

Army Regulation 612-205

Personnel Processing

Appointment and Separation of Service Academy Attendees

**Headquarters
Department of the Army
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SUMMARY of CHANGE

AR 612-205

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Effective 15 June 1983

Personnel Processing

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By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History.

Summary. This revised publication contains instructions on the disposition of personnel records and on the separation of cadet candidates from the US Military Academy Preparatory School. It further describes the

admission process of nonactive duty Reserve Component personnel.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the US Army Reserves.

Proponent and exception authority. Not applicable

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. Not applicable

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained by HQDA (DAPC–OPP–PM), ALEX VA 22332.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC–OPP–PM), ALEX VA 22332.

Distribution. DISTRIBUTION:

To be distributed in accordance with DA Form 12–9A requirements for AR, Personnel Processing.

Active Army – B
ARNG – D
USAR – D

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**This regulation supersedes AR 612–205, 1 May 1982.

RESERVED

Section I Introduction

1. Purpose.

This regulation contains procedures for processing and strength accounting of US Army members appointed as cadets or midshipmen at the US Military, Naval, Air Force, or Coast Guard Academies and civilian personnel appointed as cadets at the US Military Academy (USMA). It also provides instructions for enlisted personnel appointed to cadet status at USMA for other Services.

2. References

Required publications are listed in appendix A.

3. Explanation of abbreviations

- a. AD active duty
- b. ARNG Army National Guard
- c. ETS expiration term of service
- d. HDA Headquarters, Department of the Army
- e. IRR Individual Ready Reserve
- f. MPRJ Military Personnel Records Jacket
- g. OMPS Official Military Personnel File
- h. PCS permanent change of station
- i. RCPAC US Army Reserve Components Personnel and Administration Center
- j. USAR US Army Reserve
- k. USMA US Military Academy
- l. USMAPS US Military Academy Preparatory School

4. Responsibilities

- a. Commanding General, RCPAC will relieve IRR members when admitted to an academy.
- b. Superintendent, USMA will—
 - (1) Report a Reserve Component member's admission to the Academy.
 - (2) Recommend separation of cadets from the Academy.
- c. Commandant, USMAPS will discharge Invitation Reservists from the USMAPS.
- d. Unit commanders will issue PCS orders for active duty personnel to attend USMA or USMAPS.

Section II Admission Processing

5. Active Duty Army personnel

a. *Unit of assignment.* Commanders of active duty personnel who receive notice of admission to any service academy or preparatory school will issue permanent change of station (PCS) orders. The orders will show the selectee's assignment to the proper holding facility with duty station as shown in table 1. Regardless of any authorized delay, personnel will report to the academy to which assigned on the date in the appointment notice. Personnel will not physically report to the holding facility cited in the PCS orders as the unit of assignment. Strength accounting will be done according to AR 680-1, paragraph 1-7.

b. *Maintaining DA Form 201.* The holding facility will maintain DA Form 201 (Military Personnel Records Jacket) (MPRJ). Records of Army service members released from active duty (REFRAD) or discharged while attending the service academies will be forwarded as directed in AR 640-10, table 2-3, and AR 635-10, table E-1.

c. *Pay and allowances.*

(1) Active duty pay and allowances will be paid through the day before the appointee is admitted to any academy. (See DOD Military Pay and Allowances Entitlement Manual (DODPM), tables 1, 2, and 3.)

(2) Lump-sum payment is authorized for unused leave accrued through the day before the appointment was accepted. (See DODPM, table 4-4-3.) Any advance leave becomes excess leave on the day before the appointee is admitted to any academy; it may only be recouped as required by DODPM, program 10305.

d. *Personnel accountability.*

(1) Personnel accepted for appointment to academies other than USMA will be reported by the US Army Student Detachment, Fort Benjamin Harrison, Indiana, under one of the following headings: Naval Academy, US Coast Guard Academy, or US Air Force Academy students.

(2) A DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued on entry into USMA. Orders will be issued to transfer the individual to the proper Reserve Component to complete his or her Service obligation. On the orders, state the amount of remaining obligation and state that the individual is currently a cadet.

(3) Service obligation are voided when cadets are commissioned.

(4) Cadets failing to graduate must complete the remainder of the obligation stated in their relief from active duty (AD) orders.

6. Nonactive duty Reserve Component personnel

a. *Selection for admission.* When a member not on AD is selected for admission to an academy, he or she is notified by mail.

b. *Report of admission.* The Superintendent, USMA, will report a Reserve Component member's admission to USMA to the authorities cited per table 2.

c. *Processing members of the Army National Guard (ARNG).* On notification that a member of the ARNG has been admitted to an academy, the proper State adjutant general will—

(1) Discharge the member from the ARNG.

