married Army couples on Army policy, eligibility criteria, and assignment conditions. Married couples will be fully aware that applying for joint assignment under the Married Army Couples Program, does not guarantee that they will be able to establish a joint domicile after completion of their IET.
- c. Ensure DD Form 1966 is completed.

6-7. Procedures applicable to U.S. Army Reserve and Army National Guard only

PS applicants who have not satisfactorily completed a basic training course or AIT will enter on IADT within 180 days. IADT funds and orders will be used to train these personnel (to include glossary NPS). Phase III of the Specialized Training for Army Reserve Readiness Program is also considered a part of IADT. See accessions options criteria for ARNG specific programs.

6-8. Vacancies and projected vacancies

- a. Enlistments and assignments to Selected Reserve units are authorized for vacancies on REQUEST according to the following priority of fill:
 - (1) Vacant positions within the unit as displayed on the unit manning report.
 - (2) Known pending losses.
 - (3) Permitted overstrength.
 - (4) Attrition.
- b. Projected vacancies will be under the policies below—
 - (1) PS and NPS personnel may be enlisted up to 12 months before a projected vacancy. If IADT exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BCT).
 - (2) Commanders may submit assignment requests against vacancies occurring in approved modification table of organization and equipment or tables of distribution and allowances authorization documents that have projected effective dates of reorganization.
- c. Guidance counselors will not assign any applicant(s) to a USAR or ARNG TPU beyond reasonable commuting distance. Reasonable commuting distance is the distance from home to the USAR or ARNG TPU location within a 50-mile radius and does not exceed 1.5 hours of travel time by automobile one way under average traffic, road, and weather conditions.
- d. Vacancy requirements are not needed for enlistment or reenlistment in the IRR.

6-9. Vacancy requirements

- a. *Obligated personnel.* Enlistment of persons in the USAR who incur an 8-year statutory service obligation enlistment due to initial entry in the Armed Forces will be made only—
 - (1) For assignment to a TPU vacancy on REQUEST (see para 6-8).
 - (2) After receipt of a confirmed training space for entry on IADT to undergo basic training.
- b. *Nonobligated persons.* Enlistment of nonobligated persons will be as follows:
 - (1) For TPU vacancy on REQUEST, if—
 - (a) The applicant has had PS and has no remaining statutory obligation.
 - (b) The applicant is a qualified member of the USAR and is immediately reenlisting (see AR 140-111 for extending enlistment or reenlistment agreements).
 - (2) For enlistment or reenlistment in the IRR with assignment to the USAR Control Group (Reinforcement) without regard to position vacancies in the IRR, if—
 - (a) The applicant has had prior military service, has no remaining statutory obligation, and enlists under this regulation or reenlists (see AR 140-111 for extending enlistment or reenlistment agreements).
 - (b) The applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting (see AR 140-111 for extending enlistment or reenlistment agreements).
 - (3) The CG, HRC, may authorize enlistment or reenlistment of PS personnel who have no remaining statutory obligation for assignment to USAR Control Group (Reinforcement) and attachment to a TPU or reinforcement training unit. Overseas commanders may authorize enlistment or reenlistment of such persons on request of the unit commander. Applicant must be otherwise qualified. The person will be informed that, during the period of unit attachment,

all individual drill training will be in a nonpay status, but retirement point credit will accrue. Applicant must have served honorably on AD or taken part satisfactorily in Reserve training during period of prior enlistment or obligated service.

(4) Persons currently employed, or who seek employment in the U.S. Army Reserve Technician Program, may be enlisted for assignment to a unit vacancy. They must otherwise qualify and be authorized by the commander to which the technician will be assigned. If applicant has no prior military service, then enlistment requires prior receipt of a confirmed training space for entry on IADT. If a unit vacancy is not available, then the person will be assigned as over-strength to the unit in which they are performing the majority of assigned duties. Assigned technicians are required to participate successfully in the assigned TPU throughout their enlistment period.

c. Military intelligence, signals intelligence, electronic warfare, signal security units, military police detachments, and Special Forces enlistments. If persons enlisted for the assignments below are later found not fully qualified, they may be reassigned, with or without their consent, to another branch of the USAR for which they are qualified. Enlistment eligibility and processing procedures for enlistment of PS and NPS applicants for unit vacancies in units or branches specified below are established by the reference shown.

- (1) Military intelligence, signals intelligence, electronic warfare, and signal security units.
- (2) Military police detachments (criminal investigation) (see AR 195–3).
- (3) Special Forces (AR 614–200).

Section III

Military Entrance Processing Station Administrative Processing Phase

6–10. General

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

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

USMEPCOM personnel will—

- a.* Ensure that applicants who qualify have proper documents before they are enlisted and sent to their first station.
- b.* Complete preparation and disposition of required forms and records (see DoDM 1145.02). To establish enlistment eligibility, applicants often must present personal documents. These will be returned along with discharge certificates, separation reports, and other documents. The original documents will be uploaded to the applicant’s electronic record and returned to the applicant immediately.
- c.* Prepare DD Form 93 (Record of Emergency Data) in final form. The MEPS will process DD Form 93 under policies and procedures set by USMEPCOM.
- d.* Conduct pre-enlistment interview fingerprint submission on all accession under policies and procedures set by USMEPCOM.
- e.* Administer oath of enlistment (see chap 6).
- f.* Obtain signature on confirmation of oath of enlistment on DD Form 4.
- g.* Make transportation arrangements (see chap 5, sec V).
- h.* Send enlistees to proper station. Return rejected applicants to place of tentative acceptance (DD Form 1966, section V).

6–12. DD Form 1966

The guidance counselor will review and ensure that DD Form 1966 is properly completed and compare all entries to verification documents and SF 86. The final completed DD Form 1966 should be free of errors and must be legible. Counselor will print all entries. See table 6–1 for DD Form 1966 instructions.

Table 6–1

DD Form 1966 instructions

SECTION I -PERSONAL DATA	
1	Social Security Number — Self-explanatory.
2a	Name — Self-explanatory.
2b	DoD ID Number

Table 6-1
DD Form 1966 instructions —Continued

2c	Phone Number
2d	Email Address
3	Current Address — Enter street, city, county, State, country, and ZIP code.
4	Home of Record Address — Enter street, city, county, State, country, and ZIP code. Do not enter a temporary address. Address must be in United States or U.S. territory.
5	Citizenship — Select the appropriate box(s) and provide Alien Registration Number, if applicable.
6	Sex — Select male or female.
7a	Ethnicity Category — Select one.
7b	Race Category — Select all that apply.
8	Marital Status — Specify: Annulled, Divorced, Legally Separated, Married, Single, or Widowed.
9	Number of Dependents — Self-explanatory.
10	Date of Birth — Enter YYYYMMDD.
11	Religious Preference — Optional. Enter complete formal name of religious preference or no religious preference.
12	Education — Enter years/highest education grade completed (for example, 11, 12, or 13), followed by the appropriate education code from chapter 2.
13	Proficient in Foreign Language — If applicant claims foreign language proficiency (read, write, or speak) enter language and proficiency. If no language proficiency enter "NONE".
14	Valid Driver's License — Select yes or no. If yes, list State, number, and expiration date.
15	Place of Birth — Enter city, State, and country of birth.
	SECTION II EXAMINATION AND ENTRANCE DATA PROCESSING CODES
16	Aptitude Test Results — Enter results provided by MEPS personnel, system, or Defense Manpower Data Center.
17	DEP Enlistment Data — This block contains nine boxes (a through i).
17a	Date of Enlistment-DEP — Enter date of entry into the DEP (YYYYMMDD).
17b	Proj Active Duty Date — Enter date projected to enter AD (YYYYMMDD).
17c	ES — For entry status, enter 3.
17d	Recruiter Identification — Enter the nine-character recruiting command unique identifier.
17e	STN ID — Enter station ID (for example, 3T2C).
17f	PEF — Enter program enlisted for as five-digit code from the following list: Position 1. Education incentive: A — Army College Fund. B — Loan Repayment Program. C — Enrolled in MGIB (use for all NPS/days of service who have not served in any Active Component of the Armed Forces). D — Not eligible for MGIB enrollment (use for all applicants who have prior military service in an Active Component of the Armed Forces). Position 2. Enlistment bonus: A — Skill (MOS) bonus. B — Unit bonus. C — Affiliation bonus. D — Selective reenlistment bonus. E — Broken Service Selective Reenlistment Bonus. F — No enlistment bonus.

Table 6-1
DD Form 1966 instructions —Continued

	<p>Position 3. Contract term years:</p> <p>A — RA, NPS (Regular Army-2, TPU-0, IRR-6).</p> <p>B — Regular Army, NPS (Regular Army -3, TPU-0, IRR-5).</p> <p>C — Regular Army, NPS (Regular Army -4, TPU-0, IRR-4).</p> <p>D — Regular Army, NPS (Regular Army -5, TPU-0, IRR-3).</p> <p>E — Regular Army, NPS (Regular Army -6, TPU-0, IRR-2).</p> <p>F — Regular Army, PS (Regular Army -2, TPU-0, IRR-0).</p> <p>G — Regular Army, PS (Regular Army -3, TPU-0, IRR-0).</p> <p>H — Regular Army, PS (Regular Army -4, TPU-0, IRR-0).</p> <p>I — Regular Army, PS (Regular Army -5, TPU-0, IRR-0).</p> <p>J — Regular Army, PS (Regular Army -6, TPU-0, IRR-0).</p> <p>K — Regular Army, NPS (Regular Army -2, TPU-2, IRR-4).</p> <p>L — Regular Army, NPS (Regular Army -3, TPU-2, IRR-3).</p> <p>M — Regular Army, NPS (Regular Army -4, TPU-2, IRR-2).</p> <p>N — Regular Army, NPS (Regular Army -5, TPU-2, IRR-1).</p> <p>O — Regular Army, NPS (Regular Army -6, TPU-2, IRR-0).</p> <p>U — USAR.</p>
	<p>Position 4. Enlistment Program:</p> <p>T — RA Training Enlistment Program (9A).</p> <p>S — RA Station/Unit/Area/Command Enlistment Program (9B).</p> <p>C — RA Officer Enlistment Program (9D).</p>
	<p>Position 5. ACASP:</p> <p>A — Yes.</p> <p>B — No.</p>
17g	T-E MOS/AFS — Enter five-digit training-enlistment MOS/AFS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or ACASP MOS enter "00000".
17h	Waiver — Three-position code. Up to six waiver codes may be entered. (See Directive Type Memorandum 08-018.)
17i	<p>Pay Grade — Enter three-digit code.</p> <p>First position: Enter "E".</p> <p>Second position: Enter "0".</p> <p>Third position: Enter appropriate number based on entry pay grade. For example, for applicants entering as E-1, enter "E01".</p>
17j	SVC Annex Codes — Enter code A, DEP Annex to enlistment contract.
17k	MSO — Enter date (YYWW).
17l	AD Obligation — Enter date (YYWW).
18	Accession Data — This block contains 19 boxes (a through u).
18a	Date of Enlistment — Enter date entered AD or assessed into the USAR or IRR (YYYYMMDD).
18b	<p>Active Duty Service Date — Enter date (YYYYMMDD).</p> <p>For AD applicants, enter date from 17a; USAR applicants, enter date scheduled for entry on IADT.</p> <p>ROTC/SMP applicants not scheduled for entry on IADT for BCT enter "00 000 0."</p> <p>RA and USAR applicants with PS will have AD service date calculated from DD Form 214.</p>
18c	<p>Pay Entry Date — Enter date (YYYYMMDD).</p> <p>For applicants with no previous military service, enter date as recorded in 17a.</p> <p>For applicants with previous military service, date will be computed by personnel and finance at first duty station.</p> <p>Date will be based on documents provided. Burden of proof is on applicant.</p>
18d	MSO — Enter date (YYWW).
18e	AD/RC Obligation — Enter AD and RC obligation (YYMMWWDD).

Table 6-1
DD Form 1966 instructions —Continued

18f	Waiver — Same as 17h. For NPS RA, only waivers that were approved since the enlistment date will be entered in this block. If none since the date of enlistment, enter “YYY”.
18g	Pay Grade — Enter three-digit code. First position: Enter E. Second position: Enter 0. Third position: Enter appropriate number based on entry pay grade. For example, for applicants entering as E-1, enter “E01”.
18h	Date Of Grade — Enter date (YYYYMMDD) as entered on AD for NPS. PS will have date adjusted at first duty station, as appropriate.
18i	Entry Status — For RA, enter 1. For USAR, enter 0.
18j	YRS/Highest ED GR Compl — First enter actual number of years successfully completed in two digits (for example, 08, 09, 10, 11, and so on). Then enter certification level code in accordance with paragraph 2-7
18k	Recruiter Identification — Enter the nine-character recruiting command unique identifier.
18l	STN ID — Enter station identification (for example, 3T2C).
18m	PEF — Enter the program enlisted for. For RA, enter five-digit code from the following list: Position 1. Education incentive: A — Army College Fund. B — Loan Repayment Program. C — Enrolled in MGIB (use for all NPS/days of service who have not served in any Active Component of the Armed Forces). D —Not eligible for MGIB enrollment (use for all applicants who have prior military service in an Active Component of the Armed Forces). Position 2. Enlistment bonus: A — Skill (MOS) bonus. B — Unit bonus. C — Affiliation bonus. D — Selective reenlistment bonus. E — Broken Service Selective Reenlistment Bonus. F — No enlistment bonus. Position 3. Contract term years: A — Regular Army, NPS (Regular Army-2, TPU-0, IRR-6). B — Regular Army, NPS (Regular Army-3, TPU-0, IRR-5). C — Regular Army, NPS (Regular Army-4, TPU-0, IRR-4). D — Regular Army, NPS (Regular Army-5, TPU-0, IRR-3). E — Regular Army, NPS (Regular Army-6, TPU-0, IRR-2). F — Regular Army, PS (Regular Army-2, TPU-0, IRR-0). G — Regular Army, PS (Regular Army-3, TPU-0, IRR-0). H — Regular Army, PS (Regular Army-4, TPU-0, IRR-0). I — Regular Army, PS (Regular Army-5, TPU-0, IRR-0). J — Regular Army, PS (Regular Army-6, TPU-0, IRR-0). K — Regular Army, NPS (Regular Army-2, TPU-2, IRR-4). L — Regular Army, NPS (Regular Army-3, TPU-2, IRR-3). M — Regular Army, NPS (Regular Army-4, TPU-2, IRR-2). N — Regular Army, NPS (Regular Army-5, TPU-2, IRR-1). O — Regular Army, NPS (Regular Army-6, TPU-2, IRR-0). U — USAR.

Table 6-1
DD Form 1966 instructions —Continued

	<p>Position 4. Enlistment Program: T — Regular Army Training Enlistment Program (9A). S — Regular Army Station/Unit/Area/Command Enlistment Program (9B). C — Regular Army Officer Enlistment Program (9D).</p>
	<p>Position 5. ACASP: A — Yes. B — No.</p>
	<p>For USAR, use the following table to determine procurement program number entries for this block:</p> <p>A. NPS: Training Program Standard Training — Code 1, Enlistment option 8 x 0, Code 8 Alternate Training — Code 2, Enlistment option 6 x 2, Code 6 ACASP — Code 5, Enlistment option 4 x 4, Code 4 ROTC/SMP Potential — Code 7, Enlistment option 3 x 5, Code 3</p>
	<p>B. PS: Applicants with PS who enlist for—</p> <p>1. Assignment to a TPU: — Specific training on ADT is required as a prerequisite for the award of an ACASP MOS. Procurement program number is 85. — If basic training on ADT is required due to previous discharge under provision of the Trainee Discharge Program. Procurement program number is 86. — If basic training on ADT is required for reasons other than a previous discharge under provisions of the Trainee Discharge Program. Procurement program number is 87. — If no training on ADT is required as a condition of enlistment. Procurement program number is 88. — If ROTC/SMP Potential participant who will seek enrollment in ROTC after enlistment, is a high school graduate or GED equivalent, and enlists for a minimum of 4 years, TPC is A. Procurement program number is A7. — If individual is currently enrolled in ROTC and transferring from Control Group (ROTC) to a TPU of the Selected Reserve to become an SMP participant, and currently completing a statutory or contractual obligation, TPC is A. Procurement program number is A8.</p>
	<p>2. Other options: — If enlistment agreement guarantees attendance at an active military school or institution in an ADT status. Procurement program number is 89. — If basic training on ADT is required due to previous discharge under provision of the Trainee Discharge Program. Procurement program number is 90. — If basic training on ADT is required for reasons other than a previous discharge under provision of the Trainee Discharge Program. Procurement program number is 91. — If no training on ADT is required as a condition of enlistment. Procurement program number is 92.</p>
	<p>3. For assignment to the IRR: No training on ADT is required as condition of IRR PS enlistment option. Applicants requiring completion of basic training or AIT programs are ineligible for enlistment under the option. Procurement program number is 95.</p>
18n	<p>T-E MOS/AFS — Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or ASCASP MOS enter 00000.</p>
18o	<p>PMOS/AFS — Enter five-digit primary MOS code as follows: first enter five-digit primary MOS for PS, ACASP, ROTC/SMP enlistees that require no AIT. The fifth position must be an alpha character.</p>

Table 6-1
DD Form 1966 instructions — Continued

18p	<p>Youth Enter:</p> <p>For the first position:</p> <p>A — Junior ROTC 3 years.</p> <p>B — Junior ROTC 1 year.</p> <p>C — ROTC 1 year.</p> <p>D — ROTC 2 years.</p> <p>E — ROTC 3 years.</p> <p>F — ROTC 4 years.</p> <p>X — Other.</p> <p>Y — None/not applicable.</p> <p>For the second position:</p> <p>A — Army.</p> <p>F — Air Force.</p> <p>N — Navy.</p> <p>M — Marine Corps.</p> <p>P — Coast Guard.</p> <p>Y — None/not applicable.</p> <p>For the third position: Number of years completed (0 to 9).</p>
18q	OA — For option analyst, enter "00".
18r	State Guard — Enter two-digit alpha character for State abbreviation.
18s	SVC Annex Codes — Enter Code B, Accession Annex to enlistment contract.
18t	Replaces Annexes — Enter Code A, DEP annex to enlistment contract.
18u	Transfer To (UIC) — Enter six-digit unit identification code (UIC) for reception battalion where NPS enlistee is transferred on enlistment for AD. For USAR, enter UIC.
19	Service Required Codes — See appropriate component section below.
RA Service Codes	
19-1 through 19-4	<p>Pay Grade — Code</p> <p>E-1 — PV11</p> <p>E-2 — PV22</p> <p>E-3 — PFC3</p> <p>E-4 — SPCM</p> <p>E-5 — SGT5</p> <p>E-6 — SSG6</p>
19-5	<p>Enter one-digit code to indicate break in active PS, as follows:</p> <p>0 — No PS.</p> <p>1 — Less than 1 month break in active service PS.</p> <p>3 — At least 1 month and up to and including 3 month break in active PS.</p> <p>6 — Over 3 months and up to and including 6 month break in active PS.</p> <p>7 — Over 6 month break in active PS.</p>
19-6	<p>Enter one-digit numeric code. Identify all personnel who enlisted in the RA in pay grade E-2 as follows:</p> <p>0 — Did not enlist as an E-2.</p> <p>1 — Pay grade E-2 authorized based on the referral on or after 1 April 2013 of one applicant who enlist in the RA or USAR prior to the applicant access onto AD, completes the Training Cycle Training, and passes an Army physical fitness test with a total score of 180, in accordance with paragraph 2-18b.</p>
19-7	Enter "T".
19-8	If NACLCL submitted, enter "E". If NACLCL not submitted, enter "D".

Table 6-1
DD Form 1966 instructions — Continued

19-9	<p>If NACLIC results are: Not received, enter "B". Unfavorable, enter "D". Favorable, enter "C". Match, enter "I". Cancelled, enter "J".</p>
19-10 through 19-11	<p>G0 — Reenlistment gain (less than a 91-day break). Soldiers with a break in service of more than 24 hours but less than 91 days who have reenlisted. G1 — Nonprior service gain. G3 — Prior service gain from civilian life. G4 — Prior service gain from AD. G5 — Prior service gain from another RC. G8 — Prior service gain for change of military personnel class. H1 — Gain from civilian life having prior Regular or Reserve service. H2 — Gain from civilian life and does not have prior Regular or Reserve service. HA — Enlisted within 2 to 90 days of separation from RA. HB — Enlisted within 6 months after date of separation as commissioned officer. HC — Enlisted within 2 to 90 days after date of separation from RA in USAR status. HD — Enlisted within 2 to 90 days after date of separation from RA in ARNG Status. HF — Enlisted with no previous active military service. HG — Enlisted within 2 to 90 days after date of separation from RA in Army of the United States status. HG — Reenlistment of person who has a break in USAR Selected Reserve service of more than 24 hours, but less than 91 days. HH — Reenlisted after break in USAR Selected Reserve service of 91 days or more. HJ — Enlisted more than 90 days after date of separation from RA. HK — Enlisted within 6 months after date of separation as warrant officer. HL — Enlisted more than 90 days after date of separation from RA in USAR status. HM — Enlisted more than 90 days after date of separation from AD in ARNG status. HP — Enlisted more than 90 days after date of separation from RA in Army of the United States status. HQ — Enlisted last previous active military service in Air Force or Marine Corps. HR — Enlisted last previous active military service in Navy or Coast Guard.</p>
19-12	Always enter "V" (variable enlistment) for RA.
19-13 through 19-14	Term of Enlistment — Enter enlistment term in weeks.
19-15	<p>Service Value Codes — Enter code per applicable definition below:</p> <p>A — Never served or have served less than 180 days as a member of the U.S. Armed Forces. B — Enlisted illegally while underage, and who separated due to voided enlistment before attaining age 17. C — Former member of an Armed Forces Academy and did not graduate. D — Completed ROTC and served only ADT as officer. E — Served 180 days or more on AD as member of the U.S. Armed Forces.</p>
19-16 through 19 17	ECLT Score — Display the score if it exists. If score does not exist, then enter "00".
19-18 through 19-21	Enter the Recruiting Station ID.
19-54 through 19-55	Enter the Recruiting Test Program Code. If more than one Recruiting Test Program Code exists for the record, display the code that comes first in the order of precedence in the lookup table. Do not display a value of "PA" in this field, even if it is the only value in the table.
19-56 through 19-58	Enter the Assessment of Individual Motivation test score, if it exists.

Table 6-1
DD Form 1966 instructions — Continued

19-59 through 19-66	Enter the Assessment of Individual Motivation test date in format CCYYMMDD.
19-67 through 19-68	If the Partnership for Youth Success Recruiting Test Program exists for the record, display the code in this field. Do not display any other Recruiting Test Program in this field.
USAR Service Codes	
19-1 through 19-6	Enter six-character USAR UIC.
19-7	Enter "P".
19-8 through 19-9	<p>G0 — Reenlistment gain (less than a 91-day break). Soldiers with a break in service of more than 24 hours but less than 91 days who have reenlisted.</p> <p>G1 — Nonprior service gain.</p> <p>G3 — Prior service gain from civilian life.</p> <p>G4 — Prior service gain from AD.</p> <p>G5 — Prior service gain from another RC.</p> <p>G8 — Prior service gain for change of military personnel class.</p> <p>H1 — Gain from civilian life having prior Regular or Reserve service.</p> <p>H2 — Gain from civilian life and does not have prior Regular or Reserve service.</p> <p>HA — Enlisted within 2 to 90 days of separation from RA.</p> <p>HB — Enlisted within 6 months after date of separation as commissioned officer.</p> <p>HC — Enlisted within 2 to 90 days after date of separation from RA in USAR status.</p> <p>HD — Enlisted within 2 to 90 days after date of separation from RA in ARNG status.</p> <p>HF — Enlisted with no previous active military service.</p> <p>HG — Enlisted within 2 to 90 days after date of separation from RA in the Army of the United States status.</p> <p>HG — Reenlistment of person who has a break in USAR Selected Reserve service of more than 24 hours, but less than 91 days.</p> <p>HH — Reenlisted after break in USAR Selected Reserve service of 91 days or more.</p> <p>HJ — Enlisted more than 90 days after date of separation from RA.</p> <p>HK — Enlisted within 6 months after date of separation as warrant officer.</p> <p>HL — Enlisted more than 90 days after date of separation from RA in USAR status.</p> <p>HM — Enlisted more than 90 dates after date of separation from AD in ARNG status.</p> <p>HP — Enlisted more than 90 days after date of separation from RA in Army of the United States status.</p> <p>HQ — Enlisted last previous active military service in Air Force or Marine Corps.</p> <p>HR — Enlisted last previous active military service in Navy or Coast Guard.</p>
19-10 through 19-13	Enter the recruiting station ID.
19-14 through 19-17	Enter the date of last physical (YYMM).
19-18 through 19-19	ECLT Score: Display the score if it exists. If score does not exist, then print "00".

Table 6-1
DD Form 1966 instructions —Continued

19-20 through 19-23	Enter the abbreviated grade: Grade — Abbreviated Grade E01 — PV11 E02 — PV22 E03 — PFC3 E04 — SPCM E05 — SGT5 E06 — SSG6 E07 — SFC7 E08 — MSG8 E09 — SGM9
19-54 through 19-55	If more than one Recruiting Test Program Code exists for the record, display the code that comes first in the order of precedence in the lookup table. Do not display a value of "PA" in this field, even if it is the only value in the table.
19-56 through 19-58	Enter the assessment of individual motivation test score, if it exists.
19-59 through 19-66	Enter the assessment of individual motivation test date (CCYYMMDD).
19-67 through 19-68	If the Partnership for Youth Success Recruiting Test Program exists for the record, display the code in this field. Do not display any other Recruiting Test Program in this field.
ARNG Service Codes	
19-1 through 19-6	Enter six-character ARNG UIC.
19-7 through 19-9	Display the two-character State ID code.
19-10 through 19-12	Enter "DAG" for Department of the Army-Guard.
19-13 through 19-15	"GT" Composite Score. Enter the ASVAB general technical score.
19-16 through 19-18	"GM" Composite Score. Enter the ASVAB general maintenance score.
19-19 through 19-21	"EL" Composite Score. Enter the ASVAB electronics score.
19-22 through 19-24	"CL" Composite Score. Enter the ASVAB clerical score.
19-25 through 19-27	"MM" Composite Score. Enter the ASVAB mechanical maintenance score.
19-28 through 19-30	"SC" Composite Score. Enter the ASVAB surveillance and communications score.

Table 6-1
DD Form 1966 instructions — Continued

19-31 through 19-33	"CO" Composite Score. Enter the ASVAB combat score.
19-34 through 19-36	"FA" Composite Score. Enter the ASVAB field artillery score.
19-37 through 19-39	"OF" Composite Score. Enter the ASVAB operators and food score.
19-49	Training Pay — Enter applicable TPC as follows: Code — Definition A — All other TPCs not listed below. F — NPS applicant who, on enlistment, will immediately enter on IADT. L — NPS members awaiting IADT without pay; IRR. P — NPS who are high school senior or high school diploma graduate (not ROTC/SMP potential), 17 to 25 years of age, greater than 270 days from IADT entry. Q — NPS members awaiting the second part of their IADT (Army Split Training). X — NPS members assigned to an ARNG unit in a pay status for 12 drills or 90 days. (Non-high school graduate, GED, or high school junior.)
19-50	Enter applicable bonus program code as follows: Code — Definition A — Enlisted cash bonus. C — Retention Bonus Program for 3 years. D — Retention Bonus Program for 6 years. Q — Not receiving incentive (no previous incentive). R — Affiliation bonus for 18 months or less. S — Affiliation bonus for more than 18 months.
19-51 through 19-54	Enter paragraph designator as applicable.
19-55 through 19-58	Enter line designator as applicable.
19-59 through 19-63	Enter duty MOS as applicable.
19-64	Enter duty MOS qualification as applicable.

