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C2, NGR 600-200

CHAPTER 2 ARNG Enlistment Program

Section I Introduction

2-1. Purpose

This chapter prescribes policy and eligibility standards for the enlistment of persons with prior service (PS) or without prior service (NPS) into the ARNG. This chapter also prescribes policy for the reenlistment of an applicant with prior ARNG or ANG service. This chapter examines:

- a. Applicant processing.
- b. Basic qualification for enlistment.
- c. Waivers and approval levels.
- d. Enlistment/reenlistment pay grades, periods, and special options.

2-2. Forms

Prescribed forms are listed in Table 2-16.

2-3. Explanation of terms

- a. Special terms used in this chapter are explained in the glossary. For extensions or immediate reenlistment, see chapter 7.
- b. **Enlistment.** For the purpose of this chapter, the term enlistment refers to both enlistment and reenlistment as defined in the glossary.

2-4. Responsibilities

- a. **Chief, National Guard Bureau (CNGB).** The CNGB has overall responsibility for developing and maintaining policy and programs for ARNG enlistments.
- b. **State Adjutant General (AG).** The State AG is responsible for the recruitment and enlistment of qualified individuals of all races, creeds and ethnic groups into the Army National Guard, so that all units may reflect the population of their respective recruiting areas.

2-5. Recruiting objectives

ARNG enlistments are restricted to the quantity and quality objectives published annually by the National Guard Bureau (NGB) in a fiscal year enlistment criteria memorandum. The objectives are assigned to each State based on its force structure, projected personnel needs, training base

capabilities, fiscal resources, authorized strength levels, and national policies affecting force content and composition. The enlistment "criteria" contained in the FY enlistment criteria memorandum takes precedence over the applicable standards in this chapter.

2-6. Authority

Except as specifically provided by law, establishment of qualifications for enlistment in the ARNG is the prerogative of the Secretary of the Army (SA).

2-7. Penalties for violating this chapter

a. Chapter 2 is a *punitive* chapter. Military personnel who violate or fail to comply with this chapter are subject to court-martial under authority in Title 32, USC or UCMJ whichever is applicable.

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

c. When proper, commanders will consider initiating disciplinary action against military personnel, DA civilians, and State employees.

2-8. Eligibility

a. Eligibility for enlistment will be based on the applicant's ability to meet all requirements of this chapter, special criteria periodically imposed by NGB (para 2-5), and additional requirements imposed by State law.

b. All persons who process applicants for enlistment will use the utmost care to procure qualified personnel. If a waiver is authorized for a disqualification, the applicant will not be accepted before approval of the required waiver.

c. Applicants will not be accepted unless there is reasonable assurance they will be available and able to participate satisfactorily with the unit concerned. They must also be available for immediate order to active duty in an emergency, partial, general, or State mobilization. In this respect, consideration will be given to the following:

- (1) Normal commuting time and distance of civilian job.
- (2) Frequency of past relocations of residence.
- (3) Future plans.

(4) Possible conflicts with civilian occupation.

(5) Past performance as a military member, if applicable.

(6) Applicants must understand that responsibility for dependents in no way lessens the obligation for satisfactory participation in the ARNG and availability for mobilization. See AR 600-20.

d. An applicant will not be enlisted if there is any doubt as to his or her complete qualification and ability to participate satisfactorily.

2-9. Determination of eligibility

To determine if an applicant is eligible for enlistment in the ARNG, follow the steps below:

a. Determine basic qualifications. If applicant is qualified, go to d; if applicant is disqualified, go to b.

b. Determine waivability of any disqualifications; if applicant's disqualification is waivable, go to c; if applicant's disqualification is not waivable, reject the applicant.

c. Ensure all administrative and special criteria for waivers are met.

d. Obtain aptitude scores; if qualified go to e; if not qualified then enlistment processing ceases and the applicant is rejected or retested, as applicable.

e. Determine physical qualifications; if qualified, complete processing for enlistment; if not qualified determine whether condition may be waived. If waiver is possible submit for approval; otherwise reject the applicant.

2-10. Enlistment eligibility for special units or branches

Enlistment of NPS or PS applicants in units or branches specified below will be under the reference shown as well as this chapter. If found not qualified after for special assignment after enlistment, applicants may be reassigned without consent to another branch or unit for which they qualify. A change to the enlistment contract is not required.

a. Military intelligence, signal intelligence, electronic warfare, and signal security units: See AR 140-102.

b. Military police detachments (criminal investigation): See AR 195-3.

c. Special forces: See AR 614-200.

2-11. Position vacancy

a. All enlistments will be made against position vacancies. A position under the "authorized" column of the MTOE/TDA (by paragraph and line number) is a valid position vacancy if:

(1) It is vacant and no soldier in the unit who is excess is qualified for assignment to it, or:

(2) The soldier in the position will be separated within one year of the applicant's date of enlistment.

b. Enlistments may be made against position vacancies in newly approved MTOE/TDA authorization or reorganization documents that have projected effective dates, and upon receipt of a *carrier UIC*.

c. As an exception to "a" above, enlistments are authorized into certain units with vacancies established via the RC overstrength policy. See chapter 5, section V, RC Overstrength.

d. *Try One in the Guard*. There must be a position vacancy. As an exception, the authorized grade of the vacant position does not have to equal the soldier's grade. See paragraph 2-27b.

2-12. Assignment restrictions

a. As of 8 Mar 84, female applicants have not been enlisted or assigned to any unit position closed by the *Direct Combat Probability Code (DCPC) Policy*. Positions, MOS and units opened to women are identified in the MTOE/TDA documentation or by NGB message. Positions in most TDA organizations are open to women; however, some units have MOS that are closed to female assignments.

(1) When a female soldier's unit is relocated she may be assigned to a closed unit up to 1 year if there is no DCPC vacancy in the soldier's residential geographical area.

(2) Soldiers will not be enlisted into an open unit with the intent of attaching them to a closed unit except as authorized in paragraph 5-41.

(3) M-day soldiers who are in closed units/positions as a result of DCPC must transition from their closed unit/position before their ETS or 1 Oct 90, whichever is earlier.

(4) AGR/MT soldiers who are in closed units/positions as a result of DCPC may not retain their AGR/MT status after 1 Oct 88 unless they have been moved to an open unit/position. They

may remain in their current unit after 1 Oct 88 if they are not in AGR/MT status and they transition from their closed unit/position before their ETS or 1 Oct 90, whichever is earlier.

(5) AGR/MT whose ETS was after 1 Oct 88 at the time DCPC was implemented may remain in position until that ETS.

(6) Applicants will not be enlisted or assigned to any MOS closed to women. See chapter 4, AR 611-201.

b. Applicants will not be enlisted without their written consent for a unit located beyond reasonable commuting distance, i. e., 100 miles when unit conducts 4 drills on 2 consecutive days and government meals and quarters are provided, or 50 miles if the preceding conditions do not apply. If the applicant lives outside of a radius of 100 or 50 miles, this statement will be placed in the remarks of the DD Form 1966: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5."

c. See NGR 600-5 and TPR 300(302.7), respectively, for AGR and Technicians. ~~Assigned technicians are required to take part in all training throughout their enlistment periods.~~

2-13. Definition of ARNG service and valid enlistment agreement

a. Personnel become enlisted soldiers of the ARNG by:

(1) Completing a DD Form 4-Series and executing an Oath of Enlistment when applying from civilian status, or from another military service of the United States, either active or reserve.

(2) Service in the ARNG is either statutory or contractual as defined in paragraph 2-14.

(3) The DD Form 4-Series with all required accompanying documents is the only valid agreement that exists between the soldier and the ARNG for enlistment in the ARNG. For continued ARNG membership, when the term of service agreed to in the DD Form 4-Series expires, see Chapter 7.

b. A transfer or reassignment order is a personnel management action. The transfer order can never alter terms of or replace an enlistment agreement.

2-14. Statutory and contractual obligations

a. **Statutory obligations.** Since 1 Jun 84, all personnel have incurred an 8-year statutory obligation on initial entry into the Armed Forces (10 USC 651). An exception is granted to service agreements executed before 1 Jun 84 that specified a 6-year statutory obligation (see para 2-1, AR 135-91 for exceptions). For the purpose of determining the statutory obligation, service in the Delayed Entry Program (DEP) is creditable. For minority enlistments, see paragraph 1-7, AR 135-91. These agreements will be honored as written.

b. **Contractual obligation(s).** A contractual obligation is a signed contract to serve on active duty (AD) or in a RC (or both) as indicated in (1) through (3) below. A contractual obligation may run concurrently with the statutory obligation or it may extend past the statutory obligation.

(1) Service on AD or in a RC (or both) for a stated period. A contract is assumed voluntarily when enlisting or accepting an appointment and signing the agreement. It is under the terms of law and regulation in effect when enlisted or appointed.

(2) Ready Reserve service, active duty, or active duty for training (ADT) extending past the statutory service obligation. This obligation may be acquired through a voluntary contract by:

(a) Enlisting commissioned officers from ROTC who are later granted educational delays under AR 601-25.

(b) Service in the DEP for enlistments effected on or after 1 Jan 85 is not be used in determining pay; however, service in the DEP is creditable toward the remaining obligation as long as there was no break in service as a result of being discharged from the DEP.

(c) Soldiers discharged before completing their statutory obligation. Those who reenter the Active or Reserve Forces incur a contractual obligation of 6 or 8 years less the number of years, months, and days served during a previous enlistment or appointment. The minimum period of service after reentry 1 year. The length of the contractual obligation of either 6 or 8 years depends on the statutory obligation incurred on the initial enlistment or appointment.

(3) Service for a specified time upon signing an extension of enlistment or reenlistment.

2-15. Referral of applicants to higher headquarters
ARNG recruiting personnel have detailed knowledge about enlistment eligibility standards. They have a general knowledge of normal conditions in the ARNG. The recruiter will resolve cases locally or request data or assistance through the chain of command. Accordingly applicants should not be advised or instructed to visit, call or write to the National Guard Bureau or to any other headquarters.

2-16. Not used.

2-17. Persons receiving disability pensions or compensation from the VA

a. The enlistment of individuals permanently retired by reason of physical disability, age or who have retired upon completion of active duty service under 10 USC 3914 or 3917, is not authorized.

b. PS personnel receiving disability pension or compensation from the VA may be accepted for enlistment provided:

(1) They are qualified for enlistment which includes approved medical waiver(s).

(2) They forfeit, for the remainder of the current fiscal year and upon commencement of each fiscal year thereafter, either of the following:

(a) That portion of their benefits for the days for which they receive Federal pay and allowances for service as members of the ARNG, or

(b) Their ARNG pay and allowances. Procedures for waiving dual payment are contained in NGB Pamphlet 37-104-3.

c. Use DA Form 3053 (Declaration of Benefits Received and Waivers) or VA Form 21-8951 (Declaration of Benefits Received and Waivers).

2-18. Persons requiring special authority for enlistment

a. The following personnel may be enlisted if they sign a statement placed in the remarks section of the DD Form 1966-Series which reads: "I waive my exemption from militia duty under 10 USC 312."

(1) The judicial and executive officers of the United States, the several States and Territories, Puerto Rico and the Canal Zone.

(2) Customhouse clerks.

(3) Persons employed by the United States in the transmission of mail.

(4) Pilots on navigable waters.

(5) Workers employed in weapons armories, arsenals, and naval shipyards of the United States.

(6) Mariners in the sea service of a citizen or a merchant of the United States.

b. The above does not apply to ARNG technicians.

2-19. Special programs and procedures

a. *Try One in the Guard.* See paragraph 2-27.

b. Enlistment of USAR TPU soldiers. See paragraph 2-71.

c. Civilian Acquired Skills Program (CASP). See chapter 3.

d. Simultaneous Membership Program (ROTC/SMP). See Table 2-1.1 this regulation and chapter 13, NGR 600-100.

e. Split Training Option. See paragraph 2-25 and Chapter 4.

f. In-service recruiting program. See Section XII, paragraph 2-99.

g. Interstate transfer program. See paragraph 5-36 and 5-37.

Section II

Basic Qualifications and Verification for Enlistment, Nonprior Service Applicants

2-20. General

a. Enlistment of qualified applicants and avoidance of erroneous enlistments is a primary goal of all personnel involved with processing applicants for enlistment.

b. Recruiting personnel must examine all source documents e. g., transcripts for MOS requirements or advance grade, high school diploma, marriage license, or certificate for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, in English, or officially translated (notarized). Copies of verification documents will be forwarded with the enlistment packet or hand carried by the applicant to the guidance counselor for final processing.

2-21. Basic eligibility standards for all nonprior service (NPS) applicants

a. Persons who apply for enlistment ARNG must meet eligibility standards in Table 2-1 and any other requirements in Table 2-2 for the MOS in which they are enlisting.

b. Persons who have been previously separated from any US Armed Force (to include Reserve Components) with less than 180 days on active duty are classified as Glossary NPS for enlistment purposes if they have not previously been awarded an MOS.

c. All provisions applicable to NPS are also applicable to *Glossary NPS* unless specifically stated otherwise. Rules and tables that apply to *Glossary NPS* will be annotated to reflect applicability. All disqualifications that exist for prior service (PS) applicants apply to *Glossary NPS* as listed in Table 2-9.

2-22. NPS authorized enlistment periods

a. NPS applicants, except *Glossary NPS* (see "c" below) will be enlisted for 8 years. An applicant may elect one of the following options: **Note:** Active participation in a ARNG unit is service in the Selected Reserve.

(1) 8x0 (8 years Selected Reserve). This option requires the applicant to remain assigned to the Selected Reserve for the entire period of the enlistment agreement.

(2) 6x2 [6 years Selected Reserve plus 2 years in the Inactive Army National Guard (ING) or Individual Ready Reserve (IRR)]. This option requires the applicant to remain assigned to the Selected Reserve for a period of 6 years before being transferred to the IRR or ING for the remaining 2 years. See b below.

(3) 4x4 (4 years Selected Reserve plus 4 years ING/IRR). This option requires the applicant remain assigned to the Selected Reserve for a period of 4 years before being transferred to the IRR or ING for the remaining 4 years. See b below.

(4) 3x5 (3 years Selected Reserve plus 5 years ING/IRR). This option the applicant remain assigned to the Selected Reserve for a period of 3 years before being transferred to the IRR or ING for the remaining 5 years. See b below.

b. At the end of the period of service in the Selected Reserve, a soldier can elect to remain

assigned to the unit by extending or immediately reenlisting and not be discharged and/or transferred to the IRR or ING. See chapter 7 for policies on extensions, reenlistment and immediate reenlistment.

c. *Glossary NPS* applicants will be enlisted for a period of time sufficient to cover their unfulfilled MSO. They will be assigned to the Selected Reserve for the entire period of their enlistment. Applicants in this status cannot select one of the options listed above nor are they eligible for *Try One in the Guard*. Their enlistment period may not exceed 8 years.

d. See paragraph 2-25 for policy concerning the Split-training option.

2-23. NPS pay grade and date of rank (DOR)

a. NPS applicants enlisting in the ARNG will be enlisted in pay grade E-1, except as shown in Table 2-3, or when the enlistment option authorizes a higher pay grade, e. g., under the Civilian Acquired Skills Program in chapter 3. See note 3, Table 2-5, for *Glossary NPS*.

b. Date of rank (DOR) for NPS applicants will be the date of enlistment. *Glossary NPS* will be treated under PS rules for DOR computation.

2-24. NPS paid drill status eligibility

a. NPS applicants, except as identified in d below, are eligible for and may be enlisted in paid drill status prior to entry on IADT as follows:

(1) Personnel Category: HSDG/HSSR
Tng-Pay-Ret-Cat: P

Maximum # of IDT periods: 36 IDT periods during 270 days prior to entry on IADT. For allowable deferment prior to IADT and reasons justifying a delay, see chapter 4; however, a delay beyond 270 days does not authorize the soldier to drill for pay after the 270 day time limit. A high school senior who has not reached the age of 18 1/2 may enlist 360 days prior to entry on IADT if he or she has achieved an ASVAB score in test category III or higher and is scheduled to attend thru-ticket IADT training. Up to 90 days from the date of enlistment the soldier will be in a voluntary drill attendance nonpay category. Once the soldier reaches the 270 day mark prior to entry on IADT, he or she will be in a mandatory drill attendance category. No extension of the 360 days delay is authorized or can the soldier be changed to

another method of attending IADT. NGB Form 594-5-R will be accomplished for these types of enlistments.

- (2) Personnel Category: NHSG/CIHS-JR/GED
Tng-Pay-Ret-Cat: L & P combination

Maximum # of IDT periods: 12 IDT periods during 90 continuous days prior to entry on IADT. Shipment to IADT within 90 days after enlistment should be the goal. If this is not possible, the soldier should be encouraged to attend drill either before or after the 90 day period in a nonpay status. For allowable deferment prior to IADT and reasons justifying a delay see chapter 4; however, a delay beyond 180 days does not authorize the soldier to drill for pay after the 180 day time limit.

b. All NPS enlistees must be reported in SIDPERS-ARNG regardless of pay status.

c. Personnel in a paid drill status are required to participate on inactive duty training (IDT) while in a paid drill status and prior to entry on Initial Active Duty Training (IADT) not more than the maximum time and number of IDT periods specified in a above.

d. *Glossary NPS* applicants without military status who require training may not be enlisted in a pay status and will not be enlisted more than 90 days prior to the date they are scheduled to ship to training; no exceptions are authorized.

e. *Glossary NPS* applicants with military status and ARNG soldiers who interstate transfer may be enlisted, but must attend IADT IAW paragraphs a(1) or (2) above if currently scheduled for IADT. They can be enlisted no earlier than 90 days (paid status) prior to entry on IADT.

2-25. Split Training Option

a. The Split Training Option is limited to applicants who:

(1) Cannot complete BT and AIT during one continuous IADT period because of school or seasonal employment.

(2) Enlist for the 8x0 or 6x2 enlistment option. Other years of service options are not authorized.

(3) Meet basic eligibility requirements for enlistment.

b. To enlist under the Split Training Option, the NPS applicant must enter on IADT to undergo BT. This training should begin following junior or senior year in high school or as appropriate for

seasonal employees. Upon successful completion of BT, the soldier will be released from IADT, returned home to commence training with the unit of assignment in a paid drill status. Within 1 year from the day of separation from IADT (BT), the soldier again will enter on IADT to complete AIT for MOS qualification. Delays for AIT require NGB approval.

c. See chapter 4 for orders and related details.

d. NGB Form 594-4 will be accomplished for these enlistments.

Note: Glossary NPS applicants are not eligible for the split training option; however, soldiers with military status who are currently scheduled to attend training under the split option program may continue to attend IADT under this option)

Section III

Basic Qualifications for Enlistment, PS Applicants

2-26. General

a. This section prescribes basic eligibility for PS applicants for enlistment. PS applicants must meet eligibility standards in Table 2-4 and the requirements of the option for which they are enlisting. Rules in Table 2-4 indicate whether they are applicable to *Glossary NPS* applicants.

b. Verification if not specified is the same as that for NPS as shown in Table 2-1.

c. Enlistment objectives for each fiscal year are announced by the CNGB. These objectives outline the percentage of PS applicants to be enlisted during that FY.

d. Basic training (BT) requirements (applies to *Glossary NPS*):

(1) PS applicants who have not successfully completed a BT course during previous military service in any US Armed Force, must enter on IADT to attend BT within 90 days of enlistment.

(2) PS applicants who have successfully completed a BT course during previous military service in any component of a US Armed Force, will not be required to attend BT. However, they must still meet legal deployment requirements which may require ADT. See AR 135-200, para 6-3b for the minimum required training periods.

2-27. Try One in the Guard

a. Enlistment is authorized in the *Try One in the Guard* program for PS applicants who have less than 1 year remaining on their current Selected Reserve Obligation (not applicable to *Glossary NPS*) with service in:

(1) Any active component of the Armed Forces of the United States.

(2) Any reserve component of the Armed Forces of the United States except ARNG/ANG, see (3) below.

(3) The ARNG/ANG, if the applicant has had a break in service of 6 months or more.

b. PS applicants may be enlisted up to the pay grade last held at the time of discharge, or presently holding, but not to exceed pay grade E5. Enlistment can be made without regard to the grade required by the position vacancy for which they are enlisting.

c. PS applicants with remaining MSO must be enlisted for the remainder of their MSO even though they may only participate in the Selected Reserve for one year and serve the remainder of their enlistment period in the ING or IRR.

d. Applicants for the *Try One in the Guard* program will be subject to the following provisions and will be informed of them prior to enlistment. The statement, "the applicant was counseled concerning *Try One in the Guard*" will be typed in item 39, of the DD Form 1966 and initialed by the applicant.

(1) Extension upon completion of the 1 year period is subject to the minimum and maximum periods of service in chapter 7.

(2) One of the following will be accomplished before the end of 2 years from the date of enlistment for soldiers who were enlisted under the *Try One in the Guard* program in a grade higher than the grade of the position to which they were assigned: (For soldiers enlisted prior to 1 Apr 87, requirements below must be taken by 31 Mar 89).

(a) Reassigned to an appropriate position vacancy equal to their grade.

(b) Be administratively reduced to the grade authorized by the position to which they are assigned. See para 6-44.

(c) Discharged and transferred to an appropriate USAR Control Group.

(d) Discharged from the ARNG and the Reserve of the Army in their present grade providing no remaining reserve obligation exists.

e. Once assigned to an authorized position vacancy commensurate with his or her grade, a soldier will not be reassigned to a position requiring a lower grade without first being administratively reduced.

Note: Commanders must assign personnel enlisted under the *Try One in the Guard* program as soon as possible to a grade compatible vacant position when such a position becomes available.

2-28. PS authorized enlistment periods (applies to *Glossary NPS*)

a. Remaining MSO.

(1) PS applicants must enlist for a period of years, months, and days or whole years that will be equal to or exceed their remaining MSO when:

(a) They have been granted a conditional release from a Reserve Component, or

(b) They have a remaining statutory MSO.

(c) They were discharged prior to completing their statutory obligation.

(2) For applicants who enlist for 2 years or less (except for applicants enlisting under *Try One in the Guard*, the entire period will be in the Selected Reserve (drill status).

(3) Applicants who enlist for more than 2 years will enlist in the Selected Reserve for 2 years or the remainder of their current Selected Reserve contractual obligation, whichever is greater. They may serve the remainder of their MSO in the ING or IRR.

(4) The minimum enlistment period will be 1 year even if the PS applicant has less than 1 year remaining on their MSO. The enlistment will not exceed 6 or 8 years depending on the original MSO. Prior service applicants who are transfers from the USAR Selected Reserve will as a minimum enlist for the remainder of their MSO. They will also enlist for the remainder of their Selected Reserve contract.

(5) PS applicants with a remaining MSO will be counseled concerning their enlistment obligation. The following statement will be entered in section IV, DD Form 1966/4: "I have been counseled that, upon my enlistment in the ARNG, I will incur the balance of my (6 or 8, as applicable) year military

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service obligation." This statement will be signed and dated by the applicant.

b. PS applicants who have completed their MSO. The enlistment period of PS applicants who have completed their MSO will be for 1 or more years, not to exceed 6 years, in whole years. The entire period will be for assignment to the Selected Reserve.

c. PS applicants, 54 years of age or older, may enlist for a period not to exceed the last day of the month in which they reach age 60. The enlistment may be for a period of years, months, and days. No waiver is authorized for enlistment beyond the 60th birthdate.

d. PS applicants enlisting for the Selected Reserve Incentive Program (SRIP) are restricted in their choice of enlistment periods.

2-29. PS authorized enlistment pay grades and DOR

a. The pay grade and DOR upon enlistment in the ARNG will be determined in accordance with AR 600-20 and Table 2-5.

b. Applicants' grade of rank will be compatible with the requirements of AR 600-20 and the standards of grade authorization in AR 611-201.

c. A PS applicant will not be enlisted in a more favorable enlistment grade than E-2 unless entitled by Table 2-5 of this regulation.

Section IV

Verification and Qualification of PS Applicants

2-30. General

a. PS applicants' enlistment documentation will be thoroughly evaluated.

b. Disqualification of PS applicants due to RE code will be processed as follows:

(1) Inform the applicant that an RE code is not upgraded unless it was administratively incorrect when originally issued. See paragraph 2-32 for correction of RE codes.

(2) If the disqualification is waivable, then a waiver may be processed for approval.

(3) Advise applicants whose previous separation requires a 2 year waiting period before application for enlistment that a waiver is not authorized.

2-31. Verification of PS

a. Commanders at all levels 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 US Armed Force will not be enlisted until their PS is verified.

b. See Table 2-6 for use of Defense Manpower Data Center (DMDC) access system and verification procedures for prior service.

c. Recruiting officials must be sure that persons being processed for enlistment have been granted a conditional release from another RC (except those specified in d below), have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment (including Retired Reserve).

d. Nonunit members of the USAR assigned to the IRR may be enlisted in the ARNG pending receipt of final clearance from USAR authorities. Procedures are:

(1) Following enlistment, the gaining unit commander will forward NGB Form 60 through the State AG to:

Commander
US Army Reserve Personnel Center
ATTN: DARP-PAT-RR
9700 Page Boulevard
St Louis, MO 63132-5200.

(2) If clearance is granted, the USAR authorities will forward the authenticated NGB Form 60, including appropriate personnel records, to the gaining State AG.

(3) If clearance is denied, the individual will be immediately discharged from the ARNG of the State only in accordance with chapter 8.

2-32. RE Codes

a. Request verification of PS RE codes from agencies listed in paragraph 2-31 and Table 2-6. A description of RE codes for all Armed Forces is contained in Table 2-7. Verification requirement includes *Glossary NPS* applicants.

b. Correction of Army RE codes can be requested by the applicant, in writing, to Commander, USAEEA, 9700 Page Boulevard, St. Louis, MO 63132-5295. Information or evidence may show the code is incorrect. If so, a copy of the DD Form 214 must accompany the request. PS Army personnel will be advised that RE codes

may be changed only if they are determined to be administratively incorrect.

2-33. Determination of PS enlistment eligibility
Enlistment eligibility of a PS applicant must be determined before the enlistment agreement is accomplished. If the applicant was discharged from AD status, the RE Code and SPD will be obtained using procedures outlined in Table 2-6.

a. Applicants separated from AD and transferred to the IRR for any of the reasons shown in Table 2-8 may be enlisted unless the AG specifically directs otherwise. The following conditions must have existed prior to enlisting if Table 2-8 applies:

- (1) Applicant is still currently assigned to the IRR.
- (2) Applicant's last period of active service was characterized as honorable.
- (3) Bar to reenlistment was not in effect.
- (4) Applicant was otherwise fully eligible to reenlist.

b. Applicants transferred from USAR TPU to the IRR or discharged from the ARNG or ANG and transferred to a nonunit RC status for any of the reasons shown in Table 2-8 may be enlisted unless the AG specifically directs otherwise. The following conditions must have existed prior to enlisting if Table 2-8 applies:

- (1) Applicant is still currently assigned to the IRR.
- (2) Applicant's last period of service was characterized as honorable.
- (3) Applicant was a member of a unit and required to participate in drills and AT prior to transfer to a nonunit RC status.
- (4) Applicant was in a mobilization readiness category prior to transfer to a nonunit RC status.
- (5) Bar to reenlistment was not in effect at the time of transfer to the IRR.
- (6) Applicant was otherwise fully eligible to reenlist.

c. Discharge of applicants from the Delayed Entry Program (DEP) prior to reporting to active duty is accomplished by the Commander, Recruiting Battalion as directed by the CG, USAREC or HQDA using an order instead of DD Form 214. The reason for discharge will be investigated and, if the reason for discharge was not disqualifying, enlistment may be accomplished. Discharge from

the DEP for felony convictions after enlistment in the DEP is waivable for enlistment in accordance with Table 2-11.

d. Applicants previously discharged for overweight or underweight, who now meet the weight and height standards of AR 40-501 or AR 600-9, as applicable, may be enlisted.

Section V

Enlistment Waivers (NPS and PS)

2-34. Moral and administrative disqualifications waivers

Commanders at all levels must determine if a waiver request warrants favorable consideration based on applicant's outstanding or meritorious qualities and attributes through:

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

2-35. Listings of disqualifications

The tables listing moral and administrative disqualifications are:

- a. Table 2-9A - lists typical minor traffic offenses.
- b. Table 2-9B - lists typical minor non-traffic offenses.
- c. Table 2-9C - lists typical misdemeanors.
- d. Table 2-9D - lists typical felony offenses.
- e. Table 2-9E - lists nonwaivable moral and administrative disqualifications.
- f. Table 2-9F - lists nonwaivable disqualifying separations.
- g. Table 2-10 - lists waivable moral and administrative disqualifications.
- h. Table 2-11 - lists waivable civil/criminal disqualifications.
- i. See paragraph 2-45b for the definition of "conviction" and "other adverse disposition."

2-36. PS applicants with disqualifications

a. All disqualifications must be revealed by PS applicants. However, only the following are considered current:

- (1) Those that occurred during and after the last period of service.
- (2) Those that were not previously revealed.

b. PS applicants must list all courts-martial convictions, time lost during all periods of previous service, and all civil charges or convictions.

c. Applicants who had waivers approved for entry into their prior service may be accepted for enlistment in the ARNG if the unit commander concurs.

d. PS applicants separated from AD and transferred to a RC, and are not assigned to a TPU, with a RE code or SPD requiring a waiver, will not be enlisted until the waiver is approved. See exceptions, paragraph 2-33b and Table 2-8.

e. PS applicants transferred from a TPU and assigned to a RC (nonunit status) because of a reason which requires a waiver will not be enlisted until a waiver is approved. See exceptions, paragraph 2-33b and Table 2-8.

2-37. Submission of requests for waivers

a. Waiver requests will be submitted through military channels to the approving authority.

b. If a waiver of more than one disqualification is requested, it must be approved at the highest approving authority level. Intermediate commanders will make the determination on waivers which come under their jurisdiction, and will make recommendations on those not under their jurisdiction.

c. Machine reproduced (photo) copies of the DD Form 1966-Series will be submitted in lieu of prepared copies.

d. Waiver requests submitted to NGB from an applicant with prior service in other than the Army will include the individual authorization for NGB to obtain PS records.

2-38. Waiver disapproval authority

a. Commanders below the approving authority may disapprove waivers for applicants who do not meet prescribed standards, or who cannot substantiate the merits of their cases. Any disapproval by the chain of command automatically constitutes the disapproval of the waiver, except as stated in b below.

b. All requests for a medical waiver will be reviewed by the State Surgeon. Medical waivers disapproved by the State Surgeon will not be forwarded to NGB.

c. Waivers previously disapproved may be resubmitted after 1 year if changes in the applicant's situation merit reconsideration.

2-39. Validity periods of waivers

Unless otherwise stated in the waiver documents, waivers approved valid for 1 year from the approval date if changes do not occur which would require further review. The entire waiver packet must be submitted if a waiver for additional offenses or disqualifications is requested.

2-40. Administrative instructions for requesting waiver approval

a. Submit waiver requests:

(1) On NGB Form 22-3 (Request for Waiver). See Table 2-13.

(2) With documents as stated in Tables 2-10 and 2-11.

b. Recording of entries.

(1) Complete item 20e of section II, DD Form 1966-Series.

(2) Note approval of waiver in item 39, Remarks, on the DD Form 1966-Series when enlistment is completed.

(3) Attach a copy of the waiver document, together with document any evidence on which request for waiver is based, to the original copy of the DD Form 4-Series.

c. Disposition of waiver documents - see Table 2-16.

d. Applicants must be determined to be mentally qualified before the submission of a waiver request. A waiver may be processed before the physical examination except for a medical waiver or alcohol and drug abuse waiver.

e. Applicants will not be sent to MEPS for final enlistment processing before the approval of any required waiver.

2-41. Waiver approval procedures

a. Table 2-10 gives waiver approval authority for moral and administrative disqualifications, lists required documents, and waiting periods.

b. Table 2-11 - gives waiver approval authority for civil or criminal disqualifications; it lists required documentation and waiting periods.

c. Not used.

d. Paragraph 2-46 shows the required waiting periods following civil restraint before waiver requests may be submitted.

e. Telephonic approval of waivers is not authorized.

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2-42. Exceptions to policy

As an exception, applicants not qualified for enlistment, but who have exceptional potential for productive Army service, may be recommended for enlistment by the State AG to the CNGB.

a. Requests for exception may be submitted to CNGB, ATTN: NGB-ARP-E.

b. All documentation and a full justification will accompany each request for exception to policy.

Section VI

Waivers for Civil Offenses

2-43. Standards

Acceptability for enlistment of applicants who have records of court convictions or other adverse dispositions is based on moral standards prescribed in this section.

a. These standards screen out applicants:



(1) Who are legally precluded from serving in the US Armed Forces.

(2) Whose background poses serious questions as to fitness for military service.

(3) Who are unsuitable for participation in special programs.

(4) Who are likely to become serious disciplinary cases.

b. Applicants will be advised that all arrests, convictions, and other adverse dispositions must be revealed. Recruiting personnel will obtain criminal history on applicants under Table 2-1, rule G.

2-44. Waivers of moral disqualification

a. For a listing of offenses which require moral standard waiver see Table 2-10 and Table 2-11.

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

2-45. Rules governing processing of moral waivers

a. In item 35, DD Form 1966-Series, the applicant must list all offenses regardless of their outcome (e.g., found guilty or dismissed). A person arrested, cited, charged, or held for an offense 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. (As an example, the following notation is given: arrested for grand larceny and criminal possession of stolen property--pleaded guilty to criminal possession of stolen property, value of less than \$500.) In this case, the person requires approval of a misdemeanor waiver. However, waiver approval 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. A waiver is not authorized for a criminal or juvenile court charge that is pending (includes unpaid fines) or if such a charge was dismissed or dropped at any stage of the court proceedings on the condition that the offender enlist in a military service. See Table 2-9E, line L, and footnotes.

b. To ensure equal treatment to everyone applying for enlistment, despite the variance in State statutes, rules below are guides for those who process waivers.

(1) Expunging the record. 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 ARNG enlistment of such an applicant is required and the record must be revealed. Federal convictions for possession of a controlled substance (narcotic drugs, marijuana, depressant, or stimulant substances) which have been expunged per order of the Federal court will not be listed on the enlistment documents, and will not be considered as a conviction. This provision applies only to Federal expungements for simple possessions, not to State court convictions. The underlying facts must be revealed and will be considered in determining medical, security, and MOS eligibility (AR 611-201).

(2) Other adverse disposition. This term:

Means that a judge, jury, district attorney, juvenile administrator, or other authorized juvenile or criminal justice agency, after reviewing the circumstances surrounding the arrest:

(a) Placed the individual into a diversionary or similar program.

(b) Entered a judgment of guilty or acceptance of *nolo contendere* in a court's records, with or without the individual's agreement, plea of guilty or *nolo contendere*.

(3) The person has an "other adverse disposition" if he or she enters into an agreement with a court (State or Federal) authority to:

(a) Serve probation for any period.

(b) Serve confinement.

(c) Pay restitution.

(d) Pay a fine.

(e) Forfeit a bond that closes a case.

(f) Attend classes.

(g) Perform community service or perform any other similar acts.

(h) Comply with other conditions. For example:

*An individual appears before a court or juvenile administrator because of alleged criminal misconduct, pleads guilty, and is told that the findings will be deferred until a probationary period is served, this would be an "other adverse disposition" for enlistment waiver purposes.

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*If a juvenile is charged with an offense and thereafter is diverted from the court system to a State juvenile agency (e.g., Department of Family Services). The agency requires or agrees with the juvenile to allow the juvenile to pay restitution, serve a probationary period, or perform some other acts because of the alleged misconduct. This is an "other adverse disposition" for enlistment waiver purposes.

(4) A waiver is required regardless if the below actions are taken:

(a) Expungement, except Federal expungement under paragraph b(1) above.

(b) Record sealing.

(c) Setting aside the adjudication or the reopening of cases to change the original findings or pleas of admission from guilty to not guilty. (Includes juvenile conviction of offenses at trial, but not tried as an adult.)

(d) Dismissal of the original petition.

(e) 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 are adverse dispositions for enlistment waiver purposes. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.

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

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

(b) Later proceedings deleting an initial determination of guilt from court records, based on evidence of rehabilitation or completion of a satisfactory probationary period. (Examples of later proceedings in adult offender cases include: pardon, expungement (except Federal expungement under paragraph b(1) above) amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and to dismiss all of the charges unless new findings in the case would have resulted in an original verdict of not guilty.) Such later proceedings recognize rehabilitation. They do not change the fact that the offender committed the criminal act and that a waiver is required.

(c) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult.