(2) Issue orders reassigning the member, as a Reserve of the Army, to the proper holding facility with duty stations as shown in table 1.

(3) Send to the holding detachment copies of the reassignment orders together with the member's DA Form 201.

d. *Processing members of the US Army Reserve (USAR).*

(1) *Troop program unit members.* When a member of a troop program unit of the USAR has been admitted to an academy, the following procedures apply:

(a) The unit will send a request for reassignment orders, together with the member's MPRJ, to the proper orders issuing agency or authority. Orders will be issued to relieve the member from unit assignment and reassign the member to the proper holding facility with duty stations as shown in table 1.

(b) Copies of the reassignment orders and the member's MPRJ will be sent to the holding detachment.

(c) The member will be dropped from the Reserve Personnel Master File by loss transaction code "MH".

(d) A copy of the orders will be sent to Cdr, PCPAC, AT-TN:AGUZ-PAA-R, 9700 Page Blvd., St. Louis, MO 63132.

(2) *Individual Ready Reserve (IRR) members.* When a member of the IRR has been admitted to an academy, the following procedures apply:

(a) Commanding General, RCPAC(AGUZ-PAA-R), will issue orders relieving the member from assignment to the proper control group. He or she will also reassign the members to the proper holding facility with duty stations as shown in table 1.

(b) Copies of the reassignment orders and the member's personnel records (OMPF and mPRJ combined) will be sent to the holding detachment.

(c) The member will be dropped from IRR strength accountability using loss transaction code "MH."

Section III Separation

7. Separation of cadets from the US Military Academy

a. When cadets are separated for reasons other than physical disability, the Superintendent of the USMA will take these actions:

(1) For all personnel except those being commissioned.

(a) Authorize leave of absence without pay and allowances pending completion of the separation. Inform the cadet that instructions relating to his or her future enlisted status will be issued by his or her parent Service. If the cadet is from other than the US Army, reporting the pending separation to the parent Service.

(b) Refer to table 3 for separation, discharge, or service obligation policies.

(c) For personnel who entered from an active duty status, report the relief to the commander of the holding facility or the unit specified for processing by the parent Service. The report will include the effective date of appointment and a DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training). A detailed report will be furnished when a cadet is dismissed for reasons that could result in discharge from enlisted status.

(d) For personnel who entered from a Reserve Component status, except as specified in this paragraph, report the relief of all cadets to the appropriate contact office (table 2). Report the relief of members to the Cdr, US Army Reserve Components Personnel and Ad Center (RCPAC), ATTN: AGUZ-REQUIRES, 9700 Page Blvd., St. Louis, M&O 63132. The DD Form 785, DD Form 214 (copy 2), and DA Form 201 will include the full name, SSN, home address, number of months enrolled, and the effective date for termination of cadet status. Orders will contain the number of months enrolled in the academy before termination of cadet status. When necessary, RCPAC will determine Military Occupational Specialty qualifications for those released from cadet status who have a contractual obligation. Report the relief of members of the US Naval Reserve to the Cdr, US Naval Stations, Brooklyn, NY 11201.

(2) For personnel commissioned upon graduation. Notify the proper service (as listed below) of the commissioning of all cadets that have not fulfilled their Military Selective Service Act of contractual obligations (6 years). The notice will allow closing and retiring of personnel records.

(a) The Cdr, First United States Army, ATTN:AFKA-PA-R, Fort George G. Meade, MD 20755 (for personnel who entered USMA from the Army component).

(b) The Cdr, US Naval Station, Brooklyn, NY 11201 (for personnel who entered USMA from any Navy or Marine Corps component).

(c) The Cdr, Air Reserve Personnel Center, 7300 East 1st Avenue, Denver, CONTRACTOR 80280 (for personnel who entered USMA from any Air Force component).

b. When separating for physical disability, the Superintendent will take these actions:

(1) For personnel who entered USMA from civilian status or from USMAPS as an Invitational Reservist. (Invitational Reservists are civilians invited to enlist in the USAR specifically to attend the USMAPS.) Convene a medical board to determine if the cadet is physically qualified for retention at USMA. The medical report will be sent to HQDA(DAPE-MPO-R), WASH DC 20310. On approval of the findings, nonqualified cadets will be separated from USMA and discharged from the Army.

(2) For personnel who entered USMA from active duty status. Convene a medical board to determine if the cadet is physically qualified for retention at USMA and on active duty. (See AR 635-40.) The medical report will be sent to HQDA(DAPE-MPO-R), WASH DC 20310. On approval of the findings, take the following actions:

(a) Cadets disqualified for retention at USMA will be separated from USMA.

(b) If qualified for retention on active duty and if cadets have 6 months or more remaining on their AD obligation, they will revert to enlisted status for completion of their obligation. (See para 8.) If less than 6 months remain on their AD obligations, they will be transferred to the Reserves to complete their Army obligation.

