

**Army Regulation 612-201**

**Personnel Processing**

# **Initial Entry/ Prior Service Trainee Support**

**Rapid Action Revision (RAR) Issue Date: 4 August 2011**

**Headquarters  
Department of the Army  
Washington, DC  
24 February 2011**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 612-201

Initial Entry/Prior Service Trainee Support

This rapid action revision, dated 4 August 2011--

- o Implements the Don't Ask, Don't Tell Repeal Act of 2010 by deleting all references to separation for homosexual conduct and to processing claims of homosexuality (rescinded para 2-30d and fig 2-5).
- o Makes administrative changes (app A).

Effective 24 March 2011

## Personnel Processing

### Initial Entry/Prior Service Trainee Support

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By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
*General, United States Army*  
Chief of Staff

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

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

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

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

**Proponent and exception authority.**

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

**Army internal control process.** This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

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

**Suggested improvements.** Users are invited to send comments and suggested

improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command (TAPC–EPC–O), 2461 Eisenhower Avenue, Alexandria, VA 22331–0455.

**Committee Continuance Approval.**

The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein. AR 15-1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP-ZX), 105 Army Pentagon, Washington DC 20310-0105. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15-1, then the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

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

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\*This regulation supersedes AR 612–201, dated 1 May 2003. This edition publishes a rapid action revision of AR 612–201.

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## **Glossary**



# Chapter 1 Introduction

## Section I General Description of Soldier and Student Processing Functions

### 1–1. Purpose

This regulation prescribes Soldier and student processing functions of the Military Personnel System and is linked to AR 600–8. This regulation provides principles of support, standards of service, tasks, rules, and steps governing all work required in the field to support Soldier and student processing of initial entry training (IET) Soldiers, prior service (PS) training, and mobilized individual ready reserve (IRR). Heads of HQDA agencies and commanders of Army Commands, installations, and activities need to be familiar with the provisions or knowledge of AR 340–21 and AR 25–55.

### 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. Army Human Resources Command

The CG, HRC will—

- a. Monitor and control Soldier personnel while in the training base.
- b. Provide timely and accurate first unit assignment instructions (AIs) to training activities.
- c. Identify the number of IRR Soldiers for processing upon mobilization.
- d. Produce time-phased military occupational specialty (MOS) training requirements to support training base expansion during mobilization.
- e. Coordinate with the U.S. Military Entrance Processing Command (MEPCOM), U.S. Army Medical Command (MEDCOM), and U.S. Army Training and Doctrine Command (TRADOC) to ensure a seamless data flow from automated accessions information systems to automatically populate MEDCOM automated systems (for example, Armed Forces Health Longitudinal Technology Application (AHLTA) and Medical Protection System (MEDPROS)).
- f. Coordinate with the Total Army Personnel Database (TAPDB) manager, TRADOC, and Defense Manpower Data Center (DMDC) to ensure a seamless data flow from automated accessions information systems to TAPDB.

### 1–5. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

- a. Conduct an annual review of U.S. Army Reception Battalion (RECBN) mobilization personnel and equipment requirements and initiate necessary changes to authorization documents. Special emphasis will be placed on maintaining common table of allowances and ensuring common table of allowances references are current.
- b. Monitor and adjust RECBN input loads (peacetime and mobilization).
- c. Coordinate, develop, maintain, and modify automated systems at RECBNs as follows:
  - (1) Coordinate with the TAPDB manager, HRC, and DMDC to ensure a seamless data flow from automated accessions information systems to TAPDB.
  - (2) Coordinate with HRC, MEPCOM, and MEDCOM to ensure a seamless data flow from automated accessions information systems to automatically populate MEDCOM automated systems (for example, AHLTA and MEDPROS).
- d. Act as RECBN functional proponent, delegated to CG, Basic Combat Training Center of Excellence, Directorate of Basic Combat Training, Fort Jackson, South Carolina 29207. Provide policy guidance to all RECBNs (active Army (AA) and U.S. Army Reserve (USAR)).
- e. Provide command and control (C2) of RECBNs.
- f. Coordinate with DA staff, other Army Commands, and other Services on training requirements.
- g. Assist the CG, U.S. Army Forces Command in evaluating USAR RECBNs manning requirements and readiness levels.
- h. Process, train, report, and issue orders for all AA/reserve component (RC) enlisted replacement stream personnel per this regulation.
- i. Plan for expansion of the training base upon mobilization.
- j. Provide each RECBN with sufficient U.S. Army Recruiting Command (USAREC) liaison personnel and Recruit

Quota System/REQUEST Mobilization System terminals to accommodate projected requirements for terminal operations and classification of accessions to include during periods of mobilization.

*k.* Provide Recruit Quota System/REQUEST Mobilization System training for USAR RECBNs on an annual basis.

*l.* Provide military job classification for all regular Army (RA), Army National Guard of the United States (ARNGUS), and USAR accessions that process through a military entrance processing station (MEPS) to include during periods of mobilization.

*m.* Coordinate with the DOD staff, DMDC, MEPCOM, Surface Deployment and Distribution Command (SDDC), U.S. Installation Management Command (IMCOM), and the Army and Air Force Exchange Service (AAFES) on training and support requirements.

#### **1–6. Commanding General, U.S. Army Reserve Command**

The CG, USARC will—

*a.* Program movement of USAR RECBNs to ensure early arrival at mobilization station as requested by TRADOC.

*b.* Evaluate USAR RECBNs manning requirements and readiness levels.

#### **1–7. Commanding General, U.S. Army Medical Command**

The CG, MEDCOM will—

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

*b.* Supervise the conduct of training within MEDCOM.

*c.* Provide medical support to RECBN to include during periods of mobilization.

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

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

*f.* Coordinate with HRC, MEPCOM, and TRADOC to ensure that a seamless data flow from automated accessions information systems will automatically populate MEDCOM automated systems (for example, AHLTA and MEDPROS).

#### **1–8. Commanding General, U.S. Installation Management Command**

The CG, IMCOM will—

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

*b.* Provide required administrative and logistical support for RECBNs and clothing initial issue points (CIIPs) to include, but not limited to, facilities (building and warehouses), grounds and maintenance, utilities, information management support (local area network), and employ and manage personnel to conduct the day-to-day operations, as required.

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

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

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

*f.* Coordinate with TRADOC, RECBN, and MEDCOM to plan mission and/or fill support; safety; training support; education center; drug testing; transportation; chaplain; distance training facility; and morale, welfare, and recreation (MWR) services as appropriate.

*g.* Provide personnel security support for all Soldiers. Provide security liaison support to and between HQ TRADOC, G–2, TRADOC units, Office of Personnel Management (OPM), and U.S. Army Central Personnel Security Clearance Facility. Submit (as needed), track, and ensure that Soldiers have the required MOS personnel security clearance eligibility prior to advanced individual training (AIT) ship.

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

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

#### **1–9. Commander, U.S. Army Reception Battalion**

The Commander, RECBN will—

*a.* Receive, process, and report Soldiers 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 RECBN processing is limited to that authorized by this regulation and supplemental instructions

issued by CG, TRADOC. Commanders may vary the processing schedules contained in this regulation, provided they do not delay the Soldier entering training as scheduled.

*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 Soldier processed and moved to the training activity or unit of assignment.

*f.* Assign or attach Soldiers, 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 who receive orders but fail to report as directed.

*j.* Ensure that all Soldiers are processed and transported not later than (NLT) the training start date if a training company is available. (During surge periods, Soldiers may not be able to begin training per their Army Training Requirements and Resources System (ATRRS) reservation. The U.S. Army Training Centers (USATCs) and RECBNs must have a training plan for “hold under Soldiers” who are awaiting the start of basic combat training (BCT) and/or one station unit training (OSUT) training.)

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

*l.* Ensure that Soldiers with enlistment options requiring a single scope background investigation (SSBI) are given the necessary time for the Personnel Security Screening Program (PSSP) processing (at installations where PSSP detachments are assigned) prior to transporting to BCT, AIT, or first duty assignment, as appropriate.

*m.* Coordinate with local IMCOM, MEDCOM, and AAFES organizations to plan the mission and fill support requirements as appropriate.

*n.* Coordinate with MEPCOM on medical records issues, errors, and discrepancies as appropriate.

*o.* Coordinate with HQ TRADOC (U.S. Army Accessions Command, Operations G–3) (TRADOC G–3, Training Operations Management Activity (TOMA), MEPCOM G–3, and SDDC G–3 on transportation issues (holidays, transportation events, weather, and so forth) to help ensure the safe and timely arrival of Soldiers at the RECBN as appropriate.

*p.* Coordinate with MEDCOM reestablishing a medical record screening process to identify all AA/RC personnel who require screening for HIV antibody.

*q.* Coordinate with local dental activity to establish dental processing. At a minimum, processing will include creating a dental record and taking a panoramic radiograph (X-ray) for evaluating urgent oral health concerns and identification purposes (AR 40–66). The dental activity commanders will work with the reception and training battalion commanders to facilitate the First Term Dental Readiness Program. The First Term Dental Readiness Program is aimed at addressing the urgent dental needs of Soldiers early in their training so that they are dentally deployable when they report to their first permanent duty station. Health Affairs Policy 98–021 directs that all AA and Selected Reserve personnel undergo an annual dental exam. Soldiers should receive annual dental exams as training schedules allow.

*r.* Coordinate with their local organizations (training units; medical department activities (MEDDACs); Drug and Alcohol Program; education centers; distance training facility; MWR; Army Community Service (ACS); Training Audiovisual Support Center; Junior Reserve Officer Training Corps; chaplain; and so forth) to use existing training, training support, fitness, or education programs to help holdovers, hold unders and Warrior Training and Rehabilitation Program (WTRP) Soldiers prepare mentally and physically for BCT/OSUT and/or develop themselves as healthy, resilient Soldiers and/or citizens. The priority will be training/education appropriate to the Soldier’s physical condition that prepares the Soldier for BCT/OSUT success or citizenship as appropriate.

*s.* Coordinate with the U.S. Army Physical Fitness School (USAPFS) to use USAPFS training and doctrine materials to provide task-relevant sequential and progressive physical fitness and workload training to prepare and/or rehabilitate WTRP Soldiers to successfully complete BCT/OSUT and/or basic airborne training (BAT) injury free to standard.

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

*u.* Ensure that all commanders, first sergeants, and staff principals complete the appropriate Cadre Training Courses.

*v.* Coordinate with the local CIIP and AAFES to ensure that footwear fitting, procedures, and nomenclature are standard across the organizations. Inspect to ensure that uniforms, shoes, and boots are fitted properly according to TM 10–227.

## **1–10. Commanders and training activities**

The commanders and training activities will—

- a. Process, train, and report 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 who receive orders but fail to report as directed.
- c. Conduct in-cycle processing during the 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) Initial orientation briefings.
- d. Ensure that actions that the RECBN was unable to complete were accomplished prior to the Soldier'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 (TSPCs).
- g. Ensure that individuals identified by BCT unit commanders as requiring ESL training are processed per chapter 7.
- h. Coordinate with local IMCOM, MEDCOM, and AAFES organizations to plan mission and/or fill support as appropriate.

**1–11. Commander, U.S. Army Recruiting Command Personnel Security Screening Program Detachment**

The Commander, USAREC PSSP Detachment will—

- a. Screen records of all applicants that intend to enter AA, ARNGUS, or USAR to identify personnel requiring security clearance processing for SSBI and Personnel Reliability Program per AR 50–5, AR 50–6, and AR 380–67.
- b. Coordinate with RECBN personnel to schedule above personnel for security clearance processing prior to shipment to BCT, AIT, or first unit of assignment.
- c. Identify those PS personnel who do not require BCT and who require security clearance eligibility prior to transport to AIT or first unit of assignment, per USAREC policy, and instruct RECBN personnel to ship or not to transport these personnel. The appropriate personnel security investigation (PSI) will be submitted to and open by OPM prior to PS personnel shipment to Warrior Transition Course (WTC).

**1–12. Commanding General, U.S. Military Entrance Processing Command**

The CG, MEPCOM will—

- a. Ensure the quality of military accessions during peacetime and mobilization according to established standards.
- b. Provide medical examinations and enlistment qualification tests to AA and RC applicants for enlistment or commissioning in the military Services.

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

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

**1–13. Commander, Surface Deployment and Distribution Command**

The Commander, SDDC will—

- a. Provide global surface deployment C2 and distribution operations to meet national security objectives in peace and war.
- b. Develop standard cost-effective transportation routes from the MEPSs to all Service training centers so Soldiers arrive at training centers NLT 2300 hours. In case of emergencies where local lodging is overloaded, SDDC will transport Soldiers to training centers as expeditiously as possible.
- c. Provide 24-hour emergency assistance for non-PS travelers (en-route lodging, food, and tickets as necessary).
- d. Coordinate with HQ TRADOC (U.S. Army Accessions Command, G–3); TRADOC, G–3, TOMA; SDDC G–3; and USOs on transportation issues (holidays, transportation events, emergencies, weather, and so forth) to ensure the safe and timely arrival of Soldiers at the RECBN as appropriate.

*e.* Coordinate with affected USO sites as necessary to support Soldiers due to travel events where Soldiers are stranded en route.

#### **1–14. Commander, Army and Air Force Exchange Service**

The Commander, AAFES will—

*a.* Provide quality merchandise and services of necessity and convenience to authorized customers at uniformly low prices, and generate reasonable earnings to supplement appropriated funds for the support of Army and Air Force MWR Programs.

*b.* Coordinate with TRADOC staff on relevant policies and requirements for health and welfare supplies to support IET Soldiers.

*c.* Coordinate with the local RECBN on training missions and fill plans to plan for timely, adequate support.

*d.* Coordinate with the local CIIP and RECBN to ensure footwear fitting, procedures, and nomenclature are standard across the organizations. Fit AAFES-supplied uniforms, shoes, and boots properly according to TM 10–227.

#### **1–15. Commanders, medical treatment facilities supporting U.S. Army Training Centers**

The commanders, MTFs supporting USATCs will—

*a.* Coordinate efforts with supported brigade commanders through the IET Health Care Committee to support training objectives as well as to accomplish rehabilitation objectives.

*b.* Establish local medical rehabilitation standards, guidance, and standing operating procedures according to MED-COM regulations.