DD Form 369 (Police Records Check) may be modified to include a statement in the remarks section that asks the following: "Was subject tried and convicted as an adult?" Unless court records indicate tried as an adult, applicants who were juveniles at the time of offense have an adverse disposition for enlistment waiver purposes.

(d) Applicants, regardless of age, who pay a fine through the mail as a result of a traffic citation or summary citation for other charges which allow a plea of guilty via the citation or ticket, are considered to have been *convicted* of the charge. Example: A 17-year-old applicant receives a summary citation for shoplifting, which allows a hearing or the mailing in of a fine that becomes the final disposition. An applicant who elected to sign the citation and pay the fine, in lieu of a hearing or trial, is considered to have a conviction for enlistment purposes.

(e) Since State laws vary regarding juveniles being tried as adults, recruiters should consult their chain of command and their State Judge Advocates when questionable cases arise.

(6) Felonies.

(a) Types of felonies. For processing waivers, there are two felony classifications:

1. Convicted of a felony, as an adult. An applicant is convicted of a felony as an adult when a judgment of guilty or accepted plea of *nolo contendere* is entered in a court's records for a felony offense committed when then 18 years of age or older, or when the applicant is tried and convicted of a felony as an adult.

2. Other adverse disposition for felony offenses. This term includes juveniles and adults processed in diversionary or similar programs (see paragraph 2-45b(2) above) for commission of felony level offenses.

(b) List of felonies. A list of typical felony offenses is shown in Table 2-9D. An offense not listed will be treated as a felony for both adults and juveniles, if the maximum confinement under local law of the State where the offense was committed exceeds 1 year for adults.

(7) Unconditional suspended sentence and unsupervised unconditional probation. These do not require a waiver unless the offense committed requires a waiver or one of the following conditions apply:

(a) Restrict that person's freedom of movement.
 (b) Requirement for the payment of damages or fine. Only applies if the damages or fine are not paid. If damages or fine are paid, the applicant may enlist without waiting for the period of the unconditional suspended sentence or unsupervised unconditional probation to end. However, if a waiver of the offense is required, approval of the waiver would still have to be obtained prior to enlistment.

(c) Require periodic reporting by the person to an officer of the court (including a probation officer).

(d) Involve supervision by a court officer including a probation officer. For example, a sentence suspended on the sole condition that the offender will not commit a like offense in the next 12 months, would not prohibit waiver consideration.

(8) **Sunset rule.**

(a) This provision was formulated to reduce enlistment waiver processing requirements by deleting the requirement to process a waiver in those cases in which an applicant with a history of committing minor offenses demonstrates rehabilitation and has a clean record in the 3 years since being convicted or receiving an adverse disposition of a waivable offense. A clean record is defined as not exceeding the following number of convictions/adverse dispositions:

- One minor nontraffic offense.
- ~~One misdemeanor.~~
- Five traffic (not parking) offenses in a year.
- Nine traffic (not parking) offenses in the last 3 years.

(b) The *Sunset Rule* does not apply if the soldier has ever been convicted or received an adverse disposition for:

- A felony.
- Five misdemeanors.
- Two driving offenses while intoxicated, drugged or impaired. If the above numbers are met, process a waiver for all convictions and/or adverse dispositions regardless of when committed.

Note: If the *Sunset Rule* applies so indicate on the DD Form 1966. Under the sunset rule the soldier

is still required to list all offenses as required on enlistment documents.

2-46. Waiting period

The waiting period following release from civil restraint gives the person a chance to show satisfactory rehabilitation. It gives the service time to evaluate the extent of the applicant's rehabilitation. For PS applicants, the waiting periods listed below apply only to offenses and periods of confinement since the date of last separation from active military service.

a. Civil restraint for parole, probation, or suspended sentence requires waiting periods:

- (1) If civil restraint is as defined in paragraph 2-45b(7), no waiting period is required.
- (2) Otherwise, waiver may not be submitted until period of civil restraint is concluded.

b. Type of civil restraint:

(1) Confinement of juvenile or adult for less than 15 days. Waiting period required: Minimum of 2 weeks and maximum of 2 months as considered necessary by the State AG.

(2) Confinement of an adult for 15 days or more. Waiting period required: Three months. The State AG may not require this waiting period if the applicant was sentenced to pay a fine as an alternative to serving a confinement period. Written verification is required from the court imposing confinement.

(3) Confinement of juvenile for 15 days or more. Waiting period required: Minimum of 1 month and maximum of 3 months as considered necessary by the State AG.

2-47. Required investigations

a. Further processing for enlistment will be suspended pending an investigation of a case (for example, completion of police records check, discussion with probation officer, or review of correctional facility records, as applicable), if one of the following applies:

(1) Applicant admits to a civilian criminal record (including arrests, charges, other adverse disposition, and convictions).

(2) Applicant does not admit to a civilian criminal record, but the enlisting agency has reason to believe such a record exists.

b. When an applicant admits to an arrest record and states that a conviction or other ad-

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verse disposition occurred as a result of that arrest, a waiver is required (if such offenses require a waiver under Table 2-11) when one of the following applies:

- (1) Civil authorities refuse to furnish the information, or require payment of a fee.
- (2) No record of the information exists.
- (3) Applicant is unable to obtain the records.

c. An applicant who admitted to an arrest record, but states that no conviction or other adverse dispositions occurred as a result of that arrest, does not require a waiver when one of the following applies:

- (1) Civil authorities refuse to furnish the information or require payment of a fee.
- (2) Applicant is unable to obtain the records.
- d. The investigation will include the police record checks prescribed in Table 2-1, rule G.
- e. Applicant is ineligible for enlistment if an investigation is pending.

2-48. Pending charges—civil restraint

a. Military personnel will not:

(1) Take part directly or indirectly in the release of a person from pending charges so that he or she may enlist in the ARNG as an alternative to future prosecution or further adverse juvenile or adult proceedings. Recruiting personnel will not contribute directly or indirectly to the false notion that the ARNG condones such a practice. Applicants subject to a pending charge are not eligible to enlist (Table 2-9E, line L and notes); therefore, they are not eligible for preenlistment processing to determine mental and medical eligibility.

(2) Take part in obtaining release of an applicant from any type of civil restraint so that he or she may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. (See Table 2-9E, lines L and M, and notes.) 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.

b. Applicant will be processed for an approved waiver if all restraint [except that exempt by paragraph 2-45b(7)] has been terminated. See paragraph 2-46.

2-49. NGB Form 22-3, Request for Waiver

The NGB Form 22-3 will be:

a. Used for all waiver requests for personnel applying for enlistment from civilian life being forwarded for approval by NGB. The State may authorize their units to use the form for waivers approved within the State.

b. Prepared in accordance with the instructions contained in Table 2-13.

c. Distributed in accordance with Table 2-16.

Section VII

Processing Applicants

Part 1. General Information

2-50. Importance of applicant processing

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

a. Ensure that all accepted applicants are qualified for enlistment.

b. Ensure that records are prepared accurately. Records are a matter of major importance during the applicant's military service, in later civilian life, and even after death.

c. Effect a smooth transition into the ARNG.

d. Provide proper advice and assistance to rejected applicants.

e. Ensure that personal documents are returned to applicants who are rejected or who are no longer prospects for enlistment. The balance of the applicants' packets will be reviewed and destroyed when no longer needed for current operations. Packets will not be retained for longer than 1 year.

f. Identify applicants who speak English as a second language. This includes all NPS applicants from American Samoa and Puerto Rico, and others whose records show they are not native English speakers and have lived in the United States less than one year.

(1) Inform these applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.

(2) Advise them that those who score 69 or below on the ECLT must take English language training before IADT.

(3) Advise all applicants who must take English language training that failure of the course will result in discharge from the ARNG.

2-51. Processing elements

Processing generally consists of:

- a. Preliminary determination of qualifications.
- b. Administration of mental exam.
- c. Approval of waiver(s) or upon completion of medical exam, if applicable.
- d. Orientation of applicant.
- e. Preparation of records and forms.
- f. Administration of Oath of Enlistment.
- g. Movement of personnel.

2-52. Orientation of applicants

The recruiter will give applicants a preliminary orientation prior to processing for ARNG enlistment. This orientation is mandatory for all NPS applicants and PS applicants from other than the ARNG. It will be modified to meet the needs of those PS applicants enlisting in the ARNG with a break in ARNG service. A similar orientation will be provided by the unit commander or designated representative subsequent to the enlistment. The orientation will consist of:

- a. The military service obligation and unit participation requirements incurred by enlisting.
- b. Mobilization requirements for State or to active duty.
- c. Entitlement to pay and allowances.
- d. Mental and physical testing required to determine eligibility for membership and training in the various military occupational specialty (MOS) fields.
- e. ARNG policy concerning equal opportunity (NGR 600-21).
- f. An explanation of pertinent State laws relating to military justice and the applicability of the Uniform Code of Military Justice (UCMJ) from the date required to report under a Federal call of the ARNG or a Federal order to active duty for training as a Reserve of the Army. A complete text of all laws discussed will be made available upon the applicant's request.
- g. Dependent care and welfare during required training and mobilization. Applicants with family

responsibilities for a spouse and/or dependent children or family members should understand that this in no way lessens their obligations for satisfactory participation in the ARNG and availability for mobilization. See AR 600-20.

h. Female applicants should be counseled concerning policy and procedures for pregnant soldiers (AR 135-91) and how the Direct Combat Probability Code (DCPC) Policy affects assignments and career opportunities. Advise female applicants that enlistment automatically requires basic weapons qualification.

i. Counseling on all relevant aspects of military service. In the case of NPS applicants, particular attention will be given to a discussion of BT and AIT requirements, living conditions, pay and allowances, military discipline, expected standards of conduct and performance, and the demands of physical training and weapons qualification. Each applicant must be informed that there is no mandatory release date for the AIT portion of IADT, and that reclassification will follow on training will occur if the applicant fails to qualify in the MOS for which he or she was sent to train. It is strongly recommended that counselors become familiar with the training post facilities and training requirements in order to provide the applicants current information.

j. Information to the applicant concerning career opportunities, limitations in MOS, and Selected Reserve Incentive Program (SRIP) eligibility (or lack thereof) in the MOS and the unit.

k. In the case of PS applicants, the advantages of reclassification when civilian education, experience, and/or occupation has provided the applicant with skills of greater importance to the ARNG than the skill they previously held in the military.

l. The fact that some MOS, SQI, and/or ASI will require completion of a specific course of instruction as a prerequisite before entering the MOS training for which they are enlisting.

m. Counsel applicants that the ARNG does not condone the use of marijuana, harmful or habit forming chemicals and drugs.

n. Counseling concerning the provisions and applicability of the Soldiers and Sailors Relief Act (DA Pamphlet 360-525 and DA Pamphlet 27-166).

o. Counseling concerning CASP, if applicable.

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2-53. Prohibitions

a. During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected when it is clearly established that he or she does not meet enlistment criteria.

b. In no case will members of a US Armed Force be enlisted before honorable discharge, separation, or conditional release is obtained from that military service, (except soldiers in the IRR and ISR enlistees.) An applicant for ARNG enlistment may state that he or she was discharged recently from the Active Army or a Reserve Component when, in fact, he or she may have been separated and assigned to the IRR.

2-54. Shared responsibilities

a. The State AG:

(1) Determines final acceptability of applicants for enlistment.

(2) Processes applicants to the extent possible; this processing will determine their tentative acceptance by the recruiter before sending them to the MEPS.

(3) Funds applicant's transportation to and from the MEPS and meals and lodging at the MEPS through NGB.

(4) Coordinates meal and lodging arrangements with the MEPS.

(5) Administratively processes all applicants for enlistment in the ARNG through the MEPS ARNG guidance counselor (GC) or unit personnel if applicant is not MEPS processed, before administering the Oath of Enlistment.

b. Military Entrance Processing Station (MEPS).

(1) All NPS accessions must be full MEPS processed, to include *Glossary NPS* applicants. Full MEPS processing includes aptitude testing, physical examination, administrative processing, and inspection for shipment to IADT. Split training enlistees must ship through MEPS for both SP1 and SP2 of IADT.

(2) PS applicants, those on a conditional release (to include conditional release personnel from the USAR or other US Armed Forces), inservice recruited personnel, and ARNG interstate/intrastate transfer personnel do not have to be MEPS processed. They can be locally enlisted. However, full MEPS processing is encouraged to ensure quality

control, reduced recruiter/unit administration, and uniformity of enlistment documents and procedures.

(3) See paragraph 2-62 for ASVAB and AFCT testing.

(4) The MEPS commander will process applicants as prescribed in AR 601-270 and this regulation.

(5) Non-MEPS processed enlistment packets will be forwarded so as to arrive at SIDPERS within 5 days of enlistment.

2-55. Preparation of records and forms

Persons who prepare, control, and transmit applicant enlistment records and forms will:

a. Complete and assemble all required records and forms.

b. Compare similar entries and correct discrepancies with the applicant.

c. Establish that entries on records and forms are correct before signatures are obtained.

d. Ensure records and forms are legible, to include carbon copies.

2-56. Required forms and documents and responsibilities for initiation See Table 2-16.**2-57. Composition and number of enlistment packets and disposition instructions**
See Table 2-17.**2-58. Verification documents**

Reproduce all verification documents for inclusion in enlistment packets. **Note:** Some documents cannot be legally reproduced, e.g., naturalization certification. Return originals to the applicant. Remind applicants, as soon as copies are made, which documents they will need to establish benefits upon arrival at the reception battalion.

Part 2. DD Form 1966/1 through DD Form 1966/6 (Application for Enlistment-Armed Forces of the United States)**2-59. General**

a. All applicants for initial enlistment in the ARNG must complete the DD Form 1966-Series. A new DD Form 1966-Series is not required for enlistment when one is available from previous records. In this case, the old DD Form 1966-Series will be updated. A new copy of page 1, DD Form

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1966-Series will be updated. A new copy of page 1, DD Form 1966-Series is not required to process an applicant on a conditional release.

b. Before applicants complete and sign the DD Form 1966-Series, the recruiter will make clear to them that:

(1) They are liable for any false representation made in their statements. Ensure they read the warning statement on the front of the DD Form 1966-Series.

(2) Entries on the DD Form 1966-Series must include any adverse juvenile adjudication or other conviction, whether or not the adjudication or conviction was expunged, pardoned, or otherwise "wiped out" by the civil court after a probation period. (See para 2-45.)

(3) All offenses must be listed for which applicants were charged or cited even though the offenses were dismissed or dropped or applicants were found not guilty.

Note: All items in the DD Form 1966-Series that require supervision or completion by the recruiter will be entered under Table 2-14 before sending an applicant to the MEPS for physical testing.

2-60. Preparation, corrections, and verification of the DD Form 1966-Series
See Tables 2-1 and 2-14.

Section VIII

Mental and Physical Testing

Part 1. Administration of Mental Test

2-61. General

a. The purpose of ASVAB testing is to identify applicants who meet the aptitude enlistment standards established by this regulation. Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment (primarily underage). An applicant who is at least 16 years of age may take the ASVAB at a MEPS or MET site. An accurate and fully completed and signed USMEPCOM Form 714-A (Request for Examination) will be used to authorize the applicant's enlistment qualification testing and retesting. This form must indicate the correct version of any previous test taken. The recruiter

is responsible for completing the nonshaded portions of items A, B, 1 through 16, 19, and the reverse side of the form IAW USMEPCOM Reg 680-1. All data blocks must be complete and legible. Additional instructions:

(1) Block 4; if the same as current address, enter "Same as item 3."

(2) The recruiter will witness and certify the applicant's signature on the reverse side of the form.

b. Effective 30 Sep 85, all applicants for ARNG enlistment must be tested using the ASVAB.

(1) **First test.** The first administration of student testing, or current production test, will be considered the first test by the ARNG regardless of the Service for which the applicant originally tested. Testing with the ASVAB series within 2 years after initial test is considered a retest.

(2) **ASVAB retest.** A retest is an authorized means to verify scores which do not reflect an applicant's true abilities and capabilities. Any subsequent testing with the ASVAB within 2 years of any previous test will be considered a retest.

(3) An applicant who has answered at least one question on the ASVAB is considered to have tested.

c. Applicants qualifying for enlistment and for enlistment option(s) may be enlisted on the basis of retest scores, if the retest is given under paragraph 2-62.

d. Student or current production test scores are valid for enlistment purposes for 2 years from the date of test administration, no matter at what age the test was given, unless the applicant was retested. The 2 year time period applies to applicants who were initially tested for enlistment in any service. For example, an applicant takes the ASVAB test, then for some reason decides not to enlist at that time. If within two years from the date of initial test administration, the individual decides to enlist, then test scores are still valid. This 2 year time period is not to be confused with the 5 year time period for PS applicants as discussed in paragraph 2-62.

e. Not used.

f. Applicants detected of receiving or using unauthorized assistance (crib sheets, talking during test, etc.; using other devious means such as working on a portion of the test other than the one being administered; or using calculators, slide

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rules, and other mechanical devices) will not be allowed to test, or their test results will be invalidated. These individuals are barred from retesting for 6 months.

g. Recruiter use of ASVAB tests or locally developed test questions, test aids, or commercial test study guides to familiarize persons for test purposes is not authorized. Only the Enlistment Screening Test (NGB PAM 611-53) and the DOD ASVAB Information Pamphlet (DOD 1304.12Z) may be used for this purpose. Advise applicants that commercial study guides are available; however, they are not to be maintained in any recruiting facility or in the possession of recruiters.

2-62. Retesting with ASVAB series and use of PS ASVAB or ACB-73 test scores

a. Prohibitions. Retesting of applicants with ASVAB by other than MEPS personnel is prohibited.

(1) Scores on tests given applicants at other than MEPS or Mobile Examining Team (MET) sites are not acceptable for enlistments.

(2) Student ASVAB retesting within 6 months of a production test is not authorized. In cases when inadvertent retesting resulted from compulsory student testing, the resulting scores will supersede any previous student or production scores, and will be used for enlistment.

(3) Applicants tested in high school, who have not reached their 16th birthday, will not be retested at a MEPS or MET site until they reach age 16. This does not prevent repeated testing of applicants while they are in high school. It does prevent testing with the current ASVAB production series for enlistment purposes before the applicant reaches age 16.

(4) Retest scores attained through use of unauthorized testing aids (such as crib sheets) are not valid for enlistment purposes. Further testing before 6 months have elapsed is not authorized.

b. NPS applicants (applicable to *Glossary NPS*).

(1) Applicants eligible for retesting will be given alternate test forms. The complete test battery is given for retesting.

(2) MEPS commanders may immediately retest applicants who:

(a) Have been tested under adverse conditions (for example, illness, physical or emotional distress, or undue distraction).

(b) Are considered to have attained inflated test scores through improper means.

(3) The recruiting and retention manager (RRM) or recruiting SGM may authorize production retesting 30 calendar days after the initial test date provided the following criteria are met:

(a) The applicant has not previously retested.

(b) The retesting is being requested because the initial scores (considering the applicant's education, training, and experience) do not appear to reflect his or her true capability.

(c) The retest is not being requested solely because the applicant's initial test scores did not meet the standard prescribed for enlistment.

(4) NPS applicants may be retested 6 months after the date the most recent test. Example: if applicant tested on 12 Jan 83, further retesting is authorized on or after 12 Jul 83.

(5) The most recent valid test results become the applicant's official scores for enlistment purposes.

(6) Verification retest may be authorized when:

(a) The MEPS commander or Chief, Testing Management Section (CTMS) has reasonable cause to suspect improper means were used to influence or inflate test scores. The MEPS commander or CTMS may take this action when, after interviewing the applicant, test results do not seem to represent the applicant's true ability.

(b) Retest given solely to verify an applicant's AFQT score will include only those ASVAB subtests needed to compute the AFQT score. If retest scores invalidate applicant's previous score, use verification retest results for enlistment purposes. Applicant may refuse to take a verification retest. If so, the MEPS commander will invalidate doubtful scores and will advise the guidance counselor.

(7) Retesting is authorized for applicants who were tested in high schools and whose scores are not available after MEPS attempts to locate them have failed.

c. PS applicants (not applicable to *Glossary NPS*). For the purpose of this paragraph, the definition of discharge is "the complete severance from all military status gained by an enlistment, appointment, or induction." ASVAB and ACB-73 test scores will be used as follows:

(1) PS applicants with a break in service from their last discharge of 5 years or less from the US Army (active or reserve component), with verifiable ASVAB or ACB-73 test scores, may enlist in their

previous MOS without recomputation of test scores or retesting. However, the MOS for which the applicant is enlisting must be verified as the MOS in which the applicant was previously qualified. The DA Form 2-1, DD Form 214, NGB Form 22, or order designating the MOS may be used to verify MOS qualification.

(2) PS applicants with a break in service from their last discharge of 5 years or less from the US Army (active or reserve component), with verifiable ASVAB or ACB-73 test scores, may enlist for a new MOS without retesting only if their previous test scores meet current MOS enlistment qualification for that MOS. If the previous test scores do not meet current enlistment qualification requirements for that MOS, then the applicant must retest using the ASVAB and attain the minimum aptitude area score required as published in the REQUEST qualifications file.

(3) PS applicants with a break in service from their last discharge of 5 years or less from other than the US Army, with verifiable ASVAB test scores, may enlist without retesting if their skill qualification from their previous branch of service can be converted to the MOS for which enlisting; or their previous test scores meet current MOS enlistment qualification requirements. If the previous skill qualification cannot be converted, or the previous test scores do not meet current MOS enlistment qualification requirements, then the applicant must retest using the ASVAB and attain the minimum aptitude area score required as published in the REQUEST qualifications file. USMEPCOM is the only agency with resources to convert Army standard scores. Defense Manpower Data Center (DMDC) or PS military records are the sources for raw scores; e.g., page 1, DD Form 1966-Series.

(4) PS applicants from any US Armed Force, with a break in service of more than 5 years from their last discharge, or without verifiable qualifying test scores, must be retested with the ASVAB and attain the following aptitude criteria:

(a) ASVAB score of 90 or above in two or more aptitude areas (GT score cannot be used).

(b) Minimum aptitude area score required as published in the REQUEST qualifications file for the MOS in which enlisting. Qualifying aptitude area score of 90 or above may be used to fulfill the requirement of (1) above.

(c) Applicant will qualify for exemption of aptitude criteria if one of the following applies:

1. Has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

2. Is a partially disabled combat-wounded veteran with less than 20 years of active military service or Federal service.

(5) Conditional release from another Army component or US Armed Force and interstate/intrastate transfer personnel may enlist, reenlist, or be transferred in the ARNG without retesting if:

(a) Enlisting or transferring in their former or current MOS verified by military records, or

(b) Their skill qualification (for other than US Army applicants) can be converted to the MOS for which enlisting, or

(c) Their previous test scores meet current minimum aptitude area scores required for the MOS in which enlisting or transferring.

(6) Conditional release personnel, from another Army component or another US Armed Force, enlisting for a new MOS, or whose previous skill qualification cannot be converted to the MOS in which enlisting, must retest using the ASVAB and attain the minimum aptitude area score required as published in the REQUEST qualifications file if:

(a) Their previous enlistment test scores do not meet current MOS enlistment qualification requirements for the MOS in which enlisting, or

(b) They do not have previous enlistment test scores which can be derived for the MOS or derived scores do not meet minimum aptitude area scores required for the MOS, or

(c) Their previous enlistment test scores cannot be verified.

(7) Interstate/intrastate transfer, reenlisting or transferring for a new MOS must be in-service tested using the AFCT (see chapter 5) and attain the minimum current aptitude area score required as published in the REQUEST qualifications file if:

(a) Their previous enlistment test scores do not meet current MOS enlistment qualification requirements for the MOS in which reenlisting or transferring, or

(b) Their previous enlistment test scores cannot be verified.

(8) Previous enlistment test scores for US Army personnel will be verified by using the DA Form 1811 (Physical Data and Aptitude Test Scores Upon

Release from Active Duty), the DA Form 2-1, or as recorded in the MEPCOM data base. The MEPCOM data base retains test scores for two years from date of test.

(9) An AFQT score (verbal math) is not required for PS applicants enlisting or reenlisting in the ARNG who either have previous enlistment test scores which are authorized to be used, or are required to be retested.

(10) When a PS applicant is required or requests to be tested or retested, the new scores become official scores for all purposes including enlistment, as of that date.

Part 2. Administration of Medical Examination

2-63. General

a. Consent of parent(s) or guardian(s) is required before any medical examination of applicants under 18 years of age. However, exceptions do exist. (See Table 2-1, rule A.) Medical examinations of the scope prescribed in AR 40-501 are required for all applicants except those outlined in AR 601-270. See paragraph 2-81 for HIV processing procedures at MEPS.

b. Conditional release, from any component of any US Armed Force, interstate/intrastate transfer, and in-service recruited personnel are not required to take a medical examination provided there is verification of a current physical (within 4 years of the date on the SF 88 and SF 93).

c. Conditional release, interstate or intrastate transfer ~~and in-service recruited~~ personnel are eligible to transfer or enlist without regard to the HIV screening requirements. These individuals will be HIV screened during the in-service screening program.

d. Negative HIV test results are required within-

(1) The last 24 months for PS applicants (including ISRs) who are required to meet retention medical fitness standards of AR 40-501, chapter 3.

(2) The last 6 months for PS applicants who are required to meet accession medical fitness standards of AR 40-501, chapter 2.

The most recent test is considered the only valid test. If the HIV test results are positive, the applicant will not be accessed. If positive results are received after enlistment, the individual will be concurrently discharged. ~~This HIV screen can be~~

~~done at the MEPS or any Active military medical facility.~~

e. HIV positive ISRs and PS (RA, ARNG or USAR) enlisting within 72 hours of discharge may be enlisted into a nondeployable billet, if available.

f. Guidance Counselor will notify the State EPM when positive drug test results are received on individuals who have enlisted. The RRM will be notified when positive drug test results are received on applicants. (Note: GC will cancel training reservations for these soldiers). EPM will advise unit. The unit will notify the individual of the test results and that discharge action will be taken immediately. Soldiers will be discharged under paragraph 8-26f, NGR 600-200. No request for discharge or administrative board is required. The unit commander (or designated representative) will notify the soldier. Soldiers will not attend unit assembly or annual training until after receipt of negative drug test results. Disclosure of results to anyone other than chain of command is not authorized.

2-64. Medical examinations

a. AR 601-270 governs medical examinations conducted at MEPS. Each applicant will prepare an SF 93 (Report of Medical History) in his or her own handwriting at the MEPS. A copy of this form will be attached to the original and duplicate copies of the DD Form 4-Series. (See figure 2-3 for a sample letter requesting documents from applicant's physician, when required.)

b. DD Form 2246 (Applicant Medical Prescreening Form) will also be prepared and forwarded to the examining facility with the applicant's enlistment packet. (See figure 2-5 for preparation instructions of the DD Form 2246.)

2-65. Use of DA Form 1811 in lieu of additional medical examination

a. Within 6 months of separation or discharge from Active Army service an applicant may enlist using the medical data annotated on DA Form 1811 instead of a medical examination if:

(1) Applicant's physical condition has not changed since separation.

(2) No new disease or injuries have been acquired.

(3) See rule E, Table 2-4 for additional policy.

b. Applicant must answer "yes" or "no" to the MEPS or State doctor's questions and sign the DA Form 1811.

c. A complete examination at MEPS or by the State will be made if an exception is noted. DA Form 1811, when used, will be attached to the original and duplicate copies of DD Form 4-Series in place of the SF 88 (Report of Medical Examination) and SF 93. The DD Form 2246 will be attached to the DA Form 1811.

d. Special medical tests may be required when the DA Form 1811 is used for enlistment.

Section IX

Processing of Special Personnel

Part 1. Enlistment Processing of Former Army Prisoners of War

2-66. General

This part applies to persons who, while serving as enlisted members of the Army on AD in the Southeast Asia theater of combat operations, were:

- Captured between 1 Jan 61 and 31 Mar 73.
- Held as prisoners of war (PW's) by governments or other authorities opposing the US forces in the conflict. (Release date from PW status is immaterial in terms of the above definition.)

2-67. Processing applications for former Army PWs

Process applications for enlistment of former PWs as follows:

a. Under policy in effect at the time of enlistment application, the former PW may be qualified to return in his or her former pay grade and MOS and might not request special consideration. If so, applicant will be processed and enlisted under Section III. 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 recruiting and retention manager where action will be given priority if, under policy in effect at the time of application, any of the following applies:

(1) The former PW is not qualified for enlistment.

(2) The former PW is not qualified to enlist in his or her former pay grade and MOS.

(3) Applicant requests consideration not covered by this section.

c. The State AG will take action to expedite waivers, request for exception to enlistment criteria, or request for special consideration.

d. Questions concerning former Army PWs should be addressed (telephonically) to NGB-ARP-E.

Part 2. Special Processing for Members of Reserve Armed Forces of the United States (does not include USAR) and Members of Delayed Entry/Enlistment Program (DEP)

2-68. Policy

Integrity of the TPUs of the other RCs will be preserved as far as practical. Members of TPUs will not be solicited to enlist in the ARNG; however information and assistance may be given upon request. A member of another RC who is in a participating status will not be enlisted or MEPS processed without first obtaining RC conditional release (DD Form 368).

2-69. Request for discharge or clearance from a RC

When a participating RC member applies for enlistment in the ARNG, use DD Form 368 to request RC discharge or clearance. This form is valid for 60 days from date signed by unit commander or designated representative. The RC must be notified promptly of a member's intent to enlist in the ARNG (if a member of another RC).

a. For members of units, send DD Form 368 to the member's unit commander. DD Form 368 is not required for nonunit members of the RC; however, certified official clearance from other services must be obtained prior to enlistment.

b. Enlistment may be accomplished when the approved clearance is approved.

c. Members of a DEP must have a DEP discharge order (Army and Air Force) or diary entries (Navy and Marine Corps) prior to processing for enlistment. Treat these applicants as NPS; they are not *Glossary NPS*.

d. Extension of the 60 day validity period may be obtained telephonically by a commissioned or warrant officer if delay of enlistment was caused by

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waiver actions. Record of conversation will be attached to the DD Form 368. Note: Only the commander or authorized representative who originally signed the clearance may grant the extension. A clearances must be resubmitted prior to enlistment if 60 days have elapsed.

2-70. Notice of enlistment

a. When a RC member or former member is discharged or released under paragraph 2-69, the gaining service guidance counselor or unit handling the enlistment will notify the losing unit or State by forwarding a copy of enlistment orders and a copy of the completed DD Form 4-Series. Such notice will permit action needed to separate the soldier.

b. If confirmation of enlistment has not been received within 90 days, the unit/PAC personnel will contact the gaining service representative to obtain follow-on information.

c. Prior to the MEPS pre-enlistment interview of an ARNG soldier enlisting into another service, the ARNG guidance counselor will initial and photo copy the soldier's DD Form 368 and send the reproduced copy with an annotation of the date and the unit of enlistment to the losing State. A copy of the DD Form 4 should also be sent to the State.

Part 3. Special Processing for Enlistment of USAR Soldiers into the ARNG

2-71. General

Soldiers of the USAR will not be transferred to ARNG units as Reserves of the Army on discharge from the USAR. Such persons will be processed for enlistment as PS applicants under section III.

a. Policy in this part implements uniform accession procedures for soldiers moving from a USAR TPU status without a break in military service.

b. Policy in this part does not apply to the IRR. See paragraph 2-31d for conditional release procedures for members of the IRR.

c. Policy in this part is applicable to applicants of the USAR Control Group - Retired.

2-72. Basic eligibility standard

This paragraph applies only to current soldiers of the USAR TPU who have been granted a condi-

tional release to enlist in the ARNG, but will remain members of the USAR until the ARNG enlistment has been accomplished and verified. These soldiers are considered PS applicants. Basic eligibility criteria will be under Table 2-4 with the following exceptions:

a. Training.

(1) Applicant must have attained qualifying scores for the MOS for which enlisting if different from their MOS in the USAR. Otherwise the applicant must be ASVAB tested. See paragraph 2-62.

(2) Applicants enlisting in the ARNG in an MOS obtained from the USAR are not required to be tested or to provide test scores. However, the recruiter must verify that the applicant is qualified in the MOS.

(3) A score of 60 percent or higher on the SQT (Individual Soldier Report), or a percentile score of 11 or higher as shown on USAREC Form 10a (Enlisted Evaluation Data Report) are indicative of MOS qualification.

b. Education. No requirement.

c. Medical. Applicant must meet weight standards prescribed by AR 600-9 at time of enlistment. This requirement is nonwaivable.

d. Administrative. Applicants will not be permitted to enlist in the ARNG under this part who:

(1) Will be discharged from the USAR with a Bar to Reenlistment in effect.

(2) Have been denied USAR reenlistment or extension.

(3) Will be discharged from the USAR under any of the provisions of Table 2-9F.

e. Grade. See paragraph 2-29.

f. Dependency. No restrictions.

2-73. Enlistment periods

a. See paragraph 2-28.

b. Enlistment periods that would exceed the last day of the month when an applicant reaches age 60 are not authorized.

c. Applicant may have a contractual obligation with payment of an incentive under the SRIP. If so, the applicant must enlist in the ARNG for a period that will satisfy or exceed this contractual obligation, or be terminated from the incentive program. In no case will enlistment be for less than 2 years.

2-74. Processing procedures

Administrative processing procedures for applicants enlisted under this part depend on the availability of applicant's MPRJ to the recruiter and the ARNG for accession data. When a soldier of the USAR TPU applies for membership in a unit of the ARNG, the procedures below will apply.

a. The recruiter must request a conditional release from applicant's USAR TPU. Conditional release is explained as "a release from the USAR on condition that the member will enlist in the ARNG." If the applicant fails to accomplish the enlistment, he or she remains a member of the USAR. DD Form 368 will be used to accomplish a conditional release and must specify that its purpose is to accomplish a complete discharge from the USAR (and as a Reserve of the Army) on enlistment in the ARNG, and is not a transfer action. Also, the recruiter must request access to applicant's MPRJ. MPRJ will be transferred to the ARNG when the soldier has been enlisted in the ARNG.

b. Enlistment packets will be assembled and distributed under Tables 2-16 and 2-17.

c. A new DD Form 1966-Series is not required for enlistment processing when the USAR has granted access to the applicant's MPRJ, or the USAR has provided copies of required documents. The DD Form 1966-Series will be updated in the remarks block.

d. If the recruiter has access to the applicant's MPRJ, copies of documents applicable to the enlistment process will be reproduced from the MPRJ and new documents prepared as required by Tables 2-16 and 2-17.

e. After verification of eligibility standards has been accomplished, the recruiter will prepare the applicant for MEPS processing or for enlistment if MEPS processing is not required. However, the conditional release must be obtained prior to enlistment.

f. When the applicant is enlisted, notify the USAR TPU by forwarding a copy of the completed DD Form 4-Series and the DD Form 368.

Section X**Injuries, Illness or Death of Applicants, Movement of Applicants, and Processing Procedures for Applicants Found Positive HIV****Part 1. Applicants Injured or Ill During Processing****2-75. General**

a. An applicant may suffer illness or injury at an ARNG facility or MEPS while undergoing enlistment processing. If so, the applicant may be given emergency medical care as authorized by AR 40-3.

b. An applicant may suffer illness, injury, or death while at an ARNG facility or MEPS for enlistment processing. If so, the applicant or beneficiaries may be entitled to:

(1) Government benefits, such as the death gratuity (Sec 1475(a)(5), Title 10, USC) and burial expenses (Sec 1481 and 1482, Title 10, USC) that are administered by the Army.

(2) Servicemen's Group Life Insurance (Sec 106(b), Title 38, USC and chap 19) that is administered by the VA.

2-76. Determination of entitlements

a. See AR 600-8-1 for death gratuity and payment of funeral and burial expenses.

b. Application for decision on entitlement to veteran's benefits may be made to any VA assistance or regional office.

c. 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.

2-77. Casualty reports

The Army Casualty System in AR 600-8-1 applies to applicants who die while enroute to, from, or at a place for final acceptance or entry on AD or ADT with the ARNG.

2-78. Instructions to recruiters

The State AG will issue instructions to recruiters on their responsibilities concerning injured, ill, or deceased applicants.

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Part 2. Movement of Applicants or Enlistees, MEPS Processing

2-79. General

a. Transportation and subsistence will be furnished to applicants only when either of the following applies:

- (1) They are tentatively accepted for enlistment.
- (2) They were recalled for enlistment after their names were reached on a waiting list.

b. Return transportation and subsistence from MEPS to the point of initial acceptance (such as recruiting station or residence) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at the time. Return transportation may not be provided to an applicant who was rejected because of a disqualification concealed at the time of tentative acceptance as an applicant.

c. Applicants who signify their intention to enlist may be retained at the MEPS at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In CONUS, the period of retention at Government expense will not exceed 7 days without specific authority from the State AG.