Table 6-1
DD Form 1966 instructions — Continued

<p>19-65 through 19-66</p>	<p>Enter Procurement Program</p> <p>Code — Definition</p> <p>A3 — Standard enlistment.</p> <p>A4 — Reenlistment.</p> <p>A6 — Interstate transfer or USAR TPU.</p> <p>AB — Split training option.</p> <p>AO — ARNG State OCS.</p> <p>AX — 10 USC 511D (ARNG NPS GAINS).</p> <p>BI —Try one.</p> <p>BM —Enlisted/appointed/other.</p> <p>AA — 3 weeks basic with 24 hour IDT required.</p> <p>AB — Alternate Training Program Split Training Option.</p> <p>AC — Militia Career Program.</p> <p>AD — 2 weeks basic with 32 hours IDT required.</p> <p>AF — U.S. Military Academy.</p> <p>AG — 10 USC 511B (2 x 6).</p> <p>AH — Inducted.</p> <p>AI — Direct appointment other than professional.</p> <p>AK — U.S. Naval Academy.</p> <p>AL — U.S. Air Force Academy.</p> <p>AM — U.S. Merchant Marine Academy.</p> <p>AN — OCS RC Special.</p> <p>AO — OCS State ARNG.</p> <p>AP — Direct appointment professional (Army Medical Department, Judge Advocate General, Chaplain).</p> <p>AQ — OCS (College Student ARNG Officers Program).</p> <p>AT — Warrant officer appointed from commissioned officer.</p> <p>AU — Warrant officer Aviation Training Program.</p> <p>AV —Warrant officer direct appointment.</p> <p>AW — Warrant officer direct appointment from enlisted.</p> <p>BA — 91C Civilian Contract Training Program.</p> <p>BB — Civilian Acquired Skills.</p> <p>BC — ROTC Scholarship Program (Guaranteed Reserve Force Duty).</p> <p>BD — ROTC Nonscholarship Early Commissioning Program.</p> <p>BE — ROTC Nonscholarship Reserve Force Duty.</p> <p>BF — In-service Recruiting.</p> <p>BG — Demobilized Unit from AD.</p> <p>BH — Extended AD.</p> <p>BI — TRY ONE ARNG ONLY.</p> <p>BJ — Standard Enlistment Option Regular Component only.</p> <p>BK — Civilian Aviator Procurement Program.</p> <p>BL — Direct appointment Medical Service Corps, Early Commissioning Program.</p>
<p>19-67 through 19-70</p>	<p>Enter date of last physical date (YYMM).</p>
<p>19-71 through 19-74</p>	<p>Enter location of AIT.</p>
<p>19-75 through 19-78</p>	<p>Enter AIT graduation date (YYMM).</p>

Table 6-1
DD Form 1966 instructions — Continued

19-79 through 19-82	Enter the abbreviated grade as follows: Grade — Abbreviated Grade E01 — PV11 E02 — PV22 E03 — PFC3 E04 — SPCM E05 — SGT5 E06 — SSG6 E07 — SFC7 E08 — MSG8 E09 — SGM9 E09 — CSM9
19-83 through 19-84	Enter gain transaction code. Code recorded in these blocks will be used to identify applicant's gain transaction type at time of enlistment. Codes are as follows: H1 — Gain from civilian life and has prior Regular or Reserve service. H2 — Gain from civilian life and does not have prior Regular or Reserve service. HG — Reenlistment of person who has a break in USAR Selective Reserve service of more than 24 hours but less than 91 days. HH — Reenlisted after a break in USAR Selective Reserve service of 91 days or more.
20	Name — Self-explanatory.
21	Social Security Number — Self-explanatory.
22	Education — Consists of two blocks (a and b). Complete as required.
22a	List all high schools and colleges attended. Consists of blocks (1) through (5).
22a(1)	Enter from date (YYYYMM).
22a(2)	Enter to date (YYYYMM).
22a(3)	Enter name of school.
22a(4)	Enter location of school.
22a(5)	If individual graduated, check "Yes". If not, check "No".
22b	Check "Yes" if individual ever enrolled in ROTC, Junior ROTC, Sea Cadet Program, or Civil Air Patrol. Check "No" if not.
23	Marital/Dependency Status And Family Data Consists of four blocks (a through d). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
24	Previous Military Service Or Employment With The U.S. Government — Consists of five blocks (a through e). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
25	Ability To Perform Military Duties — Consists of three blocks (a through c). Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
26	Drug Use And Abuse — Answer as appropriate. All "YES" answers require explanation in Section VI "Remarks."
27	Name — Self-explanatory.
28	Social Security Number — Self-explanatory.
29	Certification Of Applicant — Consists of four blocks (a through d). Complete as required.
30	Data Verification By Recruiter — Consists of six blocks (a through f). Complete as required.
31	Certification Of Witness — Consists of six blocks (a through f). Complete as required.
32	Specific Option/Program Enlisted For, Military Skill, Or Assignment To A Geographical Area Guarantees — Consists of two blocks (a and b). Complete as required.
33	Certification Of Recruiter Or Acceptor — Consists of six blocks (a through f). Complete as required by guidance counselor.

Table 6-1
DD Form 1966 instructions — Continued

34	Recertification By Applicant And Correction Of Data At The Time Of Active Duty Entry — Consists of five blocks (a through e). Complete as required.
35	Name — Self-explanatory.
36	Social Security Number — Self-explanatory.
37	Name Change — Consists of five blocks (a through e). Complete as required.
38	Name — Self-explanatory.
39	Social Security Number — Self-explanatory.
40	Parent/Guardian Statement(s) — Consists of six blocks (a through f). Complete as required.
41	Verification Of Single Signature Consent — Complete as required.

6-13. Preparation of DD Form 4

DD Form 4 establishes a legal relationship between the U.S. Government and the enlisted member. Special care will be taken to see that all items are correct, without strikeover.

- a. After MEPS personnel complete appropriate section, applicant will be returned to guidance counselor with DD Form 4 for review and signature.
- b. After guidance counselor signs and certifies accuracy of all actions taken, and accepts applicant for DEP, RA, USAR, or ARNG enlistment, applicant returns to MEPS for completion of processing and enlistment.
- c. After taking oath of enlistment, applicant and enlisting officer sign DD Form 4. A copy is given to the enlistee for personal records.
- d. For applicants entering on AD from the DEP, MEPS types in all required data and sends applicant to the guidance counselor.
- e. Guidance counselor, or authorized representative, reviews all forms, verifies eligibility for AD, ensures that any changes in applicant's status are properly documented, witnesses applicant's signature, and then signs and accepts applicant for RA enlistment.
- f. After taking oath, applicant signs and the enlisting officer signs.

6-14. Actions before signature on DD Form 4

Before an applicant signs the confirmation of oath of enlistment on DD Form 4, the enlisting officer will—

- a. Provide an orientation as required by DoDM 1145.02.
- b. Ensure applicants who have questions about their 8-year military obligation have all questions answered by the Army liaison before enlistment.
- c. Ensure that no promises have been made to applicants, either direct or implied, that cannot be substantiated by proper regulations. Applicants who have any misunderstanding about the extent of their full enlistment commitment, specific options, or Army unique benefits will have them explained by the Army counselor, supported by this regulation.
- d. Administer the oath of enlistment.

6-15. Correction of errors on enlistment forms

To correct errors found after applicant has enlisted and forms are distributed, the following procedures apply:

- a. An immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. DA Form 4187 will be completed and DD Form 4 or DD Form 1966 will be corrected for RA and ARNG. A copy of the approved DA Form 4187 will be forwarded to Commander, U.S. Army Human Resources Command, (HRC-PDR-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. A new DD Form 4 will be prepared for USAR. The revised page of DD Form 4 or its entirety will be completed, to include confirmation of enlistment. The date entered in item 16c by the enlisting officer will reflect the actual date that the oath on the revised DD Form 4 was administered. "CORRECTED COPY" will be printed in block letters at the top and bottom of each corrected page of the revised DD Form 4. The corrected pages of the DD Form 4 will be attached to the original DD Form 4. Corrections made to ARNG enlistment documents will be submitted to SAG's office.
- b. To correct the DD Form 4 on length of service, see paragraph 8-6.
- c. If a Soldier or the officer who has administered the oath of enlistment failed to sign DD Form 4 and distribution has been made, the official personal military file copy will be signed and a memorandum or DA Form 4187 explaining

the circumstance will be attached. In addition, a new page of the DD Form 4 will be prepared and completed and appropriate signatures obtained; this copy will be annotated as a “CORRECTED COPY” for RA, USAR, or ARNG and appropriate distribution made. Assistance from USAREC, the U.S. Army Training and Doctrine Command, or U.S. Army Forces Command liaison will be obtained, as necessary.

6-16. Claims of erroneous entries

Authority to act on claims of erroneous entries on enlistment documents that are not delegated elsewhere in this chapter or in AR 600-8-104 is delegated to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303, for RA and USAR or Director, Army National Guard (ARNG-HRR), 111 South George Mason Drive, Arlington, VA 22204-1373. Requests relating to claims of erroneous entries must include a statement signed by the person; attach copies of substantiating documents that will assist in making a decision.

6-17. Orientation before administration of oath

Before giving the oath of enlistment to an applicant, the enlisting officer will—

- a.* Explain UCMJ Article 83 to applicant and emphasize the importance of UCMJ with respect to truthful answers to questions on the enlistment forms.
- b.* Explain to all enlistees the substance of UCMJ Articles 85 and 86.
- c.* Explain to applicants that anything in their record that may prohibit enlistment must be disclosed before the oath is administered. Explain to applicant that if disclosure is made at this time (before the oath of enlistment) the worst that can happen is rejection for enlistment.
- d.* Explain to applicants that their fingerprints will be forwarded to the Federal Bureau of Investigation. Explain to applicants that even though a person may conceal a criminal or juvenile record or PS at time of enlistment, such a record will be discovered later. The applicant will be subject to trial by court-martial for fraudulent enlistment or possible discharge under less-than-honorable conditions.

6-18. Administration of oath of enlistment

A commissioned officer of any Service will administer the oath of enlistment in DD Form 4 orally, in English, to each applicant. Make a suitable arrangement to ensure that the oath is administered in a dignified manner and in proper surroundings. Display the U.S. flag prominently near the officer giving the oath. The words “So help me God” may be omitted for persons who desire to affirm rather than to swear to the oath.

6-19. Actions required after administration of the oath

Immediately after the oath of enlistment, the enlisting officer will—

- a.* Require each enlistee to sign DD Form 4.
- b.* Provide each enlistee with a legible copy of enlistment forms.

6-20. Predating an enlistment

Except as indicated below, date of enlistment is the actual date the oath of enlistment is given. This date must be shown on the enlistment record above the signature of the officer who administered the oath. No enlistment will be predated without prior approval. A person’s enlistment may be delayed through no fault of their own, but for the convenience of the Government. Requests to predate the enlistment will be sent to Deputy Chief of Staff, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300 for RA, USAR, and ARNG.

6-21. Actions required for issues detected after second swearing-in, but prior to shipment of members of the Regular Army Delayed Entry Program or member in a Delayed Status

- a.* Defective, Erroneous, or Fraudulent Enlistment for RA shippers. If MEPS or Army personnel receive credible evidence of a defective, erroneous, or fraudulent enlistment after an applicant has sworn-in the second time, the member will not be shipped to the U.S. Army Reception Battalion, to Military Training, or to First Unit. The respective-MEPS Commander revokes the shipment and assignment orders to the U.S. Army Reception Battalion/Military Training installation/or the First Unit. Once initial orders are revoked, the Commander, USMEPCOM issues assignment orders that returns control of the individual to the U.S. Army Recruiting Battalion from which the individual geographically shipped. The Recruiting Battalion Commander will place the member on excess leave and initiate separation procedures in accordance with AR 601-210, AR 135-178, or AR 635-200, as applicable.
- b.* Medical. If an enlisted member incurs a medical emergency or incapacitation after the second swearing-in ceremony at the MEPS, the Commander, USMEPCOM takes the following action:

(1) If the illness or medical problem can be resolved within 24 hours and does not require hospitalization, the MEPS Commander informs the appropriate Recruiting Battalion Commander, modifies the member's original orders, and when appropriate transfers the individual to the U.S. Army Reception Battalion or first unit or assignment.

(2) If the illness or medical problem cannot be resolved within 24 hours and does require hospitalization, the MEPS Commander revokes any travel orders issued assigning the individual to a U.S. Army Reception Battalion and informs the appropriate Recruiting Battalion Commander of the medical emergency/problem. The member remains under the Recruiting Battalion's control until the issue is resolved and the member is shipped to the U.S. Army Reception Battalion.

(3) If the illness requires hospitalization, the MEPS Commander notifies the appropriate Recruiting Battalion Commander and issues orders transferring the member to the responsible Recruiting Battalion. The Recruiting Battalion Commander is responsible for ensuring that the member is transported to a medical facility for required medical treatment until the member arrives at the U.S. Army Reception Battalion.

Chapter 7

Regular Army and Reserve Components Civilian-Acquired Skills Program

Section I

Introduction

7-1. General

This chapter provides policy and guidance for implementing the ACASP. ACASP attracts and uses persons with civilian-acquired skills required by the Army. Persons qualified for ACASP may be given an advance in grade upon enlistment.

7-2. Objectives

Objectives of ACASP are as follows:

- a.* Enlistment of qualified personnel with civilian-acquired skills needed by the Army.
- b.* Increased job satisfaction.
- c.* Improved personnel classification and use while MOS performance standards are maintained.
- d.* Reduced training loads and costs.
- e.* Added means for rapid mobilization.

7-3. Procedures

- a.* The DCS, G-1, provides advice and assistance to develop policy for the ACASP.
- b.* The Commander, HRC, in coordination with the CAR will—
 - (1) Conduct periodic reviews and submit recommendations to the DCS, G-1, 300 Army Pentagon, Washington, DC 20310-0300, for addition or deletion of skills to be updated in DA Pam 611-21, located at <https://smart-book.armyg1.pentagon.mil/default.aspx>.
 - (2) Develop criteria for skills to be added to the program and review and comment on recommendations submitted by other agencies.
 - (3) Coordinate with DCS, G-1, in developing annual procurement programs for each ACASP skill.
- c.* The CG, USAREC, and DARNG, will—
 - (1) Plan and supervise the execution of processing procedures contained in this chapter.
 - (2) Plan and supervise the implementation of advertising and procurement plans and procedures to attract qualified applicants for the program.
- d.* Unit commanders at first unit of assignment will ensure that ACASP enlistees are proficient at time of award of MOS as prescribed in DA Pam 611-21.
- e.* For enlistees assigned to special bands, unit commanders will—
 - (1) Assist USAREC in interview process of ACASP applicants.
 - (2) Assist USAREC with the selection process for assignment to one of the special bands listed—
 - (a)* The U.S. Army Band.
 - (b)* The U.S. Army Field Band.
 - (c)* The U.S. Military Academy Band.
 - (d)* The 3rd U.S. Infantry Regiment (The Old Guard) (Fife and Drum Corps).
 - (3) Administer accelerated promotion under provisions of AR 600-8-19.

- f.* Commanders of Initial Military Training centers will—
- (1) Provide reception battalion processing and required training for ACASP Soldiers.
 - (2) For RA only, prepare and process ACASP Soldiers for overseas movement under AR 600–8–101 if Soldiers are to be assigned overseas after completing training.

7–4. Eligibility

a. The ACASP is available to qualified applicants with or without PS. Persons with skills acquired through military service will not be enlisted under this program. Members of the RC who were awarded an MOS based upon civilian-acquired skills and are applying for enlistment into the RA will be authorized to enlist under this program provided they are otherwise qualified. All PS applicants who have had a break in RA or RC service of 3 or more years, and who are qualified under this chapter, may enlist for ACASP regardless of former MOS. These applicants must meet all requirements, including basic eligibility. Applicants must—

(1) Meet basic eligibility criteria for enlistment (see chaps 2 or 3, as appropriate), skill training, and work experience, MOS prerequisites, and prerequisites of DA Pam 611–21. MOS prerequisites are available on a computer output display by using the Report of Qualification Program of REQUEST. When a person has unusual training or experience relevant to an MOS, requests for determination of equivalency may be submitted for consideration to DCS, G–1.

(2) Have had either training or experience in their civilian-acquired skills within 24 months of enlisting.

b. Exceptions for applicants qualified for ACASP but who do not meet or possess applicable ASVAB score and when no prerequisite MOS training is required may request through appropriate chain of command an exception to policy from DCS, G–1.

7–5. Enlistment periods

Minimum terms of enlistment for ACASP will be established by REQUEST and as announced by DCS, G–1 for special categories of persons and for selected MOSs.

7–6. Accelerated promotions

The ACASP enlistees assigned to one of the four special bands listed in paragraph 7–3 are authorized accelerated promotion under the provisions of AR 600–8–19.

Section II

Training Requirements

7–7. Basic training requirement

a. PS applicants who did not complete Army or Marine Corps BCT, or complete training for Air Force or Navy Special Operations Forces, or Air Force Security Police must attend Army BCT.

b. For RC only, applicants with no prior military service must complete at least 12 weeks of IADT and orders must reflect 12 weeks or until completion of training (10 USC 12103).

7–8. Requirement for prerequisite training

a. Some MOSs available under ACASP may require completion of a specified course as a prerequisite for awarding the MOS in accordance with DA Pam 611–21. Award of the ACASP MOS will not be considered until successful completion of all required training, including prerequisite training if required.

b. For RC personnel, prerequisite training may be accomplished during IADT or ADT at a later date, or through completion of correspondence courses or USAR schools, if available. However, other than training listed in DA Pam 611–21, MOS training during IADT will not be offered to ACASP applicants.

7–9. Requirement for proficiency training

a. The ACASP enlistment training options require completion of specified periods of proficiency training as a prerequisite for awarding of the MOS (for USAR, see para 7–8; for RA, this period is 8 weeks). Proficiency training is specified period or periods of time during which the enlistee functions in the MOS for which they enlisted. For RC, IADT proficiency training will be performed within 12 months of graduation from BCT. RC band enlistees must complete proficiency training as prescribed by Commandant, U.S. Army School of Music (see para 9–11e (2)).

b. The training is a transition period in which enlistees learn to apply civilian-acquired skills to the military. Commanders will use proficiency training and applicable IDT preparatory training time to evaluate each enlistee's ability

to function in the specific MOS. Before award of MOS and promotion to accelerated pay grade, the enlistees must be able to perform duty requirements of the MOS as described in DA Pam 611–21.

Section III

Army Civilian Acquired Skills Program Personnel Management

7–10. Determination of qualifications and enlistment grades

a. The ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, transcripts, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in a civilian-acquired skill. Training may include successful completion of union, industry, or Government-recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document or be documented as true copies.

b. Persons who meet training and work experience requirements in accordance with DA Pam 611–21, and satisfy all other enlistment criteria, will be enlisted in pay grade E–4.

c. Classification interviewers at reception battalions will continue to review individual qualifications. They will identify Soldiers not recruited under the ACASP, but who should be processed under AR 612–201, as it applies to Soldiers with civilian-acquired skills. Soldiers found qualified under ACASP will be referred to the USAREC liaison.

7–11. Award of military occupational specialty, enlistment grade, and accelerated promotion

a. Applicants enlisting under the ACASP will be enlisted in pay grade E–4 if they meet the criteria in DA Pam 611–21. No additional accelerated promotion is authorized unless enlisting in the U.S. Army special bands.

b. Award of the ACASP MOS authorized by the enlistment agreement will be made either with approval of the unit commander or by the training commander for RA personnel, after successful completion of all training required by the enlistment program. For RA applicants, this includes 8 weeks of successful performance in the skill. Requests for award of ACASP MOS will be submitted to the appropriate MOS proponent office by the unit or training commander. After having been awarded the ACASP MOS, promotions will be governed by AR 600–8–19.

c. For RC band enlistees, PMOS 42R with applicable additional skill identifier will be awarded by Commandant, U.S. Army School of Music upon completion of all prescribed training and certification by the enlistee’s band commander.

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

e. The commander with authority to promote may take action to deny award of the MOS for which the applicant enlisted. The commander will be guided in this determination by duty requirements of the Soldier’s MOS as described in DA Pam 611–21. Reasons for denial of MOS may be any misconduct during the proficiency training period or failure to demonstrate minimum required level of performance for the MOS. The Soldier must be advised in writing by the commander of the reason for denying the award of the MOS. A record of this counseling, including basis and results (for example, audition scores for band persons), will be entered in the Soldier’s official record as a permanent document. The Soldier will indicate on the counseling statement that they have read the statement and have or have not submitted a statement on their own behalf.

f. For U.S. Army special band personnel, the accelerated grade will be awarded to qualified Soldiers without regard to time in grade, time in service, or promotion allocation. On denial of accelerated promotion to the applicable grade, the commander may retain the Soldier at the current grade. However, the Soldier must not already be serving in that grade. The commander may defer promotion for up to 4 more weeks for RA. If so, the Soldier may be promoted to the higher grade or denied promotion at any time after completion of the initial proficiency period and the deferred period as indicated above. Interim promotions pending final decision are not authorized. A final decision must be made by the end of the deferred period. Persons failing to perform successfully in the skill and who are not provided accelerated promotion will be considered for future promotions along with their contemporaries under AR 600–8–19, as appropriate.

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

h. PS applicants, authorized to be promoted to pay grade E–5 under paragraph 3–17 (RA) or paragraph 3–18 (for USAR) can still be enlisted under this program. However, enlistment grade will be determined by CG, HRC

(Eligibility Inquiry Section). Enlistment grade for USAR PS applicants will be determined by the recruiting battalion commander or executive officer or military personnel office for members of the ARNG.

7-12. Army Civilian Acquired Skills Program enlistment control

The ACASP enlistments will be controlled by HRC through the REQUEST System. If a skill is not available, applicant will be advised of other enlistment opportunities available.

7-13. Annual training

For RC only, NPS applicants who enlist under the ACASP may not be ordered to AT until successful completion of BCT.

7-14. Mobilization readiness and deployability

a. Enlistees under ACASP will be reported as MOS qualified for mobilization readiness when all of the following actions are accomplished:

- (1) Successful completion of BCT.
- (2) Satisfaction of prerequisite training if required by the MOS for which enlisted.
- (3) Award of ACASP MOS as PMOS based on satisfactory completion of proficiency training (to be determined by unit commander using DA Pam 611-21 as a guide).
- (4) Promotion to accelerated grade shown on enlistment agreement (for U.S. Army special bands only).

b. 10 USC 671 requires a minimum of 12 weeks of BCT, or equivalent, before a member of the military service may be deployed overseas. The DCS, G-1, has determined that completion of training programs and options outlined in paragraph 7-8 equals the 12-week BCT requirement of the statute.

Section IV

Enlistment Processing Procedures

7-15. Processing procedures

a. Processing procedures as outlined in an applicant's selected enlistment option will apply. Also, procedures outlined below will be followed for all ACASP applicants.

b. Recruiters will review and verify each applicant's qualifications before sending him or her to a guidance counselor. Guidance counselor will verify qualifications and complete necessary enlistment forms and processing.

(1) Each applicant will submit documents that verify intent to enter civilian schooling, length and successful completion of education, training, and experience for the applicable skill. These documents must bear the original seal of the issuing agency or be certified as a true copy. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as civil service apprentice or journeyman; and letter or document attesting to acceptance in a civilian postsecondary training program. SF 50 (Notification of Personnel Action) may be used as well as a certification of applicant's typing or dictation, when required.

(2) Applicants must present documentary evidence described in DA Pam 611-21.

(3) For RA and RC, if applicant is currently enrolled in an approved course with satisfactory academic standing and is enlisting in the DEP, applicant is eligible for ACASP. Applicant must present proof of enrollment, academic standing, course graduation date, and a letter from the school signed by the school administrator, prior to DEP enlistment. If the applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP and enlistment contract must be renegotiated at pay grade for nonACASP, or the applicant will be discharged from the DEP.

7-16. Skills available for enlistment and unit vacancies

Skills available for enlistment and unit vacancies will be ascertained by REQUEST before completion of ACASP enlistments. Unit vacancies will be verified with the proper unit if required by REQUEST. If REQUEST does not provide a requirement, applicant will not be enlisted under this chapter. They will be offered other enlistment opportunities without entitlement to ACASP and accelerated promotion under this chapter. Guidance counselor will include a statement to this effect in the remarks section of DD Form 1966.

a. All requested training spaces for PS applicants enlisting under ACASP will be coordinated through USAREC.

b. For RC only, PS personnel with a remaining statutory obligation will—

(1) Enlist for the number of years required to fulfill remaining statutory obligation period, or as prescribed in chapter 3.

(2) If prerequisite MOS training is required, enlist in the pay grade authorized by chapter 3, but not less than pay grade E-4.

c. For RC only, PS personnel with no remaining statutory obligation will enlist or reenlist for a period as prescribed in chapter 3. All personal documents used to verify applicant's qualifications will be copied and included in the enlistment packet. Original documents will be returned to applicant.

Chapter 8

Actions Required After Enlistment

8-1. General

This chapter covers procedures that apply to the final processing phase of the new Soldier. Processing a new Soldier is not complete until they finish training. During this time, processing errors or misunderstandings may occur. They must be resolved because accurate records are vital to a Soldier's military career, civilian life, and Family, before and after their death.

a. The USAREC liaison is the primary source for ensuring that records are corrected expeditiously. The liaison will provide a memorandum that addresses all changes made along with support for the changes. The liaison will forward the memorandum to the Soldier along with the enlisted record brief and the finance record.

b. Soldiers who have reported to their first duty assignment will see their personnel office for assistance. Retention liaisons are responsible to correct enlistment records and will execute the memorandum as noted in paragraph 8-1a.

8-2. Reporting procedures

a. *Reception battalion.* The reception battalion commander will establish finance, medical, and personnel records on each Soldier. Reception battalion personnel will ensure that the enlistment commitment, if extended, is entered on the enlisted record brief.

b. *Installation.* The installation where the Soldier received initial training will report the Soldier to HRC as a training arrival, in accordance with reporting procedures (see AR 612-201).

c. *Training center.* As part of in-processing, the reception battalion commander will—

(1) Screen records and orders for special category personnel per the requirements of AR 612-201. Report persons with enlistment commitments by name and commitment to the CG, HRC.

(2) Compare assignment instructions with enlistment records to see that enlistment commitments have been honored. Report inconsistencies immediately to the CG, HRC for resolution. Affected Soldiers will not proceed to permanent duty stations until the CG, HRC has made corrected assignments. Procedures for processing assignment instructions for IET Soldiers are in AR 612-201.

8-3. Waivers of enlistment commitments (not applicable to Reserve Components)

a. After a person enters the Army, any portion of the enlistment commitment may be waived. However, such waivers should be used sparingly and only when reasons are valid (for example, compassionate or hardship reasons, or when the Army is unable to fulfill an enlistment commitment). Prepare the waiver in writing. A waiver is not automatic and it is not designed for Soldiers to change their enlistment unless unusual or Government-directed circumstances exist. The procedures below apply—

(1) RA enlistees with commitments for training and duty in a specific MOS or career management field, assignment to a specific unit, and an enlistment incentive may not waive the training without waiving the incentive.

(2) RA enlistees who waive the unit assignment commitment, but not the incentive, may be assigned to an installation or unit authorized personnel with the incentive skill.

(3) RA enlistees with an incentive commitment who have a contractual agreement for training, or for training and a specific unit assignment, may waive the incentive commitment to apply for some other training or assignment.

(4) Enlistment commitment waivers will—

(a) Be prepared in an applicable human resources system.

(b) Be electronically signed in the applicable human resources system self-service application by the enlistee.

(c) Be verified electronically in the applicable human resources system self-service application by a commissioned officer, warrant officer, or a DA Civilian designated as a military personnel officer or USAREC liaison NCO.

(d) Contain wording substantially as follows: "I voluntarily waive my enlistment commitment for (blank) made at the time of my enlistment. I fully understand that, as a result of doing so, I will be assigned in accordance with any

remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted.”

b. The original of the above certificate of enlistment commitment waiver will be forwarded to Commander, U.S. Army Human Resources Command, (HRC–PDR–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. Place the original copy in the Soldier’s OMPF. Attach a duplicate to the DD Form 4 copy of the Soldier’s enlisted record brief. Retain both copies for the first term of the Soldier’s enlistment.

c. When an enlistment commitment for an authorized assignment is waived before reporting date, the waived commitment will be reported to the office that authorized the assignment.

d. An entry will be made on the enlisted record brief, indicating the waived enlistment commitment.

e. Commanders at all levels will set up procedures and policies to review enlistment commitments at the time the enlisted members arrive at the unit. Commanders will take necessary action to ensure that commitments made to enlistees are fulfilled.

8–4. Erroneous or unfulfilled enlistment commitments

When a Soldier feels a breach of enlistment commitment by the Government has occurred, the Soldier has a reasonable time, normally 30 days, to present a claim against the Government. The time starts from the date the Soldier is informed that their commitment will not be honored, or the Soldier discovers that the commitment has been breached.

a. Above time limits will be applied with discretion in each case.

b. Per paragraph 8–6, claims will be forwarded that—

(1) Cannot be resolved at the local level.

