Army Regulation 612–201

Personnel Processing

Initial Entry/ Prior Service Trainee Support (RCS MILPC–17 (R1))

SUMMARY of CHANGE

AR 612–201
Initial Entry/Prior Service Trainee Support (RCS MILPC–17 (R1))

Specifically, this revision dated 1 May 2003--

o Updates the Initial Entry Trainee Packing List (para 2-7).

o Establishes clearer guidance as to where and when receptees are expected to
   acquire certain items (para 2-7).

The revision dated 21 June 2001--

o Updates receptee processing at U.S. Army Reception Battalions (USARECBN)
   (chap 2).

o Adds the subject Security to the orientation subjects conducted at the
   USARECBN (table 2-2).

o Updates the processing and reporting by U.S. Army Training Center (chap 3).

o Adds the requirement for enrollment of initial entry married Army couples in
   the Married Army Couples Program for joint domicile consideration (para 6-4).

o Outlines reporting requirement to U.S. Total Army Personnel Command (PERSCOM)
   via Student Trainee Management System--Enlisted (STRAMS-E) display in Army
   Training Resources and Requirements System (ATRRS) (app B).

o Updates policy concerning the training of initial entry training soldiers at
   the Defense Language Institute Foreign Language Center (app C).

o Changes how first unit assignment are processed (app D).

Personnel Processing
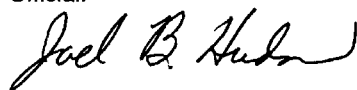
Initial Entry/Prior Service Trainee Support (RCS MILPC–17 (R1))

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Introduction

Section I
General Description of Trainee and Student Processing Functions

1–1. Purpose
This regulation prescribes the trainee and student processing functions of the Military Personnel System and is linked to Army Regulation (AR) 600–8. This regulation provides principles of support, standards of service, tasks, rules, and steps governing all work required in the field to support trainee and student processing of initial entry training (IET) soldiers and mobilized Individual Ready Reservists (IRRs).

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

Section II
Responsibilities

1–4. Commanding General, U.S. Total Army Personnel Command
The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will—
  a. Monitor and control trainee personnel while in the training base.
  b. Provide timely and accurate first unit assignment instructions (AI) to training activities.
  c. Determine the number and composition of *packaged* platoons to be formed at U.S. Army Reception Battalion (USARECBN).
  d. Notify the responsible USARECBN of package platoons to be formed by military occupational specialty (MOS) or career management field (CMF), not later than the first day of the reception battalion week.
  e. Provide PERSCOM Personnel Security Screening Program (PSSP) Detachments at Fort Jackson, SC, and Fort Leonard Wood, MO, to initiate Single Scope Background Investigations (SSBI) on those trainees requiring Top Secret security clearances and access to Sensitive Compartmented Information (SCI) and other personnel identified by CG, PERSCOM; Chief, National Guard Bureau (CNGB); Director, Army National Guard (DARNG); and the Office of the Chief, U.S. Army Reserves (OCAR).
  f. Identify the number of IRR soldiers for processing upon mobilization.
  g. Produce time phased MOS training requirements to support training base expansion during mobilization.

1–5. The Commanding General, U.S. Army Recruiting Command
The CG, U.S. Army Recruiting Command (USAREC) will—
  a. Provide each USARECBN with sufficient liaison noncommissioned officers (NCOs) and Recruit Quota System/REQUEST Mobilization System (REQUEST/RMS) terminals to accommodate projected requirements for terminal operations and classification of accessions to include during periods of mobilization.
  b. Provide REQUEST/RMS training of personnel from U.S. Army Reserve (USAR) reception battalions on an annual basis.
  c. Provide MOS classification for all Regular Army, Army National Guard of the U.S. (ARNGUS), and USAR accessions that process through a Military Entrance Processing Station (MEPS) to include during periods of mobilization.

1–6. Commanding General, U.S. Army Training and Doctrine Command
The CG, U.S. Army Training and Doctrine Command (TRADOC) will—
  a. Conduct annual review of USARECBN mobilization personnel and equipment requirements and initiate necessary changes to authorization documents. Special emphasis will be placed on maintaining common table of allowances (CTA) and ensuring CTA references are current.
  b. Monitor and adjust reception battalion input loads (peacetime and mobilization).
  c. Develop, maintain, and modify programs for automated systems at reception battalions.
  d. Provide policy guidance to all reception battalions (Active Army (AA) and USAR).
  e. Provide command and control of reception battalions through installation commanders.
  f. Coordinate with Department of the Army (DA) Staff and with other major Army commands (MACOMS) on training requirements.

g. Assist CG, U.S. Forces Command (FORSCOM) in evaluating USAR reception battalions manning requirements and readiness levels.

h. Process, train, report, and issue orders for all enlisted replacement stream personnel, to include reserve component personnel per this regulation.

i. Plan for expansion of the training base upon mobilization.

1–7. Commanding General, U.S. Army Forces Command
The CG, FORSCOM will—

a. Program movement of USAR Reception Battalions to ensure early arrival at mobilization station.

b. Provide necessary guidance to FORSCOM installations to support establishment of additional USARECBNs at selected locations, as required.

1–8. Commanding General, U.S. Army Medical Command
The CG, U.S. Army Medical Command (MEDCOM) will—

a. Coordinate with DA staff and other MACOMs on training requirements.

b. Supervise the conduct of training within MEDCOM.

c. Provide medical support to USARECBN to include during periods of mobilization.

d. Process, train, report, and issue orders for all enlisted replacement stream personnel, to include reserve component (RC) personnel per this regulation.

1–9. Installation commanders
Installation commanders will—

a. Operate USARECBN within their command per this regulation and supplemental instructions issued by CG, TRADOC, pursuant to Headquarters, Department of the Army (HQDA), directives.

b. Provide appropriate equipment and qualified personnel as authorized by authorization documents for reception battalion operations.

c. Provide normal installation level administrative and logistical support for reception battalions under their control.

d. Establish and operate a clothing initial issue point (CIIP) to accomplish the Phase I and Phase II clothing issue, as appropriate.

e. Provide USAR reception battalions (RECBN) mobilizing at their installations with full support in mobilization planning per the Army Mobilization and Operations Planning and Execution System (AMOPES) and TRADOC Mobilization and Operations Planning and Execution System (TMOPES).

1–10. Commander, U.S. Army Reception Battalion
The Commander, USARECBN, will—

a. Receive, process, and report receptees per the standardized procedures contained in this regulation.

b. Check processing to determine if backlogs occur and take action to eliminate conditions that may delay processing.

c. Ensure that reception battalion processing is limited to that authorized by this regulation and supplemental instructions issued by CG, TRADOC. Commanders may vary the processing schedules contained in this regulation, provided they do not delay soldiers entering training as scheduled.

d. Coordinate with the Director of Plans, Training, and Mobilization (DPTM) when insufficient training seats are available and will delay soldiers entering training.

e. Take action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the receptee processed and moved to the training activity or unit of assignment.

f. Assign or attach receptees, as appropriate, to a training activity as directed by CG, TRADOC.

g. In coordination with DPTM, review mobilization requirements semiannually and submit recommended changes to CG, TRADOC with information copy to CG, FORSCOM.

h. Maintain close planning coordination with the USAR RECBN that will augment reception operations at the installation during mobilization. Provide assistance and training to the USAR RECBN, as required.

i. Ensure that action required by AR 630–10 is initiated for all personnel for whom orders are received who fail to report as directed.

j. Ensure that all receptees are processed and transported not later than the following Friday if a training company is available. During surge periods, soldiers may not be able to begin training per their Army Training Resources and Requirements System (ATRRS) reservation.

k. Process individuals scheduled to attend English as a Second Language (ESL) training per chapter 7.

l. Ensure trainees with enlistment options requiring a single scope background investigation (SSBI) are provided

necessary time for PSSP processing (at installations where PSSP detachments are assigned) prior to transporting to BCT, advanced individual training (AIT), or first duty assignment, as appropriate.

1–11. Commanders, training activities
Commanders, training activities, will—

a. Process, train, report, and issue orders for all enlisted replacement stream personnel, to include RC personnel per the standardized procedures contained in this regulation.

b. Ensure that action required by AR 630–10 is initiated for all personnel for whom orders are received that fail to report as directed.

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

(1) Information on the processing to be accomplished.

(2) Announcement of leave policy.

(3) Administrative processing.

(4) Unit processing.

(5) Conduct initial orientation briefings.

d. Ensure that actions not completed by USARECBN are accomplished prior to the trainee's departure from the training base.

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

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

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

h. Ensure a medical record screening process is established to identify all personnel, to include RC personnel, who require screening for Human Immunodeficiency Virus (HIV) antibody.

1–12. Commander, U.S. Army PERSCOM Personnel Security Screening Program Detachment
Commander, PERSCOM Personnel Security Screening Program (PSSP) Detachment, will—

a. Screen records of all applicants that intend to enter AA, ARNGUS, or U.S. Army Reserve (USAR) to identify personnel requiring security clearance processing for SSBI and Personnel Reliability Program (PRP) per AR 380–67, AR 50–5, and AR 50–6.

b. Coordinate with USARECBN personnel to schedule above personnel for security clearance processing prior to shipment to BCT, AIT, or first unit of assignment.

c. Identify those prior-service (PS) personnel who do not require BCT and who require a certain security clearance prior to transport to AIT or first unit of assignment, per PERSCOM policy, and instruct USARECBN personnel to ship or not to transport these personnel.

Section III
Reception Centers and Battalions and the Initial Entry/Prior Service Trainee Student Support Program

1–13. Principles of support
The military personnel system will, by special programs—

a. Support trainees in the training base.

b. Support the Army's personnel life cycle function of distribution.

1–14. Standards of service
a. The initial entry/prior service trainee support program is—

(1) A military personnel multifunctional program.

(2) Resourced in the Military Personnel Division (MPD) linkage.

(3) Does not deploy with the tactical force.

(4) The functional responsibility of the IET/PS trainee work center.

b. The execution of the IET/PS Trainee Support Multifunctional Program requires connectivity with the following Military Personnel Functions/Multifunctions programs:

(1) Enlisted Management.

(2) Enlisted Transfers/Discharges.

(3) Reassignment.

(4) Processing Program.

Section IV
Overview of Reception Battalions and Processing Centers

1–15. Conduct of mandated mission
This regulation prescribes the policies and mandated operating tasks for the IET/PS trainee support function of the Military Personnel System. It establishes standards and operations for the processing of enlisted personnel for training and assignment during both peacetime and periods of mobilization. The USARECBN and IET/PS trainee TSPC will process and report personnel per this regulation.

1–16. Processing of U.S. Army accessions at U.S. Army reception battalions
This regulation prescribes the peacetime and mobilization guidance for reception processing at USARECBN of AA, RC personnel, and initial entry soldiers.

Chapter 2
Processing at U.S. Army Reception Battalions

Section I
Peacetime Processing

2–1. Goals
Receptees will be processed in an orderly manner. The USARECBN processing will be conducted in a manner that will make a good impression, demonstrating to the receptee the efficiency of the Army and the careful attention given to each soldier's welfare. Processing will compliment the goals of IET and Army values, uniformity standards, and policies. The first impression is often the most lasting impression and will reinforce future instructions.

2–2. General administration guidance
   a. USARECBN personnel. Noncommissioned officers will be utilized to the maximum extent practicable during processing of receptees. These NCOs will be carefully selected for these duties; their conduct and appearance must be above reproach. It is particularly important that they exercise every opportunity to instill confidence in and respect for Army leadership and Army values.
   b. Receptee priority. Receptees will be processed in the order in which they arrive. Whenever possible, PS personnel will be given priority in processing over other personnel arriving at the same time. RC personnel with mandatory release dates (MRD) will be processed to meet BCT, AIT or One Station Unit Training (OSUT) as specified in their orders. If no MRD is specified, they will be processed in the order in which they arrive and put into the next available class. Care will be taken to ensure that all receptees arrivingprior to midnight Monday be transported to the next available training company, provided otherwise qualified to begin training.

2–3. List of items receptees are required to bring to the Military Entrance Processing Station
ARECBN commanders will ensure that all essential processing be completed within 3 workdays following arrival. Receptees arriving after normal duty hours will be received with efficiency, welcomed warmly, and treated with respect and dignity. All new soldiers that arrive between the dinner and breakfast meals will be afforded the opportunity to eat a snack or late meal if available. Commanders may vary the processing schedule outlined in table 2–1 to meet operational requirements. The following restrictions will be observed:
   a. Receptees displaying psychological problems will undergo mental testing or an appropriate referral to the supporting medical department activity (MEDDAC) for Community Mental Health Services (CMHS) evaluation.
   b. Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin skin test, will not precede the administration of any personnel selection and classification tests.
   c. No more than 6 hours of testing will be administered on any given day, and no more than 4 hours of testing will be administered without a break of at least 1 hour.
   d. Surveys may be conducted after duty hours or weekends.
   e. Only minimal clothing and footwear necessary for the health and welfare of the soldier will be issued if it can be determined prior to clothing issue that a receptee is to be discharged, released from active duty (AD), or released from initial active duty for training (IADT) for physical or other reasons.
   f. Transition center processing will not be accomplished at a USARECBN. Receptees being separated for any reason will be identified and kept separated from the other receptees. The transition center serving that installation will process these soldiers.
   g. Soldiers with enlistment options requiring a security clearance will have a request for the appropriate personnel security investigation initiated during USARECBN processing period if the request is not already initiated at MEPS.

For a Secret clearance, request National Agency Check with Local Records and Credit Report checks (NACLC) or an SSBI for Top Secret.

h. Identification tags and identification cards, as required by AR 600–8–14, will not be prepared until blood typing has been accomplished. Identification tags will be issued by the USARECBN.

i. Delays encountered during processing due to backlogs are to be used to provide receptees meaningful information about the Army and the role of the soldier that will be useful for the receptees during their first few days in the Army.

Table 2–1
USARECBN processing schedule (proposed sequence)

Line	Action required	Day I	Day 2	Day 3
1	Receive and account for personnel and records.	x		
2	Welcome and initiate orientations.	x		
3	Review records.	x		
	a. Ensure that receptees with enlistment commitments for an MOS requiring a NACLC have a NACLC initiated.	x		
	b. Ensure that the service agreement for RC personnel is properly executed and is attached to DD Form 4.	x		
	c. Identify personnel that are not eligible for enlistment commitment. (Process per para 3–4 or 3–5.)	x		
	d. Identify personnel that require immediate processing to ensure that entry into BCT will allow them to meet scheduled AIT training dates.	x		
	e. Ensure that SF 86, Questionnaire for National Security Positions, or US-MEPCOM PCN ZHM 001 or the results of INDIC, to include USMEPCOM PCN ZHM 003 and 002, as applicable, are present.	x		
	f. Ensure that receptees, including RC personnel, have documentation recording a test for HIV antibody within the previous 6 months.	x		
	g. Provide a copy of the IET Soldiers Handbook, TRADOC Pamphlet 600–4, to each trainee.	x		
	h. Visually screen arriving trainees on the first day to identify any who appear to be marginal or in excess of body fat composition standards.	x		
4	Initiate records and forms.	x		
5	Ensure soldiers purchase health and comfort items.	x		
6	*a.* Make blood group and type determinations (AR 40–3).	x		
	b. No live virus except adenoviros 4–7 vaccines will be given in the absence of a negative test for HIV antibody.	x		
	c. Conduct drug and alcohol testing when required (para 2–10*g*).	x		
7	Administer immunizations (AR 40–562).	x	x	x
8	*a.* Conduct pregnancy screening for females arriving for BCT.	x		
	b. Conduct physical inspection and partial medical examination when required (para 2–10).	x		
9	*a.* Conduct Moment of Truth Briefing (see fig 2–1).	x		
	b. Conduct orientations, issue material, and show film, including but not necessarily limited to material in this regulation and DA Pamphlet (DA Pam) 600–4.	x		
10	Arrange for receptees to obtain a haircut, (male or female) trim bangs above eyebrows that can not be secured neatly (female), get instructions in various methods to secure hair (females), wear hair (male and female) to meet Army standards, and provide access to proper hair ornamentation for securing hair (females) if necessary (AR 600–20).	x		
11	Administer personnel selection and classification tests if necessary.	x		
12	RC liaison NCO conduct orientation for RC personnel.	x		
13	*a.* Conduct personal affairs interview.	x	x	
	b. Initiate and complete DD Form 93 (Record of Emergency Data); applications for Sure Pay; allotments; VA Form SGLV–8286 (Servicemember's Group Life Insurance Election and Certificate); VA Form SGLV–8285 (Request for Insurance) (if applicable); and U.S. Savings Bonds when appropriate.		x	
	c. Stored Value Card issue.	x		
	d. Conduct Values Training.		x	x
14	Identify and resolve personal problems.		x	x
15	Ensure that clearances necessary for training have been initiated if not done previously.	x		

Table 2–1
USARECBN processing schedule (proposed sequence)—Continued

16	Conduct eye examinations.	x		
17	Issue clothing and name tags.	x	x	x
18	Issue identification cards and tags if not previously issued (AR 600–8–14).	x		
19	Ensure that DD Form 1172 (Application for Uniform Service Identification Privilege Card DEERS Enrollment) is initiated for receptees with eligible family members.	x		
20	Identify and collect required data to mail spouse packets.		x	x
21	Mail spouse orientation packets to family members of receptees being processed		x	x
22	Assign or attach receptees to training units or activities (AR 600–8–105).	x		
23	Forward medical and dental records to appropriate supporting clinics.		x	
24	Inspect tattoos for compliance with AR 670–1.		x	
25	Forward military personnel file (MPF) and accompanying documents to the TSPC.		x	

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

Are there any questions on anything I've covered?

Figure 2–1. Moment of Truth sample

Section II
Conducting Orientations at USARECBN

2–4. Overview of orientations at USARECBN
Orientations are an important factor in processing and will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Orientations may be supplemented by handout material; however, this material will not serve as a substitute for an orientation. Orientations will be conducted by a responsible individual and may be accomplished incidental to the Personnel Affairs interview. Orientations will include, but are not necessarily limited to, subjects identified in table 2–2. Orientations will also include identification of prohibited items identified in paragraph 2–6.

2–5. Content of orientations at USARECBN
The steps and subjects for conducting orientations are identified in table 2–2.

Table 2–2
Subjects for orientation conducted at USARECBN

Step	*Work center	Required action
(*Subject areas are covered by initial receiving branch (IRB), personnel administration branch (PAB) and/or reception companies as determined by USARECBN.)		
1	*	Welcome address by the reception battalion commander or a designated representative.
2	*	*a.* Explanation of the major processing to be accomplished. (1) Initiation of records (data/paper). (2) Medical processing. (3) Testing of selected personnel. (4) Interviews for initiation of records. (5) Identification of certain receptees. (6) Clothing issue. (7) Instruction on proper wear of running shoes, running bras, and athletic support. (8) Tri-care Benefits per AR 608–75. (9) Exceptional Family Member Program (EFMP). (10) Lectures and films. *b.* Explanation of the duties and responsibilities of the soldier. (1) Personal conduct and military discipline. (2) Wearing of the uniform. (3) Prohibited items. (4) Service obligation. *c.* Pay. (1) Entitlements. (2) Deductions. (3) Responsibility to provide financial care for family members. *d.* Explanation of the rights and benefits of receptees. *e.* Right to lodge just and honest complaints and grievances. *f.* Postal service. *g.* Legal assistance. *h.* Medical care. (1) Medical facilities. (2) Medical care of family members. *i.* Physical Fitness Training. *j.* Installation facilities. (1) Recreational facilities and activities. (2) Post exchange. *k.* Leave and pass policies. *l.* Religious services. *m.* Movement of family members during Initial Entry training. *n.* Privately owned vehicles. *o.* Visitors. *p.* Family correspondence. *q.* Shipment of civilian clothing. *r.* Classification as a sole surviving son or daughter, evidence required, and procedure for making application during BCT. *s.* Financial matters. (1) Financial assistance for qualified family members. (2) Settlement of private debts. (3) Caution on credit purchases. *t.* SGLI. *u.* Enlistment agreements—Those soldiers who have enlisted for a specific training and/or assignment option will be informed that they have the legal right to expect training and assignment per the provisions of their agreement. If, through no fault of their own, the provisions of their agreement are not fulfilled, the trainee has the right to apply for adjustment. *v.* Any pertinent local policies. *w.* Period 1, Uniform Code of Military Justice. *x.* Security (A rudimentary orientation that includes Entrance National Agency Check (ENTNAC)/Security Clearance processing, basic Operations Security (OPSEC) philosophy, and Subversion and Espionage Directed Against the U.S. Army and Deliberate Security Violations (SAEDA)).