*c.* Coordinate with training brigade commanders to maximize availability of medical support to Soldiers, in order to keep Soldiers in training.

*d.* Participate in the IET Health Care Committee.

*e.* Coordinate WTRP entry guidance with the brigade-level commanders.

*f.* Maintain a positive treatment and/or command climate that maintains the Soldier's expectation of returning to full duty to graduate IET.

*g.* Coordinate with the unit commander to maximize Soldier training availability.

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

#### **1–16. Commanders, training brigades**

The commanders, training brigades will—

*a.* Identify Soldiers who meet the WTRP entry guidance to the WTRP commander. Provide training and training support to WTRP as required. Convene and/or participate in the IET Health Care Committee.

*b.* Facilitate WTRP Soldier attendance at scheduled training opportunities.

#### **1–17. Commanders, Warrior Training Rehabilitation Program**

The commanders, WTRP will—

*a.* Create a positive training and rehabilitation environment whose objective is IET Soldier graduation and returning Soldiers to full duty that are highly motivated, fully acclimatized, and in better health than when the Soldier arrived. The commander should influence fellow commanders in a "winning" approach to IET graduation, injury rehabilitation, and in overcoming obstacles to achieve IET success. In addition, the commander will—

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

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

*d.* Collect data on WTRP injury type and incidence.

*e.* Provide for supplemental training to nonmedical cadre in physical rehabilitation principles and management, based on FM 21–20. Incorporate into noncommissioned officer (NCO) and officer training and development programs as appropriate.

*f.* Coordinate with the MTF supporting personnel to maximize Soldier training availability and return to full duty ready to complete their training and combat missions.

### **Section III**

#### **Reception Centers and Battalions and the Initial Entry and/or Prior Service Soldier and/or Student Support Programs**

##### **1–18. Principles of support**

The Military Personnel System will, by special programs—

*a.* Support Soldiers in the training base.

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

### **1–19. Standards of service**

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

## **Section IV**

### **Overview of Reception Battalions and Processing Centers**

#### **1–20. Conduct of mandated mission**

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

#### **1–21. Processing U.S. Army accessions at U.S. Army Reception Battalions**

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

## **Chapter 2**

### **Processing at U.S. Army Reception Battalions**

#### **Section I**

#### **Peacetime Processing**

##### **2–1. Goals**

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

##### **2–2. General administration guidance**

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

- b. *Soldier priority.* Soldier will be processed in the order in which they arrive. Whenever possible, WTC and PS personnel will be given priority in processing over other personnel arriving at the same time. The RC personnel with mandatory release dates (MRDs) will be processed to meet BCT, AIT, or 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 Soldiers arriving prior to midnight Monday will be transported to the next available training company, provided they are otherwise qualified to begin training.

##### **2–3. Soldier processing guidelines**

The RECBN commanders will ensure that all essential processing will be completed within 3 workdays following arrival. Soldiers arriving after normal duty hours will be received and welcomed by a drill sergeant, and treated with respect and dignity. All new Soldiers that arrive between the dinner and breakfast meals will be afforded the opportunity to eat a snack 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. Soldiers displaying psychological problems will be referred to the supporting MEDDAC for Community Mental Health Services evaluation.

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

c. 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 as processing permits, after duty hours, or on weekends.

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

f. Soldiers with enlistment options requiring a security clearance will have a request for the appropriate PSI submitted to OPM during the RECBN processing period if the request has not already been submitted at MEPS. For a secret clearance, request a National Agency Check with Local Agency and Credit Check (NACLCL) or an SSBI for top secret.

g. Identification tags and identification (ID) 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 RECBN.

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

**Table 2-1**  
**RECBN processing schedule (recommended sequence)**

LINE	ACTION REQUIRED	DAYS			
		0	1	2	3
1	Receive and account for Soldiers and records.	x			
2	Issue bedding and first night clothing issue.	x			
3	Issue the following items:	x			
	a. Lip balm (for example, ChapStick®)				
	b. Foot powder				
	c. Insect repellent containing N, N-diethyl m-toluamide (DEET) (Mar through Oct)				
	d. Hand-sanitizing gel containing alcohol (4-ounce containers)				
	e. Sunscreen (seasonal)	x			
4	Give welcome and initiate orientations.	x			
5	Review records:		x		
	a. Ensure Soldiers enlisted for an MOS requiring a NACLCL have a NACLCL initiated.		x		
	b. Ensure that SF 86 (Questionnaire for National Security Position) is present.		x		
	c. Ensure that clearances necessary for training have been initiated if not done previously.		x		
	d. Ensure that the Service agreement for RC Soldiers is properly executed and attached to DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).		x		
	e. Identify Soldiers that are not eligible for enlistment commitment. Process per paragraphs 2-13c or 3-4.		x		
	f. Identify Soldiers that require immediate processing to ensure they start BCT/OSUT in order to meet later training dates or MRD.		x		
	g. Provide TRADOC Pam 600-4 to each Soldier.	x			
6	Initiate records and forms:		x		
	a. Conduct personal affairs interview.			x	x

**Table 2-1**  
**RECBN processing schedule (recommended sequence)—Continued**

LINE	ACTION REQUIRED	DAYS		
	b. Initiate and complete: DD Form 93 (Record of Emergency Data) DA Form 3685 (JUMPS-JSS Pay Elections)/SF 1199A (Direct Deposit Sign-Up Form) DD Form 2058 (State of Legal Residence Certificate) Personnel action request DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB)) (RA declinations only) DA Form 5960 (Authority to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowances (VHA)) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)) allotments if applicable VA Form SGLV-8286 (Servicemember's Group Life Insurance Election and Certificate) U.S. Savings Bonds if applicable			x
	c. Issue Stored Value Card. Explain Stored Value Card procedures re: getting cash, kinds of funds on the card, and the automatic rollover of unused funds to the Soldier's pay account.		x	
7	Ensure that Soldiers purchase health and comfort items.		x	
8	Medical Processing:			
	a. Enter the date of medical examination conducted at MEPS into the Medical Occupational Data System (MODS).		x	
	b. Screen the health record for a medical waiver. If a waiver is present (see DD Form 2808 (Report of Medical Examination), item 76) and a numerical designation of "3" or greater is recorded under physical, upper, lower, hearing, eyes, psychiatric (PULHES) (item 74b), refer the Soldier to a health care provider for consideration of permanent profile.		x	
	c. Enter the 6-digit physical profile (PULHES) into MODS. Enter "No" against item "Nondeployable Medical Profile" in MODS.		x	
	d. Ensure that AA/RC Soldiers have documentation of an HIV antibody test within the previous 6 months. Enter the date of HIV test performed at MEPS in MODS.		x	
	e. Determine and record the blood group and type (AR 40-3).		x	
	f. Conduct pregnancy screening for female Soldiers before giving any vaccinations.		x	
	g. Administer tuberculin skin test with purified protein derivative and enter the test into the record and MODS.		x	
	h. Collect the laboratory specimen for deoxyribo nucleic acid (DNA) identification.		x	
	i. Obtain blood specimen for HIV testing for Soldier who does not have documentation of HIV test within the past 6 months (see item 8d, above).			
	j. Obtain the result of blood group and type test and enter the result into the record and MODS.			x
	k. Obtain the result of pregnancy test and enter the result into the record and MODS.			x
	l. Administer immunizations per AR 40-562. Conduct serological screening to determine preexisting immunities for vaccine-preventable diseases including measles, rubella, varicella, hepatitis A, and hepatitis B. Document immunizations and medical exceptions per AR 40-562. Ensure immunization/phlebotomy floor is padded or immunizations are given while the Soldier is seated.		x	x
	m. Conduct eye examinations when MEPS examination shows visual acuity worse than 20/20 in either eye, and/or the Soldier has worn glasses in the past, and/or for the Soldier who reports current problems with vision.			x
	n. Conduct baseline audiograms, DD 2215 (Reference Audiogram), using the Defense Occupational Environmental Health Readiness System-Hearing Conservation.			x
	o. Fit and issue combat arms earplugs. - Single-sided (cord) earplug: - Large-6515-01-552-0231 - Regular-6515-01-552-0229 - Small-6515-01-552-0224 - Earplug Carrying Case (6515-01-100-1674)			
	p. Provide hearing education briefing and earplug training to all Soldiers. Combat Arms Earplugs Wallet Card is available at <a href="http://chppm-www.apgea.army.mil/hcp">http://chppm-www.apgea.army.mil/hcp</a> .			x
	q. Conduct drug testing, if required (para 2-10g).		x	
	r. Conduct Medical Moment of Truth, physical inspection, and partial medical examination, if required (para 2-10).		x	



**Table 2-1  
RECBN processing schedule (recommended sequence)—Continued**

LINE	ACTION REQUIRED	DAYS		
	s. Take dental panoramic radiograph (X-ray) for identification purposes (AR 40-66) and other radiographs as deemed necessary. Note. This should be scheduled after Soldiers have their common access card (CAC) when CACs are available. Fit and issue mouth guards.		x	x
9	a. Conduct Moment of Truth briefing (see fig 2-1).	x		
	b. Conduct orientations, issue material, and show films/videos, including but not necessarily limited to, material in this regulation and DA Pam 600-4.	x		
10	Arrange for Soldiers to obtain haircuts and gender-appropriate hair accessories according to AR 670-1; give training on how to wear hair to meet Army standards according to AR 670-1.	x		
11	Administer Soldiers selection and classification tests, if necessary.	x		
12	Give USAREC, National Guard, and Army Reserve liaison briefings to make new Soldiers aware of their component liaison's availability and services at the RECBN.	x		
13	Identify and resolve personal problems.	x	x	x
14	Issue clothing and name tags.		x	x
15	Issue ID cards and tags if not previously issued (AR 600-8-14).		x	
16	Identify Soldiers with eligible Family members:	x		
	a. Ensure DD Form 1172 (Application for Uniform Services Identification Card DEERS Enrollment) is initiated.		x	
	b. Identify and collect data to mail spouse packets.		x	x
	c. Mail spouse welcome/Tri-Service Medical Care (TRICARE)/DEERS orientation packets to Soldiers' spouse/dependents: Memorandum for Spouse DD Form 1172 TRICARE Dental Program Form 5579 (TRICARE Dental Program Enrollment/Change Form) Welcome to the Army, A Handbook for Family Member (Reception Battalion unique) Health Care for New Military Service Members and Their Families (Trifold) TRICARE Family Member Dental Plan Benefit Booklet (If Soldier is a Reservist) Health Care Benefits for RC Members on Active Duty for More than 30 Days and Their Families (Trifold) (English or Spanish Version, where applicable) IET Family Handbook	x	x	x
17	Conduct pre-BCT familiarization training as time permits.	x	x	x
18	Assign or attach Soldiers to training units or activities (AR 600-8-105).			x
19	Forward medical and dental records to supporting clinics.			x
20	Forward Soldiers' military personnel files (MPFs) 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 gave the wrong age, wrong citizenship, wrong number of dependents, did not reveal that you were prior Service, or withheld an addiction to drugs and/or alcohol, I need to know about it. At this time, does anyone have anything they need to let me know about? If so, raise your hand, I will merely take down your line number now and privately discuss your problem with you later after this briefing. Again, if anyone has anything they need to let me know about, raise your hand now.

(PAUSE)

Are there any questions on anything I've covered?

Figure 2-1. Moment of Truth briefing

**Section II**  
**Conducting Orientations at the Reception Battalion**

**2-4. Orientation overview**

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

**2-5. Content of orientations**

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

**Table 2-2**  
**Subjects for orientation conducted at USARECBN**

Step	*Work center	Required action
1	*	Welcome address by the reception battalion commander or a designated representative.
2	*	a. Explanation of the major processing to be accomplished. <ol style="list-style-type: none"> <li>(1) Initiation of records (data/paper).</li> <li>(2) Medical processing.</li> <li>(3) Testing of selected personnel.</li> <li>(4) Interviews for initiation of records.</li> <li>(5) Identification of certain Soldiers.</li> <li>(6) Clothing issue.</li> <li>(7) Instruction on proper wear of running shoes, running bras, and athletic support.</li> <li>(8) The TRICARE benefits per AR 608-75.</li> <li>(9) Exceptional Family Member Program (EFMP).</li> <li>(10) Lectures and films.</li> </ol> b. Explanation of the duties and responsibilities of the Soldier. <ol style="list-style-type: none"> <li>(1) Personal conduct and military discipline.</li> <li>(2) Wearing of the uniform.</li> <li>(3) Prohibited items.</li> <li>(4) Service obligation.</li> </ol> c. Pay. <ol style="list-style-type: none"> <li>(1) Entitlements.</li> <li>(2) Deductions.</li> <li>(3) Responsibility to provide financial care for Family members.</li> <li>(4) Stored Value Card functions.</li> </ol>

**Table 2-2**  
**Subjects for orientation conducted at USARECBN—Continued**

- d. Explanation of the rights and benefits of Soldiers.
- e. Right to lodge just and honest complaints and grievances.
- f. Postal service.
- g. Legal assistance.
- h. Medical care.
  - (1) Medical and/or dental facilities.
  - (2) Medical and/or dental care of Family members.
- i. Physical fitness training.
- j. Installation facilities.
  - (1) Recreational facilities and activities.
  - (2) Post exchange.
- k. Religious services.
- l. Movement of Family members during IET.
- m. Privately owned vehicles (POVs).
- n. Family correspondence.
- o. Shipment of civilian clothing or storage/security of personal items.
- p. Financial matters.
  - (1) Financial assistance for qualified Family members.
  - (2) Settlement of private debts.
  - (3) Caution on credit purchases.
- q. Servicemembers' Group Life Insurance (SGLI)/Traumatic Servicemembers' Group Life Insurance.
- r. Enlistment agreements—Those Soldiers who have enlisted for a specific training and/or assignment option will be informed that they have the legal right to expect training and assignment per the provisions of their agreement. If, through no fault of their own, the provisions of their agreement are not fulfilled, the Soldier has the right to apply for adjustment.
- s. Any pertinent local policies.
- t. Uniform Code of Military Justice.
- u. Security (security orientation that includes basic information security, personnel security, operations security, and Subversion and Espionage Directed Against the U.S. Army) as required by AR 380-5, AR 380-67, AR 381-12, and AR 530-1.

\* Subject areas are covered by initial receiving branch (IRB), personnel administration branch (PAB), and/or reception companies as determined by the RECBN.