2-80. Forwarding of enlistees

Normally applicants will be scheduled to arrive at destinations as shown below.

a. From recruiting stations to MEPS. Persons should arrive at MEPS during normal duty hours. When this is not possible, the recruiter will coordinate meal and lodging needs with MEPS.

b. From MEPS to reception battalion. Applicants will be sent from MEPS to the reception battalion.

Part 3. Processing procedures for applicants found positive on the Human Immunodeficiency Virus

2-81. Procedures

During medical processing at MEPS, a blood sample is taken. The first screening test used is called "ELISA" or "EIA." If this test shows positive, a second screening test, called "Western Blot" will be administered. If this test is positive, the following actions will take place:

a. MEPS will send a registered letter telling the applicant that the MEPS physician wants to consult

with them on the results of the medical examination. The letter will request the applicant to contact the recruiter within 10 days; the recruiter will schedule a consultation with the MEPS and arrange transportation. MEPS will also notify the RRM by memorandum marked "Official Use Only" and will telephonically alert the RRM that an "EYES ONLY" memorandum is forthcoming. The RRM must ensure the following actions are taken:

(1) Notify the individual's recruiter or, if unavailable, the authorized representative, that a memorandum has been mailed and that the applicant will be calling to arrange for transportation to MEPS.

(2) Ensure the recruiter is aware of proper procedures.

(3) If the recruiter is unavailable to escort the applicant, or in the judgment of the RRM the recruiter should not be the escort, the RRM will designate another responsible NCO or officer to act as escort. The RRM must use prudent judgment when selecting the individual. If 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 applicant has seen the MEPS physician, the ARNG GC will cancel the reservation for training.

(5) If an applicant acknowledges receipt of the initial notification letter, but does not return to the MEPS within 30 days of the returned receipt, a second registered letter will be sent notifying the applicant of the positive HIV antibody test results and affording the applicant the opportunity to return to the MEPS for a repeat test. The letter, with a fact sheet on HIV, will tell the applicant that he or she is HIV positive, is disqualified for military service, and encouraged to seek professional medical assistance from a physician or clinic if they do not desire to return to MEPS for a repeat test.

(6) If a registered letter to an applicant is returned to the MEPS, the recruiter or RRM will be solicited for assistance in locating the applicant. If the applicant is located, the procedures stated above will be taken. If the applicant is not located, the case will be closed.

b. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

c. Recruiters will, under no circumstance, annotate or otherwise code any documentation which

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 such as "Permanent Medical Disqualification" (PMDQ) and/or "No waiver authorized." No mention of the reason will be entered.

Section XI Pre-MEPS Processing Phase

Part 1. General Information

2-82. Actions required of the recruiter before sending an applicant to the MEPS or MET

- a. The procedures in this paragraph will be modified as directed by the State AG, for those applicants who are not MEPS processed.
- b. Counsel applicant in accordance with paragraph 2-52.
- c. Screen applicant upon completion of the DD Form 1966-Series. Ensure applicant has required verification documents (Table 2-1).
- d. Administer Enlistment Screening Test (EST) IAW NGB Pam 611-53.
- e. When EST is passed satisfactorily, schedule ASVAB at nearest MET site using USMEPCOM Form 714-A unless MEPS will complete both mental and physical testing on the same day.
- f. Have applicant complete DD Form 2246. (See figure 2-5 for instructions.)
- g. Call GC at MEPS to schedule physical exam and administrative processing (ASVAB testing if not done at METS).
- h. Prepare basic enlistment packet (Table 2-16).
- i. Process enlistment waivers prior to sending applicant to MEPS. Medical examinations are not required for submission of a waiver request except for those applicants with a medical discharge from an AC of the US Armed Forces, and those found medically disqualified at the time of the enlistment medical examinations.
- j. If there is a potential medical problem on the DD Form 2246, the recruiter should contact MEPS using "Dial-A-Medic" if available. Medical personnel will advise the recruiter if the problem is disqualifying and whether consultation and medical supporting documentation will be required, etc.

k. Coordinate transportation to the MEPS, including transportation and meal tickets, information on lodging and the schedule of events.

l. See Table 2-18 for procedures concerning personnel security investigations and security clearances.

m. Tell applicant where to report upon arrival at the MEPS.

2-83. Actions required of MEPCOM personnel before applicant has seen the ARNG GC

- a. Orient applicants on processing to be done at MEPS.
- b. Give required ASVAB tests if not already completed.
- c. Give required medical examinations.
- d. Direct medically and mentally tested applicants to the guidance counselor for final counseling and interview. Make the following MEPS records available to the guidance counselor:
 - (1) Original SF 88.
 - (2) Original SF 93.
 - (3) Latest MEPCOM 714 ADP.
 - (4) Other documents or records for final decision on acceptability.

Part 2. Guidance Counselor (GC) or State Representative Processing Phase

2-84. General

This part prescribes:

- a. Responsibilities of the GC or State representative if applicant is not MEPS processed.
- b. Procedures to be followed in the enlistment process.
- c. Responsibility of the State AG to modify procedures as appropriate for those applicants who are not MEPS processed.

2-85. Procedures

The GC or State representative will:

- a. Notify the recruiter concerned of results of medical and mental tests and any other pertinent data on all preprocessed applicants.
- b. Review with applicant the DD Form 1966-Series and supporting documents for errors or missing data. Make corrections.
- c. Verify applicant's eligibility for enlistment. Specifically, question applicant on existence of juvenile and youthful offender records. Explain

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thoroughly to each applicant the Army policy that adjudication as a youthful offender or juvenile delinquent by a State, or disposition by Federal juvenile authorities, will not prevent enlistment if applicant is otherwise eligible. Applicant will be judged for ARNG fitness at the time of application for enlistment. Advise applicant that a record of adverse juvenile adjudications removed from official court records does not alter the fact that the person committed the act that adjudged the applicant a delinquent. Applicant must still reveal being the subject of an adverse adjudication to the ARNG. This advice is important because such records may be discovered during a security investigation and may difficulty in obtaining schooling and assignments. The person also may be subject to discharge for fraudulent enlistment.

d. Advise rejected applicant of reemployment rights. See Table 2-1, rule J. Return unqualified applicant to the point from which they departed and notify recruiter that the applicant is back and that the enlistment packet is being returned.

e. Access REQUEST to determine options available for qualified applicants (enlistment is not authorized without training seat reservation).

f. Use QUALS file of REQUEST system or DA Pam 351-4 to counsel applicant about MOS option. Applicants whose physical capacity on the incremental lift device is less than what is expected for successful performance in the MOS (for which applying), will be counseled. Applicants will be advised that they may not be making the most of their opportunity for professional achievement and personal fulfillment in the ARNG by selecting this skill. However, applicants will be permitted to enlist in the MOS following such counseling if they still desire to do so and are otherwise qualified.

g. Counsel applicants who failed to meet specific qualifications for options for which they applied. Advise them of other available options.

h. Verify successful high school course completion via high school transcript when there is an specific education requirement for entry into a the selected MOS. (For example, check to see whether applicant has completed algebra, biology, chemistry, etc.) When applicant is unable to provide evidence of successful completion of required course at the time of enlistment, the following statement will be entered in DD Form 1966, item 39, and signed by the applicant before enlistment: "I certify I have

successfully completed high school (course) and understand I must provide verification by school transcript before (enter: IADT date), or accept training in an alternate MOS if offered and remain on active duty for such additional time as required to complete such training."

i. Advise female applicants that as a result of their enlistment they will be required to qualify with basic weapons.

j. Do not process immigrant aliens for any MOS, training, or assignment requiring a security clearance.

k. Initiate and review the NGB Form 21 and annexes to the DD Form 4-Series required for the enlistment. 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 of entitlements, assignments, and other matters relating to the enlistment agreement. Ensure that statements for enlistment entered in the above documents and in DD Form 1966, item 39, when applicable, accurately reflect enlistment commitment. Determine that applicant is qualified for original ARNG unit and MOS selected or, if proper, an alternate option.

l. Question applicants so they are sure they understand their enlistment commitments. They must be advised that no provision exists to request or except voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.

m. Counsel applicants that the Army does not condone the use of marijuana, harmful, and habit forming chemicals or drugs. In-service use may cause punishment under the UCMJ or State military code (as applicable).

n. Advise applicants that some MOS will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.

o. Give applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.

p. Reproduce all verification documents (not already reproduced) for inclusion in enlistment packets. (Note that some documents cannot be legally reproduced.) Return original copies to applicants. Remind applicants of documents needed to establish benefits at reception battalion.

- q. See Table 2-18 for actions concerning personnel security investigations and security clearances.
- r. Complete the DD Form 1966-Series.
- s. Notify RC units when former members are discharged or released for enlistment into the ARNG as prescribed in paragraphs 2-70 and 2-74.
- t. DD Form 1966, items 20 and 21, will not be completed until date of enlistment in ARNG.
- u. Counsel applicants on the benefits of the Veteran's Educational Assistance Act of 1984 (New G.I. Bill).
- v. Ensure applicants take the ECLT who experience difficulty conversing and understanding English as a second language. The guidance counselor will inform those applicants who score 69 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center (DLIELC). Those applicants scoring 0-39 on the ECLT will be enlisted for the Selected Reserves for at least 4 years. Those who score 40-69 will have no additional requirements beyond those normally placed upon any other applicant in the same test category. See REQUEST to determine the number of weeks of English training that will be required.
- w. Inform applicants that they must achieve a minimum ECLT score of 70 or a speaking proficiency level of 3 upon completion of DLIELC training. Persons who do not meet either of these requirements will be processed for separation.
- x. After the applicant has been processed through the preparation of the DD Form 4-Series with annexes, the guidance counselor will review the packet for accuracy. ~~After the applicant has taken the Oath of Enlistment, the guidance counselor will obtain the SRIP control number(s), if applicable, from the gaining State incentive manager or, if authorized, direct from the Finance and Accounting Center, and enter it on the necessary documents.~~
- y. Return soldier to point of departure.
- z. See NGB Pam 601-200 for additional guidance counselor responsibilities.

Part 3. MEPS Administrative Processing Phase

2-86. Responsibilities of MEPCOM personnel

MEPCOM personnel will, in addition to mental and physical testing:

- a. Ensure that applicants who qualify for dependency claims have proper documents before they are enlisted and sent to the first station.
- b. Attach to reception station copy of the DD Form 4-Series the original copy of REQUEST printout of enlistee's option.
- c. Complete preparation and disposition of required forms and records.
- d. Prepare SF Form 93 in final form.
- e. Conduct ENTNAC or NAC interview (to include fingerprint service) under policies and procedures set by MEPCOM. Process all enlistees for Automated ENTNAC.
- f. Prepare DD Form 4-Series and administer Oath of Enlistment.
- g. Obtain signature on confirmation of Oath of Enlistment on the DD Form 4-Series.
- h. Make transportation arrangements and publish orders.
- i. Send enlistees and forward records to proper station. Return rejected applicants to place of tentative acceptance.

Part 4. DD Form 4-Series

2-87. Preparation of DD Form 4-Series

The DD Form 4-Series is the basic document establishing a legal relationship between the US Government and the soldier. Special care will be taken to see that all items are typed correctly, without strikeovers. (See Table 2-15)

Table 2-15

Instructions for completing the DD Form 4-Series

1. After preparation of items 1 through 14 by MEPS, if MEPS processed, applicant will be returned to the ARNG GC with DD Form 4 for review and signature.
2. After GC signs item 14e, certifies accuracy of all actions taken, and accepts applicant for ARNG enlistment, applicant is returned to MEPS for completion of processing and enlistment.
3. After taking oath of enlistment, applicant signs item 18a and enlisting officer signs item 19e. A copy is then given to enlistee for personal records.
4. If applicant is not MEPS processed, the DD Form 4-Series will be prepared by appropriate State

personnel. See Table 7-4, chapter 7 for instructions on how to complete the DD Form 4-Series. Table 7-4 procedures are for immediate reenlistment, and will be modified, as appropriate, for enlistment.

Notes:

1. Any erasures or corrections will be initialed by enlistee and guidance counselor, except that erasures or corrections are not permitted in item 5 (date of enlistment), item 8 (Service, Period of Enlistment, and Pay Grade), and section E. *Errors require preparation of a new document that contains no errors in these items.*

2. All signatures will be made using reproducible black or blue-black ink.

3. GC or individual (if not MEPS processed) who accepts applicant for enlistment will, before signing the completed form, verify typed entries for corrections and explain appropriate parts of the document to applicant. Ensure the applicant has read and signed the Statement of Understanding of Reserve Obligation and Responsibilities, NGB Form 590.

2-88. Actions before signature, DD Form 4-Series
Before an applicant signs the confirmation of Oath of Enlistment on the DD Form 4-Series, the enlisting officer will:

a. Give the orientation required by paragraph 2-92.

b. Explain the 8 year military obligation for NPS applicants, except *Glossary NPS*.

c. Ensure that no promises have been made to applicants, either direct or implied, which cannot be substantiated by proper regulations. Applicants who have any misunderstanding about the extent of their full enlistment commitment will be given a detailed explanation by the enlisting officer.

d. Administer the Oath of Enlistment.

2-89. Correction of errors on enlistment forms

To correct errors found after applicant has enlisted and forms are distributed, the following procedures apply:

a. Immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. Complete DA Form 4187 (Personnel Action) to correct the DD Form 4-Series or DD Form 1966-Series.

Forward a copy of the DA Form 4187 to the State AG.

b. Correcting term of enlistment.

(1) To correct the term of enlistment on the DD Form 4-Series when it is other than that intended by both the soldier and the ARNG, the unit commander will submit a request for correction of enlistment agreement through military channels to the State AG. The request will contain the following data:

(a) Sworn statement by soldier and other involved persons. The statement will give circumstances of enlistment.

(b) Evidence to support claim of error in period of enlistment on:

- The DD Form 4-Series.

- The DD Form 1966-Series.

- Other documents that may be available.

(c) Statement from soldier that he or she agrees or consents to correction of term of enlistment shown on the DD Form 4-Series.

(2) The State AG may then determine an error has been made in the term of enlistment shown on the DD Form 4-Series. If so, the DD Form 4-Series *will not* be amended by "pen and ink" correction. Instead, a memorandum will be added to the soldier's file giving the correct term of enlistment.

Note: The DD Form 4-Series must be maintained in its original state should it ever be needed in a legal proceeding.

2-90. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is to be accomplished by promotion or reduction order, whichever applies. Enlistment documents will not be altered to reflect the different grade. The soldier will be advised of the right to apply to the US Army Board for Correction of Military Records (ABCMR). See chapter 6, this regulation.

2-91. Claims of erroneous entries

Authority to act on claims of erroneous entries on enlistment documents is delegated to NGB, ATTN: NGB-ARP-E, Washington, DC 20310-2500 unless otherwise stated. Requests relating to claims of erroneous entries must include a statement signed

by the enlistee. Include copies of substantiating documents that will assist in making a decision.

Part 5. Administration of Oath of Enlistment and Related Matters

2-92. Orientation before administration of oath

Before giving the Oath of Enlistment to an applicant, the enlisting officer will:

a. Explain the UCMJ, Article 83, to applicant. Emphasize importance of UCMJ with respect to truthful answers to questions on the enlistment forms.

b. Tell applicant that anything in the 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 will be rejection for enlistment.

c. Warn applicant that DD Form 2280 (Armed Forces Fingerprint Card) will be forwarded to the Defense Investigative Agency (DIA). Warn applicant 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. If this occurs, the enlistee will be subject to possible discharge under less than honorable conditions.

2-93. Administration of Oath of Enlistment

a. The following personnel are authorized to administer the Oath of Enlistment:

(1) A commissioned officer or commissioned warrant officer of any Armed Force (including RC).

(2) Any commissioned officer of the National Guard of the State or jurisdiction concerned.

(3) Any person authorized by the laws of the State or jurisdiction concerned to administer the oath.

(4) The Federal Inspector as provided by NGR 10-1, if authorized by the laws of the State or jurisdiction concerned, and provided the oath is administered immediately following inspection for Federal recognition of the unit.

b. Any of the above persons will administer the Oath of Enlistment in the DD Form 4-Series orally, in English, to each applicant. The words "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath. Explain

to all enlistees the substance of Articles 85 and 86 of the UCMJ.

2-94. Actions required after administration of the oath

Immediately after the Oath of Enlistment, the enlisting officer will:

a. Require each enlistee to sign the DD Form 4-Series.

b. Provide each enlistee with a legible copy of enlistment forms.

2-95. Predating and postdating an enlistment

Except as indicated below, date of enlistment is the actual date the Oath of Enlistment is given. This date must be placed on the enlistment record above the signature of the enlisting officer.

a. No enlistment will be predated without prior approval. A person's enlistment may be delayed through no fault of his or her own, but for the convenience of the Government. If so, request to predate the enlistment will be sent to the State AG.

b. Except for enlistment through the In-Service Recruiting Program, an enlistment will not be postdated. See paragraph 2-100 for the In-Service Recruiting Program procedures.

2-96. NGB Form 21 (Annex A-DD Form 4 Enlistment/Reenlistment Agreement-Army National Guard)

Upon execution of the DD Form 4-series, the enlistee will execute NGB Form 21 in the presence of the GC or State representative.

a. The enlistee will read through NGB Form 21 in the presence of the GC or State representative.

b. The GC or State representative will answer any questions concerning the NGB Form 21.

c. The GC or State representative will complete items required, using the DD Form 4-Series and DD Form 1966-Series as source documents, and have the enlistee's initials placed beside each item that is completed.

d. The GC or State representative and enlistee will sign and date the form using black or blue-black reproducible ink.

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2-97. Return to recruiter

After all MEPS processing is complete, the soldier will be returned to the point of departure. The recruiter or appointed representative will meet the soldier and tell them the next drill date and to whom and where he or she should report.

2-98. Post MEPS processing

a. Soldiers who will not be entering IADT immediately upon enlistment will report back to the MEPS for shipment to the training battalion. While at MEPS, soldiers will be medically evaluated to ensure they still meet medical standards prior to reporting for training. However, a medical inspection is not required when the medical examination or previous inspection was conducted within 72 hours of entry on IADT.

b. The unit commander is responsible for informing the State AG if a soldier has been promoted prior to entering IADT. MEPS will not routinely amend the orders. Orders changing the soldier's status will be prepared in accordance with AR 310-10 and forwarded to the MEPS that retains the soldier's IADT package. Copies of orders in the packet will be: #1-3, #2-7, #3-3, #4-1.

c. Soldiers who are in another State at the time they are scheduled to report to MEPS for shipment may request to be shipped from the nearest MEPS. Such a request will be considered if it is cost effective. Approval authority may be delegated to the RRM of the State in which the soldier is enlisted. Requests for this type of shipment must be submitted 30 days before the scheduled shipment date, and will be coordinated with the appropriate guidance counselors to ensure the enlistment packet is received by the shipping guidance counselor no later than 15 days prior to shipment.

Section XII**In-Service Recruiting Program****2-99. Policy**

The In-Service Recruiting Program is applicable to soldiers separating from the Active Army, who meet the standards for enlistment in the ARNG, and desire to enlist in the ARNG immediately upon

separation within the provision prescribed by State law.

2-100. Procedures

a. The in-service recruiter will accomplish the following:

(1) Establish that the separating soldier meets ARNG standards for enlistment (Table 2-4).

(2) Coordinate (by telephone) with the Recruiting and Retention Manager of the State concerned to obtain a local unit of assignment or HQ STARC assignment. No enlistment will be completed without prior coordination with the gaining State.

b. Coordination must include the following:

(1) Information needed by ISR:

(a) Unit UIC.

(b) MTOE/TDA paragraph and line number.

(c) Unit point of contact and phone number.

(2) Information needed by RRM:

(a) Name, grade, SSN, and MOS of applicant.

(b) Current address and phone number after separation.

(c) Projected date of enlistment.

c. Initiate DA Form 5690-R (TACC[ISR] Interview Record).

d. Initiate DA Form 5691-R (Request for RC Assignment Orders). Draft and forward to separation and transfer facility to obtain assignment orders.

e. Request the soldier's military personnel records to obtain copies of the following:

(1) DD Form 1966 Series.

(2) SF 88 and 93 (latest).

(3) DA Form 2-1.

(4) DA Form 2-A.

f. The separating soldier, with the assistance of the ISR, will fill out the following forms. The original of each of these forms will be placed in the soldier's MPRJ and a copy provided the soldier.

(1) NGB Form 21 (Annex A-DD Form 4 Enlistment/Reenlistment Agreement - Army National Guard).

(2) NGB Form 594-3-R (ANNEX -DD Form 4 Inservice Enlistment (Dual Component) Option), if applicable.

(3) NGB Form 590 (Statement of Understanding, Reserve Obligation and Responsibilities).

2-101. Enlistment

Enlistment will be accomplished using DD Form 4-Series (Enlistment/Reenlistment Agreement-Armed Forces of the United States). The DD Form-4 Series will be completed according to the instructions in Table 7-4 with the following modifications:

- a. Across the top of the DD Form 4-Series, in the upper left margin, type or print in capital letters the words, "IN-SERVICE RECRUITING ENLISTMENT/REENLISTMENT."
- b. In item 5 enter the date of the day after separation or discharge from the RA.
- c. In item 8b enter, "IN-SERVICE RECRUITING CHAP 2, NGR 600-200."
- d. In item 14d enter, "ISR OFFICE."
- e. In item 17 enter effective date of enlistment (day after separation or discharge from active duty) after branch of service.
- f. In item 18b and 19f enter the date the oath was administered. The date may be prior to the date of enlistment.

2-102. Distribution of DD Form 4-Series

The DD Form 4-Series will be distributed as follows:

- a. Copy 1 (original) and copy 2 will be placed in the soldier's MPRJ which will be forwarded to the State AG by the Installation Transition Point.
- b. Copy 3 will be forwarded by the ISR to the appropriate State AG.
- c. Copy 4 will be given to the soldier.

2-103. Disposition of enlistment packet and soldier's MPRJ.

The ISR will make distribution of the soldier's enlistment packet and MPRJ as follows:

- a. Enlistment packet will be forwarded to State AG of the State concerned by the Installation Transition Point as part of the soldier's MPRJ. The enlistment packet will include:
 - (1) Copies of all documents listed in paragraph 2-100e and f.
 - (2) Copy of DD Form 4 and appropriate annexes.
 - (3) Assignment orders.
 - (4) DD Form 214.
- b. DA Form 5691-R, ARNG SIDPERS DATA Transmittal Form and copies of DD Form 4, DD Form 214 and DA Form 2A (Personnel Qualification Record) will be forwarded to the State AG

(SIDPERS) within 72 hours of the regularly scheduled ETS. Information found on these forms is sufficient to access the individual into ARNG units pending the receipt of MPRJ.

2-104. Dual Component Enlistment Option (In-Service Recruiting)

Guidance provided in paragraphs 2-99 through 2-103 is applicable, with the following exceptions:

- a. This enlistment option is intended for RA soldiers taking terminal leave prior to separation or discharge from the RA. ARNG enlistment of these soldiers is authorized within 10 working days of their starting terminal leave or within 10 working days of their date scheduled to return from overseas (DEROS) to begin terminal leave.
- b. DD Form 4 and all other documents for enlistment except NGB Form 594-3-R (Annex -DD Form 4, In-Service Enlistment (Dual Component Option)) will be postdated to reflect the date of enlistment as the day after separation or discharge from the RA. In item 18b and 19f enter the date the oath was administered. This date will be prior to the date of enlistment.
- c. NGB Form 594-3-R (Annex -DD Form 4, In-Service Enlistment (Dual Component Option)) will be signed and dated the same day the oath of enlistment is administered.
- d. Soldiers enlisted under this option will not benefit, as a result of ARNG enlistment, regarding pay, retirement point credit, or bonuses, nor are they authorized to attend scheduled unit MUTA's or annual training until after they complete terminal leave and they are separated or discharged from the RA.

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Table 2-1

Basic eligibility standards and verification procedures for enlistment of nonprior service (NPS) personnel (When rule indicates not applicable to Glossary NPS, turn to similar rule in Table 2-4)

RULE A: Age. Not applicable to Glossary NPS. (Waiver requests not considered.)

a. Than 18 years of age and has not reached the 35th birthday.

b. Than 17 years of age, has not reached the 18th birthday, and DD Form 1966-Series, section VII has been completed properly.

(1) Recruiters will obtain parental consent for applicants who have not reached their 18th birthday. 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 custody and control of the applicant (for example, by reason of a divorce decree), then only that parent's consent is required.

(2) DD Form 1966-Series, section VII, will be used to obtain written consent to enlist. If the applicant has neither parents nor guardian or is married, legally separated, or divorced, a statement to this effect will be entered in the "Remarks" block of the form, and the applicant may be enlisted without consent of parents. When applicable, a minor may attest that "I have neither living parent(s) nor other guardian entitled to my custody and control" in item 39, and a commissioned officer will also attest in item 39 that "the applicant has met the burden of showing that neither parental nor guardian custody/control exists."

(3) Both parents must sign the form. An exception is that the signature of one parent is acceptable if the other will be absent at an unknown destination for an extended period. When only one parent signs, the reason will be explained in Section VII, Item 47 of the DD Form 1966-Series. The recruiter will state in the verification block what documents were used to verify the single signature.

(4) Explanation of single parent signature will be made by the parent in Section VII, Item 47 of the DD Form 1966-Series in addition to signing the consent. This statement must show the reason the

other parent was unable to sign the form. (Example: Deserted by spouse; husband or wife is at an unknown location, or other parent incapacitated.) Recruiter will witness and sign his or her name next to signature of person making the statement.

(5) The signature of the parents or legal guardian on the DD Form 1966-Series will be witnessed by a commissioned officer, warrant officer, noncommissioned officer, or civilian recruiting specialist. Otherwise, the signature must be notarized. The recruiter will verify all entries; supporting data, such as birth certificates, will be examined. The form will be completed and signed where applicable. The DD Form 1966-Series, section VII, will suffice for enlistment and medical examination consent.

Note: Explanation in (4) above is not required if recruiter has witnessed a document such as a death certificate, divorce decree, etc. Identify the supporting document in the verification block, item 47; type of document, identification number, court, file or other clearly specific identifying marking. Recruiter must see the actual document, but no requirement exists to include this document in the enlistment packet.

Item to be verified: Age. Applicants under 18 years of age must have parents' consent.

Documents and procedures to verify eligibility:

1. Birth certificate (including hospital or delayed birth certificate) must indicate city and State.

2. Written statement from State Registrar of Vital Statistics or similar officials. All documents submitted by applicant must be originals, notarized, or certified copies. If documents are in a language other than English, applicant must present certified English translation of documents.

3. DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge from Active Duty), or DD Form 372 (Request for Verification of Birth).

4. Immigration and Naturalization Service (INS) Form I-151 or I-551.

5. US passport (unaltered and originally issued for 5 years), naturalization papers, certificate of citizenship, or any other official US document (issued by a Government bureau or department and affixed with a raised seal) which shows applicant's full name and date of birth.

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

7. Foreign Service (FS) Form 545 (Certificate of Birth) or FS Form 240 (Counselor Report of Birth Abroad).

8. INS Form N 560 (Certificate of Citizenship).

9. AE Form 360 (Report of a Birth Abroad of a Citizen of the United States).

10. Telephonic birth verification. When undue delay in receipt of birth certification will cause excessive processing time for otherwise eligible applicant (except immigrant aliens), obtain birth verification telephonically. Record name, title, and telephone number of official supplying information on DD Form 372.

11. If age cannot be verified by one of the documents stated above, the following types of data can be submitted:

a. Baptismal record or official document that required proof of age at the time of issue.

b. Sworn statement of one or both parents or legal guardian supported by one of the following:

(1) Notarized copy of school record.

(2) Certificate from the physician in attendance at birth.

(3) Hospital record of birth.

RULE B: Citizenship. Applicable to Glossary NPS.

(Waiver requests not considered.)

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

a. Citizen of the United States (US).

b. Alien who has been lawfully admitted to the US for permanent residence.

c. National of the US.

d. Citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM) and Republic of the Marshall Islands (RMI).

Items to be verified: Citizenship.

Documents and procedures to verify eligibility:

Establish citizenship as indicated below. Return all documents to applicant after proper citizenship entries are made on the DD Form 1966-series.

1. US citizens. Applicants must present birth certificate, naturalization certificate, US passport, or other legally acceptable document to verify date and place of birth and establish US citizenship. In doubtful cases, forward documents from INS to the

State AG. Enlistment eligibility will be established on a case-by-case basis.

2. Aliens. Applicants must present their INS Form I-151 or I-551 showing that the person has been admitted to the US for permanent residence.

3. Nationals of the US. A native of American Samoa is issued a birth certificate which indicates the village of birth followed by the words, "American Samoa." Citizens of American Samoa are US nationals.

4. Proof of birth of US citizens born abroad. Children born of an American parent outside the US acquire citizenship through the parent. Citizenship verification of persons born abroad of an American parent will be made by presentation of a certified copy of one of the following:

(1) DS Form 1350.

(2) INS Form N-560.

(3) FS Form 545.

(4) FS Form 240.

(5) AE Form 360.

(6) U. S. Passport, unaltered and originally issued for 5 years to the applicant.

(7) Naturalization Certificate.

(8) Document or letter issued by the Justice Department or Department of State (must be original or certified).

5. Panamanians. Under section 1403, Title 8, USC, any person born in the Canal Zone on or after 26 Feb 04, whose father or mother was or is a citizen of the US at the time of their birth, is declared a citizen of the US. Further, any person born in the Republic of Panama on or after 26 Feb 04, whose father or mother at the time of their birth, was or is a citizen of the US employed by the Government of the US or by the Panama Railroad Company, or its successor in title, is declared to be a citizen through one or both parents, or through normal immigration and naturalization procedures. Birth certificates of applicants born in the Canal Zone indicating that one or both parents were US citizens do not establish that citizenship has been attained through either of the above methods. To qualify for enlistment, applicant must verify his or her US citizenship by presenting one of the documents listed in 4 above. If he or she does not possess any of these documents, he or she should apply for the proper document IAW 6 below. Persons applying under 6 below should be advised to

Include with their application those documents that establish citizenship of one or both parents, if applicant is claiming citizenship through his or her parents.

6. Foreign Nationals. Persons other than US citizens or lawfully admitted permanent resident aliens are not authorized to enlist in accordance with Title 10 USC section 3253. However, the following exception exists with respect to the island nations of the Federated States of Micronesia and the Republic of the Marshall Islands.

a. Citizens, to include naturalized citizens of the Federated States of Micronesia (FSM), and the Republic of Marshall Islands may be enlisted.

b. FSM and RMI citizens do not require permanent resident or other documents normally associated with legal resident verification.

c. Enlistment of foreign nations from the RMI and FSM may not be made for any unit, MOS or program requiring a security clearance.

d. Verification can be made by birth certificate, FSM or RMI passport, government identification card, naturalization certificate from FSM or RMI or official letter of identify from local officials.

e. A list of islands is as follows:
FSM: Yap, Truk, Ponape, Kosrae;
RMI: Kwajalein, Majuro, and Ebeye.

f. Persons from FSM and RMI 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 of the FSM or RMI.

g. Authority to enlist foreign nationals of the FSM and RMI was granted in accordance with the Compact of Free Association between both new Nations and the Government of the United States.

7. Citizens of the Commonwealth of the Northern Marianas Islands (Rota-Saipan-Tinian) are US citizens.

8. Applicants who have lost their documents may obtain new documents as indicated below.

a. Applicant may apply to Passport Correspondence, Department of State, Room 386, 1425 K Street, NW, Wash, DC 20524 for a copy of DS Form 1350, FS Form 240, or FS Form 545. No cost will be charged for FS Form 240 if application shows it is needed for US Army enlistment. Otherwise, one copy of either DS Form 1350 or FS Form 240 is \$3.00; additional copies are \$1.60 each.

To obtain INS Form N-560, applicant must apply at nearest INS Office and complete Form N-600 (Application for Certificate of Citizenship). When requesting verification of birth that occurred in the former Canal Zone, write to the Vital Statistics Unit, Administrative Service Division, Panama Canal Commission, APO Miami 34011.

b. Forms used instead of lost or nonreceipt of original INS Form I-151 or I-551 cards.

(1) INS Form I-94 (Arrival and Departure Records.) This form may be issued to a lawful permanent resident as temporary alien registration receipt card. When issued for the purpose, action block in lower right-hand corner will be implemented with a rubber stamp notation that it is a temporary I-151 and will indicate date and port of entry for lawful permanent residence. The alien's picture will be attached to the form with the INS seal partially covering the picture.

(2) INS Form G-641 (Application for Verification of Information from Immigration and Naturalized United States Citizen). This form is used to request verification of lawful permanent residence or naturalization. It must be properly noted at the bottom by an INS office and delivered directly from the INS office to the office requesting this form (recruiting office).

(3) Overstamped Passports. These may be used when the passport is valid and the INS stamp shows alien registration number as well as the statement "valid for employment for six (6) months from date of issue." Overstamped passport is only valid for enlistment during the six month period indicated.

9. Verification of Permanent Alien Registration Documents.

a. When an applicant is a permanent resident alien and presents proof of this status via I-551, I-151, I-94, I-181B, or overstamped passport, a verification must be made using INS Form G-641 (Application for Verification of Information from the Immigration and Naturalization Service).

b. When an applicant has an I-551 and has resided in the US or its territories for two or more years, and has graduated from a US high school, verification is not required.

c. Verification will not delay shipment to IADT; however, if verification is received after applicant departs, a copy of this verification must be sent to the Training Center Reception Battalion via the

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ARNG Liaison NCO for enclosure into the soldier's file. A copy will be sent to the unit commander.

d. If status of applicant is not verified and it appears that the document he or she presented was false or a forgery, the location of the individual will be reported immediately to the local INS office. If the applicant has shipped and verification is negative, contact the RRM and advise of these findings.

e. Verification will be included in all packets and distributed in the same manner as other documents used in verifying criteria.

RULE B-1:

Item to be verified: Name

Documents and procedures to verify eligibility:

1. Court order changing name. Compare this document with applicant's driver's license or social security card to ensure that individual is the same person. If names do not correspond, require applicant to complete DD Form 1966-Series, Item 48.

2. Preferred enlistment name. Ordinarily, applicant will be enlisted in name shown in birth, baptismal, naturalization certificate, or court order authorizing name change. Person may enlist at his or her request in name by which he or she is known, if name was not assumed for fraudulent purposes (for example, to conceal criminal record, to evade capture by police authorities, or to obtain monetary gain).

a. Applicants who wish to enlist in another name must complete item 48, DD Form 1966-Series.

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

c. The preferred name under which an individual may initially enlist in the US Armed Forces will be the name on the individual's SSN card or proof of SSN application.

RULE C: Trainability. Applicable to Glossary NPS. (Waiver requests not considered.) Administration of tests and retests is contained in Section VIII, Chapter 2.

Standard: Applicant is eligible for enlistment if he or she meets the following standard:

a. Verbal/Math requirements as follows:

(1) 16-100 (HSDG and HSSR)

(2) 31-100 (CIHS, AHSCH, and NHSG) and specific mental requirements of MOS or option for which enlisting.

b. Be a high school graduate (HSG) with a score of 85 or above in one or more aptitude areas; or pass the General Educational Development (GED) Test or be a non-high school graduate (NHSG) with scores of 85 or above in two or more aptitude areas of the Armed Services Vocational Aptitude Battery (ASVAB). (Note: GT not used.)

c. Must have the ability to read, write, and speak sufficient English; and to understand the oath of enlistment and the Entrance National Agency Check (ENTNAC) interview. Applicants who have difficulty in understanding English and expressing themselves in English will not be enlisted.

d. Applicants for the Eskimo Scout Battalions are exempt from this standard.

e. If a HSSR does not graduate he or she must meet test score requirements of a NHSG. (FY Criteria letter may require HSDG attainment prior to entry to AIT).

RULE D: Education. Applicable to Glossary NPS. (Waiver requests not considered.)

Eligibility: Applicant is eligible for enlistment if he or she meets education requirements outlined below and requirements of specific MOS or option for which enlisting. Applicants for the Eskimo Scout Battalions are exempt from this standard.