2–6. Prohibited items

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

b. The following items will be surrendered by recruits upon arrival at the USARECBN:

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

(a) Firearms.

(b) Blackjacks.

(c) Switchblade knives.

(d) Knives with blades over 2 1/2 inches in length.

(e) Tear gas guns.

(f) Bullets.

(g) Firecrackers.

(h) Brass knuckles.

(i) Slingshots.

(j) Hand chains.

(k) Martial arts weapons.

(l) Straight razors.

(m) Darts.

(n) Steel hair picks.

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

(a) Aspirin.

(b) Vitamins.

(c) Prescription and over-the-counter drugs of any type. (All individuals arriving at a USARECBN with a prescription drug or an over-the-counter drug prescribed by a physician will be referred to a medical facility for review prior to confiscation of the drug.)

(d) Drug paraphernalia, including "roach clips," "coke spoons," cigarette papers, waterpipes, and similar items.

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

(4) Counterfeit plates or counterfeit money.

(5) Obscene, pornographic, or suggestive materials.

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

(7) Food, candy, and tobacco products.

c. All receptees will be advised that they are not authorized to have their privately owned vehicle (POV) with them while in training. Receptees arriving at a USARECBN by POV will ensure that the POV is properly disposed of by arranging for storage or by having the vehicle returned to their home. All receptees will be informed that abandonment of a POV is not considered proper disposition.

2–7. Required and optional items

Through the USAREC recruiting publicity item (RPI) "Delayed Entry Program (DEP)/Delayed Training Program (DTP) Welcome Kit," receptees are informally provided a list of items they must bring to the Army and a list of items they must be prepared to purchase upon arrival at the USARECBN. These required items are listed in tables 2-3 and 2-4. These lists are limited to those items that provide for sufficient health, welfare, physical training, and personal needs while processing through the USARECBN and making the transition to IET. Without prior written TRADOC approval, USARECBN commanders will not augment these lists nor will they require receptees to purchase additional items not on the lists. Receptees will not be required to purchase items solely for display, or to repurchase any of the listed items already in their possession upon arrival at the reception battalion or training unit because of a commander's personal preference in color, size, etc. Requests for exception will be submitted in writing to Commander, TRADOC, ATTN: ATOM–O, Fort Monroe, VA 23651–5000. Receptees may purchase optional items listed in table 2-5 upon arrival at the USARECBN.

2–8. Test administration

The Army personnel selection and classification tests listed in table 2-6 will be administered per the principles contained in AR 611–5. Test administration will be under the supervision of qualified test examiners and proctors. The Analytic Aptitude Test (AAT) will be administered to personnel who enlist in MOSs 98X and 98C.

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

Weapons: blackjacks, firearms, knives, teargas guns, bullets, firecrackers, brass knuckles, slingshots, chains, darts, martial art weapons, straight razors, steel hairpicks.

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

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

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

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

Figure 2–2. Contraband briefing sample

Table 2–3
List of items receptees are required to bring to the Military Entrance Processing Station

Item	Male	Female
Casual civilian clothing (complete set)	2	2
Casual shoes (pair)	1	1
White mid-calf cotton athletic socks (no colored bands or logos)	2	2
Small suitcase or gym bag	1	1
Padlock with 2 keys	2	2
Bar Soap w/case	1	1
Toothbrush with case	1	1
Toothpaste	1	1
Dental floss	1	1
Deodorant	1	1
Hairbrush or 6" black comb	1	1
Hair accessories (matching natural hair color)		optional
Shampoo	1	1
Nail clipper	1	1

Table 2–3
List of items receptees are required to bring to the Military Entrance Processing Station—Continued

Disposable shaving razors (no electric)	1	optional
Shaving cream/gel	1	optional
Towels (brown)	1	1
Washcloths (brown)	2	2
Underwear/cotton briefs (white or neutral)	3	8
Bra (white or neutral)	N/A	2
Feminine hygiene items	N/A	1
Required medicines/prescription drugs (in original pharmacy container or a doctor's written prescripton)		
Money (not to exceed $50.00)	1	1

Notes:
[1] All the items listed in table 2-3 will be paid for by the receptees.

Table 2–4
List of items receptees are required to purchase at the USARECBN

Item	Male	Female
White, mid-calf cotton athletic socks (no colored bands or logos)	6	6
Running shoes (Notes 1 and 3)	1	1
Thong shower shoes	1	1
Shoe shine kit (brush, applicator, black polish, buffing cloth)	1	1
Laundry detergent	1	1
Sports bra (white or neutral) (Note 2)	N/A	6
Eyeglass band (if glasses are worn)	2	2

Notes:
[1] *Running shoes.* All recruits are required to purchase a new pair of Army-fitted running shoes at the Post Exchange (PX) while in the Reception Battalion. Recruits are issued funds for their running shoe purchase.
[2] *Sports bras.* Use regular bra size as a guide for purchasing a sports bra. Individuals should test the bra for both fit and performance prior to purchase (run in place or do jumping jacks to test for proper support). BCT involves strenuous running and marching that requires effective support.
[3] All the items listed in table 2-4 will be paid for by the receptees with the exception of one pair of running shoes.

Table 2–5
Optional items receptees may purchase at the USARECBN/issued items

Item (optional)	Male	Female
Pocket size notebook	1	1
Writing paper	1	1
Box of envelopes	1	1
Stamps	1	1
Ballpoint pen (black or blue/black ink)	2	2
Pencil	1	1
Sewing kit	1	1
Telephone calling card	1	1
Wrist watch		
Zip lock plastic bags (quart size)	1	1
Permanent laundry marker	1	1
Toiletry bag	1	1

Table 2–5
Optional items receptees may purchase at the USARECBN/issued items—Continued

Extra set of PT shirt/shorts	1	1
Hair blow dryer (females)	N/A	1

Issued items

Brown towels (4 each)
Lip balm/chapstick
Ear swabs (Q-Tip)
Foot powder
Sunscreen lotion

Notes:
[1] All the items listed in table 2-5 will be paid for by the receptees.

Table 2–6
Administration of tests and recording of test aptitude area scores

Test: Armed Services Vocational Aptitude Battery (ASVAB)
Personnel to be tested: Only those not tested at MEPS.
Action required:
   a. Coordinate testing with Education Center.
   b. Test per AR 611–5.
   c. Record scores on the Enlisted Records Brief (ERB) via SIDPERS.

Test: Auditory perception
Personnel to be tested: All receptees with a surveillance and communications (SC) score of 90 or higher only if required for classification in MOS for which enlisted.
Action required:
   a. Test per DA Pam 611–70.
   b. Record score on the ERB.

Test: Defense Language Aptitude Battery (DLAB)
Personnel to be tested: All receptees with an skilled technical (ST) score of 100 or higher.
Action required:
   a. Test per AR 611–6.
   b. Record score on the ERB.Defense Language Proficiency Test (DLPT)

Personnel to be tested: All receptees that claim a knowledge of a language other than English or Spanish.
Action required:
   a. Test per AR 611–6.
   b. Prepare and forward DA Form 330 (Language Proficiency Questionnaire).
   c. Record scores attained on the ERB.

Test: Analytic Aptitude Test (AAT)
Personnel to be tested: Only personnel enlisted in MOS 98X.
Action required:
   a. Test per AR 611–5.
   b. Record scores attained on the ERB.

2–9. Disposition of civilian clothing
Receptees will be informed that they may keep their civilian clothing. Receptees electing to send their civilian clothing home must make arrangements with the local transportation officer to have their clothing shipped at Government expense. The mode of shipping civilian clothing at Government expense will be at the option of the transportation officer.

2–10. Medical processing
   a. Physical inspection. A physical inspection will be given only to those RC receptees who were not processed through a MEPS (see AR 601–270 for definition of physical inspections).

b. Medical examinations. Only those receptees that have not undergone a medical examination under the provisions of AR 40–501 within 18 months of reporting to a USARECBN will be processed for medical examinations. Only those tests or examinations required by AR 40–501 that are not a matter of record on the initial report of examination will be accomplished (see AR 40–501, app IX). Special medical evaluations are permitted when the commander has reason to believe that weight standards for entry have been exceeded (see AR 40–501).

c. Immunization. Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin skin test, will be administered per AR 40–562 after administration of all required testing. Live virus inoculations will not be given in the absence of a negative test for HIV antibody. Entries will be recorded on Standard Form 601 (Health Record—Immunization Record) per AR 40–66 and on HHS Form PHS 731 (International Certificate of Vaccination) (see AR 40–5 and AR 40–562). Adenovirus vaccine and meningococcal disease vaccine will be administered only when authorized by The Surgeon General.

d. Health records. Health records will be initiated per AR 40–66. Reserve Component and other receptees' health records, if available, will be reviewed, and only those non-available medical documents and forms that are required by this regulation and AR 40–66 will be initiated. Mechanical writing equipment may be used in preprinting forms, provided that entries are legible and are made in the proper spaces on the forms. All ARNGUS and USAR medical records will be returned to the soldier's unit. The record custodian will ensure inclusion of the results of DNA testing before release from active duty (REFRAD).

e. Body fat content. The RECBN personnel will visually screen arriving receptees at the initial reception point to identify anyone who appears to be marginal or exceeds Body Fat Content (BFC) standards. All identified receptees will be measured for height and weight and, if necessary, taped to determine BFC. This will occur not later than (NLT) 0800 hours the first full calendar day the soldier is at the RECBN. Receptees who exceed AR 40–501 BFC standards will be referred to a second independent taping team for verification of BFC. Verification testing will be completed NLT close of business of the first full calendar day if the receptee is at the RECBN. If followup testing verifies that the receptee's BFC exceeds AR 40–501 standards, the soldier should be processed for discharge per AR 635–200 (Failure to meet Procurement Medical Fitness Standards). Per AR 635–200, paragraph 5–11*b*, separation authority may consider selective retention of individuals who request that they be retained and safely attain standards. If separation authority determines that the soldier should be discharged, reception battalion will forward specifics of the case (soldier's name and social security number (SSN), location and date of MEPS processing, and copies of DD Forms 2808 showing the test for BFC) to Commander, US MEPCOM (MOP), with copies furnished to HQDA (DAPE–MPA) and Commander, TRADOC (ATOM–O).

f. Pregnancy test. Female enlisted personnel arriving at a RECBN will be administered a pregnancy test; female enlisted personnel that receive positive pregnancy test results will be separated per AR 635–200, paragraph 5–11.

g. Drug and alcohol testing/evaluation for drug and alcohol use or dependency. Only those receptees who do not possess valid drug and alcohol test/evaluation results will be tested or retested, as necessary. Such testing/evaluation will be conducted within 72 hours of the soldier's initial entry on AD. Retesting/re-evaluation is not required if valid results are simply delayed and are expected to be received within the 72-hour time period. Soldiers who test positive for illegal drugs or alcohol will be processed for separation. Soldiers who test positive on drug and alcohol tests conducted before or within 72 hours of the soldier's initial entry on active duty may request and be placed in an excess leave status per AR 600–8–10, chapter 5, pending the disposition of the soldier's case and processing for administrative separation. In such cases, the general court-martial (GCM) authority or his or her designee is the approval authority. Soldiers who are determined to have been dependent on drugs or alcohol at the time of their appointment or enlistment will be processed for discharge from AD per AR 635–200, paragraph 5–11. Soldiers released from AD for failure to meet procurement medical fitness standards because they are dependent on drugs or alcohol will be referred to a civilian treatment facility.

2–11. Minimum physical requirements

Receptees will be evaluated to ensure they are capable of meeting physical requirements for entry into BCT/OSUT. New soldiers identified as being incapable of meeting minimum physical requirements will be assigned to the fitness training unit (FTU) for up to 3 weeks of training prior to being shipped to BCT/OSUT units. The FTU instructions will include physical and mental fitness training (classroom and daily physical fitness training (PFT)) and general military subjects to prepare the soldier for BCT/OSUT. Soldiers who do not meet the entry criteria by the end of their third week in the FTU will be considered for separation from the Army.

2–12. Waiver of Veterans Administration disability pension or compensation

Receptees that are receiving disability pensions or compensation from the Veterans Administration (VA) for any reason are required to waive such pensions or compensation at the time of entry on active duty. If waivers have not been previously prepared, execute DA Form 3053 (Declaration of Retired Pay Benefits Received and Waivers) or a Waiver of VA Disability Statement (see AR 601–210). The waiver will be verified by the reception battalion commander and forwarded to the appropriate VA Regional Office.

2–13. Initiation of records

a. The MPF and ERB will be initiated per AR 600–8–104. U.S. Army Personal Financial Record (PFR) will be initiated per AR 37–104–4.

b. Records received will be checked for accuracy. Records received from ARNGUS or USAR units will be continued in use and will not be remade unless absolutely necessary. Processing time may be saved by preprinting forms with information applicable to all receptees. Automated means may be used for this purpose. No one will dispose of any records sent by an ARNGUS or USAR unit.

2–14. Records processing at USARECBN

Records that are received or initiated at USARECBN are listed in table 2–7; preparation and disposition of these forms will be made as prescribed in regulations listed in table 2–7. Processing time may be saved by preprinting forms with information applicable to all receptees. Mechanical writing equipment may be used for this purpose.

Table 2–7
Forms, records, and reports initiated or processed by USARECBN

Form no: NA
Title: Identification Tags
Reference: AR 600–8–14
Special instructions: Issue before shipment to training. Do not prepare prior to blood typing.

Form no: DA Form 2–1
Title: Personnel Qualification Record—Part II
Reference: AR 600–8–104
Special instructions: Transfer with MPF to trainee TSPC.

Form no: DA Form 201, DA Form 20la
Title: Military Personnel Records Jacket, U.S. Army
Reference: AR 600–8–104
Special instructions: Forward to trainee TSPC not later than the working day following shipment of trainee. For ARNGUS and USAR soldiers, ensure that all documents received at the USARECBN are turned to the soldier's RC unit.

Form no: DA Form 669
Title: Army Continuing Education System (ACES) Record
Reference: AR 621–5
Special instructions: Prepare for all non-high school graduates and all receptees that enter basic skill education program (BSEP) or ESL.

Form no: DA Form 2981
Title: Application for Determination of Moral Eligibility for Induction
Reference: AR 601–270
Special instructions: If received from MEPS, detach from DDS Form 47 and destroy.

Form no: DA Form 3078 (Electronically Generated)
Title: Personal Clothing Request
Reference: AR 700–84, AR 710–2
Special instructions: None

Form no: DA Form 3286
Title: Statements for Enlistment
Reference: AR 601–210, AR 601–280
Special instructions: None

Form no: DA Form 5960
Title: Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowances
Reference: AR 37–104–4
Special instructions: None

Form no: DA Form 3685
Title: JUMPS—JSS Pay Elections
Reference: AR 37–104–4
Special instructions: None

Form no: DD Form 2(ACT)
Title: Armed Forces of the United States Geneva Convention Identification Card (Active)
Reference: AR 600–8–104

Table 2–7
Forms, records, and reports initiated or processed by USARECBN—Continued

Special instructions: Issue to each receptee (following blood typing)

Form no: DD Form 2(RES)
Title: Armed Forces of the United States Geneva Convention Identification Card (Reserve)
Reference: AR 600–8–104
Special instructions: Issue to each receptee (following blood typing)

Form no: DD Form 4-Series
Title: Enlistment/Reenlistment Document—Armed Forces of the United States
Reference: AR 601–280, AR 601–210, AR 600–8–104, AR 140–111, NG Regulation (NGR) 600–200
Special instructions: Copy to Cdr, AR–PERSCOM, ATTN: ARPC–CIS–P, 1 Reserve Way, St. Louis, MO 63132–5200.

Form no: DD Form 2807-1 (Electronically Generated)
Title: Report of Medical History
Reference: AR 600–8–1
Special instructions: Ensure that soldiers understand that this extremely important form is used to show the names and addresses of his/her spouse, ALL CHILDREN, parents, and any other persons the soldier would like notified in case the soldier becomes a casualty and that it is used to designate beneficiary(ies) for certain benefits in the event of the soldier's death. The 10-digit phone numbers for each person listed should be provided in pencil.

Form no: DD Form 137 (Electronically Generated
Title: Application for Basic Allowances for Quarters for Members with Dependents
Reference: AR 37–104–4
Special instructions: None

Form no: DD Form 220
Title: Active Duty Report
Reference: AR 601–210, AR 635–5
Special instructions: N/A

Form no: VA Form SGLV–8285 (Electronically Generated)
Title: Request for Insurance (SGLI)
Reference: AR 600–8–1
Special instructions: This form is used to apply for (1) Restoration of SGLI if previously cancelled or declined coverage, or (2) For increasing the amount of SGLI coverage if soldier elected less than the maximum amount of coverage.

Form no: VA Form SGLV–8286 (Electronically Generated)
Title: Servicemembers' Group Life Insurance Election and Certificate
Reference: AR 600–8–1
Special instructions: This form is used to designate beneficiary(ies) for payment of SGLI proceeds

Form no: DD Form 1172
Title: Application for Uniformed Services Identification Card DEERS Enrollment
Reference: AR 600–8–14
Special instructions: Certify for Defense Enrollment Eligibility Reporting System (DEERS), or have soldier obtain documentation required to certify.

Form no: DD Form 1351–2
Title: Travel Voucher or Subvoucher
Reference: DFAS–IN Regulation 37–1
Special instructions: None

Form no: DD Form 1561 (Electronically Generated)
Title: Statement to Substantiate Payment of Family Separation Allowance
Reference: AR 37–104–4
Special instructions: None

Form no: DD Form 1879
Title: DOD Request for Personnel Security Investigation
Reference: AR 380–67, AR 381–20, AR 601–210, AR 601–270, AR 600–8–104
Special instructions: For individuals enlisting for MOS training that requires a security clearance.

Form no: DD Form 1966–Series
Title: Record of Military Processing—Armed Forces of United States

Table 2–7
Forms, records, and reports initiated or processed by USARECBN—Continued
Reference: AR 601–210, AR 140–111
Special instructions: None

Form no: DD Form 2058
Title: State of Legal Residence Certificate
Reference: AR 37–104–4
Special instructions: None

Form no: DD Form 2366
Title: Montgomery GI Bill Act of 1984 (MGIB)
Reference: AR 621–202
Special instructions: The GI Bill tape will be shown in orientation, and enrollment or disenrollment will be finalized at the RECBN.

Form no: DD Form 2558
Title: Authorization to Start, Stop, or Change Allotment
Reference: AR 37–104–4
Special instructions: None

Form no: DA Form 3443-Series
Title: Terminal Digit-X-Ray Film Preserver and DA Form 8005-Series (Outpatient Medical Record)
Reference: AR 600–8–104
Special instructions: Transfer with MPF to trainee TSPC.

Form no: SF 86
Title: Questionnaire for National Security Positions
Reference: AR 380–67, AR 381–20, AR 601–210, AR 601–270, AR 600–8–104
Special instructions: For individuals enlisting for MOS training that requires NACLC or higher.