## 2-6. Prohibited items

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

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

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

- (a) Firearms.
- (b) Blackjacks.
- (c) Switchblade knives.
- (d) Knives with blades over 2 ½ 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 RECBN. Additional items to be confiscated include, but are not limited to, the following:

(a) *Aspirin*.

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

(c) *Prescription and over-the-counter drugs of any type*. All individuals arriving at a RECBN with a prescription drug or an over-the-counter drug prescribed by a physician will be confiscated and controlled by the platoon NCO. A

physician at an Army MTF will quickly complete a medical review of the prescription drug(s), to determine the continued use or discontinued use of the prescription.

- (d) *Drug paraphernalia.* This includes roach clips, coke spoons, cigarette papers, waterpipes, and similar items.
- (3) Alcoholic beverages, including beer, wine, liquor, and empty containers.
- (4) Counterfeit plates or counterfeit money.
- (5) Obscene, pornographic, or sexually suggestive materials.
- (6) Gambling devices, including playing cards and dice.
- (7) Food, candy, and tobacco products.

c. All Soldiers will be advised that they are not authorized to have their POV with them while in training. Soldiers arriving at a RECBN 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 Soldiers will be informed that abandonment of a POV is not considered proper disposition.

## **2-7. Required and optional items**

a. Through the USAREC recruiting publicity item “Guide for Future Soldiers and Their Families,” Soldiers are informally provided with a list of items they must bring to the Army and a list of items they must be prepared to purchase upon arrival at the RECBN. These required items are listed in table 2-3 and table 2-4. These lists are limited to those items that provide for sufficient health, welfare, physical training, and personal needs while processing through the RECBN and making the transition to IET. The RECBN and training commanders will not augment these lists nor will they require Soldiers to purchase additional items not on the lists without prior written TRADOC approval. Soldiers will not be required to purchase items solely for display or to repurchase any of the listed items already in their possession upon arrival at the RECBN or training unit because of a commander’s personal preference in color, size, and so forth. Requests for exception/change will be submitted in writing to Commanding General, Basic Combat Training Center of Excellence, 4325 Jackson Blvd, Fort Jackson, SC 29207.

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

## **2-8. Test administration**

The Army personnel selection and classification tests listed in table 2-6 of this regulation will be administered per AR 611-5. Test administration will be under the supervision of qualified test examiners and proctors. The Analytic Aptitude Test will be administered to personnel who enlist in MOSs 35W and 35N.

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

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

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

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

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

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

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**Figure 2-2. Amnesty Box Sample**

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**Table 2-3**  
**Items future Soldiers should wear or bring to the MEPS on ship day<sup>1</sup>**

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

Notes:

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

<sup>2</sup> Soldiers traveling from overseas locations should add one change of clothing and underwear (same guidance as above; extra shoes and extra coat not needed).

**Table 2–4**  
**Items to be purchased at the RECBN PX**

ITEM—What to Buy List	MALE	FEMALE
Toothbrush and toothpaste	1	1
Bar soap or liquid shower soap	1	1
Antiperspirant/deodorant (nonaerosol only)	1	1
Shaving cream/gel	1	1
Shaving razor (disposable with cartridges)	1	1
Wash cloth	1	1
Thong shower shoes	1	1
Running shoes <sup>1,3</sup>	1	1
Bra (white, black, or neutral) <sup>2,3</sup>	Not applicable	1
Sports bra (white, black, or neutral) <sup>2, 3</sup>	Not applicable	3
Underwear/cotton briefs (white, black, or neutral) (no thongs)	3	6
Socks (white, polyester athletic with no logos) (According to AR 670–1)	6	6
Laundry detergent	1	1
Shampoo	As needed	As needed
Hairbrush or comb	As needed	As needed
Feminine hygiene items	Not applicable	As needed
Optional hygiene items (Local policy may or may not allow Soldiers to purchase additional hygiene items)	As needed	As needed

**Recommended Additional Items Purchased at RECBN PX**

Note. Local policy may modify this list; however, Soldiers are not required to “rebuy” items solely for local cosmetic preferences. Commanders will enforce the “no rebuy” policy.

Foot powder/baby powder	As needed	As needed
Eye glass band (glasses wearers only)	1	1
Dental floss	1	1
3+ liter camouflage hydration packs <sup>4</sup>	As needed	As needed
Wash cloth	1	1
Flashlight	1	1
Batteries	As needed	As needed
Wrist watch	1	1
Calling cards	As needed	As needed
Stamps	As needed	As needed
Writing pads or stationary material	As needed	As needed
Men’s supporter (athletic or biker shorts)	1	Not applicable

Notes:

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

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

<sup>3</sup> All the items listed in table 2–4 will be paid for by the Soldiers. Soldiers receive \$300.00 (males) or \$300.00 (females) on a Stored Value Card containing both a pay advance and a clothing allowance.

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

**Table 2-5**  
**Bundle Pack purchased at the RECBN AAFES Troop Store/PX<sup>1</sup>**

ITEM	MALE	FEMALE
Travel Soap dish	1	1
Travel toothbrush holder	1	1
Combination locks	2	2
Cotton swabs (80) pack	1pk	1pk
Unscented moist wipes (30) pack	1pk	1pk
Nail clipper	1	1
Suede boot and shoe care kit	1	1
Neck ID card holder	1	1
Toiletries bag	1	1

Notes:

<sup>1</sup> The bundle pack is approximately \$27.95; this may vary at the USATCs. Soldiers may use a Stored Value Card to purchase these items or may be purchased individually if the Soldier does not require all items.

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

**Test:** Armed Services Vocational Aptitude Battery

**Personnel to be tested:** Only those not tested at MEPS or Soldiers in ESL.

**Action required:**

- a. Coordinate testing with the education center.
- b. Test per AR 611-5.
- c. Record scores on the Service Member Records Brief (SMRB) via eMILPO.

**Test:** Auditory perception

**Personnel to be tested:** All Soldiers with a surveillance and communications 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 SMRB.

**Test:** Defense Language Proficiency Test

**Personnel to be tested:** All Soldiers that claim a knowledge of a language other than English or Spanish.

**Action required:**

- a. Test per AR 11-6.
- b. Prepare and forward DA Form 330 (Language Proficiency Questionnaire).
- c. Record attained scores on the SMRB.

**Test:** Analytic Aptitude Test

**Personnel to be tested:** Only personnel enlisted in MOS 35W and 35N.

**Action required:**

- a. Test per AR 611-5.
- b. Record attained scores on the SMRB.

## 2-9. Disposition of civilian clothing

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



## **2-10. Medical processing**

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

*b. Medical examinations.* Only those Soldiers that have not undergone a medical examination under the provisions of AR 40-501 within 18 months of reporting to a RECBN 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).

*c. Immunizations and serologic testing for immunity.*

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

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

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

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

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

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

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

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

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

*d. Health records.* Medical and dental records will be initiated per AR 40-66. Reserve component and other Soldier's health records, if available, will be reviewed, and only those nonavailable 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 the entries are legible and are made in the proper spaces on the forms. All ARNGUS and USAR medical records will be returned to the Soldier's unit. The record custodian will ensure inclusion of the results of DNA testing before release from active duty (REFRAD).

*e. 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.

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

## **2-11. Minimum physical requirements**

The Soldier may be evaluated with the 1-1-1 test to ensure they are capable of meeting physical requirements for entry into BCT/OSUT. Soldiers who fail the 1-1-1 test may be assigned to a fitness training unit (FTU) or WTRP (if available, at the commander's discretion). The WTRP training will include physical and mental fitness training (classroom and daily physical fitness training according to the USAPFS Standardized IET PT Program (FM 21-20) and relevant training and/or education to prepare the Soldier for BCT/OSUT success. The FTU/WTRP commanders will evaluate the whole Soldier weekly to assess their progress and their motivation to stay in the Army to make the decision on whether to continue FTU/WTRP training or discharge.

## **2-12. Waiver of U.S. Department of Veterans Affairs disability pension or compensation**

Soldiers that are receiving disability pensions or compensation from the U.S. Department of Veterans Affairs (VA) for any reason are required to waive such pensions or compensation at the time of entry on AD. If waivers have not been previously prepared, execute VA Form 21-8951-2 (Notice of Waiver of a VA Compensation or Pension to Receive

Military Pay and Allowances). The waiver will be verified by the RECBN and forwarded to the appropriate VA regional office (see AR 601-210).

## 2-13. Initiation of records

*a. Initiating the MPF and SMRB.* The MPF and SMRB will be initiated per AR 600-8-104. The U.S. Army Personal Financial Record will be initiated per AR 37-104-4.

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

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

## 2-14. Records processing

Records that are received or initiated at RECBN are listed in table 2-7; preparation and disposition of these forms will be made as prescribed in regulations listed in table 2-7. Save processing time by preprinting forms with information applicable to all Soldiers. Mechanical writing equipment may be used for this purpose. Electronic forms will be used and transmitted by electronic means whenever possible.

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**Table 2-7**  
**Forms, records, and reports initiated or processed by RECBN**

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Form no: Not applicable Title: Identification Tags Reference: AR 600-8-14 Special instructions: Issue before shipment to training. Do not prepare prior to blood typing.
Form no: DA Form 669 Title: Army Continuing Education System (ACES) Record Reference: AR 621-5 Special instructions: Prepare for all nonhigh school graduates and all Soldiers that enter Basic Skills 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: Destroy if received from MEPS.
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: Not applicable Title: Common access card (CAC) Reference: AR 600-8-104 Special instructions: Issue to each Soldier (following blood typing).
Form no: DD Form 4 Title: Enlistment/Reenlistment Document Armed Forces of the United States Reference: AR 140-111, AR 600-8-104, AR 601-210, AR 601-280, National Guard Regulation (NGR) 600-200 Special instructions: Copy to Commander, U.S. Army Human Resources Command, ATTN: AHRC-EPO-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122-53060.

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**Table 2-7**  
**Forms, records, and reports initiated or processed by RECBN—Continued**

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Form no: DD Form 2766

Title: Adult Preventive and Chronic Care Flowsheet

Reference: AR 40-562

Special instructions: None.

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Form no: DD Form 2766C

Title: Adult Preventive and Chronic Care Flowsheet (Continuation Sheet)

Reference: AR 40-562

Special instructions: None

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Form no: DD Form 2807-1 (Electronically Generated)

Title: Report of Medical History

Reference: AR 600-8-1

Special instructions: None

---

DD Form 137 (Electronically Generated)

Title: Application for Basic Allowance for Quarters for Members with Dependents

Reference: AR 37-104-4

Special instructions: None

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Form no: DD Form 220

Title: Active Duty Report

Reference: AR 601-210, AR 635-5

Special instructions: None

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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.

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Form no: DD Form 1172

Title: Application for Uniformed Services Identification Card DEERS Enrollment

Reference: AR 600-8-14

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

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Form no: DD Form 1351-2

Title: Travel Voucher or Subvoucher

Reference: DFAS-IN Regulation 37-1

Special instructions: None

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Form no: DD Form 1561 (Electronically Generated)

Title: Statement to Substantiate Payment of Family Separation Allowance (FSA)

Reference: AR 37-104-4

Special instructions: None

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Form no: DD Form 1966

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

Reference: AR 140-111, AR 601-210

Special instructions: None

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Form no: DD Form 2058

Title: State of Legal Residence Certificate

Reference: AR 37-104-4

Special instructions: None

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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; enrollment or disenrollment will be finalized at the RECBN.

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Form no: DD Form 2558

Title: Authorization to Start, Stop, or Change Allotment

Reference: AR 37-104-4

Special instructions: None

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Form no: DA Form 3443-Series

Title: Terminal Digit-X-Ray Film Preserver and DA Form 8005-Series (Outpatient Treatment Records)

Reference: AR 600-8-104

Special instructions: Transfer with MPF to Soldier TSPC.

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Form no: SF 86

Title: Questionnaire for National Security Positions

Reference: AR 380-67, AR 381-20, AR 600-8-104, AR 601-210, AR 601-270,

Special instructions: For individuals enlisting for MOS training that requires SECRET or higher security clearance eligibility.

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**Table 2-7**  
**Forms, records, and reports initiated or processed by RECBN—Continued**

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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

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

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

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

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Form no: TD Form IRS W-4 (Stocked and issued by local Internal Revenue Service Centers)  
Title: Employee's Withholding Exemption Certificate  
Reference: DOD 7000.14-R, Vol. 7A, AR 37-104-4, NGR 600-200  
Special instructions: None

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Form no: DA Form 4187  
Title: Personnel Action  
Reference: AR 600-8-6 and DA Pam 600-8-21  
Special instructions: None

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Notes:

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

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## **2-15. Partial and advance pay**

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

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

c. Guidance on a Soldier's required purchases is provided in paragraph 2-7 of this regulation.

## **2-16. Personnel security investigations**

a. All Soldiers will have the proper PSI submitted to OPM if action has not already been taken. Requests for PSI will be forwarded NLT the Friday of the second week of BCT/OSUT. Procedures to ensure PSI are submitted and obtained in a timely manner are contained in this regulation.

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

c. Any RA, ARNGUS, or USAR Soldier who is disqualified by the PSSP detachment will be referred to their liaison for reclassification while at the RECBN.

## **2-17. Detailing Soldier**

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

## **2-18. Disposition of Soldier**

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

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

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

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

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

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

(4) Those requiring BCT or WTC will be processed by the PSSP detachment for proper security clearance and will be released to the RECBN for shipment to BCT or WTC. Further assignment after BCT or WTC will be per paragraph 3–8 of this regulation.

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

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

(2) Soldiers that 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 RECBN or the USATC as prescribed by this regulation and DA Pam 611–1. Interviews will be conducted in a formal, comfortable, well ventilated, and well-lighted atmosphere. The interviewer must be fully qualified and must be thoroughly familiar with personnel processing procedures. Every effort will be made to gain the Soldier's confidence in order to accurately collect data. Interviewers will use 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 Soldier qualifications (when required).
- c. Provide HQDA with specific, accurate information regarding accessions.
- d. Identify personnel that have been previously granted a security clearance above SECRET (see para 3–3 for required processing).
- e. Identify personnel with certain qualifications or enlistment commitments (see table 2–8 for identification and processing required).