Standard: NPS applicants must have successfully completed the 9th grade (not applicable to alternate high school credential holders, see paragraph 2, Item to be verified, below). If applicant, including aliens, completes high school requirements in a foreign country, he or she must have documents evaluated and accredited by one of the following:

a. State Board of Education, State University, or recognized university or college listed in the "Accredited Institutions of Postsecondary Education."

b. International Education Research Foundation, PO Box 24679 or 24070, Los Angeles, CA 90024.

c. World Education Services Inc., Old Chelsea Station, PO Box 745, New York, NY 10011.

d. International Consultants Inc. (ICI) of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

e. Educational Credential Evaluation, Inc. (ECE), PO Box 17499, Milwaukee, WI 53217.

f. Education Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, California 95814.

g. Education under this rule will also be used to qualify applicants under Table 2-4.

h. The following countries, territories and nations are exempt from evaluation; documents will be treated in the same manner as 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) Puerto Rico
- (7) Virgin Islands
- (8) Canada

i. Evaluation of transcripts requiring a fee will be paid by the applicant.

j. An evaluation of transcripts as outlined above for foreign transcripts, diploma, etc., is in lieu of using the Directory, Colleges and Universities.

Item to be verified: Education

Documents and procedures to verify eligibility:

1. High School Diploma Graduate (HSDG).

a. Has earned a high school diploma through attendance and completion of a 12 year or grade day program of class room instruction. The diploma must be issued from the school where the individual completed all the program requirements (includes individuals who attend college in their senior year and graduate from high school). Diploma must be included in the enlistment packet when the applicant enlists.

b. Has a diploma from a foreign high school. This does not include a diploma from a school under the Department of Defense Dependent School System (DODDS), which is the same as any U.S. school diploma. Education documents must be translated into English and evaluated as indicated above.

c. [High School Diploma Graduate, via College Credit (HSDC)] Is a high school nongraduate or alternate high school credential holder (see 2 below) who attended an accredited college or university, and completed 15 semester or 22 quarter hours of college credit. Credit earned

through testing, in pursuit of high school equivalency preparation, is not acceptable. Verification must be made by transcript or letter from the college or university. College credit from post secondary vocational or technical schools are not applicable under this definition. ~~College or university must be listed in the Education Directory, Colleges and Universities.~~

Credit must have been earned at a school accredited by one of the following agencies:

(1) New England Association of Colleges and Secondary Schools.

(2) Middle States Association of Colleges and Secondary Schools.

(3) North Central Association of Colleges and Secondary Schools.

(4) Northwest Association of Secondary and Higher Schools.

(5) Southern Association of Colleges and Schools.

(6) Western Association of Schools and Colleges.

(Note: Accreditation only applies to recognition of credits for HSDG status.

d. High School Diploma Graduate via Adult Education Programs (ADUL) has a secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a secondary or post secondary educational institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test. GED preparatory courses *do not* qualify under this definition.

2. Alternate High School Credential Holder (AHSCH)

a. Test Based Equivalency Diploma (GEDH). Has a diploma or certificate of General Education Development (GED) or other test-based high school equivalency diploma. This includes State-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma Graduate.

b. Occupational Program Certificate of Attendance (VOCT). Has a certificate awarded for attending a noncorrespondence vocational, technical

or propriety school for at least 6 months. Must also have completed 11 years of regular day school.

c. Correspondence School Diploma (CORR). Has a secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or post-secondary educational institution.

d. Home Study Diploma (HOME). Has a secondary school diploma or certificate, typically awarded by a State, based upon certification by a parent or guardian that an individual completed their secondary education at home.

~~e. Adult Education Diploma (ADUL). Has a secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a State or by a secondary or post-secondary educational institution.~~

f. High School Certificate of Attendance (ATTN). Has an attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

3. Less than a High School Diploma (NHSG). Has not graduated from high school or has not received an alternate credential listed in 2 above.

4. High School Senior (HSSR). Is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days.

5. Currently in High School (CIHS). Is a high school student (other than a senior) who has completed the 10th grade. When enlisting for the split Training Option Program, entering Phase 1 is authorized only after the completion of the 11th grade. Enlistment authorized NET December of their junior year.

6. Degree Credentials.

a. Associate Degree (ASSC). Has a certificate conferred upon completion of a 2-year program at a Junior College, University, or Degree Producing Technical Institute.

b. Professional Nursing Diploma (NURS). Has a certificate conferred upon completion of a 3-year hospital school of nursing program.

c. Baccalaureate Degree (BACH). Has a certificate conferred upon completion of a 4-year college program other than a First Professional Degree (see "d" below).

d. First Professional Degree (PROF). Has a certificate conferred upon completion of the academic requirement for the first degree award in selected professions: Architecture, Certified Public Account, Chiropody or Podiatry (D.S.C. or POD.D), Dentistry (D.S.C. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D., Rabbi, or other First Professional Degree.

e. Master's Degree (MAST). Has a certificate conferred upon completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

f. Post Master's Degree (PMAS). Has a certificate conferred upon completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

g. Doctorate Degree (DOCT). Has a certificate in recognition of the highest academic achievement within an academic field, excluding Honorary Degree and First Professional Degree.

7. Specific Course Requirements.

a. Some Military Occupational Specialties require verification of specific course completion.

b. Verification may be accomplished with letter or transcript.

c. Verification must be presented prior to enlistment.

8. Current Year School Withdrawals. If an applicant indicates he or she withdrew from school during the current school year, they should be encouraged to return and complete their high school education. However, if the applicant does not intend to return to school, verify that the applicant has withdrawn and notify the school of his or her intention to enlist. Under no circumstances will an applicant be encouraged or given any assistance in withdrawing from school. Coordination with parents, teachers, and counselors to keep students in school is desirable and consistent with the Department of the Army policy.

RULE E: Physical. Applicable to Glossary NPS.
Standard:

1. Applicant is eligible for enlistment if he or she meets procurement physical fitness standards of AR 40-501, chapter 2, drug and alcohol testing (see "5" below), and meets added requirements of specific option for which enlisting.

2. Waivers may be requested if the-

a. MEPS medical examining officer recommends an exception or IAW Line A, Table 2-10.

b. Applicant is a body builder.

c. Native Alaskans. Native Alaskans are eligible to submit waivers for hearing defects caused by the effects of environmental conditions.

3. See Table 2-10, lines A and B for waiver.

4. MEPS medical examining officer is permitted to grant a waiver for NPS ARNG applicants who are not more than two pounds under the weight Table in AR 40-501.

5. 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). Applicants are authorized to enlist contingent on the receipt of negative drug test results. Applicants will be advised that they will be discharged if found positive (laboratory confirmed) for drugs. Discharge is for failure to meet medical procurement standards.

RULE F: Dependents. Applicable to Glossary NPS.

Standard:

1. An applicant with spouse:

a. And two or less additional dependents is eligible for enlistment.

b. And three or more additional dependents is not eligible for enlistment; waiver requests will be considered.

c. Who is a member of an AC or RC (excludes the IRR) of any Service, and has dependents under 18 years of age is not eligible for enlistment; waiver requests will not be considered.

d. Who is a member of an AC or RC of any Service, and whose dependents under 18 years of age have been placed in the custody of an adult (other than the spouse) by court order, or as provided by State law, is eligible for enlistment.

e. Who is trying to enlist at the same time, and who has dependents under 18 years of age, is not eligible for enlistment; waiver requests will not be considered.

f. Who is trying to enlist at the same time, and has dependents under 18 years of age who have been placed in the custody of another adult (other than the spouse) by a court order, or as provided by State law, is eligible for enlistment.

2. An applicant without a spouse who has dependents under 18 years of age is not eligible for enlistment unless the dependent(s) is:

a. In the custody of the other parent or another adult by court order, or as provided by State law, and the applicant is:

(1) Not required to provide child support, or required by court order to provide child support for two or less dependents.

(2) Required by court order to provide support for three or more dependents and obtains an enlistment waiver.

b. Otherwise qualified applicants, who have previously served with an Armed Force and became single parents while on AD will not be disqualified for enlistment for dependency if status as a single parent was not a factor in discharge or transfer from AD. Applicants who previously served in an paid drill status in a RC as a single parent, may be enlisted with a waiver, if status as a single parent was not a factor in discharge or transfer from that status. (Table 2-10, line C).

3. Applicants who have previously surrendered custody of dependents will certify at the time of enlistment that their intent is that the custody agreement will survive the term for which enlisting. Applicants in this category are eligible for enlistment. DA Form 3286-61 will be executed at time of enlistment. Applicants who enlist subject to this provision, and who regain custody of their children during the term of enlistment, will be processed for involuntary separation for fraudulent enlistment, unless they can show that the regaining of such custody is not contrary to the intent stated upon enlistment.

4. Applicants for the Eskimo Scout Battalions are exempt from dependency standards.

5. Waivers; see Table 2-10, line C.

Items to be verified: Dependency.

Documents and procedures to verify eligibility:

1. For lawful spouse or legitimate child under 18 years of age, certified, notarized, or photostat copy of certified copy of marriage certificate, or public or church record of marriage issued over the signature and seal of the church or public records custodian and/or birth certificate of child.

2. For legally adopted child, certified or notarized copy of court order proceeding equivalent to adoption, which terminated all parental rights and obligations.

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

- a. Divorce decree.
- b. Court order.
- c. Separation order.
- d. Other form or format prescribed by State law.

4. For dependent parent, affidavits establishing dependency.

5. Verify initial status (other than single) with following documentation:

- a. Marriage certificate.
- b. Divorce decree.
- c. Legal separation decree.
- d. Annulment decree.
- e. Civil action document (divorce pending).
- f. Death certificate (widowed).

Note: The Army National Guard recognizes that some persons for personal reasons have given up custody of a child or children. This rule is included so that a determination can be made for enlistment purposes. It is not the intent nor the desire of the Army National Guard to require any person to relinquish custody of their children to qualify for enlistment. Under no circumstance will any Army National Guard 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 National Guard's mission and unit readiness is not consistent with enlistment of sole parents. Persons who are sole parents would be placed in positions, as any other soldier, required at times to work long or unusual hours, required to be available for worldwide assignment and be prepared for mobilization; all of which would place the sole parent in a position of division between

their child(ren) and their duty. By law some States refer to all divorce decree child custody determinations as joint custody. This characterization will not preclude enlistment of an applicant so long as the court has awarded actual physical custody of the child or children to the other parent.

RULE G: Moral and administrative criteria. Applicable to *Glossary NPS*.

Standard: See Tables 2-9 (Series) and 2-10. May be eligible for enlistment with or without approved waiver as indicated in each case.

Items to be verified: Moral eligibility.

Documents and procedures to verify eligibility:

1. Applicant interview. Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, or convictions including those which have been expunged or sealed.

a. If applicant claims none, processing may continue without a policy records check.

b. If applicant is subject to pending charge or is in confinement or on probation, parole, or under suspended sentence, see paragraphs 2-48a and b.

c. If applicant admits to an offense, or recruiter has reasons to suspect applicant may be concealing a record, start police records check procedures in 2 below.

d. For minor traffic offenses, DD Form 369 (Police Record Check) is not required unless waiver is indicated by Table 2-11, line A.

e. DD Form 369 is required for all other admitted offenses, regardless of disposition.

2. Police clearance.

Note: Criminal history record information obtained for recruiting purposes will be maintained with confidentiality. It will not be disclosed for other than recruiting purposes.

Check with:

a. Municipal, county, and State law enforcement officials of community where applicant has resided, worked, or attended school for 6 months or more in the previous 3 year period.

b. Municipal, county, and State law enforcement officials of community in which applicant is residing, working, or attending school at time of enlistment application.

c. Municipal, county, and State law enforcement officials for each community where applicant alleges,

or other sources reveal, the person was charged with law violation or act of delinquency.

d. Courts, probation departments, State juvenile correctional facilities, and parole officers concerned with any offenses alleged by applicant or revealed by police records check or other sources to determine-

(1) Disposition of charges.

(2) Conditions on which sentences were suspended.

(3) Inclusive date of probation, confinement or commitment, and parole.

e. DD Form 369, Police Record Check is not required under a through d for traffic offense(s) unless waiver of the traffic offense is required (exception reckless driving).

3. 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 of police authorities. Telephonic police record checks are not authorized in place of submitting the DD Form 369 to proper authorities (except as provided in 4 below).

4. Telephonic police records check. To prevent lost enlistments because of delay in obtaining written police checks, commissioned officers, company commanders, or recruiting operations personnel are authorized to make telephonic police records check on any type of offense.

a. Telephonic police records check for moral waivers is not authorized.

b. Field recruiters will not obtain telephonic police records check.

c. Written report on DD Form 369 will be signed by person obtaining telephonic police records check. Enter name and position of person who gives information, date obtained, and telephone number in remarks section of the DD Form 369.

5. Delay of police reply. If reply from police authorities is not received within 21 days, a copy of the DD Form 369 request will be forwarded to the RRM. The RRM will exert every effort to obtain police clearance and return results to requesting recruiter. If efforts to obtain information fail, process allegation as self-admitted offense.

6. Disposition of DD Form 369. See Table 2-16. Under any circumstances, do not forward DD Form

369 to the Federal Bureau of Investigation (FBI), a foreign government, or police agencies.

7. New police clearance. If at any time between initial check with law enforcement agency and enlistment, new arrest(s) or conviction(s) are alleged or suspected, new clearances will be obtained. If police checks are older than 6 months, then new police checks are required for waiver processing regardless of whether new offenses are suspected.

8. Police records check not required. If law enforcement agency states in writing that it will not provide information or that a fee is required, and copy of that statement is maintained in recruiting offices, police records check will not be required. DD Form 369 will contain reference to that written statement. Update the statement used as a reference each year.

RULE H:

Items to be verified: SSN. Applicable to Glossary NPS.

Documents and procedures to verify eligibility:

1. No person will be tested or processed for enlistment without a SSN.

2. Each SSN must be verified by an SSN card (or retained portion), driver's license, IRS Form W-2, high school transcript, other document such as employment papers, or DD Form 214, DD Form 215, or NGB FM 22. Number and name on documents used for verification must correspond to enlistment name and SSN on the DD Form 1966-Series.

3. Provide applicants who have lost their SSN cards or have not been assigned an SSN with SS Form 5 (Application for Social Security Number).

4. For those who do not have an SSN-

a. Verify applicant's age, citizenship, and identity.

b. Complete SS Form 5 and note on the form: "For enlistment in the Army National Guard."

c. Forward completed application to the proper Social Security Administration Office.

5. Telephonic verification is not authorized.

6. Commercially produced facsimiles, to include metal plates, of SSN cards are not authorized for SSN verification.

RULE I:

Items to be verified: Prior military service (See Tables 2-6 and 2-7). Applicable to Glossary NPS.

Documents and procedures to verify eligibility:

1. DD Form 214 or DD Form 215, original or records depository certified copy or copy 1 or 4 of DD Form 214, 1 Jul 79 or as provided by paragraph 2-31d(1), (2), or (3).
2. DD Form 368 or NGB Form 22 (Report of Separation and Record of Service) for periods of service in RCs only.
3. DD Form 220 (Active Duty Report), DA Form 1569, or GSA Form 6851 may be used only when they are furnished by the records custodian:
 - a. Directly to recruiting officials.
 - b. Through military channels.
 - c. Instead of DD Form 214.

RULE J:

Items to be verified: Reemployment rights of rejected applicants.

Documents and procedures to verify eligibility:

1. Counseling. Recruiting personnel will counsel each applicant on his or her reemployment rights if, as the result of preliminary processing at recruiting stations, he or she is found to be not qualified for enlistment.
2. Reemployment rights. Federal law provides reemployment rights to persons who report for the purpose of entering or determining their physical fitness to enter the US Armed Forces. Applicants found not qualified for military service during recruiting processing will be given a locally reproduced copy of the information sheet shown at figure 2-1, if required.
3. Referrals. Referrals will be made by use of Department of Labor cards (Parts I or II). Local offices of the State Employment Service will provide these preprinted and preaddressed forms on request. (See figure 2-2.)

RULE K:

Items to be verified: Review of enlistment forms and documents.

Documents and procedures to verify eligibility:

Each applicant's forms and documents will be reviewed by the recruiter for completeness and accuracy before forwarding packet to MEPS. The recruiter will ensure that a specific MOS or

enlistment option will not be guaranteed to an applicant before processing by the ARNG guidance counselor (GC).

RULE L: Security Clearance (Waiver requests not considered.)

Standard: Immigrant aliens will not be enlisted in the ARNG for MOS training or assignment requiring a security clearance. See Table 2-18 for documents and procedures to initiate security investigations and security clearances. Legal aliens who enlist may attend IADT even if ENTNAC results have not been received.

Table 2-1.1**SMP requirements for enlistment**

Available to NPS and PS applicants qualified for enlistment in the ARNG who can meet criteria for enrollment in MS III, ROTC or who are currently contracted and in MS III or MS IV.

Applicants for enlistment in the ARNG in the SMP must meet the following criteria:

- a. Meet either NPS or PS basic eligibility standards for enlistment as prescribed by this chapter to include full MEPS processing. As an exception, applicants contracted in MS III/MS IV may be processed at other than MEPS; these individuals will be tested on the AFCT.
- b. Meet or have met the additional requirements below for enrollment in ROTC:
 - (1) Agree, that on successful completion of ROTC Advanced Course, to include ROTC Advanced Camp, to volunteer for commissioning under the ROTC Early Commissioning Program (ECP) if, on completion, member is not scheduled to receive a baccalaureate degree within 8 months.
 - (2) Agree to apply for enrollment in ROTC Advanced Course within 1 year after enlistment in the ARNG. Once enlisted in the ARNG, the soldier is a potential SMP participant until enrolled in Advanced ROTC.
 - (3) Be of good moral character as evidenced by record in home community.
 - (4) Be a citizen of the United States.
 - (5) Be at least 17 years of age and under 30 years of age at time of appointment as a Reserve Officer of the Army. HQDA (DAPC-OPP-P) will consider requests for waiver in exceptional cases when approval is recommended by the unit com-

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mander concerned, the State AG, and the Commander, US Army ROTC Cadet Command. An approved waiver of maximum age will constitute a waiver for enrollment in the Advanced ROTC Course if required and for appointment as a Reserve commissioned officer of the Army if required. See chapter 3, section II, AR 145-1 for waiver submission requirements.

(6) Meet medical fitness standards prescribed in chapter 3, AR 145-1 for enrollment in ROTC Advanced Course.

(7) Have qualifications for becoming an effective Army Officer as evidenced by appearance, record, personality, scholarship, extra curricular activities, and aptitude for military training. See chapter 3, section II, AR 145-1 for personnel ineligible for enrollment in the ROTC Advanced Course.

(8) Achieve a satisfactory Officer Selection Battery (OSB) score required for contracting as MS III and have a minimum grade point average of 2.0 (on a 4.0 scale).

(9) Agree to enroll 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 or Extension Center Agreement with another institution hosting an Army ROTC program. To be eligible, the school must be a civilian institution accredited to award baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.

(10) Meet requirement of chapter 3, AR 145-1 for entry into the ROTC Advance Course, or agree to meet these requirements within 229 days following enlistment.

c. PS applicants must agree to a minimum term of service of 4 years on enlistment. NPS applicants must enlist for an 8 year term of service (minimum 4x4 option).

d. Have a completed PMS Certification (figure 2-6) which shows that the applicant will be enrolled in the ROTC Advanced Course.

e. Complete the SMP agreement (NGB Form 594-1).

Note: Additional reference is NGR 600-100.

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TABLE 2-2
Trainability and minimum ASVAB requirements (NPS) (See note 1)

	HSDG	AHSCH	NHSG	HSSR	CIHS
Minimum number of qualifying ASVAB Aptitude Area Scores of 85 or above (See note 2.)	1	2	2	1	1
Enlistment Authorized authorized with test score:					
Test score category: I Test score: 93-100	Y	Y	Y	Y	Y
Test score category: II Test score: 65-92	Y	Y	Y	Y	Y
Test score category: III-A Test score: 50-64	Y	Y	Y	Y	Y
Test score category: III-B Test score: 31-49	Y	Y	Y	Y	Y
Test score category: IV Test score: 16-30	Y	N	N	Y	N
Test score category: V Test score: 00-15	N	N	N	N	N

Notes:

1. All applicants must meet requirements of option or options for which enlisting.
2. ASVAB Aptitude Qualification Scores. General technical aptitude area (GT) score will not be used to qualify NPS/PS.
3. If HSSR does not graduate and fails to meet the definition of HSDG in Table 2-1, applicant must meet criteria of NHSG or AHSCH. Criteria letter may require soldiers to be a HSDG prior to entry on AIT.

Table 2-3
Enlistment pay grades for NPS personnel

RULE: A

Applicant: Has no PS and does not qualify for any of the criteria in rules below.

Pay grade: E-1

RULE: B

Applicant: Has taken part in Junior Reserve Officer's Training Corps (JROTC) or National Defense Cadet Corps (NDCC) programs and:

1. Has successfully completed the first 2, 3, or 4 years of a prescribed Army, Navy, Marine Corps, or Air Force secondary education division program, but has not been recommended in writing by the senior service instructor (SSI) concerned.

Pay grade: E-2. (See notes 1, 3, 4, and 6.)

2. Has successfully completed the first 3 or 4 years of a prescribed Army, Navy, Marine Corps, or Air Force program and has been recommended in writing by the SSI concerned.

Pay grade: E-3. (See notes 1, 3, 4, and 6.)

3. Has successfully completed the first 3, 4, or 5 years of a prescribed Army, Navy, Marine Corps, or Air Force program, presents evidence of validation by test or proficiency in an MOS authorized for the grade for which applying, and has been recommended in writing by the SSI concerned.

Pay grade: E-4. (See notes 1, 2, 3, 4, and 6.)

RULE: C

Applicant has:

1. Taken part in a prescribed Army, Navy, Marine Corps, or Air Force ROTC (SROTC) program by successfully completing the first year and has been recommended in writing by the SSI concerned.

Pay grade: E-2. (See notes 1, 3, 4, and 6.)

2. Completed the first 2 or more years of a prescribed SROTC program and has been recommended in writing by the SSI concerned.

Pay grade: E-3. (See notes 1, 3, 4, and 6.)

RULE: D

Applicant: Has successfully completed 1 year or more at the US Military Academy, US Naval Academy, US Air Force Academy, US Coast Guard

Academy, or US Military Academy Preparatory School.

Pay grade: E-3 or E-4 as determined by the State AG. (See notes 1, 5, and 6.) The following documents will be submitted, as proper:

1. Written recommendation from academy company tactical officer.

2. Transcript of academy records.

3. Document giving reason for release from the academy.

RULE: E

Applicant: Has successfully completed:

1. Thirty to fifty-nine classroom semester hours (45 to 89.5 quarter hours) (1125-2249 clock hours) of an accredited degree-producing college program.

Pay grade: E-2. (See notes 1, 3, 5, and 6.)

2. Sixty or more classroom semester hours (90 or more quarter hours) (2250 or more clock hours) of an accredited degree-producing college program.

Pay grade: E-3. (See notes 1, 3, 5, and 6.)

3. An accredited degree-producing college program of 2 years' duration (60 semester hours or 90 quarter hours) (2250 clock hours) with or without a degree.

Pay grade: E-3. (See notes 1, 3, 5, 6, and 7.)

~~4. Three or more years (90 semester hours or 135 quarter hours) (3375 clock hours) of an accredited degree-producing college program of 4 years.~~

~~**Pay grade:** E-3. (See notes 1, 3, 5, 6, and 7.)~~

~~5. An accredited degree-producing college program of 4 years duration (120 semester hours or 180 quarter hours) (4500 clock hours). Bachelor's degree is required.~~

~~**Pay grade:** E-3. (See notes 1, 3, 5, 6, and 7.)~~

RULE: F

Applicant:

a. Refers three qualified NPS applicants or two NPS HSDG or HSSR who enlist in the DEP, RA, ARNG, or USAR on or before the date applicant enlists in the ARNG.

Pay grade: E-2. (See notes 1, 3, and 6.)

b. Refers four qualified NPS applicants or three NPS HSDG or HSSR who enlist in the DEP, RA, ARNG, or USAR on or before the date applicant enlists in the ARNG.

Pay grade: E-3. (See notes 1, 3, and 6.)

Note: See chapter 6 for the Stripes for Buddies program when the soldier refers applicants after enlistment.

RULE: G

Applicant: Is qualified for enlistment in the CASP.
Pay grade: See chapter 3.

RULE: H

Applicant: Has completed all phase II requirements of the Air Force Civil Air Patrol (CAP) Program and is awarded the General Billy Mitchell Award.

Pay grade: E-2. (See notes 1, 3, 4, and 6.)

RULE I

Applicant: Glossary NPS (has served less than 180 days on active duty and is not MOS qualified) and does not qualify for enlistment in any of the above.
Pay grade: IAW Table 2-5, Note 3.

Notes:

1. Entry into the ARNG in this pay grade does not exempt applicant from BT. (See para 3-10, AR 135-91 for USMA cadet exception.)

2. Applicant must present evidence of validation of MOS proficiency. Proof of validation may be in the form of State occupational licenses, labor union certificates, or certification by employer or supervisor.

3. Applicant may lack necessary documents at time of processing for enlistment. If so, they may present such documents to their personnel officer at any time before completing 12 months of service. Advancement will be effective the date of the DA Form 4187; date of rank will be date of enlistment. To be eligible to receive back pay, soldiers will be advised of their right to submit a request to the Army Board of Correction of Military Records to adjust their effective date of promotion to their date of enlistment.

4. Applicant must present one of the forms shown below to support entitlement for a higher enlistment pay grade. The proper form is completed by the applicant's JROTC or SROTC senior instructor, presented for taking part in the following:

a. Army ROTC. DA Form 134 (Military Training Certificate--Reserve Officers' Training Corps).

b. Air Force ROTC. Local provided certificate of completion or school transcript verifying number of years completed.

c. Navy ROTC. Certificate of completion or school transcript verifying number of years completed.

d. NDCC. DA Form 254 (Military Training Certificate--National Defense Cadet Corps).

e. USMC. Completion certificate.

f. Air Force CAP. Any of the following:

(1) General Billy Mitchell Award Certificate.

(2) Letter from CAP-US Air Force (USAF), Air Force Base (AFB), Maxwell, AL.

(3) Letter from the CAP unit commander showing successful completion of phase II of the CAP training program.

(4) Naval Sea Cadet (NSCC): NSC Form page 19A (Record of Cadet Advancement).

5. Academic credits of applicants will be accepted as discussed below.

a. Rule E provides the potential for accelerated advancement to qualified applicants based upon "college level" education. The educational institution which the applicant attended must meet the "college level" criteria as defined by the National Center for Education Statistics. Only institutions listed in the "Accredited Institutions of Postsecondary Education" published by the Superintendent of Documents, US Government Printing Office, are acceptable.

b. The State Education Coordinator may consult with the publisher of the "Accredited Institutions of Postsecondary Education" to verify the standing of any school not listed. A DA Form 751 or OF Form 271 will be prepared and forwarded with the application to MEPS to ensure that the applicant is enlisted in the proper grade.

c. Documents will include a diploma or other college issued evidence showing resident academic programs completed and award of degree. Official transcripts, showing academic credit hours will be provided, if necessary, to determine eligibility for accelerated promotion under Rule E.

d. Applicants with completed high school requirements, college credits, or degrees from foreign colleges or universities must have their documents evaluated and accredited in accordance with item 8, rule D, Table 2-1.

6. Authority for an enlistment pay grade other than E-1 will be explained in the DD Form

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1966-Series, Remarks. An example is "Reference, NGR 600-200, Table 2-3, rule C2."

~~7. After 12 months of military service and completion of IADT (rule E-3), 6 months of military service and completion of IADT (rule E-4), or 4 months of military service from entry date on IADT (rule E-5), as appropriate. A soldier not being recommended for advancement by his or her unit commander, will be counseled on reasons for denial. A DA Form 4187 (Personnel Action) blocking promotion will be filed in the soldier's Military Personnel Records Jacket (MPRJ).~~

Table 2-4

Basic eligibility standards for enlistment of PS personnel

Note: Verification is the same as that contained in Table 2-1, unless noted otherwise.

RULE A: Age. Applicable to Glossary NPS. (Waiver requests not considered except as noted below.)

Standards and eligibility:

1. Applicant is eligible for enlistment if the following apply:
 - a. Not less than 18 years of age, not reached the 35th birthday at time of enlistment.
 - b. Not less than 17 years of age, not reached 18th birthday, and DD Form 1966-Series, section VII is completed. Parental consent is the same as required for NPS personnel, Table 2-1.
 - c. He or she has prior honorable service in any component of the US Armed Forces, including Reserve Components, that equals or exceeds:
 - (1) Age 35 through 37 - 1 year.
 - (2) Age 38 through 40 - 2 years.
 - (3) Age 41 and over - 2 years plus the number of years applicant is over 40 years of age.
 - (4) Waiver requests will be considered.
 - d. PS applicants who have prior enlisted ARNG or ANG 45 years of age or older may reenlist if they have prior service equalling 2 years plus the number of years applicant is over 40 years of age. Waiver requests for the number of years of prior service will be considered.
 - e. PS applicants without previous enlisted service in the ARNG or ANG who are 45 years of age or older may enlist if they have served in the Regular Army (does not include AUS service)

Regular Navy, Regular Air Force, or Regular Marine Corps. In addition, these applicants may enlist if they have prior service equalling 2 years plus the number of years applicant is over 40 years of age. Waiver will only be considered when the applicant does not have the required number of years of service above. A waiver for lack of Regular service will not be considered.

f. Applicant who has been awarded the Silver Star, Navy Cross, or a higher decoration may be enlisted without regard to meeting total service requirements listed in c above provided applicant-

- (1) Is enlisted while under 45 years of age.
- (2) Is enlisted (original enlistment) while 45 years of age or over and has been a former member of the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps.

2. Term of enlistment will not extend past the last day of the month in which the applicant reaches age 60.

3. Applicant who will not have sufficient time in service to be eligible for retirement must be made aware of the provisions of Table 7-2, rule B before enlistment. DD Form 1966-Series, Remarks will contain the following statement: "Provisions of Table 7-2, rule B, NGR 600-200 have been fully explained to me." This statement will be signed and dated by the applicant.

4. Applicant who will not have sufficient time in service to be eligible for retirement under the provisions of AR 135-180 will not be eligible for enlistment without waiver. See Table 2-10, line K.

RULE B: Citizenship. Applicable to Glossary NPS. (Waiver requests not considered.)

Standards and eligibility: Applicant is eligible for enlistment if one of the following apply: (See Table 2-1 for verification of citizenship.)

- a. Citizen of the United States.

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b. Alien who has been lawfully admitted to the US for permanent residence.

c. National of the US.

d. Citizens (to include naturalized citizens of the Federated States of Micronesia (FSM) and Republic of the Marshall Islands (RMI)).

RULE C: Trainability. Not applicable to Glossary NPS. (Waiver requests not considered; see 3 and 4 below for exceptions)

Standards and eligibility:

1. Applicant is eligible for enlistment if he or she attains a score of 90 or above in two or more aptitude areas of the ASVAB, if testing is required. See section VIII, chapter 2, for use of PS test scores and test requirements.

2. Applicant is eligible if he or she meets requirements of paragraph 2-62 with validated PS test scores.

3. Applicant will qualify for exemption from enlistment requirements if one of the following pertains:

a. Has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

b. Is a partially disabled, combat-wounded Army Veteran with less than 20 years of Federal service.

4. Applicants for Eskimo Scout Battalions are exempt from this requirement.

RULE D: Education. Not applicable to Glossary NPS. (Waivers not considered.)

Standards and eligibility:

1. Applicant is eligible for enlistment if he or she meets educational requirements of specific MOS or option for which enlisting.

2. Applicants for Eskimo Scout Battalions are exempt from this requirement.

3. DD Form 214 may be used to verify education level.

RULE E: Physical Not applicable to Glossary NPS. (Applicants must meet the weight standards of AR 600-9.)

Standards and eligibility:

1. Applicant is eligible for enlistment if he or she-

a. Meets one of the criteria listed below:

(1) Medical retention standards (less weight) of AR 40-501, chapter 3, provided enlistment is

accomplished within 6 months of separation from the Active Army and DA Form 1811 is not used or available. See para 2-63 for HIV screening requirement.

(2) Current members of a RC (including IRR) of any US Armed Force must meet the medical retention standards (less weight) of AR 40-501, chapter 3, and may be enlisted without additional medical examination provided:

(a) Copies of last SF 88 and SF 93 conducted within 4 years preceding date of ARNG enlistment are available, and

(b) The SF 88 is further annotated and signed by the soldier to indicate whether there has been any change in his or her medical/physical status since the date the SF 88 and SF 93 was completed. See para 2-63 for HIV screening requirement.

Note: If any change has occurred in the applicants medical condition, a complete medical examination UP chapter 3, AR 40-501 is required.

(c) DA Form 1811 is available and ARNG enlistment is being accomplished within 6 months of release or discharge from Active duty.

(3) If PS of another Service or enlisting after 6 months of separation from the Active Army and meets procurement standards (less weight) of chapter 2, AR 40-501. HIV screen must be accomplished (see para 2-63). Hearing retention standards apply for procurement purposes for applicants of the Eskimo Scout Battalions.

(4) If enlistment is accomplished within 6 months of last separation from the Active Army, medical fitness data recorded on DA Form 1811 may be used instead of administration of medical examination. See para 2-63 for HIV screening requirement.

(5) If applicant (not a current member of any US Armed Force) has a valid SF 88 (chapter 2, 40-501 physical) that was completed within 18 months preceding date of ARNG enlistment, then the applicant can be enlisted without further medical examination, provided there are no changes in the applicant's medical status since the exam was conducted. However, HIV screen must have been accomplished if not accomplished within 6 months prior to enlistment. If the applicant is to be MEPS processed, the physical must have been accomplished by MEPS or a new exam will be required.

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b. Meets other requirements for specific option for which enlisting.

2. See Table 2-10, lines A and B for waiver of medical requirements.

3. PS applicants (includes Glossary NPS) with break in service of more than 6 months 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). Applicants are authorized to enlist contingent on the receipt of negative drug test results. Applicants will be advised that they will be discharged if found positive (laboratory confirmed) for drugs. Discharge is for failure to meet medical procurement standards.

RULE F: Dependents. Applicable to Glossary NPS.

Standards and eligibility:

1. Applicants who are members of the US Armed Forces, including Reserve Components, and are fully qualified to reenlist immediately in that US Armed Force, may enlist in the ARNG with no restriction on number of dependents or marital status. Enlistment in the ARNG must be accomplished within 24 hours of discharge from the US Armed Force.

2. Standards outlined below pertain to applicants with spouse who do not have a current military status.

a. Applicants with spouse and-

(1) Two or less additional dependents are eligible for enlistment.

(2) Three or more additional dependents are not eligible for enlistment; however, waiver requests will be considered IAW Table 2-10, line C. In addition, applicants in this category are eligible without a waiver if enlisting at pay grade E-4 or above.

b. Applicants whose spouse is a member of an AC or RC of any service (excluding the IRR) and dependents-

(1) Are under 18 years of age are not eligible for enlistment; waiver requests will not be considered.

(2) Under 18 years of age have been placed in custody of an adult (other than the spouse) by court order or as provided by State law are eligible for enlistment.

c. Applicants whose spouse is attempting to enlist with them and have dependents under 18 years of age:

(1) Are not eligible for enlistment; waiver requests will not be considered.

(2) Who have been placed in the custody of another adult (other than spouse) by a court order, or as provided by State law, are eligible for enlistment.

3. Standards outlined below pertain to applicants without a spouse. Applicants without a spouse who have dependents under 18 years of age are not eligible for enlistment unless their dependent(s) is:

a. In custody of the other parent, or another adult by court order, or as provided by State law, and the applicants:

(1) Are not required to provide child support, or required by court order to provide child support for two or less dependents.

(2) Required by court order to provide child support for three or more dependents and obtains an enlistment waiver.

b. Otherwise qualified applicants, who have previously served with an Armed Force and became single parents while on AD will not be disqualified for enlistment for dependency if status as a single parent was not a factor in discharge or transfer from AD. Applicants who previously served in a paid drill status in a RC as a single parent, may be enlisted with a waiver, if status as a single parent was not a factor in discharge or transfer from that status. (Table 2-10, line C).

4. Applicants who have surrendered custody of dependents under this rule are eligible for enlistment; DA Form 3286-61 will be executed at time of enlistment. These applicants will certify at time of enlistment that their intent is that the custody agreement will survive the term for which they are enlisting. Applicants who enlist subject to this provision, and who regain custody of their children by court decree as provided by State law, or as a result of the child resuming residency with the applicant instead of the legal custodian during the term of enlistment, will be processed for involuntary separation for fraudulent enlistment unless they can show that the regaining of such custody is not contrary to the intent stated on enlistment.