Form no: DD Form 2808 (Electronically Generated)
Title: Report of Medical Examination
Reference: AR 40–501, AR 135–200, AR 135–210, AR 601–210, AR 601–270, NGR 600–200
Special instructions: None

Form no: DD Form 2807-1 (Electronically Generated)
Title: Report of Medical Examination
Reference: AR 40–501, AR 135–200, AR 135–210, AR 601–210, AR 601–270, NGR 600–200
Special instructions: None

Form no: SF 600
Title: Health Record—Chronological Record of Medical Care
Reference: AR 40–66
Special instructions: None

Form no: SF 601
Title: Health Record—Immunization Record
Reference: AR 40–66, NGR 600–200
Special instructions: None

Form no: SF 603
Title: Health Record—Dental
Reference: AR 40–66
Special instructions: None

Form no: VA Form SGLV 8286 (Electronically Generated)
Title: Servicemen's Group Life Insurance Election and Certificate
Reference: AR 600–8–1
Special instructions: None

Form no: TD Form IRS W–4 (Stocked and issued by local IRS Centers)
Title: Employee's Withholding Exemption Certificate
Reference: DOD PM, AR 37–104–4, NGR 600–200
Special instructions: None

Form no: HHS Form PHS 731

Table 2–7
Forms, records, and reports initiated or processed by USARECBN—Continued

Title: International Certificate of Vaccination
Reference: AR 40–562, AR 40–66
Special instructions: After posting SF 601, give to trainee.

Form no: USMEPCOM PCN ZHM 001
Title: Report of Favorable ENTNAC Results
Reference: AR 601–210
Special instructions: None

Form no: USMEPCOM PCN ZHM 002
Title: Report of ENTNAC—Possible Match
Reference: AR 601–210
Special instructions: None

Form no: USMEPCOM PCN ZHM 003
Title: Report of ENTNAC Submission
Reference: AR 601–210
Special instructions: None

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

2–15. Partial and advance pay

a. The RECBASS Military Payroll Money List will be prepared for each receptee. Receptees will be given advance(s) of pay only in the amount prescribed by the Department of Defense Financial Management Regulation DOD 7000.14–R, Vol. 7A. IRB prepares a pay listing.

b. Female soldiers will receive an initial allowance for purchase of non-Government issued clothing in an amount determined by statute.

c. Guidance on receptee required purchases is provided in paragraph 2–7.

2–16. Personnel security investigations

a. Personnel who have enlisted for MOS training that requires a security investigation will have proper clearances initiated if action has not already been taken. Requests for security investigation will be forwarded NLT the Friday of the second week of BCT/OSUT. Procedures to ensure clearances are initiated and obtained in a timely manner are contained in this regulation.

b. Ensure receptees, who have in their possession an envelope marked "TO BE OPENED BY PSSP DETACH-MENT ONLY," turn in the envelope to processing personnel. Forward this envelope, unopened, to the PERSCOM PSSP detachment servicing the USARECBN (to the installation security officer for those installations not serviced by a PSSP detachment).

c. Any Regular Army, ARNGUS, or USAR soldier who is disqualified by the PSSP detachment will be referred to their liaison for reclassification while at the USARECBN.

2–17. Detailing receptees

The USARECBN commanders are authorized to utilize non-PS receptees for 1 day to perform kitchen police duties at the USARECBN dining facility and other types of details, provided such details will not delay receptee's processing. Kitchen police duties may be performed on nonprocessing days or upon completion of processing.

2–18. Disposition of receptees

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

a. Reassignment. Memorandum issued will reassign (or further attach) the new soldier from the USARECBN directly to the training company. All RC soldiers need an order to be further attached to the training activity.

b. Conscientious objectors. Conscientious objectors (COs) classified l–A–O will be assigned to the U.S. Army Training Center (USATC) where modified basic training (MBT) is to be conducted. Personnel will receive MBT that excludes training and use of ammunition, weapons, and munitions.

c. PS receptees. The PS receptees who are required to be in the PSSP detachment will be further assigned/attached as follows:

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

(2) Those not requiring BCT or AIT and whose AIs indicate first unit of assignment is OCONUS will not be transported until proper security clearance has been granted by Central Clearance Facility (CCF).

(3) Those not requiring BCT or AIT and whose AIs indicate first unit of assignment is in CONUS may be transported to their unit of assignment, provided the request for appropriate investigation has been submitted and the PSSP detachment has received a favorable adjudication on packet from CCF. If specific special instructions are received specifying that the soldier will not depart the losing unit until the SSBI is completed and/or final security clearance and SCI access are granted, the soldier will remain attached to the RECBN.

(4) Those requiring BCT will be processed by the PSSP detachment for proper security clearance and will be released to the USARECBN for shipment to BCT. Further assignment after BCT will be per paragraph 3–6.

d. Receptees with physical profiles. The USARECBN commanders will not transport receptees with profiles to the next training cycle. The USARECBN commanders will ensure that a receptee's physical ability and condition meet the requirements of the appropriate Army Training Program (ATP).

(1) Receptees unable to enter the next training cycle because of physical limitations will be referred to the servicing medical treatment facility (MTF) for medical evaluation per AR 40–501. Changes in the individual physical profile for trainees that are considered fit for duty will be recorded on the ERB.

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

Section III
Basic Interviews and Required Reporting

2–19. Requirements
The interviews required by this section are to be conducted at the USARECBN or the USATC as prescribed by this regulation and DA Pam 611–1. Interviews will be conducted in a formal, comfortable, well ventilated, and well lighted atmosphere. The interviewer must be fully qualified and must be thoroughly familiar with personnel processing procedures. Every effort will be made to gain the trainee's confidence in order that accurate data may be collected. Interviewers will utilize forms for recording impressions and rating sheets for recording evaluations and have available a manual that describes the nature and purpose of forms used during each interview.

2–20. Purpose of interviews
Basic interviews are designed to—

a. Ask for and receive information.

b. Determine trainee qualifications (when required).

c. Provide HQDA with specific, accurate information regarding accessions.

d. Identify personnel that have been previously granted a security clearance above SECRET (see para 3–3 for processing required).

e. Identify personnel with certain qualifications or enlistment commitments (see table 2–8 for identification and processing required).

Table 2–8
Identification and processing of specially designated personnel

If receptee: Has an enlistment commitment recorded on enlistment documents.
Action required: Enter enlistment commitment or program in the ERB.   Include name of option, MOS, and specific station or unit of choice, when applicable.

If receptee: Has civilian-acquired skills and/or education that qualifies the receptee for award of related MOS.
Action required:
  a. Identify per AR 600–8–104.
  b. Enter the five-character MOS for which qualified in the ERB.

If receptee: Has been classified as a conscientious objector prior to arrival at USARECBN.
Action required:
  a. Record in the ERB.
  b. Assign the receptee to USATC where MBT is conducted. Soldier will be assigned to BCT company after processing at USARECBN but will receive BCT that excludes training and use of ammunition, weapons, and munitions.

If receptee: Has DA Form 873 (Certificate of Clearance and/or Security Determination) in personnel records that has been annotated per AR 380–67, paragraph 8–201.

Table 2–8
Identification and processing of specially designated personnel—Continued

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

If receptee: Has enlisted for training in MOS 96B or 96D.

Action required: Ensure that the following documents are prepared and placed in MPF prior to transmittal of MPF to trainee's personnel service company (PSC):
  a. Legibly completed and signed Statement of Personal History (SF 86).
  b. Two copies of DOD Request for Personnel Security Investigation (DD Form 1879).
  c. Two Fingerprint Cards (FBI Form FD 258, Federal Bureau of Investigation Fingerprint Card) (must be legible and prints classifiable).

2–21. Basic interviews
The interviews to be conducted are called basic because the information collected, records prepared, and decisions made will affect the entire military career of each receptee and their usefulness to the Army. In view of the importance of these interviews, it is essential that they be conducted in an orderly manner and that data are collected accurately.

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

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

c. RC personnel briefings. RC personnel will also be interviewed by either the ARNGUS or USAR liaison NCO to identify any concerns the receptee may have.

2–22. Interviewer responsibilities
The interviewer will—

a. Inform receptees of the purpose of the interview and that questions asked are necessary to ensure that their records are current and information is accurate.

b. Consult with individuals, review personnel records.

c. Verify the highest level of civilian education attained and record this information per AR 600–8–104.

2–23. Disposition of collected interview information
Data collected are used by PERSCOM to establish a database for the control and distribution of trainees. Interview data will be recorded on the trainee's ERB per AR 600–8–104.

Section IV
Mobilization Processing at U.S. Army Reception Battalions

2–24. Scope
The provisions contained herein are effective upon declaration of mobilization by DA. The peacetime processing requirements established in this regulation remain in force unless modified by this section during mobilization. The planning focus for mobilization training base expansion is on MOS refresher training and reclassification training of IRR personnel. This contingency will probably occur during Partial Mobilization but could occur during Presidential Selected Reserve Call-Up (PSRC).

2–25. Applicability
Mobilization processing is applicable to those categories of enlisted personnel that will process through USARECBN during mobilization. This will consist of—

a. Inductees, both voluntary and involuntary.

b. Enlistees in the Regular Army.

c. Enlistees in the ARNGUS and USAR who require completion of Initial Active Duty for Training (IADT).

d. Members of the Individual Ready Reserve (IRR) (involuntary only).

2–26. Restrictions
a. Retired personnel recalled to AD will not be processed through USARECBN. These personnel will report directly to the installation specified on their orders (see AR 601–10).

b. During mobilization, SF 86 and DD Form 1879 will be completed at USARECBN only for those personnel selected for training in an MOS that requires a security clearance. Current policies remain in effect during partial mobilization.

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

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

e. Only Phase I clothing issue will take place during USARECBN processing. Organizational clothing and equipment will not be issued by the USARECBN.

2–27. USARECBN processing
All USARECBN processing during mobilization will be conducted as outlined in this chapter and in other pertinent regulations in force at the time of mobilization.

a. The USARECBN commanders will ensure that receptees are processed within 3 workdays following arrival at the USARECBN.

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

c. During mobilization, briefings at USARECBN will be limited to the following:

(1) Red Cross.

(2) Sole survivorship.

(3) Warrant officer flight training (WOFT).

(4) Officer candidate school (OCS) program.

(5) Information for new soldiers (contact TRADOC for information for IET soldiers).

(6) Rights and entitlements of receptees.

(7) Conduct and discipline of receptees.

(8) Uniform Code of Military Justice (UCMJ) briefings.

(9) Pay options.

(10) Issuance of Family Member Identification Cards and enrollment of eligible family members in the Defense Enrollment Eligibility Reporting System (DEERS) (see AR 600–8–14).

(11) Operations security.

2–28. Testing and classification
a. Testing requirements are modified as follows:

(1) Accessions with a General Technical (GT) score of 110 or higher will be administered the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Soldiers who attain qualifying scores will be briefed concerning eligibility requirements and application procedures.

(2) ASVAB testing and/or Armed Forces Qualification Test (AFQT) will only be conducted for receptees who, upon reporting, have not been previously tested or for whom scores are not available. PS and IRR personnel will not be retested when original scores are available from Defense Manpower Data Center (DMDC).

(3) Auditory perception testing of accessions with a SC score of 90 or higher will be accomplished on an as needed basis.

(4) DLPT and DLAB testing will be accomplished on an as needed basis.

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

c. Classification actions at USARECBN will be restricted to—

(1) Accessions for whom a training MOS has not been established.

(2) Accessions who are not qualified for entry into the established training MOS.

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

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

e. Accessions who possess RAU, or have received medically oriented training will be reported to PERSCOM by message following entry into BCT only if the provisions to report their qualifications by automated systems does not exist.

f. Non-English speaking personnel and administrative receptees will be processed and transported to training units following procedures established by PERSCOM.

2–29. Special categories of personnel
As part of the interview process during mobilization, all receptees will be questioned to determine if any of the conditions listed below apply.

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

b. COs. Several categories of COs may be received (see fig 2–3).

(1) *COs classified 1–A–O.* These individuals will be fully processed and transported to MBT.

(2) *Individual desiring to substantiate claim as a CO (see AR 600–43).* Provide guidance on application procedures. Applications for conscientious objector status cannot be submitted while assigned to the USARECBN. The first unit of assignment where application may be submitted is the BCT unit. The soldier will be advised that while an application for CO status is being processed that—

(a) Training in the study, use or handling of arms or weapons will not be required.

(b) Participation in those aspects of training involving the bearing or use of arms, weapons or munitions will not be required.

(c) Compliance with all regulations to include those on training is required.

c. Sole survivor.

(1) Trainee has been classified as a sole survivor appropriately by MEPS. Enter assignment limitation on DA Form 2–1.

(2) Trainee initiates his or her claim for status as a sole survivor. Counsel receptee on documentation required to substantiate claim. If the receptee has the documentation available, annotate status of assignment limitations on DA Form 2–1. If receptee does not have the documentation, provide a listing of documentation required and process for assignment to BCT/OSUT. Provide all possible assistance in order to allow for speedy resolution of the receptee's status.

d. Potential OCS applicants. Provide data on application procedures per AR 351–5.

2–30. Personal affairs processing

a. A listing of forms to be completed during reception battalion mobilization processing including those forms for completion during the consolidated personal affairs interview, is contained in table 2–7.

b. If a receptee claims to have a past history that would require approval of a moral waiver in order to qualify for induction and was not processed for a waiver by the MEPS, procedures outlined in AR 601–270 as modified below will be followed (see fig 2–4).

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

(2) Receptee will be retained in the reception battalion pending final action on the request for waiver.

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

c. When a receptee claims that overriding considerations of personal family hardship exists, the receptee will be questioned to determine whether or not his or her local Selective Service Board previously considered the family hardship. Direct contact with the local Selective Service Board is authorized, if required, to make such a determination. If the circumstances were previously considered and the receptee was found eligible for induction, continue to process the receptee for training. The receptee will be counseled regarding procedures for requesting release from AD when extreme family hardship is involved, should personal circumstances become more severe. If the circumstances were not considered when determining eligibility for induction, assist the receptee in obtaining required documentation to make application for release from AD per AR 635–200 and process for training (see fig 2–5).

d. Receptees claiming to be homosexuals will be processed per AR 635–200 (see fig 2–6).