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**Table 2–8**  
**Identification and processing of specially designated personnel**

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

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

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

**Action required:**

- a. Identify per AR 600–8–104.
  - b. Enter the five-character MOS for which qualified in the SMRB.
- 

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

**Action required:**

- a. Record in the SMRB.
  - b. Assign the Soldier to USATC where modified basic training (BT) is conducted. The Soldier will be assigned to a BCT company after processing at RECBN but will receive BCT that excludes training and use of ammunition, weapons, and munitions.
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**Table 2–8**  
**Identification and processing of specially designated personnel—Continued**

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

**Action required:** Enter “Not eligible for security clearance; see AR 380–67” in the SMRB.

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

**Action required:** Ensure that the following documents are prepared and placed in the MPF prior to transmitting the MPF to Soldier's personnel service center:

- a. Legibly completed SF 86 signed by the Soldier.
  - b. Two copies of the OPM Agency Use Information (SF 86) form.
  - c. Two Fingerprint Cards (FBI Form FD 258, Applicant 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 Soldier and their usefulness to the Army. In view of the importance of these interviews, it is essential that they be conducted in an orderly manner and that data are collected accurately.

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

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

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

## **2–22. Interviewer responsibilities**

The interviewer will—

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

b. Consult with individuals; review personnel records.

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 the HRC to establish a database for the control and distribution of Soldiers. Interview data will be recorded on the Soldier's SMRB 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 announcement of mobilization by DA. The peacetime processing requirements established in this regulation remain in force unless modified by this section during mobilization. The planning focus for mobilization training base expansion is on MOS refresher training and reclassification training of IRR personnel. This contingency will probably occur during partial mobilization but could occur during Presidential Selected Reserve Call-Up.

#### **2–25. Applicability**

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

a. Inductees, both voluntary and involuntary.

b. Enlistees in the RA.

c. Enlistees in the ARNGUS and USAR who require completion of IADT.

d. Members of the IRR.

#### **2–26. Restrictions**

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

b. During mobilization, SF 86 (OPM Agency Use Information) will be completed via electronic Questionnaire for Investigation Processing (e-QIP) at the RECBN only for those personnel selected for training in a military job classification that requires security clearance eligibility. Current policies remain in effect during partial mobilization.

- c. The RECBN will process those personnel designated for entry into the training base. Additional taskings by installations during mobilization must be approved by CG, TRADOC, and will be supported with installation assets.
- d. Augmented USAR RECBN will be prepared to receive and process female Soldiers during mobilization.
- e. Only Phase I clothing issue will take place during RECBN processing. Organizational clothing and equipment will not be issued by the RECBN. Any organizational clothing required for training will be issued after the reception process is complete. Coordination for organizational clothing issue will be accomplished by the installation C2 element.

## **2–27. Reception battalion mobilization processing**

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

- a. The RECBN commanders will ensure that Soldiers are processed within 3 duty days following arrival at the RECBN.
- b. Individuals submitting requests for personnel actions that cannot be approved by RECBN commanders will not be held pending disposition but will be transported to the training unit.
- c. The IRR Soldiers may receive only the following briefings during the 3–day processing cycle:
  - (1) Welcome briefing (not the IET briefing).
  - (2) Command and control element briefing (covers, at a minimum, Uniform Code of Military Justice, safety, general schedule, housing, points of contact, mail, and phone numbers).
  - (3) Tri-Service Medical Care.
  - (4) Army Community Services/Family Care Plan.
  - (5) Family support.
  - (6) Legal.
  - (7) Finance.
  - (8) Red Cross.

## **2–28. Testing and classification**

- a. Testing requirements are modified as follows:
    - (1) Accessions with a general technical score of 110 or higher will be administered the Scholastic Aptitude Test or the American College Test. Soldiers who attain qualifying scores will be briefed concerning eligibility requirements and application procedures.
    - (2) Armed Services Vocational Aptitude Battery testing and/or Armed Forces Qualification Test will only be conducted for Soldiers that, upon reporting—
      - (a) Have not been previously tested,
      - (b) For whom scores are not available,
      - (c) Who are attending ESL.
- Note.* The PS and IRR personnel will not be retested when original scores are available from DMDC.
- (3) The Defense Language Proficiency Test and Defense Language Aptitude Battery testing will be accomplished on an as needed basis.
  - b. Restrictions regarding administration of immunizations and amount of sleep prior to testing, outlined in sections I, II, and III of this chapter, will be adhered to consistent with priorities and the urgency of the situation.
  - c. Classification actions at the RECBN will be restricted to—
    - (1) Accessions for whom a training MOS has not been established.
    - (2) Accessions who are not qualified for entry into the established training MOS.
    - (3) Accessions who possess rare and unusual (RAU) skills. Personnel identified under this provision will possess skills rarely encountered among most accessions. Normally they will have been engaged in technical, professional, or scientific fields rather than administrative, clerical, or business occupations; however, some unique personnel in these latter fields may be appropriately identified and reported under this provision. Precise standards cannot be given. Any non-PS accession who has previously held a security clearance above that of SECRET will be considered as having RAU qualifications.
  - d. Upon completion and recording of any required testing, accessions will be interviewed per section III of this regulation.
  - e. Accessions that possess RAU or have received medically oriented training will be reported to the HRC 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 Soldiers will be processed and transported to training units following procedures established by the HRC.

## 2-29. Special categories of personnel

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

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

*b. Sole survivor.*

(1) *Soldier has been classified as a sole survivor appropriately by MEPS.* Enter assignment limitation on the SMRB.

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

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

## 2-30. Personal affairs processing

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

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

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

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

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

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

*d.* Rescinded.

## 2-31. Individual ready reserve processing

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

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

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

*d.* An IRR packet containing an in-processing schedule, training schedule, and applicable forms will be given to each IRR Soldier and all details contained therein explained. Preliminary paperwork required in order to enter IRR Soldiers into automated systems and their ID tag documents are taken. The ID tags are made NLT noon the next day. Policies regarding the treatment of Soldiers will be briefed and the IRR will be afforded the opportunity to see a chaplain if the IRR so requests.

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

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



**Table 2–9  
IRR processing checklist guidelines**

TIME	TASKS	REMARKS
DAY 0		
On Arrival	IRR Soldiers fill out sheets at the RECBN. The RECBN calls C2 element to pickup Soldiers.	
DAY 1		
0630–0730 morning	Breakfast	
	Briefings (C2 commander)	
	Drug and alcohol testing	done by C2
0830 – 0930	Optometry and dental radiographs	
0930 – UTC	TRICARE and medical prescreen	
0930 – UTC	Medical screening and profile review	
0930 – UTC	Blood draw/pregnancy test/HIV test/blood type/DNA	
0930 – UTC	Hearing test	
0930 – UTC	Immunizations – medical tags Nondeployable files forwarded to HRC	
1130 – 1230	Lunch	
1230 – UTC	Exam at dental clinic	
1630 – 1730	Dinner	
DAY 2		
Morning	Breakfast, ACS, Red Cross, Judge Advocate General, Finance (as available)	
1130 – 1230	Lunch	
1230 – UTC	Personal affairs processing includes Soldier readiness process (DA 7425 (Readiness and Deployment Checklist) and Data Automation Requirements Transfer System questions—expiration term of Service, Family care plan, SGLI, DD Form 93 (Record of Emergency Data), prisoner of war status, German/Turkish aliens, sole survivor, BT/AIT training complete, pay records creation.)	
1230 – UTC	Real-time Automated Personnel Identification System/DEERS processing.	
1230 – UTC	HRC liaison question and/or answer if liaison officer is available.	
1230 – UTC	Clothing/name tag issue	
1630 – 1730	Dinner	
DAY 3		
0630 – 0730	Breakfast	
TBD (to be determined)	Travel processing	
TBD	CAC issue	
TBD	Judge Advocate General	
TBD	Central issue facility	
TBD	Security clearance initiated	
TBD	CTT training	
TBD	MOS-specific training	

Notes:

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

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

<sup>3</sup> For groups over 200, split the Soldiers between the days.

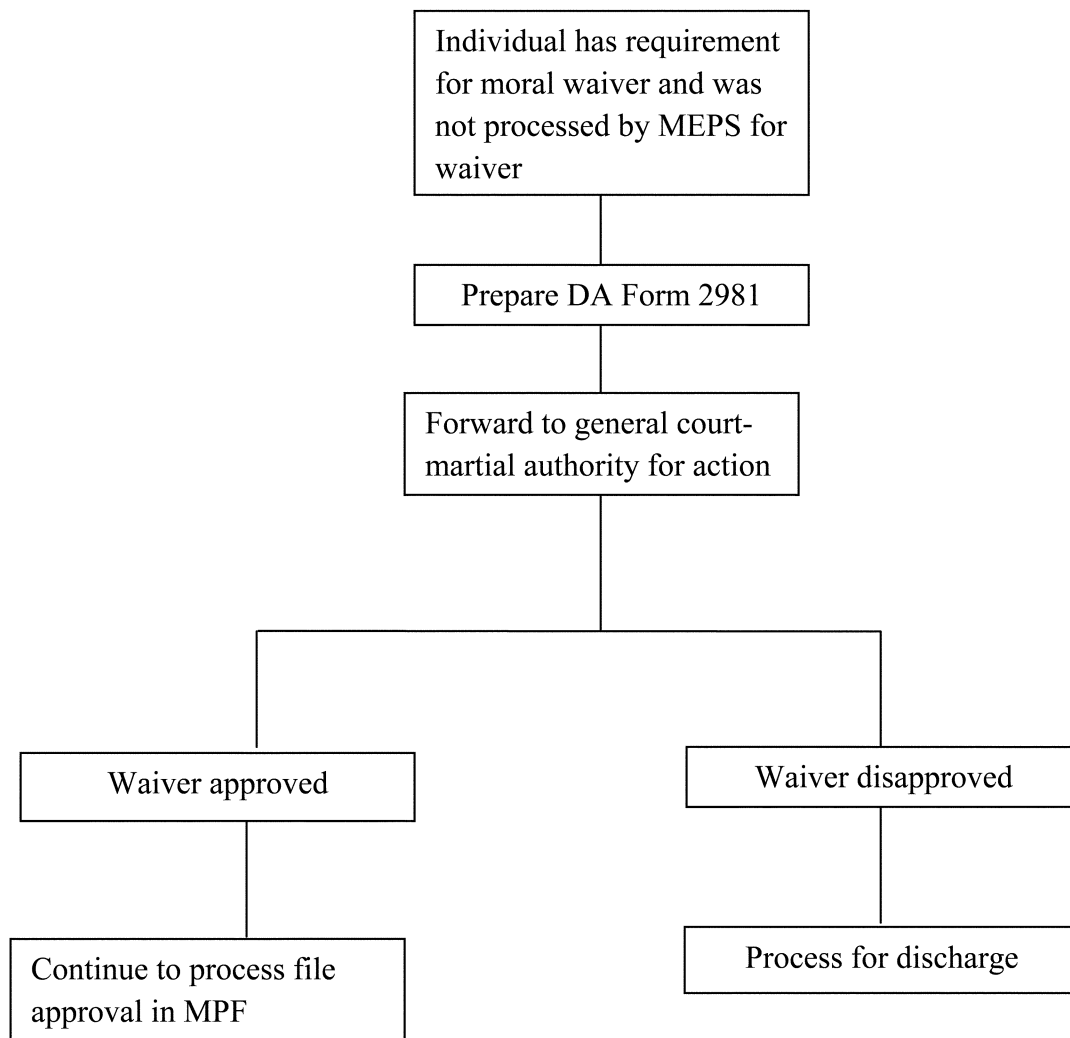


Figure 2-3. Processing requests for moral waiver

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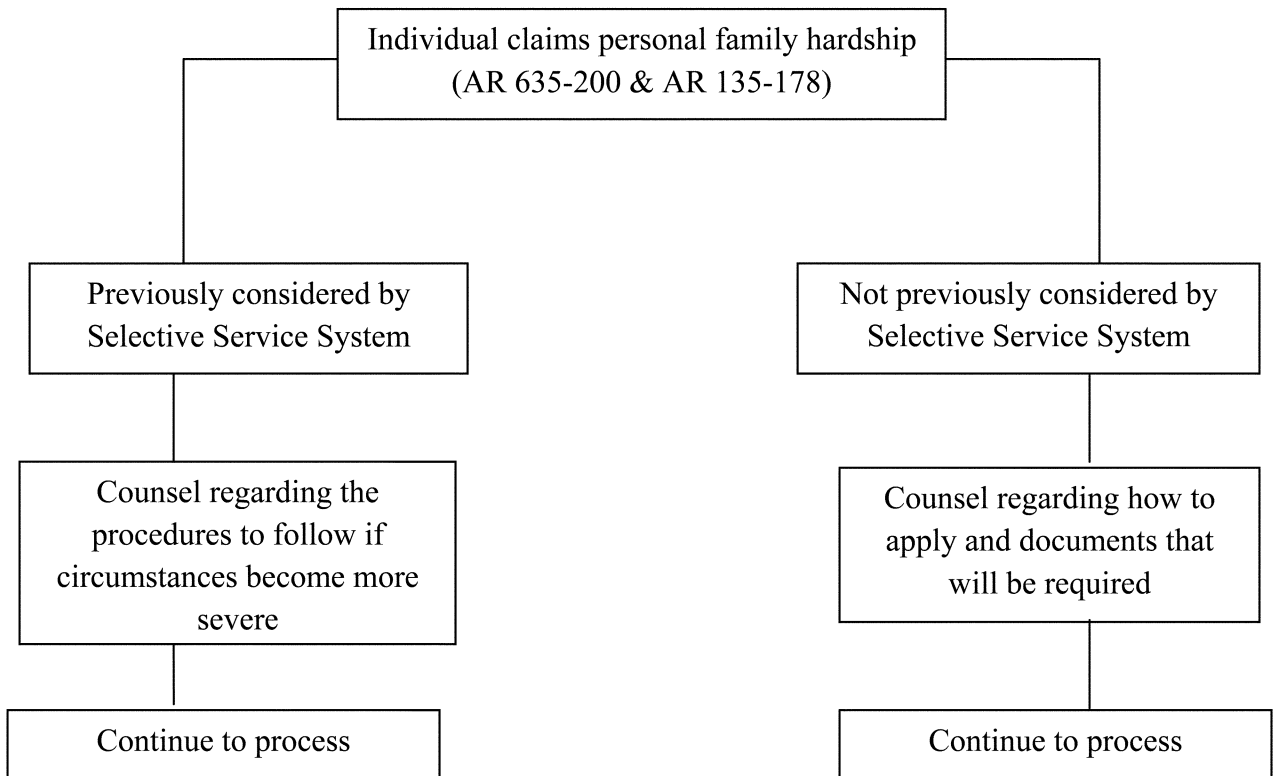


Figure 2-4. Processing claims of personal Family hardship

Figure 2-5. Rescinded.