(2) Should be honored by the Government for contractual commitment to the enlistee or alleged verbal commitment that was made to the enlistee.

c. If it is discovered that an enlistee was erroneously enlisted in accordance with AR 635–200 or if the enlistee reveals information that, if known, could have resulted in rejection for enlistment before departure from the MEPS, then procedures for voiding erroneous enlistment in AR 635–200 will be followed.

8–5. Processing claims of unfulfilled or erroneous enlistment commitments

a. *Unfulfilled enlistment commitments.* An unfulfilled enlistment commitment exists when the Soldier receives a written enlistment commitment from recruiting personnel for which the Soldier is qualified but which cannot be fulfilled by the Army through no fault of the Soldier. Refer claims to the recruiting command liaison NCO for resolution. For claims of persons who have departed the reception battalion, the unit commander will—

(1) Review the person’s enlisted record brief to determine validity of the claims. Authorize the Soldier to fulfill the enlistment commitment if they desire to satisfy the enlistment according to procedures outlined in AR 635–200.

(2) Help prepare memorandum request for Soldiers for unfulfilled enlistment commitments that cannot be resolved and forward to Commander, HRC. Subject of memorandum will be “Correction of Unfulfilled Enlistment Commitment.”

(a) The request with enclosures below will be forwarded to Commander, U.S. Human Resources Command (AHRC–EPR–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

1. DD Form 4.

2. DD Form 1966.

3. DA Form 3286 and annexes completed for the claimant.

4. Enlisted record brief.

5. SF 86.

6. MEPS physical examination, if required, and related documents (for example, consultation reports).

7. Waiver of enlistment commitment or statement that the official military record does not show that the enlistment commitment was waived.

8. Sworn or notarized statement from claimant affirming the facts.

9. Other statements or documents to help evaluate the claim.

(b) The third copy of the request (including copies of enclosures in para 8–5b (1)) will be forwarded to Commander, U.S. Army Recruiting Command (RCES–RI), 1307 Third Avenue, Fort Knox, KY 40121–2725. Also, a DA Form 209 (Delay, Referral or Follow-up Notice) addressed to claimant will be sent with request.

(3) Submit request to help establish correct enlistment grade, with substantiating evidence and statements, to Commander, U.S. Army Human Resources Command (AHRC–EPF–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

(4) Process claims on erroneous home of record, or other entries not covered above, in accordance with paragraph 8–5.

(5) Commander, HRC will return unresolved claims of unfulfilled enlistment commitments to the unit commander for processing according to procedures outlined in AR 635–200.

b. Erroneous enlistments. When it is discovered that a Soldier's enlistment is erroneous because they failed to meet the qualifications for enlistment under this regulation, the unit commander will initiate action to obtain authority to retain, discharge, or release the Soldier from AD or ADT. Refer claims to the recruiting command liaison NCO for resolution. For claims of persons who have departed the reception battalion, the unit commander will forward correspondence containing the information below through channels to the appropriate separation authority according to AR 635–200:

- (1) Facts relating to and circumstances surrounding the erroneous enlistment or extension.
- (2) The desire of the Soldier regarding retention or separation.
- (3) A specific recommendation for retention or separation, and the reasons, by each commander in the chain of command.
- (4) After the appropriate separation authority has reviewed the facts surrounding the Soldier's erroneous enlistment, the separation authority will take action to retain or separate the Soldier according to the administrative procedures outlined in AR 635–200.

8–6. Correction of term of enlistment, and other contract or record of enlistment errors

a. It may be discovered that an error was made during in-processing or at time of enlistment that resulted in an incorrect term of enlistment shown on DD Form 4 or other contract or record of enlistment errors on the DD Form 1966. If so, unit commanders will submit a request for correction through military channels to Commander, U.S. Army Human Resources Command (AHRC–EPF–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303 for RA Soldiers; to Commander, U.S. Army Reserve, (AFRC–PRP–E), 4710 Knox Street, Fort Liberty, NC 28310–5010 for USAR Soldiers (whose DD Form 4 or DD Form 1966 is in question) that enlisted through USAREC; submit requests through channels to the respective SAG for ARNG Soldiers; or submit cases that cannot be resolved by the higher level parent organization to DCS, G–1 (DAPE–MPA). The request will contain the following data:

- (1) Sworn statement by member and other involved persons. The statement will give circumstances of enlistment.
- (2) Evidence to support claim of error in period of enlistment shown on—
 - (a) DD Form 4.
 - (b) DD Form 1966.
 - (c) DA Form 3286.
 - (d) Other documents that support claim.
- (3) Statement from person that they consent to the correction of term of enlistment shown on the DD Form 4.

b. If the change to term of enlistment; other contract or record of enlistment errors are a result of a DA directive, provide any and all correspondence or messages that apply. The appropriate personnel office cited in paragraph 8–6a must determine whether an error has been made in the term of enlistment shown on the DD Form 4 (for example, term of enlistment may be other than that intended by both the member and the Army). If so, DD Form 4 or DD Form 1966 will not be amended by “pen and ink” correction. Instead, a memorandum will be added to the member's file reflecting the correct term of enlistment; other contract issues; or the record of enlistment. The CG, HRC, will make a decision on all cases where Soldiers allege an error occurred. Consult DCS, G–1 (DAPE–MPA), on questionable cases.

(1) Every effort will be made to correct the error in an applicable human resources system selfservice application upon approval by the appropriate authority. For example, if an individual was enlisted at pay grade E–1, but provides bachelor's degree, the current commander has the authority to promote to E–4 under chapter 2 of this regulation and adjust DOR to date of enlistment if degree was earned prior to BASD. Document must be provided within 6 months of BASD. Cite policy and forward to finance office for action.

(2) Doubtful cases that cannot be resolved elsewhere in this chapter regarding a Soldier's status or how to correct any error can be addressed by contacting DCS, G–1 (DAPE–MPA). Such cases may include:

- (a) Rank.
- (b) Incentive (see para 8–10).
- (c) Enlistment option.
- (d) ACASP.

c. Claims from personnel at reception battalions will be referred to the USAREC liaison NCO for resolution. Claims for personnel in training, or for Soldiers who have completed formal training, will be processed by the installation personnel in accordance with paragraphs 8–6a through *d*.

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

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

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

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

e. Under no circumstances will a contract be amended when a Soldier objects or claims entries are incorrect until appropriate resolution or inquiry is completed.

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

f. For errors that were made on DD Form 1966 (Record of Military Processing) at time of enlistment, but after accession into one of the Army's three components, use the process outlined in paragraph 8-6 above to amend or correct the error.

8-7. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is accomplished by a promotion or reduction action via an applicable human resources system self-service application. Enlistment documents will not be altered to reflect the different grade. Comply with appropriate provisions of AR 600-8-19. Assistance in establishing an individual's eligibility for a different grade based on enlistment contract and supporting documents may be requested from the DCS, G-1 (DAPE-MPA). Requests must include copies of substantiating documents or statements. The Soldier will be advised of the right to apply to the Army Board for Correction of Military Records, when all other administrative remedies have been exhausted. Additionally, after arrival at the U.S. Reception Battalion, if an error in entry grade is identified following review of a new member's enlistment contract, the human resources specialists or USAREC liaisons at all reception battalions are authorized to generate and/or authenticate a grade change in the applicable human resources system to provide the correct entry grade.

8-8. Extension of term of enlistment

Extension to term of enlistment is authorized. If term is to be lengthened, a DA Form 1695 (Oath of Extension of Enlistment) must be administered for payment of an incentive. Extension document will be evidence of eligibility if all other documents support a bonus. Distribute DA Form 1695 as follows:

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

b. Copy to enlisted record brief.

c. Copy to personnel finance record folder.

d. Copy to the USAREC liaison.

e. Copy to the Soldier.

8-9. The U.S. Army Recruiting Command liaison role for processing Regular Army/U.S. Army Reserve Soldiers in the reception battalion

The primary mission of the USAREC liaison is to save enlistments that might be endangered as a result of breaches or administrative errors in the enlistment process and/or contract. The USAREC liaison will renegotiate erroneous, defective, or unfulfilled enlistment contracts per USAREC instructions.

a. USAREC liaison will process RA/USAR problems at the reception battalion only.

b. USAREC liaison will provide technical assistance when requested.

c. Upon departure from the reception battalion, processing becomes the responsibility of the U.S. Army Training and Doctrine Command RA/USAR liaison, who will handle cases according to guidance issued by Headquarters, U.S. Army Training and Doctrine Command.

d. A U.S. Army Training and Doctrine Command liaison is required to report any recruiting errors or contractual problems not previously detected by the USAREC liaison to the recruiting battalion and to Headquarters, USAREC, for action.

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

In instances where the USAREC liaison or U.S. Army Training and Doctrine Command liaison cannot solve contract errors regarding enlistment bonus amounts, Army College Fund, MGIB Kicker amounts, or student loan repayment through USAREC channels, the following agencies will be contacted for guidance and have the authority to correct incentives-related actions via an applicable human resources system self-service application:

a. RA contracts: Refer to Commander, U.S. Army Human Resources Command (AHRC-EPF-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

b. USAR contracts (recruited by USAREC): Refer to Commander, U.S. Army Reserve Command (AFRC–PRP), 4710 Knox Street, Fort Liberty, NC 28310–5000.

c. ARNG contracts: Refer to DARNG (ARNG–HRM–I), 111 South George Mason Drive, Arlington, VA 22204–1373.

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

Chapter 9

Enlistment Programs, Options, and Incentives

Section I

Basic Eligibility Criteria

9–1. General

a. Enlistment programs/options are designed to merge valid Army requirements with personal desires. To best serve these two purposes, recruiting personnel must ensure that—

(1) Persons applying for specific options are informed of—

(a) The precise nature of commitment.

(b) The extent to which specific options will satisfy applicant’s personal desires.

(2) Persons accepted for specific options possess prescribed prerequisites to meet performance standards of the Army.

b. This chapter provides the general description of all authorized enlistment programs and options. For RA, statements for enlistment will be entered in DA Form 3286. Applicants enlisting in the USAR will acknowledge Service requirements based on options and enlistment statements in DA Form 4824 (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers’ Training Corps (ROTC)/SMP), DA Form 4826 (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program), DA Form 5585 (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the U.S. Army Reserve Troop Program Unit Warrant Officer Flight Program), or DA Form 5586 (Addendum to Certificate of Acknowledgement of Service Requirement for Enlistment into the United States Army Reserve OCS Enlistment Option).

c. The Enlistment Incentives Review Board and Multi-Component Enlisted Incentives Review, for both the RA and RC, chaired by DCS, G–1 (DAPE–MPA), will meet quarterly. Representatives from USAREC, HRC, DCS, G–1 (DAPE–PR), USAR, and ARNG will attend.

(1) The RA Enlistment Incentives Review Board will analyze and adjust the application and amounts of enlistment incentives in order to meet manpower requirements and recruiting objectives.

(2) The Multi-Component Enlisted Incentives Review will review incentives across all Army components and ensure incentives policy is consistent, within statutory restraints, and meets manpower requirements and recruiting objectives.

(3) The USAR and ARNG will hold quarterly incentives reviews prior to the Multi-Component Enlisted Incentives Review as determined by the respective component to formulate internal incentives programs consistent with the SRIP, as defined in chapter 10.

9–2. Qualifications

All applicants must be qualified for enlistment under basic eligibility criteria established in this regulation and the following:

a. AR 40–501.

b. DA Pam 611–21.

c. Current HQDA messages for RA and the approved SRIP for RC programs.

d. Current area of concentration and operational messages for ARNG.

9–3. Honoring enlistment commitments

Every effort will be made to honor all promises made at time of enlistment or reenlistment. To meet commitments, recruiting personnel will—

a. Comply with specific option procedures.

b. Promise only what is authorized.

- c. Follow procedures to report and assign persons enlisted for an option.
- d. Detect errors promptly so that the person may be assigned under their enlistment commitment.
- e. Submit requests for exception to policy or waiver involving individual bonuses, loan repayment, and MGIB Kicker (Army College Fund) to the DCS, G-1 (DAPE-MPA) for consideration.

9-4. Counseling on waivers affecting options

Applicants who receive a waiver for enlistment will be advised of the following:

- a. Applicants who require waivers under chapter 4 for limitations that may apply to their selection of enlistment options will be specifically counseled. Options that require security clearance may require that persons have no record of civil offenses or records reflecting adversely on the person's character. Applicants for such options will be advised that their final eligibility cannot be determined until after their enlistment.
- b. Applicants will be advised that waiver of disqualification does not imply an eventual favorable decision on option eligibility. If applicant elects such an option after counseling, advise that the Army may void the option if they are later determined to be ineligible. The person then may be required to complete the term of service for which they enlisted. Further advise the applicant that omissions of any information they were required to disclose, including expunged records, may later be a basis for an unfavorable decision on option eligibility.
- c. Applicants will be advised that most options have other conditions that cannot be determined until after the person enlists. If these conditions are not met, the Army may void the option without giving rise to an unfulfilled enlistment commitment. The "Information for Applicants" section of each option requires that such information be explained to all applicants prior to enlistment.

9-5. Selection of an additional option (for Regular Army only)

Qualified applicants who enlist for options given in this chapter may select other options in connection with the chosen primary option. If the chosen option combinations are to be effective, requirements for each option must be met. Failure to qualify for one of the options does not void remaining options if applicant remains qualified for those options.

9-6. Incentives and entitlements for Selected Reserve Service

Qualified applicants who enlist for the USAR or ARNG may be entitled to one or more of the following incentives or entitlements, prescribed by chapter 10:

- a. SRIP-NPS enlistment bonus.
- b. SRIP PS enlistment bonus.
- c. Student Loan Repayment Program (SLRP) (10 USC 16301).
- d. Health Professionals Loan Repayment Program (10 USC 16302).
- e. Chaplain Loan Repayment Program (10 USC 16303).
- f. MGIB for Selected Reserve Service (10 USC 16131).
- g. MGIB 2 x 4 Program (38 USC 3012).
- h. MGIB for AD Service (concerning AGR entitlements) (38 USC 3015).
- i. MGIB for Selected Reserve Kicker.

Note. The SRIP reenlistment bonus and the SRIP affiliation bonuses are described in AR 601-280. RC SLRP and MGIB are described in AR 601-280 for retention related options, and full procedures and eligibility are described in AR 621-202. For ARNG, the SRIP reenlistment/extension bonus and the SRIP affiliation bonuses are described in NGR 600-7. Health professional incentives are described and managed in AR 601-141. SRIP officer incentives are described in chapter 10.

Section II

Regular Army Enlistment Programs and Options

9-7. Enlistment Program 9A, U.S. Army Training Enlistment Program

This program is available to qualified NPS, PS, and glossary NPS applicants enlisting for the minimum term of enlistment authorized by REQUEST. PS applicants must be authorized to retrain in order to enlist under this program.

- a. Under this program the enlistee is guaranteed—
 - (1) A specific MOS or career management field.
 - (2) Airborne training if REQUEST option four with an uncommitted assignment is selected.
 - (3) Language and intelligence MOS/training, if selected, and qualifications are met for the selected MOS.

b. All enlistees must meet the prerequisites and qualifications before and after enlistment (see DA Pam 611 –21).

c. Primary enlistment options available for enlistment are—

- (1) REQUEST Option 3: U.S. Army Training of Choice.
- (2) REQUEST Option 4: U.S. Army Airborne.
- (3) REQUEST Option 5: U.S. Army Unassigned Training Enlistment Option.
- (4) REQUEST Option 6: U.S. Army English as a Second Language.
- (5) REQUEST Option 10: U.S. Army Foreign Language Recruiting Initiative.
- (6) REQUEST Option 11: U.S. OCS.
- (7) REQUEST Option 12: U.S. Army WOFT.
- (8) REQUEST Option 15: U.S. Army National Call to Service.
- (9) REQUEST Option 18: U.S. Army First Assignment Only.
- (10) REQUEST Option 28: U.S. Army GED + Program.
- (11) REQUEST Option 29: U.S. Army College First Program.
- (12) REQUEST Option 32: U.S. Army Reduced MSO, 2 Year RA, 4 Year TPU.
- (13) REQUEST Option 33: U.S. Army Reduced MSO, 3 Year RA, 3 Year TPU.
- (14) REQUEST Option 35: ARNG/USAR Active First Enlistment Option.
- (15) REQUEST Option 36: Regular Army Active First Enlistment Option.
- (16) REQUEST Option 37: U.S. Army Active First Program, 30 Months RA and 66 Months SELRES of AR.
- (17) REQUEST Option 38: U.S. Army Active First Program, 48 Months RA and 48 Months SELRES of AR.
- (18) REQUEST Option 39: U.S. Army Active First Program, 36 Months RA and 60 Months SELRES ARNG.
- (19) REQUEST Option 40: U.S. Army Airborne Ranger.
- (20) REQUEST Option 41: U.S. Active First Program, 36 Months RA and 60 Months SELRES of AR.
- (21) REQUEST Option 42: Military Accessions Vital to the National Interest.
- (22) REQUEST Option 43: Non Immigrant Alien (Deferred Action for Childhood Arrivals).

d. All applicants will be—

- (1) Provided orientation on the nature of training and duties in the MOS/ career management field selected.
- (2) Informed that the training selected is based on current training requirements existing at the time of applicant's enlistment. Also, one of the following may occur: training selected may be discontinued before attendance; Soldier later may become medically disqualified for training selected; or Soldier may fail to receive required security clearance. If any one of these events occurs, the Soldier will be given the chance to select related training or any other training for which qualified and a training requirement (quota) exists. An alternate selection will be honored. Soldier will be required to complete the term of service for which enlisted. If Soldier does not desire alternate training, the Soldier may initiate a request for unfulfilled enlistment commitment according to AR 635 –200.
- (3) Advised that the course length for training is not guaranteed and that the Army may change the course length or numeric designation of an MOS (enlistment remains valid provided that the MOS does not change content substantially).
- (4) Advised that this program does not guarantee, imply, or promise any assignment upon completion of AIT. Further, no guarantee that the Soldier will or will not be assigned to an overseas location will be made. Recruiters and guidance counselors cannot make speculations or verbal commitments with regard to any provisions of this program.
- (5) Advised that if relieved from training for academic deficiency, disciplinary reasons, or failure to receive required security clearance because of information withheld by applicant at time of enlistment, then the Soldier will be assigned according to the needs of the Army and required to complete the term of service for which enlisted.
- (6) Advised that this program may be combined with an incentive program if the applicant meets the requirements of the incentive program and then enlists for an MOS under such program.
- (7) Advised of the following specific provisions when enlisting for an MOS that requires language training:
 - (a) Relief from school course for academic deficiency, disciplinary reasons, or failure to obtain required security clearance is basis for reassignment under needs of the Army. Soldier will be required to complete the term of service for which enlisted.
 - (b) Every effort is made to use language-qualified personnel. Language school graduates may be assigned duties in an appropriate country or area, or be given training in another MOS based on the needs of the Army before first duty assignment.
 - (c) For persons who possess proficiency in the language for which enlisting, the course length may be reduced by authority of the Director, Defense Language Institute. (If proficiency meets criteria of RA and USAR Civilian Acquired Skills Program (chap 7), this program will not be used for enlistment.)
- (8) Informed of the following when enlisting under the U.S. Army Trainee English as a Second Language Option:
 - (a) Soldier will be required to attend the English Language Training Program.

(b) If the Soldier fails to attain the required score of 75 or greater on the ECLT, then they will be separated from the Army regardless of AFQT and aptitude area scores.

(c) English as Second Language Enlistment Option is open to all applicants who do not speak or write the English language proficiently.

(9) Informed that the English as Second Language Enlistment Option will allow applicants who do not possess basic English proficiency skills, to enlist in the RA unassigned or USAR in an 09C–Foreign Language Recruiting Initiative vacancy to attend the English Language Training Program.

(a) Soldier will not initially be guaranteed training in any specific MOS/career management field, or assignment to any specific station, command, unit (less USAR), or area.

(b) Soldier will be administered the ECLT upon completion of training. If score is 75 or greater Soldier will be required to take the ASVAB.

(c) Soldiers scoring 75 or greater will be required to retake the ASVAB and score a 21 or greater AFQT to qualify for an MOS according to appropriate aptitude area scores.

(d) The resulting scores from the ASVAB retest will become the scores of record from which qualifications for training and enlistment programs will be determined.

(e) If a score of at least 21 is not obtained on the ASVAB retest, with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based up his or his initial ASVAB scores.

(f) If neither the ASVAB retest nor the initial ASVAB scores qualifies the Soldier for an MOS and enlistment program(s), then the Soldier will be separated from the Army.

9–8. Enlistment Program 9B, U.S. Army Station-Unit-Command-Area Enlistment Program

This program is available to qualified NPS, PS, glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST. Applicants under the age of 18 will not be considered for, nor assigned to overseas locations.

a. Under this program, enlistee is guaranteed—

(1) For NPS, PS with training, or glossary NPS with training—

(a) A specific MOS or career management field.

(b) A first assignment to a station, unit, command, or area.

(c) Airborne training if REQUEST option four with a committed assignment is selected.

(d) A minimum of 12 months from arrival date at the first duty assignment.

(2) For ACASP, PS, or glossary NPS (which may require prerequisite training)—

(a) A first assignment to a station, unit, command, or area.

(b) Airborne training if REQUEST option four with a committed assignment is selected.

(c) A minimum of 12 months from arrival date at the first duty assignment.

b. All enlistees must meet prerequisites before and after enlistment (see DA Pam 611–21).

c. Primary enlistment options available for enlistment include—

(1) REQUEST Option 4: U.S. Army Airborne with First Assignment.

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

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

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

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

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

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

(8) REQUEST Option 24: U.S. Army 2 Year Category IIIB with First Assignment.

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

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

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

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

d. Applicants will be informed of the following:

(1) Persons enlisting under this program who fail to meet prerequisites or become medically or otherwise disqualified for training or duty in the chosen or enlistment MOS will be trained or used according to the needs of the Army. They will be required to complete the term of service for which enlisted.

(2) Applicant may elect to waive enlistment program at any time. If so, they will be used according to the needs of the Army and be required to complete the term of service for which enlisted.

(3) Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties within the New York City metropolitan area.

(4) If the station, unit, command, or area to which a person is assigned or attached under the provisions of this program is deployed, relocated, reorganized, or redesignated, the person will remain with the unit of assignment. No guarantee of “location” is made when enlisting for a specific area, unit, or command.

(5) If the station, unit, command, or area is inactivated, disbanded, or discontinued, the person will be subject to reassignment according to the needs of the Army.

(6) Person may be subject to periods of temporary duty on an individual basis away from the station of choice for which enlisting. Such periods of temporary duty will not count against guaranteed stabilization period.

(7) Persons may receive initial assignment at interim location to unit undergoing training. That unit will deploy to the station of choice upon successful completion of training. Stabilization starts upon arrival at station.

(8) If a Soldier is enlisting for a COHORT designated unit, the following information will be provided:

(a) COHORT units have rotation schedules between the continental United States and outside the continental United States.

(b) Although it is the intent to train and assign members of the same COHORT training package as a group, there are instances where a group that has trained together is split up in the COHORT unit and, as a result, does not violate or otherwise breach the contract. Enlistees for COHORT, however, will be assigned to the unit (division) for which enlisting. No guarantee of specific company, battalion, or brigade is implied.

(c) Because COHORT units have rotation to overseas areas and units that are located in overseas areas have additional inter-theater rotations, applicants will meet the overseas tour length requirement for the area in order to have a with dependents tour. This sometimes requires an extension of the enlistment period to meet the requirements of AR 614–30. This requirement includes Alaska and Hawaii.

(9) Applicants enlisting under the U.S. Army Buddy Team enlistment option will be guaranteed—

(a) To start training and complete training at the same unit provided all prerequisites are met.

(b) The same unit of assignment upon completion of training.

9–9. Enlistment Program 9C, U.S. Army Incentive Enlistment Program (Enlistment Bonus, Army College Fund, Loan Repayment Program and Partnership for Youth Success (PaYS))

This program is available to qualified NPS, PS, and ACASP applicants enlisting for the minimum term of enlistment, when authorized by HQDA enlistment incentives message. Previously disenrolled SROTC cadets who were scholarship recipients are not entitled to incentives under this paragraph. Incentives will be offered using REQUEST and message will be updated quarterly or as required. All enlistees must meet the prerequisites before and after enlistment (see DA Pam 611–21). Primary Incentive Enlistment Options available for enlistment are available in REQUEST as offered and determined by the DCS, G–1. When a member enlists under the DEP, with a concurrent commitment to serve in an RC, the award level of the enlistment incentive is fixed on the date of enlistment in the DEP, rather than on the date of entry on AD, unless otherwise directed by DCS, G–1.

a. Under this program, enlistees may be eligible for—

(1) Enlistment bonus.

(2) Army College Fund.

(3) Loan Repayment Program.

(4) Partnership for Youth Success (PaYS) Program.

b. Applicants will be informed of the following:

(1) *Enlistment bonus.*

(a) Enlistees who voluntarily or because of any misconduct, fail to satisfactorily complete AIT or one station unit training, will be trained in another MOS. They will complete their term of enlistment based upon the needs of the Army, unless separated for administrative or disciplinary reasons. If separated for administrative or disciplinary reasons, the bonus will not be paid. Refer to the latest HQDA incentives message to determine which incentives may not be impacted by failure to complete MOS training.

(b) Persons who have been paid an enlistment bonus and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete the term of their enlistment. In such instances, the person will not have to repay the unearned portion of the enlistment bonus.

(c) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete their term of enlistment and may keep the bonus.

(d) Soldiers paid the enlistment bonus must (unless otherwise directed by DCS, G–1 (DAPE–MPA)) serve in the designated MOS for the period of enlistment (including changes in MOS due to normal skill progression).

(e) Persons who do not complete their term of enlistment for which the enlistment bonus was paid, or persons who are not technically qualified in the skill for which the enlistment bonus was paid, may be required to refund the unearned portion of such enlistment bonus (refer to the most recent HQDA incentives guidance and AR 601–280 for RA; and chapter 10 of this regulation for RC or former RC entering the RA).

(f) Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS and/or skill qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of such clearance may result in reclassification or recoupment in accordance with paragraph 10–9.

(g) The bonus is—

1. Payable in accordance with the current HQDA enlistment incentive message as published by the DCS, G–1, Enlisted Accessions Division, DAPE–MPA.

2. Payable at first duty station after being awarded their MOS.

(2) *Army College Fund*. This program provides additional education assistance in addition to that earned under the MGIB.

(a) Normally, the funds will be dispersed to the participant in 36 equal monthly installments while the person is enrolled in an approved program of education. A Soldier who fails to qualify for MGIB (for example, if they separate with a less than an honorable discharge) or who fails to complete their initial term of enlistment in the MOS which offered the Army College Fund, forfeits entitlement to all benefits provided by the Army College Fund unless discharged for service connected disability, hardship, or convenience of the Government. If discharged for the convenience of the Government, the following minimum time must have been served: 20 months for 2-year enlistees, and 30 months for all other terms (3 years or longer). Although an individual who separates early for certain qualifying reasons may earn partial (for example, hardship or disability) or even full MGIB (for example, in instance of convenience of the Government discharge with 20/30 month rule). The Army College Fund is earned on a prorated basis for up to 36 months. Individuals who contract for the Army College Fund for 3 or more years, who do not complete at least 36 months, but who may be eligible for partial or even full “basic” MGIB, will have a reduced/prorated Army College Fund.

(b) Army College Fund participants must enroll in the basic MGIB. Applicants will have \$100 per month reduced from their pay during their first year on AD. Once a decision to enroll in the MGIB has been made, this decision cannot be withdrawn, monthly pay deduction cannot be stopped (until \$1200 has been collected), and deductions are nonrefundable.

(c) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by DCS, G–1 (DAPE–MPA). Change of MOS because of normal career progression is authorized.

(3) *Loan Repayment Plan Incentive Option*.

(a) Open to NPS applicants only. Not authorized for days of service applicants, except as described in HQDA–MPA–CB incentives message.

(b) Soldier must disenroll from the MGIB or the Post 9–11 GI Bill.