2–31. Individual Ready Reserve processing

Guidance for mobilizationprocessing of IRR personnel is contained in table 2–1.

```
                    ┌─────────────────────┐
                    │ INDIV CLAIM         │
          ┌─────────┤ TO BE CONSCIENTIOUS ├─────────┐
          │         │ OBJECTOR            │         │
          │         └──────────┬──────────┘         │
          │                    │                    │
   ┌──────┴──────────┐  ┌──────┴──────────┐  ┌──────┴──────────┐
   │ SEL SVC SYSTEM  │  │ INDIV DID NOT   │  │ SEL SVC SYSTEM  │
   │ CLASSIFIED 1-A-0│  │ PROCESS CLAIM   │  │ CLASSIFIED 1-0  │
   │                 │  │ THRU SEL SVC    │  │                 │
   │                 │  │ SYSTEM          │  │                 │
   └──────┬──────────┘  └──────┬──────────┘  └──────┬──────────┘
          │                    │                    │
   ┌──────┴──────────┐  ┌──────┴──────────┐  ┌──────┴──────────┐
   │ PROCESS FOR     │  │ PROVIDE DATA ON │  │ PROCESS FOR     │
   │ MODIFIED BT     │  │ PROCEDURES FOR  │  │ DISCHARGE       │
   │                 │  │ MAKING          │  │                 │
   │                 │  │ APPLICATION     │  │                 │
   └─────────────────┘  └──────┬──────────┘  └─────────────────┘
                               │
                        ┌──────┴──────────────┐
                        │ CONTINUE TO PROCESS │
                        │ COUNSEL REGARDING   │
                        │ REQUIREMENT TO      │
                        │ COMPLY WITH ALL     │
                        │ TRAINING WHILE      │
                        │ PENDING             │
                        │ DETERMINATION       │
                        └─────────────────────┘
```
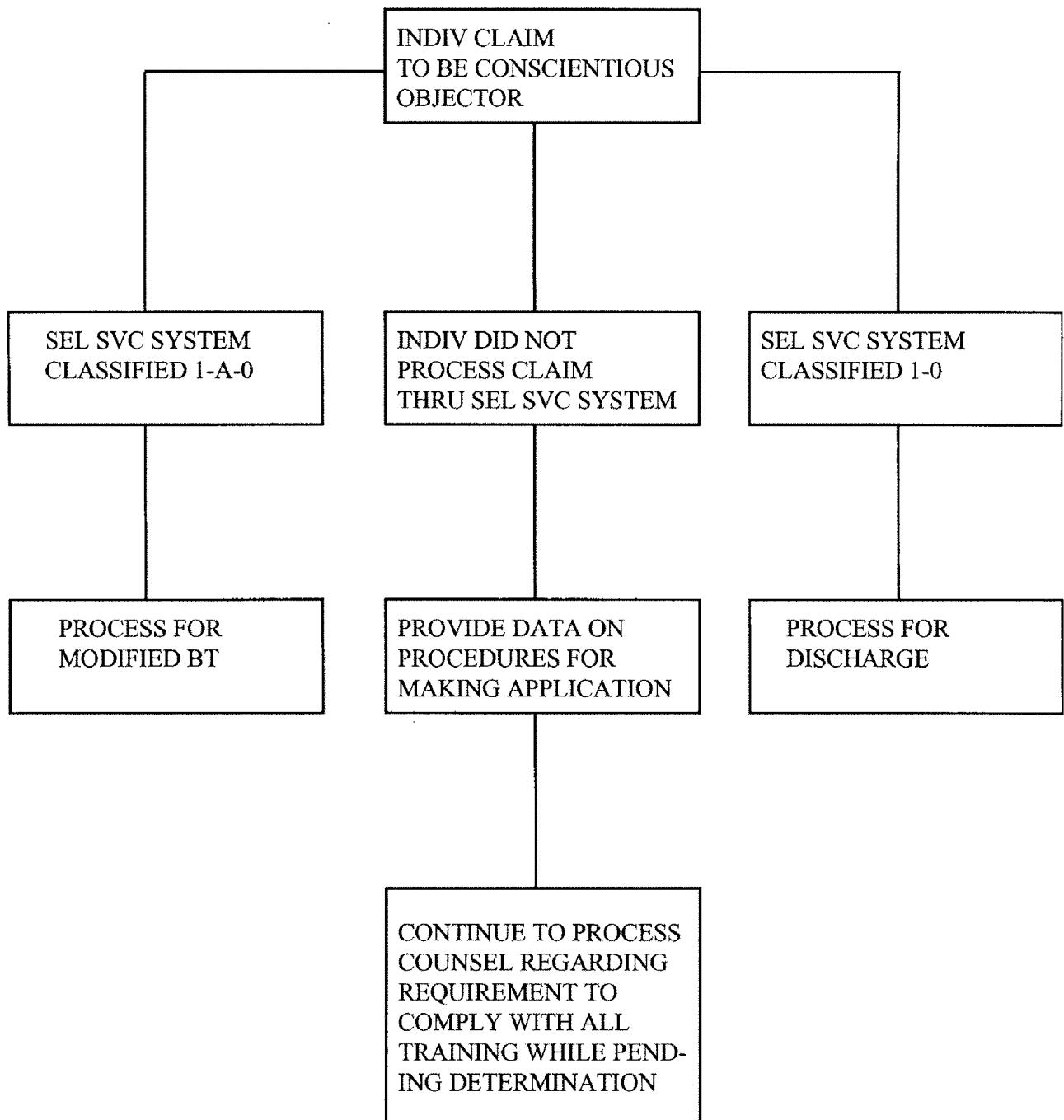
Figure 2–3. Processing claims of conscientious objector status

```
        ┌─────────────────────────────┐
        │ INDIV HAS REQUIREMENT       │
        │ FOR MORAL WAIVER AND        │
        │ WAS NOT PROCESSED           │
        │ BY MEPS FOR WAIVER          │
        └──────────────┬──────────────┘
                       │
        ┌──────────────┴──────────────┐
        │ PREPARE DA FORM 2981        │
        └──────────────┬──────────────┘
                       │
        ┌──────────────┴──────────────┐
        │ FORWARD TO GENERAL          │
        │ COURT MARTIAL               │
        │ AUTHORITY FOR ACTION        │
        └───┬──────────────────────┬──┘
            │                      │
  ┌─────────┴─────────┐   ┌────────┴──────────┐
  │ WAIVER APPROVED   │   │ WAIVER DISAPPROVED│
  └─────────┬─────────┘   └────────┬──────────┘
            │                      │
  ┌─────────┴─────────┐   ┌────────┴──────────┐
  │ CONTINUE TO PROCESS│  │ PROCESS FOR       │
  │ FILE APPROVAL IN   │  │ DISCHARGE         │
  │ MPF                │  │                   │
  └────────────────────┘  └───────────────────┘
```
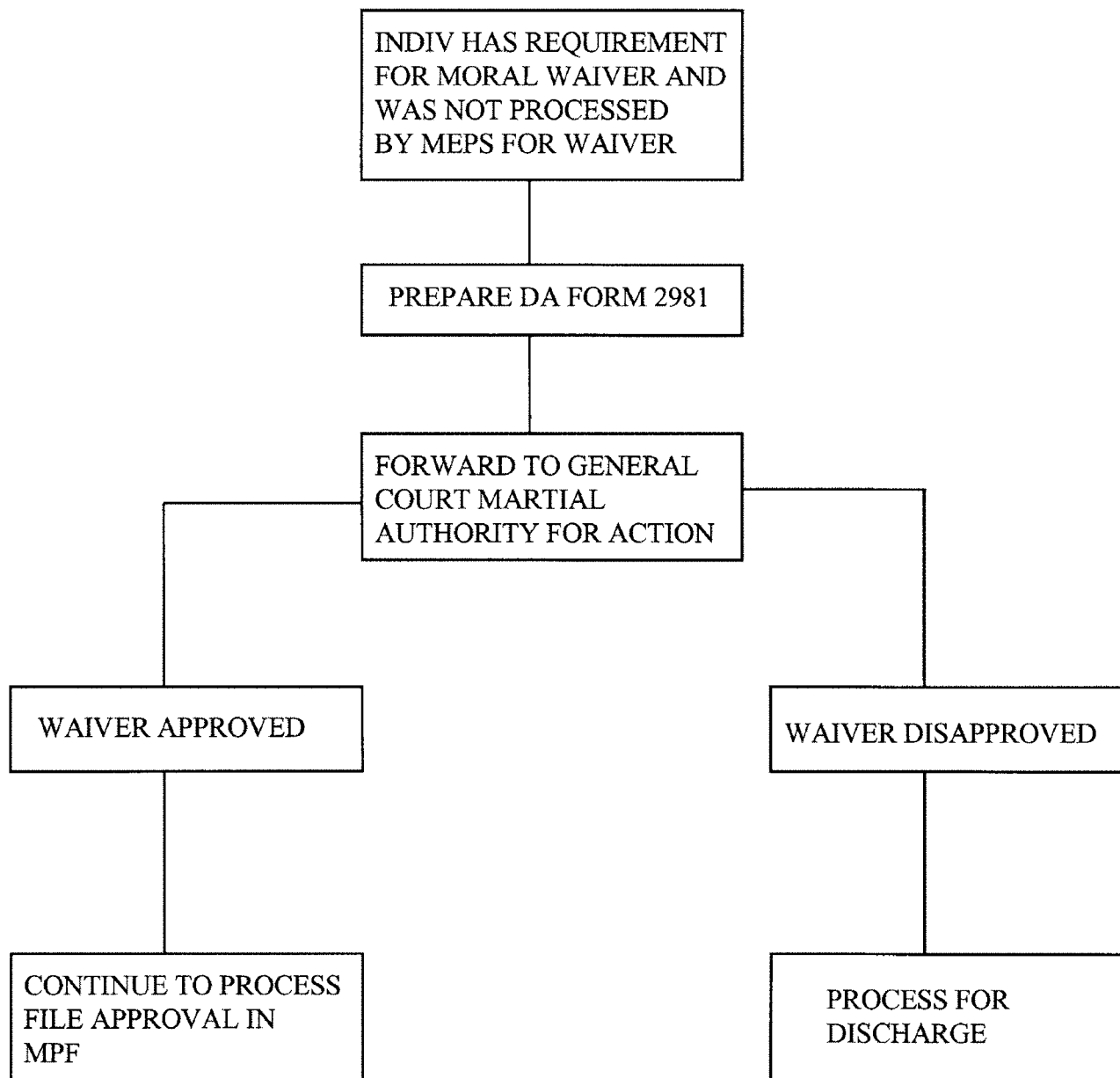
Figure 2–4. Processing requests for moral waiver

```
                    ┌─────────────────────────────┐
                    │  INDIV CLAIMS PERSONAL      │
                    │  FAMILY HARDSHIP            │
                    │  (AR 635-200 & AR 135-178)  │
                    └─────────────────────────────┘

┌─────────────────────────────┐        ┌─────────────────────────────┐
│  PREVIOUSLY CONSIDERED      │        │  NOT PREVIOUSLY CONSIDERED  │
│  BY SEL SVC SYSTEM          │        │  BY SEL SVC SYSTEM          │
└─────────────────────────────┘        └─────────────────────────────┘

┌─────────────────────────────┐        ┌─────────────────────────────┐
│  COUNSEL REGARDING THE      │        │  COUNSEL REGARDING HOW      │
│  PROCEDURES TO FOLLOW       │        │  TO APPLY AND DOCUMENTS     │
│  IF CIRCUMSTANCES           │        │  THAT WILL BE REQUIRED      │
│  BECOME  MORE SEVERE        │        │                             │
└─────────────────────────────┘        └─────────────────────────────┘

┌─────────────────────────────┐        ┌─────────────────────────────┐
│  CONTINUE TO PROCESS        │        │  CONTINUE TO PROCESS        │
└─────────────────────────────┘        └─────────────────────────────┘
```
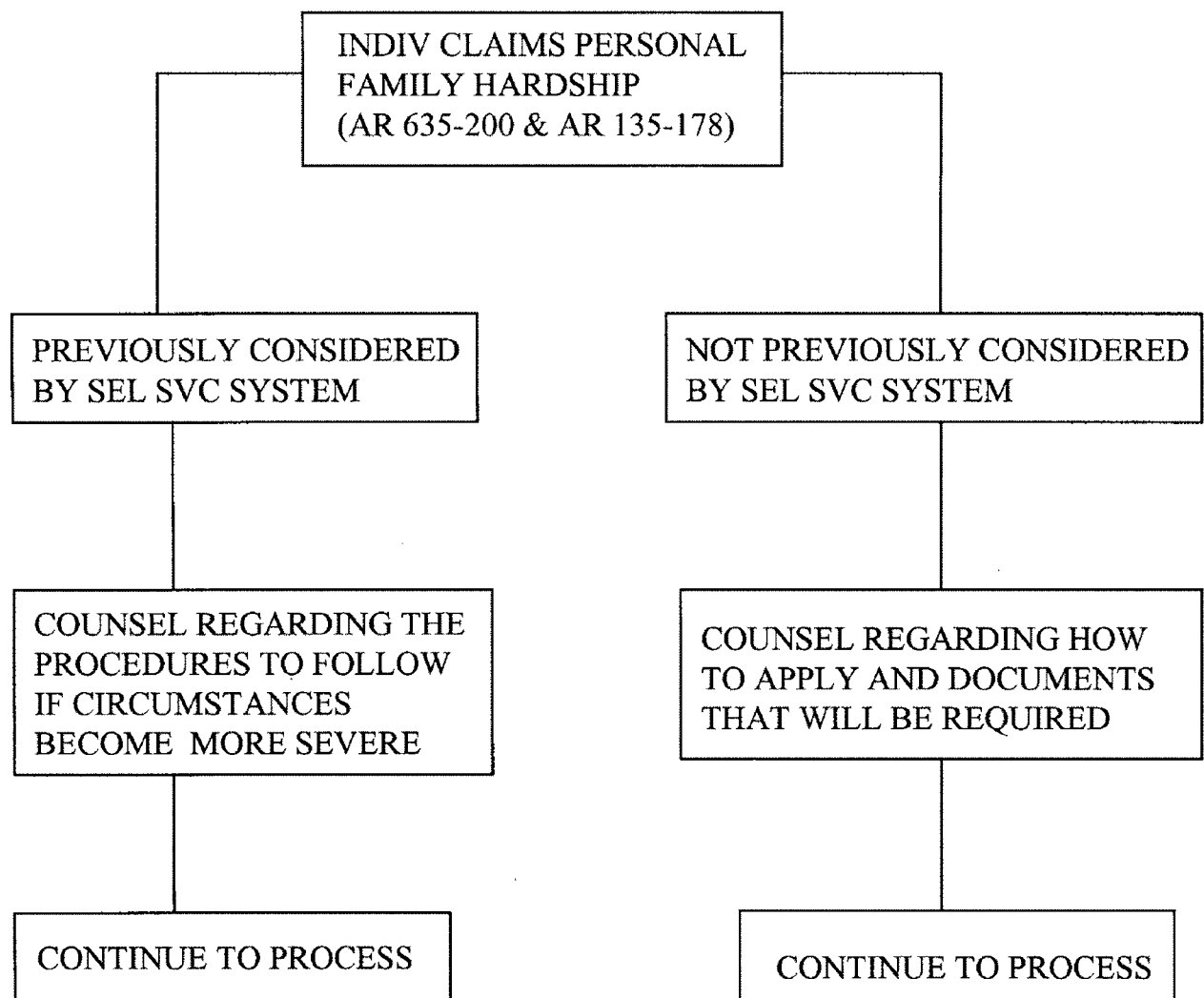
Figure 2–5. Processing claims of personal family hardship
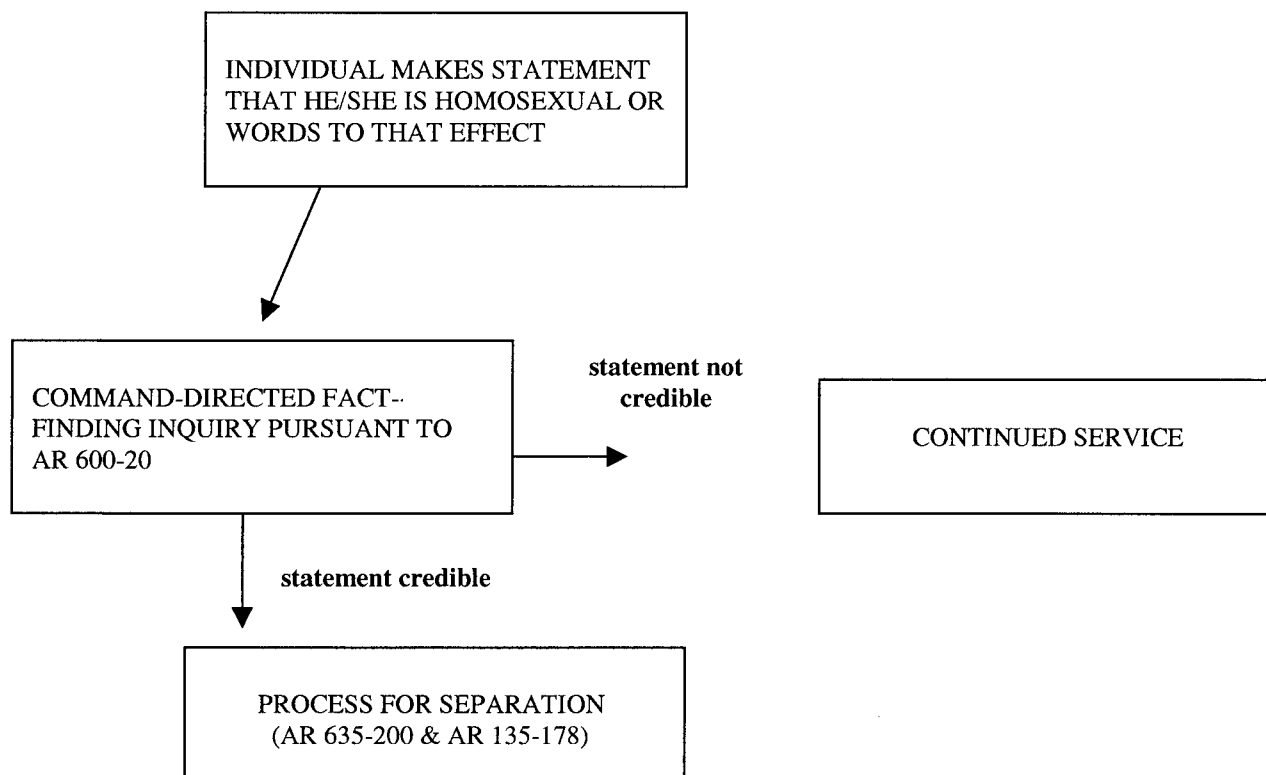
Figure 2–6. Processing claims of homosexuality

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

Section I
Processing During Basic Training

3–1. Processing and reporting overview
This chapter provides policies for the processing and assignment of replacement stream personnel and individuals that have been ordered to IADT. Responsibilities of training center commanders are contained in paragraph 1–11. See also appendixes B, C, D, and E.

  a. Trainee personnel will be processed as required by this chapter with a minimum of delay. The Student Trainee Management System—Enlisted (STRAMS–E)Trainee Information Processing TA display in ATRRS will be used to transmit student data to PERSCOM to report personnel entering BCT. The ATRRS TA display must be updated when reporting personnel entering or reentering BCT from FTU, ESL, BSEP.

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

  c. Trainee Student Management will ensure that an Entrance National Agency Check (ENTNAC), for suitability determination "only" has been initiated for all personnel that do not require a security clearance per AR 601–210. A copy of SF 86 and/or USMEPCOM PCN ZHM 001 (Report of Favorable ENTNAC Results) should be on file in the MPF. If an ENTNAC has been initiated or has been completed (Electronic Personnel Security Questionnaire (PSQ) printout; FBI rap sheet(s); research slip printout or USMEPCOM PCN ZHM 003 (Report of ENTNAC Submission)), ensure that qualification record is posted per AR 600–8–104. If there is no record that ENTNAC (or higher) security investigation has been initiated, ENTNAC will be initiated. In the event an automated ENTNAC has been submitted, but the results are unknown (USMEPCOM PCN ZHM 002 (Report of ENTNAC—Possible Match)), action will be initiated per table 3–1, step 3, in order to verify the soldier's ENTNAC status. Soldiers requiring initiation of a single

scope background investigation (SSBI) will be processed by the appropriate PSSP detachment at Fort Jackson, Fort Leonard Wood, or the Installation Security Office at other installations.

3–2. Records processing at USATC

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

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

(1) *Replacement stream personnel.*

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

(b) When the ERB is missing, the procedure in AR 600–8–104 for tracing, reporting, and initiating temporary qualification record will be followed.

(c) The MPF, including medical records for soldiers that were formerly on AD and were released to the USAR from either AD or AD for training and that are presently members of the IRR, may be obtained from the Commander, U. S. Army Reserve Personnel Command, ATTN: ARPC–PS, 1 Reserve Way, St. Louis, MO 63132–5200. Records for personnel that were formerly on AD and were discharged will be obtained from the Center Manager, National Personnel Records Center, GSA, 1 Reserve Way, St. Louis, MO 63132–5200. See AR 25–1 for a detailed listing of records maintained at various records centers.

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

(a) For members of the ARNGUS: From the adjutant general of the State in which the soldier's ARNG unit is located.

(b) For members of the USAR: From the commander of the Army area in which the soldier's USAR unit is located. Addresses and telephone numbers are listed below:

1. CONUS—Commander, U.S. Army Reserve Command, ATTN: AFRC—PRP–E, 1401 Deshler Street Southwest, Fort McPherson, GA 30330–2000; (Commercial) 404–464–8904.

2. Hawaii, Guam, American Samoa, Alaska, Korea, Japan—Commander, U.S. Army Pacific Command, ATTN: APAG–RC, Fort Shafter, HI 96858–5100; (Commercial) 808–438–6276.

3. Europe—Commander, 7th U.S. Army Reserve Command, ATTN: AEUR—PRA, Unit 29238 Box 431, APO AE 09102; (DSN) 379–6546.

4. Special Forces, Civil Affairs, Psychological Operations—Commander, U.S. Army Special Operations Command, ATTN: AORA–PR, Fort Bragg, NC 28307–5200; (DSN) 236–7112.

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

a. Initial entry/PS personnel. A thorough record review will be made to gather the information necessary for the assignment of basic trainees by name to AIT as prescribed by this regulation. This review will be completed before the date required for submission of the MILPC–l7(Rl) Report. Interviews will be held when necessary to ensure the accuracy of information contained in the soldier's records. Personnel records will be examined to—

(1) Check for accuracy.

(2) Ensure that the aptitude area scores and other test scores have been properly recorded on the ERB per AR 600–8–104.

(3) Ensure verification of security clearance above that of SECRET claimed by soldiers that are identified as personnel with RAU qualifications. Forward a message to Commander, CCF, Fort Meade, MD 20755–5250. The message will include the trainee's full name, date and place of birth, SSN, degree of clearance claimed (for example, TOP SECRET and SCI), and date and place of assignment requiring clearance (for example, Fort Sill, OK, Jun 82–Jan 83). The CCF will respond by message, verifying clearance and basis for the clearance.

(4) Ensure DA Form 873 (Certificate of Clearance and/or Security Determination) is filed in MPF for all MOS requiring Secret or Top Secret clearances. If no DD Form 873 is present, verify that SF 86 is in MPF and submit the request to the appropriate agency (OIS, PSSP, and so forth) to ensure security clearance is being processed.

b. Personnel with civilian-acquired skills (CAS). Personnel with usable CAS will be reported per this regulation and AR 601–210, chapter 7, table 7–1. Personnel who require certification earned through training will be assigned (attached if ARNGUS or USAR) to the AIT activity responsible for that training. Personnel who require only proficiency training will receive that training at their first permanent duty station.

c. Enlistment commitments.

(1) All commitments will be reported on the ATRRS TA display to enable PERSCOM to fulfill the Army's agreement with the enlistee. Enlistment documents, orders published by MEPS, and the request printout sheet will be reviewed to verify the enlistment agreement. These documents specify course numbers, class reporting dates, and the date that the soldier should commence BCT, AIT, or OSUT and basic airborne training (BAT). To prevent shortfalls at service schools, it is necessary for the soldier to arrive at the appropriate school on established class reporting dates. When a soldier is recycled during basic training, leave will either be reduced or deferred entirely to ensure arrival at

the service school as scheduled. In these instances, an official statement of leave not granted, signed by the soldier and the personnel officer, will be filed in the soldier's pay file folder. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment when no subsequent class reporting date is available.

(2) Verify that personnel who have the Airborne, Ranger, Diver or Special Forces enlistment options qualify for training and assignment. The BCT/OSUT commander will administer the appropriate physical training test and ensure medical examination has been accomplished per AR 40–501.

d. Enlistment commitment for WOFT. Trainees with an enlistment commitment for WOFT will undergo a type B medical examination as prescribed in AR 40–501. Forward the results to Commander, MEDDAC, ATTN: ATZQ–MDMA–ER, Fort Rucker, AL 36360–5000.