(c) If not qualified for retention on active duty, they will be discharged from the army per AR 635-40.

(d) If the cadet entered USMA from another Service, a report of separation from USMA and a copy of the medical report will be sent to the cadet's parent Service.

(3) For personnel who entered USMA for a Reserve Component. Convene a medical board to determine if the cadet is disqualified from USMA and from the Reserves. (See AR 140-120, para 13b.) The medical report will be sent to HQDA

(DAPE-MPO-R), WASH DC 20310. On approval of the findings, the following will be done:

(a) Cadets disqualified for retention at USMA will be separated from USMA.

(b) If qualified for retention in the Reserves, the cadets revert to their Reserve status for completion of their Reserve obligation.

(c) If not qualified for retention in the Reserves, cadets will be returned to their Reserve Components for disposition per AR 140-120, paragraph 16. A copy of the medical report will be sent to the proper contact office per table 2.

(d) If the cadet entered USMA from another Service, a report of separation from USMA and a copy of the medical report will be sent to the cadet's parent Service.

(e) Disenrolled cadets who are transferred to the USAR will be told of their IRR obligations per AR 135-91.

8. Separation of US Army personnel for physical disability from Service academies other than the US Military Academy

a. Enlisted members of the US Army separated from Service academies (other than USMA) for physical disability will be reported by the academy Superintendent to the proper holding facility. Because the physical disability may not be severe enough to warrant separation from enlisted status, the individual will appear before a medical board to determine physical qualifications for retention in the military service. AR 635-40 applies to active duty personnel; AR 140-120, paragraph 13, applies to members who entered from a Reserve Component status.

b. Active US Army personnel physically disqualified from active duty will be processed for separation per AR 635-40.

c. Active US Army personnel physically qualified for retention on active duty will be returned to duty in an enlisted status per paragraph 10.

d. Reserve Component personnel physically disqualified from active status in their Reserve Component will be separated per AR 140-120, paragraph 16. A copy of the medical report will be sent to the contact office per paragraph 7a(1)(d).

9. Separation of cadet candidates from the US Military Academy Preparatory School (USMAPS)

a. Regular Army enlisted personnel who fail to complete the course or complete the course but no longer want to attend USMA and—

(1) Have less than 3 months remaining to expiration of Service term (ETS) will be separated from active duty and transferred to the USAR to complete Service obligations.

(2) Have more than 3 months remaining to expiration of term of service will be reported for assignment per AR 614-200, chapter 8.

b. Effective on or after the enlisted person's original ETS date, unless covered by a(1) above, the Commandant of the USMAPS can discharge Regular Army enlisted personnel who extended their Service obligation specifically to attend the preparatory school (AR 351-12) and—

(1) Fail to complete the course.

(2) Complete the course but no longer want to attend the USMA.

c. Reserve Component personnel who entered USMAPS from USAR and ARNG units will be processed per AR 351-12, paragraph 14e or f, and AR 135-91 if they—

(1) Fail to complete the course.

(2) Complete the course of instruction but no longer want to attend the USMA.

(3) Do not receive an appointment.

d. The Commandant will discharge enlisted Reserve personnel (Invitational Reservists) who entered the Army Reserve and come on AD to attend USMAPS but fail to complete the course. These personnel will be discharged with no Service obligation.

e. Reserve Component personnel in c above may complete their original active duty commitment, but must first complete basic training if not completed before attending USMAPS.

f. When assignment to the USMAPS ends for any reason, those

individuals attending the USMAPS on a conditional release from another branch of Service will be released back to that Service.

10. Disposition of enlisted personnel separated from Service academies for other than physical disqualifications.

a. The Superintendent, USMA, and the commander of each holding facility will report Army personnel relieved from cadet status for

reassignment per AR 614-200, table 1-1. The Superintendent or the servicing Military Personnel Office of each holding facility will also issue orders upon receipt of assignment instructions.

b. The Superintendent, USMA, and the commander of each holding facility will report personnel of other Services to the commander of the proper Service for assignment.

c. The US Army personnel with less than 6 months remaining to ETS will be processed per AR 635-200, paragraph 5-14.

**Table 1
Holding facilities for Active Army students**

Unit of Assignment (Holding Facility)	Duty Station (Academy or Preparatory School)
Cadet Detachment, 1st Battalion, 1st Inf (W1FB01X) US Military Academy, West Point, NY 10996	US Military Academy, West Point NY
*US Military Academy Preparatory School, (W1E501X) Ft Monmouth, NJ 07703	US Military Academy Preparatory School, Ft Monmouth, NJ
USA Student Detachment ATTN: ATZI-SD-PSNCO (W3OU1BX) Ft Benjamin Harrison, IN 46216	US Coast Guard Academy, New London, CT Naval Academy, Annapolis, MD (Also applies to Naval Academy Preparatory School, Bainbridge, MD) US Air Force Academy, CO 80840 (Also applies to Air Force Academy Preparatory School, CO 80840)

Notes:

* Due to limited facilities, personnel should not be assigned to USMAPS before the date listed in notification.