Note: The Army National Guard recognizes that some persons for personal reason have given up

custody of a child or children. This rule is included so that a determination can be made for enlistment purposes. It is not the intent nor the desire of the Army National Guard to require any person to relinquish custody of their children to qualify for enlistment. Under no circumstance will any Army National Guard 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 National Guard's mission and unit readiness is not consistent with enlistment of sole parents. Persons who are sole parents would be placed in positions, as any other soldier, required at times to work long or unusual hours, required to be available for worldwide assignment and be prepared for mobilization; all of which would place the sole parent in a position of division between their child(ren) and their duty. By law some States refer to all divorce decree child custody determinations as joint custody. This characterization will not preclude enlistment of an applicant so long as the court has awarded actual physical custody of the child or children to the other parent.

5. Applicants for the Eskimo Scout Battalions are exempt from dependency standards.

6. See Table 2-10, line C for waiver requirements.

RULE G: Moral and other administrative criteria. Applicable to Glossary NPS.
Standards and eligibility: See section V, this chapter.

RULE H: US Armed Forces reenlistment eligibility codes. Applicable to Glossary NPS.
Standards and eligibility: If applicant's last period of military service ended with a discharge from an AC, see Table 2-7, or RC, see paragraph 2-33.

Table 2-5
Enlistment pay grades and DOR for PS personnel

Note: Applies to Glossary NPS if rules in Table 2-3 do not apply. See note 3.

RULE A:

Applicant: Is a former member of any US Armed Force and is ineligible to enlist in a higher pay grade.

Pay grade: E-2 (See notes 1 and 3.)

RULE B:

Applicant: Enlists for CASP and authorized enlistment grade under this table is lower than that authorized for the CASP MOS by chapter 3.

Pay grade: That authorized-

1. By chapter 3, no prerequisite training or BT required. (See notes 1 and 2.)

2. Under this table, with subsequent appointment to grade authorized by chapter 3 on successful completion of prerequisite training or BT, if required. (See notes 1 and 2.)

3. Enlistment must be for a unit vacancy to include pay grade and skill for that which applicant is being enlisted.

RULE C:

Applicant: Has college credits, may be enlisted under Table 2-3, rule E, if more advantageous.

Pay grade: As shown in Table 2-3, rule E. (See notes 1 and 2.)

RULE D:

Applicant:

1. Was former enlisted member of any US Armed Force or RC (to include ARNG or ANG) and applicant is enlisted in a vacant position and in pay grade held at time of last discharge but no higher than that authorized for the position.

Pay grade: Up to pay grade held at last discharge (E6 through E9) but not to include grade E9, Command Sergeant Major (CSM) and not to exceed pay grade of the position for which enlisting. Enlistment in pay grade E7, E8 and E9 must be approved by the State AG. (See notes 1, 2 and 4.)

2. Was a former enlisted member of any US Armed Force or RC (to include ARNG or ANG with 6 months or more break in service) and enlists under *Try One in the Guard*.

Pay grade: See paragraph 2-27 and FY Enlistment Criteria letter.

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3. Applicant has a remaining Ready Reserve obligation and is enlisted in RC overstrength position.

Pay grade: Up to pay grade held at time of discharge from active Federal service in any US Armed Force, but not to exceed the pay grade of the overstrength position (see chapter 5 for maximum pay grade). (See notes 1, 2 and 4.)

4. Was discharged for failure to verify MOS and enlists after 6 months waiting period from date of discharge.

Pay grade: Pay grade as specified in rule D1, 2, and 3 above. (See notes 1 and 2.)

RULE E:

Applicant: Possesses a more specialized skill than that held at last discharge, a higher grade is not authorized under CASP (chapter 3), and enlistment pay grade and skill is for a vacant position.

Pay grade: Pay grade as determined by State AG but not to include pay grade E-9, CSM. Enlistment in pay grades E-8 and E-9 will not exceed the number of State E-8 and E-9 authorized positions. (See notes 1 and 2.)

RULE F:

Applicant: Was a former Officer or Warrant Officer and:

1. Qualifies under *Try One in the Guard*, rule D2 above.

Pay grade: Up to pay grade E-5.

2. Has never held an enlisted rank.

Pay grade: Up to pay grade E-5.

3. Was discharged as an enlisted soldier to accept commission or warrant and enlists for a position vacancy.

Pay grade: Up to pay grade held at discharge as enlisted soldier (E5 through E-9) but not to include CSM. Enlistment in pay grades E-8 and E-9 will not exceed the number of State E-8 and E-9 authorized positions and must be approved by the State AG.

4. See notes 1 and 2.

Notes:

1. Authority for an enlistment pay grade other than E-1 will be explained in DD Form 1966-Series, Remarks. An example is "Reference NGR 600-200, Table 2-5, rule C."

2. Date of Rank (DOR)

a. Applicants with PS who were discharged or separated as an E-1 and qualify under Rule A will be given a DOR as the date of enlistment. Applicants with PS and given a pay grade higher than that held at last discharge under rule B, C, E, and F2 will be given a DOR as the date of enlistment.

b. Applicants with PS in any component of the US Armed Forces, who enlist within 24 months after discharge, will be given an adjusted DOR of original DOR plus elapsed time since discharge, if enlisting in same pay grade held at last discharge. **Example:** 25 Mar 83 - Applicant's DOR in pay grade E-5 while on AD.

17 Nov 83 - Applicant separated and transferred to the USAR.

17 Nov 85 - Applicant discharged from the USAR.

1 Jan 86 - Applicant enlists in the ARNG as an E-5.

8 May 83 - Applicant's DOR at enlistment on 1 Jan 86.

c. Applicants with PS in any component of the US Armed Forces, who enlist more than 24 months after discharge will have their DOR established as the same date their enlistment, if enlisted in same pay grade held at last discharge.

d. Applicants with PS in any component of the US Armed Forces, who enlist within 24 months after discharge, in a grade lower than that held at time of discharge, will be given an adjusted DOR as the original DOR (of the grade in which enlisting) plus elapsed time since discharge. If the DOR of the lower pay grade is not available from personnel records when the applicant enlists in the ARNG, the applicant will be given an adjusted DOR for the grade held at discharge. Personnel managers will obtain prior service records and establish proper DOR. DOR may be adjusted after enlistment upon receipt of verifying information.

e. Applicants who were last discharged as a commissioned or warrant officers, who are enlisting in their former enlisted grade or a lower grade, will be given an adjusted DOR. The date will be the date of current enlistment, backdated to include that time spent in the highest enlisted grade before being commissioned. An example follows:

- 27 Apr 69: applicant's DOR pay grade E-6.

- 26 Apr 71: discharged from enlisted status to accept commission.

- 27 Apr 71: commissioned officer.

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- 27 Nov 80: honorable discharge from the Army as a commissioned officer.

- 28 Apr 81: enlisted in ARNG, pay grade E-6.

- Applicant spent 2 years in pay grade E-6 before accepting commission. Current enlistment date is 28 Apr 81: therefore, the adjustment required to credit the soldier for the 2 years in pay grade E-6 results in a DOR of 28 April 1979.

3. Rule A will permit applicants who were last discharged from any US Armed Force to enlist in



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pay grade E-2. Applicant must qualify as PS applicant. Glossary NPS will be enlisted as an E-1 unless eligible for a higher pay grade under rules B and C.

4. Applicants for enlistment/reenlistment must either already possess the MOS of the position for which they are enlisting or meet the qualification requirements of the MOS in REQUEST System and AR 611-201 to be awarded the MOS after MOS training.

Table 2-6
Accessing DMDC Information

1. Authorized personnel with telephonic access to the Defense Manpower Data Center (DMDC) may access for enlistment eligibility data. See below.

a. The applicant must have received a copy of the Privacy Act Statement.

b. If an inquiry is made and enlistment eligibility data is Code 1, as specified below, processing may continue. If the response to an inquiry is other than Code 1, processing will be suspended until the data can be verified by a copy of the DD Form 214 or DD Form 215.

c. A DD Form 214 (Certificate of Release or Discharge from Active Duty) and DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge from Active Duty) with RE code and separation program designator (SPD) code can be obtained by writing the proper agency listed in 4 below.

2. Evidence of information received by telephonic access to DMDC will be made a part of the enlistment packet pending receipt of a copy of the latest DD Form 214 or DD Form 215 showing RE code and SPD. The applicant may be MEPS processed using information received telephonically from DMDC when the response Code is 1, specified below applies.

Instructions for accessing the DMDC on PS applicants

1. The system may be queried daily from 0700 to 1600 Pacific time, Monday through Friday.

2. Authorized personnel may access the system by phoning 800-538-5916 (within California 800-682-4825).

3. Authorized user must provide the data below:

a. Name.

b. Organization.

c. Access code.

d. Last four digits of user's SSN.

4. Data below must be provided for the PS applicant whose reenlistment eligibility information is required.

a. SSN.

b. First four letters of last name.

c. Separation date.

d. Branch of service from which separated.

5. The DMDC operator will provide the Inter-service RE Code (IRE) and the Interservice Separation Code (ISC) as follows:

Code Interpretation

1. Immediately eligible for reenlistment at time of separation.

2. Not eligible for immediate reenlistment.

3. May be eligible with approved waiver-check reason for separation.

4. Definitely not eligible for reenlistment.

5. Not a "1" but codes 2, 3, and 4 for submission period may have different interpretations than above.

9. Conflicting data in file-check hard copy records.

0. Unknown.

Code Definition

0 Release from Active Service

01 ETS

02 Early Release-Insufficient Retainability

03 Early Release-To Attend School

04 Early Release-Police Duty

05 Early Release-In the National Interest

06 Early Release-Seasonal Employment 07

Early Release-To Teach

08 Early Release-Other (Including reduction in force (RIF))

1 Medical Disqualifications

10 Conditions Existing before Service

11 Disability-Severance Pay

12 Permanent Disability-Retired

13 Temporary Disability-Retired

14 Disability-Nonexisted Prior to Entry Service (EPTS)-No Severance Pay

15 Disability-Title 10 Retirement

16 Unqualified for AD-Other

2 Dependency or Hardship

22 Dependency or Hardship

- 4 Entry into Officer Programs
- 40 Officer Commissioning Programs
- 41 Warrant Officer Program
- 42 Service Academy
- 5 Retirement (Other than Medical)
- 50 20-30 Years of Service
- 51 Over 30 Years of Service
- 52 Other Categories
- 6 Failure to Meet Minimum Behavioral or Performance Criteria
 - 60 Character or Behavior Disorder
 - 61 Motivational Problems
 - 62 Enuresis
 - 63 Inaptitude
 - 64 Alcoholism
 - 65 Discreditable Incidents-Civilian or Military
 - 66 Shirking
 - 67 Drugs
 - 68 Financial Irresponsibility
 - 69 Lack of Dependent Support
 - 70 Unsanitary Habits
 - 71 Civil Court Conviction
 - 72 Security
 - 73 Courts-Martial
 - 74 Fraudulent Entry
 - 75 Absent without leave (AWOL), Desertion
 - 76 Homosexuality
 - 77 Sexual Perversion
 - 78 Good of the Service
 - 79 Juvenile Offender
 - 80 Misconduct (Reason Unknown)
 - 81 Unfitness (Reason Unknown)
 - 82 Unsuitability (Reason Unknown)
 - 84 BT Attrition
 - 85 Failure to Meet Minimum Qualifications for Retention
 - 86 Expeditious Discharge
 - 87 Trainee Discharge
 - 9 Other Separation or Discharge
 - 90 Secretarial Authority
 - 91 Erroneous Enlistment or Induction
 - 92 Sole Surviving Son
 - 93 Marriage
 - 94 Pregnancy
 - 95 Minority
 - 96 Conscientious Objector
 - 97 Parenthood
 - 98 Breach of Contract
 - 99 Other

3. Prior military service can be verified as follows:

a. The DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive 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, or a records depository copy, furnished under 4 below, is authorized for verification purposes. The 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 a discharge order or discharge certificate.

b. When the MPRJ is available, recruiting officials may use it to verify previous military service.

c. If the DD Form 214, DD Form 215, or MPRJ is not available, the documents below may be used to verify PS. Copies must be furnished to recruiting officials through military channels by the records custodian for forms cited in (1) through (4).

(1) DD Form 13 (Statement of Service).

(2) DA Form 1569 (Transcript of Military Record).

(3) Certified, true copy of copy 2 of the DD Form 214, which is filed in the service member's MPRJ.

(4) DD Form 220 (Active Duty Report). This form will serve to verify periods of active military service.

(5) NGB Form 22 (Report of Separation and Record of Service). This form may be used to verify periods of ARNG or ANG service. If entries appear to be in error, or the applicant disputes the entries, verification can be obtained by writing the State AG of the State where the last separation from the ARNG or ANG was effected.

(6) DD Form 368 (Request for Discharge or Clearance from Reserve Component). If this form is used for a conditional release, it may be used to verify periods of service in the RC, unless entries appear to be in error or the applicant disputes the entries.

(7) Separation orders published by proper authority.

4. A person may not be able to substantiate his or her PS as stated above. If so, a request for

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verification of PS will be submitted directly to the proper agency listed below:

a. Prior Marine Corps service: For applicants:
(1) Separated less than 4 months with or without Reserve obligation, send request to:

Commander, Marine Corps (Code MMRB-10)
HQ, US Marine Corps
WASH, DC 20380-0001

(2) Separated more than 4 months with Reserve obligation, send request to:

Commander, Marine Reserve Forces (Admin Activity)
1500 East Bannister Road
Kansas City, MO 64131

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

b. Prior Navy service. For applicants separated with or without Reserve obligation, send request to:

Department of the Navy
Navy Reserve Personnel Center
ATTN: 40
4400 Dauphine St
New Orleans, LA 70149-7800

c. Prior Coast Guard service. For applicants -

(1) With a Reserve obligation, send request to:
Commandant

US Coast Guard
ATTN: G-PE

WASH, DC 20590

(2) Without Reserve obligation despite time separated, send request to:

Director
National Personnel Records Center
ATTN: 6NCPMN
9700 Page Boulevard
St Louis, MO 63132-5200

d. Prior RA, ARNG, or USAR service. For applicants-

(1) Separated from active military service less than 4 months, with or without Reserve obligation, send request to proper transition point or separation activity.

(2) Separated from active military service more than 4 months and completely discharged from military service, send request to:

Director
National Personnel Records Center
ATTN: 6NCPMA

9700 Page Boulevard
St Louis, MO 63132-5200

(3) Separated from active military service more than 4 months with Reserve obligation, send request to:

Commander
US Army Reserve Personnel Center
ATTN: DARP-PAS-EVS
9700 Page Boulevard
St Louis, MO 63132-5200

(4) Separated from active military service and currently a member of a unit of the ARNG or a TPU of the USAR, send request to Commander, proper ARNG or USAR unit. DD Form 368 or FORSCOM Form 265R (Conditional Release) may be used to verify periods of service in the RC only.

(5) Discharged from ARNG without previous active military service, send request to the proper State AG.

(6) Discharged from USAR without previous active military service, send request to the same address as d(3) above.

e. Prior Air Force service. For applicants -

(1) With Reserve obligation despite time separated, send request to:

Air Reserve Personnel Center
ATTN: DPAD
Lowry AFB
Denver, CO 80280

(2) Without Reserve obligation despite time separated, send request to:

Director
National Personnel Records Center
ATTN: 6NCPMF
9700 Page Boulevard
St Louis, MO 63132-5200

(3) For ANG, send request to appropriate State AG.

5. For an applicant enlisting with PS when one or more of the documents listed above are present, but all PS claimed for computation of basic pay cannot be verified-

a. Annotate a copy of the document that verified the last previous military service at the top of the document with date, place, and period of current enlistment. Return original of the document to applicant after annotation. Send copy of the

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verifying documents with each copy of the DD Form 4-Series.

b. After enlistment, the custodian of his or her MPRJ will attempt to verify the PS claimed, but not substantiated, from the proper addressee stated above. If verification is received, the custodian will:

(1) Place verification in the soldier's MPRJ.

(2) Take action to correct and update the soldier's personnel records reflecting a revised pay entry basic date (PEBD).

6. When verifying prior service, documents needed to verify retirement points i.e., NGB Form 23, AF Form 526, DA Form 3593, and NAV Pers 601-11 should be obtained for retirement accounting purposes.

Table 2-7**Armed Forces RE Codes****Regular Army RE Codes****Code: RE-1**

Applies to: Persons completing an initial term of active service who were fully qualified when last separated.

Eligible: Fully qualified for enlistment.

Code: RE-1A

Applies to: Careerists with over 6 years of service for pay (over 4 years service for pay if separated on or after 15 Aug 78).

Eligible: Fully qualified for enlistment.

Code: RE-1B

Applies to: Persons who have not been tested to verify PMOS during current term of service or were tested and had not received test score at time of separation if separated on or before 31 Jan 83.

Eligible: Fully qualified for enlistment.

Code: RE-1B

Applies to: Persons who were fully qualified when last separated; however, reenlistment was not authorized at time of separation under strength management program if separated after 31 Jan 83.

Eligible: Fully qualified for enlistment.

Code: RE-1C

Applies to: Personnel separated who do not possess scores of 90 or higher in any three or more aptitude areas of the ASVAB, if tested before 1 Oct 80, or scores of 85 or higher in any three or more aptitude areas of the ASVAB, if tested on or after 1 Oct 80.

Eligible: Fully qualified for enlistment provided otherwise qualified.

Code: RE-2**Applies to:**

1. Persons separated before completing a contracted period of service whose reenlistment is not contemplated.

2. Persons separated for pregnancy under AR 635-200, chapter 8.

Eligible: Fully qualified for enlistment.

Code: RE-2A

Applies to: Persons with over 6 years of service for pay separated before 15 Aug 78, who have incurred an additional service requirement and who decline to meet this requirement through reenlistment or extension.

Eligible: Fully qualified for enlistment.

Code: RE-2B

Applies to: Persons who were fully qualified when last separated. However, reenlistment not authorized at time of separation under enlisted year group management plan.

Eligible: Fully qualified for enlistment.

Code: RE-2C

Applies to: Persons who were fully qualified when last separated. However, reenlistment not authorized at time of separation under reenlistment control policy.

Eligible: Fully qualified for enlistment.

Code: RE-3**Applies to:**

1. Persons who are not qualified for continued Army service, but the disqualification is waivable. (See notes, Table 2-8 for exceptions.)

2. Persons with "Trainee Discharge Program (TDP)-Overweight" noted in remarks block of DD Form 214.

Eligible: Ineligible for enlistment unless a waiver is granted. Persons with "TDP-overweight" noted on DD Form 214 are eligible for enlistment without waiver for RE-3 code. However, applicant must meet standards of AR 600-9. Two-year waiting period not required for overweight (TDP) if applicant meets AR 600-9 for enlistment.

Code: RE-3A**Applies to:**

1. Persons who do not possess scores of 90 or higher in any three or more aptitude areas of the Army Qualifications Battery (AQB) or of the Army Classification Battery (ACB). However, this code is no longer used for this disqualification.

2. Persons with over 4 years of service for pay who have incurred an additional service requirement and who decline to meet additional service

through reenlistment or extension, and were separated on or after 15 Aug 78.

Eligible: Fully qualified for enlistment if mental requirements of Table 2-4 are met.

Code: RE-3B

Applies to: Persons who have lost time during their last period of service.

Eligible:

1. Persons with 1-29 days lost time, no waiver required (see note 5, Table 2-10).

2. All others, ineligible for enlistment unless a waiver is approved.

Code: RE-3C

Applies to: Persons who have completed over 4 months of service who do not meet the basic eligibility pay grade requirements of AR 601-280, chapter 2, or who have been denied reenlistment under the Qualitative Retention Process under AR 600-200, chapter 4.

Eligible: Ineligible for enlistment unless a waiver is approved.

Code: RE-4

Applies to: Persons separated from last period of service with a nonwaivable disqualification. (Includes persons being separated with a DA Bar to Reenlistment in effect.)

Eligible: Ineligible for enlistment. Exceptions to this policy may be found in Table 2-10, notes 2 and 3.

Code: RE-4A

Applies to: Persons who did not meet basic eligibility citizenship requirements of AR 601-280, chapter 2, at time of last separation from AD.

Eligible: Fully qualified for enlistment if citizenship requirements of Table 2-4 can be met. Citizenship requirements are not waivable.

Code: RE-4R

Applies to: Enlisted personnel after 20 or more years Active Federal Service (SEC 3914 or 3917, title 10, USC).

Eligible: Ineligible for enlistment.

US Navy and US Coast Guard RE codes

Code: RE-1

Applies to: Eligible for reenlistment.

Eligible: Fully qualified for enlistment.

Code: RE-1R

Applies to: Recommended for preferred. reenlistment.

Eligible: Fully qualified for enlistment.

Code: RE-2

Applies to: Ineligible for reenlistment.

Eligible: Ineligible for enlistment (see note).

Code: RE-3A

Applies to: Alien.

Eligible: Fully qualified for enlistment if citizenship requirements of Table 2-4 can be met. Citizenship requirements are nonwaivable.

Code: RE-3B

Applies to: Parenthood or pregnancy.

Eligible: Fully qualified if dependency waiver not required.

Code: RE-3C

Applies to: Conscientious objector.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3D

Applies to: Demonstrated dependency or hardship but not qualified hardship discharge.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3E

Applies to: Inducted or enlisted in error.

Eligible: Fully qualified for enlistment.

Code: RE-3G

Applies to: Condition (not physical disability) interfering with performance of duty.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3H

Applies to: Hardship discharge.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3J (Coast Guard only)

Applies to: Eligible for reenlistment except in aviation ratings.

Eligible: Fully qualified for enlistment in other than aviation ratings.

Code: RE-3K

Applies to: Disenrolled from Naval Academy or other officer program; not considered qualified for enlistment.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3L

Applies to: Favorable recommendation of board that directed separation.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3M

Applies to: Marriage.

Eligible: Fully qualified for enlistment.

Code: RE-3N

Applies to: Importance to national health, safety, or interest.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3P

Applies to: Discharged because of physical disability.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3Q

Applies to: Disqualified for officer candidate training.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3R

Applies to: Professional growth criteria.

Eligible: Eligible, provided reason for separation does not require waiver consideration.

Code: RE-3S

Applies to: Sole surviving persons.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3T

Applies to: Overweight or overheight.

Eligible: Fully qualified for enlistment if height and weight standards are met.

Code: RE-3U

Applies to: Discharged because of minority.

Eligible: Fully qualified for enlistment if age criteria is met.

Code: RE-3V

Applies to: Overage for active service.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3X

Applies to: Motion sickness, nonswimmer.

Eligible: Fully qualified for enlistment.

Code: RE-4

Applies to: Ineligible for reenlistment.

Eligible: Ineligible for enlistment (see note).

US Air Force RE codes

Code: RE-1A

Applies to: In-service use only.

Eligible: Not eligible unless waiver is granted.

Code: RE-1J

Applies to: Eligible to reenlist.

Eligible: Fully eligible to enlist.

Code: RE-1K

Applies to: In-service use only.

Eligible: Not eligible for enlistment unless a waiver is granted.

Code: RE-1M

Applies to: Eligible to reenlist.

Eligible: Fully qualified to enlist

Code: RE-1P

Applies to: Eligible to reenlist.
Eligible: Fully qualified to enlist.

Code: RE-1Q

Applies to: In-service use only.
Eligible: Not eligible for enlistment unless waiver is granted.

Code: RE-1R

Applies to: In-service use only.
Eligible: Fully qualified to enlist.

Code: RE-2

Applies to: Ineligible to reenlist.
Eligible: Ineligible to enlist (nonwaivable, see note).

Code: RE-2A

Applies to: Denied reenlistment by HQ USAF.
Eligible: Ineligible unless waiver is granted.

Code: RE-2B

Applies to: General or Under Other Than Honorable Discharge.
Eligible: Ineligible for enlistment (see note).

Code: RE-2C

Applies to: Involuntary separation and entry level separation.
Eligible: Ineligible unless waiver is granted.

Code: RE-2D

Applies to: Returned prisoner with less than 6 months service remaining.
Eligible: Ineligible unless waiver is granted.

Code: RE-2E

Applies to: AFR-39-10.
Eligible: Ineligible unless waiver is granted.

Code: RE-2F

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless waiver is granted.

Code: RE-2G

Applies to: Ineligible to reenlist (AFR-30-2).
Eligible: Ineligible unless waiver is granted.

Code: RE-2H

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2I

Applies to: Immigrant aliens.
Eligible: Fully qualified for enlistment.

Code: RE-2J

Applies to: In-service use only.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2K

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2L

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2M

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2N

Applies to: Conscientious Objector.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2P

Applies to: AWOL, DFR, or Deserter.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2Q

Applies to: Retired or discharged (AFR 35-4).
Eligible: Ineligible to enlist.

Code: RE-2R

Applies to: Age.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-2S

Applies to: Age.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-2T/2U

Applies to: Grade and service.
Eligible: Ineligible unless a waiver is granted.

Code: RE-2V

Applies to: Retirement Pending or Approved.
Eligible: Ineligible for enlistment.

Code: RE-2W

Applies to: Retired status/recall to active duty.
Eligible: Ineligible for enlistment.

Code: RE-2X

Applies to: Air Force SRP
Eligible: Fully qualified for enlistment.

Code: RE-2Y

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-3A

Applies to: Ineligible to reenlist .
Eligible: Qualified to enlist provided dependency criteria is met.

Code: RE-3B

Applies to: In-service use only.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-3C

Applies to: In-service use only.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-3D

Applies to: Declined movement.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-3E

Applies to: Refused training/retraining.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-3I

Applies to: Ineligible to reenlist.
Eligible: Fully qualified for enlistment.

Code: RE-3J

Applies to: Non-CONUS resident.
Eligible: Fully qualified for enlistment.

Code: RE-3K

Applies to: Ineligible to reenlist.
Eligible: Ineligible unless a waiver is granted.

Code: RE-4

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4A

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4B

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4C

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4D

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4E

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4F

Applies to: Condition barring immediate reenlistment.
Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4G

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4H

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4I

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4J

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4K

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4L

Applies to: Condition barring immediate reenlistment

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4M

Applies to: Condition barring immediate reenlistment

Eligible: Ineligible to enlist unless a waiver is granted.

Code: RE-4N

Applies to: Condition barring immediate reenlistment.

Eligible: Ineligible to enlist unless a waiver is granted.

US Marine Corps RE codes

Code: RE-1

Applies to: Eligible for reenlistment.

Eligible: Fully qualified for enlistment.

Code: RE-1A

Applies to: Eligible for reenlistment.

Eligible: Fully qualified for enlistment.

Code: RE-2

Applies to: Ineligible for reenlistment.

Eligible: Ineligible for enlistment (see note).

Code: RE-2A

Applies to: Transferred to the Fleet Marine Corps Reserve.

Eligible: Fully qualified for enlistment.

Code: RE-2B

Applies to: Retired personnel.

Eligible: Ineligible to enlist.

Code: RE-2C

Applies to: Transfer to the Fleet Marine Corps Reserve at maximum limitation for grade.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3

Applies to: USMC

Eligible: Ineligible to enlist unless waiver is granted.

Code: RE-3A

Applies to: Failure to meet area aptitude prerequisites.

Eligible: Fully qualified for enlistment if mental criteria are met.

Code: RE-3B

Applies to: Restricted assignment.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3C

Applies to: Reenlistment authorized by Commandant Marine Corps only.

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Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3D

Applies to: Failure to meet disciplinary standards.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3E

Applies to: Failure to meet education prerequisites.

Eligible: Fully qualified for enlistment if education criteria are met.

Code: RE-3F

Applies to: Failure to complete recruit training.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3H

Applies to: Hardship or dependency discharge.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3J

Applies to: Failure to meet minimum proficiency mark.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3O

Applies to: Refused assignment orders because of insufficient obligated active duty remaining on current enlistment.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3P

Applies to: Failure to meet physical standards.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3R

Applies to: Rank reappointment restrictions.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3S

Applies to: Sole surviving son or daughter.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3T

Applies to: Failure to complete overseas tour.

Eligible: Ineligible for enlistment unless a waiver is granted.

Code: RE-3U

Applies to: Erroneous enlistment.

Eligible: Fully qualified for enlistment

Code: RE-3W or RE-3N

Applies to: Discharge for pregnancy or parenthood.

Eligible: Fully qualified for enlistment if dependency waiver not required.

Code: RE-4

Applies to: Ineligible for reenlistment.

Eligible: Ineligible for enlistment (see note).

Note: If NGB determines that an RE-2 or RE-4 issued by another Service would have resulted in the issuance of an RE-3 or fully qualifying RE code by the Army, then the applicant may be permitted to apply for a waiver. The waiver request will contain a statement signed by the applicant authorizing NGB to obtain copies of PS records in addition to the minimum documentation required by Table 2-10 for the disqualification.

Table 2-8

Waiting period and documents for PS RC applicants, special provisions (paragraph 2-33)

1. Reason for separation: Dependency
Requirements: Notes (3) and (8)
2. Reason for separation: Unsatisfactory Performance (EDP), Unsuitability (Apathy)
Requirements: Notes (1), (2) and (8)
3. Reason for separation: Hardship
Requirements: Notes (4) and (8)
4. Reason for Separation: Inability to perform prescribed duties due to parenthood
Requirements: Notes (4) and (8)

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5. Reason for separation: Parenthood of married service woman or sole parent

Requirements: Notes (4) and (8)

6. Reason for Separation: Sole surviving son or daughter

Requirements: Notes (5) and (8)

7. Reason for separation: Entry level status (except medical, overweight, and underweight)

Requirements: Notes (1), (2) and (8)

8. Reason for separation: Pregnancy

Requirements: Notes (6) and (8)

9. Reason for separation: Unsatisfactory participation (AR 135-91)

Requirements: Notes (7) and (8)

Notes: The reasons for separation in Table 2-8 show which of the following requirements must be met before enlistment is authorized.

(1) Two year waiting period from date of transfer the IRR.

(2) Documents listed in Table 2-10, line O, except NGB Form 22-3.

(3) Documents listed in Table 2-10, line C, except NGB Form 22-3.

(4) Must provide proof that the condition or problem no longer exists and will not effect unit participation.

(5) Must provide statement prescribed in Table 2-10, line F.

(6) Waiting period exists until pregnancy is terminated or the child is born. Applicant must furnish a doctor's statement showing she is physically able to attend unit drills and annual training (AT). A statement of willingness to attend training must also be furnished.

(7) Unless specifically directed otherwise by the State AG, applicants who fail to satisfactorily participate as a unit member of the USAR, ARNG, or ANG, and who were transferred to the USAR or USAFR, may be enlisted without waiver or required waiting period. Reason for release from unit or discharge from the ARNG or ANG must be properly substantiated. Applicants previously discharged from the ARNG and transferred to the IRR "Under other than honorable conditions (paragraph 7-51, AR 135-178 - Unsatisfactory Participation) prior to 31 Dec 82 will require a waiver by the State AG. See Table 2-10, line O.

(8) Unit commanders must be aware of the enlistment of persons noted above and will include

a statement in Section IV, DD Form 1966 as follows: "I am aware of the separation disqualifications of this applicant and consent to his or her enlistment in this unit." Type/print name, rank, and title and sign and date.

Table 2-9A
Typical minor traffic offenses

Notes:

1. The list of typical minor traffic offenses shown in this table is a guide. It is not practical to list all minor traffic offenses. Treat offenses below as minor traffic offenses despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law. Offenses of a similar nature and traffic offenses treated as minor by law enforcement agencies of the State where the offense was committed should be treated as minor.

2. Unpaid fines remain a disqualification for enlistment as a pending charge, per Table 2-9E, line L; however, applicants may be processed at MEPS to determine if they are qualified.

- Blocking or retarding traffic.
- Careless driving.
- Crossing yellow line, driving left of center.
- Disobeying traffic lights, signs, or signals.
- Driving on shoulder.
- Driving uninsured vehicle.
- Driving with blocked vision.
- Driving with expired plates or without plates.
- Driving without license or with suspended or revoked license.
- Driving without registration or with improper registration.
- Driving wrong way on one-way street.
- Failure to comply with officer's directive.
- Failure to have vehicle under control.
- Failure to keep right or in line.
- Failure to signal.
- Failure to stop or yield to pedestrian.
- Failure to submit report after accident.
- Failure to yield right-of-way.
- Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
- Following too closely.
- Hitchhiking.
- Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
- Improper blowing of horn.

- Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing a pedestrian in cross walk.
- Improper turn.
- Invalid or unofficial inspection sticker; failure to display inspection sticker.
- Leaving key in ignition.
- License plates improperly displayed or not displayed.
- Operating overloaded vehicle.
- Racing, dragging, or contest for speed.
- Reckless driving. (Considered a minor traffic offense when the fine is less than \$200 and no confinement.)
- Speeding.
- Spinning wheels, improper start, zigzagging, or weaving in traffic.

Table 2-9B
Typical minor non-traffic offenses

Note: The list of typical minor non-traffic offenses shown in this table is intended as a guide. It does not list all minor non-traffic offenses valid for all States. Treat offenses below as minor non-traffic offenses despite their classification under State law and whether the determination is deemed as conviction or adjudication under State law of the State where the offense was committed. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, apply this rule: if the maximum confinement under local law is 4 months or less, the offense should be treated as minor. The offenses named in this table will be considered to have the elements of those offenses under the common law, or the UCMJ when no such common law exists.

- Abusive language under circumstances likely to provoke breach of peace.
- Carrying concealed weapon (other than firearm); possession of brass knuckles.
- Curfew violation.
- Damaging road signs.
- Discharging firearm through carelessness.
- Discharging firearm within municipal limits.
- Disobeying summons (Failure to appear).
- Disorderly conduct; creating disturbance; boisterous conduct.
- Disturbing peace.

- Drinking liquor on train (not club car).
- Drunk in public; drunk or disorderly.
- Dumping refuse near highway.
- Fighting or taking part in affray.
- Fornication.
- Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punch board; matching cockfight.
- Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
- Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
- Killing domestic animal.
- Liquor, unlawful manufacture, sale, possession, or consumption in public place.
- Loitering.
- Criminal or malicious mischief, such as painting water tower, throwing water filled balloons, throwing rocks on highway, throwing missiles at athletic contests, or throwing objects at vehicles.
- Nuisance, committing.
- Poaching.
- Purchase, possession or consumption of alcohol beverages by minor.
- Removing property under lien.
- Removing property from public grounds.
- Robbing orchard.
- Shooting from highway.
- Shooting on public highway.
- Simple assault.
- Throwing glass or other material in roadway.
- Trespass on property.
- Unlawful assembly.
- Using or wearing unlawful emblem.
- Vagrancy.
- Vandalism, such as injuring or defacing public property or property of another, or shooting out street lights.
- Violation of fireworks law.
- Violation of fish and game laws.

classification under State law and whether the determination is deemed as conviction or adjudication under State law in the State where the offense was committed. Treat offenses of comparable seriousness as misdemeanors. In doubtful cases, apply this rule: if the maximum confinement under local law exceeds 4 months, but does not exceed 1 year, treat the offense as a misdemeanor. Offenses of possession, use, or sale of narcotics are treated as felony-type offenses despite maximum confinement under local law. The offenses named in this table will be considered to have the elements of those offenses under the common law, or the UCMJ when no such common law exists.

-
- Adultery.
 - Altered driver's license.
 - Assault consummated by battery.
 - Being in place where narcotics or habit forming drugs are being used.
 - Bigamy.
 - Burning draft card.
 - Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
 - Conspiring to commit misdemeanor.
 - Contributing to delinquency of minor.
 - Desecration of American flag.
 - Desecration of grave.
 - Driving while drugged or intoxicated, or driving while ability impaired. (See note 2.)
 - Failure to stop and render aid after accident.
 - False bomb threat.
 - Glue and paint sniffing.
 - Indecent exposure.
 - Indecent, insulting, or obscene language communicated to a female directly or by telephone.
 - Leaving scene of accident (hit and run).
 - Looting.
 - Negligent homicide.
 - Petty larceny (value of less than \$500), stealing hub caps, or shoplifting.
 - Prostitution.
 - Reckless driving. (Considered a misdemeanor when the fine is \$200 or more or confinement; otherwise considered a minor traffic offense.)
 - Resisting arrest.
 - Selling or leasing weapons to minor.
 - Slander.
 - Knowingly receiving stolen property (value less than \$500).

Table 2-9C
Typical misdemeanors

Note: The list of typical misdemeanors shown in this table is a guide (see note). It is not practical to list all misdemeanors valid for all States. Treat offenses below as misdemeanors despite their

- Suffrage rights, interference with.
- Unlawful carrying of firearms or carrying concealed firearm.
- Unlawful entry.
- Unlawful use of long-distance telephone lines.
- Use of telephone to abuse, annoy, harass, threaten, or torment another.
- Using boat without owner's consent.
- Willfully discharging firearm so as to endanger life; shooting in public place.
- Wrongful appropriation of motor vehicle, joyriding, or driving motor vehicle without owner's consent. (See note 1.)