(1) Trainees will not be ordered to preflight training until they have been determined to be medically qualified by Commander, MEDDAC, Fort Rucker, AL. Every effort will be made to ensure that determination of medical fitness for flight training is obtained prior to the trainee's completion of BCT.

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

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

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

3–4. Unfulfilled enlistment agreements

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

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

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

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

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

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

I have been counseled regarding my unfulfilled enlistment commitment, and voluntarily waive my enlistment commitment for <u>Training in MOS 26Y and assignment to Korea</u> made at the time of my enlistment of <u>31 December 1990.</u> I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted.

<div align="center">
<u>(Signature)</u>
<u>(typed or printed name)</u>
<u>(social security number)</u>
</div>

<u>(signature)</u>
<u>(typed or printed name and grade of witness duty title)</u>

Note 1. Waivers will be prepared in three copies.
Original – Commander, USA Enlisted Evaluation Center, ATTN: PCRE-PR, Ft Harrison, IN 46249.
Duplicate copy – Attach to DD Form 4 in MPF (retained for term of enlistment.
Duplicate copy - Individual waiving enlistment commitment.

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

Figure 3–1. Sample of a waiver format

3–5. Trainees not qualified for enlistment commitment
Trainees that are found to be ineligible for training in their commitment MOS will be advised of the alternate options for which they are qualified that have quotas available. Soldiers who elect an alternate option will have a reservation made for training. If the trainee is not qualified for another option or if one is not available, counsel as required by paragraph 3–4.

Section II
Administrative Processing

3–6. Administrative processing actions
As a minimum, the administrative actions in table 3–1 will be accomplished before the soldier completes BCT.

3–7. Pride of Ownership Program
Recruiters will be recognized for trainee accomplishments under the Pride of Ownership Program. Instructions for training brigades to recognize recruiters is as follows:
    a. The training brigade S–l will have recruiter recognition letters prepared for the brigade commander's signature and mail to the appropriate recruiting battalion. The recruiter's name, SSN, and grade should be obtained from the trainee military personnel office. If the recruiter's information is not in an automated system, it may be obtained from the DD Form 1966–Series items 42b, c, and d.
    b. Training brigades will provide the USAREC liaison NCO with a list of recognized trainees containing the following:
    (1) Name.
    (2) Grade.
    (3) SSN.

(4) Component.

(5) Type of award.

(6) Recruiter's name, grade, SSN.

(7) Recruiting battalion name.

(8) Date entered active duty (EAD).

c. The USAREC liaison will transmit trainee recognition data to HQ, USAREC, Enlistment Standards Directorate.

d. The USAREC liaison NCOs will provide the training brigade with a listing of recruiting battalions and their addresses and assist with the Pride of Ownership Program whenever possible.

Table 3–1
Basic training—administrative processing

Step	Work center	Required action
1	TNST	Review the contents of the MPF for correctness of data.
2	TNST	Establish basic active service date (BASD) and pay entry basic date (PEBD) dates for PS soldiers, provided they have all necessary verification. This will ensure soldiers are properly paid and given credit for prior periods of AD.
3	TNST	Initiate security investigations when necessary. The PERSCOM PSSP or installation security office will process those personnel who have enlisted for an MOS/Enlistment Option requiring TOP SECRET/Sensitive Compartmented Information (SCI) access and will take action to ensure SSBIs are initiated. PSSP MOS List: 74C, 74G, 96B, 96D, 97B, 97X, 98C, 98G, 98H, 98J, 98K, and any trainee enlisting for Army Option 25 (Security Assignment Enlistment Option, Enlistment Codes LINS (Intelligence and Security Command), LCUN (Information Systems Command), and LSPC (Space Command)). (Anyone enlisting for one of these options requires a Top Secret Clearance and PSSP processing, regardless of MOS.)
4	TNST	Ensure that results of security investigations are posted to the PQR per AR 600–8–104. SF 86 will be filed in MPF per AR 600–8–104. DD Form 1879/SF 86 contains information that cannot be found anywhere else in the MPF and is considered a part of the enlistment contract and will remain filed in the MPF.
5	TNST	If results of ENTNAC investigations are not received by the end of the fifth week of BCT, tracer action will be initiated in the form of a PRIORITY message to Commander, CCF, Fort Meade, MD. Message will include name, date and place of birth, SSN, date initiated, and type of investigation pending. For trainees that require a favorably completed ENTNAC or higher investigation/clearance to enter a specified AIT or OSUT program, the message will also state the clearance required to enter (or continue) training and the date training is expected to commence. If response has not been received by the end of BCT, a followup message will be prepared and forwarded to Commander, CCF. A copy of tracer will be filed as an action pending document in the MPF.
6	TNST	If a final clearance has not been granted by Commander, CCF, an "interim" clearance may be granted per current CCF instructions. Interim clearance/access is sufficient to satisfy associated administrative actions, to include award of MOS, permanent change of station (PCS) status for initial assignment.
7	TNST	If an MOS has been awarded, any bonus due as a result of an enlistment commitment will be paid upon arrival at the new permanent duty station (PDS).
8	TNST	If a final clearance is denied by CCF and the MOS withdrawn, the responsible finance officer will recoup any bonus paid.
9	TNST	If the MOS is awarded, the soldier is qualified for preparing individual replacement for overseas movement (POR) procedures per AR 600–8–101 and AR 600–8–11. The only exception to this guidance will be those specific requisitions with a stated requirement for a final clearance. For those instances, special instructions will be included in PERSCOM AIs. Queries concerning completed ENTNAC actions should be directed to Director, National Agency Check Division, Defense Security Service (DSS), P.O. Box 1083, Baltimore, MD 20203–1083.
10	PUT	Review medical records for record of HIV Antibody Test. If no record of testing exists or the preaccession test is more than 6 months old, immediately schedule soldier for testing. HIV testing must be administered before the first 30 days of AD expires (see AR 600–110).
11	PUT	Review records to ensure dental examination or inspection has been conducted. If no record exists, schedule soldier for dental examination or inspection (see AR 40–3).
12	PUT	Scheduled soldier for eye refraction, when necessary (see AR 40–501).
13	PUT	Review records to ensure record existence of tuberculin skin test. If no record exists schedule soldier for testing. The date of tuberculin skin test results reading should be recorded on SF 601. A tuberculin skin test is normally administered at the USARECBN; results of the test must reflect it has been read within 72 hours.
14	PUT	Issue DD Form 2(ACT) to AD soldiers if not previously issued at the USARECBN (see AR 600–8–14).

Table 3–1
Basic training—administrative processing—Continued

15	TNST	If review of the MPF indicates the soldier has eligible family members and an interview with the soldier reveals that DD Form 1172 was not prepared at USARECBN, prepare DD Form 1172. (See AR 600–8–14 for instructions regarding preparation and forwarding of DD Form 1172.)
16	TNST	Screen soldiers to see if family members are eligible for enrollment in EFMP. Refer eligible soldiers to the pediatric clinic at the hospital for initial counseling and enrollment.
17	PUT	Ensure that soldiers are encouraged to prepare a DA Form 3955 (Change of Address and Directory Record) for dispatch to their next of kin when executing forms for notifying correspondents of change of address.
18	PUT	Process recognition letters for outstanding trainee accomplishment, such as honor graduate, highest basic rifle award, or highest physical training (PT) score.
19	TNST	Ensure DD Form 93 and VA Form SGLV–8286 are contained in the MPF and the information is current and correct.

Section III
Unit Processing

3–8. Unit processing actions
Unit processing at BCT will include the following areas listed in table 3–2.

Table 3–2
Basic training—unit processing

Step	Work center	Required action
1	PUT	Explanation of unit organization.
2	PUT	Clothing check.
3	PUT	Issue of organizational clothing and equipment (other than those previously issued for health and comfort).
4	PUT	Marking of clothing.
5	PUT	Information pertaining to the wearing of the uniform.
6	PUT	Immunization and dental work.
7	PUT	Orientation–subject: Reading and explanation of specific articles of the UCMJ if not previously conducted at USARECBN.
8	PUT	Orientation–subject: Code of Conduct if not previously conducted at USARECBN (see AR 350–30).
9	PUT	Orientation–subject: Geneva and Hague Conventions if not previously conducted at USARECBN.
10	PUT	Orientation–subject: Benefits of an Honorable Discharge if not previously conducted at USARECBN. (See AR 350–21.)
11	PUT	DA Pam 630–1 will be discussed, and a copy issued to each trainee.
12	PUT	Unit out-processing procedures.

3–9. Prior-service personnel
a. The PS personnel who enlist or are inducted into the AA will be required to undergo training as indicated below. All PS personnel will be reported to PERSCOM using the appropriate code for PS.

(1) All PS Air Force, Navy, or Coast Guard including their RCs who have not completed a U.S. Army BCT course or U.S. Marine Corps (USMC) Basic Training (BT) Course are required to take BCT.

(2) Those with a break in service of more than 3 years, regardless of Service and previously held MOS, will undergo IET (BCT/AIT/OSUT) at specified USATC and schools.

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

(4) Those with a break in service of less than 3 years that reenter for an MOS not previously held will receive AIT training in the new MOS. If AIT is taught in an OSUT mode, the soldier will be programmed to report in sufficient time for appropriate processing and by the first day of the first week of the OSUT training cycle. Administer diagnostic testing to determine the appropriate integration point in the training cycle. Diagnostic testing will be accomplished

prior to start of training and will be based upon the basic entry and initial skill critical task required for skill level one MOS competence.

(5) Personnel that have completed IADT as members of the ARNGUS, USAR, IRR, or the U.S. Marine Corps Reserve (provided service in a RC Troop Program Unit of the Army or Marine Corps terminated within 2 years of date of current entry on AD with the Army) will be processed per (3) and (4) above.

(6) Personnel who, immediately before entry in the RA, have completed 2 or more consecutive years of satisfactory service beyond IADT in a RC Troop Program unit of the Army or Marine corps will be processed per (2) and (3) above. Satisfactory service includes regular participation in unit paid drill assemblies and attendance at 2 weeks annual training periods.

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

c. The PS soldiers attending new MOS training will be processed per paragraph 3–25*b*.

3–10. Training assignment reports
Trainee Student Management will report names to PERSCOM via ATRRS STRAMS functions to obtain AIT assignments.

3–11. Evaluation during training (BCT, AIT, and OSUT)
a. Training records. A training record, DA Form 5286-R (Individual Training Record Basic Training, Advanced Individual Training One Station Unit Training (OSUT)), will be initiated for each trainee and maintained at company level throughout the training period.

(1) Records initiation will be accomplished NLT the end of the second week of training.

(2) Training records will be transferred with the trainee to the gaining unit if a trainee is recycled. If recycle occurs during the second week of training, or earlier, a training record will be prepared and transferred with the soldier.

(3) Upon completion of BCT, part I of the training record will be signed by the unit commander, or training officer. The record will then be placed in the trainee's MPF for transmittal to the receiving AIT unit. For RC soldiers participating in split 1 training, the training records will be retained by the training unit, and the MPF will be handcarried by the soldier.

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

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

(1) Trainees that are unable to continue training or complete minimum training requirements because of physical defects will be referred to the servicing MTF for medical evaluation per AR 40–501. Changes in the individual physical profile for trainees that are considered fit for duty will be recorded on the ERB.

(2) Trainees that cannot continue BCT because of illness or injury of a temporary nature will be retained at the training activity until their physical condition permits them to resume training. Affected trainees will be attached/ assigned to the FTU Rehabilitation Section if available.

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

d. Evaluation of disqualification. Close and continued attention will be given by all personnel charged with training responsibility to quickly detect individuals that are unfit, untrainable, or otherwise unsuitable for military service. Recycling policies will be as indicated in the appropriate ATP. Accordingly, during or upon completion of the BCT cycle, all company and similar unit commanders will review the progress of each trainee and recommend elimination procedures to the appropriate higher headquarters of all personnel considered unsuitable for military service (see AR 635–200). Training activities will retain personnel for which separation has been recommended until final disposition of the case has been made by the reviewing authority. Failure to initiate proceedings for any soldier before the completion of the BCT cycle will not preclude later action.

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

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

Section IV
Training Assignments

3–12. Verifying training assignments

a. The BCT activity PSC will verify that the soldier is qualified for the scheduled MOS training. Soldiers that are assigned to training for which they are not qualified will be IMMEDIATELY reported to PERSCOM, TAPC–EPT–S (Defense Switched Network (DSN) 221–1731 or 4677) for assistance and guidance.

b. Training assignments will be compared with enlistment agreements on file in MPF to ensure that they are in agreement with the enlistment contract. Discrepancies will be immediately reported to PERSCOM, TAPC–EPT–S, for assistance and guidance.

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

d. Early identification of personnel ineligible for the training assignments issued will assist in ensuring that training seats do not go unfilled. Replacement of unqualified personnel with qualified substitutes is not to be accomplished by training centers. All changes to training assignment will be coordinated with PERSCOM, TAPC–EPT–S.

3–13. Processing and verifying training assignments

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

Table 3–3
Processing and verifying training assignments

Step	Work center	Required action
1	TNST	Verify if the soldier is fully qualified for the training scheduled.
2	TNST	If the soldier is assigned to training for which he or she is not qualified, report to Commander, PERSCOM (TAPC–EPT–S) (DSN 221–1731/4677), for guidance. If clearance will not be granted, initiate reclassification action in BCT. Do not send to original AIT.
3	TNST	Review the soldier's enlistment agreements to ensure that the training scheduled does not conflict with enlistment agreements. Training assignments that conflict with enlistment agreements are to be immediately reported to PERSCOM, TAPC–EPT–S. For RC soldiers, report them to the ARNGUS or USAR Liaison NCO.
4	TNST	Assignments have been received for all personnel for that BCT start week.
5	TNST	If soldier does not have a training assignment, immediately contact PERSCOM, TAPC–EPT–S.
6	TNST	Comply with MOS training AI, utilize ATRRS to obtain a new training reservation.
7	TNST	If a quota cannot be obtained through ATRRS, coordinate with PERSCOM, TAPC–EPT–S, to obtain a new training assignment. Personnel will not be sent to AIT locations unless training reservations have been made.

Section V
Assignment of Personnel from BCT

3–14. Assignment of personnel from BCT

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

Table 3–4
Processing training assignments orders

Step	Work center	Required action
1	TNST	Ensure completed ENTNAC results are placed in the soldier's MPF.
2	TNST	Assign BCT graduates to classified AIT when the trainee is sufficiently cleared to start training. Personnel will not be retained at the BCT installation except for those scheduled for MOS training where first day access to classified material is required in the AIT/on-the-job training (SOJT) phase.
3	TNST	If first day access to classified material in the AIT or SOJT phase is not required, the trainee will be transported to the AIT activity immediately upon completion of BCT. Tracer action will be initiated when necessary.
4	TNST	Issue orders per AR 600–8–105 assigning or attaching personnel to the training activity specified by PERSCOM on the ATRRS Reservation by Student (RS) display.
5	TNST	Provide ARNGUS and USAR unit commanders with information copies of orders attaching RC IADT personnel to AIT; orders issued will include the soldier's ARNGUS or USAR unit designation and location and the MOS in which the soldier is to receive training.
6	TNST	Forward one copy of the attachment order for USAR soldiers issued by the training activity to the commander of the Army area in which the USAR soldier's unit is located.
7	TNST	Forward one copy of the attachment order for ARNGUS soldiers issued by the training activity to the adjutant general of the State in which the ARNGUS soldier's unit is located.
8	TNST	Forward one copy of the attachment order for IRR soldiers issued by the training activity to Commander, AR–PERSCOM, ATTN: ARPC–EP, 1 Reserve Way, St Louis, MO 63132–5200.

3–15. Training entries on personnel records
Training completed during BCT (ATP 21–114) will be posted to personnel records per AR 600–8–104.

3–16. Records processing
Records will be processed per AR 600–8–104 and this regulation.

Section VI
Out-Processing from BCT

3–17. Out-processing from BCT
Once training assignment orders have been published the steps in table 3–5 will be used by the TSPC commander for out-processing. Trainees will be briefed prior to out-processing, and the following factors will be emphasized:

a. Rigid training schedules prevent extended visits away from the training installation.

b. Housing near training installations may be unavailable, too costly or, in some areas, substandard.

c. On-post quarters normally will not be available to trainees.

d. Lack of on-post parking facilities at most installations.

e. Public liability insurance coverage is required for POVs operated on military installations.

f. On-street overnight parking restrictions may exist in many communities near training installations.

g. High cost of private parking privileges and storage facilities in many communities near training installations is to be expected.

h. Disposal of POVs is a personal responsibility. Personnel will be advised that abandonment of POVs upon departure from the installation is not proper disposal.

i. First unit of assignment will be issued while the soldier is undergoing AIT or is in the MOS training phase of OSUT. RA soldiers that do not have a station of choice enlistment option are subject to assignment worldwide following MOS training. Assignments are issued by PERSCOM per enlistment commitments and the needs of the Army. Assignment to an installation for AIT is for training only and does not indicate that the soldier will receive an assignment to that installation following completion of training.

Table 3–5
Out-processing from BCT

Step	Work center	Required action
1	PUT	Emphasize to soldiers handcarrying their MPF (AR 600–8–104) to the gaining organization, in the case of RC personnel to their home unit, the importance of safeguarding the MPF.
2	PUT	Brief each trainee that taking family members, POVs, and household goods (HHGs) to AIT activities may cause him or her financial hardship, place a severe hardship upon family members, and interfere with training and movement to the first unit of assignment.
3	PUT	Attach a copy of above mentioned briefing in step 2 to each trainee's orders.
4	PUT	Advise trainees to resettle their family members and make suitable disposition of vehicles and HHGs when entering AIT. BCT graduates will not move HHGs and family to AIT installation if training is less than 20 weeks. Only students in training over 20 weeks may relocate family, HHGs, and POV.
5	PUT	Inform all personnel except RC personnel that they are subject to overseas service, regardless of their initial assignments within CONUS.
6	PUT	Ensure that personnel records are accurate, complete, and current prior to departure.

3–18. Leave

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

Section VII
Processing During Advanced Individual Training

3–19. Overview

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

b. Commanders of training activities, including Army and Department of Defense (DOD) service schools, will ensure that all soldiers are trained in the MOS and/or language directed by HQDA.

c. The Trainee/Student Processing Branch (TSPB) will review the training assignment contained in the soldier's MPF and receive the soldier by updating the ATRRS TC display. Any conflicts with enlistment agreements will be reported to PERSCOM for resolution. If a soldier is placed in a casual status awaiting start of training and will remain in that status in excess of 10 days, PERSCOM, TAPC–EPT–S, will be notified immediately.

3–20. Advanced individual training in-processing

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

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

c. Personnel that report to a training activity other than the one specified by the ATRRS RS display may be retained at that installation for training if the MOS specified on the ATRRS RS display is conducted at that installation and a training space is available. If the installation does not conduct training in the MOS, contact PERSCOM, TAPC–EPT–S, DSN 221–1731/4677, for disposition instructions.

Table 3–6
Advanced individual training in-processing

Step	Work center	Required action
1	PUT	Welcome by the commander, or designated representative, assisted by other personnel, as appropriate.
2	PUT	Brief trainee about the mission of the activity.
3	PUT	Brief trainee about conduct and discipline on and off post (post regulations).
4	PUT	Brief trainee about passes and leave.
5	PUT	Brief trainee about information pertaining to the wearing of the uniform.
6.	PUT	Brief trainee on the Married Army Couples Program policy. Refer trainee to the Trainee/Student Processing Branch if he or she desires to submit an application for enrollment for joint domicile consideration.
7	PUT	Conduct chaplain's orientation and explanation of Red Cross and Army Emergency Relief services.
8	PUT	Provide trainee with information about local post facilities, special services, and recreation facilities.
9	TNST	Review the ERB and other records within 48 hours after start of the AIT course to ensure input of qualified personnel.
10	TNST	Screen MPF for ENTNAC results or BCT end-of-cycle ENTNAC message request.
11	TNST	If the MPF does not contain ENTNAC results, immediately initiate appropriate action to obtain the results from DSS.
12	PUT	Conduct physical inspection, when required.
13	PUT	Assist with personal affairs.
14	TNST	Assist with pay matters, including processing of travel vouchers and recoupment of advance travel payments, when appropriate.
15	TNST	Assign training company and company processing.
16	TNST	Report trainee's arrival in SIDPERS and input to training via ATRRS.
17	TNST	Ensure the DD Form 93 and VA Form SGLV–8286 are contained in the MPF and the information is current and correct.