(c) The Army is authorized to repay—

1. Any loan made, insured, or guaranteed under the Federal Family Education Loan Program (20 USC 1071, et seq.);

2. Any loan made, insured, or guaranteed under the William D. Ford Federal Direct Loan Program (20 USC 1087a);

3. Any loan made, insured, or guaranteed under the Federal Perkins Loans (20 USC 1087a); or

4. Any loan incurred for educational purposes made by a lender that is an agency or instrumentality of a State a financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State.

(4) *Partnership for Youth Success Incentive Option*.

(a) The PaYS Program is an additional recruiting incentive for new enlistees and ROTC Cadets. This program provides Soldiers an opportunity to interview with up to five employers that were selected during their enlistment process. Employer selections under PaYS are memorialized by the guidance counselors at the MEPS during the enlistment process. To qualify for an interview under this incentive, Soldiers must successfully complete their initial tour of duty (for RA) or IADT (for ARNG or USAR).

(b) PaYS is available for RA/USAR NPS applicants; ARNG NPS/PS applicants; as well as ROTC Cadets.

1. NPS applicants must be a high school senior or a high school diploma graduate with an AFQT of 31 or higher.

2. PS/NG NPS processing for either RA or AR qualify for PaYS, no IRR to TPU transfers. There is no AFQT education requirements beyond normal enlistment qualifications.

3. Recruiters will discuss PaYS with applicants, educators, and local business owners and review the PaYS program with Future Soldiers during Future Soldier orientation and ensure the Future Soldier is provided a copy of the PaYS pocket card and the appropriate PaYS recruiter publicity items.

4. After selections are made, guidance counselors must review the PaYS Statement of Understanding to ensure that it has been incorporated in the annexes of the enlistment contract for acknowledgment and signature of both the applicant and the guidance counselor.

5. Recruiting personnel or applicants for enlistment may review additional information about the PaYS incentives program at www.armypays.com.

c. From a pension fund or a nonprofit private entity, subject to case-by-case review and approval by DCS, G-1 (DAPE-MPA-CB).

(1) Provided the applicant meets and maintains the prescribed prerequisites and has qualifying loans in good standing, accepting the Loan Repayment Program ensures that the portion or amount of loan that may be repaid is \$1500 or 1/3 of the amount of the qualifying loans, whichever is greater for every year of service. The Army does not pay interest or fees or reimburse Soldiers for payments already made on loans.

(2) Repayment is made only after each successful year of AD performed commencing on the date of RA enlistment or commissioning.

(3) The Soldier must be advised that repayment amounts paid by the Government are subject to Federal and State income taxes as taxable income each year that payment is made.

(4) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by DCS, G-1 (DAPE-MPA-CB). Change of MOS because of normal career progression is authorized.

9-10. Enlistment Program 9D, U.S. Army Officer/Warrant Officer Enlistment Program

This program is available to qualified NPS, PS, and glossary NPS applicants enlisting for the minimum term of enlistment authorized by REQUEST. If enlisting for OCS, applicant must have received a baccalaureate or higher degree. If enlisting for WOFT, applicant must be a high school graduate or equivalent. Applicants in their senior year of either high school or of a 4-year college program may be enlisted into the DEP contingent upon successful completion of high school (for WOFT) or receipt of a Bachelor of Arts or Bachelor of Science (for OCS). CG, HRC and CG, USAREC will establish additional documents and processing procedures for applicants interested in applying for this program. OCS and WOFT applicants must have a general technical score of 110 or greater. Members of the DEP or DTP may not process for OCS or WOFT. For ARNG, OCS/WOCS enlistment program options are listed in the Accession Options Criteria (AOC).

a. Under this program—

(1) An NPS qualified applicant is guaranteed enrollment in OCS or WOFT upon successful completion of BCT.

(2) PS and glossary NPS applicants are guaranteed enrollment in OCS or WOFT.

(3) Prerequisites that must be met before enlistment—

(a) If enlisting for OCS, the applicant must—

1. Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

2. Possess documentary proof of a baccalaureate or higher degree from accredited college or university. Foreign transcripts must be evaluated according to paragraph 2-7f. Applicants in their last semester of the senior year of a college program leading to the award of a baccalaureate degree may be enlisted in the DEP if a letter or transcript is provided indicating the expected graduation date.

3. Be a U.S. citizen.

4. Not have more than 10 accumulative years of AFS at time of appointment as a commissioned officer. Applicants with 9 years of AFS at time of application should be carefully processed to ensure that expected graduation date allow commissioning before reaching the 10th year of service.

5. Be at least 19 years of age and not have passed their 33rd birth date at time of shipment to training, and must accept commission prior to age 34 (waivers considered).

6. Undergo a complete commissioning medical examination prescribed for officer candidates, according to AR 40-501. Meet the weight and body fat standards of AR 600-9, regardless of category (NPS, glossary NPS, or PS).

7. Must have been screened for Secret clearance eligibility and attain a Secret clearance to continue to serve as an officer or warrant officer.

8. Not have previously failed to complete an officer's commissioning program (waiver may be considered by Chief, Accessions Division, DCS, G-1 (DAPE-MPA) one year from date of disenrollment).

9. Not have been a nonselect from any Department of the Army Board for an officer producing program (waiver may be considered by Chief, Accessions Division, DCS, G-1 (DAPE-MPA) one year from date of adjournment of the selection board that did not select the applicant).

(b) OCS applicants will be informed of the following:

1. Army OCS is conducted at Fort Moore, GA, and is 14 weeks long. Branches in which officers are trained vary according to the needs of the Army. These needs are greater in Combat Arms than in other branches.

2. Applicants must fully understand that the OCS preference statement does not make or imply a guarantee of OCS assignment or commissioning branch.

3. Graduates normally are commissioned in one of the following branches: Infantry, Armor, Medical Service Corps, Signal, Engineers, Field Artillery, Transportation, Quartermaster, Finance, Chemical, Ordnance, Military Intelligence, Adjutant General, Military Police, and Air Defense Artillery. This list is subject to change without notice.

4. Training for OCS is designed to place the Soldier in and under physical, mental, and emotional pressure to simulate the stress and fatigue of combat. From the date of entry into the Army, the Soldier will undergo extensive and intense training until graduating from OCS.

5. OCS candidates are administratively promoted to the grade of E-5 while attending OCS. OCS candidates that are administratively eliminated or medically disqualified from OCS will be reduced in grade as determined by the Commandant, OCS.

6. OCS candidates are not eligible for the Army College Fund.

7. OCS selection boards will be conducted by HQ USAREC or the recruiting battalion in accordance with HQDA and HRC directives.

b. WOFT applicants will be informed that they must:

(1) Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

(2) Possess documentary proof of a high school diploma or higher education degree. A high school senior may apply if they are currently enrolled in an established high school as defined for a high school diploma graduate and if they expect to graduate within 365 days. It is preferred that applicants have at least 2 years of college.

(3) Be older than 18, but not more than 32 years, at the time of board selection.

(4) Meet the weight and body fat standards of AR 600-9, regardless of category (NPS, glossary NPS, or PS).

(5) Meet height standards in accordance with AR 40-501.

(6) Agree to accept appointment or commission as a warrant officer for an indefinite term in the USAR and serve on AD for not less than 72 months after successful completion of flight training.

(7) Undergo a complete type "A" medical examination for class "1" flight, prescribed by AR 40-501. Report of such examination will include electrocardiographic tracing and ophthalmology consultation. Class "1" physicals must be approved by the U.S. Army Aeromedical Center, Fort Novosel, AL, before accession.

(8) Not have attended or have been eliminated or graduated from a previous course of military sponsored flight or preflight instruction program.

(9) Be a U.S. citizen.

(10) Possess a favorable Tier 3 Personnel Security Investigation (minimum).

(11) Meet all prerequisites and processing requirements established under this program.

c. All enlistees must meet the prerequisites before and after enlistment, per DA Pam 611-21.

d. Primary enlistment options available for enlistment include—

(1) REQUEST Option 11. U.S. Army OCS.

(2) REQUEST Option 12. U.S. Army WOFT.

(3) Enlistment for OCS.

(4) Enlistment for WOFT (For ARNG, refer to the AOC).

(a) To be eligible for primary flight training, enlistees must successfully complete the 6-week WOCS (described in the Army Training Requirements and Resources System Course Catalog) at Fort Novosel, AL.

(b) Applicants will be informed of the nature of flight training and the assumed duties and responsibilities of an aviation warrant officer.

(c) Those who fail to meet the prerequisites or who voluntarily withdraw from the WOFT Program will be required to serve the remainder of their enlistment as an enlisted member.

(d) Warrant officer candidates are administratively promoted to the grade of E-5 upon entry into WOCS. Candidates who are administratively eliminated or medically disqualified from WOCS will be reduced in grade as determined by the Commandant, Warrant Officer Career College.

(e) The WOCS and WOFT start dates for training are tentative and subject to change.

(f) Applicants will be advised that their flight physical must remain valid in accordance with AR 40–501. Changes in medical condition or expiration of a flight physical prior to completion of WOCS will require a subsequent flight physical in accordance with AR 40–501.

(g) Upon successful completion and graduation of WOCS, applicant will be appointed to the grade of Warrant Officer 1 (WO1). Newly appointed warrant officers are then directed to 145th Aviation Regiment, U.S. Army Aviation Center, Fort Novosel, AL, for their initial entry rotary wing flight training.

(h) The WOCS and WOFT candidates are not eligible for Army College Fund.

(i) All applicants applying for the WOFT Enlistment Option Program will undergo a selection board, conducted at Headquarters, USAREC.

Section III

United States Army Reserve Enlistment Programs

9–11. Enlistment Program 9E, U.S. Army Reserve Bands Enlistment Program

This program is available to qualified NPS and PS applicants for enlistment in the USAR who meet criteria for ACASP as modified by this chapter. The Chief of Army Reserve and the CG, USAREC will assist in the interview and process coordination of applicants interested in applying for this program.

a. Under this program, qualified applicants are guaranteed—

(1) Assignment to a USAR Band.

(2) Accelerated appointment to an advanced pay grade without regard to time in grade or time in service requirements.

(3) Enlistment pay grade E–4.

b. All enlistees must meet the prerequisites before and after enlistment, per DA Pam 611–21 and chapter 7 of this regulation, as applicable.

c. Available enlistment options for this program are listed in chapter 7.

d. Applicants must be—

(1) Oriented on duties associated with MOS in which person is to be enlisted, as outlined in DA Pam 611–21.

(2) Advised that failure to complete BCT may result in separation from USAR under AR 635–200 or AR 135–178, accordingly.

(3) Advised that failure to demonstrate technical competence or perform satisfactorily during applicable IDT preparatory training or proficiency training period could result in delay or denial of appointment to accelerated pay grade and MOS reclassification or reassignment.

e. Record entries and orders apply as follows:

(1) For applicants required to enter IADT, orders will be prepared using proper format and will contain “U.S. Army Reserve Enlistment Program 9E, USAR Bands Program, AR 601–210.”

(2) One of the following statements will be entered on DD Form 1966—

(a) Enlisted for USAR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BCT and proficiency training on IET (minimum 12 weeks) and return to unit.

(b) Enlisted for USAR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BCT and return to unit to complete 48 hours proficiency training during IDT.

9–12. Enlistment Program 9F, U.S. Army Reserve Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Program

This program is available to qualified NPS and PS ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST.

a. Under this program, qualified applicants will be guaranteed—

(1) Assignment to a USAR Military Intelligence, Signals Intelligence, Electronic Warfare, or Signal Security Unit.

(2) Training prior to unit assignment.

b. All enlistees must meet the prerequisites before and after enlistment in DA Pam 611–21, as applicable.

c. This is a special USAR Enlistment Program that will be identified on REQUEST and will not contain any REQUEST options.

d. Applicants will be informed of the following:

(1) Some training may require a 4-year enlistment.

(2) Applicants will be subject to proper personnel security investigation. Continued assignment or attachment will depend on a continuing favorable security determination.

(3) If applicant fails to meet any required prerequisite after enlistment, another unit may be selected if vacancy exists and for which applicant is qualified.

(4) Failure to complete BCT may result in separation from the USAR under AR 635–200 or AR 135–175.

(5) Withholding or denial of information required for security clearance processing will be just cause for release from this program.

(6) Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled and may be given the chance to select another unit for which qualified and vacancy exists.

9–13. Enlistment Program 9G, U.S. Army Reserve Individual Ready Reserve Direct Enlistment Program

This program is available to qualified NPS and PS applicants enlisting in the USAR under chapter 3. Applicants must have no remaining MSO and be MOS qualified to enlist under this program.

a. Under this program, qualified applicants are guaranteed—

(1) Enlistment in the USAR.

(2) A concurrent assignment to the USAR Control Group (Reinforcement).

b. All enlistees must meet the prerequisites before and after enlistment (see DA Pam 611–21).

c. Applicants will be informed of the following:

(1) Time spent in the IRR will count toward computation of time in grade and time in service for promotion consideration and longevity for pay purposes.

(2) A member of the IRR is not entitled to receive pay unless serving on AD or ADT.

(3) Promotion consideration will be under policy currently in effect for members of the IRR (see AR 600–8–19).

(4) Fifteen points are awarded for each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.

(5) Members of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the President, Congress, or under any other conditions authorized by law.

(6) All military correspondence will be completed and promptly returned.

(7) Changes of address will be reported to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

9–14. Enlistment Program 9H, U.S. Army Reserve Officers' Training Corps/Simultaneous Membership Program

This program is available to qualified NPS and PS applicants qualified for enlistment in the RC who can meet criteria for enrollment in the ROTC Military Science (MS) curriculum (MS II, III, or IV).

a. *Program description.*

(1) Guarantees assignment to a Selected Reserve unit in a paid drill status.

(2) Guarantees simultaneous training as an ROTC cadet and a member of a USAR TPU after enrollment in the ROTC program.

(3) Accelerated appointment to pay grade E–5 on enrollment in the ROTC.

b. *Prerequisites.* All enlistees must meet the prerequisites in AR 145–1 before and after enlistment.

c. *Reserve Officers' Training Corps/Simultaneous Membership Program.* A voluntary officer training program that requires USAR enlisted status for eligibility.

d. *Limitations.*

(1) *Longevity credit.* In computing length of service for any purpose, only the officer's former service executed in their capacity as an enlisted member in a Selected Reserve unit, during ROTC as part of the SMP, qualifies as creditable service (see 10 USC 2106).

(2) *Reserve Officers' Training Corps scholarship recipients.* Except for recipients of the Reserve Forces Duty Scholarship Program, who are required to participate in the ROTC/SMP, cadets receiving financial assistance under the Army ROTC Scholarship Program are not eligible to participate in the ROTC/SMP. A cadet in the ROTC/SMP may apply for an ROTC scholarship; however, the cadet will be transferred from the TPU to Control Group (ROTC) prior to acceptance of such scholarship, except as stipulated.

(3) *Maximum participants.* The total number of ROTC/SMP participants assigned to a regional readiness command at any one time will not exceed 4 percent of the authorized total (officer and enlisted) strength of the command. Cadets assigned to one TPU may be attached to another TPU located close to an ROTC detachment. However, the total number of cadets drilling with any one TPU may not exceed three per commissioned officer supervisor.

(4) *Basis for direct enlistment or selection for assignment to officer-trainee positions.* A Soldier may be enlisted as a potential participant, or a cadet may be selected as a participant, for assignment to an officer-trainee position in a

TPU on the basis of three officer-trainee positions for each assigned officer in an authorized position. The Soldier or cadet will be assigned as overstrength against that officer position. Soldiers will be assigned to position 9991 on the unit manning report as officer candidates and not against specific paragraph and line positions.

(5) *Priority for direct enlistment or selection for assignment to officer-trainee positions.* The number of Soldiers or cadets applying to participate in the ROTC/SMP with a given TPU may exceed the number of officer-trainee spaces available. Should this occur, the specific order of priority below will be used for selection.

(a) First priority is for a current USAR TPU Soldier not enrolled in the ROTC (MS II, MS III, or MS IV); however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.

(b) Second priority is for a Soldier assigned to a Control Group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC (MS II, MS III, or MS IV), and must have completed basic training.

(c) Third priority is for the enlistment of a PS applicant. The applicant must be eligible for enrollment in the ROTC (MS II, MS III, or MS IV).

(d) Fourth priority is for the enlistment of an NPS applicant who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the PMS for entry into MS II or MS III.

(e) Fifth priority is for the enlistment of an NPS or PS applicant who is not enrolled in the ROTC (MS II, MS III, or MS IV), but has completed the ROTC Basic Camp.

(f) Sixth priority is for the enlistment of an NPS or PS applicant who is not enrolled in the ROTC (MS II, MS III, or MS IV), but has completed MS I.

(g) Seventh priority is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC (MS II, MS III, or MS IV).

(h) Eighth priority is for the reassignment of a cadet enrolled in the ROTC (MS II, MS III, or MS IV) from Control Group (ROTC) to the USAR TPU.

(6) *Bonus incentives and loan repayment programs.*

(a) A NPS or PS applicant enlisted under Option 9H is not eligible for an SRIP enlistment bonus or participation in the loan repayment programs (see chap 5).

(b) A Soldier reassigned from the IRR to a USAR TPU as a potential participant in the ROTC/SMP is not eligible for the SRIP affiliation bonus (see para 10–15).

(7) *Montgomery GI Bill entitlement.*

(a) *Montgomery GI Bill for service on active duty.* A Soldier entitled to educational assistance under the MGIB for service on AD (38 USC 3011) retains such entitlement on enrollment in the ROTC (MS II, MS III, or MS IV) and participation in the ROTC/SMP.

(b) *Montgomery GI Bill for Selected Reserve Service (10 USC 2131).*

1. A Soldier enlisted as a potential participant is entitled to enrollment in the MGIB if they complete or have completed IET, have been awarded an MOS, and meets the eligibility criteria of chapters 5 and 8 prior to enrollment in the ROTC Advanced Course. ROTC/SMP participants who have completed BCT and have been coded as 09R are not eligible for USAR MGIB.

2. A Soldier currently entitled to educational assistance under the MGIB will retain such entitlement on enrollment in the ROTC (MS II, MS III, or MS IV) and retention in a TPU as a cadet participating in the ROTC/SMP.

3. A cadet reassigned from Control Group (ROTC) to a USAR TPU to participate in the ROTC/SMP is not eligible for MGIB entitlement.

4. Termination of MGIB entitlement is prescribed by this regulation.

e. Applicant's requirements.

(1) Agree, on successful completion of ROTC Advanced Course, to include the Advanced Camp, to volunteer for commissioning.

(2) Agree to enroll in ROTC (MS II, MS III, or MS IV) within 1 year after enlistment in USAR.

(3) Be of good moral character as evidenced by record in home community.

(4) Be a citizen of the United States.

(5) Scholarship applicants must be at least 17 years of age within the first semester in which the scholarship is to begin benefits. Students cannot contract until they have reached their 17th birthday. Additionally, 10 USC 2107 requires applicants to be under 31 years of age on 31 December of the calendar year in which they are to be commissioned. Age requirement for scholarship cadets is governed by 10 USC 2107 (waiver not considered). These applicants must achieve a score of 31 or higher on the ASVAB (no other aptitude score or testing is required for enlistment of ROTC cadets).

(6) Nonscholarship applicants must be at least 17 years old to contract in the Basic Course/Advanced Course (MS II, MS III, or MS IV). Applicants under 18 years old, and those who are minors for the purpose of executing contracts

under the laws of the State which has jurisdiction where the school is located (even if older than 18), require parental consent for contracting in the advanced course. Applicants must not be 31 years old or older at the projected time of commissioning. Waivers will be considered between 31 and 39 years of age at the projected time of commission for uniquely qualified individuals that are guaranteed Reserve Forces Duty only.

(7) Meet medical fitness standards prescribed in AR 40–501, chapter 2, for enrollment in ROTC Basic Course/Advanced Course (MS II, MS III, or MS IV).

(8) Have qualifications for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training.

(9) Non-scholarship applicants must achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test, composite score of 19 on the American College Test, or minimum total score of 85 on the Preliminary Scholastic Aptitude Test. If these scores are not available, or, if the person does not qualify on Scholastic Aptitude Test, American College Test, or Preliminary Scholastic Aptitude Test, recruiting brigade commanders may approve waivers for enlistments in cases where applicant achieved a general technical score of 110 or higher. All applicants must have an ASVAB score of record to enlist.

(10) Agree to enroll for a minimum of 2 years in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross-enrollment agreement with another institution hosting, an Army ROTC program. To be eligible, institution must be a civilian institution accredited to award baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.

(11) Meet requirements of AR 145–1 (see placement credit table) for entry into ROTC Basic Course/Advanced Course (MS II, MS III, or MS IV), or agree to meet this requirement within 229 days following enlistment.

(12) For PS applicants, must agree to minimum term of service of 4 years on enlistment. NPS applicants must enlist for an 8-year term of service.

(13) Present a completed PMS Certification to the station commander or Army guidance counselor.

(14) Complete DA Form 4824.

(15) Participate satisfactorily with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year they are required to attend ROTC Advanced Camp.

(16) If the member has no prior military service, enter on IADT within 270 days after enlistment to successfully complete an 8-week BCT.

(17) If member has prior military service and has accomplished a basic training course on AD or ADT conducted by a U.S. Armed Force, entry on IADT to complete 8-week BCT is not required.

(18) Enroll into ROTC (MS II, MS III, or MS IV) within 1 year.

(19) BCT requirement: This option does not apply to persons already enrolled in ROTC (MS II, MS III, or MS IV); these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed the DD Form 4 when enlisting for ROTC, under 10 USC 511a. Applicants eligible under this option enlist under 10 USC 511d and, if they previously have not completed BCT, they must be scheduled within 270 days.

(20) Failure to apply for and enroll in the ROTC (MS II, MS III, or MS IV) within 1 year after enlistment will cause the member to be dropped as a potential ROTC/SMP participant. Member then will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member also will be required to undergo any IADT not previously completed, to include AIT for MOS qualification if required.

(21) Should potential ROTC/SMP participant not be accepted for enrollment in ROTC Advanced Course, request discharge from current enlistment agreement or retention in the TPU in enlisted status.

(22) Should member become disenrolled from ROTC (MS II, MS III, or MS IV); fail to volunteer for the Early Commissioning Program; fail to accept a commission; or fail to be tendered a commission, if otherwise qualified, they will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member would be required to undergo any IADT not previously completed, to include AIT for MOS qualification, if required. After being dropped as an ROTC/SMP participant, enlisted pay grade will be determined under AR 600–8–19.

(23) Applicants enlisting for this option are not entitled to enlistment incentives under current DA policies prescribing the SRIP or similar Federal directives governing incentive programs.

(24) If applicant is otherwise eligible for USAR enlistment in a TPU, interview applicant to determine probable eligibility for enlistment under this option.

(25) Obtain from guidance counselor verification that an officer vacancy exists in the TPU to which applicant will be assigned on enlistment. Provide applicant with PMS Certification; request applicant have certification completed by PMS and returned before enlistment processing.

(26) On receipt of completed PMS Certification that shows applicant has a reasonable chance for acceptance on application for enrollment in ROTC (MS II, MS III, or MS IV), complete enlistment processing as required by chapter 6.

f. Record entries and orders.

- (1) Copies of the PMS Certification will be included in all distributed enlistment packets.
- (2) For applicants required to enter on IADT, orders prepared using AR 600–8–105 will contain “ROTC/SMP Program, Program 9H, AR 601–210” as the response to the “Auth” lead line, and will stipulate that period of training is to be 8 weeks to complete BCT.

g. Reserve Officers’ Training Corps Advanced Course enrollment eligibility. To enroll in the ROTC Advanced Course nonscholarship program under this chapter, a Soldier must—

- (1) Be assigned to a Selected Reserve unit.
- (2) Have a remaining statutory or contractual service obligation of 4 or more years at time of enrollment.
- (3) Meet the eligibility standards in AR 145–1 (see enlistment in the United States Military Academy and USAR ROTC/SMP) and not be ineligible per AR 145–1 (see eligibility of members of the U.S. Armed Forces).
- (4) Agree that on successful completion of the ROTC Advanced Course (to include the Advanced Camp), they will volunteer for commissioning in the ROTC Early Commissioning Program if—
 - (a) They were not enlisted in the TPU under Option 9H.
 - (b) They were not scheduled to receive a baccalaureate degree within 8 months of completion.

h. Cadet Reserve Officers’ Training Corps/Simultaneous Membership Program participation eligibility. For reassignment from Control Group (ROTC) to a Selected Reserve TPU to participate in the ROTC/SMP, a cadet must meet the following eligibility criteria. Waivers are not authorized. The cadet must—

- (1) Be enrolled in the ROTC (MS III or MS IV) nonscholarship program.
- (2) Be assigned to a verified officer-trainee position in a TPU.
- (3) Meet the body composition/weight control standards per AR 600–9.
- (4) Agree to volunteer for commissioning under the provisions of the ROTC Early Commissioning Program on successful completion of the ROTC Advanced Course (to include ROTC Advanced Camp) if, on completion, the cadet is not scheduled to receive a baccalaureate degree within 8 months.
- (5) Be processed under the provisions of this paragraph.

i. Policy applicable to a potential participant (09R10). The following policy and procedures are applicable to a Soldier not enrolled in the ROTC Advanced Course, but one who has enlisted, or been reassigned, as a potential participant in the ROTC/SMP.

(1) *Potential participant.* A “potential participant” is a Soldier who is not enrolled in the ROTC (MS III or MS IV), has been enlisted under Option 9H, or is assigned to a TPU, and executes a DA Form 4824 in conjunction with a DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment).

(2) *Reserve Component status.* The Soldier will serve in the enlisted rank and pay grade they attained.

(3) *Identification.* A potential participant will be identified by using reporting code 09R10 for the primary and duty MOS on enlistment documents (see DA Pam 611–21). TPU vacancy must be reserved on REQUEST as reporting code 09R20. The Commander, HRC will report potential participants to the Office of the Secretary of Defense through the RCs Common Personnel Data System using RC category designators “S” or “U,” as appropriate, and training retirement category designators “A” or “P,” as appropriate.

(4) *Pay.* A potential participant is paid in the pay grade and years of service attained by the Joint Uniform Military Pay System-RCs under training retirement category “P” or “A.” Effective the date of enrollment in the ROTC Advanced Course, the Soldier’s rank is cadet and they will be advanced to pay grade E–5 for pay purposes while in the officer-trainee position, if in a pay grade less than E–5.

(5) *Duty.* A potential participant will perform duty in an MOS in which qualified. If not MOS qualified, the Soldier will train in a duty MOS as determined by the TPU commander.

(6) *Satisfactory performance.* The Soldier serving as a potential participant is subject to the same standards for satisfactory performance as all other enlisted Soldiers assigned to the TPU.

(7) *Status on mobilization or call to active duty.* Although the potential participant is an assigned enlisted member of a Selected Reserve TPU, contracted ROTC cadets are to be considered nondeployable until they receive their commission and complete their officer basic course, or they are disenrolled from the program. Therefore, contracted cadets will not be mobilized, called, or ordered to AD in an enlisted grade or rank, unless they are disenrolled from the program.

(8) *Failure to enroll in the Reserve Officers’ Training Corps Advanced Course.*

(a) *Soldier does not apply for enrollment.* A Soldier who enlists under Option 9H and does not apply for enrollment in the ROTC Advanced Course within 1 year following enlistment will be dropped as a potential participant. The Soldier will be retained in a TPU in an enlisted status until completion of their contractual service obligation. If

the Soldier has not previously completed IET and been awarded an MOS, or if the Soldier is not qualified for TPU duty MOS, then the Soldier must complete any required IET or MOS qualification training.

(b) Soldier is not accepted for enrollment.

1. A Soldier who enlists under Option 9H and is not accepted for enrollment in the ROTC Advanced Course within 1 year following enlistment will, at their request, either be discharged from the USAR (see AR 135–178), or retained in a TPU in an enlisted status until completion of contractual service obligation. If the Soldier requests retention and has not previously completed IET and been awarded an MOS, or if the Soldier is not qualified for a TPU duty MOS, then the Soldier must complete any required IET or MOS qualification training.

2. A Soldier who enlisted under another USAR enlistment option and subsequently was selected as a potential participant, must apply for enrollment in the ROTC Advanced Course within 1 year following selection. If the Soldier is not enrolled or is not accepted for enrollment in the ROTC Advanced Course within 1 year following selection, the Soldier will be dropped as a potential participant. The Soldier will be retained in the USAR and continue to serve under the terms of the enlistment agreement or statutory MSO that existed prior to selection as a potential participant.

j. Policy applicable to a participating cadet (09R20). The following policy and procedures are applicable to a cadet enrolled in the ROTC Basic/Leader Development and Assessment Course (LDAC) (MS III or MS IV) and participating in the ROTC/SMP.