## 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 of this regulation (see also appendixes B, C, D, and E).

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

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

*c.* Soldier student management will ensure that a NACLC has been submitted for all personnel that do not require security clearance eligibility per AR 601-210. A copy of SF 86 will be on file in the MPF. Ensure JPAS reflects that a NACLC is open or has been completed. Ensure that the qualification record has been posted per AR 600-8-104. If

there is no record that a NACLIC (or higher) PSI has been initiated, a NACLIC will be submitted to the appropriate agency. In the event an automated NACLIC has been submitted, but the fingerprint check results are unknown (MEPCOM PCN ZHM 002 (Report of ENTNAC-Possible Match)), action will be initiated per table 3-1, step 3, in order to verify the Soldier's status. Soldiers requiring initiation of a SSBI will be processed by the appropriate PSSP detachment at Fort Jackson, Fort Leonard Wood, or the installation security office at other installations.

### **3-2. Records processing at the U.S. Army Training Center**

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

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

(1) *Replacement stream personnel.*

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

(b) When the enlisted record brief (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 ADT and that are presently members of the IRR, may be obtained from the Commander, U.S. Army Human Resources Command, ATTN: AHRC-EPO-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122-5306. Records for personnel that were formerly on AD and were discharged will be obtained from the Center Manager, National Personnel Records Center, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122-5306. See AR 25-1 for a detailed listing of records maintained at various records centers.

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

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

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

### **3-3. Review of records and screening for special category personnel**

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

(1) Check for accuracy.

(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 clearance above that of SECRET claimed by Soldiers that are identified as personnel with RAU qualifications. Forward a memorandum to Commander, Central Clearance Facility, Fort Meade, MD 20755-5250. The message will include the Soldier's full name, date and place of birth, SSN, degree of clearance claimed (for example, top secret and sensitive compartmented information (SCI)), and date and place of assignment requiring clearance (for example, Fort Sill, OK, Jun 08-Jan 09). The CCF will provide a response via JPAS, verifying clearance and basis for the clearance.

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

b. *Personnel with civilian acquired skills.* Personnel with usable CAS will be reported per this regulation and AR 601-210, 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 the HRC 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 BAT. To prevent shortfalls at Service schools, it is necessary for the Soldier to arrive at the appropriate school on established class reporting dates. When a Soldier has been recycled during BT, leave will either be reduced or deferred entirely to ensure arrival at the Service school as scheduled. In these instances, an official statement of leave not granted, signed by the Soldier and the personnel officer, will be filed in the Soldier's pay file folder. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment when no subsequent class reporting date is available.

(2) A review is done to verify that personnel who have the airborne, ranger, diver or special forces enlistment

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

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

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

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

*(a)* Those 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 Soldiers will be afforded the opportunity to select a course for which qualified and for which quotas are available per AR 601-210.

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

### **3-4. Unfulfilled enlistment agreements**

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

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

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

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

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

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

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

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

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

Note 1. Waivers will be prepared in three copies.

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

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

Duplicate copy – Individual waiving enlistment commitment.

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

Figure 3–1. Sample of a waiver format

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## Section II Administrative Processing

### 3–5. Administrative processing actions

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

### 3–6. Pride of Ownership Program

Recruiters will be recognized for Soldier accomplishments under the Pride of Ownership Program. Instructions for training brigades to recognize recruiters are as follows:

*a.* The training brigade S–1 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 Soldier’s MILPO. If the recruiter’s information is not in an automated system, it may be obtained from the DD Form 1966, items 42b, c, and d.

*b.* Training brigades will provide the USAREC liaison NCO with a list of recognized Soldiers 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 AD.

c. The USAREC liaison NCO will transmit Soldier 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 (trainee/student)	Review the contents of the MPF for correctness of data.
2	TNST	Establish basic active Service date and pay entry basic date for PS Soldiers, provided they have all necessary verification. This will ensure that Soldiers are properly paid and given credit for prior periods of AD.
3	TNST	Initiate security investigations when necessary. The USAREC PSSP will process those personnel who have enlisted for an MOS/Enlistment Option requiring secret or higher security clearance eligibility. The USAREC PSSP detachment will take action to ensure SSBIs are initiated for all MOS requiring top secret security clearance eligibility, and any Soldier enlisting for Army Option 25 (Security Assignment Enlistment Option, Enlistment Codes LINS (Intelligence and Security Command), LCUN (Information Systems Command), and LSPC (Space Command). (Anyone enlisting for one of these options requires a top secret clearance and PSSP processing, regardless of MOS.)
4	TNST	Ensure that results of security investigations are posted to the DA Form 2-1 per AR 600-8-104. SF 86 will be filed in MPF per AR 600-8-104. 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 NACLIC investigations are not received by the end of the fifth week of BCT, initiate tracer action in the form of a PRIORITY message to Commander, Central Clearance Facility, Fort Meade, MD 20755. The message will include name, date and place of birth, SSN, date initiated, and type of investigation pending. For Soldiers that require a favorably completed NACLIC 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 follow-up message will be prepared and forwarded to Commander, CCF. A copy of the tracer will be filed as an action pending document in the MPF.

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

Step	Work center	Required action
6	TNST	Review for final clearance. If a final clearance has not been granted by Commander, CCF, an "interim" clearance may be granted per current DCS, G-2 instructions. Ensure interim clearance and/or access is sufficient to satisfy associated administrative actions, to include award of MOS, and permanent change of station status for initial assignment prior to the Soldier's shipment to first duty assignment.
7	TNST	Review for awarded MOS. If an MOS has been awarded, any bonus due as a result of an enlistment commitment will be paid upon arrival at the permanent duty station.
8	TNST	Review for denied clearance. If a final clearance is denied by CCF and the MOS withdrawn, the responsible finance officer will recoup any bonus paid.
9	TNST	Review for POR. If the MOS is awarded, the Soldier is qualified for individual preparation of replacement (POR) for overseas movement procedures per AR 600-8-11 and AR 600-8-101. The only exception to this guidance will be those specific requisitions with a stated requirement for a final clearance. For those instances, special instructions will be included in HRC AIs. Queries concerning completed NACLIC actions should be directed to OPM, 1137 Branchton Road, Boyers, PA 16018 or phone 724-794-5612.
10	PUT (personnel unit training)	Review medical records for an HIV antibody test document. If no record of testing exists or the preaccession test is more than 6 months old, immediately schedule the Soldier for testing. HIV testing must be administered before the first 30 days of AD expires (see AR 600-110).
11	PUT	Review records to ensure dental examination or inspection has been conducted. If no record exists, schedule the Soldier for a dental examination or inspection (see AR 40-3).
12	PUT	Schedule the Soldier for 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 the Soldier for testing. The date of the tuberculin skin test results reading should be recorded on SF 601. A tuberculin skin test is normally administered at the RECBN; results of the test must reflect it has been read within 72 hours.
14	PUT	Issue CAC to AD Soldiers if not previously issued at the RECBN (see AR 600-8-14).
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 RECBN, prepare DD Form 1172. (See AR 600-8-14 for instructions on preparing and forwarding 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.



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

Step	Work center	Required action
17	PUT	Ensure that Soldiers are encouraged to prepare a DA Form 3955 (Change of Address and Directory Card) for dispatch to their next of kin when executing forms for notifying correspondents of change of address.
18	PUT	Process recognition letters for outstanding Soldier accomplishment, such as honor graduate, highest basic rifle award, or highest physical training score.
19	TNST	Ensure DD Form 93 and VA Form SGLV-8286 are contained in the MPF and the information is current and correct. Ensure e-mail address(es) is/are included/updated with the Family address information on the DD Form 93.

### Section III

#### Unit Processing

#### 3-7. 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 Uniform Code of Military Justice (if not previously conducted at RECBN).
8	PUT	Orientation—subject: Code of Conduct (if not previously conducted) at RECBN (see AR 525-28).
9	PUT	Orientation—subject: Geneva and Hague Conventions (if not previously conducted at RECBN).
10	PUT	Orientation—subject: Benefits of an Honorable Discharge (if not previously conducted at RECBN).
11	PUT	Unit out-processing procedures.

### **3-8. Prior service personnel**

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

(1) 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 Basic Training Course are required to take the WTC in New Mexico, with reception in processing at Fort Sill, OK.

(2) Those with a break in Service of more than 3 years, regardless of Service and previously held MOS, will complete the WTC in conjunction with AIT/OSUT as necessary 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 the 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 the date of current entry on AD with the Army) will be processed per paragraphs (3) and (4), above.

(6) Personnel who, immediately before entry in the RA, completed 2 or more consecutive years of satisfactory Service beyond IADT in a RC Troop Program unit of the U.S. Army or U.S. Marine Corps will be processed per paragraphs (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 HRC AIs.

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

*d.* Prior service training.

(1) Reclassified and PS Soldiers must meet all course requirements for graduation (Army physical fitness test (APFT) and so forth) and are subject to IET policies, unless otherwise stipulated in this regulation. The WTC Soldiers going to AIT must pass the APFT at 50 points per event and 150 minimum total points prior to graduation. Those Soldiers who are scheduled to report directly to a unit must pass the APFT at 60 points per event and 180 minimum total points.

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

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

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

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

*e.* Privileges for reclassified and PS personnel.

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

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

### **3-9. Training assignment reports**

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

### **3–10. Evaluation during training (basic combat training, advanced individual training, and one station unit training)**

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

(1) Records initiation will be accomplished in the Residential Individual Training Management System NLT the end of the second week of training.

(2) Training records will be transferred with the Soldier to the gaining unit if a Soldier 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 Soldier'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 hand carried 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 that Soldier are physically capable of completing requirements of the appropriate ATP.

(1) Soldiers 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 Soldiers that are considered fit for duty will be recorded on the SMRB.

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

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

*d. Evaluation of disqualification.* Close and continued attention will be given by all personnel charged with training responsibility to quickly detect individuals 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 Soldier and recommend elimination procedures to the appropriate higher headquarters of all personnel considered unsuitable for military Service (see AR 635–200). Training activities will retain personnel for which separation has been recommended until final disposition of the case has been made by the reviewing authority. Failure to initiate proceedings for any Soldier before the completion of the BCT cycle will not preclude later action.

*e. Processing individuals for separation.* Soldiers being processed for separation except as specified in paragraph 3–4 of this regulation will continue in BCT until action has been completed. Soldiers that will complete BCT before a final decision has been made on their separation action will be processed in STRAMS–E with appropriate entries (ATRRS TC display). When possible, the 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 Soldiers potentially qualified for AIT in an MOS requiring screening per AR 50–5 or AR 50–6.

## **Section IV Training Assignments**

### **3–11. Verifying training assignments**

*a.* The BCT activity personnel service center will verify that the Soldier is qualified for the scheduled MOS training. Soldiers that are assigned to training for which they are not qualified will be IMMEDIATELY reported to HRC, AHRC–EPD–S (Defense Switched Network (DSN) 221–4430 or 4685) for assistance and guidance.

*b.* Training assignments will be compared with enlistment agreements on file in the MPF to ensure that they are in agreement with the enlistment contract. Discrepancies will be immediately reported to HRC (AHRC–EPD–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 HRC (AHRC–EPD–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 HRC (AHRC-EPD-S).

### 3-12. Processing and verifying training assignments

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

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, HRC (AHRC-EPD-S), (DSN 221-4430/4685) for guidance. If clearance will not be granted, initiate reclassification action in BCT. Do not send to original AIT.
3	TNST	Review the Soldier's enlistment agreements to ensure that the training scheduled does not conflict with enlistment agreements. Training assignments that conflict with enlistment agreements are to be immediately reported to HRC (AHRC-EPD-S)-EPD-S. For RC Soldiers, report them to the ARNGUS or USAR liaison NCO.
4	TNST	Ensure that assignments have been received for all personnel for that BCT start week.
5	TNST	If Soldier does not have a training assignment, immediately contact HRC (AHRC-EPD-S).
6	TNST	Comply with MOS training AI; use ATRRS to obtain a new training reservation.
7	TNST	If a quota cannot be obtained through ATRRS, coordinate with HRC (AHRC-EPD-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 Basic Combat Training

#### 3-13. Orders preparation

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

Step	Work Center	Required action
1	TNST	Ensure completed NACLC results are placed in the Soldier's MPF.
2	TNST	Assign BCT graduates to classified AIT when the Soldier is sufficiently cleared to start training. Personnel will not be retained at the BCT installation except for those scheduled for MOS training where first day access to classified material is required in the AIT/supervised on-the-job training (SOJT) phase.

**Table 3-4**  
**Processing training assignments orders—Continued**

Step	Work Center	Required action
3	TNST	If first day access to classified material in the AIT or SOJT phase is not required, ensure that the Soldier is transported to the AIT activity immediately upon completion of BCT. Initiate tracer action when necessary.
4	TNST	Issue orders per AR 600-8-105 assigning or attaching personnel to the training activity specified by HRC on the ATRRS reservation by student (RS) display.
5	TNST	Provide ARNGUS and USAR unit commanders with information copies of orders attaching RC IADT personnel to AIT; orders issued will include the Soldier's ARNGUS or USAR unit designation and location and the MOS in which the Soldier is to receive training.
6	TNST	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, U.S. Army Human Resources Command, ATTN: AHRC-EPO-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122-5306.