3–21. RC IADT personnel

These soldiers will be processed and trained in the same manner as other trainees. In the event of a class overfill, RC personnel with training reservations verified by STRAMS–E/ATRRS will be entered into training ahead of all other personnel. Overfills will be reported telephonically to PERSCOM, TAPC–EPT–S, PERSCOM. Soldiers placed on hold because of class overfill of a previous class will be entered into the next class ahead of all others, regardless of component. If no class is scheduled within 14 days, notify PERSCOM, TAPC–EPT–S, telephonically, DSN 221–1731/4677.

3–22. Supervised on-the-job training (SOJT)

a. The training activity commander will enter into SOJT only those soldiers designated by PERSCOM.

b. The SOJT will not be used for the purpose of augmenting the training activity's cadre or for the performance of details or other tasks not directly associated with the MOS for which the soldier is being trained.

3–23. Assignment reports

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

3–24. Academic recycling/reassignment to complete AIT

a. Academic recycling will be conducted as follows:

(1) Trainees that are expected to qualify in an MOS with a minimum of additional training may be recycled one time for 2 weeks for additional training, or receive extended training time in specific subjects to meet acceptable MOS qualification standards, providing such action will not cause class overfill.

(2) For courses longer than 8 weeks duration, not more than two academic recycles of 2 weeks each are permitted, only one of which can be during the last 6 weeks of the course. Exceptions may be granted by training center commanders in exceptional cases where the soldier can be reasonably expected to complete training providing such action will not cause class overfill.

(3) Except for unusual circumstances, academic recycles will be limited to a total of 2 weeks for any trainee in any course of instruction of 8 weeks or less duration. Exceptions may be granted as stated in paragraph (2) above.

b. Soldiers that are unable to complete MOS training will be processed per paragraph 3–25.

c. Soldiers that are placed on a casual status while in training because of temporary disabling profiles will be allowed 30 days in which to become fit for training. At the end of the 30-day period and before any reassignment action, a medical doctor will evaluate the soldier and certify whether he or she is ready to resume training. Soldiers that are not determined to be medically fit to resume training at the end of 30 days will be reported to PERSCOM, TAPC–EPT–S, for disposition instructions.

3–25. Retraining in another MOS

a. Trainees that are not qualified for enlistment commitments will be advised of alternate options for which they are qualified and training quotas are available. Trainees that elect an alternate option will be reported to PERSCOM for a training seat. If they are not eligible for another option or if a quota is not available, counsel as required by paragraph 3–5. If the trainee is not qualified due to medical reasons, he or she will be given the option to file for unfulfilled contract under paragraph 3–4. See also appendix F.

b. Trainees that are unable to complete MOS training will be processed as follows:

(1) After the first MOS training failure—

(a) Training unit commander will make recommendation for retention in the service or separation within 2 work days following relief from training.

(b) Recommendation for retention will be forwarded to the TSPC not later than 3 work days following relief from training. Recommendations for retention of RA soldiers will include the skill in which the soldier prefers training. Recommendations for retention of RC personnel will be processed through the RC liaison NCO for determination of skills required by the RC unit for which the soldier is qualified.

(c) TSPB will not under any circumstance reclassify a RA soldier without prior approval from PERSCOM, TAPC–EPT–S. TSPB will obtain a retraining reservation via STRAMS–E/ATRRS retraining module (ATRRS TS display). If a retraining seat is not available, notify PERSCOM, TAPC–EPT–S.

(d) Recommendations for separation will be initiated within 7 calendar days following relief from training.

(2) Those trainees who fail their retraining MOS assignment will be processed for separation from the Service. Recommendation for separation will be initiated within 7 calendar days following determination that the soldier will be unable to complete training (see AR 635–200, chaps 11 and 13). Exceptions to the above will be addressed to PERSCOM, TAPC–EPT–S.

(3) Trainees who fail to complete more sophisticated MOS training and are recommended for retention in the Army will normally be considered for assignment in a feeder MOS; however, when there are no valid requirements for the feeder MOS, the soldier will be retrained against the Army's requirements. Prior service personnel attending MOS training who fail to qualify in their training MOS will be reported via electronic message to PERSCOM, Training Division (TAPC–EPT).

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

(1) Training prerequisites will not be waived without authority from PERSCOM, TAPC–EPT–S. This is necessary because soldiers who are assigned to training for which they do not meet all prerequisites are normally at a severe disadvantage when compared to the rest of the class.

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

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

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

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

d. Trainees will not be held at training centers more than 15 days beyond date released from training without prior approval from PERSCOM, TAPC–EPT–S.

3–26. Award of MOS and posting personnel records

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

b. The PQR will be posted per AR 600–8–104.

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

3–27. Assignment of personnel

a. Upon receipt of PERSCOM AIs, or approval of discharge by the discharge authority, orders will be prepared per AR 600–8–105. Specific assignments and appropriate strength accounting to be accomplished in each instance are contained in this regulation. Immediately upon receipt of AIs, AIT and service school commanders will request personnel security investigations, per AR 381–20, for soldiers whose AIs require a personnel security investigation of a scope greater than an ENTNAC if the investigation has not previously been requested. A copy of the request will be filed in the soldier's MPF. Trainees will not be retained at the AIT activity or service school pending receipt of the results of the security investigation unless specifically directed by PERSCOM, TAPC–EPT–S.

b. The DD Form 771 (Eyewear Prescription) for gas mask spectacle inserts (AR 40–63 or as indicated in item 75 of SF 88) will be prepared for all soldiers who wear glasses.

3–28. Out-processing from AIT

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

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

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

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

d. Trainees that do not meet the requirements of AR 50–5 or AR 50–6 will be reported to TAPC–EPT–S, PERSCOM for disposition instructions.

e. IET soldiers completing AIT/OSUT are to be held at the training site until receipt of a favorable completed ENTNAC.

Section VIII
Special Processing for ARNGUS and USAR Personnel

3–29. Retraining policy

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

(1) Personnel not recommended for retraining by their training unit commander will be separated.

(2) The reserve unit will be contacted by the training activity to determine three recommended alternate training MOSs if alternate training was not identified on AD orders in the MPF. Personnel will be retrained in an MOS that is authorized in their ARNGUS or USAR units and for which a retraining space is available. If there is no position in another MOS in that unit for which an ARNGUS soldier can be trained, the State HQ may identify another unit with a MOS in which the soldier can be trained.

(3) The ARNGUS and USAR personnel who are unable to qualify for an MOS after two training assignments will be separated from the Service per AR 635–200 or other appropriate authority.

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

3–30. Applicatory training

Applicatory training is a phase of IADT where certain RC trainees undergo SOJT in their MOS in an AA TOE or TDA unit following completion of AIT (or BCT when qualified by virtue of CAS) until expiration of their IADT. This training provides practical experience not qualification in the MOS. Applicatory training is normally received at the same installation where AIT or BCT was given and will be conducted under the appropriate ATP.

3–31. Out-processing

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

b. Extensions for RC IADT personnel for—

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

(2) *Emergency readministering of medical examination.* This extension will be made when it is considered to be in the best interest of the Service but only with the consent of the soldier. For ARNGUS personnel, this extension must be approved by the appropriate State adjutant general. When approval is received to extend a soldier to readminister a medical examination, endorse orders and distribute a copy to each headquarters concerned. Five copies of the endorsement will be sent to the State Adjutant General or Training Activity commander that issued the original IADT orders.

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

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

(1) *Medical examination.* If required, a medical examination will be administered (see AR 40–501).

(2) *Preparation of DD Form 214 (Certificate of Release or Discharge from Active Duty).* DD Form 214 will be prepared per AR 635–5.

(3) *Group orientation.* The orientation will include, as a minimum, information on the following items:

(a) Remaining service obligation (see AR 135–91).

(b) Importance of preserving the soldier's copy of DD Form 214 that is received from the separation activity or mailed to the address provided by the soldier.

(c) Advising against discarding orientation materials since this material contains information of importance.

(d) Information on the opportunity to purchase short-term health insurance coverage. (Persons being separated after not less than 12 weeks of IADT may be given an opportunity to purchase short-term health insurance coverage.)

(4) *Clothing and equipment inventory.* A complete inventory of clothing and equipment items will be made at in-processing. Any shortages must be obtained within 15 days. The statement required by AR 700–84 will be recorded on the last page of DA Form 3078. The statement will be signed by the soldier before release from IADT.

(5) *Outgoing records processing.* Each trainee's personnel records will be examined for completeness and accuracy. Errors or omissions will be corrected immediately. Records will be distributed per AR 600–8–104.

(6) *Final pay.* Final payment of all pay and allowances will be made per AR 37–104–4.

(7) *Identification cards.*

(a) DD Form 2(ACT) (Active Duty Military Identification Card) will be surrendered by each soldier before departing the unit. If a soldier cannot surrender DD Form 2(ACT), he or she will be required to submit a sworn statement explaining the circumstances surrounding the loss (see AR 600–8–104).

(b) DD Form 2(RES) (Armed Forces of the United States Identification Card) (Reserve) will be issued to all RC Trainees that are returning to Reserve status.

(c) DD Form 1173 (Uniformed Services Identification and Privilege Card (Dependent)) will be obtained from the soldier, where applicable. If the soldier cannot surrender DD Form 1173, he or she will be required to complete DD Form 1172.

(8) *Dependent medical care statement.* Each soldier will complete DD Form 1172 to the effect that they do or do not have a family member receiving either civilian medical care or medical care in a uniformed services medical facility on date released from IADT. If the soldier checks box 3b on the form, commanders will comply, per DODI 1000.13, regarding notification in item 9 on the form. This form will be filed as a permanent document in the MPF.

d. Non-CONUS residents will be processed for separation as prescribed in AR 635–10.

Section IX
Assignment and Strength Accounting at Training Centers

3–32. Overview
Training unit commanders will ensure that—

a. Personnel are reported on SIDPERS with a derivative UIC/UPC with a "TR" status code.

b. Each soldier's PQR will be posted per AR 600–8–104.

c. Orders that are published that assign personnel are per instructions received from PERSCOM, TAPC–EPT–S.

3–33. Assignment of trainees
a. Assign (or further attach) soldiers identified for separation as follows:

(1) CONUS residents will be assigned (or further attached) to the on-post transfer activity for separation processing.

(2) Non-CONUS residents will be processed per AR 635–10.

b. Soldiers classified as noncombatant COs (l–A–O) after arrival at a BCT activity will receive MBT that excludes

training and use of ammunition, weapons, and munitions. Soldiers classified as noncombatant COs (l–A–O) after arrival at an AIT activity will be reported to PERSCOM, TAPC–EPT–S, for disposition instructions.

c. All IET personnel requiring additional training will be assigned (attached if ARNGUS or USAR) to the AIT activity specified on ATRRS display. Soldiers who have completed BCT will not be retained at the BCT activity unless authorized by this regulation without prior approval from Commander, PERSCOM.

d. All IET personnel with enlistment commitments that include airborne training will be administered the standard Army Physical Fitness Test (APFT) per FM 21–20 (17–21 year old category regardless of the age of the applicant). All soldiers must achieve a minimum score of 60 points in each event (sit-ups, push-ups, and 2-mile run). The APFT will be administered and personnel processed per the following criteria:

(1) OSUT personnel will be administered the APFT during OSUT, 2 weeks prior to completion of training.

(2) AIT personnel will be administered APFT 2 weeks prior to completion of training.

(3) Personnel with enlistment commitments for MOS 92R10 will be administered APFT during the 7th week of BCT; 92R personnel who fail to meet APFT standards for airborne training will be processed as a retrainee if otherwise qualified and recommended for retention.

(4) The IET soldiers will not be granted leave between OSUT, AIT (BCT if MOS 92R10), and BAT.

(5) Personnel who fail to meet APFT qualifications for BAT and are otherwise qualified for retention on AD will be reported to PERSCOM by updating the ATRRS Individual Training Status (TC) display to obtain a nonairborne assignment. These personnel will not be reported by message or telephonically to obtain non-airborne assignments.

Chapter 4
Control and Distribution of Trainees—RCS MILPC–17 (R1) Report (MIN)

4–1. Scope
a. The MILPC–17(R1) report provides PERSCOM with personal information necessary to assign RA and RC personnel to AIT and to assign RA personnel to first units of assignment following IET. Input is prepared by commanders of USARECBN and training activities and submitted by the training activity TSPCs. MILPC–17(Rl) information is used by PERSCOM to—

(1) Identify the quantity and quality of personnel in the training base.

(2) Select and assign individuals to training.

(3) Identify RA personnel for assignment to RA table of organization and equipment (TOE) or table of distribution and allowances (TDA) units following completion of training.

(4) Monitor and assign ARNGUS and USAR personnel during IADT.

b. The RA and RC personnel that undergo BCT and MOS training are subject to assignment by Commander, PERSCOM. The PS personnel processed through a USARECBN who do not require further training are to be assigned in accordance with orders issued by MEPS.

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

4–2. Objectives of the MILPC–17(R1) report
The MILPC–17(R1) report—

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

(1) Creating a record for each soldier that enters the training base.

(2) Updating enlisted personnel data records (EPR).

(3) Providing AI for RA personnel completing IET.

b. Monitors each trainee's progress through training and initiates assignment and control actions when required.

(1) Upon arrival at the TSPC, a soldier's data are entered into the ATRRS TA display, and a reservation is made at BCT and AIT. Transactions are sent from ATRRS to the Enlisted Distribution and Assignment System (EDAS) that creates a record on the Total Army Personnel Database for enlisted soldiers (TAPDB). AIs are issued for AIT soldiers based upon information furnished regarding enlistment commitments and eligibility for training and assignment to a permanent unit (CAS and OSUT personnel).

(2) AIs are issued for RA personnel to proceed to units or to further training. First unit AIs are processed and forwarded to the losing and gaining commands when the reported graduation date is less than 75 days from the date that assignment processing is initiated at PERSCOM.

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

4–3. Army personnel trainee records

Trainee records are essential parts of the prompt and accurate processing of training assignments and issuance of first unit assignments. Information entered into ATRRS is passed to the EDAS database that creates or updates trainee records with training information. The TSPCs ensure that the information entered into ATRRS is verified for accuracy, prompt reporting of changes in each trainee's status, and corrections to previously reported information to PERSCOM.

Table 4–1
Trainee records

Record: Initial Input to ATRRS (TA Display).
Prepared by: Trainee/Student Processing Branch.
Verified and reported by: Trainee/Student Processing Branch.
Purpose: To initiate a record on every soldier that enters the training base, to include those soldiers entering ESL, FTU, or BSEP training.

Record: ATRRS TC Display.
Prepared by: Trainee/Student Processing Branch
Verified and reported by: Trainee/Student Processing Branch.
Purpose: To report a soldier that will be unable to comply with issued training or permanent unit AI as a result of any type of administrative action.

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

4–4. Locally provided information

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

4–5. Processing during periods of mobilization

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

Chapter 5
Management of Losing and Gaining Command Assignments

5–1. Scope

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

5–2. Assignment processing

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

a. EDAS AIs for RA soldiers undergoing AIT will normally be transmitted the week following input of a soldiers arrival into ATRRS from an AIT activity unless the reported graduation date is more than 75 days beyond the date the soldiers input is made into ATRRS. (Assignments for these personnel will be initiated when the reported graduation date is less than 75 days.) All trainees must be reported upon arrival per chapter 4 to provide accountability of the soldier and present information essential for projection of personnel in the training base.

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

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

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

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

d. The EDAS AIs for soldiers reported as undergoing OSUT or as possessing CAS will normally be processed the week following the ATRRS arrival input from the training activity. If EDAS AIs are not received for these personnel

within 15 days from graduation, the PC will telephonically contact PERSCOM, TAPC–EPT–S, for guidance, DSN 221–1731/4677.

e. The TSPC ensures that AIs are received for all personnel in a timely manner. If an AI is not received by 15 days before graduation, telephonically contact TAPC–EPT–S for guidance at DSN 221–1731/4677.

f. If a soldier is within 15 days of training graduation date and AIs have not been received, report the trainee as IA per procedures contained in paragraph 6–2 of this regulation. Personnel with more than 15 days from training completion date will not have an assignment requested by message.

5–3. Deletion and deferment

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

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

5–4. Gaining command assignments

Advanced notification of AIT personnel scheduled for assignment is provided to the PPA (personnel information system processing activity) servicing the gaining unit through the EDAS. The EDAS is to be used by gaining commanders to project arrival of AIT students at their first unit of assignment and coordinate sponsorship for incoming AIT students per AR 600–8–8.

Chapter 6
Special Actions and Programs

6–1. Scope

This chapter describes special programs available to trainees and to training activities. Applications for personnel actions available to trainees that are not specifically addressed in this chapter but that the trainee qualifies for under the applicable Army regulation will be submitted to Commander, PERSCOM, ATTN: TAPC–EPT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0455 for consideration.

6–2. Reporting of immediately available personnel

a. Immediately available (IA) personnel are those soldiers who are available for a first unit assignment without additional training assignments and cannot be processed using normal reporting procedures outlined in chapter 4. Soldiers to be reported to PERSCOM, TAPC–EPT–S, as IA include—

(1) Soldiers who are within 15 days of projected graduation from AIT and are not in receipt of AI.

(2) Soldiers who have received AI and do not meet prerequisites for that assignment (i.e., not eligible for clearance required).

(3) Soldiers who are released from OCS or WOFT.

(4) Soldiers who are released from the U.S. Army Military Academy (USMA) to include the USMA Preparatory School.

b. All IA soldiers will be reported to PERSCOM through ATRRS, electronic mail, facsimile (fax), or by telephone to TAPC–EPT–S, DSN 221–1731/4677, for an immediate assignment. When reporting IA soldiers through ATRRS, enter the appropriate assignment availability date for generation of an EDAS transaction for assignment processing.

6–3. Exchange assignments

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

(1) Both soldiers must—

(a) Have the same skill qualifications (that is, MOS, SQI, additional skill identifier (ASI), and skill level).

(b) Waive any enlistment commitment that guarantees a unit or station of choice.

(c) Be able to arrive at the new duty station as required in the AI (arrival month must be the same for both soldiers).

(d) Be able to meet all special requirements for the assignment (for example, POR, AR 50–5, security investigation completed, and clearance issued if required).

(e) Be trainees. Exchange of assignments will not be approved between trainees and permanent party personnel.

(2) The soldier requesting the exchange of assignment must have a valid and documented hardship condition that would not normally meet criteria established in AR 614–200 for a compassionate reassignment. The trainee that agrees to exchange of assignment will not submit a separate request but will provide a statement agreeing to the exchange

assignment and, if applicable, waive any enlistment commitment for a first unit of assignment. The statement agreeing to an exchange assignment and waiver of enlistment commitments will be attached as enclosures to the request submitted to PERSCOM. If the request for exchange assignment is approved, waiver of enlistment agreements must be completed prior to issuance of assignment orders (see fig 3–1 for sample format for waiver of enlistment agreements).

b. Requests for exchange assignment must be forwarded to arrive at PERSCOM, ATTN: TAPC–EPT–S, not later than 15 days prior to completion of MOS training for both parties. Personnel will not be retained at training centers solely to submit an application for exchange assignment.