(1) *Participant.* A “participant” is a cadet enrolled in the ROTC Basic/LDAC (MS III or MS IV) who is simultaneously assigned to a TPU of the Selected Reserve as an officer-trainee.

(2) *Reserve Component status.* The rank of an ROTC/SMP participant is cadet (see AR 600–20). While enrolled in the ROTC (MS III or MS IV), a participant will wear the insignia of an ROTC cadet, and orders issued for any purpose will cite the participant's rank as cadet.

Note. A cadet is not a NCO or member of the NCO Corps and is not authorized to wear the insignia of an NCO. A lateral appointment from cadet to a NCO rank is not authorized while the cadet is enrolled in the ROTC (MS III or MS IV).

(3) *Identification.* A cadet participating in the ROTC/SMP will be identified using reporting code 09R20 as the primary and duty MOS on personnel records and data systems (see DA Pam 611–21), HRC, reports ROTC/SMP participants to the Office of the Secretary of Defense through the RCs Common Personnel Data System using RC category designator “U” and training retirement category designator “T.” Cadets will be assigned to position 9991 on a TPU unit manning report and not to a specific paragraph and line.

(4) *Pay.* A cadet is paid in the pay grade and years of service attained, but not less than pay grade E–5, by Joint Uniform Military Pay System-RCs under training retirement category “T.” While participating as a cadet in the ROTC/SMP until the date of commissioning, adjustments to pay will include basic pay table increases, basic allowance for subsistence, basic allowance for quarters, and drill pay based on years of service and longevity for creditable service in the computation of base pay. The subsistence allowance entitled a cadet enrolled in the ROTC (MS III or MS IV) is not affected by the cadet's participation in the ROTC/SMP.

(5) *Duty.* A cadet is an officer-trainee and will be assigned duties commensurate with the grade of second lieutenant, but such duties will be performed under the close supervision of a commissioned officer.

(6) *Satisfactory performance.* A cadet participating in the ROTC/SMP is subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted Soldiers assigned to the TPU. Failure to meet these performance and participation standards may result in cancellation of the ROTC/SMP agreement (DA Form 4824) and reassignment from the TPU to Control Group (ROTC), or disenrollment from the ROTC (MS III or MS IV).

(7) *Status on mobilization or call to active duty.* On a partial or full mobilization, by a declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President under emergency powers, a cadet (officer-trainee) will be treated as an officer or potential officer. The cadet may be commissioned immediately or be provided further precommissioning training as determined by the SECARMY. A cadet, after commissioning, may be mobilized or called to AD with their assigned TPU to fill officer unit vacancies at the time of mobilization or call to AD but is not eligible for deployment until completion of officer basic course branch training. An assigned or attached cadet does not affect the mobilization readiness condition of the TPU and will not be included in the TPU's readiness reporting. Unless disenrolled from the ROTC Advanced Course (see AR 145–1), a cadet will not be mobilized, called, or ordered to AD in an enlisted grade or rank.

(8) *Annual training.* Cadets will be excused on their request from AT during the year they are required to attend ROTC Advanced Camp. They will not be required to attend both, unless they choose to do so, but they must attend Advanced Camp. However, should the cadet be commissioned, or disenrolled from ROTC, and remain assigned to a

TPU, they must adhere to the AT requirement. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.

(9) *Failure to complete Reserve Officers' Training Course Advanced Camp.* A cadet who is disenrolled from ROTC Basic/LDAC (MS III or MS IV) will be dropped from the ROTC/SMP. If otherwise qualified, they will be retained in the TPU until completion of the Soldier's contractual or statutory service obligation. Immediate adjustment to rank and pay grade will be made per AR 600–8–19, and the Soldier must complete required IADT if not previously completed.

(10) *Cadet troop leader training.* A cadet participating in the ROTC/SMP is not eligible to participate in the ROTC Cadet Troop Leader Training.

k. *Policy applicable to Reserve Officers' Training Corps/Simultaneous Membership Program cadets on completion of the Reserve Officers' Training Corps Advanced Camp.* On completion of the ROTC Advanced Course, the discharge, commissioning, and assignment of a cadet participating in the ROTC/SMP will be in accordance with AR 145–1.

l. *Processing a Soldier assigned to a troop program unit (first priority).*

(1) A Soldier assigned to a TPU becomes a potential participant in ROTC/SMP when they execute the SMP agreement using DA Form 4824, and the agreement has been authenticated by the TPU commander. The DA Form 4824 will be prepared with an original and three copies, and distributed as follows:

(a) The original, together with a cover memorandum requesting it be filed in the Soldier's OMPF, will be sent to: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

(b) A copy will be attached as an addendum to the Soldier's current DA Form 3540 and retained in the Soldier's personnel file.

(c) A copy will be provided to the Soldier.

(d) A copy will be provided to the appropriate USAR command/general officer command.

(2) A Soldier assigned to a TPU becomes a participant in ROTC/SMP when they enroll in the ROTC (MS III or MS IV) and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the cadet must execute the DA Form 4824. The agreement will be distributed in the same manner as paragraph 9–14a(1).

(3) When a Soldier assigned to a TPU applies for enrollment in the ROTC (MS III or MS IV) to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the Soldier's current enlistment agreement (DD Form 4).

m. *Processing a Soldier assigned to the Individual Ready Reserve (second priority).*

(1) When a Soldier assigned to an IRR Control Group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the Soldier will be processed for reassignment from the IRR to the TPU per AR 140–10. If the Soldier is within 3 months of expiration term of service, they will be processed for an immediate reenlistment per AR 140–111 (see continued USAR membership when assigned to a unit of the Selected Reserve), concurrent with the TPU assignment.

(2) After the Soldier has been assigned to the TPU, the provisions regarding processing first priorities apply.

n. *Processing prior service and nonprior service applicants (third through seventh priority).* Applicants for enlistment as potential participants in the ROTC/SMP, with or without previous military service, will be processed as prescribed by Option 9H.

o. *Processing a cadet assigned to Control Group (Reserve Officers' Training Corp) (eighth priority).* To participate in the ROTC/SMP, a cadet assigned to Control Group (ROTC) will be processed for reassignment to an officer-trainee position in a TPU as follows:

(1) The PMS confirms through the TPU commander or guidance counselor that an officer-trainee position exists and the TPU commander will accept the cadet for assignment to the position.

(a) The PMS sends a packet consisting of the following documents to the appropriate guidance counselor:

1. All copies of the DD Form 1966.

2. The original and one copy of the DD Form 4 used on enrollment of the cadet in the ROTC (MS III or MS IV).

3. Two copies of the latest medical examination and medical history (DD Form 2807–2 and DD Form 2808).

4. Five copies of the order reassigning the cadet from Control Group (ROTC) to a TPU.

(2) The recruiter will—

(a) Build the cadet's complete record in Army Recruiting Information Support System and scan in appropriate source documents into guidance counselor redesign.

(b) Project the cadet as a prior service "ENLIST ONLY" and place in the comments "SMP."

(3) The guidance counselor will—

(a) Review the documents to determine the cadet's qualification for unit assignment in the same way as if the cadet was being processed for enlistment.

(b) If the cadet meets the basic eligibility requirements of chapter 3, the applicant must take the ASVAB and meet trainability scores in paragraph 3–6. The guidance counselor will notify the PMS and reassignment processing will continue.

(4) The guidance counselor will prepare and distribute the documents received from the PMS as follows:

(a) Prepare a packet containing the following documents and send to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, to establish the cadet's OMPF:

1. Original DD Form 4, if possible.
2. Original DA Form 3540 with original DA Form 4824 securely attached.
3. Original DD Form 1966.
4. Copy of latest DD Form 2807–2 and DD Form 2808.
5. Copy of the TPU reassignment order.

(b) Prepare a packet containing the number 2 copies of the documents outlined in paragraph (1) above, and send it to the appropriate USAR command/general officer command commander. This packet will be used to bring the cadet into the strength accountability of the Selected Reserve as a gain transaction. The USAR command/general officer command will then send this packet to the appropriate TPU to establish the cadet's personnel file.

(c) Give the cadet the number 3 copies of the DA Form 3540 with DA Form 4824 attached, DD Form 1966, and the TPU reassignment order.

(d) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966 and the other documents used in effecting this transaction.

(e) Make every effort to obtain the original DD Form 4 executed at the time of the cadet's enrollment in the ROTC (MS II only). However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.

p. Processing a disenrollment from the Reserve Officers' Training Course Advanced Course.

(1) A Soldier disenrolled from the ROTC (MS III or MS IV) is dropped from ROTC/SMP participation, retained as an assigned member of the TPU, and serves in an enlisted rank (AR 600–8–19) until expiration term of service of their current contractual or statutory service obligation. This is, provided the Soldier is not otherwise processed for discharged per AR 135–178.

(2) On notification that a cadet has been disenrolled from the ROTC (MS III or MS IV) and processing under AR 135–178 is not being initiated, the TPU commander will complete the notice of removal from ROTC/SMP and distribute the copies as shown below.

(a) The original will be sent to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, with a memorandum requesting the notice be inserted in the Soldier's personnel file.

(b) A copy will be placed in the Soldier's official personnel records.

(c) A copy will be given to the Soldier.

(d) A copy will be sent to the appropriate USAR command/general officer command commander.

(e) A copy and a memorandum of transmittal will be sent to the Joint Uniform Military Pay System Reserve Components input station.

(3) The TPU commander will coordinate with the appropriate MEPS guidance counselor and obtain training reservations for entry of the Soldier on ADT to complete basic/advanced IET, if required.

q. Processing cadets applying for the Army Reserve Officers' Training Course Scholarship Program.

(1) Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, recipients of Army ROTC scholarships are not eligible to participate in the ROTC/SMP. However, this does not preclude an ROTC/SMP cadet from applying for an ROTC scholarship.

(2) An ROTC/SMP cadet must inform the TPU commander that application has been made for an Army ROTC scholarship. If the cadet is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander who will initiate the reassignment procedures.

r. Processing release from Reserve Officers' Training Course/Simultaneous Membership Program and reassignment to Control Group (ROTC).

(1) Unless disenrolled from the ROTC Advanced Course or commissioned, a cadet will not be reassigned from a TPU to a Control Group administered by Commander, HRC (for example AT, Reinforcement, and so forth). The voluntary or involuntary release of a cadet from the ROTC/SMP will require reassignment to Control Group (ROTC) administered by an ROTC region commander, or discharge concurrent with disenrollment.

(2) A cadet may be voluntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) provided the reassignment is not solely for the purpose of discharge from the ROTC to avoid a statutory or contractual service obligation. Release from the ROTC/SMP may be based on—

- (a) Personal reasons.
- (b) A change of address and the cadet lives beyond a reasonable distance from the training center.
- (c) Surviving son or daughter status.
- (d) Dependency or hardship.
- (e) Pregnancy.

(3) A cadet will be involuntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) when the cadet—

- (a) Accepts an ROTC scholarship.
- (b) Is not within reasonable commuting distance of another officer-trainee position as a result of TPU inactivation or relocation.
- (c) Is an unsatisfactory participant per AR 135–91.
- (d) Fails to maintain Army weight control standards per AR 600–9.
- (e) Fails to pass the Army physical fitness test of record.
- (f) Is unable to perform duties due to parenthood.
- (g) Is removed from the ROTC/SMP for cause based on performance or conduct.

(4) A request for voluntary or involuntary reassignment of a cadet to Control Group (ROTC) will be processed as follows:

(a) *Voluntary reassignment.* Citing the reasons on DA Form 4187, a cadet may request reassignment to Control Group (ROTC). The TPU commander will endorse the request through command channels to the appropriate USAR command/general officer command commander.

(b) *Involuntary reassignment.* The TPU commander will submit a memorandum through command channels to the appropriate USAR command/general officer command commander requesting reassignment of the cadet to Control Group (ROTC). The memorandum will contain full justification for the request.

(5) On receipt of a request submitted under paragraph 9–14d, the USAR command/general officer command commander—

- (a) Disapproves the request and returns the DA Form 4187 or memorandum to the sender without further action.
- (b) Approves the request and—
 1. Issues orders reassigning the cadet to Control Group (ROTC) under the appropriate ROTC brigade commander.
 2. Sends copies of the reassignment orders and the cadet's personnel file to the appropriate ROTC brigade commander.
 3. Uses transaction type code “MP.”
 4. Instructs the TPU commander to take appropriate action to remove the cadet from the Joint Uniform Military Pay System-RCs Master Pay File.
 5. Sends a memorandum with a copy of the orders enclosed to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. The memorandum will request a copy of the orders be inserted in the cadet's OMPF and OMPF be retired under the National Archives and Records Administration.
- (c) *Processing a cadet for discharge to accept a commission per AR 135–178.* The appropriate PMS will issue orders discharging an ROTC/SMP cadet from enlisted status and TPU membership. A copy of this discharge order must be furnished to the losing USAR TPU as soon as possible so the TPU can initiate procedures necessary to effect a loss transaction to Standard Installation/Division Personnel System-USAR.

9–15. Enlistment Program 9I, U.S. Army Reserve Officer Candidate School Enlistment Program

This program is available to qualified NPS and PS with a baccalaureate or higher degree from an accredited college or university. NPS applicants enlisting under this program must enlist for a minimum term of 6 years in the Selected Reserve and 2 years in the IRR (6 x 2) and PS applicants must enlist for a 3-year term. The Chief of Army Reserve and the CG, USAREC will assist in the interview and processing of applicants interested in applying for this program. OCS applicants must have a general technical score of 110 or greater to enlist for this program.

- a. This program guarantees enrollment in the OCS Program.
- b. All enlistees must meet the prerequisites before and after enlistment.
- c. OCS Enlistment Program is a special recruiting program that will be processed via chapters 5, 6, and this paragraph.
- d. Applicants must—

(1) Possess documentary proof of having received a baccalaureate or higher degree from an accredited postsecondary institution or program as recognized by the U.S. Department of Education (foreign transcripts must be evaluated according to paragraph 2–7f). Individuals in their last semester of their senior year of a college program leading to the award of a baccalaureate degree may be enlisted with a letter or transcript from the college indicating the expected graduation date, provided the graduation date is prior to the date individual is scheduled to ship to OCS training.

(2) Be at least 18 years of age and not have passed their 33rd birth date at the time of shipment to training and must graduate and accept commission prior to age 34.

(3) Successfully complete BCT, if required.

(4) Successfully complete advanced physical fitness examination at Fort Moore, GA, before OCS enrollment.

(5) Successfully qualify for personal security clearance before OCS graduation.

(6) Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS Program.

(7) Not have previously failed to complete an officer's commissioning program (waiver may be considered by Chief, Accessions Division, DCS, G–1 (DAPE–MPA) one year from date of disenrollment).

(8) Not have been a nonselect from any Department of the Army Board for an officer producing program (waiver may be considered by Chief, Accessions Division, DCS, G–1 (DAPE–MPA) one year from date of adjournment of the selection board that did not select the applicant).

e. Army OCS is conducted at Fort Moore, GA, and is 14 weeks long. Branches in which officers are trained are determined by the TPU vacancy for which enlisting.

f. OCS applicants must understand the following challenges that face them:

(1) From the date of entry until graduation from OCS, applicants will undergo about 6 months of intensive training (if BCT is required).

(2) This training is designed to impose physical, mental, and emotional pressure to simulate stresses and fatigue of combat.

(3) Applicants who fail to meet the requirements of this program or who voluntarily withdraw from the OCS Program will be required to serve the remainder of their enlistment as an enlisted member.

9–16. Enlistment Program 9J, U.S. Army Reserve Warrant Officer Flight Training Enlistment Program

This program is available to qualified PS applicants. The Chief of Army Reserve and the CG, USAREC will assist in the interview and processing of applicants interested in applying for this program. Members of the DEP or DTP may not process for OCS or WOFT. General technical score for OCS or WOFT applicants cannot be waived (no exceptions).

a. Under this program—

(1) Qualified PS applicants are guaranteed enlistment for a minimum term of enlistment of 3 years and enrollment in the WOFT Program.

(2) Qualified applicants are guaranteed advancement to pay grade E–5 while attending WOFT (at entry into the WOCS).

b. All enlistees must meet the prerequisites before and after enlistment. Applicants must pass a Type I, Class I flight physical.

c. The OCS Enlistment Program is a special recruiting program that will be coordinated by the Commander, HRC, the Chief of Army Reserve, and Commander, USAREC, and processed via chapters 5 and 6.

d. Applicants must—

(1) Successfully complete BCT, WOCS, and flight officer indoctrination. Persons not required to attend basic training will be sent directly to WOCS.

(2) Qualify for security clearance prior to entering the WOCS.

(3) Complete the 6-week WOCS course to be eligible for primary flight training.

(4) Be made aware of the nature of flight training and responsibilities that warrant officers assume.

(5) Be required to serve the remainder of their enlistment as an enlisted member if they fail to meet requirements of paragraphs 9–16d(1) and (2), or voluntarily withdraw from the WOFT Program. Warrant officer candidates are promoted to grade E–5 while attending WOFT (at entry into the WOCS). Individuals who fail to meet the requirements of paragraphs 9–16d(1) and (2) will be reduced in grade as determined by the Commander, HRC.

e. Class dates are tentative and are subject to change.

f. Applicants will be informed of service obligation as a member of Selected Reserve in a TPU (see AR 135–91).

9–17. Enlistment Program 9K, U.S. Army Reserve Specialized Training for Army Readiness Enlistment Program

The U.S. Army Reserve Specialized Training for Army Readiness Program is available to qualified NPS applicants enlisting for a minimum term of enlistment of 6 x 2. The PS applicants who are authorized to enlist under this program must enlist for a minimum term of enlistment of 4 years and have never been a previous participant in this program.

a. Under this program—

(1) Qualified NPS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades upon completion (see DA Pam 611–21).

(2) Qualified PS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades upon completion (see DA Pam 611–21). PS applicants authorized a higher enlistment grade under paragraph 3–18 will be given the higher pay grade than the advance pay grade given in the selected medical skill (see DA Pam 611–21).

(3) Qualified NPS and PS applicants must complete DA Form 7004 (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the U.S. Army Reserve Specialized Training for Army Readiness (STAR) Program).

b. This is not an educational incentive or scholarship program. This is an Army Reserve Training Program. Persons applying for enlistment under this program must meet the following prerequisites before enlistment:

(1) Be a high school graduate (or equivalent) or high school senior with reasonable assurance of graduation.

(2) Not be qualified for a select medical MOS under ACASP that is authorized under this program.

(3) For PS applicants, not have an MOS with a skills qualification identifier of 2.

(4) Possess a letter of acceptance from an accredited school in a course of study authorized under this program.

c. The U.S. Army Reserve Specialized Training for Army Readiness Program is a special recruiting program that will be coordinated by the Commander, HRC, the Chief of Army Reserve, and the Commander, USAREC, and processed via chapters 5 and 6.

d. Applicants must—

(1) Successfully complete BCT within 365 days of enlistment. This is considered Phase I for this program (NPS applicants only).

(2) In Phase II for NPS applicants, start military-sponsored training in a civilian school within 180 days of acceptance or upon completion of Phase I and make satisfactory progress toward completion of academic standards.

(3) In Phase II for PS applicants, start military-sponsored training in a civilian school within 180 days of acceptance.

(4) In Phase III for NPS applicants, successfully complete 4 weeks of AD training at an Army medical treatment facility.

(5) In Phase III for PS applicants, complete 48 hours of proficiency training conducted in IDT at their home unit.

(6) Meet and maintain applicable Army standards for weight and body fat and physical fitness.

(7) Upon enrollment for Phase II, complete a SF 182 (Authorization, Agreement, and Certification of Training) at their home unit and forward to the school.

(8) Attend authorized school as a full-time student and in the specific program for the MOS in which enlisting. Soldier is expected to maintain academic standards established by the school and complete Phase II within 2 academic years. All requisite licensure and certification is included.

(9) Satisfactorily participate in required unit training assemblies unless properly excused by the TPU commander.

(10) Successfully complete all licensure or certification, and successfully complete all required examinations given by the appropriate national or State accreditation agency. Soldier will take the first available test period. If the Soldier fails, they must take subsequent examinations consecutively. The Soldier will be allowed two attempts to successfully complete required examinations before reclassification/reassignment to another MOS or ordered to complete IET for an MOS.

(11) Complete required service in the TPU and obligated service specified in the enlistment agreement.

e. Under this program, the Army will provide AIT in an approved/authorized civilian institution as opposed to a military facility. The Army will not provide financial benefits. The Army is responsible only for the expenses incurred for the Soldier to receive training for the purpose of being awarded a selected MOS authorized by this program.

f. Training by the Army under this program may not exceed 2 years (academic) and will be completed in the minimum amount of time feasible for the selected MOS.

g. The Army will pay for tuition, books, fees, and equipment, in an amount that is normally charged for such a program, but not to exceed \$6,000 per year (\$6,000 cap is inclusive of all associated costs). Room and board, transportation to the school, transportation from domicile to lab, transportation to school functions, or other nonschool related activity will not be authorized payment or reimbursement. No exception to the \$6,000 limit is authorized.

- h.* The Army will pay on a one-time basis—
- (1) Pre-admission fees.
 - (2) Examination charges.
 - (3) Matriculation fee.
 - (4) State/National Board or license fees.
 - (5) Malpractice insurance fee (not health insurance).
 - (6) The Director of the National Augmentation Detachment will authorize additional payments on a case-by-case basis when the school or other agency requires reenrollment fees for subsequent semesters.
- i.* All schools participating in this program must be approved before enrollment.
- j.* The CG, U.S. Army Reserve Command, will terminate a Soldier's participation in this program if the following occurs—
- (1) Disenrollment from the program (training) by the Soldier.
 - (2) Failure to meet and maintain eligibility, including unsatisfactory TPU participation or performance.
 - (3) Failure to maintain acceptable academic standards, attendance, or other reasons which are not consistent with completion requirements of the course of study as determined by the school attending.
 - (4) Unsatisfactory completion of necessary training that fulfills the school curriculum leading to certification or licensure in the MOS for which enlisted.
 - (5) Orders to terminate the program by HQDA.
- k.* At the discretion of the CG, U.S. Army Reserve Command, a Soldier's participation in Phase II of this program may be suspended, in lieu of termination, for a period not to exceed 6 months.
- l.* Applicants may enlist in the following U.S. Army Reserve Specialized Training for Army Readiness program medical skills and be awarded an MOS under the provisions of DA Pam 611–21:
- (1) 68D (Operating Room Specialist).
 - (2) 68E (Dental Specialist).
 - (3) 68G (Patient Administration Specialist).
 - (4) 68H (Optical Laboratory Specialist).
 - (5) 68J (Medical Logistics Specialist).
 - (6) 68K (Medical Laboratory Specialist).
 - (7) 68M (Hospital Food Service Specialist).
 - (8) 68P (Radiology Specialist).
 - (9) 68Q (Pharmacy Specialist).
 - (10) 68R (Veterinary Food Inspection Specialist).
 - (11) 68S (Preventative Medicine Specialist).
 - (12) 68T (Animal Care Specialist).
 - (13) 68V (Respiratory Specialist).
 - (14) 68W (Health Care Specialist).
 - (15) 68X (Mental Health Specialist).

9–18. Enlistment Program 9L, Selected Reserve Incentive Program, U.S. Army Reserve Component Incentive Enlistment Program (nonprior service enlistment bonus, prior service enlistment bonus, Montgomery GI Bill-Selected Reserve Kicker, Loan Repayment Program)

This program is available to qualified NPS, PS, glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment, when authorized under the SRIP as described in chapter 10n AR 621–202. The current year approved SRIP will describe all approved RC incentives. This regulation provides basic eligibility and administrative procedures for RC incentives under the SRIP. Actual incentive amounts, units, and skills included in the SRIP and special programs under the SRIP such as seasonal bonuses, high school graduate, and other variations to the program will be announced semi-annually or as needed under the approved SRIP by the DCS, G–1.

- a.* Under this program, enlistees may be eligible for—
- (1) NPS enlistment bonus (see para 10–12).
 - (2) PS enlistment bonus (PSEB) (see para 10–14).
 - (3) MGIB Kicker.
 - (4) Loan Repayment Program.
- b.* NPS enlistment bonus or PSEB applicants will be informed of the following:
- (1) Enlistees who, voluntarily, or because of any misconduct, fail to satisfactorily complete AIT or on station unit training will be trained in another MOS. They will complete their term of enlistment based upon the needs of the

respective RC, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid.

(2) Persons who have been paid an enlistment bonus and who become disqualified to perform duties in the selected skill because of injury, illness, or other impairment (not the result of any misconduct by the person) will be retrained, if necessary, and used according to the needs of the USAR or ARNG. Such persons will be required to complete the term of their enlistment. In the above instance, the person will not have to repay the unearned portion of the enlistment bonus.

(3) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the respective RC. Such persons will be required to complete their term of enlistment and may keep the bonus.

(4) Soldiers paid the enlistment bonus must (unless otherwise directed by the appropriate RC) serve in the designated MOS for the period of enlistment (including change of MOS due to normal skill progression).

(5) Persons who do not complete their term of enlistment for which the enlistment bonus was paid, who are not technically qualified in the skill for which the enlistment bonus was paid, or who fail to obtain a security clearance through omission of information or derogatory data may be required to refund the unearned portion of such enlistment bonus (refer to most recent HQDA incentives guidance and chap 10).

(6) Applicant will be advised that attendance at AIT requires successful completion of BCT, if required, and qualification for security clearance, if required. See paragraph 10-3f.

(7) The bonus is payable in accordance with the current SRIP as published by the DCS, G-1, Enlisted Accession Division (DAPE-MPA) or the ASA (M&RA), as applicable.

(8) Previously disenrolled SROTC cadets who were scholarship recipients are not entitled to incentives under this paragraph.

9-19. Selected Reserve Incentives Program-Student Loan Repayment Program, Montgomery GI Bill-Kicker

Full eligibility and procedural guidance for education programs are contained in chapters 9 and 10 and AR 621-202. These programs must be listed in the approved SRIP. The SRIP is not a permanent program under 37 USC 308. The DCS, G-1, will issue policy revisions and update the SRIP semiannually as described in paragraph 9-18.

9-20. Review and approval of accession incentives and programs

a. Process. This paragraph establishes a process that provides Secretariat-level oversight and approval of all proposed or existing accession incentives, bonuses, pilots, or programs that use any Federal funds. New accession incentives, bonuses, pilots, or programs must meet the requirements reflected below before implementation. Further, to ensure that accession incentives and programs continue to meet statutory requirements, the ASA (M&RA) must approve all new programs before their initiation. In addition, by 30 June of each year, initiators will submit current programs for review and approval to continue. This guidance does not apply to marketing and advertising programs that applicable statutes have authorized Army components to implement. Accession incentives, bonuses, pilots, and programs will be submitted according to the requirements below.

(1) *Staffing process.* Army components (RA, USAR, and ARNG) will staff accession pilots, programs, incentives, or bonuses for implementation or continuation through the DCS, G-1 to the ASA (M&RA) for approval. Components will use the same staffing process through the DCS, G-1 to notify the ASA (M&RA) when they suspend or terminate an approved program.

(2) *Guidelines.* At a minimum, all requests for proposed accession incentives, bonuses, pilots, or programs must provide a “business case” that addresses the following items in the format shown at appendix B. Requests for continuation of existing programs only need to provide the information in paragraphs 9-20a (2)(e), (g), (i), and (j) and update other items, as needed.

(a) *Program name.* Provide a brief name for the incentive, bonus, pilot, or program to distinguish it from others.

(b) *Program description.* Describe the program, including the target Soldier, component(s), terms of service, payment method (if a monetary incentive), proposed payment schedule, and recoupment policy.

(c) *Justification.* Describe why the Army needs the pilot or program. Explain why the existing incentives, bonuses, pilots, or programs are insufficient. Describe the issue or problem the proposed accession incentive, bonus, pilot, or program addresses and how the program will resolve the issue.

(d) *Projected “Lift.”* Provide an estimate of the projected number of incremental accessions expected from the program or other benefits expected to result. Describe how numeric estimates were derived.

(e) *Actual “Lift.”* For programs submitted for continuation, show the actual lift achieved. Explain any disparity between projected and actual lift.