### 3-14. Training entries on personnel records

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

### 3-15. Records processing

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

## Section VI

### Out Processing from Basic Combat Training

#### 3-16. Trainee and/or student processing branch commander

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

- a. Rigid training schedules prevent extended visits away from the training installation.
- b. Housing near training installations may be unavailable, too costly or, in some areas, substandard.
- c. On-post quarters normally will not be available to Soldiers.
- d. There is a lack of on-post parking facilities at most installations.
- e. Public liability insurance coverage is required for 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. The RA Soldiers that do not have a station of choice enlistment option are subject to assignment worldwide following MOS training. Assignments are issued by HRC per enlistment commitments and the needs of the Army. Assignment to an installation for AIT is for training only and does not 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 that are hand carrying their MPFs (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 Soldier that taking Family members, POVs, and household goods (HHG) 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 Soldier's orders.
4	PUT	Advise Soldiers to resettle their Family members and make suitable disposition of vehicles and HHGs when entering AIT. The BCT graduates will not move HHGs and Family to AIT installation if training is less than 20 weeks. Only students in training over 20 weeks may relocate Family, HHGs, 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. Ensure e-mail address(es) is/are included/updated with the Family address information on the DD Form 93.

### 3–17. 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

#### 3–18. Overview

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

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

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

#### 3–19. Advanced individual training in processing

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

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

*c.* Personnel that report to a training activity other than the one specified by the ATRRS RS display may be retained at that installation for training if the MOS specified on the ATRRS RS display is conducted at that installation and a

training space is available. If the installation does not conduct training in the MOS, contact HRC (AHRC-EPD-S), DSN 221-4430/4685, for disposition instructions.

**Table 3-6**  
**Advanced individual training in processing**

Step	Work center	Required action
1	PUT	Ensure a welcome by the commander, or designated representative, assisted by other personnel, as appropriate.
2	PUT	Brief the Soldier about the mission of the activity.
3	PUT	Brief the Soldier about conduct and discipline on and off post (post regulations).
4	PUT	Brief the Soldier about passes and leave.
5	PUT	Brief the Soldier about information pertaining to the wearing of the uniform.
6	PUT	Brief the Soldier on the Married Army Couples Program (MACP) policy. Refer the Soldier to the Trainee/Student Processing Branch if he or she desires to submit an application for enrollment for joint domicile (JD) consideration.
7	PUT	Conduct chaplain's orientation and explain Red Cross and Army Emergency Relief services.
8	PUT	Provide the Soldier with information about local post facilities, special services, and recreation facilities.
9	TNST	Review the SMRB and other records within 48 hours after start of the AIT course to ensure input of qualified personnel.
10	TNST	Screen the MPF for NACLCL results or BCT end-of-cycle NACLCL message request.
11	TNST	If the MPF does not contain NACLCL results, immediately initiate appropriate action to obtain the results from OPM.
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 Soldier's arrival in eMILPO and input to training via ATRRS.
17	TNST	Ensure that the DD Form 93 and VA Form SGLV-8286 are contained in the MPF and the information is current and correct.
18	TNST	Brief the Soldier on the EFMP procedures and policies.

### **3-20. Reserve component initial active duty for training personnel**

These Soldiers will be processed and trained in the same manner as other Soldiers. In the event of a class overfill, RC personnel with training reservations verified by STRAMS-E/ATRRS will be entered into training ahead of all other personnel. Overfills will be reported telephonically to HRC (AHRC-EPD-S). Soldiers placed on hold because of class

overflow of a previous class will be entered into the next class ahead of all others, regardless of component. If no class is scheduled within 14 days, notify HRC (AHRC-EPD-S), telephonically, DSN 221-4430/4685.

### **3-21. Supervised on-the-job training**

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

### **3-22. Assignment reports**

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

### **3-23. Academic recycling and reassignment to complete advanced individual training**

- a. Academic recycling will be conducted as follows:
  - (1) Soldiers that are expected to qualify in an MOS with a minimum of additional training may be recycled one time for 2 weeks for additional training, or receive extended training time in specific subjects to meet acceptable MOS qualification standards, providing such action will not cause class overflow.
  - (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 overflow.
  - (3) Except for unusual circumstances, academic recycles will be limited to a total of 2 weeks for any Soldier in any course of instruction of 8 weeks or less 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 3-24, below.
- 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 HRC (AHRC-EPD-S) for disposition instructions.

### **3-24. Retraining in another military occupational specialty**

- a. Soldiers that are not qualified for enlistment commitments will be advised of alternate options for which they are qualified and training quotas are available. Soldiers that elect an alternate option will be reported to HRC for a training seat. If they are not eligible for another option or if a quota is not available, counsel as required by paragraph 3-4, above. If the Soldier is not qualified due to medical reasons, he or she will be given the option to file for unfulfilled contract under paragraph 3-4, above (see also appendix E).
- b. Soldiers that are unable to complete MOS training will be processed as follows:
  - (1) After the first MOS training failure—
    - (a) The training unit commander will make recommendation for retention in the Service or separation within 2 workdays following relief from training.
    - (b) Recommendation for retention will be forwarded to the TSPC NLT 3 workdays following relief from training. Recommendations for retention of RA Soldiers will include the skill in which the Soldier prefers training. Recommendations for retention of RC personnel will be processed through the RC liaison NCO for determination of skills required by the RC unit for which the Soldier is qualified.
    - (c) The TSPB will not under any circumstance reclassify an RA Soldier without prior approval from HRC (AHRC-EPD-S). The TSPB will obtain a retraining reservation via STRAMS-E/ATRRS retraining module (ATRRS TS (IET MOS selection screen) display). If a retraining seat is not available, notify HRC (AHRC-EPD-S).
    - (d) Recommendations for separation will be initiated within 7 calendar days following relief from training.
  - (2) Those Soldiers who fail their retraining MOS assignment will be processed for separation from the Service. Recommendation for separation will be initiated within 7 calendar days following determination that the Soldier will be unable to complete training (see AR 635-200, chaps 11 and 13). Exceptions to the above will be addressed to HRC (AHRC-EPD-S).
  - (3) Soldiers who fail to complete more sophisticated MOS training and are recommended for retention in the Army will normally be considered for assignment in a feeder MOS; however, when there are no valid requirements for the feeder MOS, the Soldier will be retrained against the Army's requirements. Prior service personnel attending MOS training who fail to qualify in their training MOS will be reported via electronic message to HRC (AHRC-EPD).
- c. New training assignments for Soldiers that fail to complete their initial training assignment will be obtained per the following:
  - (1) Training prerequisites will not be waived without authority from HRC (AHRC-EPD-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) Soldiers should be considered for assignment to training they prefer and for which they have been recommended by the training activity commander, provided that a training space is available and that they meet the prerequisites for that training. If a retraining reservation cannot be made in an MOS requested by the Soldier or recommended by the unit commander, a reservation will be made in an MOS for which the Soldier is qualified and a training seat is available.

(3) Soldiers who had enlistment agreements for training or assignment that required special security clearances and who still qualify for that clearance will be considered for assignment to retraining in an MOS requiring such clearances whenever possible. Quotas for MOS training where higher level security clearance is required will be reported to HRC (AHRC-EPD-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.* Soldiers will not be held at training centers more than 15 working days beyond the date released from training without prior approval from HRC (AHRC-EPD-S).

### **3-25. Award of military occupational specialty and posting personnel records**

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

*b.* Post the Personnel Qualification Record 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.

### **3-26. Assignment of personnel**

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

*b.* The DD Form 771 (Eyewear Prescription) for gas mask spectacle inserts (AR 40-63 or as indicated in item 75 of SF 88 (Report of Medical Examination)) will be prepared for all Soldiers that wear glasses.

### **3-27. Out processing from advanced individual training**

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

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

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

*e.* Initial entry training Soldiers completing AIT/OSUT are to be held at the training site until receipt of a favorable completed NACLCL.

## **Section VIII**

### **Special Processing for Army National Guard of the United States and United States Army Reserve Personnel**

#### **3-28. 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 headquarters may identify another unit with an MOS in which the Soldier can be trained.

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

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

### **3–29. Applicatory training**

Applicatory training is a phase of IADT where certain RC Soldiers undergo SOJT in their MOS in an AA table of organization and equipment (TOE) or table of distribution and allowances (TDA) unit 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.

### **3–30. Out processing**

a. Reserve component IADT personnel may be released from AD for training at a date that, including travel time to the place from which ordered to AD for training, will be not less than 12 consecutive weeks from the date the Soldier entered on IADT, 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, above. 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 (Enlistment/Reenlistment Agreement–Army National Guard)).

(2) *Emergency re-administering of medical examination.* This extension will be made when it is considered to be in the best interest of the Service but only with the consent of the Soldier. For ARNGUS personnel, this extension must be approved by the appropriate state adjutant general. When approval is received to extend a Soldier to re-administer a medical examination, 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) *Line of duty determination, physical disability out processing, medical care, or hospitalization.* A complete line of duty investigation will be completed on all members of the ARNGUS and USAR who are injured or become ill or otherwise require medical care during IADT. Notification of retention will be furnished to the state adjutant general for ARNGUS Soldiers, or the commander who issued the original IADT orders for USAR personnel, by the training activity commander (by the hospital commander when the Soldier is a patient in a hospital) stating the reason for retention per AR 635–200.

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

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

(2) *Preparation of DD Form 214 (Certificate of Release or Discharge from Active Duty).* The 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 Soldier'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) The CAC will be surrendered by each Soldier before departing the unit. If a Soldier cannot surrender the CAC, he or she will be required to submit a sworn statement explaining the circumstances surrounding the loss (see AR 600–8–104).

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

(c) The DD Form 1173 (Uniformed Services Identification and Privilege Card) 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**

#### **3–31. Overview**

Training unit commanders will ensure that—

a. Personnel are reported on eMILPO with a derivative unit identification code and/or unit processing code with a “TR” status code.

b. Each Soldier’s SMRB will be posted per AR 600–8–104.

c. Orders that are published that assign personnel are per instructions received from HRC (AHRC–EPF–A).

#### **3–32. Assignment of Soldiers**

a. Assign (or further attach) Soldiers identified for separation as follows:

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

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

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

c. Initial entry training personnel with an airborne training enlistment commitment will take the standard APFT per FM 21–20 (17 to 21 year old category criteria regardless of the applicant’s age). All Soldiers must achieve a minimum score of 60 points in each APFT event (sit-ups, push-ups, and 2–mile run) and should prepare to run 3 to 5 miles at a 9–minute mile pace (seasonally adjusted for the heat category) prior to BAT.

(1) The APFT will be administered per the following criteria:

(a) For OSUT/AIT, administer the APFT 2 weeks prior to completion of training.

(b) For MOS 92R10, administer the APFT during the BCT seventh week.

(2) For MOS 92R10, the MOS 92R10 training path is: BCT, Airborne Orientation Course (AOC), BAT, and 92R10. The AOC Soldiers will be administered a record APFT and a 4 to 5 mile validation run as appropriate according to FM 21–20. The validation run will be conducted at 9–minute mile pace for 3 to 5 miles seasonally adjusted to the heat category risk. The AOC graduation requirements are scoring 60 points in each APFT event using the 17 to 21 year old age group criteria and completing the validation run. The 92R personnel who consistently fail to meet the airborne training APFT standards anywhere in the training path or who wish to change their MOS will have their MOS contract renegotiated if otherwise qualified and recommended for retention.

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

(4) Personnel who fail to meet BAT APFT qualifications and are otherwise qualified for retention on AD will be reported to HRC by updating the ATRRS individual training status (TC) display to obtain a nonairborne assignment. These personnel will not be reported by message or telephonically to obtain nonairborne assignments.

## **Chapter 4**

### **Control and Distribution of Soldiers–RCS MILPC–17 (R1) Report**

#### **4–1. Scope**

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

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

(2) Select and assign individuals to training.

(3) Identify RA personnel for assignment to RA TOE or TDA units following completion of training.

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

b. The RA and RC personnel that undergo BCT and MOS training are subject to assignment by Commander, HRC.

The PS personnel processed through a RECBN who do not require further training are to be assigned in accordance with orders issued by MEPS.

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

#### 4–2. Objectives of the 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.
- (3) Providing AI for RA personnel completing IET.

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

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

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

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

#### 4–3. Army personnel Soldier records

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

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**Table 4–1**  
**Soldier records**

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**Record:** Initial Input to ATRRS (TA display).

**Prepared by:** Soldier/Student Processing Branch.

**Verified and reported by:** Soldier/Student Processing Branch.

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

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**Record:** ATRRS TC Display.

**Prepared by:** Soldier/Student Processing Branch

**Verified and reported by:** Soldier/Student Processing Branch.

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

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Notes:

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

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#### 4–4. Locally provided information

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

#### 4–5. Processing during periods of mobilization

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

## **Chapter 5 Management of Losing and Gaining Command Assignments**

### **5-1. Scope**

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

### **5-2. Assignment processing**

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

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

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

(1) Verify AI received does not conflict with enlistment agreements contained in the 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 paragraph (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 HRC (AHRC-EPD-S) for guidance, DSN 221-4430/4685.

*e.* The TSPC ensures that AIs are received for all personnel in a timely manner. If an AI is not received by 15 days before graduation, telephonically contact AHRC-EPD-S for guidance at DSN 221-4430/4685.

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

### **5-3. Deletion and deferment**

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

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

### **5-4. Gaining command assignments**

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

## **Chapter 6 Special Actions and Programs**

### **6-1. Scope**

This chapter describes special programs available to Soldiers and to training activities. Applications for personnel actions available to Soldiers that are not specifically addressed in this chapter but that the Soldier qualifies for under the applicable Army regulation will be submitted to Commander, HRC (AHRC-EPD-S), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455 for consideration.

### **6-2. Reporting of immediately available personnel**

*a.* Immediately available personnel, as defined in AR 614-200, para 3-15, are those Soldiers that 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 HRC (AHRC-EPD-S) as IA include—

- (1) Soldiers that are within 15 days of projected graduation from AIT and are not in receipt of AI.
- (2) Soldiers that have received AI and do not meet prerequisites for that assignment (for example, not eligible for clearance required).
- (3) Soldiers that are released from officer candidate school or WOFT.
- (4) Soldiers that are released from the U.S. Army Military Academy (USMA) to include the USMA Preparatory School.
  - b. All IA Soldiers will be reported to HRC through ATRRS, electronic mail, facsimile, or by telephone to AHRC-EPD-S, DSN 221-4430/4685, for an immediate assignment. When reporting IA Soldiers through ATRRS, enter the appropriate assignment availability date to generate an EDAS transaction for assignment processing.