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

d. Approval authority is Commander, PERSCOM. Only those requests that are recommended for approval by the training center commander will be forwarded to Commander, PERSCOM, ATTN: TAPC–EPT–S.

e. The TSPC will revoke original assignment orders and issue new assignment orders in accordance with AIs received from PERSCOM. Distribution of orders will be per AR 600–8–105.

6–4. Married Army Couples Program

a. Requests for assignment under the Married Army Couples Program (MACP) submitted by IET soldiers will be processed in accordance with table 6–1. Request will be submitted upon arrival at AIT/OSUT if soldiers marry while in BCT or as soon as possible after marriage if soldiers marry while in AIT/OSUT. See AR 614–200 for guidance on the assignment of married Service couples.

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

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

d. Enrollment application rules follow.

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

(2) When an IET soldier's spouse is a permanent party member, both soldiers must apply for enrollment. If properly enrolled, the IET soldier will receive JD consideration for assignment to spouse's location.

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

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

e. All requests for enrollment or joint assignment must have a marriage certificate attached.

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

Table 6–1
IET MACP application processing

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

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

a. Trainees desiring to apply for programs that were not offered when enlisting, or by exceptional requests, will not be held at the training activity to apply for such programs. These soldiers will apply in accordance with applicable regulations on completion of the minimum stabilization requirements at their first unit of assignment.

b. Personnel volunteering for airborne, ranger, and special forces training and assignment must have completed AIT.

c. The AA IET personnel in the training base may volunteer for airborne, ranger, and special forces training and assignment as an exception under special recruiting efforts (75th Ranger Regiment, 82nd Airborne) approved through PERSCOM, TAPC–EPT–S. Soldiers must not be on AI on day of recruitment.

d. Training assignments for airborne, ranger, or special forces training will be issued by Commander, PERSCOM (TAPC–EPT–S).

6–6. Requests for assignment based upon extreme family problems

Requests for assignment based upon extreme family problems will be processed in accordance with AR 614–200. Procedures for processing of applications are contained in AR 614–200, chapter 5.

6–7. Volunteers for specific assignments

a. All IET assignments are made based upon the needs of the Service and enlistment commitments. The IET soldiers are not eligible to submit DA Form 4187 requesting assignments to specific CONUS or overseas locations. Any request received at PERSCOM will not be considered. Requests from IET soldiers volunteering for CONUS or OCONUS preferences are reported via the ATRRS TA display and SIDPERS and are taken into consideration at the time the soldier is nominated for first unit assignment.

b. Assignments for PS reclassification personnel are made by PERSCOM, Retention Management Division (TAPC–EPR), for grades E5 and above and by the Training Division (TAPC–EPT–S) for grades E4 and below.

Chapter 7
English as a Second Language (ESL) Soldiers

7–1. Scope

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

7–2. Eligibility

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

7–3. Processing ESL soldiers

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

b. Request for extension of training will be made telephonically with Defense Language Institute English Language Center (DLIELC), Lackland Air Force Base, TX, and PERSCOM, TAPC–EPT–S, DSN 221–1731/4677. Extension should be requested NLT 5 days prior to the ESL completion date.

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

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

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

Table 7–1
Processing for ESL soldiers

Step	Work center	Required action
1	PAB or TNST	Review MPF to determine if soldier meets criteria for ESL training specified in AR 621–5, chapter 8. Soldiers eligible will be retained and processed for ESL training by that organization that identified the soldier. Soldiers not meeting criteria will continue with normal training or be separated in accordance with AR 635–200 and reported to PERSCOM by updating the ATRRS TC display.
2	PAB or TNST	Eligible soldiers will be reported telephonically to PERSCOM, TAPC–EPT–S, DSN 221–1731/4677, for approval to attend ESL training. The following information will be provided: name, BCT location, reception battalion, English Comprehension Language Test (ECLT) score, native language, MEPS location, years in CONUS, enlistment date, and MOS.
3	PAB or TNST	After approval for attendance has been granted, coordination with the installation USAREC liaison NCO will be accomplished to incorporate ESL training in the soldier's enlistment contract and to change BCT and AIT start dates in the REQUEST reservation system.
4	PAB or TNST	Prepare orders in accordance with AR 600–8–105 assigning soldier to the DLIFLC (W13Z1C), Lackland AFB, TX, with a Tuesday reporting date only.
5	PAB or TNST	In- and out-processing will be accomplished prior to transporting the soldier to ESL training. The IET soldiers may receive a partial issue of Phase II clothing.
6	PAB or TNST	Notify Company E, Lackland AFB, TX, DSN 473–3552/53 of gaining arrival.
7	PAB or TNST	Annotate score received on the ECLT from the MEPS or local education center in item 10, DA Form 2–1 as a permanent entry. Transfer soldier with MPF and allied documents to Lackland AFB.
8	TNST	Ensure the DD Form 93 and VA Form SGLV–8286 are contained in the MPF and that the information is current and correct.

7–4. Processing while attending ESL training

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

7–5. The steps required for processing

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

Table 7–2
Processing while attending ESL training

Step	Work center	Required action
1	TNST	In-process soldiers in accordance with local in-processing procedures received at Lackland AFB each Tuesday.
2	TNST	Ensure that ECLT score achieved by the soldier upon entering ESL is recorded in item 10, DA Form 2–1 as a permanent entry.
3	TNST	Process the soldier into ATRRS by updating the TA display and enter the ECLT score.
4	TNST	Provide military personnel services to include processing and maintaining student personnel records while in ESL training.
5	TNST	Report changes in status to PERSCOM in accordance with procedures in appendix C of this regulation (that is, a soldier is discharged from the Service in accordance with AR 635–200).
6	TNST	Prepare orders in accordance with AR 600–8–105 on all graduates 7 working days before graduation. Note: If a soldier completes ESL training earlier or later than originally projected, the MPF will be referred to the USAREC Liaison NCO, San Antonio MEPS for review and possible revision of the REQUEST Reservation System to obtain new BCT/AIT start dates.
7	TNST	Out-process soldiers in accordance with local procedures. Record ECLT score achieved upon graduation from ESL training in item 10, DA Form 2–1 as permanent entry prior to the soldier departing for next training location. There will be two ECLT entries on the DA Form 2–1.

Appendix A
References

Section I
Required Publications

AR 37–104–4
Military Pay and Allowances Policy and Procedures—Active Component. (Cited in table 2–7, paras 2–13, 3–31, and 3–35.)

AR 40–5
Preventive Medicine. (Cited in para 2–10.)

AR 40–66
Medical Record Administration and Health Care Documentation. (Cited in para 2–10.)

AR 50–5
Nuclear and Chemical Weapons and Material—Nuclear Surety. (Cited in paras 3–12 and 3–32.)

AR 50–6
Nuclear and Chemical Weapons and Material, Chemical Surety. (Cited in paras 3–12 and 3–32.)

AR 135–200
Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in para 3–35.)

AR 600–8–1
Army Casualty Operations/Assistance/Insurance. (Cited in table 2–7.)

AR 600–8–10
Leave and Passes. (Cited in paras 3–21 and 7–3.)

AR 600–8–14/AF 36–3026(I)/BUPERS I 1750.10A/MCO P5512.1B/CG M5512.1/Manual 29.2, Instructions 1 and 2
Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel. (Cited in paras 2–3, 2–26, and 3–35 and tables 2–1 and 3–1.)

AR 600–8–101
Personnel Processing (In- and Out- and Mobilization Processing). (Cited in table 3–1, 3–9.)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in paras 2–3, 2–12, 2–21, 2–22, 3–2, 3–3, 3–15, 3–16, 3–18, 3–30, and 3–36 and table 3–1.)

AR 600–8–105
Military Orders. (Cited in paras 2–17, 3–14, 3–31, and 6–3 and tables 2–1, 3–4, 7–1, and 7–2 and app E.)

AR 600–43
Conscientious Objection. (Cited in para 2–27.)

AR 601–210
Regular Army and Army Reserve Enlistment Program. (Cited in paras 2–3, 2–11, 3–3, 3–4, and 5–20.)

AR 601–270/AFR 33–7/OPNAVINST 1100.4/MCO P–1100.75A
Military Entrance Processing Stations (MEPS). (Cited in paras 2–10 and 2–29.)

AR 611–5
Army Personnel Selection and Classification Testing. (Cited in para 2–8.)

AR 611–6
Army Linguist Management. (Cited in para 2–8.)

AR 614–200

Enlisted Assignments and Utilization Management. (Cited in paras 4–1, 6–3, 6–4, and 6–5 and app D.)

AR 630–10

Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in paras 1–10 and 1–11 and app E.)

AR 635–10

Processing Personnel for Separation. (Cited in paras 3–31*d* and 3–33*a*(2).)

AR 635–200

Enlisted Personnel. (Cited in paras 2–10, 2–29, 3–3, 3–12, 3–28, and 3–33 and tables 7–1 and 7–2.)

AR 680–29

Military Personnel–Organization and Type of Transaction Codes. (Cited in app D.)

AR 700–84

Issue and Sale of Personal Clothing. (Cited in para 3–35.)

DA Pam 630–1

AWOL and the Consequences. (Cited in table 3–2.)

DFAS–IN Regulation 37–1

Finance and Accounting Policy Implementation. (Cited in table 2–5.) Available on the Internet at www.asafm.army.mil.

FM 21–20

Physical Fitness Training. (Cited in para 3–37.)

Section II
Related Publications

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

AR 11–2

Management Control

AR 25–1

The Army Information Management

AR 40–3

Medical, Dental, and Veterinary Care

AR 40–501

Standards of Medical Fitness

AR 40–562/AFJI 488–110/BUMEDINST 6230.15/CG COMDTINST M6230.4E

Immunizations and Chemoprophylaxis

AR 135–91

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

AR 135–178

Army National Guard and Army Reserve Enlisted Administrative Separations

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 135–210

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

AR 140–111
U.S. Army Reserve Reenlistment Program

AR 190–5/OPNAV 11200.5C/AFR 125–14/MCO 5110.1C/DLAR 5720.1
Motor Vehicle Traffic Supervision

AR 340–21
The Army Privacy Program

AR 350–21
Instruction in Benefits of an Honorable Discharge

AR 350–30
Code of Conduct/Survival, Evasion, Resistance and Escape (SERE) Training

AR 380–67
The Department of the Army Personnel Security Program

AR 381–20
The Army Counterintelligence Program

AR 600–8
Military Personnel Management

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAGS)

AR 600–8–8
The Total Army Sponsorship Program

AR 600–8–10
Leaves and Passes

AR 600–8–11
Reassignment

AR 600–8–14/AF 36–3026(I)/BUPERS I 1750.10A/MCO P5512.1B/CG M5512.1 Manual 29.2, Instructions 1 and 2
Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

AR 600–110
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601–10
Management and Mobilization of Retired Soldiers of the Army

AR 608–75
Exceptional Family Member Program

AR 614–30
Overseas Service

AR 621–5
Army Continuing Education System (ACES)

AR 621–202
Army Educational Incentives and Entitlements

AR 635–5
Separation Documents

AR 635–10
Processing Personnel for Separation

AR 670–1
Wear and Appearance of Army Uniforms and Insignia

AR 710–2
Inventory Management Supply Policy Below the Wholesale Level

DA Pam 600–2/DOD GEN 36–A/NAVEDTRA 46905–A/AFP 190–13/MAVMC 2563
The Armed Forces Officer

DA Pam 600–8
Management and Administrative Procedures

DA Pam 611–21
Military Occupational Classification and Structure

DA Pam 611–70
General Instructions for Administering and Scoring Army Classification Battery

DOD 7000.14–R, Vol. 7A
Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay) (www.dtic.mil/whs/directives/corres/html/700014r.htm)

DODI 1000.13
Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (www.dtic.mil/whs/directives/)

NG Regulation 600–200
Enlisted Personnel Management. Obtain from the following address: National Guard Bureau, Office of Personnel Policy, Programs, and Manpower, ATTN: NGB–ARZ–HRP–E, 1411 Jefferson Davis Hwy., Suite 3100, Arlington, VA 22202.

TRADOC Pam 600–4
IET Soldier's Handbook. Obtain on the Internet at http://155.217.58.58/atdls.htm.

TRADOC Regulation 350–6
Initial Entry Training (IET) Policies and Administration. Obtain on the Internet at http://www.tradoc.army.mil.

RCS MILPC–17 (R1)
Control and Distribution of Trainees (http://docs.usapa.belvoir.army.mil/)

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD–ROM (EM0001) and the USAPA Web site (www.usapa.army.mil). DD forms are available from the OSD Web site (http://web1.whs.osd.mil/icdhome/icdhome.htm).

DA Form 2–1
Personnel Qualification Record—Part II (Available on EM0001, the USAPA Web-site, and through normal forms supply channels.)

DA Form 201
Military Personnel Records Jacket, U.S. Army (Available through normal forms supply channels.)

DA Form 330
Language Proficiency Questionnaire

DA Form 669
Army Continuing Education System (ACES) Record (Available through normal forms supply channels.)

DA Form 873
Certificate of Clearance and/or Security Determination

DA Form 2981
Application for Determination of Moral Eligibility for Induction

DA Form 3053
Declaration of Retired Pay Benefits Received and Waivers (Available through normal forms supply channels.)

DA Form 3078
Personal Clothing Request.

DA Form 3286
Statements for Enlistment

DA Form 3443
Terminal Digit-X-Ray Film Preserver

DA Form 3540–R
Certification and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 3685
JUMPS—JSS Pay Elections

DA Form 3955
Change of Address and Directory Card (Available through normal forms supply channels.)

DA Form 4187
Personnel Action.

DA 5286–R
Individual Training Record Basic Training, Advanced Individual Training One Station Unit Training (OSUT)

DA Form 5960
Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowances

DA Form 8005
Outpatient Medical Record

DD Form 2(ACT)
Armed Forces of the United States Geneva Convention Identification Card (ACT)

DD Form 2(RES)
Armed Forces of the United States Geneva Convention Identification Card (RES).

DD Form 4/1 and 4/2
Enlistment/Reenlistment Document—Armed Forces of the United States.

DD Form 93 (Electronically Generated)
Record of Emergency Data

DD Form 137
Application for Basic Allowances for Quarters for Members With Dependents

DD Form 214
Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

DD Form 220
Active Duty Report

DD Form 771
Eyewear Prescription

DD Form 1172
Application for Uniformed Services Identification Card DEERS Enrollment

DD Form 1173
United States Uniformed Services Identification and Privilege Card (Dependent)

DD Form 1351–2
Travel Voucher or Subvoucher

DD Form 1561
Statement to Substantiate Payment of Family Separation Allowance (Available through normal forms supply channels.)

DD Form 1879
DoD Request for Personnel Security Investigation (Available through normal forms supply channels.)

DD Form 1966
Record of Military Processing—Armed Forces of the United States (Available through normal forms supply channels.)

DD Form 2058
State of Legal Residence Certificate (Available through normal forms supply channels.)

DD Form 2366
Montgomery GI Bill Act of 1984 (MGIB) (Available through normal forms supply channels.)

DD Form 2558
Authorization to Start, Stop, or Change an Allotment

DD Form 2807–1
Report of Medical History

DD Form 2808
Report of Medical Examination

FBI Form FD 258
Federal Bureau of Investigation Fingerprint Card (Available through normal forms supply channels.)

HHS Form PHS 731
International Certificate of Vaccination

NGB Form 21
Annex A–DD Form 4—Enlistment or Reenlistment Agreement—Army National Guard.

SF 88
Report of Medical Examination (Available through normal forms supply channels.)

SF 600
Health Record–Chronological Record of Medical Care (Available through normal forms supply channels.)

SF 601
Health Record—Immunization Record

SF 603
Health Record—Dental (Available through normal forms supply channels.)

TD Form IRS W–4
Employee's Withholding Exemption Certificate (Available at local Internal Revenue Service Centers.)

USMEPCOM PCN ZHM 001
Report of Favorable ENTNAC Results (Used only by MEPCOM.)

USMEPCOM PCN ZHM 002
Report of ENTNAC—Possible Match (Used only by MEPCOM.)

USMEPCOM PCN ZHM 003
Report of ENTNAC Submission (Used only by MEPCOM.)

VA Form SGLV–8285
Request for Insurance

VA Form SGLV–8286
Servicemember's Group Life Insurance Election and Certificate

Appendix B
Data Input to MILPC–17 (R1) Report

B–1. Scope
The procedures contained in this appendix prescribe requirements for preparation of data input to the PERSCOM, MILPC–17 (R1) Report. Data will be transmitted to the report by terminal input using the STRAMS–E display in ATRRS. (ATRRS manages both the trainee and the training course seat.) Once data are entered into ATRRS, transactions are generated that create or update trainee records in EDAS. Step-by-step procedures for all ATRRS Display Screens are located in the ATRRS Help Report.

B–2. STRAMS–E preparation for transmission procedures
a. STRAMS–E utilizes the accession record processed by the USARECBN. This record is normally available for use 2 days following the day the soldier enters BCT. The PC will call up the soldier's record and verify, update, or add information as necessary, prior to posting the record in ATRRS. Based upon information reported, a transaction is prepared notifying PERSCOM of the entry of a soldier into training and of any changes in the status of a soldier.

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

(1) Log-on identification (LOGONID) and password are required for each terminal operator. A USAISC–P LOGONID and password allow an operator access into ATRRS. The LOGONID and password are acquired by the user's local terminal area security officer, following procedures established by the ATRRS Management Office, Pentagon. Passwords expire approximately every 90 days, and the user is notified of expiration during sign on procedures. If a password has expired, contact must be made with the information control office, DSN 224–5109, to have a new password generated.

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

(3) An IBM-compatible personal computer that runs under MS DOS 2.0 or higher with a 1200 BAUD Hayes or compatible modem and communications software.

c. Terminal input is processed by screen displays. Screen displays are obtained from the Main Option List by typing the abbreviated title at right of the screen next to the field "DISPLAY DESIRED==" and pressing the PF5 KEY. See table B–1 below for description and use of the screen displays.

Table B–1
Description of screen displays used for STRAMS–E

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

Table B–1
Description of screen displays used for STRAMS–E—Continued

Screen display title: EM
Description and use: Electronic Mail Option List
The EM display allows you to add, change, or delete a "mailid" or a "groupid;" list and read messages for a specific mailid or groupid; and send electronic message.

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

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

Screen display title: RM
Description and use: Move Students from Course/Class to Another Course/Class
The RM display is used to move reservations from one course or class to another. All reservations or a selected list of students can be moved from a course/class.

Screen display title: RS
Description and use: All Reservation for One SSN
The RS display is used to review the entries that an individual has in the ATRRS. The individual's name, grade, SSN, sex, or address can be updated on this display. On this display you can change a HOLD SSN only to the valid SSN of the student.

Screen display title: R1/R2
Description and use: Class Roster Short/Long
The R1/R2 displays are reservations by class display. A student's data and reservation status can be viewed from this display. Although updating a student's data can be made from this display, updating of the R1 display is prohibited for IET soldiers. Use the TA or TC display to add, change, or delete an IET entry from this display.

Screen display title: TA
Description and use: IET Student Enrollment Display
The TA display provides transmission of trainee data to PERSCOM through STRAMS–E and establishes the trainee data and the Total Army Personnel Database (TAPDB) for active enlisted soldiers. The display shows an IET soldier's data used to determine his or her future assignment and to process IET students into training courses in order to generate a current status of the soldier to PERSCOM. It is also used to provide data to HQ, TRADOC, and ODCS, G-1. This display is used by the TSPB to post IET students into all required courses and classes needed to fulfill their MOS. It will also reserve the student for any optional courses for that MOS that start within one month of the end date of the last required course.