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**Table 2
Contact offices for Reserve Component personnel**

Component	Contact Office
National Guard	Adjutant General of each State.
US Army Reserve: Unit Personnel	Commander of the Army area having control of the reservist.
Nonunit personnel	Commander US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RS, 9700 Page Boulevard, St. Louis, MO 63132
Naval Reserve	Chief of Naval Personnel Department of the Navy Washington, DC 20370
Marine Corps Reserve	Commandant of the Marine Corps Headquarters, US Marine Corps Washington, DC 20380
Air Force Reserve	Commander, Air Reserve Personnel Center, 7300 East 1st Ave., Denver CO 80280
Coast Guard Reserve	Commandant, US Coast Guard, Washington, DC 20591

**Table 3
USMA cadet separation policies**

Rule	If separation action is started	and the cadet	and	then
1	before commencement of the third academic year (junior year)	Entered USMA from a civilian status		

Table 3
USMA cadet separation policies—Continued

Rule	If separation action is started	and the cadet	and	then
2		entered USMA from USMAPS as an Invitational Reservist ¹		the cadet will be discharged.
3		entered USMA from any Regular component of any military service	has 6 or more months remaining in ETS ²	the cadet will be returned to his or her former status for completion of any prior service obligation. ³
4			has less than 6 months remaining to ETS ²	the cadet will be relieved from active duty and transferred to Army Reserve for completion of any prior service obligation (Note 3)
5		entered USMA as a Reserve Component member		he or she will be processed per Regs USMA, paragraph 10.01a(5). ³
6	After commencement of the third academic year (junior year) but before commencement of the fourth academic year (senior year)	is separated or resigns		he or she will be transferred to the Reserve as an E-3 (or appropriate grade) for 2 years and may be ordered to active duty for not less than 2 years, or discharged from the Army if transfer to the Reserve is inappropriate. ^{3 4}
7	after commencement of the fourth academic year (senior year)			he or she will be transferred to the Reserve as an E-4 (or appropriate grade) for 3 years and may be ordered to active duty for not less than 2 years, or discharged from the Army if transfer to the Reserve is ^{3 4}
8	because the cadet has completed the course	declines appointment as a commissioned officer		he or she will be transferred to the Reserve as an E-4 and ordered to active duty for 4 years.
9	because of unsuitability for military service as contemplated by AR 635-200			he or she will be discharged.

Notes:

¹ Invitational Reservists are civilians invited to enlist in the USAR specifically to attend the USMAPS (AR 140-111, para 2-8f).

² Service at USMA is credited toward fulfillment of any prior service obligation.

³ However, if the separation authority determines that the cadet is being separated from the Academy because of demonstrated unsuitability, unfitness, or physical disqualification from military service, the cadet will be discharged from the Army.

⁴ Each case will be reviewed individually. The Superintendent will recommend to the Secretary of the Army that the cadet be either transferred to the Reserve with further recommendation regarding order to AD or that the cadet be discharged from the Army if such action is appropriate.

Appendix A References

Section I Required Publications

AR 135–91

Service Obligations, Methods of Fulfillment, Participation and Enforcement Procedures. Cited in paragraph *5b(3)(e)* and *7c*.

AR 140–11

Enlistment and Reenlistment. Cited in table 3, rule 1.

AR 140–120

Medical Examinations. Cited in paragraph *6a* and *d*, *5b(3)*.

AR 351–12

Nomination to the US Military Academy: Enlisted Categories; Army. Cited in paragraph *7b* and *c*.

AR 614–200

Selection of Enlisted Soldiers for Training and Assignment. Cited in paragraph *7a(2)* and *8a*.

AR 635–10

Processing Personnel for Separation. Cited in paragraph *4a(2)*.

AR 635–40

Physical Evaluation for Retention, Retirement, or Separation. Cited in paragraph *5b(2)(c)*, *6a* and *b*.

AR 635–200

Enlisted Personnel. Cited in paragraph *8c*, and table 3.

AR 640–10

Individual Military Personnel Records. Cited in paragraph *4a(2)*.

AR 680–1

Unit Strength Accounting and Reporting. Cited in paragraph *4a(1)*.

DOD

Military Pay and Allowances Entitlements Manual Vited in paragraph *4a(3)*.

***Regs USMA, 10.01a(5)**

Cited in table 3, rule 5.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

*These regulations are available at the U.S. Military Academy, West Point, New York 10996.

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