Note: This group of motor vehicle offenses that compare in nature and seriousness are variously described (auto larceny, etc.). The group comprises the familiar case of taking or withholding a motor vehicle without authority and with intent to deprive the owner temporarily of his property. The offenses do not involve those where clear evidence exists that the offender intended to deprive the owner permanently of his motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of \$500 or more. These offenses are listed in Table 2-9D.

Table 2-9D
Typical felony offenses

Note: The list of typical felony offenses shown in this table is a guide. It is not practical to list all felony offenses valid for all States. Treat offenses below as felonies despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law of the State where the offense was committed. Treat offenses of comparable seriousness as felonies. In doubtful cases, apply this rule: if maximum confinement under local law exceeds 1 year, treat the offense as a felony. Treat offenses of possession, use, or sale of narcotics or habit forming drugs, to include marijuana, as felony offenses, despite maximum confinement under local law. Also consider conviction for possession of narcotic paraphernalia a felony. The offenses named in this table will be considered to have the elements of those offenses under the common law, or the UCMJ when no such common law exists. Self admitted

use and applicant is not arrested does not require a waiver as a felony offense.

- Aggravated assault, such as assault with dangerous weapon, assault intentionally inflicting great bodily harm or assault with intent to commit a felony.
- Arson.
- Attempt to commit felony.
- Breaking and entering.
- Bribery.
- Burglary.
- Carnal knowledge of a minor.
- Cattle rustling.
- Check, worthless, making or uttering, with intent to defraud or deceive (\$500 or more).
- Conspiring to commit a felony.
- Criminal libel.
- Extortion.
- Forgery; knowingly uttering or passing forged instrument.
- Graft.
- Grand larceny; embezzlement (value \$500 or more).
- Housebreaking.
- Indecent acts or liberties with a minor.
- Indecent assault.
- Kidnapping or abducting.
- Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.
- Mails: depositing obscene or indecent matter.
- Maiming or disfiguring.
- Manslaughter.
- Misprision of felony.
- Murder.
- Narcotics or habit-forming drugs: wrongful possession, use, or sale.
- Pandering.
- Perjury or subornation of perjury.
- Public record: altering, concealing, destroying, mutilating, obligating, or removing.
- Rape.
- Riot.
- Robbery.
- Sedition: solicitation to commit sedition.
- Sodomy.
- Stolen property, knowingly received (value \$500 or more).

Table 2-9E

Nonwaivable moral and administrative disqualifications

Line A

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

Applicant: NPS and PS

Line B

Disqualification: Having history of psychotic disorders or state of insanity at time of application for enlistment.

Applicant: NPS and PS

Line C

Disqualification: As listed below (See note 3):

- Questionable moral character.
- Alcoholism. (See Table 2-10, Line M.)
- Drug dependence.
- Sexual perversion.
- Homosexuality. (Includes person who has committed homosexual acts, or is an admitted homosexual but as to whom no evidence exists that he or she has engaged in homosexual acts either before or during military service.)
- History of antisocial behavior.
- History of frequent or chronic venereal disease.

Applicant: NPS and PS

Line D

Disqualification: Previously separated for unfitness, unsuitability, unsatisfactory performance, or misconduct with 18 or more years of active Federal service completed.

Applicant: PS

Line E

Disqualification: Applicants for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel. (See chapter 5, sec XIV, AR 601-210.) This prohibition is not applicable to Reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.

Applicant: PS

Line F

Disqualification: Persons unable to present written evidence of PS claimed, until such service has been verified.

Applicant: PS

Line G

Disqualification: Persons whose enlistments are not clearly consistent with interests of national security under AR 604-10.

Applicant: NPS and PS.

Line H

Disqualification: Persons retained on AD under AR 604-10 with annotation "not eligible for security clearance or assignment to sensitive duties, AR 604-10." **Applicant:** PS.

Line I

Disqualification: Persons with prior Army service who signed statements of intent to reenlist after 1 Nov 63 and received services based on the statement (such as transportation of dependents or movement of household goods or automobile), and then, at ETS, declined to reenlist.

Applicant: PS.

Line J

Disqualification: Last discharged from Armed Forces, either AC or RC, with other than honorable discharge, or for reasons similar to those outlined in this table and Table 2-9F. (Includes general discharge under honorable conditions; however, an exception may be found in Table 2-10, Line U.)

Applicant: PS.

Line K

Disqualification: Criminal or juvenile court charges filed or pending against them by civil authorities. (See notes 1 and 2.)

Applicant: NPS and PS.

Line L

Disqualification: Persons under civil restraint, such as confinement, parole, probation, or suspended

sentence, except type of restraint exempted by Table 2-11, Line E. (also see note 2, Table 2-9A) **Applicant:** NPS and PS

Line M

Disqualification: Subject of initial civil court conviction or adverse disposition for more than one adult felony offense. (Committed or tried as an adult.)

Applicant: NPS and PS.

Line N

Disqualification: Civil convictions as an adult of a felony with any one of the following:

- Two or more other adverse dispositions of felony level offenses committed as a juvenile (see line M for adult).
- Three or more convictions or other adverse dispositions for misdemeanor level offenses.
- One adverse disposition for a felony level offense, and two or more convictions or other adverse dispositions for misdemeanor level offenses.
- One adverse disposition for a felony level offense, and three or more convictions or adverse dispositions for minor non-traffic offenses.
- One conviction or adverse disposition for a misdemeanor offense, and three or more convictions or other adverse dispositions for minor nontraffic offenses.

Applicant: NPS and PS

Line O

Disqualification: Subject of civil court conviction or other adverse dispositions for sale or trafficking (including "Intent To") of cannabis (marijuana or any other controlled substance). Limited preservice use of cannabis (marijuana) will not be disqualifying for enlistment. However, chronic cannabis use and psychological dependence (as explained in AR 40-501) is a medical disqualifying condition for enlistment.

Applicant: NPS and PS.

Line P

Disqualification: Persons barred from reenlistment by DA under AR 600-200, chapter 4, and coded RE-4.

Applicant: PS.

Line Q

Disqualification: Person pursuing course of graduate study in one of the health professions (such as medicine, dentistry, veterinary medicine, osteopathy, or optometry).

Applicant: NPS and PS.

Line R

Disqualification: Applicants having history of chronic cannabis (marijuana) use or psychological cannabis dependence (as defined in AR 40-501). (See comment in line O.)

Applicant: NPS and PS.

Line S

Disqualification: Three or more convictions or other adverse dispositions for driving while intoxicated, drugged, or impaired in the 5 years preceding application for enlistment.

Applicant: NPS and PS.

Notes:

1. Includes persons released from custody or restraint of a court under procedures that do not appear to be a final disposition of the charge.

a. Examples of such releases are listed below.

- (1) Release following plea of any type to the court (including plea of guilty or "nolo contendere").
- (2) Release on probation without verdict.
- (3) Release on person's own recognizance.
- (4) Release following charges that are placed on file.

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

b. This basis for disqualification will be considered removed if the official chiefly responsible for prosecution of the charges submits a signed statement that, under the laws or current practices of the jurisdiction, applicant is not subject to further restraint, custody, control, or prosecution by authorities thereof. Such officials include the district attorney, judge of the court involved, or higher official of the jurisdiction concerned who has responsibility in connection with the case.

2. Includes persons who are granted release from charges at any stage of court proceedings, if they will apply for or be accepted for enlistment in an

Armed Force. Granting of release from charges is an alternative to further:

a. Prosecution, indictment, trial, or incarceration in connection with the charge.

b. Proceedings relating to adjudication as a youthful offender or juvenile delinquent.

3. Homosexual acts consist of bodily contact between persons of the same sex to obtain or give sexual gratification. The contact may be actively undertaken or passively permitted. Any proposal, solicitation, or attempt to perform such an act is considered a homosexual act. Persons who have been involved in homosexual acts in apparently isolated episodes, stemming solely from immaturity, curiosity, or intoxication, where there is no other evidence that the individual is a homosexual, normally will not be excluded from service. A homosexual is an individual, regardless of sex, who desires bodily contact between persons of the same sex, actively undertaken or passively permitted, to obtain or give sexual gratification. Any official, private, or public profession of homosexuality may be considered in determining whether a person is an admitted homosexual.

Table 2-9F

Nonwaivable disqualifying separations

Persons separated from any US Armed Force, or its RC, whose separation documents contain disqualifying RE codes or entries in this table will not be considered for waiver.

LINES:

A. Physically disqualified on order to AD.

B. Military Personnel Security Program.

C. Release from entry on AD (EAD) by reason of physical disability and reverted to inactive status for the purpose of retirement under sections 1331 through 1337, title 10, USC 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. Discharge as a result of board action or acceptance of discharge as homosexual or discharge for homosexual tendencies.

F. Retirement instead of discharge under AR 635-200 (homosexuality).

G. Desertion.

H. Alien without lawful admittance or legal residence in the US.

I. Permanently retired by reason of physical disability.

J. Retirement after 20 but less than 30 years of active Federal service.

K. Retirement after 30 years of active Federal service.

L. RE Codes. (See Table 2-7).

M. Officers removed from active or inactive status by reason of having attained the established mandatory removal date (MRD) for attaining maximum age or completion of maximum service (NGR 635-100 and AR 140-10). Authority granted to retain individual beyond MRD does not constitute a new MRD. Removal due to being twice non-selected for promotion is not a bar to enlistment.

N. Officer or enlisted soldier separated or discharged previously by reason of non-selection by qualitative retention board.

Table 2-10

Waivable Moral and Administrative Disqualifications/Approval Authorities/Minimum Documentation Required (see notes)

Line A

Disqualification: Medical (with MEPS recommendation)

- NPS applicants with MEPS recommendation for waiver.
- PS applicants (to include RC) whose last discharge or separation was not for medical reasons but who are not medically qualified who have MEPS recommendation for waiver.

Approval authority: State AG

Medical waivers approved at State AG level must be recommended by MEPS physician and noted in SF 88, item 75, and approved by the State Surgeon prior to final approval.

Minimum documentation required:

1. NGB Form 22-3.
2. SF 88 and SF 93.
3. Detailed description and current evaluation of medical defect requiring waiver approval.
4. DD Form 1966-series.
5. Written approval of State Surgeon.
6. DD Form 214 or DD Form 215 or DD Form 220.

Disqualification: Medical (without MEPS recommendation)

- NPS applicants without MEPS recommendation for waiver.

- PS applicant not MEPS processed.

- PS applicants not separated for medical reasons who are medically disqualified.

- PS applicants (to include RC) whose last discharge or separation was for medical reasons.

a. Receiving disability pension or compensation that was authorized at time of separation. (See chapter 5, sec XIV and XV, AR 601-210.)

b. Applicants previously discharged from an Armed Service by reason of physical disability as a result of finding by a physical evaluation board, who were not entitled to severance pay and who provide medical evidence showing successful remedial treatment has corrected the medical conditions or physical defects that caused the physical disability discharge. This includes partially disabled, combat-wounded veterans who were separated (not retired) from active service and who have met conditions of Chapter 5, section XIV, AR 601-210. Veterans compensation must be waived.

c. Applicant last discharged for failure to meet procurement medical fitness standards. Applicants who were discharged from the Active Army by reason of not meeting medical fitness standards at time of enlistment or induction who were coded RE-4 should be processed as if they were coded RE-3. These applicants will have an SPD of 375, KFN, or KFM.

d. Applicants who received a discharge with disability severance pay.

Approval authority: NGB-ARS

Minimum documentation required: Same as above and medical records of RC personnel, if available. For physical disability as a result of findings by a physical profile board and for discharge with disability severance pay include medical evidence showing successful remedial treatment has corrected the medical condition or physical defect that caused the physical disability discharge.

Reference: Table 2-1, rule E; Table 2-4, rule E.

Line B

Disqualification: Underweight or overweight - NPS (overweight-body builders only)

Approval authority: State AG

Minimum documentation required:

1. Applicants who are body builders may request approval of waiver if MEPS physician recommends approval and approved by the State Surgeon prior to final approval.

2. NGB Form 22-3.

3. SF 88 and SF 93.

4. DD Form 1966-series. Reference: Table 2-1, rule E.

5. The Chief Medical Officer - MEPS may authorize approval of a two pound underweight waiver.

Line C

Disqualification: Dependents or responsibility for other person(s).

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.

2. Documentation showing that dependents or persons for which the applicant is responsible will not suffer hardship as a result of applicant's enlistment. (See figure 2-4.)

3. Divorce decree, if applicable.

4. DD Form 1966-series.

5. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Reference: Table 2-1, rule F and Table 2-4, rule F.

Line D

Disqualification: Previous discharge for dependency or hardship.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.

2. Proof that condition under which discharged no longer exists. Proof will be in the form of affidavits made by person or persons in whose behalf the person was discharged, or made by a community member who is familiar with the home conditions of the applicant's family. American Red Cross facilities will not be used to obtain this evidence.

3. DD Form 1966-series.

4. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line E

Disqualification: AWOL or lost time, 30 to 120 days.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. Letter of recommendation from employers and at least three reputable citizens of applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community before and after military service.
3. Evidence of civilian schooling completed, if any, since last separated from active duty.
4. Explanation of all periods of unemployment of 3 or more months duration shown on DD Form 1966-series or since last separated from AD.
5. DD Form 1966-series.
6. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Disqualification: AWOL or lost time, over 120 days. Request for approval of waiver may not be submitted until a 2-year period has elapsed since discharge. Two-year waiting requirement is a regulatory requirement and is not waivable. Exception to policy may be made by NGB.

Approval authority: NGB-ARP-E

Minimum documentation required: Same as above.

Note: AWOL or lost time, 1 to 29 days inclusive no waiver required.

Line F

Disqualification: Last separated from any of the US Armed Forces on basis of being a sole surviving person and family member or a sole surviving person applying for enlistment for the first time. (See glossary.)

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. Statement, signed by applicant, requesting that sole surviving person designation be withdrawn. This statement will also acknowledge that:
 - a. Applicant is available for worldwide assignment, to include combat zone assignment.

- b. Future request for separation or for assignment limitations based on sole surviving person status will not be honored.

3. DD Form 1966-series.

4. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line G

Disqualification: Previous conscientious objectors who are no longer conscientious objectors.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
 2. Statement notarized or witnessed by commissioned officer and signed by the applicant that:
 - a. Announces without qualification that he or she is no longer a conscientious objector, and
 - b. Acknowledges his or her availability for combat duties, if required, and for worldwide assignment, including assignment to a combat zone.
 3. DD Form 1966-series.
 4. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.
-

Line H

Disqualification: Received one or more convictions by military courts-martial during last period of AD or was discharged with disqualifications. (Examples of disqualifications are unsuitability, conviction by civil court, resignation for good of service, misconduct, fraudulent enlistment, bar to reenlistment, and erroneous enlistment.)

Approval authority: NGB-ARP-E

Minimum documentation required:

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under Table 2-1, rule G.
3. Letters of reference from all employers since last separated from AD.

4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.

5. Evidence of civilian schooling completed, if any, since last separated from AD.

6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the person's standing in the community since last period of military service.

7. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Note: Request for waiver may not be submitted until two years has elapsed since date of conviction or unconditional release from confinement, probation, or parole, whichever is later.

Line I

Disqualification: Was denied reenlistment at time of last discharge from AD under AR 601-280 and/or Qualitative Screening Process unless coded RE-4.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. Evidence of completion of civilian schooling, if any, since last separated from AD.
3. Letters of reference from all employers since last separated from AD.
4. DD Form 1966-series.
5. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line J

Disqualification: Discharged from AD under TDP or expeditious discharge program (EDP), except medical. Requests for approval of waiver may not be submitted until 2 years after discharge. Two-years is a regulatory requirement and is not waivable. Exception to policy may be made by NGB. See note 4 for cases for which the two years waiting period does not apply.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.

2. Evidence of completion of civilian schooling, if any, since last separated from AD.

3. Letters of reference from all employers since last separated from AD.

4. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community since completion of last period of military service.

5. DD Form 1966-series.

6. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line K

Disqualification: Age and service.

Approval authority: NGB-ARP-E

Minimum documentation required:

1. NGB Form 22-3.
2. DD Form 1966-series.
3. DD Form 214s, DD Form 215s, or NGB Form 22s covering all periods of PS.

Reference: Table 2-4, rule A.

Line L

Disqualification: Last discharged from RC with bar to reenlistment in effect. Request for approval of waiver may not be submitted until a 2-year period has elapsed since discharge. Two-year waiting requirement is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. DD Form 1966-series.
3. Evidence of completion of civilian schooling, if any, since last separated from military service.
4. Letters of reference from all employers since last separated from AD.
5. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.
6. Evidence of bar to reenlistment.

Line M**Disqualification:** Alcoholism**Approval authority:** NGB-ARS**Minimum documentation required:**

1. NGB Form 22-3.
2. SF 88 and SF 93.
3. DD Form 1966-series.
4. Applicant must have been rehabilitated for a period of 1 year and present a letter from each of the following rehabilitation:
 - a. Doctor or rehabilitation center.
 - b. Person's counselor or AA counselor.
 - c. Another counselor or AA counselor.
 - d. Current employer, or if unemployed, from most recent employer.
5. Police clearance (DD Form 369) obtained under Table 2-1, rule G.
6. Letters of reference from all employers since last separated from AD.
7. Explanation of all periods of unemployment of 3 or more months as shown on the DD Form 1966-series or since last separated from AD.
8. Evidence of completion of civilian schooling, if any, since last separated from military service.
9. Letter of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends or relatives, attesting to the applicant's standing in the community since last period of military service.
10. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line N

Disqualification: Discharged from AD for drug or alcohol abuse or as a rehabilitation failure during last period of service. Request for approval of waiver may not be submitted until a 2-year period has elapsed since discharge. Two-year waiting requirement is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Approval authority: NGB-ARS**Minimum documentation required:**

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under Table 2-1, rule G.

3. Letters of reference from all employers since last separated from AD.

4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.

5. Evidence of completion of civilian schooling, if any, since last separated from military service.

6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends or relatives, attesting to the applicant's standing in the community since last period of military service.

7. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.
8. SF 88 and SF 93.

9. Evidence of rehabilitation as noted in line M above. DD Form 1966-series.

Line O

Disqualification: Persons discharged from any RC for reason of apathy, unsatisfactory performance, TDP, or EDP. Request for approval of waiver may not be submitted until a 2-year period has elapsed since discharge. Two-year waiting requirement is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E. See note 7, Table 2-8 for authority for AG to require a waiver and/or waiting period for unsatisfactory participants/nonparticipation.

Approval authority: State AG**Minimum documentation required:**

1. NGB Form 22-3.
2. Evidence of completion of civilian schooling, if any, since last separated from military service.
3. Letters of reference from all employers since last separated from AD.
4. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community after completion of last period of military service.
5. DD Form 1966-series.
6. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

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Line P

Disqualification: Persons last discharged from any RC with one or more courts-martial convictions during last period of service or was discharged with disqualification. (Examples of disqualification include unsuitability, resignation for good of the service, misconduct, or fraudulent enlistment.)

Approval authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under Table 2-1, rule G.



3. Letters of reference from all employers since last separated from AD.

4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.

5. Evidence of completion of civilian schooling, if any, since last separated from AD.

6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community since last period of military service.

7. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Note: Request for waiver may not be submitted until two years after period has elapsed since date of conviction, or unconditional release from confinement, probation, or parole, whichever is later. Two years is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Line R

Disqualification: Applicant whose DD Form 214 includes one of the following notations:

- Soldier does not meet prescribed standards for retention.
- Adjudged a youthful offender.
- AFR 39-14 and letter AFPMP-4H, 20 March 1950, subject: Discharge of Physical Disqualified Airmen for Convenience of the Government.
- Barred from reenlistment, paragraph 8c, AR 635-200, DA message 776287 dated 2 Aug 66.
- Paragraph 9, AR 601-210 applies-AR 600-37 complies with.
- Section VIII, chapter 1, AR 601-280 applies.

Note: Some references given are obsolete. However, these references still apply to persons separated from AD when these regulations were in effect.

Approval Authority: NGB-ARP-E

Minimum documentation required:

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under 2-1, rule G.
3. Letter of reference from all employers since last separated from AD.

4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.

5. Evidence of completion of civilian schooling, if any, since last separated from AD.

6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community since last period of military service.

7. DD Form 1966-series.

8. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Note: Request for waiver may not be submitted until two years after date of conviction, or unconditional release from confinement, probation, or parole, whichever is later. Two years is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Line S

Disqualification: Last separated from the Army under AR 15-364; AR 635-204; or chapter 2, AR 635-200; AR 615-366 or AR 635-206; paragraph 4a and b, 5, or 6, AR 615-367, AR 535-220; chapter 9, AR 635-200, AR 615-368 or AR 635-208; and AR 615-369 or AR 635-209; and chapter 13, AR 635-212, less line E, Table 2-9F. These include individuals discharged by reason of civil court conviction, fraud, unfitness, unsuitability, misconduct, for the good of the service, erroneous enlistment or reenlistment, unsatisfactory performance, and entry level status performance or conduct. If a discharge was received for pregnancy, or overweight, applicants may be processed for a waiver if otherwise qualified, without waiting the 2 years period.

Approval Authority: NGB-ARP-E

Minimum documentation required:

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under 2-1, rule G.
3. Letter of reference from all employers since last separated from AD.
4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.
5. Evidence of completion of civilian schooling, if any, since last separated from AD.

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6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community since last period of military service.

7. DD Form 1966-series.

8. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Note: Request for waiver may not be submitted until two years after date of conviction, or unconditional release from confinement, probation, or parole, whichever is later. Two years is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Line T

Disqualification: Applicants for the Personnel Reliability Program (PRP) and other identified critical or sensitive position, to include those in CMF 95, if applicant has used cannabis during the 90 days period before application for enlistment. Limited pre-service use of cannabis (marijuana) will not be medical disqualifying for enlistment. However, chronic cannabis use and psychological dependence (as explained in AR 40-501) is a disqualifying condition for enlistment. A waiver is not permitted for convictions involving sale distribution, intent to, or trafficking of any controlled substance.)

Approval Authority: State AG

Minimum documentation required:

1. Letter of recommendation from the commander based on personal interview with the applicant.
2. Favorable reports (DD Form 370 [(Request for Report from Employer)-(School)-(Personal Reference)] from employers for 1 year preceding application for enlistment. If request for reports will jeopardize employment, report is not required. State this fact on the waiver request.
3. Explanation of all periods of unemployment of 3 months or more during that year.
4. Favorable reports (DD Form 370) from school(s) attended in the last 2 years.
5. Grade transcripts, if attending college.
6. Recommendation from recruiter (on DD Form 1966-series, remarks) on applicant's motivation for

service and potential to become a satisfactory member of the ARNG.

7. All reports received from law enforcement agencies as required by Table 2-1, rule G.

8. DD Form 1966-series.

9. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line U

Disqualification: Last discharged from AD from any US Armed Force with a general discharge under honorable conditions, provided the RE-Code and SPD are waivable.

Approval Authority: State AG

Minimum documentation required:

1. NGB Form 22-3.
2. Police clearance (DD Form 369) obtained under 2-1, rule G.
3. Letter of reference from all employers since last separated from AD.
4. Explanation of all periods of unemployment of 3 or more months duration as shown on the DD Form 1966-series or since last separated from AD.
5. Evidence of completion of civilian schooling, if any, since last separated from AD.
6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the applicant's standing in the community since last period of military service.
7. DD Form 1966-series.
8. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Note: Request for waiver may not be submitted until two-years after date of discharge. Two years is a regulatory requirement and is not waivable. Exception to policy may be made by NGB-ARP-E.

Line V

Disqualification: Applicant/Enlistee who was/is confirmed positive for the presence of drugs or alcohol at time of original physical examination or test-may be retested in six months if the confirmed positive was alcohol or tetahydrocannibinal (THC)(marijuana). If retest is negative, a waiver may be requested. If retest is positive, applicant is disqualified for two years from the date of retest.

Note: No waiver for a positive retest is authorized.

Approval Authority: State AG. C, NGB if 2 year waiting period required.

Minimum documentation required:

1. NGB Form 22-3
2. Police clearance (DD Form 369)
3. SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).
4. DD Form 1966-series (Application for Enlistment).
5. Letter of reference from most recent employer.
6. Letter of any rehabilitation or counselling received (not required for waiver approval).

Note: Not eligible to hold position or MOS precluded by AR 611-201 for misuse of drugs or alcohol.

Line W:

Disqualification: Applicant/Enlistee who was/is confirmed positive for the presence of drugs or alcohol at time of original physical examination or test--may be retested in one year if the confirmed positive was for cocaine or other drugs. If retest is negative, a waiver for enlistment may be requested. If retest is positive, a two year waiting period from the date of the retest is required.

Approval Authority: State AG. C, NGB if 2 year waiting period required.

Minimum documentation required:

1. NGB Form 22-3
2. Police clearance (DD Form 369)
3. SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).
4. DD Form 1966-series (Application for Enlistment).
5. Letter of reference from most recent employer.
6. Letter of any rehabilitation or counselling received (not required for waiver approval).

Note: Not eligible to hold position or MOS precluded by AR 611-201 for misuse of drugs or alcohol.

Notes.

1. Request for approval of waivers for multiple disqualifications will be forwarded for action as described below:

(a) Waivers with approval action by State AG will be considered and approved before forwarding to NGB for those disqualifications having NGB as final approval authority.

(b) Medical waivers approved at NGB level will be forwarded to NGB-ARS. All others to include multiple waiver requests in which one of the waivers is for a medical disqualification will be sent to NGB-ARP-E.

2. Applicants given a RE code of 3 or 4 at time of last discharge from active service on the basis of marriage, pregnancy, parenthood, or custody of minor children are to be processed for enlistment as if they are coded RE-2, provided they are otherwise qualified. See Table 2-4, rule F for dependency requirements which must be met. Applicants who were last discharged under these situations will have the following SPDs:

a. Before 1 Jul 74, as shown below.

- 220
- 221
- 222

b. After 1 Jul 74, as shown below.

- KDC
- KDF
- KDG
- MDG
- MDF

3. Applicants who were discharged from the Active Army by reason of not meeting medical fitness standards at time of enlistment or induction who were coded RE-4 should be processed as if they were coded RE-3. These applicants will have an SPD of 375, KBN, or KFM.

4. Applicants discharged for overweight or pregnancy do not have a two years waiting period to apply for enlistment.

5. Request for determination will be sent to NGB-ARP-E when RE codes require waiver and no evidence for reason why RE code was issued is apparent.

Table 2-11
Waivable Disqualification/Approval Authority -
Civil/Criminal Offenses

Line A

Disqualification: Civil court conviction or other adverse disposition for six or more minor traffic offenses during a 1-year period (Table 2-9A).

Approval Authority: State AG

Documentation required:

1. Recommendation from recruiter (on DD Form 1966-series, remarks) on applicant's motivation for service and potential to become a satisfactory member of the ARNG.
2. Favorable reports (DD Form 370 [(Request for Report from Employer)-(School)-(Personal Reference)]) from employers for 1 year preceding application for enlistment. If request for reports will jeopardize employment, report is not required. State this fact on the waiver request.
3. Explanation of all periods of unemployment of 3 months or more during that year.
4. Favorable reports (DD Form 370) from school(s) attended in the last 2 years.
5. All reports received from law enforcement agencies as required by Table 2-1, rule G.
6. DD Form 1966-series.
7. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

Line B**Disqualification:**

- Two or more civil convictions for minor non-traffic offenses.
- Three or more other adverse dispositions for minor non-traffic offenses.
- One civil conviction and two other adverse dispositions for minor non-traffic offenses (Table 2-9B).

Applicants: NPS and PS

Approval authority: State AG

Documents required:

1. Reports from probation or parole officer that shows applicant has performed satisfactorily while in probation, or parole.

2. Favorable reports from correctional facility officer. Applies to offenses involving confinement, probation, or parole.

3. Favorable reports (DD Form 370 [(Request for Report from Employer)-(School)-(Personal Reference)]) from employers for 1 year preceding application for enlistment. If request for reports will jeopardize employment, report is not required. State this fact on the waiver request.

4. Explanation of all periods of unemployment of 3 months or more during that year.

5. Favorable reports (DD Form 370) from school(s) attended in the last 2 years.

6. Grades transcripts, if attending college.

7. Recommendation from recruiter on DD Form 1966-series, remarks, on applicant's motivation for service and potential to become a satisfactory member of the ARNG.

8. DD Form 1966-series.

9. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.
10. All reports received from law enforcement agencies as required by Table 2-1, rule G.

Line C

Disqualification: One ~~Two~~ or more civil convictions or two or more adverse dispositions for misdemeanors (Table 2-9C).

Applicants: NPS and PS

Approval Authority: State AG

Documents required:

1. Reports from probation or parole officer that shows applicant has performed satisfactorily while in probation, or parole.
2. Favorable reports from correctional facility officer. Applies to offenses involving confinement, probation, or parole.
3. Favorable reports (DD Form 370 [(Request for Report from Employer)-(School)-(Personal Reference)]) from employers for 1 year preceding application for enlistment. If request for reports will jeopardize employment, report is not required. State this fact on the waiver request.
4. Explanation of all periods of unemployment of 3 months or more during that year.
5. Favorable reports (DD Form 370) from school(s) attended in the last 2 years.
6. Grades transcripts, if attending college.

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7. Recommendation from recruiter on DD Form 1966-series, remarks, on applicant's motivation for service and potential to become a satisfactory member of the ARNG.



8. DD Form 1966-series.

9. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

10. All reports received from law enforcement agencies as required by Table 2-1, rule G.

Line D (see note)

Disqualification: Civil court conviction or other adverse disposition for one felony-level offense tried as a juvenile or adult; or one civil court or other adverse disposition for one adult felony level offense and one juvenile felony level offense. (Includes civil court convictions or adjudication related to possession or use of cannabis (marijuana). Limited pre-service use of cannabis will not be disqualifying for enlistment. However, chronic cannabis use and psychological dependence (as explained in AR 40-501) is disqualifying medical condition for enlistment. A waiver is not permitted for convictions involving sale, distribution, intent to, or trafficking of any controlled substance.)

Approval Authority: NGB-ARP-E

Documents required:

1. Reports from probation or parole officer that shows applicant has performed satisfactorily while in probation, or parole.

2. Favorable reports from correctional facility officer. Applies to offenses involving confinement, probation, or parole.

3. Favorable reports (DD Form 370 [(Request for Report from Employer)-(School)-(Personal Reference)]) from employers for 1 year preceding application for enlistment. If request for reports will jeopardize employment, report is not required. State this fact on the waiver request.

4. Explanation of all periods of unemployment of 3 months or more during that year.

5. Favorable reports (DD Form 370) from school(s) attended in the last 2 years.

6. Grades transcripts, if attending college.

7. Recommendation from recruiter on DD Form 1966-series, remarks, on applicant's motivation for service and potential to become a satisfactory member of the ARNG.

8. DD Form 1966-series.

9. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

10. All reports received from law enforcement agencies as required by Table 2-1, rule G.

Line E (see note if felony)

Disqualification: Under civil restraint consisting solely of "unconditional suspended sentence" or "unsupervised unconditional probation." See para 2-45b(5) for explanation of this civil restraint. This disqualification is to be considered in conjunction with lines A through D above.

Applicants: NPS and PS

Reference: Para 2-45b(5).

Approval authority: As stated in Lines A through D above.

Line F (see note)

Disqualification: Civil court conviction as an adult of a felony and no more than one of the following:

- Two convictions or other adverse dispositions for misdemeanor level offenses.
- One adverse disposition for a juvenile felony level offense, and one conviction or other adverse disposition for a misdemeanor level offense.
- One adverse disposition for a juvenile felony level offense, and two convictions or other adverse dispositions for minor non-traffic level offenses.
- One conviction or other adverse disposition for a misdemeanor level offense, and two convictions or other adverse dispositions or minor non-traffic level offenses.

Applicants: NPS and PS

Approval authority: NGB-ARP-E

Documents required: As stated in Line D above.

Line G (see note if felony)

Disqualification: Applicants who have entered a plea of guilty or "nolo contendere," that was accepted by the court, despite later processing in the same case, to permit dismissal of the charge, based on any of the following:

- Absence of later violations.
- Evidence of rehabilitation.
- Satisfactory completion of a period of probation or supervision.

Applicants: NPS and PS

Reference: Para 2-45.

Approval authority: As stated in Lines A through D above.

Documents required: As stated in Lines A through D above.

Note: For felony waivers, each commander in the chain of command, who determines a case to be meritorious and recommends approval, must justify his or her recommendation, stating applicant's value to the service. The approving authority must be satisfied that the applicant has been rehabilitated and is a good moral risk. This authority may not be delegated and must be personally signed by each commander concerned, to include the State AG.

Table 2-13
Preparation instructions for NGB Form 22-3
(Request for Waiver)

Block title: To
Required entry: Approval authority as contained in Table 2-10 and Table 2-11.

Block title: From
Required entry: Unit of assignment, address, and UIC or State AG (State will determine use of NGB Form 22-3 within the State. All waivers sent to NGB will be accomplished using NGB Form 22-3.)

Block title: Date
Required entry: Date forwarded to next higher headquarters.

Item No. 1: Name
Required entry: Enter last name, first name, and middle initial.

Item No. 2: Social Security Number
Required entry: Self-explanatory.

Item No. 3: MTOE/TDA paragraph, line number, and MOS
Required entry: Enter appropriate MTOE/TDA paragraph, line number, and MOS for which enlisting.

Item No. 4: Disqualification(s)
Required entry: Type of waiver being requested (e.g., dependency, medical, lost time, etc.).

Item No. 5: Rule(s)/Line(s)
Required entry: Extract correct rule(s)/line(s) from Table 2-10 and Table 2-11.

Item No. 6: Table (NGR 600-200)
Required entry: Extract correct table (either Table 2-10 or Table 2-11).

Item No. 7: Recommendation
Required entry: Unit commander's recommendation for approval of waiver. Statement should include applicant's value to the service and expected value to the unit.

Item No. 8: Last release or discharge, as listed below:

- a. Type release or discharge.
Required entry: Check proper block; if "Other," specify.
- b. Date.
Required entry: If last period of military service ended with a discharge from-
 (1) A RC, enter date of discharge and enter "NA" in blocks c and d below.
 (2) An AC, enter date of discharge from DD Form 214.
- c. RE code.
Required entry: If last discharged from-
 (1) An RC enter "NA."
 (2) An AC, extract and enter RE code from DD Form 214.
- d. SPD.
Required entry: See c above.
- e. Authority:
Required entry: If discharged from-
 (1) RC, cite authority shown on discharge order.
 (2) AC, cite authority on DD Form 214.
 f through i: Pay grade and service number, service and component, date of entry, date of discharge.
Required entry: If last discharged from-
 (1) RC, extract this information from discharge certificate or order.
 (2) AC, extract this information from DD Form 214.

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a. Article 15 and/or courts-martial during all periods of PS.

Required entry:

- (1) Type. (Example, summary or special.)
 - (2) Date. (Example, 9 Sep 76.)
 - (3) Offense. (Example, AWOL.)
 - (4) Disposition. (Example, 30 days confinement.)
- b. Time lost during last period of service.

Required entry:

- (1) Inclusive dates. (Example, 17-28 Oct 77.)
- (2) Number of days.
- (3) Reason. (Example, AWOL.)

c. Promotion and reduction during last period of service.

Required entry:

- (1) Date. (Example, 27 Jul 74.)
- (2) Reason. (Example, reduction.)
- (3) Authority. (Example, AR 600-200 (RA).)
- (4) Grades. (Example, E-5 to E-4.)

Block title: Requesting officer

Required entry: Typed name and grade of unit commander or personnel officer.

Block title: Signature and date

Required entry: Self-explanatory.

Reverse side:

Block title: Accompanying Documents

Required entry: List of enclosures and endorsements. (Line through endorsements not submitted.)

Block title: Continuation from previous items (if needed)

Required entry: Self explanatory

TABLE 2-14
INSTRUCTIONS FOR COMPLETING THE DD FORM 1966-SERIES

Note: All items in the DD Form 1966/1 through DD Form 1966/6 that require supervision or completion by the recruiter will be entered before sending an applicant to the MEPS for physical testing.

General Instructions. The DD Form 1966-series consists of six separate forms (1966/1 through 1966/6) to be completed as shown below.