### **6-3. Exchange assignments**

- a. The USATC commanders are authorized to process requests for exchange of assignments between Soldiers going to their first permanent unit following AIT when extenuating circumstances or hardship conditions exist that do not meet criteria established in AR 614-200 for compassionate reassignment. The following additional conditions must be met:
  - (1) Both Soldiers must—
    - (a) Have the same skill qualifications (that is, MOS, SQI, 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 Soldiers. Exchange of assignments will not be approved between Soldiers and permanent party personnel.
  - (2) The Soldier that agrees to exchange of assignment will not submit a separate request but will provide a statement agreeing to the exchange assignment and, if applicable, waive any enlistment commitment for a first unit of assignment. The statement agreeing to an exchange assignment and waiver of enlistment commitments will be attached as enclosures to the request submitted to HRC. If the request for exchange assignment is approved, waiver of enlistment agreements must be completed prior to issuance of assignment orders (see fig 3-1 for sample format for waiver of enlistment agreements).
  - b. Requests for exchange assignment must be forwarded to arrive at HRC (AHRC-EPD-S) NLT 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 and/or training center to ensure timely processing of requests and issuance of orders (for example, time limits for acceptance of request from Soldiers may vary and will be established to satisfy local processing requirements).
  - d. Approval authority is Commander, HRC. Only those requests that are recommended for approval by the training center commander will be forwarded to Commander, HRC (AHRC-EPD-S).
  - e. The TSPC will revoke original assignment orders and issue new assignment orders according to AIs received from HRC. Distribution of orders will be per AR 600-8-105.

### **6-4. Married Army Couples Program**

- a. Requests for assignment under the MACP submitted by IET Soldiers will be processed according to 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 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 that marry near or after graduation and have not proceeded to their first unit of assignment are still eligible to apply for enrollment in the MACP or for JD consideration.
  - c. All IET Soldiers that 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 DA Form 4187 (Personnel Action) to HRC (TAPC-EPD-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, below. Prior to graduation, both Soldiers will receive consideration for a JD first unit assignment to the same location.

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

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

**Table 6-1  
IET MACP application processing**

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

## **6-5. Volunteers for airborne, special forces, and ranger training and assignment**

*a.* Soldiers 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 according to applicable regulations on completion of the minimum stabilization requirements at their first unit of assignment.

*b.* 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, and so forth) approved through HRC (AHRC-EPD-S). Soldiers must not be on AI on the day of recruitment.

*c.* Training assignments for airborne, ranger, or special forces training will be issued by Commander, HRC (AHRC-EPD-S).

## **6-6. Requests for assignment based upon extreme Family problems or Exceptional Family Member Program**

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

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

## **6-7. Volunteers for specific assignments**

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

*b.* Assignments for PS reclassification personnel are made by HRC (AHRC-EPD-S).

# **Chapter 7**

## **English as a Second Language Soldiers**

### **7-1. Scope**

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

### **7-2. Eligibility**

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

### **7-3. Processing English as a second language Soldiers**

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

*b.* Request for extension of training will be made telephonically with Defense Language Institute English Language Center, Lackland Air Force Base, TX 78236 and HRC, TAPC-EPD-S, DSN 221-4430/4685. 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 according to 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 HRC by updating the ATRRS TC display.
2	PAB or TNST	Report eligible Soldiers telephonically to HRC (TAPC-EPD-S), DSN 221-4430/4685, for approval to attend ESL training. The following information will be provided: name, BCT location, RECBN, English Comprehension Language Test (ECLT) score, native language, MEPS location, years in CONUS, enlistment date, and MOS.
3	PAB or TNST	After approval for attendance has been granted, coordinate with the installation USAREC liaison NCO to incorporate ESL training in the Soldier's enlistment contract and to change BCT and AIT start dates in the REQUEST reservation system.
4	PAB or TNST	Prepare orders in accordance with AR 600-8-105 assigning the Soldier to the Defense Language Institute English Language Center (W13Z1C), Lackland AFB, TX 78236, with a Tuesday reporting date only.
5	PAB or TNST	Ensure that IET Soldiers complete in and out processing prior to transporting them 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 78236, DSN 473-3552/53 of gaining arrival.
7	PAB or TNST	Annotate the score received on the ECLT from the MEPS or local education center in ERB as a permanent entry. Transfer Soldier with MPF and allied documents to Lackland AFB, TX.
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 English as a second language training**

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

#### **7-5. The steps required for processing**

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

**Table 7–2**  
**Processing while attending ESL training**

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

## Chapter 8 Warrior Training Rehabilitation Program

### Section I Program Overview

#### 8–1. General

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

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

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

#### 8–2. Functions

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

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

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

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

e. Soldiers whose injuries are determined to be related to existed prior to Service (EPTS) medical conditions may be considered for WTRP participation if a waiver is granted by an approval authority listed in AR 40-501, paragraph 1-6, or when the EPTS is remediable within a 4 month period. Retaining Soldiers with remediable EPTS conditions conserves the Army's investment in accessing the Soldier and contributes to the Army's training and manpower missions.

### **8-3. Staff coordination**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **8-4. Operations**

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

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

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

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

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

(1) The BCT/OSUT tasks that contribute to BCT/OSUT graduation. The BCT/OSUT Soldier may train BCT/OSUT tasks as physically possible prior to WTRP exit within resource constraints and leave the WTRP fully acclimatized and physically prepared to resume regular training. This will mean in some cases that a Soldier may train a task more than once. Credit of BCT tasks accomplished should be considered on the Soldier's DA Form 5286 (located in the Resident Individual Training Management database) and phase placement for advancement after recovery in WTRP. The BCT tasks are available at <http://www.bct.army.mil>.

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

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

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

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

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

(2) Focused physical training.

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

(4) Individualized physical therapy.

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

## **Section II**

### **Clinical Guidelines**

#### **8-5. Warrior Training Rehabilitation Program admission criteria**

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

(1) Was injured in training or has a treatable condition that prevents training;

- (2) Sustained an injury that is severe enough to remove the Soldier from training in order to allow for proper healing; and
- (3) Is likely to fully recover within 4 months and complete all of the training physical requirements.

*Note.* Postoperative Soldiers pending medical evaluation board should not be enrolled in the WTRP.

*b.* The HCP and WTRP commander should also consider the following:

(1) Capacity of the WTRP, in terms of cadre and bed space. This includes potential expansion into borrowed space and use of borrowed manpower (for example, the RECBN) for overflow.

(2) Ideally, the Soldier should demonstrate good motivation and rehabilitation potential as determined by the physical therapist. The commander should interview each Soldier being considered for admission to the WTRP regarding his or her acceptance of the terms of the program. In cases where the Soldier truly demonstrates a lack of motivation (separate from discouragement related to the physical condition), the commander should consider (in coordination with the unit commander) returning the Soldier to the unit for resolution of the issues.

(3) The IET Soldiers with stress fractures should be recommended for WTRP according to paragraph 8-5a, above. The stress fracture diagnosis, however, is based on a correlation of clinical and imaging findings. This may include a specific area of maximal tenderness over bone, significant local temperature increase, localized swelling, and so forth PLUS radiographic studies (positive plain film, bone scan, or magnetic resonance imaging). X-rays are usually unremarkable during the first two weeks following injury but may be used to confirm a diagnosis after this period. Bone scan is highly sensitive, but the specificity is low. Bone scan cannot be used to monitor stress fracture healing as the scan will be positive for several weeks or even months following injury. The HCP should always consider the possibility of osteopenia and should also examine the contribution of foot biomechanics and footwear sizing to the injury.

(4) The IET Soldiers with hip pain require special consideration, namely—

(a) Femoral neck stress fractures should be ruled out. This condition can progress to complete fractures, which almost always result in discharge from the Army.

(b) All Soldiers with hip pain, regardless of diagnosis, should receive bone scans, X-rays (anteroposterior pelvis), and/or magnetic resonance imaging.

(c) All Soldiers with hip pain should ambulate only on crutches, with toe-touch weight bearing, until cleared by bone scan.

(d) If the bone scan is positive for femoral neck stress fracture, the Soldier should remain on crutches for 6 weeks.

(5) Postoperative IET Soldiers anticipated to return to training may be recommended to the WTRP after sufficient recovery while attending closely monitored rehabilitation at the physical therapy clinic. The following is a guideline for time prior to WTRP recommendation:

(a) Acromioclavicular ligament reconstruction and/or meniscal repair—6 weeks.

(b) Arthroscopic knee debridement—2 to 4 weeks.

(c) Shoulder bankart/superior labrum anterior-posterior repairs—4 to 6 weeks.

(d) Subacromial decompression/Mumford—2 to 4 weeks.

(6) The following conditions should receive special evaluation before admitting to WTRP (that is, historically have not succeeded later in training):

(a) Limb pain without radiographic (plain film) evidence of stress fracture and not meeting the criteria above.

(b) Generalized diagnoses (without specificity) (for example, low back pain, neck pain, shoulder impingement, patellofemoral pain, and ankle sprains).

(c) Injuries resulting in joint instability that are not likely to return to training within 3 months.

## **8-6. Injury severity categorization**

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

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

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

(2) Stress reactions—1st MT.

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

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

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

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

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

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

- e. Tier 4—bone stress injuries that have a RTD rate of 39 percent and below, including general overuse injuries.
- f. Stress reaction—metatarsophalangeal, tibial shaft, distal tibia, calcaneus, tarsal, and 2nd MT.

### **8-7. Convalescent leave**

a. Convalescent leave is a nonchargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth. The unit commander is the approval authority for convalescent leave for a Soldier returning to their unit after illness or injury, for up to 30 days according to AR 600-8-10, chapter 5.

b. Commanders should consider convalescent leave especially for Soldiers who have demonstrated a high level of participation and effort in the WTRP for the better part of the program (for example, 90 days) but whose physical progress is slow.

c. If not properly managed, experience has shown that convalescent leave granted early in Soldiers' courses of therapy can contribute to demotivation rather than motivation.

d. Upon return from convalescent leave, a Soldier's condition should be carefully evaluated to consider whether he or she may return to training, requires further rehabilitation, or has failed rehabilitation (see para 8-11, below).

### **8-8. Phased approach to rehabilitation**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **8-9. DA Form 3349**

Complete and/or update DA Form 3349 as needed.

### **8-10. Mental skills training**

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

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

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

(2) Stress management.

(3) Anger management.

(4) Goal setting.

(5) Decisionmaking.

b. *Performance enhancement training.* Performance enhancement training (PET) is based on sports psychology principles and has been successfully used to improve USMA's athletic teams' and cadets' military, leadership, and academic performance. The PET decreases injured persons' recovery time and prepares them for physical and mental

success when they return to their units. Army Centers for Enhanced Performance, located at major installations, can be an important local resource. The PET training curriculum includes—

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

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

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

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

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

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

*c. Battlemind training.* Battlemind is a sequential and progressive career-long training system (training sessions, brochures, and videos) for Soldiers, leaders, and Families designed to develop their inner strengths and resilience to face fear and adversity in both life and combat with courage. Key components are mental toughness (maintain positive thoughts during times of adversity and challenge/overcome obstacles or setbacks) and self-confidence (confidence to handle future challenges/take calculated risks). Predeployment videos are “Personal Growth from Combat Experiences” and “Steeling Your Battlemind.” (See <http://www.battlemind.org> for additional resources.)

### **8–11. Disposition of Soldiers that fail rehabilitation**

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

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

(1) Issuance of a temporary profile with slight limitations (that is, PULHES numerical designation 2) and return of the Soldier to training.

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

*c.* Soldiers whose conditions have not improved significantly in 4 months, and who have been determined by competent medical authority to have failed rehabilitation, should be considered for separation from the Service according to AR 40–501, paragraph 3–3 and/or AR 635–40, paragraph 4–8. Soldiers that are separating from the Army should be physically separated from other Soldiers in the WTRP.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-6**

Army Foreign Language Program (Cited in paras 2-8, table 2-6.)

#### **AR 37-104-4**

Military Pay and Allowances Policy (Cited in paras 2-13, table 2-7, 3-30.)

#### **AR 40-66**

Medical Record Administration and Health Care Documentation (Cited in paras 2-10, table 2-1, table 2-7.)

#### **AR 50-5**

Nuclear Surety (Cited in paras 1-11, 3-10, 3-27, 6-3.)

#### **AR 50-6**

Chemical Surety (Cited in paras 1-11, 3-10, 3-27.)

#### **AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in para table 2-7.)

#### **AR 600-8-1**

Army Casualty Program (Cited in para table 2-7.)

#### **AR 600-8-10**

Leaves and Passes (Cited in paras 3-17, 7-3, 8-7.)

#### **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 Eligible Family Members, and Other Eligible Personnel (Cited in paras 2-3, table 2-1, 2-7, 3-1.)

#### **AR 600-8-101**

Personnel Processing (In-, Out- Soldier Readiness, Mobilization, and Deployment Processing) (Cited in paras 3-8, table 3-1.)

#### **AR 600-8-104**

Military Personnel Information Management/Records (Cited in paras 2-13, 2-22, 2-23, table 2-7, table 2-8, 3-1, 3-2, 3-3, 3-14, table 3-1, table 3-5, 3-15, 3-22, 3-25, 3-27, 3-30, 3-31.)

#### **AR 600-8-105**

Military Orders (Cited in paras 2-13, table 2-1, 3-26, table 3-4, 6-3, table 7-1, table 7-2, D-1.)

#### **AR 601-210**

Active and Reserve Components Enlistment Program (Cited in paras 2-12, 2-18, table 2-7, 3-1, 3-3, 3-4.)

#### **AR 601-270/AFR 33-7/OPNAVINST 1100.4/MCO P-1100.75A**

Military Entrance Processing Station (MEPS) (Cited in paras 2-10, 2-30, table 2-7.)

#### **AR 611-5**

Personnel and Classification Testing (Cited in paras 2-8, table 2-6.)

#### **AR 614-200**

Enlisted Assignments and Utilization Management (Cited in paras 4-1, 6-2, 6-3, 6-4, 6-6.)



**AR 630-10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in paras 1-9, 1-10, D-1.)

**AR 635-10**

Processing Personnel for Separation (Cited in paras 3-30, 3-32.)

**AR 635-200**

Active Duty Enlisted Administrative Separations (Cited in paras 2-10, 2-30, 3-3, 3-4, 3-10, 3-24, 3-28, 3-30, table 7-1.)

**AR 700-84**

Issue and Sale of Personal Clothing (Cited in paras 1-8, table 2-7, 3-30.)