Screen display title: TC
Description and use: IET Student Management Display
The TC display is used by the TSPB to update and provide changes in the training status of IET personnel. It is used to recycle and reclassify IET personnel and report a variety of other personnel actions. This display adds information to process into the EDAS database for PERSCOM to use for issuance of AI. This display also provides information to HQ, TRADOC, and ODCS, G-1 regarding utilization of training resources.

Screen display title: TG
Description and use: Graduate an Entire Class
The TG display is used by the TSPB to post an entire class as graduates at the same time. It will post an output status of "G" for every student who does not already have an output.

Screen display title: VR
Description and use: Verification Tables
The VR display provides the point of access to the Verification Tables. All of the types of codes that are used in ATRRS can be reviewed from this display.

Appendix C
Initial Entry Training at Defense Language Institute Foreign Language Center (DLIFLC)

C–1. Scope
This appendix outlines TRADOC policies concerning the training of IET soldiers and IET post-basic at the DLIFLC, Presidio of Monterey, CA.

C–2. Mission
The mission of the student battalion at DLIFLC is to provide common military training, administrative, and logistic support to assigned personnel and reinforce the academic mission of the Institute. Though this mission encompasses required training for both initial entry trainees and careerist soldiers assigned to DLIFLC, this appendix is tailored specifically to the IET portion of the mission.

C–3. Training operating procedures
a. It is important to recognize that there are unique differences and specific peculiarities that affect initial entry training at the DLIFLC. They include course lengths far exceeding the norm for initial entry training. A soldier may be assigned to the institute for a period of 26 to 63 or more weeks, depending on the language they are learning. All initial entry trainees and basic course soldiers will conduct a PCS move to DLIFLC, and all married trainees are authorized housing and movement of family members. Despite the course length, DLIFLC does not grant MOSs and is therefore not AIT. Drill sergeants are not authorized because it is not AIT. Finally, the instruction and acquisition of a language at DLIFLC is a rigorous and expensive activity. Classroom instruction is conducted 7 hours per day, 5 days a week. Most soldiers then spend 3 to 4 hours a night studying. Military training (common skills training and testing (CST/CTT)), PT, and drill and ceremonies, and so forth) is conducted daily and one weekend day per quarter, as detailed below. Because of the schedule of training, personal time is limited, contributing to a uniquely stressful and difficult environment at DLIFLC.

b. Cadre selected for assignment at DLIFLC must have demonstrated a high degree of motivation and professionalism and the commitment necessary to develop well trained and disciplined soldiers. Though drill sergeants are not authorized, cadre members must be of the same high caliber and prepared to provide the same leadership environment as that projected by drill sergeants. All cadre members will receive the Cadre Trainer's Course, per paragraph 2–3*b*, TRADOC Regulation 350–6. The student battalion will schedule semiannual training to be conducted by certified personnel.

c. The primary purpose of DLIFLC is to provide language training. This training is the responsibility of the institute staff and is the mission priority. In addition to language training, the POI provides the required military training; actual hours are determined by the length of the particular course of instruction (26 to 63 weeks). Soldierization, common skills training (CST), physical readiness training, inspections, and drill and ceremonies account for the majority of time as shown below:

(1) Reception and integration training: 12 hours.

(2) CST/testing: 24–67 hours.

(3) Physical training: 86–210 hours.

(4) Inspections: 14 hours.

(5) Drill and ceremonies: 10–30 hours.

C–4. DLIFLC training course
To enhance the execution of initial training, the course of instruction at DLIFLC has been divided into two phases. This concept of phasing and associated goals was established to provide intermediate objectives that give common direction and serve as milestones for the soldier. The program includes establishment of goals for academics (language), fitness, and general military knowledge/proficiency training. Because IET soldiers arrive at DLIFLC having completed phases I–III at BCT, the phase program at DLIFLC essentially follows that of paragraph 2(4), TRADOC Regulation 350–6, beginning with subparagraph *e*(4), with the following modifications.

a. Phase IV. The duration of Phase IV is from arrival at DLIFLC through the fourth week on station.

(1) Phase IV is characterized by the following restrictions/limitations:

(a) Soldiers must reside in the barracks. Married soldiers will settle their families in housing and will be authorized limited visitation.

(b) No consumption of alcoholic beverages, regardless of age.

(c) No off-post privileges.

(2) The requirements for advancement from Phase IV are as follows:

(a) Completion of reception and integration training.

(b) Completion of required battalion and company briefings.

(c) Completion of a diagnostic APFT.

(d) Completion of clothing inventory.

(e) Completion of a uniform and wall locker inspection.

b. Phase V. Phase V begins at the fifth week on station and continues until graduation from DLIFLC. Because of the extreme length of some language training courses, Phase V is further divided into two sub-phases.

(1) Phase Va runs through the 20th week of training. It is characterized by the following privileges:

(a) Married soldiers move home.

(b) Civilian clothes are authorized.

(c) POVs are authorized.

(d) Student Club is authorized.

(e) Off-post pass authorized up to 125 miles.

(f) Overnight passes are authorized.

(2) Phase Va requirements, required for advancement to Phase Vb, are as follows:

(a) Pass record APFT (60/60/60) at the eighth week of training.

(b) Completion of Common Skills Testing.

(c) Demonstrating the ability to think, look, and act like a soldier.

(3) Phase Vb runs from the 21st week of training until graduation from DLIFLC. It is characterized by the same privileges and restrictions afforded to careerist soldiers.

(4) Phase Vb requirements are as follows:

(a) Must pass record APFT within 30 days of graduation. Because of the nature of the Defense Language Proficiency Test (DPLT), conducted over a 2-week period, the standard AIT requirement of a graduation APFT 2 weeks prior has been extended.

(b) Completion of a 1-day Language Training Exercise that integrates language and CST into lane training. The exercise is conducted at the squad level, with company cadre serving as graders and observer(s)/controller(s) (O/Cs).

(c) Completion of a Class A and BDU uniform inspection within 45 days of graduation.

C–5. Physical fitness

Physical fitness is a cornerstone of effective soldiering. All soldiers are expected to achieve and maintain at least the minimum standards of the APFT. The following timeliness and requirements are established to most effectively produce physically fit IET soldiers:

a. All trainees will conduct PT five times per week while in Phase IV or until they pass an APFT at the 60/60/60 standard, whichever is later.

b. All trainees will complete a diagnostic APFT NLT completion of week four at DLIFLC.

c. All trainees will complete a record APFT NLT completion of week eight at DLIFLC.

d. Soldiers who fail to pass the APFT at the 60/60/60 standard, or who fail to meet height/weight and/or body fat standards, will conduct PT a minimum of five times per week.

e. Once soldiers complete Phase IV and pass the APFT at the 60/60/60 standard, they will conduct PT at least three times per week.

f. In the event a soldier has a long-term profile preventing him or her from taking the graduation APFT, the requirement may be waived and the trainee allowed to PCS to follow-on training (only if the soldier has passed at least one complete APFT at the 60/60/60 standard. Soldiers who do not pass an APFT at the 60/60/60 standard prior to graduation will not PCS to follow-on training).

Appendix D
Assignment Instruction Processing

D–1. Scope

This appendix provides procedures to be followed by trainee PCs in processing PERSCOM assignments.

D–2. Trainee first unit assignment processing

a. PERSCOM will provide first unit AIs to the TSPC that reported the soldier as undergoing AIT at their installation.

b. Normally, 1 week after the soldier's AIT arrival, information is updated in ATRRS (PEPDUS3 (PERSCOM Enlisted Personnel Data Update System) 7050 (IET Data) Transaction), PERSCOM will process the first unit assignment for soldiers undergoing AIT. Exception to this general rule is if the reported graduation date is more than 75 days from the date the transaction is processed at PERSCOM; first unit assignment for these personnel will be processed by PERSCOM when the reported graduation date is less than 75 days.

c. First unit assignments for soldiers that are undergoing OSUT, or those reported as enlisting with CAS will normally be processed the week following arrival input being made into ATRRS. If an assignment is not received

within 35 days prior to graduation the TSPC will telephonically contact TAPC–EPT–S (DSN 221–1731/4677) for guidance.

d. In cases where a second assignment is received for a soldier, the first assignment will have been deleted and the last assignment received will be utilized when issuing assignment orders. If the soldier has already departed the training installation in compliance with original AIs, or if a verified hardship condition exists that would require change of AIs, contact PERSCOM, TAPC–EPT–S (DSN 221–1731/7573) for guidance.

e. Within 3 workdays following receipt of AIs, the TSPC will—

(1) Verify that the AIs received do not conflict with enlistment agreements contained in the MPF. This verification will be accomplished by reviewing AIs received against enlistment documents contained in the trainee's MPF. If AIs conflict with the trainee's enlistment agreements, the TSPC will immediately update the ATRRS TA display correcting the trainee's commitment type (see ATRRS verification tables on the VR display that shows enlistment commitment codes to be reported to PERSCOM).

(2) Verify that the trainee meets all eligibility requirements for the assignment received. Soldiers that do not meet eligibility requirements will be reported by updating the ATRRS TC display not eligible for assignment per appendix B.

(3) Verify that if the trainee is undergoing training that will result in award of an ASI that the assignment received includes that ASI. If AIs do not contain an ASI, update the ATRRS TA display per appendix B to report the ASI training being received, and new graduation date for the trainee.

(4) If AIs require a security clearance above secret, and investigation has not been initiated, immediate action will be taken to ensure that the appropriate investigation is initiated.

(5) Ensure assignment information is passed to the soldier's training unit. Assignments in conflict with enlistments will not be passed to training units but will be processed as required in (1) above.

f. Within 2 workdays following receipt of AIs, USATC commanders will ensure individuals are informed of AIs.

D–3. Verification of assignment eligibility
Procedures and forms prescribed in AR 600–8–11 may be used when processing soldiers for first unit assignments to ensure individuals are fully qualified for assignments, and that POR requirements are met.

Appendix E
Assignment Instructions

E–1. Purpose and expected utilization of assignment instructions
Assignment instructions (AIs) for AIT personnel are provided to the PPA servicing the gaining unit through EDAS. The AIs are expected to be utilized by management personnel to project arrival of AIT students and for coordinating sponsorship under the provision of AR 600–8–8. The PPAs should not consider the AIs as a firm notification of assignment; assignments processed through EDAS should only be considered firm upon receipt of advanced copies of orders as required by AR 600–8–105. Deletion and deferment information processed within EDAS is processed through EDAS. Inquiries regarding AIs are to be addressed to Commander, PERSCOM, ATTN: TAPC–EPT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0455. Trainees that fail to arrive as projected will be processed as required by AR 630–10 and will not be addressed to PERSCOM.

E–2. Special instructions
In addition to basic information regarding the soldier, clear text special instructions (SI) may be provided. The SIs contain information regarding any additional training that a soldier may be scheduled to undergo en route to his or her first unit.

E–3. Change to assignment instructions
Gaining commands will not communicate directly with training centers to—

a. Change AIs (other than to provide a pinpoint unit assignment).

b. Request initiation of security investigations not identified in AIs.

c. Request additional training not included in AIs.

Appendix F
Processing Retrainees

F–1. Scope

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

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

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

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

(3) Trainees that fail to complete AIT.

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

F–2. Processing procedures for RA personnel

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

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

b. If no MOS training spaces exists in ATRRS for which the soldier is qualified (preferred, recommended, or per Army needs), process the soldier per paragraph F–4.

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

d. Soldiers with enlistment agreements that included a requirement for a Top Security and/or SCI access for training or assignment that still qualify for the clearance will be considered for assignment to retraining in an MOS requiring that level of access.

F–3. Processing procedures for RC personnel

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

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

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

F–4. Training space unavailable

If a training space is not available on the ATRRS TS display, the soldier will be reported to TAPC–EPT–S (DSN 221–1731/4677). Prior to reporting the soldier to TAPC–EPT–S the TSPB must request a reservation record on the ATRRS TS display.

a. Soldiers that should be reported include—

(1) RA soldiers who had an enlistment agreement that included a requirement for security clearance of TOP SECRET or higher, and a retraining space is not available on the ATRRS TS Display in an MOS requiring that level of access.

(2) The RA soldiers for which the ATRRS TS Display does not identify any MOS for retraining the soldiers. (This includes soldiers that have physical limitations for training.)

(3) The RC personnel for which a retraining reservation cannot be made in an MOS specified by the RC unit. (TSPC should compare trainee qualifications to MOS prerequisites identified on "qualification list" prior to notifying TAPC–EPT–S to ensure that the soldier is fully qualified for the recommended retraining MOS. If the soldier is not qualified for the recommended training, MOS processing will be delayed.)

b. TAPC–EPT–S will obtain a retraining seat for the soldier. If a retraining seat is not available, instructions will be provided to the training activity TSPC.

Glossary

Section I
Abbreviations

AA
Active Army

ADT
active duty for training

AFQT
Armed Forces Qualification Test

AIs
assignment instructions

AIT
advanced individual training

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASI
additional skill identifier

ASVAB
Armed Services Vocational Aptitude Battery

ATP
Army Training Program

AWOL
absent without leave

BAQ
basic allowance for quarters

BASD
basic active service date

BCT
basic combat training

BPED
basis pay entry date

BSEP
Basic Skills Education Program

BT
basic training

CCF
central clearance facility

CDR
commander

CG
commanding general

CIIP
clothing initial issue point

CMF
career management field

CNGB
Chief, National Guard Bureau

CO
conscientious objector

CONUS
continental United States

CTA
Common Table of Allowances

DARNG
Director, Army National Guard

DEP
Delayed Entry Program

DLAT
Defense Language Aptitude Test

DLPT
Defense Language Proficiency Test

DOD
Department of Defense

DODI
Department of Defense instruction

DTP
Delayed Training Program

ECLT
English comprehension level testing

EFMP
Exceptional Family Member Program

ENTNAC
Entrance National Agency Check

EPR
enlisted personnel data records

ERB
enlisted record brief

fax
facsimile

FORSCOM
U.S. Army Forces Command

FTU
fitness training unit

GCM
general court-martial

GED
General Education Development

GT
General Technical

HHG
household goods

HQDA
Headquarters, Department of the Army

IET
initial entry training

IRR
Individual Ready Reservists

MACOM
major Army command

MEDDAC
medical department activity

MEPCOM
U.S. Military Enlistment Processing Command

MEPS
Military Entrance Processing Station

MOS
military occupational specialty

MPD
Military Personnel Division

MPRJ
Military Personnel Records Jacket, U.S. Army

MRD
mandatory release date

MTF
medical treatment facility

NCO
noncommissioned officer

NGB
National Guard Bureau

NGR
National Guard regulation

NLT
not later than

NPS
no prior service

O/C
observer/controller

OCAR
Office of the Chief, Army Reserve

OCONUS
outside continental United States

OCS
officer candidate school

OJT
on-the-job training

OPSEC
operations security

OSUT
one station unit training

PCS
permanent change of station

PEBD
pay entry basic date

PFR
personal financial record

PMOS
primary military occupational specialty

POI
program of instruction

POR
preparation of replacements for overseas movement

POV
privately owned vehicle

PS
prior service

PSSP
Personnel Security Screening Detachment

PUD
Parent Unit Designator

RA
Regular Army

RC
Reserve Component

REFRAD
release from active duty

RMS
REQUEST Mobilization System

SAEDA
Subversion and Espionage Directed Against the U.S. Army and Deliberate Security Violations

SCI
Sensitive Compartmented Information

SGLI
Servicemembers' Group Life Insurance

SSN
social security number

TDA
table of distribution and allowances

TDY
temporary duty

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TRAPP
Train and Retention as Permanent Party

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

UPC
unit processing code

USAFAC
U.S. Army Finance and Accounting Center

USAMSSA
U.S. Army Management Systems Support Agency

USAR
U.S. Army Reserve

USAREC
U.S. Army Recruiting Command

USARECBN
U.S. Army Reception Battalion

USATC
U.S. Army Training Center

USMA
U.S. Army Military Academy

VA
Department of Veterans Administration

VHA
variable housing allowance

Section II
Terms

Advanced Individual Training Activity
Any activity that conducts training to qualify a trainee for the award of an MOS upon successful completion of the training course.

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

Automated ENTNAC
An automated ENTNAC is processed on all first term enlistees who meet established criteria outlined in AR 601–210. Manual ENTNAC's are required for enlistees not meeting the Automated ENTNAC eligibility criteria.

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

Basic Combat Training or Basic Training
Training in basic military subjects and fundamentals of basic infantry combat given to newly inducted and enlisted Active Army and Reserve Component personnel without prior military service.

Basic Training Activity
An activity that conducts basic entry training for Active Army, ARNGUS, and USAR nonprior service male and female enlisted personnel upon entry into the Army. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined soldier capable of performing the basic skills required by all members of the Army.

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

Modified Basic Training
Training in basic military subjects excluding training and use of ammunition, weapons, or munitions for conscientious objector personnel (classified as l–A–O).

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

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

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

Preparation of Replacements for Overseas Movement
A system of personnel policies and procedural requirements to qualify personnel for overseas service.

Prior-Service Personnel

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

Receptee
All Active Army and RC personnel processing through a reception battalion, except when otherwise indicated.

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

Replacement Stream Enlisted Personnel
Active Army enlisted personnel not assigned as permanent party to any command or unit who are under the direct assignment control of PERSCOM. Includes trainees and students undergoing training in a PCS or temporary duty pending further orders status. Specifically excluded are PS personnel who do not require BCT or AIT.

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

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

Student Trainee Management System—Enlisted
An automated, on-line reporting system used by training centers and PERSCOM to report and control trainees.

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

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

Training Space Management
A module within REQUEST used to obtain retraining seats for trainees. Specific instructions are contained in user's manuals provided by TAPC–EPT–S, PERSCOM.

Section III
Special Abbreviations and Terms
This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50.

AAT
Analytic Aptitude Test

AMOPES
Army Mobilization and Operations Planning and Execution System

APFT
Army Physical Fitness Test

ATRRS
Army Training Resources and Requirements System

BAT
basic airborne training

BFC
body fat content

CAS
civilian-acquired skills

CD
change data record

CMHS
Community Mental Health Services

CST
common skills training

DEERS
Defense Enrollment Eligibility Reporting System

DLAB
Defense Language Aptitude Battery

DMDC
Defense Manpower Data Center

DPTM
Director of Plans, Training, and Mobilization

DSN
Defense Switched Network

DSS
Defense Security Service

EDAS
Enlisted Distribution Assignment System

ESL
English as a second language

HIV
Human Immunodeficiency Virus

IA
immediately available

IRB
Initial Receiving Branch

LNCO
local noncommissioned officer

LOGONID
log-on identification

MACP
Married Army Couples Program

MBT
modified basic training

MDB
motor driver battery

MEDCOM
U.S. Army Medical Command

MGIB
Montgomery GI Bill

MPF
military personnel file

NACLC
National Agency Check with Local Records and Credit Checks

NACLC
National Agency Check with Local Records and Credit Report

PAB
personnel administration branch

PDS
permanent duty station

PERSCOM
U.S. Army Total Personnel Command

PFT
physical fitness training

PHS
Public Health Service

PPA
Personnel Information System Processing Activity

PQR
Personnel Qualification Record

PRP
Personnel Reliability Program

PSC
Personnel Service Centers

PTMS
Personnel Training Management System

PUT
Personnel Unit Training

RAU
rare and unusual

REQUEST/RMS
Recruit Quota System/REQUEST Mobilization System

RPI
recruiting publicity item

RS
reservation by student

SOJT
supervised on-the-job training

SSBI
Single Scope Background Investigations

STRAMS–E
Student Trainee Management System—Enlisted

TAPDB
Total Army Personnel Database

TNST
trainee/student

TMOPES
TRADOC Mobilization and Operations Planning and Execution System

TSPB
Trainee/Student Processing Branch

TSPC
Trainee/Student Processing Center

USAISC–P
U.S. Army Information Systems Command—Pentagon

WOFT
warrant officer flight training

Index

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