- a. Prepare in four copies.
- b. Ensure that all copies are readable.
- c. Ensure that name and SSN are annotated in space provided at top of each page.
- d. Type or print with black or blue-black ink, using ballpoint pen.
- e. Use abbreviation "NA" for "not applicable" when appropriate.
- f. Complete numbered items as follows:
 - (1) Applicant. Applicant, under supervision or recruiter, completes items 1 through 17, 23 through 38, 40, 45 and 48 (if applicable).
 - (2) Recruiter.
 - (a) Recruiter will complete the items above Section 1-Personal Data as follows:
 - A Service: DAG Army National Guard.
 - B NPS or PS: Check NPS or PS block, as appropriate.
 - C Selective Service Classification: Applicable only when applicants are being classified by the Selective Service System in accordance with the Military Service Act. Otherwise enter "none."
 - D Selective Service Registration No: Enter registration number, if applicable. Applicants not registered upon completion of DD Form 4 and accession into military service. Females: Not applicable.
 - (b) Complete items 18 and 20j, required remarks in item 39, item 41 and 42, and Section VII and VIII if applicable.
 - (c) Recruiter ID will be entered the same as item 20j, Table 2-14.
 - (3) Guidance Counselor or State personnel. Guidance counselor, or appropriate State personnel for applicants who are not MEPS processed, will code items 4 through 11, 13, 14 and 17 in accordance with Part 1, Data Element Dictionary, ADSM 18-P19-HSD-BUR-UM and will complete items 20, 21, and 43 through 45.
 - (4) Parent. If applicant is under 18 years of age, his or her parents or legal guardian will complete item 46 and/or 47 as applicable. See rule A, Table 2-1 for specific guidance.
 - g. Correction to DD Form 1966 will be made as follows:
 - (1) Line through incorrect data.
 - (2) Enter "See item 45" above the line-out data.
 - (3) Enter correct data in item 45, as required.
 - h. Guidance counselor or State personnel will not attest to complete and accurate data until all required information has been completed.
 - i. If additional room is needed for item 39, Remarks, extract another DD Form 1966/4 in four copies, enter applicants name and SSN at top of the page, line through items 37 and 38 and initial, and put beside Section IV - Remarks the word "Continued."
 - j. Distribution of the DD Form 1966 will be in accordance with Table 2-17.

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

Item	Title	Entry and/or Explanation
1.	SSN (Verify at Table 2-1, rule H)	Enter the 9 digit in the appropriate blocks. Note: Examination at a MET site or MEPS or enlistment without a SSN is not authorized.
2.	Name (Verify at Table 2-1, rule B-1)	Enter complete legal name, to include the last, first, and middle name (and maiden, if any) and any suffixes such as JR., Sr., or III. If name has been changed from that shown record original name in the "Remarks" section. If preferred enlistment name (name given in item 2) is not the same as on the birth certificate, and has not been changed by legal procedures prescribed by State law, complete item 48. If preferred enlistment name is different from name shown on SSN card, person must complete OOAN Form 7003 (Request for Change of Social Security Record) and submit it to the nearest Social Security District Office to change the Social Security record. If no middle name, leave blank.
3.	Aliases	Enter any aliases by which you are known.
4.	Current Address	Enter the street, city, county, State, and ZIP code as of date of application.
5.	Home of Record Address	Enter the street, city, county, State and ZIP code of address you declared to be your permanent home or actual home at time of enlistment. Do not enter a temporary address.
6.	Citizenship	<p>a. (1) Enter "X" in the "Native Born" block if you are a citizen of the U.S. by birth.</p> <p>(2) Enter "X" in the "Born abroad of U.S. Parents" block if citizenship was acquired at birth through being born abroad of U.S. parents.</p> <p>b. Enter "X" in the "U.S. Naturalized" block if a naturalized citizen.</p> <p>c. Enter "X" in U.S. Derived through Naturalization of Parent(s)" block if citizenship was derived through parent(s)' naturalization.</p> <p>d. Enter "X" in the "U.S. Non-Citizen National" block if not a citizen of the U.S., but owe principle allegiance to the USA (for example, if</p>

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

- born in the American Samoa).
- e. Enter "X" in the "Immigrant Foreign National (Specify)" block if non-immigrant foreign national and allowed to enlist in the Service (such as Philippine citizens authorized for enlistment in the Navy).
7. **Sex**
- Place an "X" in proper block
8. **Population Group**
- Enter "X" in the appropriate block indicating your origin of descent.
- a. Enter "X" in White if Caucasian or White race.
- b. Enter "X" in Black if Negroid or African race.
- c. Enter "X" in Asian if Yellow or Mongoloid race.
- d. Enter "X" in American Indian category if Red or American Indian race (also includes Alaskan natives).
- e. If other, enter "X" and specify. If unknown, enter unknown in "Other" block.
9. **Ethnic Group**
- Select from the following descendent category:
- American Indian/Alaskan Descent
 - Aleut
 - Eskimo
 - US/Canadian Tribes
 - Other American Indian Descent
 - Asian Descent
 - Chinese
 - Japanese
 - Filipino
 - Korean
 - Indian
 - Vietnamese
 - Other Asian Descent
 - Hispanic Descent
 - Cuban
 - Latin American of Hispanic Descent
 - Mexican
 - Puerto Rican
 - Other Hispanic Descent
 - Pacific Island Descent
 - Micronesian
 - Melanesian
 - Other Pacific Island Descent
 - None - not a member of an ethnic group other than one listed above.
 - Unknown.

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

- | | | |
|-----|--|--|
| 10. | Marital Status (Verify at Table 2-1, rule F) | Select from the list below.
Annulled Married
Divorced Single
Window Pending Divorce
Legally Separated |
| 11. | Number of Dependents
(Verify at Table 2-1, rule F) | Enter number of persons totally or partially dependent on you for their support. See glossary. Note: Determination of eligibility for dependent allowances will be made after enlistment. The fact that applicant indicates dependents here does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Army for dependent support. |
| 12. | Date of Birth (Verify at Table 2-1, rule F) | Enter date as six numbers in year, month, day order. Ex: May 9, 2966 is entered as "660509." |
| 13. | Religious Preference | This item is optional. Applicant does not have to answer. If applicant chooses to answer, enter complete formal name of religious preference or no religious preference (or do not wish to specify). |
| 14. | Education - Highest Grade Completed (Verify at Table 2-1, rule D) | Enter highest grade of formal education successfully completed. Ex: 11th grade. |
| 15. | Proficient in Foreign Language | Enter yes or no. If yes, enter any foreign language you are able to read, write, or speak. |
| 16. | Valid Driver's License | If you hold a valid and current driver's license, identify State that issued license, its number and expiration date. If you do not have a driver's license, enter "None." |
| 17. | Place of Birth | Enter city, State, and country of birth. |

18. through 22. **Applicant.** Do not write in these spaces; go to item 23. Processing information will be placed here by MEPS personnel and guidance counselors.

Note: The guidance Counselor or State personnel will complete item 20, except item 20j, and item 21 upon enlistment of the applicant. All entries will be with a permanent ink ballpoint pen in black or blue-black ink, or will be typed.

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

18.	Aptitude Test Results	Completed by MEPS or the recruiter.
19.	DEP Enlistment Data	Not applicable, leave blank.
20.	ACCESSION DATA	
20a.	Date of Enlistment	Enter date of enlistment in the ARNG. Record as a 6-digit number. Format must be year, month, and day. Example: For October 3, 1979, enter 791003.
20b.	Active Duty Svc Date	<p>For NPS: Enter the date of departure from residence to MEPS for processing for IADT. If residing within commuting distance from MEPS, reporting date to MEPS.</p> <p>For PS: Prior service as active duty or ADT, obtain years, months, and days from applicant's DD Form 214(s). Compute active duty service date (ADSD) as in the following example: 15 Jul 68 - 14 Jul 71 served Regular Army. DD Form 214 shows 03 years, 00 months, 00 days. 15 Jul 71 - 30 Jun 74 served USAR. During this period applicant served on 132 days ADT. DD Form 214 shows 00 years, 04 months, 12 days.</p> <p>Calculation:</p> $\begin{array}{r} 15 \text{ Jul } 68 - 14 \text{ Jul } 71 = 03 \text{ yr. } 00 \text{ mo. } 00 \text{ days} \\ 15 \text{ Jul } 71 - 30 \text{ Jun } 74 = 00 \text{ yr. } 04 \text{ mo. } 12 \text{ days} \\ \hline 03 \text{ yr. } 04 \text{ mo. } 12 \text{ days} \end{array}$ <p>Date of current enlistment: 15 Sep 79 = 790915</p> <p>Total active service: 03 years 04 months 12 days</p> $\begin{array}{r} \text{ADSD: } 79 \text{ } 09 \text{ } 15 \\ - \quad 03 \text{ } 04 \text{ } 12 \\ \hline 76 \text{ } 05 \text{ } 03 \end{array}$
20c.	Pay Entry Date	<p>Record as a 6-digit numeric using the YY, MM, DD format.</p> <p>For applicants with no previous service enter the enlistment date as recorded in Item 20a.</p> <p>For applicants with previous military service, but who currently do not have any military status, compute as in the following example for a PS soldier enlisting on 15 Jan 79:</p>

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

20c. (continued)

Initial Enl Period of 3 years	03 00 00
Svc in USAR Jul 61-63	02 00 00
Svc in ARNG Sep 70-74	<u>04 00 00</u>
Total Svc for Pay	09 00 00
Date of entry minus prior creditable service equals	79 01 15
Pay entry date (PEBD)	<u>09 00 00</u>
	70 01 15

20d. TOE

Term of enlistment. Enter 1-digit numeric code (i.e., 3, 4, 5, 6).

20e. Waiver

Enter 3-digit data code derived from the following table.

FIRST POSITION		SECOND POSITION	
<u>Type Waiver</u>	<u>Code</u>	<u>Type Waiver</u>	<u>Code</u>
Age	A	Minor Traffic Offenses	A
Dependency	B	Minor Non-traffic Offenses	B
Mental Qualifications	C	Less than 3	
Moral Qualifications	D	Minor Non-traffic Offenses	C
Previous Separation	E	More than 3	
Lost Time, Previous Enl	F	Misdemeanor	D
EPTS Separation	G	Felony (Adult)	E
Physical Qualification	H	Felony (Juvenile)	F
Sole Surviving Member	J	Pre-service Drug Abuse	G
Education Requirement	K	Pre-service Alcohol Abuse	
Alien	L	Other	X
Security Risk	M		
Conscientious Objector	N		
Pay Grade	P		
Skill Requirement	Q		
Other	X		
Not Applicable or None	Y		

THIRD POSITION

<u>Approval Level</u>	<u>Code</u>
NGB	A
State AG	B
Cmdr, Div/Bde/Bn/Co/Trp	C
Not Applicable or None	Y

EXAMPLE: The 3-digit code that indicates a waiver for lost time granted by the State AG would read "FYB."

Enter "YYY" if not applicable.

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

20f.	Pay Grade	<p>Enter enlistment pay grade in a 3-digit alpha/numeric code. First digit: E for enlisted. Second digit/third digit: Pay grade level. Enter the pay grade and level as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>PAY GRADE/LEVEL</u></th> <th style="text-align: left;"><u>CODE</u></th> </tr> </thead> <tbody> <tr><td>E1</td><td>E01</td></tr> <tr><td>E2</td><td>E02</td></tr> <tr><td>E3</td><td>E03</td></tr> <tr><td>E4</td><td>E04</td></tr> <tr><td>E5</td><td>E05</td></tr> <tr><td>E6</td><td>E06</td></tr> <tr><td>E7</td><td>E07</td></tr> <tr><td>E8</td><td>E08</td></tr> <tr><td>E9</td><td>E09</td></tr> </tbody> </table>	<u>PAY GRADE/LEVEL</u>	<u>CODE</u>	E1	E01	E2	E02	E3	E03	E4	E04	E5	E05	E6	E06	E7	E07	E8	E08	E9	E09																
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E5	E05																																					
E6	E06																																					
E7	E07																																					
E8	E08																																					
E9	E09																																					
20g.	Date of Grade	<p>Date of enlistment pay grade. Record as a 6-digit numeric code in year, month, day format. Example: For September 15, 2979, enter 790915.</p>																																				
20h.	ES	<p>Entry grade completed. Enter the DoD Code "O".</p>																																				
20i.	Highest Ed Gr Completed	<p>Highest grade completed. Enter the DoD unique code by first entering actual number of years successfully completed in 2-digits, i.e., 10, 11, etc., and then enter the certification level as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>LEVEL</u></th> <th style="text-align: left;"><u>CODE</u></th> </tr> </thead> <tbody> <tr><td>Currently in HS (enl for Split Tng)</td><td>9</td></tr> <tr><td>High school seniors who are candidates for graduation</td><td>S</td></tr> <tr><td>Non-high School Graduate</td><td>1</td></tr> <tr><td>Test - Equivalent Diploma (GED)</td><td>E</td></tr> <tr><td>Occupation Program Certificate of Attendance</td><td>C</td></tr> <tr><td>Correspondence School Diploma</td><td>7</td></tr> <tr><td>Home Study Diploma</td><td>H</td></tr> <tr><td>Adult Education Diploma</td><td>B</td></tr> <tr><td>High School Certificate of Attendance</td><td>J</td></tr> <tr><td>High School Diploma</td><td>L</td></tr> <tr><td>Completion of 15 SH or 20Qtr hrs</td><td>8</td></tr> <tr><td>Associate Degree</td><td>D</td></tr> <tr><td>Professional Nursing Diploma</td><td>G</td></tr> <tr><td>Baccalaureate Degree</td><td>K</td></tr> <tr><td>First Professional Degree</td><td>W</td></tr> <tr><td>Master's Degree</td><td>N</td></tr> <tr><td>Post master degree</td><td>R</td></tr> </tbody> </table>	<u>LEVEL</u>	<u>CODE</u>	Currently in HS (enl for Split Tng)	9	High school seniors who are candidates for graduation	S	Non-high School Graduate	1	Test - Equivalent Diploma (GED)	E	Occupation Program Certificate of Attendance	C	Correspondence School Diploma	7	Home Study Diploma	H	Adult Education Diploma	B	High School Certificate of Attendance	J	High School Diploma	L	Completion of 15 SH or 20Qtr hrs	8	Associate Degree	D	Professional Nursing Diploma	G	Baccalaureate Degree	K	First Professional Degree	W	Master's Degree	N	Post master degree	R
<u>LEVEL</u>	<u>CODE</u>																																					
Currently in HS (enl for Split Tng)	9																																					
High school seniors who are candidates for graduation	S																																					
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Test - Equivalent Diploma (GED)	E																																					
Occupation Program Certificate of Attendance	C																																					
Correspondence School Diploma	7																																					
Home Study Diploma	H																																					
Adult Education Diploma	B																																					
High School Certificate of Attendance	J																																					
High School Diploma	L																																					
Completion of 15 SH or 20Qtr hrs	8																																					
Associate Degree	D																																					
Professional Nursing Diploma	G																																					
Baccalaureate Degree	K																																					
First Professional Degree	W																																					
Master's Degree	N																																					
Post master degree	R																																					

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

First professional degree W
 Doctorate degree U
 Example:
 Verified educ. + DoD Data = Code entered
 10 + 1 = 101 (NHSG)

20j. Recruiter Identification

Enter 9-digit number representing the State Recruiting Station, and recruiter in the following format: First two numbers are official State numbers; next three numbers are the Recruiting Station's numeric code as prescribed by the State recruiting office; and last four numbers are in the last four numbers of the recruiter's social security number.

20k. Program Enlisted For

For NPS enter the applicable code as follows:

Option	Code
8x0	10080
6x2	11062
4x4	12044
3x5	13035

For PS enter the applicable code as follows:

<u>Type of Enlistee</u>	<u>Code</u>
(1) USAR TPU soldier enlisted on conditional release from a USAR unit.	10100
(2) Reenlistment of ARNG soldier on interstate transfer.	10200
(3) PS obligor whose last participatory military assignment was on AD to include obligors who were in a control group prior to release from AD.	10300
(4) PS non-obligor whose last participatory military assignment was on AD to include persons with or without service in a control group.	10400
(5) Prior Reserve service, either obligor or non-obligor whose last participatory military assignment was with any RC.	10500
(6) Former ARNG soldier reenlisting, not on conditional release, with or without a break in service in any State whose last participatory military assignment was ARNG.	10600

20l. T-E MOS/AFS

Training or enlistment MOS. Except for PS and CASP or SMP applicants that require no AIT,

TABLE 2-14, Instructions for completing the DD Form 2966-Series, continued

enter 5-digit MOS in which applicant will be trained upon entry on IADT as obtained from the REQUEST system. If not applicable, enter "00A00."

20m. PMOS/AFS

Primary MOS. Enter the 5-digit PMOS for PS and CASP applicants that require no AIT. Then enter "0" as the 6th digit.

20n. Youth

Youth program. Construct a 3-digit code accordance with the following, based on entries in item 39 if item 37d is checked "Yes."

<u>First position code</u>	<u>Code</u>
JROTC-3 yr program	A
JROTC-4 yr program	B
ROTC-1 yr program	C
ROTC-2 yr program	D
ROTC-3 yr program	E
ROTC-4 yr program	F
Other	X
None/not applicable	Y

<u>Second position code:</u>	
<u>Conducted by:</u>	<u>Code</u>
Army	A
Air Force	F
Navy	N
Marine Corps	M
Coast Guard	P
None/Not applicable	Y

<u>Third position code:</u>	<u>Code</u>
Number of years completed:	
Record as	0-9

Example: 3-year JROTC Army program enter "AA3." Enter "YYO" if 37d is checked "No."

20o. Option Analysis Code

Enter "YY".

20p. Transfer to

(1) Enter 6-digit "in the clear" literal for reception battalion where NPS enlistee requiring IADT will report for IADT:

<u>Training Installation</u>	<u>Code</u>
Fort Bliss, TX	FTBLIS
Fort Dix, NJ	FTDIXX
Fort Jackson, SC	FTJACK
Fort Knox, KY	FTKNOX

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

Fort Leonard Wood, MO FTLNWD
 Fort Sill, OK FTSILL
 Fort McClellan, AL FTMCLN
 Fort Benning, GA FTBENN
 (2) For PS, CASP and ROTC/SMP applicants not required to undergo BT, enter "NOT APP".

Blocks 1 through 6

Unit identification code (UIC). Enter the 6-digit UIC of the unit into which the applicant is enlisting.

Block 7

Not used.

Blocks 8 and 9

Enter 2-digit State identification code as follows:

<u>State</u>	<u>Code</u>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
<u>Indiana</u>	<u>IN</u>
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Guam	GU
Puerto Rico	PR
Virgin Islands	VI

Blocks 10 through 12

Enter "DAG".

Blocks 13 through 42

Mental test scores. These blocks will be used to record ASVAB standard scores. Record as a three-digit entry using "000" through "999". See item 18 to derive correct ASVAB raw score.

Entries will be made as follows:

<u>Blocks</u>	<u>Standard Score</u>
13 through 15	GT
16 through 18	GM
19 through 21	EL
22 through 24	CL
25 through 27	MN
28 through 30	SC
31 through 33	CO
34 through 36	FA
37 through 39	OF
40 through 42	ST

Blocks 43 through 44

Not used.

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

	Block 49	Training pay category. Enter appropriate code from Part 1, Data Element Dictionary, ADSM 18-P19-HSD-BUR-UM.
	Block 50	Bonus program. Enter appropriate code from Part 1, Data Element Dictionary, ADSM 18-P29-HSD-BUR-UM.
	Blocks 51-54	Paragraph designator. Enter the four digit authorized line designator. If the designator is only two digits, left justify.
	Blocks 55-58	Line designator. Enter the three digit authorized line designator. If the designator is only two digits, left justify.
	Blocks 59-63	Duty MOS. Enter the five digit duty MOS.
	Block 64	Duty MOS qualification. Enter the appropriate duty MOS qualification identifier from Part 1, Data Element Dictionary, ADSM 18-P19-HSD-BUR-UM.
	Blocks 65-66	CASP, SMP, Split-Option. Enter the two digit procurement program that identified CASP, SMP, or Split-Option personnel from Part 1, Data Element Dictionary, ADSM 18-P19-HSD-BUR-UM.
	Blocks 67-70	Not used.
22.	Accession Record	Leave blank.
23.	Citizenship (Verify at Table 2-1, rule B)	23a(1). Enter the birth certificate file number. If the birth certificate does not have a file number, enter "No certificate number." Note: You will have to provide an authenticated birth certificate to the recruiter for verification of age and citizenship. 23b,c,d. Applies only to aliens and are self-explanatory. If not applicable, enter " <u>NA</u> ."
24.	Education	Enter name and location of all high schools and higher level educational institutions attended. (Example: Pope HS, Albany, NY). Record degree granted. Do not list elementary schools

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

unless elementary school was last school attended. If still attending school, enter the word "Present" in the "To" column. Note: You will have to provide documents of the highest level completed (See item 14). Start with present and work back.

25. **Residences**

List all residences occupied for the last 5 years or since 13th birthday, whichever is shorter. Start with present address and work back.

26. **Employment**

List all periods of employment and unemployment including part time and summer employment (full address to include ZIP codes), starting with present and working back 5 years. If the applicant has never held employment, enter "NA" in block 26c.

27. **Relatives**

Enter full name of relative and other information, using examples below. Do not list brothers or sisters unless they depend on you for support. If no middle name, leave blank.

a. Name	b. Dependent No Yes	c. Date of Birth	d. Place of Birth	e. Present Address	f. Citizenship
Father: Smith, John P.	x	290715	Atlanta, GA	161 Candem, Troy, NY 12180	US
Mother: Maynes, Mary T.	x	330505	Rockport, TX	161 Candem, Troy, NY 12180	US

Note: Enter names of children in spaces provided. If applicant has never been married, enter "NA" in space provided for spouse. For information that is unknown, enter "Unknown".

28. **Declarations**
thru
30.

Answer by placing initials in proper block. Explain all "Yes" answers in item 39.

31. **Involvement with Police or
Judicial Authorities**
thru
35.

Self explanatory

36. **Character and Social
Adjustment**

Self explanatory. Answer by placing initials in proper block. Questions 36a and 36b will be modified to read as follows: 36a - Strike out all

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

		after the first sentence starting with the word "A "Yes"...."
		36a(3) - delete entirely.
		36b - change to read as follows "Has your use of drugs or alcoholic beverages (such as liquor, beer, wine) ever resulted in your loss of a job, arrest by police, treatment for alcoholism or for drug abuse, or suspension or expulsion from school?"
35. and 36.		Verify items at Table 2-1, rule G.
37a.	Other Background Data	If "yes," enter country visited, date(s) of visit, and reason in item 39.
37b. thru 38.		Self explanatory. Ensure a "Yes" in item 37d is explained in item 39. Applicant must read and initial item 38.
39.	Remarks	Use this item to continue other items, if necessary. In addition, the recruiter or guidance counselor will enter the following items: a. Enter the statements required by NGR 600-200 such as: (1) "I waive my exemption from militia duty under 10 USC 312 (see para 2-18)". (2) "The applicant has been counseled concerning <i>Try One in the Guard</i> " (applicant's initials) see para 2-27. (3) "have been counseled that, upon my enlistment in the ARNG, I will incur the balance of my (6 or 8, as applicable) year obligation." See para 2-28. (4) "I certify I have successfully completed high school (courses) and understand I must provide verification by school transcript before (enter IADT date) or accept training in an alternate MOS if offered and remain on active duty for such additional time as required to complete such training." (5) "I have neither living parent(s) nor other guardian titled to my custody and control." A commissioned officer will also attest that "the applicant has met the burden of showing that

TABLE 2-14, Instructions for completing the DD Form 1966-Series, continued

neither parental nor guardian custody/control exists."

(6) "Note: Approval of waiver" (see para 2-40).

b. Report back to MEPS on (date) at (time).

Res Sta Reporting Date

BT Sta Reporting Date

AIT Sta Reporting Date

CCN Total Weeks ADT

Leave Date

(7) "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5."

(8) "Sunset Rule applies."

c. See NGB Pam 600-15 for statements required for incentive program.

d. Enter three DMOS, line no's., and para no's. from MTOE/TDA for which applicant can be enlisted. If applicant will be in an excess position, enter reason for excess such as "Enlisted against a projected loss." The three MOS choices will be in order of preference and initialed by the applicant.

e. Enter all previous military service as follows: Component/grade/date of service.

f. Enter unit, unit address, and UIC. If there is a change before enlistment, the GC will line out and insert latest data.

40. **Certification of Applicant**

Your signature in Block 40c must be witnessed by your recruiter. Do not sign this item until you have completed all required items and are in the presence of the recruiter.

41. **Data Verification by Recruiter**

This item will be completed by the recruiter who enters a description of the actual documents used to verify items 40a through 40f.

42. **Certification**

This block will be completed by the recruiter.

42d. **Recruiter ID**

Enter same as item 20j, this table.

43. **Enlistment Options**
(Completed by the guidance counselor)

a. Program enlisted for (NPS) enter, as appropriate:

8x0 - 10080

6x2 - 11062

4x4 - 12044

TABLE 2-14, Instructions for completing the DD Form 1966, continued

		3x5 - 13035 Specific option enlisted, as appropriate. If enlisting for CASP, enter "NGCASP" . If enlisting for split training option, enter "Split training option". If enlisting for incentive program, enter applicable bonus program. If enlisting for <i>Try-One in the Guard</i> , enter "Try One in the Guard" b. Applicant read and initial.
44.	Certification	Completed by guidance counselor.
45.	Recertification	This item will reflect any changes or corrections prior to entrance on IADT. If no changes or corrections, enter "none". It also serves as a recertification that all entries on the form are correct. This item will be completed by the guidance counselor.
46.	Parent/Guardian Statement	Complete for all 17 year old applicants prior to MEPS medical or enlistment processing, except those 17 year old applicants who can present proof of marriage or emancipation. See Table 2-1, rule A.
47.	Verification of Single Signature Consent	See Table 2-1, rule A.
48.	Name Change (see Table 2-1, rule B-1)	This item is provided in event applicant wishes military record to reflect a name other than as shown on birth certificate. If the name for the military record is the same as the name on the birth certificate, enter "NA" in items 48a, 48b, and 48c if the page is used. If the name in item 2 is different from the name on the birth certificate, enter the name as it is on the birth certificate in item 48a. The applicant's signature in block 48e must be witnessed by the recruiter or a notary public. This section may not be used by aliens whose enlistment name and military records must match INS records.

TABLE 2-15
Instructions for completing the DD Form 4-Series

1. After preparation of items 1 ~~2~~ through 14 by MEPS, if MEPS processed, applicants will be returned to the ARNG GC with DD Form 4 for review and signature.
 2. After GC signs item 14e, certifying accuracy of all actions taken and accepts applicant for ARNG enlistment, applicant returns to MEPS for completion of processing and enlistment.
 3. After taking oath of enlistment, applicant signs item 18a and enlisting officer signs item 19e. A copy is then given to enlistee for personal records.
 4. If applicant is not MEPS processed, the DD Form 4-Series will be prepared by appropriate State personnel. See Table 7-4, chapter 7 for instructions on how to complete the DD Form 4-Series. Table 7-4 procedures are for immediate reenlistment, and will be modified, as appropriate, for enlistment or reenlistment.
-

Notes:

1. Any erasures or corrections will be initialed by enlistee and guidance counselor, except that erasures or corrections are not permitted in item 5 (date of enlistment), item 8 (Service, Period of Enlistment, and Pay Grade), and section E. Errors in these sections require preparation of new document.
 2. All signatures will be made using reproducible black or blue-black ink.
 3. GC or individual (if not MEPS processed) who accepts applicant for enlistment will, before signing the completed form, verify typed entries for corrections and explain appropriate parts of the document to applicant. Ensure the applicant has read and signed the Statement of Understanding of Reserve Obligation and Responsibilities, NGB Form 590.
-

TABLE 2-16

Forms used in enlistment processing and activities/personnel responsible for preparation

General instructions. The breakdown of forms/documents in each packet is coded as follows:
O-original, 2d through 4th copy of the form, R-reproduced copy of the document. A dash (-) is used if no copy is required.

Initiation/completion responsibility is shown as follows: Recruiter-(Rctr); Guidance Counselor-(GC), USMEPCOM-(MEPCOM)

As asterisk (*) preceding the document number means the document is only used when applicable. If applicant is not MEPS processed, responsibility for preparation indicated as GC or MEPCOM in this table will be as designated by the State AG.

<u>Item</u>	<u>Document/ Responsibility</u>	<u>Title</u>	<u>Packet Number</u>					
			<u>NPS</u>	<u>PS</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
a. Recruiter Responsibilities. (See Note 1)								
1.	*DD Form 214 (Rctr)	Certificate of Release or Discharge from Active Duty		X	R	R	R	O
			(Verification)					
2.	*DD Form 215 (Rctr)	Correction to DD Form 214		X	R	R	R	O
			(Verification)					
3.	*DD Form 220 (Rctr)	Active Duty Report		X	R	R	R	O
			(Verification)					
4.	*DD Form 368 (Rctr)	Request for Discharge or Clearance from Reserve Component		X	O	R	R	R
			(See Note 2)					
5.	*DD Form 369 (Rctr)	Police Record Check	X	X	O	R	R	R
6.	*DD Form 370 (Rctr)	Request for Report from (Employer) (School) (Personal Reference)	X	X	O	R	R	R
7.	*DD Form 372 (Rctr)	Application for Verification of Birth for Official US Armed Forces Use Only	X	X	R	R	R	O
8.	*DD Form 398 (Rctr)	Personnel Security Questionnaire	X	X	-	R	R	-
			(See Table 2-18)					
9.	DD Form 398-2 (Rctr)	Personnel Security Questionnaire	X	X	-	R	R	-
			(See Table 2-18)					
10.	*DD Form 1879 (Rctr)	Request for Personnel Security Investigation	X	X	-	R	R	-
			(See Table 2-18)					

TABLE 2-16, Forms used in enlistment processing, continued

Item	Document/ Responsibility	Title	Packets Number					
			NPS	PS	1	2	3	4
11.	DD Form 1966 (Rctr)	Application for Enlistment	X	X	O	2	3	4
12.	DD Form 2246 (Rctr)	Applicant Medical Pre-screen Form	X	X	-	O	R	-
13.	DD Form 2280	(Rctr)Armed Forces Fingerprint Card	X	-	-	-	-	-
14.	*DD Form 5247-R	Request for Security Determination	X	X	-	R	R	-
15.	*DA Form 1811 (Rctr)	Physical Data and Aptitude Test Scores Upon Release from Active Duty		X	R	R	R	O
16.	DA Form 5435-R (Rctr)	Statement of Understanding (GI Bill)	X	X	O	R	R	R
17.	*NGB Form 22 (Rctr)	National Guard Report of Separation and Record of Service		X	R	R	R	O
18.	*NGB Form 594-R (Rctr)	CASP-ARNG	X	X	O	R	R	R
19.	*NGB Form 594-1-R (Rctr)	SMP-ARNG	X	X	O	R	R	R
20.	*NGB FORM 594-4 (Rctr)	<u>Split Training</u>	X		O	R	R	O
21.	*NGB Form 594-5-R	Delayed Training	X		O	R	R	R
22.	MEPCOM Form 714-A (Rctr)	Request for Examination	X	X	-	-	-	-
23.	*MEPCOM Form PCN 714ADP (Rctr)	ASVAB Score Verification (Most Recent)	X	X	-	O	-	-
24.	*SS Form 5 (Rctr)	Application for Social Security Card or Replacement of Lost Card	X	X	R	R	R	O
25.	*I-151/551/FS Form 545 (Rctr)	Alien Registration Receipt or Certification of Birth Abroad of Citizen of the US	X	X	-	-	-	O

TABLE 2-16, Forms used in enlistment processing, continued

Item	Document/ Responsibility	Title	Packets Number			
			NPS	PS	1 2 3 4	
26.	*INS Form N-560 (Rctr)	INS Certificate of Citizenship Application for Verification of Information from Immigration and Naturalized United States Citizen	X	X	- - -	O
26a.	*INS Form G-641		X	X	- - -	X
27.	*FS Form 240 (Rctr)	(Rctr) Report of Birth of Child Born Abroad of American Parents	X	X	R R R	O
28.	*GSA Form 6851 (Rctr)	Certificate of Military Service		X	R R R	O
29.	*Grade Determination Authorization (Rctr)	Documents Related to Enlistment Grade Authorization	X	X	R O R	-
30.	Personal Documents (Rctr)	Documents Used to Verify Requirements	X	X	R R R	O
31.	HS Diploma, GED, Transcript (Rctr)	Verification of Education	X	X	R R R	O
32.	SSN (Rctr)	Verification of SSN	X	X	R R R	O
33.	*Documents for CASP (Rctr)	Verification of civilian training/skills	X	X	R R R	O
34.	NGB Form 590 (Rctr)	Statement of Understanding of Reserve Obligation and Responsibilities	X	X	O - R R	
35.	*NGB Form 22-3 or letter approval (Rctr)	Waviers of Enlistment Standards	X	X	O R R	-
b. <u>Guidance Counselor Responsibilities.</u>						
1.	*NGB Form 600-15-1 through -4 (GC)	ARNG SRIP Agreement	X	X	O R R R	
2.	NGB Form 21 (GC)	Annex to Enlistment Agreement-ARNG	X	X	O 2 3 4	
3.	*NGB Form 21-1 (GC)	ARNG Amendment to Enlisted Agreement		X	O 2 3 4	
4.	*NGB Form 60 (GC)	Notification to ARPERCEN		X	R	
(See Note 11)						

TABLE 2-16, Forms used in enlistment processing, continued

Item	Document/ Responsibility	Title	Packets Number					
			NPS	PS	1	2	3	4
5	VA Form 29-8286 (GC)	Serviceman's Group Life Insurance Election	X	X	O	3	R	2
6.	TD W4 (GC)	Tax Withholding Form	X	X	O	-	O	R
7.	REQUEST Printout (GC)	Verifying Training Reservations	X	X	-	O	R	-
8.	*DD Form 2221 (GC)	Authority for Release of Information and Records	X	X	-	-	-	-
9.	*FD 258 (GC)	FBI Fingerprint Card			X	-	-	-
								(See Table 2-18)
10.	DA Form 3685 (GC)	JUMPS Army Pay Elections	X	X	R	-	O	R
11.	DA Form 5708 (GL)	Statement USA Policy Sure Pay	X	X	O	R	-	R
12.	DA Form 3053 (GC)	Declaration of Retired Pay Benefits and Waivers	X	X	O	R	R	R
13.	VA Form 21-8951	Declaration of VA Benefits and	X	X	O	R	R	R
c. <u>USMEPCOM Responsibilities.</u>								
1.	DD Form 4 (MEPCOM)	Enlistment/Reenlistment Document-Armed Forces of the United States	X	X	O	2	3	4
2.	DD Form 93 (MEPCOM)	Record of Emergency Data	X	X				
3.	DD Form 2005 (MEPCOM)	Privacy Act Statement Health Care Records	X	X	-	-	-	-
4.	MEPCOM Form 701 (MEPCOM)	Disclosed During ENTNAC and Pre-enlistment Interviews	X	X	-	-	-	-
5.	MEPCOM Form PCN-ZHM-003 (MEPCOM)	Favorable ENTNAC Report	X	X	R	O	R	-
								(See Table 2-18)
6.	SF 88 (MEPCOM)	Report of Medical Exam	X	X	R	O	R	-
7.	SF 93 (MEPCOM)	Report of Medical History	X	X	R	O	R	-
8.	*SF 513 (MEPCOM)	Medical Consultation	X	X	R	O	R	-

TABLE 2-16, Forms used in enlistment processing, continued

Item	Document/ Responsibility	Title	Packets Number					
			NPS	PS	1	2	3	4
9.	*SF 520 (MEPCOM)	Clinical Record-EKG	X	X	R	O	R	-
10.	Audiogram (MEPCOM)	Hearing Examination Record	X	X	R	O	R	-
11.	Orders (MEPCOM)	Enlistment/Travel Orders	X	X	R	R	R	R
			(See Note 13)					
12.	*DD Form 1304.12K (MEPCOM)	ASVAB Worksheet	X	X	-	O	R	-
			(See Note 14)					
d. <u>Other Agency Responsibilities.</u>								
1.	DIS Form 1 w/original DD Form 398-2 (DIS)	Report of ENTNAC	X	X	-	O	R	-
			(See Table 2-18)					
2.	DD Form 873 (DIS)	Certificate of Security and/or Security Clearance	X	X	O	R	R	-
			(See Table 1-18)					

Notes:

1:

a. States may elect to have units assist the recruiter in preparation of enlistment forms and documents.

b. Recruiter ID. On all documents that require the recruiter ID, the following code will be entered: first 2 numbers are official State number; next 3 numbers are the Recruiting Stations numeric code as prescribed by the State recruiting office; and the last 4 numbers are the last 4 numbers of the recruiter's SSN.