(f) *Projected cost.* Include an estimate of the projected cost of the program over the Future Years Defense Program. Describe how this estimate was derived.

(g) *Actual cost.* For programs submitted for continuation, provide actual costs incurred. Explain any disparity between projected and actual cost.

(h) *Proposed performance measures.* Indicate what measures the Army will use to demonstrate the effectiveness of the program. A performance metric must accompany the proposed incentive, bonus, pilot, or program that demonstrates how the Army will measure their effectiveness. Include the expected improvement to strength, assignment and deployments, and/or accession rates. Provide outcomes expected if the Army approves the program for implementation. One of the measures must be cost versus benefit.

(i) *Performance outcomes.* For programs submitted for continuation, provide data for the performance measures identified the previous year. Provide an explanation if actual outcomes deviate from the expected outcomes outlined the previous year.

(j) *Legal review.* A legal review by the servicing legal office must determine whether the proposal (or program continuation) violates any statute or policy. Identify the authority under which the Army may offer this program.

(k) *Internal controls.* Identify the areas of risk in the business process and describe the steps taken to limit the potential for fraud, waste, or abuse. Describe other internal controls in place. Identify a point of contact by name and with contact information (email and phone) who is trained to look for indicators of fraud, waste, or abuse; understands to whom the components should report any incidents; and understands that components must report all such incidents to the ASA (M&RA) immediately. Programs submitted for continuation must note any incidents of fraud, waste, or abuse that occurred in the previous year (although the components already should have reported the incidents to the ASA (M&RA)), and the steps taken to further reduce opportunities for fraud, waste, or abuse.

b. *Routing.* After the component packages the proposal and it meets the requirements in paragraphs 9–20a(2)(a) through (k), the component will forward the proposal through command channels and the DCS, G–1 to the ASA (M&RA) for consideration. The ASA (M&RA) will approve, disapprove, or return the request to the submitter for further justification.

c. *Termination of an existing incentive, bonus, pilot, or program.* The Army component (RA, USAR, and ARNG) for which the Army has approved an accession incentive, bonus, pilot, or program will notify the ASA (M&RA) through command channels of the intent to suspend or terminate the program. The notification must include the reasons and projected date of the suspension or termination. Reasons for termination or suspension may be that the program—

(1) Has resolved the issue and is no longer needed.

(2) Has been ineffective in meeting its desired goals. Is cost-prohibitive because the program's costs outweigh the benefits.

Chapter 10

Selected Reserve Incentive Program (Enlisted and Officer Incentives)

10–1. General

The SRIP is approved annually by the DCS, G–1 (DAPE–MP). The SRIPs are subject to changes in law and policy. As such, the DCS, G–1 (DAPE–MPA–CB), will manage the program to ensure compliance with established standards.

a. Selection for incentive coverage is based on critical skill reviews performed as directed by the DCS, G–1. Changes to skills (additions or deletions) are approved by the DCS, G–1 (Chief, Accessions Division (DAPE–MPA)).

(1) The DCS, G–1 will conduct a midyear review and analysis to evaluate changes, as appropriate.

(a) The CAR will review the critical skills, grades, and units for the enlisted and officer incentives for the USAR.

(b) The CG, HRC will review the critical skills for the IRR incentives for the USAR.

(c) The DARNG, if so assigned by the CNGB, will review the critical skills for the enlistment, re-enlistment/extension, and officer incentives for the ARNG.

(2) The incentive skill list will be updated by DCS, G–1 (DAPE–MPA), annually before the start of each fiscal year.

b. Incentives will be used to support early deploying units, critical skill shortages, and shortages in the IRR. The DCS, G–1, will announce the effective date of program adjustments.

(1) Unit mission changes may necessitate changes in a unit's eligibility for incentives.

(2) Dual mission units that fall in multiple priority groups may receive incentives based on the highest category assigned.

(3) The affiliation bonus may be available to any unit and skill in the ARNG and USAR in accordance with the annual SRIP guidance.

10-2. Program responsibilities

a. The Director of Military Personnel Management, DCS, G-1 (DAPE-MP), exercises Army Staff responsibility for policy governing the ARNG and USAR incentives. This is accomplished by—

(1) Developing policy or making changes to policy, in coordination with the DARNG, CAR, U.S. Army Reserve Command, USAREC, and the Office of The Surgeon General.

(2) Approving/disapproving exceptions to HQDA SRIP policies within statutory and DoD guidance.

(3) Coordinating with and forwarding program guidance and goals to the DARNG, CAR, the Office of The Surgeon General, for approving, modifying, and submitting to the SECARMY recommended changes to the various incentive programs.

(4) Maintaining liaison with other Services.

(5) Monitoring management indicators developed by DARNG, CAR, the Office of The Surgeon General, U.S. Army Reserve Command, USAREC, and HRC (AHRC-PAP-RE) to measure the effectiveness of the various programs.

(6) Providing coordinated responses to inquiries from the field, the Congress, the White House, and the Army Review Board Agency, concerning the incentive programs.

(7) Reviewing NGB and CAR budget requests for the incentive program before budget submission. Submitting reports required by the Office of the Secretary of Defense, the Office of Management and Budget, and the Congress.

(8) Providing guidance concerning program report preparation to DARNG, CAR, U.S. Army Reserve Command, USAREC, HRC (AHRC-PAP-RE), and Defense Finance and Accounting Service.

(9) Conducting an Enlistment Incentives Review Board and/or Multi-Component Enlisted Incentives Review for both the RA and RC, chaired by DCS, G-1 (DAPE-MPA), that will meet quarterly or as announced by DCS, G-1. Representatives from USAREC, HRC, DCS, G-1 DAPE-PR, USAR, and ARNG will attend. The RA Enlistment Incentives Review Board will analyze and adjust the application and amounts of enlistment incentives. The Multi-component Enlisted Incentives Review will review incentives across all Army components and ensure incentives policy is consistent, within statutory restraints, and meets manpower requirements and recruiting objectives.

(10) Monitoring and evaluating the effectiveness of the programs in achieving overall objectives.

b. The DCS, G-1, has Army Staff responsibility in coordination with DARNG and CAR for establishing mobilization priority categories used to identify units for incentive eligibility.

c. The DARNG exercises staff supervision and management of the incentive programs as they pertain to ARNG Soldiers. The DARNG, as directed by the CNGB, will—

(1) Develop detailed budget submissions.

(2) Develop policies, procedures, and management initiatives for the ARNG and recommend to DCS, G-1 changes in program policies and procedures.

(3) Coordinate fiscal operation of ARNG incentive programs within appropriation limits.

(4) Maintain current incentive eligibility status of units.

(5) Collect personnel data, as required.

(6) Prepare reports, as required.

(7) Provide input to DCS, G-3/5/7, concerning unit priorities.

(8) Exchange program related information with Defense Finance and Accounting Service.

(9) Develop and use appropriate advertising for the ARNG incentive programs.

(10) Evaluate the effectiveness of the ARNG incentive programs.

(11) Assign requests for exception to policy or waiver involving past and future individual cases regarding bonuses, loan repayment, and MGIB Kicker cases to the respective ARNG office most directly responsible for recruiting and retention and incentives policy (pay grade O-6 or higher or civilian equivalent). Such office may approve or act upon requests for waiver or exception in cases involving payment and management of incentives which would be contrary to personnel policy or management objectives; against equity or good conscience or contrary to the best interests of the United States; and clearly in the best interest of the Army.

d. The CAR is the appropriations director for the USAR incentive program. The CAR exercises staff supervision and management of the incentive programs as they pertain to USAR Soldiers. The CAR will—

(1) Prepare detailed budget submissions.

(2) Coordinate the fiscal operation of the USAR incentive program within appropriation limits.

(3) Develop and recommend to DCS, G-1, changes in incentive program policies and procedures.

(4) Provide input to DCS, G-3/5/7, concerning selection of units for incentive eligibility.

(5) Maintain the current incentive eligibility status of units.

(6) Manage the USAR Incentives Review Board and ensure representation from the USAR and/or CAR in addition to Defense Finance and Accounting Service, USAREC, HRC, and DCS, G-1 (DAPE-MPA).

(7) Assign requests for exception to policy or waiver involving past and future individual case bonuses, loan repayment, and MGIB Kicker cases to the respective USAR office most directly responsible for recruiting and retention (pay grade O-6 or higher or civilian equivalent). Such office may approve or act upon requests for waiver or exception in cases involving payment and management of incentives which would be contrary to personnel policy or other management objectives; against equity or good conscience or contrary to the best interests of the United States; and clearly in the best interest of the Army.

e. Commander, U.S. Army Reserve Command, and CG, HRC will—

(1) Collect personnel data as directed by DCS, G-1.

(2) Prepare program reports required by DCS, G-1.

(3) Recommend to DCS, G-1 changes in program policies and procedures.

(4) Exchange information related to the program with Defense Finance and Accounting Service.

(5) Supervise the operation of the incentive program pertaining to USAR IRR Soldiers.

f. The CG, USAREC, will—

(1) Recommend to DCS, G-1, changes in incentive program policies and procedures.

(2) Prepare reports required by DCS, G-1, related to the USAR enlistment incentive program.

(3) Develop appropriate advertising for USAR incentives in coordination with DCS, G-1.

(4) Evaluate the effectiveness of the incentive program as an enlistment incentive for the USAR.

(5) Coordinate with DCS, G-1, on the operation of the incentives program pertaining to enlistment in the USAR.

10-3. Policies and procedures

a. Personnel status for incentives. Incentives prescribed by this regulation may specify that an applicant be in an NPS or PS status; or a member in-service. They may also mandate the completion of specified IET or award of MOS upon MOS reclassification. To ensure compliance with public law and DoD directives that have been incorporated into this regulation, these terms have been defined in the glossary.

b. Authorized number of participants. The number of participants, who may receive an incentive, at any one time, will be contingent upon the level of funding available in any given fiscal year and HQDA or DoD guidance provided.

c. Retroactive provision. This regulation updates certain provisions in effect from earlier fiscal years' incentive programs. Soldiers who entered into agreements under an earlier incentive program will continue to participate in that program. This regulation does not change the basic benefits contracted for under earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the incentive agreement and executed at the time of enlistment, reenlistment, extension, affiliation, or accession is unchanged. An incentive agreement cannot exceed the limits of the law or authorized limits of the SECARMY. Retroactive entitlement or reinstatement based on the revised or amended policy contained in this regulation is not authorized.

d. Position vacancy requirements.

(1) Selected Reserve incentives are offered to designated units and selected skills only when a valid position vacancy exists. Valid position vacancies are either current or projected from the unit's organization tables. These tables include—

(a) Tables of organization and equipment.

(b) Tables of distribution and allowances.

(c) Modification table of organization and equipment.

(d) Modification table of distribution and allowances.

(2) Valid position vacancies may also be either current or projected from a unit's approved wartime required shortage list. For the purpose of this regulation, the term "wartime required shortage" is used instead of the term "authorized overstrength" referenced in other Army publications. The authorizations approved are based on component wartime required shortages.

e. Educational requirements. The enlistment bonus, MGIB Kicker, and the SLRP may be granted to a Soldier who meets the required eligibility criteria and who has the credentials of a secondary school graduate.

(1) Applicants/individuals who elect the enlistment bonus, education, or the SLRP incentives and are attending school at the time of enlistment must have the credentials of a secondary school graduate within the timeframe shown in paragraphs 10-3e(1)(a) or (b)—

(a) Alternate Training Program enlistment option: prior to entry on the second phase (Phase II) of IADT (see chap 5).

(b) Other than Alternate Training Program enlistment option: prior to entry on IADT (see chap 5).

(2) Soldiers who do not have the credentials of a secondary school graduate within the established timeframe will be subject to termination of the enlistment bonus, education incentive, or SLRP.

f. Security clearance requirements. Soldiers must meet security clearance requirements for the MOS or skill selected. Enlistment incentives are authorized upon MOS/skill qualification, which may be prior to final security clearance approval by outside agencies. Commanders will counsel Soldiers that nonapproval of such clearance may result in reclassification or recoupment in accordance with paragraph 10–9.

10–4. Personnel movement between Army National Guard of the United States and Army Reserve

a. Eligibility. A Soldier's eligibility for continued bonus and/or loan repayment incentives when transferring between the ARNG and USAR is prescribed later in this chapter, beginning at paragraph 10–5 and subsequent paragraphs.

b. Personnel gains from other U.S. Armed Forces. Applicants for ARNG or USAR enlistment who are currently Selected Reserve members of other Armed Services should be counseled before enlistment processing. They should be counseled that eligibility for an incentive authorized by other U.S. Armed Forces will not be continued after enlistment in the ARNG or USAR.

c. Obligation. Eligibility for any incentive governed by this regulation requires that an enlisted Soldier must enter into a contractual obligation. The Soldier must serve satisfactorily for the full term of service specified for an incentive program.

d. Required documents.

(1) Applicants for programs administered by this regulation will be required to sign documents before or at time of contracting that specify the eligibility criteria and the term of service for the incentive. Furthermore, the document will contain wording that the applicant has been advised of, and understands, the benefits of the program and the conditions that can cause termination and recoupment. These documents must be authenticated by a proper witnessing official and will include the preparation date.

(2) Each incentive program in this regulation specifies the document(s) required for program eligibility.

(3) Distribution of these documents or forms will be per the instructions contained on the forms or as otherwise specified in the appropriate text.

e. Processing instructions.

(1) The appropriate incentive addendum must be completed and a copy made a permanent part of each enlistment, reenlistment, extension, accession, or affiliation packet.

(2) This must be done prior to distribution per the regulatory requirements.

f. Incentive payments.

(1) All incentive payments, SLRP, and Health Professional Loan Repayment Program are subject to State and Federal tax.

(2) Payment of incentives is not immediate under these programs. Verification of eligibility is required prior to any submission of request for payment.

10–5. Continued receipt of incentives

a. A Soldier may be eligible for continued receipt of incentives under the following conditions:

(1) For normal career progression (see DA Pam 611–21).

(2) When involuntary transfer between Army RCs is due to unit transition per this regulation.

(3) When the transfer is at the convenience of the Government and authorized by the DARNGor CAR. In this case, the Soldier must become MOS qualified in the new skill within 24 months, or incentives will be terminated.

(4) Involuntarily transferred ACASP Soldiers will continue to receive payments, as scheduled.

(5) When returning from an authorized period of nonavailability. Soldier must meet all requirements per paragraph 10–7a.

(6) Soldiers with incentives who are mobilized may retain their incentive(s), regardless of position and MOS assigned to fill during mobilization. Following mobilization, the Soldier must return to the original contracted Selected Reserve MOS and position, or another bonus MOS, where the position is annotated on the current SRIP at the time of REFRAD, and return to Selected Reserve duty, to be able to continue to receive any remaining incentive payments.

(7) During a period of suspension of favorable personnel actions, receipt of incentives is suspended. When the suspension has been favorably lifted, continued receipt of incentives is authorized.

b. Status of incentives on unit transition.

(1) This paragraph provides guidelines for the disposition of incentives paid or pending payment to Selected Reserve unit Soldiers. For ease of reading and simplicity, reduction of overstrength, reduction in force, and relocation or inactivation of a unit will be referred to as unit transition. Unit transition occurs when a Soldier is voluntarily or

involuntarily transferred or reassigned within, or between the ARNG and the USAR. Relocation refers to a Soldier's unit of assignment moving to a site that is beyond commuting distance. For the purpose of this regulation, commuting distance is defined as the maximum distance a member of an RC may be required to travel involuntarily between residence and IDT site.

(2) That distance may be—

(a) A 100-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do 4 IDT sessions on 2 consecutive days (multiple unit training assembly 4) and where Government meals and quarters are provided at the unit IDT site.

(b) A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 ½ -hour period, where Government meals and quarters are not provided at the unit IDT site.

c. Successful implementation and use of the procedures described herein are dependent on command coordination and responsibility.

(1) Incentives are used to induce individuals to contract for service in a specified MOS, area of concentration, or Selected Reserve unit.

(2) When a unit is scheduled for transition, the commander is responsible for retaining incentive recipients in the Selected Reserve. If possible, in keeping with the terms of the Soldier's contract, the Soldier should be reassigned or transferred to a position requiring their MOS or area of concentration.

(3) Commanders should ensure assignment or transfer of Soldiers to the IRR or Inactive National Guard (ING) occurs only when no ARNG/USAR units are within commuting distance.

d. The status or disposition of an incentive that has been paid or is pending payment is predicated on the following:

(1) A Soldier may continue to receive full incentive payment, if otherwise eligible, when the Soldier is transferred or reassigned to—

(a) Another Selected Reserve unit of the ARNG/USAR. Assignment will be in a bonus MOS or area of concentration, or to a bonus-designated unit, where possible.

(b) Another unit of the ARNG/USAR outside of commuting distance. Assignment in a bonus MOS or area of concentration, or to a bonus-designated unit, is preferred, but not necessary. This is provided there are no assignments available in the Soldier's bonus MOS or area of concentration, or type unit within commuting distance.

(2) Transfer between RCs of the Army should be the priority and used instead of reassignment to the IRR or ING.

(a) Every effort should be made to retain Soldiers who have been contracted for an incentive in the Selected Reserve. Assignment to other units within the same RC should have priority. As a second priority, commanders must consider transfers between RCs of the Army instead of reassignment or transfer to the IRR or ING.

(b) The term transfer as used in this paragraph refers to the personnel actions necessary to affect the change in strength accountability between the ARNG and the USAR. Enlisted Soldiers require discharge and enlistment actions, while officers require appointment and Federal recognition actions.

(c) When an ARNG/USAR unit is in transition and the Soldier cannot be reassigned or utilized in another unit of the same component—

1. The USAR Soldier will be offered an opportunity to transfer to an ARNG unit if otherwise eligible and approved by the gaining ARNG commander, prior to reassignment to the IRR.

2. The ARNG Soldier will be offered an opportunity to transfer to a USAR TPU if otherwise eligible and approved by the gaining USAR commander prior to discharge from the ARNG and transfer to the IRR or ING.

(3) For all NPS and PS enlistment.

(a) *On transfer from the U.S. Army Reserve to the Army National Guard of the United States.* The entitlement of a USAR Soldier to receive subsequent incentive payments will continue upon enlistment, transfer, and/or affiliation with the ARNG provided the ARNG offers the same bonus. Recoupment of these bonuses is not authorized.

(b) *On transfer from the Army National Guard of the United States to the U.S. Army Reserve.* The entitlement of an ARNG Soldier to receive subsequent incentive payments will continue upon enlistment, transfer, and/or affiliation with the USAR provided the USAR offers the same bonus. Recoupment of these bonuses is not authorized.

(4) For SLRP and MGIB-Selected Reserve procedures refer to AR 621-202.

10-6. Suspension of incentives

a. Recipients of an incentive will be suspended from the program during authorized periods of nonavailability. Incentive pay is not authorized for periods of nonavailability, such as—

(1) Approved transfer to the IRR or Standby Reserve (see AR 135-91 for temporary overseas residency, employment, or missionary obligation), or transfer to the ING per NGR 614-1.

- (2) Participation in other DoD approved programs.
 - (3) Approved transfer to the ING or IRR for personal reasons.
 - (4) Suspension under paragraphs 10–6a (1) and (2) will be for a maximum period of 3 years. Suspension under paragraph 10–6a (3) is for up to 1 year. Nonavailability in excess of the maximum period authorized will be cause for termination of incentive eligibility.
 - (5) Except under extraordinary circumstances, only one suspension of nonavailability may be granted or imposed during the term the incentive was entitled.
 - (6) Requests for suspension must be justified to the incentives manager, in writing.
 - (7) In order to regain incentive eligibility, see paragraph 10–7.
- b.* A Soldier who has a suspension of favorable personnel action (see AR 600–8–2) will not be processed for an initial or anniversary payment. Bonus payment(s) will be processed effective on the date the suspension is lifted for those Soldiers who have continued eligibility.
- (1) As an exception, Soldiers affected by unit transition and required to change their MOS or area of concentration, but who remain eligible for an incentive, may receive subsequent payments before qualifying in the new specialty. The Soldier is required to become qualified in the new MOS or area of concentration within 24 months.
 - (2) When authorized, entitlement to subsequent payment will resume on the adjusted anniversary date of satisfactory creditable Selected Reserve service.

10–7. Reinstatement of incentives

a. Reinstatement and resumption of subsequent incentive payments following a period of authorized nonavailability is not guaranteed. Soldiers who complete a period of nonavailability and request reinstatement of eligibility for incentives and resumption of subsequent payments must—

- (1) Complete the period of authorized nonavailability within the required time limit in paragraph 10–6.
- (2) Rejoin an existing vacancy in the Selected Reserve authorized the Soldier's grade within—
 - (a) The incentive-authorized unit or specialty in which the Soldier was originally assigned; or
 - (b) An incentive-authorized unit or specialty offered in the currently approved SRIP, upon return from authorized nonavailability.
- (3) Extend their contract, enlistment, or reenlistment agreement within 90 days after completing the period of nonavailability, in order to serve out the full incentive contract period in the Selected Reserve. This is provided the unit reenlistment officials have access to the Soldier's personnel records and are able to verify the Soldier's eligibility to extend.

b. A Soldier who complies with all requirements listed in paragraph a, above, will be entitled to payments resumed on the adjusted anniversary date of satisfactory creditable Selected Reserve service, provided funding is available.

10–8. Termination of incentives

a. Entitlement to an incentive will be terminated when any of the following termination reasons apply before the fulfillment of the service described in the member's written agreement. That member will not be eligible to receive any further incentive payments, except for service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual service commitment. Termination of eligibility to an incentive will occur if a Soldier—

- (1) Becomes an unsatisfactory participant (see AR 135–91). The effective date for termination entered into the personnel data reporting systems for Soldiers declared unsatisfactory participants is the date of the first unexcused absence.
- (2) Is attending high school at time of enlistment and does not become a secondary school graduate within the required time limit.
- (3) Fails to become MOS qualified or certified in the health professional specialty for which contracting.
- (4) Accepts a permanent military technician position, or a temporary military technician position of more than 179 days, where membership in the Selected Reserve is a condition of employment.
- (5) Voluntarily moves to a non-bonus unit or MOS.
- (6) Exceeds the maximum authorized period of nonavailability.
- (7) Fails to meet the requirements listed in paragraph 10–7a upon return from an authorized period of nonavailability. Termination is effective the date the Soldier entered the period of nonavailability.
- (8) Separates from a Selected Reserve unit or the IRR of the USAR or ARNG for any reason. Separation includes, but is not limited to—
 - (a) Discharge or transfer to the IRR, ING, Standby, or Retired Reserve. Soldiers executing an indefinite reenlistment with concurrent assignment to the IRR will retain up to 12 months of their enlistment bonus or PSEB if

applicable. Assignment date to the IRR in this situation is effective on the first day after the original expiration term of service date.

(b) Enlistment or appointment in any component of the Armed Forces.

(9) Has received the maximum benefit authorized.

(10) Fails to participate satisfactorily in required training during the entire period of service agreed to in accordance with the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (that is, death, injury, illness, or other impairments).

(11) Fails two consecutive Army physical fitness tests of record and/or fails to pass body fat standards within 12 months of initial failure. The effective date of termination will be the date of the initial failure.

(12) Individuals who do not pass the Occupational Physical Assessment Test for the MOS in which they enlisted and have been offered an incentive will have the incentive terminated effective the contract start date if not renegotiated prior for another SRIP incentive.

b. Disposition of incentives for deceased members of the Army RCs, or for RC members being separated for disability described under 37 USC 373 that was incurred in the line of duty in a designated combat zone or in a combat related operation designated by the Secretary of Defense will be made as follows:

(1) For deceased members of the Army RCs, payment of incentives due will be made on determination of beneficiary eligibility of the decedent's incentives; for disabled Soldiers payment of incentives due will be directly to the Soldier upon separation.

(2) Payment will only include unpaid balance payable during the settlement of decedent's or member's final military pay account.

(3) Loan Repayment Program incentives will be prorated and paid directly to the lending institution.

c. Concerning relief from termination, persons who move from one location to another may continue incentive eligibility if they remain in the Selected Reserve of the Army (USAR or ARNG) and are assigned to an incentive-eligible unit or incentive-eligible critical skill, as appropriate. Each Army commander will endeavor to transfer an incentive recipient who moves to a new location into a similar Selected Reserve unit or one that can make use of the skill. For health specialists in the Selected Reserve, incentive recipients will fill an existing vacancy. Failure to join another unit or find a position in the Selected Reserve within 6 months will terminate the member from program eligibility. In the case of a member who is assigned to an incentive-qualifying position within 6 months or less, that period must be added to the member's original incentive obligation.

10-9. Recoupment of incentives

a. With the exceptions of paragraphs 10-9a (1) and (2), recoupment conditions in this paragraph cover all incentives. Members who are not granted relief through the waiver process for incentives received must refund a pro-rata amount to the Government when termination is due to reasons outlined in paragraph 10-8. The only exceptions are cases in which prorated recoupment is not authorized in paragraph 10-9c. Commanders will refer to the respective Army component (USAR/ARNG) G-1 office most directly responsible for recruiting and retention (pay grade O-6 or civilian equivalent or higher) for resolution and consideration for waiver or exception. Cases considered for waiver or exception are those in which recoupment would be contrary to personnel policy or other management objectives, against equity or good conscience or contrary to the best interests of the United States, and clearly in the best interest of the Army.

(1) The SLRP and Health Professional Loan Repayment are normally not recouped because time is served prior to receipt of the incentive. However, when overpayment or payment in error is made, recoupment may occur when a waiver of indebtedness is not obtained.

(2) RC Soldiers who enlist into the Regular Army and receive a bonus from the gaining component (RA, Navy, U.S. Marine Corps, U.S. Air Force, or U.S. Coast Guard) will have their RC bonus terminated. The already paid "unearned" portion of the RC bonus, to include lump sums, will be recouped unless the Soldier receives an exception to policy.

b. All debts to the U.S. Government will be submitted from Selected Reserve and Ready Reserve members for collection.

(1) The recoupment amount is based on the following formula:

(a) The number of months served satisfactorily during the term for which an incentive was paid will be multiplied by the monthly rate authorized by the particular incentive. The monthly rate is calculated by dividing the total incentive amount by the number of months of service the member has agreed to serve. This calculation results in the Service member's "earned incentive."

(b) That "earned incentive" must be subtracted from the total incentive amount paid to the individual to date (initial and any subsequent payments).

(c) If the “earned incentive” is less than the total incentive amount paid, the overpayment to the individual must be recouped. If the “earned incentive” is more than the payments received to date (total of initial and any subsequent payments), the excess amount will be paid in the final installment.

(2) Commanders are responsible for initiating recoupment procedures whenever a member's eligibility to an incentive is terminated and recoupment is required by this regulation or applicable policy. When a commander is not in the Soldier's chain of command, the incentives program manager will initiate recoupment procedures.

(3) For cases in which a Soldier fails to maintain eligibility for an incentive, and recoupment procedures are initiated, any refund made by a Soldier under recoupment procedures will not affect that Soldier's MSO. A member in the ARNG or USAR must serve the balance of the term of service entered into contractually or by statutory requirements.

c. Commanders will not recoup for any of the following reasons:

(1) When the Soldier's unit is in transition per paragraph 10–5. However, termination with recoupment action is required when a Soldier who loses their position due to unit transition per paragraph 10–5 refuses a reassignment in the Selected Reserve.

(2) Acceptance of an immediate appointment as a commissioned officer or warrant officer in any component of the Army excluding the IRR or ING. An enlisted Soldier accepting an appointment as a commissioned officer or warrant officer is not subject to recoupment of any enlistment or reenlistment bonus, including lump sums.

(3) Soldiers who become simultaneous members of an authorized officer commissioning program, to include those drawing a stipend, will remain in the SLRP and other incentive programs while in an advanced training status provided they continue to perform military duties as specified in their SLRP or incentives agreement. Upon commissioning or appointment as an officer in an RC, the SLRP or incentive will remain in effect until the terms of the original agreement are fulfilled. Soldiers who commission into the RA will have the SLRP terminated without recoupment on the date of commissioning.

(4) Separation from the Selected Reserve or transfer from the designated bonus position because of death, injury, illness, or other impairment that is not the result of any misconduct by the Soldier.

(5) Ordered to extended AD (voluntarily or involuntarily) and accessed in the RA end strength. Additionally, those on extended AD can still be a TPU Soldier.

(6) Enters into an authorized period of nonavailability. As an exception, recoupment is authorized when a Soldier fails to meet the requirements listed in paragraph 10–7a upon return from an authorized period of nonavailability.