**DFAS-IN Regulation 37-1**

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

**FM 21-20**

Physical Fitness Training (Cited in para 1-17.)

**Section II**

**Related Publications**

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

**AR 11-2**

Managers' Internal Control Program

**AR 25-1**

Army Knowledge Management and Information Technology

**AR 25-55**

The Department of the Army Freedom of Information Act Program

**AR 40-3**

Medical, Dental, and Veterinary Care

**AR 40-63**

Ophthalmic Services

**AR 40-501**

Standards of Medical Fitness

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

Immunizations and Chemoprophylaxis

**AR 135-91**

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

**AR 135-178**

Enlisted Administrative Separations

**AR 135-210**

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

**AR 140-111**

U.S. Army Reserve Reenlistment Program

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

Motor Vehicle Traffic Supervision

**AR 340–21**

The Army Privacy Program

**AR 350–1**

Army Training and Leader Development

**AR 350–51**

United States Army Officer Candidate School

**AR 380–5**

Department of the Army Information Security Program

**AR 380–67**

The Department of the Army Personnel Security Program

**AR 381–12**

Threat Awareness and Reporting Program

**AR 381–20**

The Army Counterintelligence Program

**AR 500–5**

Army Mobilization

**AR 525–28**

Personnel Recovery

**AR 530–1**

Operations Security (OPSEC)

**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 600–8–11**

Reassignment

**AR 600–110**

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

**AR 601–10**

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

**AR 601–280**

Army Retention Program

**AR 608–75**

Exceptional Family Member Program

**AR 614–30**

Overseas Service

**AR 621–5**

Army Continuing Education System

**AR 621-202**

Army Educational Incentives and Entitlements

**AR 635-5**

Separation Documents

**AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

**AR 710-2**

Supply Policy Below the National Level

**DA Pam 600-2/DOD GEN 36-A/NAVEDTRA 46905-A/AFP 190-13/MAVMC 2563**

The Armed Forces Officer

**DA Pam 600-4**

Army Medical Department Officer Development and Career Management

**DA Pam 600-8**

Management and Administrative Procedures

**DA Pam 611-1**

The Army Interview

**DA Pam 611-21**

Military Occupational Classification and Structure

**DOD 7000.14-R, Vol. 7A**

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

**DODI 1000.13**

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

**FM 6-22.5**

Combat and Operational Stress Control Manual for Leaders and Soldiers

**Health Affairs Policy 98-021**

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

**NG Regulation 600-200**

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

**TC 3-22.20**

Army Physical Readiness Training

**RCS MILPC-17 (R1)**

Control and Distribution of Trainees (Available at <http://www.apd.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 (<http://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 (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 2981**

Application for Determination of Moral Eligibility for Induction

**DA Form 3078**

Personal Clothing Request

**DA Form 3286**

Statements for Enlistment

**DA Form 3349**

Physical Profile

**DA Form 3443**

Terminal Digit-X-Ray Film Preserver

**DA Form 3540**

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 Form 5286**

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

**DA Form 5960**

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

**DA Form 7425**

Readiness and Deployment Checklist

**DA Form 8005**

Outpatient Medical Record (OMR)

**DD Form 4**

Enlistment/Reenlistment Document-Armed Forces of the United States.

**DD Form 93**

Record of Emergency Data

**DD Form 214**

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

**DD Form 220**

Active Duty Report

**DD Form 771**

Eyewear Prescription

**DD Form 1172**

Application for Uniformed Services Identification Card–DEERS Enrollment

**DD Form 1173**

Uniformed Services Identification and Privilege Card

**DD Form 1351–2**

Travel Voucher or Subvoucher

**DD Form 1561**

Statement to Substantiate Payment of Family Separation Allowance (FSA) (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 2215**

Reference Audiogram

**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 2766**

Adult Preventive and Chronic Care Flowsheet

**DD Form 2766C**

Adult Preventive and Chronic Care Flowsheet (Continuation Sheet)

**DD Form 2807–1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

**FBI Form FD 258**

Applicant Fingerprint Card (Available through normal forms supply channels.)

**NGB Form 21**

Annex A-DD Form 4–Enlistment/Reenlistment Agreement–Army National Guard

**SF 86**

Questionnaire for National Security Positions

**SF 88**

Medical Record–Report of Medical Examination (Available through normal forms supply channels.)

**SF 600**

Medical 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.)

**SF 1199A**

Direct Deposit Sign-Up Form

**TD Form IRS W-4**

Employee's Withholding Allowance Certificate (Available at local Internal Revenue Service Centers.)

**TRICARE Dental Program Form 5579**

TRICARE Dental Program Enrollment/Change Form

**VA Form SGLV-8286**

Servicemember's Group Life Insurance Election and Certificate

**VA Form 21-8951-2**

Notice of Waiver of a VA Compensation or Pension to Receive Military Pay and Allowances

**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 HRC, 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 Soldier and the training course seat.) Once data are entered into ATRRS, transactions are generated that create or update Soldier records in EDAS Assignment Module. Step-by-step procedures for all ATRRS Display Screens are located in the ATRRS Help Report.

**B-2. STRAMS-E preparation for transmission procedures**

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

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

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

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**Table B-1**  
**Description of screen displays used for STRAMS-E**

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**Screen display title:** C3

**Description and use:** Class Schedule Display

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

---

**Screen display title:** 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 mail id or group id; and send electronic message.

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**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 Soldier data to HRC through STRAMS-E and establishes the Soldier data and the 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 HRC. It is also used to provide data to HQ, TRADOC, and DCS, 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 TAPDB for HRC to use for issuance of AI. This display also provides information to HQ, TRADOC, and DCS, 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.

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## **Appendix C Assignment Instruction Processing**

### **C-1. Scope**

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

### **C-2. Soldiers first unit assignment processing**

*a.* The HRC will provide first unit AIs to the TSPC that reported the Soldier as undergoing AIT at their installation.

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

*c.* First unit assignments for Soldiers that are undergoing OSUT, or those reported as enlisting with CAS will normally be processed the week following arrival input being made into ATRRS. If an assignment is not received within 35 days prior to graduation the TSPC will telephonically contact TAPC-EPT-S (DSN 221-7573/4890) for guidance.

*d.* In cases where a second assignment is received for a Soldier, the first assignment will have been deleted and the last assignment received will be utilized when issuing assignment orders. If the Soldier has already departed the training installation in compliance with original AIs, or if a verified hardship condition exists that would require change of AIs, contact HRC, TAPC-EPT-S (DSN 221-7573/4890) 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 Soldier's MPF. If AIs conflict with the Soldier's enlistment agreements, the TSPC will immediately update the ATRRS TA display correcting the Soldier's commitment type (see ATRRS verification tables on the VR display that shows enlistment commitment codes to be reported to HRC).

(2) Verify that the Soldier meets all eligibility requirements for the assignment received. Soldiers that do not meet eligibility requirements will be reported by updating the ATRRS 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 Soldier .

(4) If AIs require security clearance eligibility, and the PSI has not been submitted to the appropriate investigative agency, immediate action will be taken to ensure that the appropriate PSI is submitted.

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

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

### **C-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 D Assignment Instructions**

### **D-1. Purpose and expected utilization of assignment instructions**

The 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, HRC, (AHRC-EPF-A), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455. Soldiers that fail to arrive as projected will be processed as required by AR 630-10 and will not be addressed to HRC.

### **D-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.

### **D-3. Change to assignment instructions**

Gaining commands will not communicate directly with training centers to—

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

## **Appendix E Processing Retraining Soldiers**

### **E-1. Scope**

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

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

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

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

(3) Soldiers that fail to complete AIT.

c. Soldiers identified in (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.)

### **E-2. Processing procedures for regular Army personnel**

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

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

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

### **E-3. Processing procedures for reserve component personnel**

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

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

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

### **E-4. Training space unavailable**

a. If a training space is not available on the ATRRS TS display, the Soldier will be reported to AHRC-EPT-A (DSN 221-4573/4890). Prior to reporting the Soldier to TAPC-EPT-S, the TSPB must request a reservation record on the ATRRS TS display. Soldiers that should be reported include—

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

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

(3) Reserve component personnel for which a retraining reservation cannot be made in an MOS specified by the RC unit. (TSPC should compare Soldier qualifications to MOS prerequisites identified on “qualification list” prior to notifying 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

#### **ACS**

Army Community Service

#### **AAFES**

Army and Air Force Exchange Service

#### **AD**

active duty

#### **ADT**

active duty for training

#### **AHLTA**

Armed Forces Health Longitudinal Technology Application

#### **AI**

assignment instruction

#### **AIT**

advanced individual training

#### **AOC**

Airborne Orientation Course

#### **APFT**

Army physical fitness test

#### **ARNGUS**

Army National Guard of the United States

#### **ASI**

additional skill identifier

#### **ATRRS**

Army Training Requirements and Resources System

#### **ATP**

Army training program

#### **BAT**

basic airborne training

#### **BCT**

basic combat training

#### **BSEP**

Basic Skills Education Program

#### **BT**

basic training

#### **C2**

command and control

**CAC**

common access card

**CAS**

civilian acquired skills

**CCF**

central clearance facility

**cdr**

commander

**CG**

commanding general

**CIIP**

clothing initial issue point

**CONUS**

continental United States

**DCS, G-1**

Deputy Chief of Staff, G-1

**DEERS**

Defense Enrollment Eligibility Reporting System

**DMDC**

Defense Manpower Data Center

**DNA**

deoxyribo nucleic acid

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DPTM**

Director of Plans, Training, and Mobilization

**DSN**

Defense Switched Network

**ECLT**

English Comprehension Language Test

**EFM**

exceptional Family member

**EFMP**

Exceptional Family Member Program

**eMILPO**

electronic military personnel office

**EPTS**

existed prior to Service

**ERB**

enlisted record brief

**ESL**

English as a Second Language

**FTU**

fitness training unit

**G-2**

intelligence staff officer

**G-3**

operations staff officer

**HCP**

health care professional

**HHG**

household goods

**HIV**

human immunodeficiency virus

**HQ**

headquarters

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IA**

immediately available

**IADT**

initial active duty for training

**ID**

identification

**IET**

initial entry training

**IMCOM**

U.S. Installation Management Command

**IRR**

individual ready reserve

**JD**

joint domicile

**JPAS**

Joint Personnel Adjudication System

**LNCO**

local noncommissioned officer

**LOGONID**

log-on identification

**MACP**

Married Army Couples Program

**MEDCOM**

U.S. Army Medical Command

**MEDDAC**

medical department activity

**MEDPROS**

Medical Protection System

**MEPCOM**

U.S. Military Entrance Processing Command

**MEPS**

military entrance processing station

**MILPO**

military personnel office

**MODS**

Medical Occupational Data System

**MOS**

military occupational specialty

**MPF**

military personnel file

**MRD**

mandatory release date

**MT**

metatarsal

**MTF**

medical treatment facility

**MWR**

morale, welfare, and recreation

**NACLC**

National Agency Check with Local Agency and Credit Check

**NCO**

noncommissioned officer

**NGR**

National Guard regulation

**NLT**

not later than

**OCONUS**

outside the continental United States

**OPM**

Office of Personnel Management

**OT**

occupational therapy

**OSUT**

one station unit training

**PAB**

personnel administration branch

**PC**

processing center

**PET**

performance enhancement training

**POR**

preparation of replacement

**POV**

privately owned vehicle

**PPA**

Personnel Information System Processing Activity

**PS**

prior service

**PSI**

personnel security investigation

**PSSP**

Personnel Security Screening Program

**PULHES**

physical, upper, lower, hearing, eyes, psychiatric

**PUT**

personnel unit training

**PX**

post exchange

**RA**

regular Army

**RAU**

rare and unusual

**RC**

reserve component

**RECBN**

reception battalion

**REFRAD**

release from active duty

**RS**

reservation by student

**RTD**

return to duty

**S-3**

operations staff officer

**SCI**

sensitive compartmented information

**SDDC**

Surface Deployment and Distribution Command

**SGLI**

Servicemembers' Group Life Insurance

**SMRB**

Service Member Records Brief

**SOJT**

supervised on-the-job training

**SSBI**

single scope background investigation

**SSN**

Social Security Number

**STRAMS-E**

Student Trainee Management System-Enlisted

**TAPDB**

Total Army Personnel Database

**TBD**

to be determined

**TDA**

table of distribution and allowances

**TNST**

trainee/student

**TOE**

table of organization and equipment

**TOMA**

Training Operations Management Activity

**TRADOC**

U.S. Army Training and Doctrine Command

**TRICARE**

Tri-Service Medical Care

**TSPB**

Trainee/Student Processing Branch



**TSPC**

Trainee/Student Processing Center

**USAPFS**

U.S. Army Physical Fitness School

**USAR**

U.S. Army Reserve

**USAREC**

U.S. Army Recruiting Command

**USATC**

U.S. Army Training Center

**USMA**

U.S. Army Military Academy

**USO**

United Service Organization

**UTC**

until completion

**VA**

U.S. Department of Veterans Affairs

**WOFT**

warrant officer flight training

**WTC**

Warrior Transition Course

**WTRP**

warrior training and rehabilitation program

**Section II****Terms****Advanced individual training (AIT) activity**

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

**Alternate training**

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

**Automated NACLCLC**

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

**Availability date**

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

**Basic combat training (BCT) or basic training (BT)**

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 (BT) activity**

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

**Holdover**

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

**Hold under**

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

**In-cycle processing**

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

**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 (OSUT)**

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 (PORs) for overseas movement**

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

**Prior-Service (PS) 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.

**Soldier**

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

**Reception Battalion Automated Support System**

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

**Recycle**

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

**Replacement stream enlisted personnel**

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

**Reserve component (RC) personnel**

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

**Retrainee**

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

**Student Trainee Management System–Enlisted (STRAM–E)**

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

**Training base**

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

**Training 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 Soldiers. Specific instructions are contained in user's manuals provided by AHRC–EPF–A, HRC.

**Warrior Transition Course (WTC)**

Course designed to allow PS individuals to enter the Army without attending the full Army basic combat training (BCT). This course replaces previous requirements for PS USAF, USN, and USCG to successfully attend Army BCT as a prerequisite to reenlistment. Additionally, PS Army and Marine Corps individuals that have been out of the Service for extended periods of time are sent to WTC to ensure they are trained on the latest TTP required by the field Army.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 006414-000**