2: Recruiter will submit the DD Form 368 with enlistment packet to the MEPS if MEPS processed, after conditional release is granted by the USAR or the RC of another Armed Force. A reproduced copy of the DD Form 4 and DD Form 368 will be forwarded to the losing command by the Guidance Counselor or the State Representative. This is a mandatory requirement. It provides the losing command with authority to issue discharge from the RC with a verified effective date for discharge.

3: Three MOS choices with line and paragraph numbers must be entered in Item 39, Military Skills Interest, DD Form 2966 with the choices listed in priority.

4: If applicant answers "yes" on item 37c, DD Form 1966/4, the recruiter must explain the compensation waivers. VA Form 21-8951 (Declaration of Benefits Received and Waivers) will be completed by the unit subsequent to all enlistments and forwarded to the TAG.

5: In accordance with NGR 600-200.

TABLE 2-16, Forms used in enlistment processing, continued

- 6:** If the recruiter has not been provided the ASVAB score printout, but this information is available at MEPS, he/she may arrange for the GC to obtain this document for inclusion in the enlistment packet.
- 7:** This form with a SSN certified by a local social security office may serve as a replacement for a lost Social Security card for enlistment processing.
- 8:** Applicant must show to Recruiter and Guidance Counselor. Copying this document is not authorized.
- 9:** Personal documents used to verify requirements include birth certificates, divorce decrees (even if the applicant has remarried), marriage license, childrens' birth certificates, driver's license, etc. The Guidance Counselor will make all necessary copies required by NGR 600-200.
- 10:** GC will obtain the SRIP Agreement Control Number from the gaining State Incentive Manager or, if authorized, direct from the Finance and Accounting Center. If the Incentive Manager cannot furnish the control number immediately, this will not preclude the soldier from completing processing. This control number can be entered on the SRIP Agreement by the Incentive Manager subsequent to enlistment.
- 11:** If applicable, GC or State representative will initiate and send to the gaining State headquarters for forwarding to ARPERCEN.
- 12:** The first card and the first paper copy will be placed in Packet 2 for soldier attending IADT. For soldiers not attending IADT, these copies will be placed in Packet 1. The second card will be placed in Packet 2. The second paper copy will be placed in Packet 4.
- 13:** USMEPCOM will not routinely amend orders. Change(s) in soldier's status will be prepared IAW AR 310-10 and forwarded to the MEPS retaining the soldier's IADT enlistment packet. Change(s) will be placed in all copies of the enlistment packet. Copies of orders in packets will be as follows: #1-3, #2-7, #3-3, #4-1. USMEPCOM Reg 601-19 required written authority from the State AG to prepare IADT orders.
- 14:** Form is used to record scores of special test; i.e., OCT, ALAT, etc.
-

TABLE 2-17
Composition of enlistment packet and distribution

General instructions. The breakdown of forms/documents in each packet is coded as follows: O-original, 2d through 4th copy of the form, R-reproduced copy of the document. A dash (-) is used if no copy is required. See Note 6.

Packet Number:

- #1 ARNG Custodian of MPRJ (i.e., unit of assignment or State PSC)
- #2 Army Reception Station or ARNG Unit of Assignment (Note 2)
- #3 National Guard State Adjutant General
- #4 Enlistee

<u>Item</u>	<u>Document</u>	<u>Packet #1 #2 #3 #4</u>			
1.	ADT orders and any Amendments/Endorsements **	3R	7R	3R	1R
2.	USMEPCOM PCN 724ADP (A status) ** +	-	O	R	-
3.	USMEPCOM PCN ZHM 003, Automated ENTNAC	R	O	R	-
4.	DIS 1 w/original DD 398-2, Per Scty Questionnaire (Manual ENTNAC/NAC) **	-	O	-	-
5.	DD 398-2, Per Scty Questionnaire (if ENTNAC [auto or manual] results are pending) **	-	R	-	-
6.	DD 4, Enl Document	O	2	3	4
7.	NGB 21, Enlistment Agreement (DD 4 Annex)	O	2	3	4
8.	NGB 590, Statement of Understanding, Res Oblig & Resp	O	R	R	R
9.	NGB 21-1, Amendment to Enl Agreement ** (DD 4 Annex)	O	2	3	4
10.	NGB 600-15-1R through 4R, ARNG SRIP Agreement ** (DD 4 Annex)	O	R	R	R
11.	NGB 594-series, Statement for CASP, SMP or Delayed Tng Option ** w/sup doc + (DD 4 Annex)	O	R	R	R
12.	DD 93, Record of Emergency Data	See Note 5			
13.	SF 88, Report of Medical Exam	R	O	R	-
14.	Medical Supporting Documents (Consultations) **	-	O	R	-

TABLE 2-17, Composition of enlistment packet & distribution (continued)

<u>Item</u>	<u>Document</u>	<u>Packet</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
15.	Audiogram		R	O	R	-
16.	SF 93, Report of Medical History		R	O	R	-
17.	DD 2246, Applicant Medical Pre-screen Form		-	O	R	-
18.	DD 2005, Privacy Act Statement		-	O	-	-
19.	DA 1811, Phy Data & Aptitude Test Scores on Rel fr AD **		R	R	R	O
20.	DD 1966, Application for Enlistment		O	2	3	4
21.	REQUEST printout (NA, PS not attending IADT)		-	O	R	-
22.	NGB Form 22-3, Enlistment Waivers **		O	R	R	-
23.	DD 214, Report of Separation or DD 220, AD Report **		R	R	R	O
24.	NGB 22, NG Report of Separation, GSA 6851, Cert of Mil Svc**		R	R	R	O
25.	DD 368, Req for Disch/Clearance from RC **		R	R	R	-
26.	DD 369, Police Record Check **		R	R	R	-
27.	DD 372, Birth Verification **		O	-	R	-
28.	DD 398 and/or DD 398-2, Per Security Questionnaire **		-	R	R	-R
29.	DD 1304.12K, ASVAB Worksheet ** +		-	O	R	-
30.	DD 1879, Request for Security Investigation		-	R	R	-
31.	DA 873, Certificate of Security Clearance **		O	R	R	-
32.	DA 3685, JUMPS Army Pay Elections		O	-	R	R
33.	DA 5247-R, Request for Security Determination **		-	R	R	-
34.	DA 5435-R, State of Understanding, GI Bill		O	R	R	R
35.	NGB 60, ARPERCEN Notification **		-	R	-	-

TABLE 2-17, Composition of enlistment packet & distribution (continued)

<u>Item</u>	<u>Document</u>	<u>Packet</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
36.	DA <u>5708</u> (TEST) Statement USA Policy Sure Pay		O	R	-	R
37.	W-4, Tax Form		O	-	R	R
38.	VA 29-8286, SGLI		O	3	R	2
39.	Personal Documents (certified/notarized) (Note 3)		R	R	R	O
40.	Grade Determination authorization ** +		R	O	R	-
41.	USMEPCOM 701, Report of additional information		-	-	O	-
42.	USMEPCOM 714-A, Request for Exam		See Note 3			
43.	DD 370, Req for Reference		O	R	R	R
44.	<u>DA Form 3053, Declaration of Retired Pay Benefits and Waivers</u> **		O	R	R	R
45.	<u>VA Form 21-8951, Declaration of VA Benefits and Waivers</u> **		O	R	R	R

NOTES:

1. ** if applicable.
2. ARNG MEPS GC will hold packet if enlistee is scheduled to return to MEPS for IADT or forward to unit of assignment if enlistee is not scheduled for return to the MEPS.
3. As furnished by guidance counselor.
4. + Do not staple with enlistment packet. Insert loosely in required sequence after packet is assembled.
5. The first card and first paper copy will be placed in Packet 2 for soldiers attending IADT. For soldiers not attending IADT, these copies will be placed in Packet 2. Second card will be placed in Packet 1. The second paper copy will be placed in Packet 4.
6. Non-MEPS processed enlistment packets will be forwarded so as to arrive at SIDPERS within 5 days.
7. States with a Personnel Service Center (PSC) will coordinate with their serving MEPS on the disposition of Packet #1. The packet may be sent to either the ARNG unit of assignment or the State PSC as dictated by the State headquarters.

TABLE 2-18
Personnel security investigations and security clearances

1. References:

- a. AR 604-5
- b. USMEPCOM Reg 601-18

2. Forms required for personnel security investigations are indicated below:

<u>INVESTIGATION</u>	<u>FORMS USED</u>	<u>NR REQUIRED</u>
Entrance National Agency Check (ENTNAC)	DD Form 398-2	1
	DD Form 2280	2
National Agency Check (NAC)	DD Form 398-2	1
	DD Form 258	1
Background Investigation (BI)	DD Form 1879 with forms listed on reverse side in the number of copies indicated.	4
	DD Form 2221	1
Special Background Investigations (SBI)	DD Form 1879 (as in C above)	4
	DD Form 2221	1

3. The personnel security investigations required for issuance of security clearances are listed below:

<u>CLEARANCE REQUIRED</u>	<u>PERSONNEL</u>	<u>INVESTIGATION</u>
Confidential	NPS	ENTNAC
Confidential	PS with break in service of more than 12 months.	NAC
Secret	NPS	ENTNAC
Secret	PS with break in service of more than 12 months.	NAC
Top Secret	ALL	BI
Sensitive Compartmented Information	ALL	SBI

TABLE 2-18, Personnel security investigations and security clearances (continued)

4. Detailed instruction for preparation of all forms is in the reference(s) provided below. See Table 2-16 for personnel responsible for preparation of each form. Instructions contained in reference(s) below will be followed precisely to prevent paperwork from being returned for correction or additional information. A careful check of all information will eliminate delay in processing requests.

5. ARNG GC or State representative is responsible for completeness and accuracy of all forms.

<u>FORM</u>	<u>REFERENCE</u>
DD Form 398-2	USMEPCOM Reg 601-18, Appendix A, para A-3. Appendix M, AR 604-5
DD Form 2280	USMEPCOM Reg 601-18, Appendix A, para A-4. (Same as DD Form 369)
FD Form 258	USMEPCOM Reg 601-18, Appendix A, para A-5.
DD Form 1879	Instructions on reverse of form. Para N, Appendix C, AR 604-5
DD Form 398	AR 604-5, Appendix L. Para M, Appendix C, AR 604-5.
DD Form 5247-R	Annex A, Appendix C, Table A-1, AR 604-5.

INSTRUCTIONS

1. All personnel enlisting or reenlisting in the ARNG will require:
 - a. A favorable ENTNAC, or
 - b. A favorable NAC, or
 - c. Documentation of a previously conducted personnel security investigation.

2. The ARNG Guidance Counselor is responsible for submitting the required forms to the Defense Investigative Service (DIS).
 - a. For a personnel security investigation only, the DD Form 398-2 will indicate "Return Results To" the AG address in USMEPCOM Reg 601-18.
 - b. For a confidential or secret clearance, the words "US ARMY" will be inserted immediately above the address in the "Return Results To" block of the DD Form 398-2. If a confidential clearance is required, delete the word "secret" and insert "confidential". The "Reason for Request" block of the DD Form 398-2 will indicate the clearance requested. This will result in the issuance of DD Form 873 with a clearance as requested. The following guidance is provided for consistency in completing DD Form 398 and 398-2: HQDA (DAMI-CIS) message 251900Z Mar 84.
 - c. When submitting requests for ENTNAC, NAC, or BI enter information covering only the past 5 years, regardless of whether using the old or new forms.
 - d. When submitting requests for special background investigations, enter information covering the past 15 years (or age 18, whichever is shorter) on all forms.

TABLE 2-18, Personnel security investigations and security clearances (continued)

3. Prepare DD Form 5247-R in accordance with AR 604-5 for a request for personnel security investigation and clearance for PS personnel with a break in service of less than 12 months and for which there is no record of previous investigation. Security clearance required, if applicable, can be requested at this time by checking the appropriate block in item 8.
4. DD Form 5247-R will be used when the results of a personnel security investigation (DIS Form 1 or MEPCOM Form PCN ZHM 003) have been received and a security clearance is needed. The form will be prepared in accordance with AR 604-5 (page C-29) and a copy of the previous security investigation attached. This will result in a DD Form 873 being issued.
5. Request for personnel security investigation for NPS personnel and PS personnel requiring IADT will be processed in accordance with instructions herein. These investigations and clearances are Chapter 2, AR 611-201 and will be identified by the ARNG guidance counselor at the time of enlistment and request for a training reservation.
6. Request for security clearance and personnel security investigations for personnel with PS will be processed as specified by the State AG> These will be submitted for personnel requiring clearances as indicated on the MTOE/TDA or those on a need-to-know basis.
7. Upon receipt of DIS Form 1 or DD Form 873 for personnel requiring IADT who have not entered IADT, the Security Clearance Clerk in the AG's office will return the original form to the ARNG guidance counselor at MEPS for inclusion in the file retained by MEPS and a copy will be sent to the unit. If the individual has reported for training, the form will be forwarded to the reception station with a copy of the ADT orders attached. A copy will be retained in the AG file after posting to SIDPERS data base and a copy forwarded to the unit. If a clearance is needed and only a DIS Form 1 or MEPCOM Form PCN ZHM 003 is received, copies will be furnished as noted above and a DD Form 5247-R will be prepared at that time requesting a security clearance. Upon receipt of the DD Form 873, disposition will be made as above.
8. Requests for ENTNAC investigations will be processed at MEPS using an automated system. The results will be returned by DIS to MEPS. The results will normally be back within 48 hours of the individual's enlistment and be recorded on MEPCOM Form PCN ZHM 003. This form will be filed in appropriate enlistment packets. If derogatory information is received on the initial query by MEPS, forms prepared will be submitted to DIS. A favorable security investigation will be concluded by the issuance of DIS Form 2 to the State AG. Disposition of MEPCOM Form PCN ZHM 003 will be made by MEPS. Disposition of DIS Form 1 will be made by the State AG.
9. The MEPS automated system will apply only to those persons who do not require a security clearance: NAC, BI, OR SBI. Requests for these investigations will be as cited above.
10. If the security clearance clerk receives a copy of USMEPCOM Form PCN ZHM 003 indicating a favorable ENTNAC and a clearance is needed, a security clearance will be requested using a DD Form 5247-R and disposition will be as outlined above.
11. MEPS automated ENTNAC procedures:
 - a. The GC will:

TABLE 2-18, Personnel security investigations and security clearances (continued)

- (1) Ensure that the applicable DD Form 398-2 and 2280 on each first term NPS applicant are complete and accurate.
 - (2) Ensure applicant meets eligibility criteria, outlined in 12 below, for an automated ENTNAC.
 - (3) Annotate, initial, and date the DD Form 398-2, on upper left hand corner, with red "A" for those enlistees who meet the automated ENTNAC eligibility criteria. (Note: If this letter does not appear, MEPS will submit ENTNAC following the manual path.)
 - (4) Ensure administrative blocks on the DD Form 2280 are complete, correct, and in turn it is forwarded to the MEPS finger printer.
 - (5) The ENTNAC paperwork plus copies of the USMEPCOM PCNs 714 ADP and ZHM 001 will be filed in the enlistee packet pending DIS response.
 - (6) PCN ZHM 001 will be used as a control document to ensure that an automated ENTNAC request has been input. The PCM will be retained for 1 year and filed by date of action.
 - (7) When favorable ENTNAC results are returned, annotate DD Form 1966-Series, Item 39, to reflect a favorably completed ENTNAC and date. NOTE: Within one workday of receiving the USMEPCOM PCN ZHM 105, the MEPS will mail the DD Form 2280 on each enlistee listed on the PCN ZHM 105 directly to the FBI Identification Division.
 - (8) PCN ZHM 004. Initial notice of a possible match will be received at originating MEPS from HQ USMEPCOM via automated channels. FBI generated "rap sheet" (DIS Form 1) and Pre-search Skip or other adverse data will be forwarded separately to the GC. The following action will be followed upon receipt of a PCN ZHM 004:
 - (b) If the law violation(s) information is confirmed by the GC and is sufficient to warrant disqualification for enlistment or discharge, if already enlisted, no further action with respect to the ENTNAC will be taken, and the form(s) will be forwarded to the recruiter or State AG for appropriate action.
 - (c) If enlistment processing is to be continued despite the possible match of automated ENTNAC information, a standard, non-automated ENTNAC request must be submitted through MEPS to DIS. The DD Form 398-2 will be accomplished by the law violation(s) information report(s) sheet(s) furnished DIS in order to facilitate the conduct of a completely expanded ENTNAC. The final ENTNAC results will be returned by DIS in accordance with existing procedures.
- NOTE:** DIS retains nothing in the DCII when an automated ENTNAC yields a possible match. If the GC fails to submit a manual ENTNAC in these cases, the enlistee will come into the ARNG without an ENTNAC having been completed or even initiated.
- (d) Prior to forwarding the paperwork to MEPS, line out the letter "A" and substitute the words, "Possible Match," initial and date on the upper left corner of the DD Form 398-2.
 - (e) Attach a copy of the PCN ZHM 004 to the State AG of the DD Form 1966-Series.
 - (9) Reconciliation of MEPS Feedback Report. In order to reconcile the feedback report, the GC will take the following actions:
 - (a) Acknowledge receipt by signing the original copy and retaining a duplicate.
 - (b) If the feedback report reflects involvement with law enforcement agencies and the GC confirms that the applicant did not claim any offense(s) on the DD Form 1966-Series, then resolution will be accomplished as follows:
 - (1) When the GC determines the enlistee did have a record of law violations, the MEPS will be notified. If the offense(s) requires approval of a waiver IAW this regulation, the recruiter will take appropriate action. If a waiver approval is received, the GC will inform the MEPS so processing can continue.

TABLE 2-18, Personnel security investigations and security clearances (continued)

- (2) When it is determined the enlistee had no law violations, the GC will inform the MEPS.
- (3) If a feedback report is received on an accession record subsequent to the date the individual was enlisted, the GC will notify the State AG and unit commander.
- (4) No further action is required if the feedback report reflecting law violations matched the applicant's claim of arrests, convictions, etc., as stated on the DD Form 1966-Series.

12. An automated ENTNAC will only be processed on first term NPS applicants who meet the following criteria:

- a. Born on or after 1 Jan 29.
- b. US citizen at birth.
- c. No foreign residence or travel exceeding one year after 18th birthday.
- d. No prior Federal employment (e.g., civil service, prior military service, etc.).
- e. Never a member of DEP.
- f. No moral waiver, except for minor traffic offenses.
- g. No medical waiver for mental-emotional illness or disorder.
- h. No evidence that marijuana use is symptomatic of an underlying psychiatric condition or personality disorder, as evidenced by a designation of "1" in the "S-Psychiatric" factor of the SF 93, item 25.
- i. No information indicating use of narcotics or dangerous drugs since age 16.
- j. No indication of sexually deviant behavior within last 15 years, e.g., homosexuality, exhibitionism, voyeurism, bestiality, etc.
- k. No immediate family members (parents, spouse, brothers, sisters, and children) or close friends residing in any one of the following countries:

Afghanistan; Albania; Angola; Bulgaria; Cambodia (Kampuchea); People's Republic of China (including Tibet); Cuba; Czechoslovakia; Ethiopia; German Democratic Republic (East Germany including the Soviet sector of Berlin); Hungary; Iran; Iraq; Laos; Libyan Arab Republic; Mongolian People's Republic (Outer Mongolia); Nicaragua; North Korea; Outer Mongolia; Poland; Rumania; Southern Yemen; Syria; Union of Soviet Socialist Republics [(including Estonia, Latvia, Lithuania, and all other constituent republics); Kurile Islands, and Southern Sakhalin (Karafuto)]; Vietnam; Yugoslavia.

l. No evidence of financial irresponsibility, e.g., application for bankruptcy or arrest for passing bad checks within past five years, even if charges were dismissed.

m. No membership in Communist Party or Communist organization, or an organization or group advocating use of force or violence for unconstitutional purposes.

13. All first term NPS enlistees not meeting the above criteria will be processed for a standard ENTNAC.

Note: If an enlistee discloses additional derogatory information during the MEPS pre-enlistment interview or MEPS processing which disqualified him or her under the above criteria, an automated submission will change to a manual ENTNAC.

Figure 2-1
Information about Reinstatement Rights (refer to Table 2-1, rule J)

**INFORMATION ABOUT REINSTATEMENT RIGHTS OF PERSONS WHO DO NOT QUALIFY
FOR MILITARY SERVICE
(38 USC 2024(e))**

The Congress has enacted a law that gives reinstatement rights to persons who leave their positions (other than temporary) to enlist in, enter, or determine their physical fitness to enter the Armed Forces of the United States and who are found not qualified. The Department of Labor through its Office of Veterans' Reemployment Rights will provide information about the rights you have and any assistance you need in exercising them. The Army is cooperating to bring this important matter to your attention. The most important thing to remember is that the law requires that a person found not qualified for military service apply for his/her former job at the next regularly scheduled work period following return home. The law permits normal travel time from the examining station to the person's home. If circumstances beyond the person's control extend this time, reemployment protection will also continue. It is suggested therefore that, if you desire to return to your job, you report for work at the next regularly scheduled work period or just as soon as you possibly can thereafter. If you have any difficulty with your employer in retaining your former job, it is suggested that you communicate immediately with the Office of Veterans' Reemployment Rights, US Department of Labor, at the address shown below.

...(Name and address of appropriate office to be inserted)...

Figure 2-2
Referral to local State Employment Office for training or job assistance (refer to Table 2-1, rule J)

PART I

...(Applicant's Name)...

...(Date)...

Please Contact:

(Space for name and address of local
office or Youth Opportunity Corps)
For assistance in obtaining training or job opportunities.

...(Telephone number)...

...(Recruiter)...

...(Service)...

PART II

...(Applicant's Name)...

...(Date)...

...(Applicant's Address, to include street and city)...

...(Telephone number)...

...(Age)...

has been referred to your office by...(Recruiter)...

...(Service)...

I approve of having the information contained on this card sent to my local Employment Service Office.

...(Applicant's Signature)...

Figure 2-3
Sample letter requesting documents from applicant's physician

Letterhead

...(Date)...

TO: ...(Applicant's Physician)...

.....
.....

Re:.....

SSN:.....

Dear Doctor.....:

The above named person has applied for enlistment in the Armed Forces of the United States. In the course of our preenlistment interview, it was indicated that a history of a medical condition exists that may or may not be significant to military duties. To make a complete and fair decision on the applicant's medical fitness, further documents from you are needed. The applicant has been advised that the added information is to be furnished at his/her own expense, since the Government will not pay, nor make reimbursement, for any actions taken to obtain the required information or documents. The documents needed are as follows:

() A Statement of the applicant's current medical status of ailment(s) listed below, along with an outline of treatment and prognosis.

Ailment(s):

- () A copy of the hospital discharge summary.
- () A copy of the surgical and pathology report.
- () Other.

Please mail the documents to:

Your assistance in providing this information is sincerely appreciated.

Applicant's Release: I hereby authorize the above named physician or his/her agent to release, to the requesting Armed Forces recruiter and military examining facility, a copy of my medical record to conduct a medical evaluation of my acceptability for military service.

Sincerely,

...(Signature of applicant)...

...(Recruiting Service representative)...

Figure 2-4

Sample format for request for approval of enlistment waivers, dependents

For use of this form see NGR 600-200; the proponent agency is NGB-ARP-E.
Information required by the Privacy Act

- Authority: Sections 275 and 280, title 10, USC and Executive Order 9397, 22 November 1943.
- Principle purpose: To permit consideration of dependency waiver for the purpose of enlistment/reenlistment in the ARNG, and to confirm participation requirements.
- Routine uses: Information provided becomes a matter of record for official DOD use.
- Disclosure: Disclosure of information in paragraph 2 and your SSN is voluntary. However, if they are not provided a dependency waiver for enlistment will not be considered.

SUBJECT: Request for Approved Enlistment Waiver -- Dependents.

TO: The State Adjutant General

1. NGR 600-200, Table 2-1 or 2-4 provide that I must have an approved dependency waiver to be processed for enlistment in the ARNG; therefore, I hereby request that such an approval be granted. I understand that the enlistment standard requiring an approved dependent waiver is to prevent a prospective member from assuming great personal and financial hardship unknowingly because of possible mobilization or order to active duty. I have been counseled on this matter and have determined that my dependents will not be subject to undue personal or financial hardship if I am ordered to active duty.

2. My dependents as of this date are as follows:

<u>Names</u>	<u>Relationship to me</u>
--------------	---------------------------

3. I fully understand and acknowledge the obligation to take part in the training of my unit. I understand that as a member of the ARNG I am subject to order to active duty at any time for a period of time that cannot be anticipated.

4. In consideration of my enlistment under the waiver herein, I agree:

- a. To serve the entire term for which I enlist.
- b. That dependency status, whether as declared herein or as may exist in the future, will not be the basis for my request for hardship discharge, delay or deferral from any order to active duty, or for any other consideration not determined by proper authority to be in the best interest of the United States.

...(Signature)...

...(SSN)...

...(Date)...

Figure 2-5
Instructions for use and preparation of DD Form 2246

1. Use:
 - a. **Mandatory.** For initial enlistment and reenlistments (after a break in service) effected at MEPS. (Exceptions are applicants removed from the TDRL and PS applicants who enlist on strength of a properly profiled DA Form 1811 (less than 6 months old) with certification from applicant that no changes have occurred.)
 - b. **Optional.** For effecting enlistments and reenlistments at activities other than MEPS.

2. Preparation:
 - a. Complete using reproducible black or blue-black ink.
 - b. DD Form 2246 is used to prepare applicants properly for medical examination and to avoid expenditure of recruiting funds on applicants who obviously are unqualified. Special care will be taken to ensure that all items are accurately and legibly completed.
 - c. Applicant will not be shipped to the examining facility until required documents have been obtained by the applicant (except when documents are not available).

3. Procedures:
 - a. Recruiting personnel will--
 - (1) Explain purposes of prescreening to applicant. Temporary conditions, such as overweight or underweight, are sufficient to defer processing until condition is corrected.
 - (2) Discourage applicant from further processing, when he or she is obviously unqualified, to avoid expenditures of funds on applicants. Disqualifying defects include missing limbs or eyes, or blindness. If an applicant should insist on being processed, follow the procedures in (9)(b) below.
 - (3) Advise applicant of the Privacy Act of 1974 as it pertains to information requested and recorded on the form.
 - (4) Advise women applicants that medical processing at MEPS will include a pelvic and rectal examination. Medical examination may be scheduled during applicant's menstrual period if the applicant wishes.
 - (5) Complete part I of the form. Applicant should be weighed without shoes and heavy outer garments. Record exact height in inches (such as 65 1/2 ins.) and weight to the nearest pound. Maximum weight permitted, based on applicant's height and age, will be recorded from applicant's proper weight table.
 - (6) Request that applicant complete part II of the form by checking "yes," "no," or "unsure" in the block opposite each question. Applicant must provide a short explanation for each "yes" or "unsure" answer in item 16.
 - (7) After parts I and II are completed, review form with applicant. Ensure that certification blocks for applicant and recruiting representative are completed.
 - (8) Brief applicant on applicable items in part IV.
 - (a) Ensure that applicant initials each applicable item.
 - (b) Tactfully advise applicant of disqualifying factors. Inform applicant that correction of disqualifying medical problems must be at his or her expense.
 - (9) No cost will be borne by the Government. If applicant is without funds, he or she should be encouraged to contact the Public Health Service or other free local health clinics.
 - (10) Not make a final decision on applicant's medical status. However, recruiting personnel will--
 - (a) Defer applicant from further processing if applicant has one or more temporary disqualifying medical problems, until problems are corrected. (See para 4a below.)

FIGURE 2-5, Instructions for DD Form 2246, continued

(b) Defer applicant from further processing if applicant has one or more permanent disqualifying medical problems. (See para 4a) Submit prescreening medical form and applicant-provided medical documents to examining facility through the ARNG guidance counselor for review by medical officer.

(c) Do not expend Government funds for travel, meals, or lodging until the responsible officer has authorized processing.

(1) Forward completed prescreening medical forms with applicant's file to examining facility for qualified applicants.

b. Examining medical officer will--

(1) Review prescreening medical forms and documents submitted for evaluation.

(2) Recommend further processing immediately or after a period of rehabilitation under medical supervision, or recommend further processing be discontinued to avoid unnecessary Government expense.

(3) Determine whether recruiting personnel could have determined the disqualifications if person is processed at MEPS and later is medically disqualified. If recruiting personnel, as laymen, could reasonably have been expected to determine medical disqualification, place a statement in remarks section to show that recruiter should have made the decision and deferred applicant from further processing. Also, show disqualifying conditions the recruiter should have recognized.

4. Distribution:

a. Original prescreening medical forms submitted for evaluation will be reviewed and properly annotated by medical officer. They then will be placed in the examination file. A copy will be given to guidance counselor if requested.

b. Original completed prescreening medical form for each applicant will be filed in the examination file. On enlistment, the original copy will be sent with enlistee's medical record to first duty station.

c. MEPS commander will forward daily a copy of the prescreening medical form to applicable MEPS level recruiting service commander for each applicant--

(1) Who was medically disqualified at MEPS.

(2) Whose disqualification, in the opinion of the medical staff, could have been determined by the recruiter.

5. Guidelines for handling medical information by recruiters:

a. General. The fact that an applicant has answered "yes" to one or more questions does not necessarily mean that he or she is disqualified for enlistment. The principal purpose of conducting a thorough medical prescreening before expending recruiting funds is to prepare applicant for medical examination by advising him or her of the medical documents that will be needed and to encourage those with temporary disqualifications to have the defect corrected before further processing. Data provided below are general in nature. They are not designed to qualify anyone as a medical officer. Each recruiter is encouraged to contact the medical staff at the MEPS to obtain clarification.

(1) Defects below are temporarily disqualifying. Further processing of applicant with one or more of these problems should be deferred until the defect is corrected.

(a) Overweight.

(b) Condition that is currently painful or inflamed.

(c) Hepatitis--until 6 months have passed.

(d) Hernia operation--within preceding 2 months.

(e) Orthopedic surgery--within preceding 6 months.

(f) Fracture still in splint or cast.

FIGURE 2-5, Instructions for DD Form 2246, continued

(2) Defects below are usually reason for permanent medical disqualification. Further processing of applicant with one or more of these problems should be deferred until the medical staff at the examining facility has had a chance to review medical documents applicant has provided.

- (a) Only one kidney.
- (b) History of cataract surgery.
- (c) Vision that does not correct to at least 20/400 in the worst eye.
- (d) Uncorrected heart murmur due to valve disease or "hole in the heart."
- (e) Surgery performed for "ruptured disc."
- (f) High blood pressure, even if controlled by medication.
- (g) History of cancer (except skin cancer and some types of female cervix cancer.)
- (h) Any of the following; cerebral palsy; diabetes (all types, all degrees); drug or alcohol addiction; heart attack; Hodgkins disease (lymphoma); leukemia; mental retardation; multiple sclerosis; muscular dystrophy; psoriasis; and schizophrenia.

- (i) Only one lung.
- (j) Noticeable limp.
- (k) Obvious deformities that are unsightly.
- (l) Paralysis of limb or any body part.
- (m) Persistent pulse rate greater than 100 beats per minute.
- (n) Undescended testicle (unless searched for by surgery).
- (o) Harelip that has not been repaired by surgery.
- (p) Hole in the roof of the mouth.
- (q) Tremors or other abnormal, uncontrollable movements.
- (r) Severe stuttering.

b. Definition. The term "relevant medical documents" used in c below means one of the following:

(1) Records from applicant's physician if applicant currently is under treatment or was treated within the past 5 years. These records should--

- (a) Attest to current status of the ailment.
 - (b) Outline treatment and prognosis.
- (2) Copy of hospital discharge summary in case of hospitalization.
- (3) Copy of surgical report, pathology report, and hospital discharge summary in case of surgery.
- (4) Psychiatric data that psychiatrist, psychologist, or hospital should send directly to MEPS physician (addressed by name). Data will include discussion of the current and previous status and prognosis of the applicant. (See figure 2-3 for sample letter to request medical documents.)

c. Specific guidance for "yes" answers. Guidance below is keyed. It is provided for use by recruiting personnel.

- (1) Item 9a. Obtain relevant medical documents.
- (2) Item 9b--Loss of hearing. Obtain relevant medical documents, if any. Deafness in both ears is disqualifying.
- (3) Item 9c--Eye trouble. Blindness in one or both eyes is disqualifying. Otherwise, obtain relevant medical documents.
- (4) Item 9d--Deformities of or missing fingers or toes. Absence of a hand or foot is disqualifying; complete loss of a thumb or finger (except little finger) is disqualifying. Contact MEPS medical staff for other cases before shipping applicant.
- (5) Item 9e. Obtain relevant medical documents.
- (6) Item 9f--Use of limbs. Total paralysis of limb is disqualifying. Obtain relevant medical documents.

d. Part II, item 10.

- (1) Item 10a. Obtain relevant medical documents.

FIGURE 2-5, Instruction for DD Form 2246, continued

- (2) Item 10b--Wears glasses or contact lenses. If applicant wears glasses, he or she must bring them to the examining facility. If applicant wears contact lenses, he or she must bring either the eye glass spectacles or a statement (less than 1 year old) from his or her optometrist or ophthalmologist of spectacle lens refractive error and visual acuity obtained.
- (3) Item 10c. Obtain relevant medical documents.
 - e. Part II, item 11. Items 11a and 11b. Obtain relevant medical documents.
 - f. Part II, item 12.
 - (1) Item 12a--Rejected for military service. If rejected for medical reasons, contact MEPS medical staff before shipping applicant. Obtain relevant documents.
 - (2) Item 12b--Discharged from military service for mental, physical, or other reasons. Contact MEPS medical staff before shipping applicant.
 - (3) Item 12c--Disability compensation. Determine medical complaint and contact MEPS medical staff before shipping applicant.
 - g. Part II, item 13.
 - (1) Item 13a--Medication. Contact MEPS medical staff before shipping applicant after determining types of medication taken. (This is not necessary when treatment was for a cold.)
 - (2) Item 13b--Hospitalized. If applicant was hospitalized in past 5 years, obtain copy of hospital discharge summary plus records from physician of current status of problem that caused hospitalization. If hospitalized for surgery, see (4) below.
 - (3) Item 13c--Pins, screws, or plates. In some cases repairs of fractures requiring pins, screws, or plates make applicant ineligible for enlistment. Contact MEPS medical staff in questionable cases.
 - (4) Item 13d--History of illness, injury, or surgery. Obtain relevant medical documents. For surgery, obtain surgical report and hospital discharge summary. (This report and summary are not needed for tonsillectomy, hernia, appendectomy, gall bladder, or minor skin surgery.) Applicants are temporarily disqualified for at least 60 days after hernia, appendectomy, or gall bladder surgery. Applicants are temporarily disqualified for at least 6 months after orthopedic surgery.
 - h. Part II, item 14.
 - (1) Item 14a. Obtain relevant medical documents.
 - (2) Item 14b--Mental condition. Have private physician or hospital forward relevant medical documents directly to MEPS physician (addressed by name). Contact MEPS medical staff before shipment. History of psychosis, at any time is disqualifying. (Schizophrenia is included in psychosis.)
 - (3) Item 14c--Sleepwalking. Obtain relevant medical documents.
 - (4) Item 14d--Addiction to drugs or alcohol. This condition is disqualifying. Refer questionable cases to MEPS medical staff before shipping applicant. Obtain relevant documents with request for evaluation, to include rehabilitation and psychiatric reports as applicable.
 - (5) Item 14e through 14h. Obtain relevant medical documents.
 - (6) Item 14i--Other medical problems or defects not listed. Obtain relevant medical documents.
 - i. Part II, item 15. Women only--date of last menstrual period. Self-explanatory.

1 March 1989

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FIGURE 2-5, Instruction for DD Form 2246, continued

Note: Items below have been registered in DOD Data Element Program.

Armed Service Processed For

Name of Applicant

Date of Birth

SSN

Height

Weight

Maximum Weight Allowed

Date Screened

(Females Only) Date of last Menstrual Period

Date Signed

Name of Recruiting Representative

Pay Grade of Recruiting Representative

Figure 2-6
Sample PMS (ROTC) certification

PROFESSOR OF MILITARY SCIENCE, ROTC, CERTIFICATION ROTC/SMP
ENLISTMENT OPTION

1. According to Chapter 2, NGR 600-200, officials of the Army National Guard must have a certificate from a PMS, ROTC, that an applicant for the ROTC/SMP will be enrolled in the ROTC Advance Course before the ARNG enlistment processing can be completed.

2. As a result of an interview with _____
on _____, I hereby certify that he/she will be accepted for enrollment in the ROTC Advanced Course. The applicant appears to have those qualifications for becoming an effective Army officer.

(DATE)

(Signature of PMS)
(Typed name, grade, and branch)
(Institution)
(Address of institution)