(7) Accepts a permanent military technician position, or temporary military technician position of more than 179 days, where membership in the Selected Reserve is a condition of employment. These Soldiers will have their enlistment, reenlistment, and/or affiliation bonus terminated without recoupment as long as they serve one or more days in the losing Selected Reserve (for example, 1 or more days on or after the effective date of the contract).

(8) A member paid a bonus, education incentive or special pay for a period of enlistment/reenlistment and extension or affiliation in a component of the Army (Regular, USAR, or ARNG) who is discharged for immediate reenlistment or affiliation in any other component of the Army (Regular, USAR, or ARNG) or any other U.S. Military Service (Regular Army or RC) for which no bonus, education incentive or special pay is paid, may be considered to have completed the full term of service specified in the former enlistment or officer contract, provided the term of the latter service contract includes the remaining period of service from the former contract (this does not pertain to the MSO). In such cases, no recoupment of incentive paid will occur. Paragraph 10–5 governs cases for movement between the ARNG and USAR as it applies to bonuses. AR 621–202 governs cases for movement between the ARNG and USAR as it applies to the SLRP. Enlistment and officer bonuses normally terminate without recoupment when moving from one component to another. Doubtful cases will be referred to the approval authority in paragraph 10–9a.

(9) The member is being discharged for hardship reasons in accordance with applicable separation policy.

10–10. Bonus control numbers, reporting requirements, and Army Board for Correction of Military Records Processing

a. *Bonus control numbers.* The ARNG G–1 and USAR G–1 have operational control of bonus control numbers, and the accessioning agencies have administrative control of the bonus control numbers.

b. *Reporting requirements.*

(1) Proper component directives will govern reporting requirements for subordinate elements of the ARNG and the USAR.

(2) Soldiers participating in or terminated from an incentive program governed by this regulation will be reported. Use the appropriate incentive participant codes listed in table 10–1.

c. *Claims requiring determination by the Army Board for Correction of Military Records.* Authority to act on claims of erroneous entries on enlistment documents or incentives not delegated elsewhere in this regulation is DCS, G–1 (DAPE–MPA–CB). Requests or claims involving the correction or amendment of dates of enlistment,

reenlistment, or extension agreements will be processed under paragraph 8–6. Cases that cannot be resolved by the agencies described in paragraph 8–6, or by other provisions of this regulation, will be submitted on a DD Form 149 (Application for Correction of Military Record Under the Provisions of 10 USC 1552) (see AR 15–185). The appropriate address for the Army Board for Correction of Military Records is listed in DD Form 149 instructions. Prior to sending any case or referring a Soldier to the Army Board for Correction of Military Records, recruiting or personnel officials must first attempt to rectify the error through appropriate command channels.

Table 10–1
Incentive participant codes

Incentive type
A–Enlisted with monetary enlistment bonus
B–Enlisted with educational assistance
C–Reenlisted
D–Reenlisted/extended with bonus for 6 years
N–Previous incentive recipient (contract completed) present term without incentive
Q–Not receiving incentive (no previous incentive)
R–Affiliated with bonus
S–Deleted
V–Converted
W–Converted from enlistment bonus to educational assistance
Incentive termination reason
E–Terminated: Unsatisfactory participation
F–Terminated: Transferred to another RC
G–Terminated: Transferred or enlisted in the Regular Army
H–Terminated: Transferred to the officer corps (see para 10–8a(8)(b))
I–Terminated: Unauthorized change in MOS
K–Terminated: Accepted civilian position where Reserve membership is a condition of employment
L–Terminated: Assigned to AD or ADT in excess of 90 days in support of the Reserve program
M–Terminated: Other
Loan repayment
T–Loan repayment for authorized loans under paragraph 10–22

10–11. Incentive eligibility under the U.S. Army Reserve Drill Sergeant, Instructor, or Linguist Program

a. A Soldier assigned to a drill sergeant (special qualification identifier (SQI) “X”), instructor (SQI “8”), or linguist (SQI “L” with Defense Language Proficiency Test (DLPT) “2” in reading and listening) duty position may be eligible for an incentive under the following conditions:

(1) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening, qualified, and assigned to duty in a drill sergeant, instructor, or linguist duty position. If otherwise eligible, the Soldier may enlist, reenlist, or affiliate for the PSEB, reenlistment bonus, affiliation bonus, or the SLRP incentives. A match of the Soldier's MOS and the duty position MOS is not required for SQI X.

(2) SQI X, SQI 8, or SQI L with DLPT 2 in reading and listening, unqualified, and assigned to a drill sergeant, instructor, or linguist duty position.

(3) The duty position MOS or unit is authorized an incentive and the Soldier is qualified in the MOS. If eligible, the Soldier may enlist, reenlist, or affiliate for the specified incentive. With the exception of the PSEB, a match of the Soldier's MOS and the duty position MOS is not required for SQI X.

(4) The unit or duty position MOS is not authorized an incentive or the Soldier's MOS does not match the duty position. The Soldier is not eligible for the PSEB but if otherwise qualified, the Soldier may enlist, reenlist, or affiliate

for the reenlistment bonus, affiliation bonus, or the SLRP incentives. The Soldier must agree to successfully complete the drill sergeant, instructor, or Language Proficiency Service School and qualify in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist position. Eligibility to an incentive is gained on execution of the enlistment, reenlistment, or affiliation documents and is contingent upon SQI X, 8, or L with DLPT 2 qualification.

(5) Continuing incentive eligibility is authorized upon reassignment to a drill sergeant, instructor, or linguist duty position. This policy is contingent on the following requirements. A Soldier is—

(a) SQI X, 8, or L with DLPT 2, qualified, and reassigned to a drill sergeant, instructor, or linguist position. Except for the PSEB (see chap 3), a match of the Soldier's MOS and the duty position MOS is not required and incentive eligibility continues. For the PS enlistment incentive, the Soldier must have been awarded SQIX and served on AD as a drill sergeant; awarded SQI8 and served on AD as an instructor; or awarded SQIL with DLPT 2 in reading and listening and served on AD as a linguist.

(b) SQI X, 8, or L with DLPT 2 in reading and listening unqualified and is reassigned to a drill sergeant, instructor, or linguist duty position.

1. The duty position MOS is authorized an incentive and the Soldier is qualified in the MOS. A match of the Soldier's MOS and the duty position MOS is required and the incentive continues.

2. The unit is an incentive-authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. PS enlistment incentive eligibility is terminated. Reenlistment, affiliation, or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position. Reenlistment, affiliation, or SLRP incentive eligibility is continued and is contingent upon SQI X, 8, or L with DLPT 2 qualification.

3. The unit is not an incentive-authorized unit and the duty position is not authorized for an incentive, or the Soldier's MOS does not match the duty position. The PS enlistment incentive eligibility is terminated. Reenlistment; affiliation; or SLRP incentive eligibility may continue, provided the Soldier agrees to successfully complete the drill sergeant, instructor, or Language Proficiency Service School, and qualifies in SQI X, 8, or L with DLPT 2 within 24 months of assignment to the drill sergeant, instructor, or linguist duty position.

(6) Reenlistment, affiliation, PS enlistment, or SLRP incentive eligibility is continued and is contingent upon SQI X, 8, or L (with DLPT 2 in reading and listening) duty positions.

(7) Unit transition rules specified in paragraph 10–5 apply to those Soldiers assigned or reassigned to drill sergeant, instructor, or linguist duty positions requiring DLPT 2 in reading and listening.

(8) Termination and recoupment rules specified in this chapter apply to those Soldiers assigned or reassigned to drill sergeant, instructor, or linguist duty positions requiring with DLPT 2 in reading and listening.

b. Exception to policy during contingency operations for reenlistment incentives (see AR 601–280).

(1) Eligibility for an Army RC reenlistment bonus incentive requires Soldiers to have no more than 12 months of their statutory or contractual MSO remaining to reenlist or extend for incentives.

(2) Mobilized Soldiers may reenlist for incentives within the current RC reenlistment window as established by the DCS, G–1. The mobilized Soldier must execute a reenlistment during mobilization or within 90 days following REFRAD within the current RC reenlistment window whether the Soldier's expiration term of service occurs during or after the period of mobilization.

c. Counseling by commanders will ensure Soldiers that contract for an incentive have been counseled by a Service representative regarding the Soldier's obligations and responsibilities.

10–12. Selected Reserve Incentives Program–Nonprior Service Enlistment Bonus

This paragraph provides policy and guidance for the administration of the SRIP–NPS enlistment bonus.

a. *Eligibility.* A monetary bonus is offered to eligible applicants enlisting in the Selected Reserve and complying with all of the following eligibility requirements:

(1) Has not previously served in the U.S. Armed Forces, or has served in the U.S. Armed Forces, but was released from such service before completing basic training requirements required for initial award of an MOS, and the service was characterized as either honorable or uncharacterized.

(2) Enlists in the ARNG or USAR with an eight year military service obligation. The Soldier may enlist for a period of 3 to 6 years in the Selected Reserve for a period of no less than two years; the enlistment must be in accordance with the USAR and ARNG SRIPs.

(3) Enlists for a position vacancy in a Selected Reserve bonus unit and/or bonus MOS, as designated by HQDA or per respective RC annual SRIP. By the time the enlistee completes IADT the position must be vacant.

(4) Currently attending high school or qualify as a secondary school graduate.

- (5) Has completed IADT or received sufficient training to be deployable.
- (6) Is classified in Mental Category I, II, or III (AFQT) in accordance with HQDA guidance and the respective RC SRIP.
- (7) Achieves a score on the Occupational Physical Assessment Test that is required by the MOS for which they are assigned.
- (8) Is not enlisting to qualify for a military technician position where membership in the Selected Reserve is a condition of employment (temporary assignment as a military technician of 179 days or less is excluded).
- (9) Is not enlisting for voluntary assignment to full-time AD or ADT beyond 90 days in support of the Reserve program.
- (10) Completes an enlistment bonus annex to DD Form 4 for ARNG and USAR as part of the enlistment agreement.
- (11) Enlistment through the ACASP, in accordance with chapter 7n an MOS authorized by HQDA for the bonus under the SRIP.
 - b. Entitlement.*
 - (1) This incentive offers a monetary bonus to eligible applicants with no prior military service who enlist in the Selected Reserve and contract to serve in a designated bonus skill in accordance with the RC annual SRIP.
 - (2) Soldiers will not receive any enlistment bonus payments, initial or subsequent, until they have complied with all of the eligibility criteria in this chapter.
 - (3) Unless otherwise announced by the DCS, G-1, payment of the bonus may be disbursed in periodic installments or lump sum, as determined by the respective RC under the currently approved SRIP. No portion of the bonus may be paid prior to completion of training, if the military skill forms the basis for which the bonus is paid.
 - (4) The ACASP enlistment bonus is payable as follows: for enlistments in the ARNG or USAR, each component will manage their respective budgets by directing how and when payments will be made, so long as the initial payment does not exceed one-half of the total authorized amount.

10–13. Selected Reserve Incentive Program–Nonprior Service Quick-Ship Option

This paragraph provides policy and guidance for the administration of the SRIP–NPS Quick-Ship Bonus Option (QSO). The QSO will be used to encourage eligible applicants enlisting in the Selected Reserve to attend basic training as soon as possible. Availability of this bonus is in accordance with the RC annual SRIP.

a. Eligibility. An additional monetary bonus is offered to eligible applicants enlisting in the Selected Reserve and complying with all of the following eligibility requirements:

- (1) Must meet all requirements listed in para 10–12*a*.
- (2) Must report to basic training/reception within 60 days of their enlistment date.

b. Entitlement.

- (1) Payment of the QSO will be in conjunction with any applicable NPS enlistment bonus.
- (2) Payment is effective upon completion of all required IET.
- (3) The QSO may be paid in lump sum or installments per the applicable SRIP.
- (4) Any change or delay in the basic training start date, other than convenience of the government or travel restrictions, will result in termination of the QSO. It will not terminate eligibility to the NPS enlistment bonus.

10–14. Selected Reserve Incentives Program–Prior Service Enlistment Bonus

This paragraph provides policy and guidance for the administration of the SRIP–PSEB.

a. Eligibility. A monetary bonus is offered to eligible applicants enlisting in the Selected Reserve and complying with all of the following eligibility requirements:

- (1) Received an honorable discharge or honorable release at the conclusion of all prior periods of military service. A general under honorable conditions discharge from any period of service does not meet this criteria and is ineligible for the PSEB.
- (2) Has not previously received an enlistment bonus. Must not have received or is currently entitled to a retention bonus or a Critical Skills Retention Bonus.
- (3) Has completed no more than 16 years of total military service. The “total military service criteria” includes inactive Reserve time in the IRR or ING.
- (4) Has been released or is not being released from active duty for the purpose of enlistment in the RC. Soldiers also may not be released from one RC for the purpose of enlistment into a different RC for the PSEB. Soldiers who are separated within 90 days of their contracted expiration term of service are exempt from this restriction and are considered to have completed their prior obligation.

(5) Possesses a bonus MOS or accepts training into an MOS as announced by HQDA that is the same required by the Selected Reserve unit position vacancy. The Soldier must have successfully served in the MOS and attained a level or qualification commensurate with the Soldier's grade and years of Service while serving on AD. In the case of PS in the USAR or ARNG, Soldier must have previously qualified in the MOS (see para 10–4). Soldiers enlisted as “will train” have 24 months to acquire the critical MOS.

(6) Meets the eligibility criteria for enlistment in the USAR as a PS applicant as prescribed by this regulation.

(7) Completes a PSEB annex to DD Form 4 for ARNG and USAR as part of the enlistment agreement and is classified in Mental Category I, II, or III (AFQT) score of 31 or higher.

(8) Upon enlistment, will qualify for the Selected Reserve unit position vacancy for assignment to one of the following:

(a) Must be duty MOS qualified for the position for which enlisting, or agree to retrain in a critical MOS vacancy announced by HQDA or per respective RC annual SRIP that is the same required by the position vacancy for which enlisting.

(b) Assigned to a qualified drill sergeant “X,” instructor “8,” or linguist “L” positions that require DLPT 2 in reading and listening. Soldiers must have been awarded the SQI and successfully served on AD, or in the case of PS in the USAR or ARNG, must have been previously qualified in the MOS. Soldiers with drill sergeant SQI of “X” are exempt from the MOS qualification requirement.

b. Entitlement. This incentive offers a monetary bonus to eligible applicants with prior military service who enlist in the Selected Reserve for a period of 3 years and contract to serve in a designated bonus skill determined by the respective RC under the currently approved SRIP.

(1) Entitlement to the initial payment of a PSEB is effective on the date of enlistment.

(2) The initial payment may be processed when the Soldier—

(a) Completed Army BCT/one station unit training, if required.

(b) Fills a Selected Reserve unit position vacancy for which they are MOS qualified.

(c) Fills a drill sergeant, instructor, or linguist position vacancy that they are qualified for (see para 10–11).

(d) Becomes MOS qualified as a “will train.”

10–15. Selected Reserve Incentive Program—Enlisted Affiliation Bonus

This paragraph provides policy and guidance for the administration of the SRIP enlisted affiliation bonus (EAB).

a. Eligibility. Member of a U.S. Armed Force with no more than 20 years of time in service, who has executed a written agreement to serve in a Selected Reserve unit for a period of not less than 3 years, in a skill, unit, or pay grade designated on written agreement, after being discharged or released from AD under honorable conditions, and who meets the following criteria in paragraphs 10–15a(1) through (10):

(1) Is currently serving or has served on AD in the RA, or AD term of service incurred by an order.

(a) Is otherwise eligible to serve in the SELRES component to which they will be assigned, or

(b) Is a mobilized IRR or Standby Reserve Soldier completing the AD term of service and separating from AD with the appropriate SPD and RE codes annotated on the DD Form 214.

(2) Has satisfactorily completed a term of service in one of the following:

(a) A Regular Component enlistment contract in one of the U.S. Armed Forces.

(b) A period of obligated AD service in a Regular Component of a U.S. Armed Force. This includes AD service (see AR 135–210), or an AD term of service incurred by an order, or

(c) A tour of AD in a Title 10 AGR status for the term specified in the AGR orders, normally 3 years. This does not include an ARNG tour of AGR service under 32 USC.

(3) Has been—

(a) REFRAD from the RA or Title 10 AGR Status; or

(b) Transferred from the IRR or Standby Reserve; or

(c) Enlisted in the ARNG or USAR after REFRAD/discharged from another U.S. Armed Force; and

(4) When last REFRAD/discharged, must have been eligible to serve in the component to which the Soldier is requesting assignment; or

(5) If last period of AD was as a mobilized IRR or Standby Reserve Soldier, was separated from AD with the appropriate SPD and RE codes annotated on the DD Form 214.

(6) Is not affiliating to qualify for full-time military technician or AGR.

(7) Possesses the military grade and skill qualification commensurate with the vacancy and the skill is designated as critical in the annual RC SRIP list. Soldiers enlisted as “will train” have 24 months to acquire the critical MOS.

(8) Has not previously received an affiliation bonus in the SELRES.

(9) Enters into a written service agreement sufficient to cover the affiliation period selected. Soldier must also execute an EAB annex to DD Form 4 as part of the agreement.

(10) Soldiers whose last assignment was in the SELRES must have been out of the SELRES for at least 12 months.

b. Entitlement.

(1) Bonus amount and payment method (lump sum consisting of the entire bonus amount or installments) will be in accordance with ARNG and USAR annual SRIP policy.

(2) Entitlement and period of service is computed from the effective date of assignment to the Selected Reserve unit as follows:

(a) The day following REFRAD for transitioning RA Soldiers.

(b) Effective date of assignment order for Soldiers transferring from IRR to USAR units, or the enlistment date for IRR Soldiers enlisting into ARNG units.

(c) For “will train” Soldiers, no bonus will be processed for payment before the completion of MOS training and award of MOS.

c. Enlisted Affiliation Bonus processing for Regular Army Soldiers.

(1) RA Soldiers will be processed at RA installations by an RC career counselor. Soldiers who affiliate with a Selected Reserve unit will execute an enlistment agreement (DD Form 4) or transfer in accordance with AR 601–280.

(2) RA Soldiers applying for the USAR EAB who, upon REFRAD, have a remaining service obligation but do not have sufficient time to cover the affiliation bonus period of 3 or 6 years, must execute an enlistment agreement (DD Form 4) with the RC career counselor for a period of whole years, in accordance with AR 601–280 prior to REFRAD. RA Soldiers applying for the USAR EAB with sufficient time remaining on current contract to cover the EAB period selected will execute only the EAB written agreement and transfer documents in accordance with AR 601–280 before REFRAD. A copy of the EAB written agreement will be attached to the transfer documents.

d. Other U.S. Armed Forces. EAB applicants from other U.S. Armed Forces will be processed at a MEPS by the USAR or ARNG guidance counselor, in accordance with AR 601–280 and the RC annual SRIP.

e. Enlisted Affiliation Bonus processing for Individual Ready Reserve Soldiers (U.S. Army Reserve only).

(1) Upon enlistment into a Selected Reserve unit, an IRR RC EAB applicant who does not have the time remaining on a current written service agreement sufficient to cover the affiliation period selected may, as an exception to the applicable provisions of AR 140–111, do as follows—

(a) Execute a reenlistment agreement for the number of whole years (1, 2, 3, 4, 5, 6, or indefinite) to cover the affiliation term of service, and reenlist outside the 12-month reenlistment window. The DD Form 4 and DA Form 3540 are used for this purpose. This service agreement will be executed prior to processing the USAR EAB for payment. A copy of the EAB annex to DD Form 4 will be attached to each copy of the DA Form 4187, DD Form 4, and DA Form 3540 before distribution.

(b) The following remark will be entered on the DA Form 3540, Section XII, 2. Remarks, prepared by the Army Reserve career counselor: “As an exception to policy, in accordance with DCS, G–1, memorandum dated (use date of this memorandum), I am authorized to reenlist outside the 12-month reenlistment window for 1, 2, 3, 4, 5, or 6 years, or an indefinite period (as required) to satisfy the service term of the USAR Enlisted Affiliation Bonus written agreement with Soldier’s initials.”

Note. Ensure Soldiers are counseled that signing the “Written Agreement Enlisted Affiliation Bonus Addendum” does not entitle them to the EAB. The EAB will not be processed for payment until they subsequently meet reenlistment eligibility requirements and reenlist to cover the term of service selected.

(2) An IRR EAB applicant who has the time remaining on a current written service agreement sufficient to cover the affiliation period selected, will execute only an EAB annex to DD Form 4. A copy of the DA Form 4187 and a copy of the transfer order will be attached to each copy of the written agreement before distribution.

f. Enlisted Accession Bonus processing for Individual Ready Reserve Soldiers (Army National Guard only). Execute an enlistment agreement along with EAB addendum. Refer to annual ARNG SRIP policy for applicability.

10–16. Selected Reserve Incentive Program—Reenlistment/Extension Bonus

This paragraph provides policy and guidance for the administration of the SRIP. The reenlistment/extension bonus (RB) will be used to retain qualified Soldiers possessing or qualifying for training in critical skills, grades, and/or units designated by the SECARMY as critical to meet manpower shortages in the ARNG and USAR. RB amounts, skills, and eligibility for members of the Selected Reserve of the USAR and ARNG are set annually under the SRIP. General reenlistment policy is managed under AR 140–111 for USAR, and NGR 600–200 for ARNG.

a. Eligibility. Soldier must execute a reenlistment contract to serve in a SELRES unit for a period of not less than 3 years, in a skill, unit, or pay grade designated on the RB addendum/agreement and meet the following criteria:

(1) Member of an U.S. Armed Force must have less than 20 years of total military service on their effective date of reenlistment. Soldiers who reenlist with more than 18 years of service on the effective date of the reenlistment will receive a prorated bonus amount up to the 24th year of service. In these cases, the incentive period is less than the reenlistment period. Soldiers with more than 18 years of service will have their unearned portion recouped if they fail to complete their 24th year of service.

(2) Meets reenlistment or extension eligibility criteria of NGR 600–200 for ARNGUS Soldiers or reenlistment criteria of AR 140–111 for USAR Soldiers.

(3) Is executing an official reenlistment or extension document (DD Form 4) or DA Form 1695 (as applicable) as part of the reenlistment or extension agreement. The Soldier must also complete a Selected Reserve Incentive Program–Reenlistment/Extension Bonus Addendum.

(4) Is reenlisting or extending for a valid position vacancy in a SRIP designated unit or skill.

(5) Has been a satisfactory participant in the Selected Reserve for the 3 months preceding the reenlistment or extension per AR 135–91, paragraphs 3–1 and 3–2. A Soldier who has accrued one or more unexcused absences, or been declared an unsatisfactory participant for failure to complete AT, in the 3 months preceding reenlistment or extension is not eligible for a RB.

(6) Is not reenlisting to qualify for or be retained in a full-time military technician position. Duty military occupation specialty qualification/qualified (DMOSQ) dual status Mil-tech are only eligible for SRIP incentives when they are mobilized/deployed to a Combat Zone Tax Exclusion (CZTE) Area and they are CZTE for their SRIP entitlements.

(7) Soldiers must be DMOSQ within 24 months from the execution date of agreement or assignment to a unit, whichever is later.

(8) Soldiers must be E4–E7 at time of contract execution to receive a RB.

(9) Reenlistments into the IRR do not qualify for a RB.

b. Entitlement.

(1) Payment of a reenlistment or extension bonus begins on the effective date of the reenlistment or extension provided the Soldier is otherwise eligible however Soldiers contracting for “will train” must become qualified within 24 months in order to eligible for payment.

(2) Bonus amount and payment method (lump sum or installments) will be in accordance with ARNG and USAR annual SRIP policy.

(3) For “will train” Soldiers, no bonus will be paid before the completion of required training and award of duty military occupational specialty.

(4) Soldiers and Dual Status Military Technicians (DSMT) mobilized/deployed to a CZTE Area are eligible for CZTE for their SRIP entitlements when their service was in support of military operations in a combat zone or qualified hazardous duty area, and/or the member is receiving hazardous duty pay, hostile fire pay, or imminent danger pay.

c. Reenlistment Bonus for Active Guard Reserve Soldiers. When authorized by the ARNG or USAR SRIP, AGR Soldiers in critical skills and/or grades may receive a RB. All previously stated RB eligibility and entitlement requirements must be met.

d. Reenlistment Bonus for Individual Mobilization Augmentee Soldiers. When authorized by the ARNG or USAR SRIP, Individual Mobilization Augmentee Soldiers in critical skills may receive a RB. All previously stated RB eligibility and entitlement requirements must be met.

10–17. Selected Reserve Incentive Program–Military Occupational Specialty Conversion Bonus

This paragraph provides policy and guidance for the administration of the SRIP MOS Conversion Bonus (MOSCB). The MOSCB will be used to encourage members to convert to a designated military skill in which there is a shortage of trained and qualified personnel.

a. Eligibility. Soldier must meet all qualifications for training and award of the designated military skill.

(1) Must be E–6 or below with no more than 12 years of service.

(2) Must agree to serve a minimum of 3 years on active duty or in an active status in the Selected Reserve in the new designated military skill.

(3) Must extend the existing enlistment contract to qualify for the bonus if they have less than 3 years of active duty or duty in an active status in the Selected Reserve.

(4) Must, at the time of the conversion, have completed all service obligation incurred for receipt of any bonus awarded in accordance with 37 USC 331 and/or 37 USC 355.

b. Entitlement.

(1) The MOSCB will be paid in lump sum.

(2) Payment and term of service is effective upon completion of training and award of military skill.

- (3) Any change in designated military skill will result in termination and recoupment of the MOSCB.

10–18. Selected Reserve Incentive Program–Enlisted Transfer Bonus

This paragraph provides policy and guidance for the administration of the SRIP Enlisted Transfer Bonus (ETB). The ETB will be used to encourage transfers between the RA and the SELRES to meet manning requirements.

a. Eligibility. A Soldier must agree to serve in a designated military skill, career field, unit, or grade for a minimum of 3 years.

- (1) Soldiers must meet one of the following requirements:

- (a) Transfer from a regular component of an armed force to a RC of that same armed force.

- (b) Transfer from a regular component or RC of an armed force to a regular component or Reserve component of another armed force.

- (2) Satisfactorily completed all terms of enlistment within their current component.

- (3) Qualified for reenlistment in the RC to which the member is transferring.

- (4) Must have less than 20 years of total military service.

- (5) Soldiers transferring from the IRR are not eligible for the ETB.

- (6) Soldier must be DMOSQ.

b. Entitlement. The ETB will be paid in lump sum or installments as declared in the SRIP.

10–19. Selected Reserve Incentive Program–Officer Accession Bonus and Officer Affiliation Bonus

This paragraph provides policy and guidance for the administration of the Selected Reserve officer accession bonus (OAB) and officer affiliation bonus (OAFB). The OAB and OAFB will be used to attract and retain qualified commissioned and warrant officers possessing or qualifying for training in critical skills, grades, and/or units designated by the SECARMY as critical to meet manpower shortages in the ARNG and USAR. DARNG and CAR may approve more restrictive eligibility criteria for ARNG and USAR, respectively, to effectively apply and manage the OAB and OAFB in their component. Individual mobilization augmentees are not eligible for the OAB or OAFB.

a. Officer accession bonus. The OAB applies to newly appointed commissioned and warrant officers (2LT or WO1) who agree to serve in a Selected Reserve unit of the component in which appointed. DA Form 5261–6 (Selected Reserve Incentive Program Officer Accession Bonus) will be completed on individuals who qualify for and agree to receive the OAB. As an exception, newly appointed officers in the Chaplain Corps or the Judge Advocate General's Corps may be in any grade, but must not have previously been a commissioned or warrant officer. To be eligible for the bonus individual must—

- (1) Agree to accept an appointment as an officer in the ARNG or USAR and serve in a designated critical area of concentration/MOS in a Selected Reserve unit of the component in which appointed, for a period of not less than 6 years from date of appointment.

- (2) Not be accepting an appointment as an officer serving in the Selected Reserve for the purpose of qualifying for a military technician position where membership in an RC is a condition of employment (a one-time temporary assignment as a military technician is excluded), or an assignment as an individual mobilization augmentee.

- (3) Possess an area of concentration/MOS designated by the SECARMY for bonus entitlement, or agree to accomplish the necessary training prescribed by the SECARMY to achieve the designated critical area of concentration/MOS.

- (4) Not currently be receiving and have not previously received financial assistance under 10 USC 1608, 10 USC 1609, 10 USC 1611, 10 USC 2107, or an accessions bonus under Sections 324 or 330, or special pay under 37 USC 302g, and will not receive such assistance or serve any related service obligation during the period of this agreement.

- (5) Fill a critical skill in the Selected Reserve. ARNG and USAR will forward a critical skills list with justification for payment of the OAB to DCS, G–1, on a semi-annual basis for approval as part of their SRIP. A critical skill is defined as one of the following:

- (a) A technical skill requiring notably above average training and/or replacement costs.

- (b) A skill that is in high demand in the civilian sector; one that is challenging to recruit into.

- (c) A skill that is crucial to combat readiness.

- (d) A skill that is a low density, high demand skill.

- (6) Successfully complete an officer basic course or warrant officer basic course in their designated area of concentration/MOS within 36 months of the date of appointment.

- (7) Has not previously received an OAB.

- (8) Has not previously been appointed or commissioned in prior military service.

b. Officer affiliation bonus. The OAFB will apply to officers of all grades who agree to serve in a Selected Reserve unit of the ARNG or USAR. DA Form 5261–7 (Selected Reserve Incentive Program Officer Affiliation Bonus) will be completed on individuals who qualify for and agree to receive the OAFB. To be eligible for the bonus, officers must—

- (1) Agree to serve in a critical officer skill, unit, or pay grade that is designated for bonus entitlement.
- (2) Agree to complete area of concentration/MOS training, if affiliating for service in a designated critical area of concentration/MOS other than that which they currently hold, within 36 months of affiliation date.
- (3) Be currently serving in the Regular Component for more than 30 days (the affiliation will occur at completion of the AD tour), or have served in the Regular Component for more than 30 days. The officer must have been released from that duty under honorable conditions.
- (4) Have not previously served in the Selected Reserve within the preceding one year period.
- (5) Have fewer than 15 years of qualifying military service towards a regular or non-regular retirement.
- (6) Not have previously received an affiliation bonus for service in the Selected Reserve.
- (7) Not currently be receiving financial assistance under 10 USC 1608, 10 USC 1609, or 10 USC 1611, or special pay under 37 USC 302g and will not receive such assistance or serve any related service obligation during the period of this agreement.
- (8) Agree to serve in the ARNG or USAR for a period not less than 3 years.

c. Officer accession bonus and officer affiliation bonus amounts and payment schedule.

- (1) The OAB amount will be paid in accordance with the annual SRIP after completion of officer basic course or warrant officer basic course.
- (2) The OAFB will be paid in accordance with the annual SRIP upon the officer's assignment to the designated position, unit, or pay grade pursuant to the agreement.

d. Officer accession bonus and officer affiliation bonus agreements. Officers accessed or affiliating with the ARNG or USAR must meet the eligibility criteria and sign an agreement applicable to the type of bonus to be received. The signed agreement will be attached to the NGB Form 62E (Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States) or DA Form 61 (Application for Appointment), as applicable, and filed in the interactive Personnel ERM System in the General Administration Section of the Soldier's Army Military Human Resources Record next to the NGB Form 62E or DA Form 61.

e. Suspension of officer accession bonus and officer affiliation bonus. Recipients who fail to accept a commission or appointment as an officer, do not commence to participate, or do not satisfactorily complete the service obligation incurred under the agreement for any of the reasons listed below, will be subject to recoupment or loss of entitlement to a portion of the bonus amount:

- (1) Fail to participate satisfactorily in training or duty with the Selected Reserve, including failure to maintain medical and dental readiness, during the entire period of the service obligation, unless the failure to participate satisfactorily was due to reasons beyond the officer's control (for example, death, injury, illness, or other impairment not the result of misconduct).
- (2) Fail or fail to complete officer basic course or warrant officer basic course within 36 months of the date of appointment (for the OAB); or to complete area of concentration/MOS training within 36 months of affiliation date, if required when affiliating for service in an area of concentration/MOS other than that currently held by the officer (for the OAFB).
- (3) Involuntarily separated from the Selected Reserve, unless as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.
- (4) Voluntarily move to a non-bonus skill, unless the move is required by the RC.
- (5) Fail to extend the contracted term of service for a period of authorized nonavailability.
- (6) Accept either a military technician position, where membership in an RC is a condition of employment, (a one-time temporary assignment as a military technician for 6 months or less is excluded) or assignment to an individual mobilization augmentee position.

10–20. Selected Reserve Incentive Program—Officer Retention Bonus

This paragraph provides policy and guidance for the administration of the SRIP Officer Retention Bonus (ORB). The ORB will be used to encourage retention in the SELRES.

a. Eligibility. Officer must voluntarily extend their service for a specified period in a designated military skill, career field, unit, or grade.

- (1) Have completed a minimum of 4 years of commission service.
- (2) Agree to remain in the SELRES for a minimum of 2 years.

(3) An officer is not eligible for a retention bonus if, at the start of the period of additional obligated service, the officer:

- (a) Has between 16 and 19 years of qualifying retirement service.
 - (b) Has more than 22 years of qualifying retirement service.
 - (4) The service obligation may not extend the officer beyond 25 years of qualifying retirement service.
 - (5) Currently not accepted or serving under another contract/agreement for a bonus.
 - (6) Completed their Military Service Obligation.
 - (7) Is not a Military Technician.
 - (8) AOC/MOS training must be completed within 24 months of written agreement acceptance by ARNG or USAR.
- b. Entitlement.*
- (1) The ORB will be paid in lump sum or installments as per the applicable SRIP.
 - (2) The service obligation for both the retention bonus and GI Bill transfer is served concurrently.
 - (3) If training is required, payment will be effective on AOC/MOS award.

10–21. Selected Reserve Incentive Program–Officer Transfer Bonus

This paragraph provides policy and guidance for the administration of the SRIP Officer Transfer Bonus (OTB). The OTB will be used to encourage transfers between the Regular Army and the SELRES to meet manning requirements.

a. Eligibility. Officers must agree to serve a minimum of 2 years in a designated military skill, career field, unit, or grade.

- (1) Must have fulfilled all service obligations satisfactorily within current component.
- (2) Must have fewer than 15 years of AFS time.
- (3) Must be released from AD honorably.

b. Affiliation and Transfer Bonus.

- (1) The ARNG and USAR may offer an OTB in conjunction with an OAFB.
- (2) Officers receiving both bonuses incur an additional 12-month service obligation for a minimum service obligation of 4 years.
- (3) The OTB and OAFB must be offered at the same time in order to be combined.
- (4) A separate Written Agreement must be completed for the OTB and OAFB.

c. Entitlement.

- (1) The OTB will be paid in lump sum or installments per the SRIP.
- (2) If in conjunction with, the OTB payment and term of service will start after the OAFB term of service is completed.

10–22. Selected Reserve Incentives Program–Student Loan Repayment Program

SLRP procedures and guidance are contained in AR 621–202. Refer to the annual SRIP (ARNG and USAR) for component specific guidance and restrictions.

Appendix A

References

Section I

Required Publications

Army publications are available on the Army Publishing Directorate website available at (<https://armypubs.army.mil/>).

AR 40–501

Standards of Medical Fitness (Cited in para 2–9a.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 1–10a.)

AR 140–111

U.S. Army Reserve Reenlistment Program (Cited in para 1–11a(1).)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 7–3e(3).)

AR 600–8–101

Personnel Readiness Processing (Cited in para 7–3f(2).)

AR 600–9

The Army Body Composition Program (Cited in para 3–7a.)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 2–9c.)

AR 601–141

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in para 9–6i.)

AR 614–30

Overseas Service (Cited in para 5–27a(3).)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 5–27b.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. Army publications are available on the Army Publishing Directorate website available at (<https://armypubs.army.mil/>). DoD publications are available at (<https://www.esd.whs.mil/>). United States Code is available at (<https://uscode.house.gov/>). National Guard publications are available at (<https://www.ngbpd.ngb.army.mil/>). UCMJ articles are available at (<https://jsc.defense.gov/military-law/current-publications-and-updates/>).

Accredited Institutions of Postsecondary Education (AIPE)

(Available for purchase at <https://www.acenet.edu/bookstore/>.)

AR 11–2

Managers' Internal Control Program

AR 15–185

Army Board for Correction of Military Records

AR 25–2

Army Cybersecurity

AR 25–30
Army Publishing Program

AR 40–3
Medical, Dental, and Veterinary Care

AR 40–400
Patient Administration

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–175
Separation of Officers

AR 135–178
Enlisted Administrative Separations

AR 135–180
Retirement for Non-Regular Service

AR 135–205
Enlisted Personnel Management

AR 135–210
Order to Active Duty as Individuals for other than a Presidential Reserve Call-Up, Partial or Full Mobilization

AR 140–1
Mission, Organization, and Training

AR 145–1
Senior Reserve Officers’ Training Corps Program: Organization, Administration, and Training

AR 195–3
The Criminal Investigation Command Special Agent Program

AR 380–67
Personnel Security Program

AR 600–8–1
Army Casualty Program

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAG)

AR 600–8–104
Army Military Human Resource Records Management

AR 600–8–105
Military Orders

AR 600–20
Army Command Policy

AR 600–43
Conscientious Objection

AR 600–85
The Army Substance Abuse Program

AR 601–280
Army Retention Program

AR 611–5
Personnel and Classification Testing

AR 612–201
Initial Entry/Prior Service Trainee Support

AR 621–202

Army Educational Incentives and Entitlements

AR 635–5–1

Separation Program Designator Codes

AR 635–200

Active Duty Enlisted Administrative Separations

AR 670–1

Wear and Appearance of Army Uniforms and Insignia

AR 700–84

Issue and Sale of Personal Clothing

Army Training Requirements and Resources System Course Catalog

(Available at <https://www.attrs.army.mil>.)

DA Pam 25–40

Army Publishing Program Procedures

DA Pam 600–8

Military Human Resources Management Administrative Procedures

DA Pam 611–21

Military Occupational Classification and Structure

Directive Type Memorandum 08–018

Enlistment Waivers (Available at <https://dtic.mil/whs/directives/>.)

DoDI 1304.25

Fulfilling the Military Service Obligation

DoDI 1304.26

Qualification Standards for Enlistment, Appointment, and Induction

DoDM 1145.02

Military Entrance Processing Station (MEPS)

DoDM 5200.02

Procedures for DoD Personnel Security Program (PSP)

HSPD 12

Policy for a Common Identification Standard for Federal Employees and Contractors (Available at <https://www.dhs.gov/>.)

Joint Travel Regulation

(Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.)

NGR 600–7

Selective Reserve Incentive Programs

NGR 600–200

Enlistment Personnel Management

NGR 614–1

Inactive Army National Guard.)

UCMJ Article 83

Fraudulent enlistment, appointment, or separation

UCMJ Article 85

Desertion

UCMJ Article 86

Absence without leave

UCMJ Article 92

Failure to obey order or regulation

UCMJ Article 104b

Unlawful enlistment, appointment, or separation

8 USC 1101(a)(20)

Lawfully admitted for permanent residence

8 USC 1101(a)(22)

National of the United States

8 USC 1359

Application to American Indians born in Canada

8 USC 1403

Persons born in the Canal Zone or Republic of Panama on or after February 26, 1904

10 USC

Armed Forces

10 USC 101(b)(2)

Personnel Generally

10 USC 247

Militia duty: exemptions

10 USC 504

Persons not qualified

10 USC 511

College First Program

10 USC 571(b)

Warrant officers: grades

10 USC 651

Members: required service

10 USC 671

Members not be assigned outside United States before completing training

10 USC 978

Drug and alcohol abuse and dependency: testing of new entrants

10 USC 1211

Members on temporary disability retired list: return to active duty; promotion

10 USC 1475(a)(5)

Death gratuity: death of members on active duty or inactive duty and of certain other persons

10 USC 1481

Recovery, care, and disposition of remains: decedents covered

10 USC 1482

Expenses incident to death

10 USC 1552

Correction of military records: claims incident thereto

10 USC 1606

Defense Intelligence Senior Executive Service

10 USC 1608

Time-limited appointments

10 USC 1609

Termination of defense intelligence employees

10 USC 1611

Postemployment assistance: certain terminated intelligence employees

10 USC 2106

Advanced training; commission on completion

10 USC 2107

Financial assistance program for specially selected members

10 USC 2131

Education assistance for members of the selected reserve

10 USC 7138

Regular Army: reenlistment after service as an officer

10 USC 7325

Computation of years of service: voluntary retirement; enlisted members

10 USC 12103

Reserve components: terms

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12303

Ready Reserve: members not assigned to, or participating satisfactorily in, units

10 USC 12686

Reserve on active duty within two years of retirement eligibility: limitation on release from active duty

10 USC 12731–10 USC 12738

Retired Pay for Non-Regular Service

10 USC 16131

Educational assistance program: establishment; amount

10 USC 16301

Educational loan repayment program: members of Selected Reserve

10 USC 16302

Education loan repayment program: health professions officers serving in Selected Reserve with wartime critical medical skill shortages

10 USC 16303

Loan repayment program: chaplains serving in the Selected Reserve

18 USC 922

Unlawful acts

20 USC 1071

Federal Family Education Loan Program

20 USC 1087(a)

Repayment in full for death and disability

37 USC 302g

Special pay: Selected Reserve health care professionals in critically short wartime specialties

37 USC 308

Special pay: reenlistment bonus

37 USC 373

Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met

38 USC 106

Certain service deemed to be active service

38 USC 3011

Basic educational assistance entitlement for service on active duty

38 USC 3012

Basic educational assistance entitlement for service in the Selected Reserve

38 USC 3015

Amount of basic educational assistance

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at (<https://armypubs.army.mil/>). DD forms are available on the Executive Services Directorate website at (<https://www.esd.whs.mil/directives/forms>).

DA Form 3072–2

Applicant’s Monthly Financial Statement (Prescribed in para 4–13g(7)(a).)

DA Form 3283

Statements of Member Removed from the Temporary Disability Retired List (Prescribed in para 5–49c(2).)

DA Form 3286

Statements for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program (EGA) (Prescribed in para 2–10d(2).)

DA Form 4824

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/Simultaneous Membership Program (SMP) (Prescribed in para 9–1b.)

DA Form 4826

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program (Prescribed in para 9–1b.)

DA Form 5261–6

Selected Reserve Incentive Program Officer Accession Bonus (Prescribed in para 10–19a.)

DA Form 5261–7

Selected Reserve Incentive Program Officer Affiliation Bonus (Prescribed in para 10–19b.)

DA Form 5585

Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the US Army Reserve Troop Program Unit Warrant Officer Flight Program (Prescribed in para 9–1b.)

DA Form 5586

Addendum to Certificate of Acknowledgement of Service Requirement for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option (Prescribed in para 9–1b.)

DA Form 7004

Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enrollment into the U.S. Army Reserve Specialized Training for Army Readiness (STAR) Program (Prescribed in para 9–17a(3).)

DD Form 368

Request for Conditional Release (Prescribed in para 3–19d(4)(d).)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at (<https://armypubs.army.mil/>). DD forms are available on the Executive Services Directorate website at (<https://www.esd.whs.mil/directives/forms>). NGB forms are available on the National Guard Bureau website at

(<https://www.ngbpmc.ng.mil/forms/ngb-forms/>). Standard Forms are available on the U.S. General Services Administration website at (<https://www.gsa.gov/>). USCIS forms are available on the United States Citizenship and Immigration Services website at (<https://uscis.gov/forms/>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 31

Request and Authority for Leave

DA Form 61

Application for Appointment

DA Form 199

Informal Physical Evaluation Board (PEB) Proceedings

DA Form 209

Delay, Referral or Follow-up Notice

DA Form 1695

Oath of Extension of Enlistment

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3540

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

DA Form 3947

Medical Evaluation Board Proceedings

DA Form 4187

Personnel Action

DA Form 4707

Entrance Physical Standards Board (EPSBD) Proceedings

DA Form 5305

Family Care Plan

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 149

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552

DD Form 214

Certificate of Uniformed Service

DD Form 215

Correction to DD Form 214/214–1, Certificate of Uniformed Service

DD Form 220

Active Duty Report

DD Form 369

Police Record Check

DD Form 372

Request for Verification of Birth

DD Form 1966

Record of Military Processing Armed Forces of the United States

DD Form 2807-1

Report of Medical History

DD Form 2807-2

Accessions Medical History Report

DD Form 2808

Report of Medical Examination

DS Form 1350

Certification of Report of Birth (Available at Vital Records Section, Passport Services, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705.)

Form SS-5

Application for a Social Security Card (Available on the Social Security Administration website at <https://www.ssa.gov/forms/>.)

FS Form 240

Consular Report of Birth Abroad (Available at U.S. consulates and embassies.)

FS Form 545

Certification of Birth Abroad (Available at Passport Correspondence Branch, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705.)

IRS Form W-2

Wage and Tax Statement

NGB Form 22

National Guard Report of Separation and Record of Service

NGB Form 22-3

Request for Waiver (ARNG)

NGB Form 62E

Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States

NGB Form 905

Waiver and Suitability Processing Checklist

SF 50

Notification of Personnel Action

SF 86

Questionnaire for National Security Positions

SF 180

Request Pertaining to Military Records

SF 182

Authorization, Agreement and Certification of Training

USCIS Form G-845

Verification Request

USCIS Form I-90

Application to Replace Permanent Resident Card

USCIS Form I-551

Permanent Resident Card

USCIS Form I-797

Notice of Action

USCIS Form I-797C

Notice of Action

USCIS Form N-550/570

Certificate of Naturalization (Available at U.S. consulates and embassies.)

USCIS Form N-560/561

Certificate of Citizenship (Available at U.S. consulates and embassies.)

USCIS Form N-565

Application for Replacement Naturalization/Citizenship Document

Appendix B

Format for Submitting Accession Incentives and Programs for Approval

B-1. Program proposal

The program proposal must be enclosed (second to last column) and must include—

- a. A lengthier description of the program and any items that require further explanation.
- b. A justification.
- c. Performance measures.
- d. Performance outcomes (for resubmissions).
- e. A legal review.
- f. Routing to show the chain of command approval.
- g. The internal controls and other measures in place to limit potential for fraud, waste, or abuse.
- h. The name(s) and contact information of the person(s) responsible for tracking such fraud, waste, or abuse.

Note. Incidents of fraud, waste, or abuse must be reported to the ASA (M&RA), or their designee, immediately.

B-2. Program renewal

In addition, documents for programs being renewed must including the following:

- a. The items in paragraph B-1.
- b. Information on the number of incidents of fraud, waste, or abuse during the previous year.
- c. The measures taken to limit further opportunities for fraud, waste, or abuse.
- d. Summaries of internal controls.
- e. See figure B-1 for a sample of approval.

Program name	Type <i>I=incentive B=bonus P=program</i>	New program	Projected Lift a Year	Actual Lift a Year	Projected annual cost	Actual annual cost	Brief description	Component	Proposal Enclosure?	POC
	<i>I/BJP</i>	YES/NO						<i>RA/ARNG/ USAR</i>	YES/NO	

Figure B-1. Sample for submitting accession incentives and programs for approval

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is the enlistment into the RA and RCs.

C–2. Purpose

The purpose of this checklist is to assist unit managers and internal control administrators located at recruiting battalions and brigades in evaluating the key internal controls for providing enlistment and officer incentives to eligible new recruits. It is not intended to cover all controls.

C–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

C–4. Test questions

- a.* Is there local internal control guidance that defines responsibilities and required actions?
- b.* Are managers and internal control administrators trained in, and do they understand, their internal control responsibilities?
- c.* Are explicit statements of internal control responsibility included in performance agreements for commanders and managers down to accessible unit manager level?
- d.* Is an internal control plan established and maintained to describe how key internal controls will be evaluated over a 5–year period?
- e.* Are internal control evaluations conducted in accordance with the internal control plan and prompt action taken to correct any internal control weaknesses detected?
- f.* Is the senior responsible official advised of potential material weaknesses detected through internal control evaluations or from other sources?
- g.* Are new recruits that enlist for a monetary incentive being systematically tracked by recruiting battalions or brigades during the period leading up to their ship date?
- h.* Is eligibility for enlistment incentives verified through the DA incentives messages prior to providing monetary incentive obligations to new recruits in the annexes to the DD Form 4?
- i.* Are the responsible accessioning agencies systematically tracking new recruits or candidates for appointment who benefit from pilot, program, incentive, or bonus during the effective period of the pilot, program, incentive, or bonus?

C–5. Supersession

This evaluation replaces the previous evaluation previously published in AR 601–210, dated 31 August 2016.

C–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

ACASP

Army Civilian Acquired Skills Program

AD

active duty

ADT

active duty for training

AFQT

Armed Forces qualification test

AFS

active Federal service

AGR

Active Guard Reserve

AICE

Association of International Credential Evaluators

AIPE

Accredited Institutions of Postsecondary Education

AIT

advanced individual training

AOC

Accession Options Criteria

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

BASD

basic active service date

BCT

basic combat training

CAR

Chief, Army Reserve

CG

commanding general

CLEP

College Level Examination Program

COHORT

cohesive operational readiness training

CSM

command sergeant major

CZTE

combat zone tax exclusion

DA

Department of the Army

DARNG

Director, Army National Guard

DAT

Drug and Alcohol Test

DCS

Deputy Chief of Staff

DEP

Delayed Entry Program

DLPT

Defense Language Proficiency Test

DMDC

Defense Manpower Data Center

DMOSQ

duty military occupation specialty qualification/qualified

DMPM

Director of Military Personnel Management

DoD

Department of Defense

DOR

date of rank

DS

Department of State

DSMT

Dual Status Military Technicians

DTP

Delayed Training Program

EAB

enlisted affiliation bonus

ECLT

English Comprehension Level Testing

EEPD

Enlistment Eligibility Processing Division

ERM

electronic records management

ESS

education services specialist

ETB

Enlisted Transfer Bonus

FS
foreign service

GCRC
guidance counselor resource center

GED
general education diploma

HIV
human immunodeficiency virus

HQDA
Headquarters, Department of the Army

HRC
Human Resources Command

HSPD
Homeland Security Presidential Directive

IADT
initial active duty for training

ID
Identification

IDT
inactive duty training

IET
initial entry training

IMR
individual medical readiness

ING
inactive National Guard

IRR
individual ready reserve

LDAC
Leader Development and Assessment Course

MEDPROS
Medical Protection System

MEPS
military entrance processing station

MGIB
Montgomery GI Bill

MOS
military occupational specialty

MOSCB
military occupational specialty conversion bonus

MS
Military Science

MSO
military service obligation

NACES
National Association for Credential Evaluation Service

NCO
noncommissioned officer

NCOES
noncommissioned officer education system

NGB
National Guard Bureau

NGR
National Guard regulation

NGYC
National Guard Youth Challenge

NPS
non-prior service

OAB
officer accession bonus

OAFB
officer affiliation bonus

OCS
Officer Candidate School

OMPF
official military personnel file

ORB
Officer Retention Bonus

OTB
Officer Transfer Bonus

PHA
periodic health assessment

PMOS
primary military occupational specialty

PMS
professor of military science

PS
prior service

PSEB
prior service enlistment bonus

PULHES
physical, upper, lower, hearing, eyes, psychiatric

PV1
private (E-1)

PV2
private (E-2)

QSO
Quick-ship bonus option

RA
Regular Army

RB
reenlistment/extension bonus

RC
Reserve Component

RE
reentry eligibility

REDD
Recruiter eligibility data display

REFRAD
release from active duty

REQUEST
Recruit Quota Enlistment System

ROTC
Reserve Officers' Training Corps

SAG
State Adjutant General

SECARMY
Secretary of the Army

SELRES
selected reserve

SF
standard form

SGT
Sergeant

SLRP
Student Loan Repayment Program

SMP
Simultaneous Membership Program

SPD
separation program designator

SQI
special qualification identifier

SRIP
Selected Reserve Incentive Program

SROTC
Senior Reserve Officers' Training Corps

TDRL
temporary disability retired list

TPC
training pay category

TPU
troop program unit

TRADOC
U.S. Training and Doctrine Command

TSC
test score category

UCMJ
Uniform Code of Military Justice

UIC

unit identification code

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USC

United States Code

USCIS

U.S. Citizenship and Immigration Services

USMEPCOM

U.S. Military Entrance Processing Command

VA

U.S. Department of Veteran Affairs

WO1

warrant officer one

WOFT

Warrant Officer Flight Training

Section II**Terms****Accession incentives**

Any monetary offer available to new recruits or candidates for appointment to assist in filling specialties that are critical to the Army's needs.

Applicant

An applicant applies voluntarily for enlistment in the RA or USAR and is found eligible for further processing after completing and signing the DD Form 1966. An applicant becomes an enlistee after the oath of enlistment is taken and applicable portions of the DD Form 4 are signed.

Army

The Army consists of the RA, the ARNGUS, the ARNG while in the service of the United States and the Army Reserve(which includes the Ready Reserve (Selected Reserve and IRR) and the Standby Reserve) (see 10 USC 7062c).

Bonus

Any other monetary offer available under certain circumstances, such as a referral fee to individuals who refer an applicant to an Army recruiter or an affiliation bonus for a Soldier departing the Active component to serve in the Selected Reserve.

Defense Manpower Data Center

Centralized system set up and managed by DoD to give all branches of the U.S. Armed Forces enlistment eligibility information on PS personnel.

Enlistee

A person who has voluntarily enlisted for military service.

Enlistment

The voluntary initial entry of a person as an enlisted member into any of the Military Services.

Enlistment categories

Initial term (Regular Army): person serving an initial term of active service. (Persons who are on IADT only are not included in this category.) First term (USAR): person serving in first term of service in the USAR. For statistical purposes, a first term is defined as a member whose initial entry into the U.S. Armed Forces incurred a statutory obligation of 8 years and who has not, as yet, completed that obligation.

Expiration of term of service

The scheduled date on which a Soldier's statutory or contractual (whichever is the later) term of military service will end.

Extended active duty

AD performed by a member of the ARNG or USAR when strength accountability passes from the ARNG or USAR to the Regular Army.

Grade

Refers to pay grade unless otherwise specified.

Initial entry training

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the Service to qualify in a military specialty or branch, and which is required before assignment to active duty outside the United States, per 10 USC 671. The term encompasses the completion of basic training and specialty or branch qualification while serving on AD or ADT. For ARNG and USAR Soldiers it includes completion of IADT, the officer basic course, and warrant officer basic course.

MGIB Kicker

An authorized financial supplement to educational assistance to members of the Selected Reserve in critically manned specialties, skills, or units designated by the SECARMY.

Military entrance processing station

Station where physical examinations and mental tests are administered to applicants and administrative processing and enlistment are completed.

Military occupational specialty

Grouping of duty positions requiring similar qualifications and the performance of closely related duties.

Military service obligation

The total required years of service that each person who becomes a member of a Military Service must serve under regulations prescribed by the Secretary of Defense and the Secretary of the Military Department concerned (see 10 USC 651 and DoDI 1304.25).

Nonprior service

Those persons who have never served in any component of the U.S. Armed Forces or who have served less than 180 days of AD as a member of any component of the U.S. Armed Forces. Persons must not have been awarded an MOS. NPS includes those who:

- a. Enlisted illegally while underage and separated by reason of voided enlistment before attaining age 17.
- b. Former member of a U.S. Armed Forces academy who did not graduate and served less than 180 days.
- c. Completed ROTC and served only ADT as an officer if enlisting in the RA.

Prior service personnel

For applicants enlisting in the RA, those having 180 days or more continuous AD in any component. For applicants enlisting in the RC, those having 180 days or more AD in any component and been awarded an MOS. PS also includes former members of a U.S. Armed Forces academy who did not graduate and served 180 days or more, and those, if enlisting in the RC, who completed ROTC and served only ADT.

Reentry eligibility codes

Codes assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. These codes inform the U.S. Army recruiter of the Soldier's eligibility to reenter the Service.

Regular Army

Comprises RA Soldiers on AD; ARNGUS and AR Soldiers on AD (except as excluded below); ARNG Soldiers called into Federal service; and all persons appointed, enlisted, or inducted into the Army without a component. Excluded are Soldiers serving on ADT; those on AGR status; those on AD for special work; those on temporary tours of AD; and those on AD pursuant to the call of the President (10 USC 12302).

U. S. Army Reserve

A Federal force consisting of individual reinforcements and combat, combat support, support, and training type units. This force is organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to AD in case of a national emergency.

Section III

Special Abbreviations and Terms

This section contains no entries.

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