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101500 October 2012 (EST)           USAREC MESSAGE 13-004
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                                From: Headquarters USAREC
                                To: All Recruiting Personnel
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SUBJECT: Processing procedures for Selectees from Sister Services "Blue Services" to attend Warrant Officer Candidate (WOC) school or training.

1. This is an IMMEDIATE MESSAGE; Deliver to all recruiting personnel.

Note: This message is extended and valid until further notice.

2. References:

- a. Army Regulation 601-210, Active and Reserve Component Enlistment Program, dated 8 Feb 2011 with Rapid Action Revision (RAR) dated 4 August 2011.
- b. Army Regulation 611-110, Selection and Training of Army Aviation Officers, dated 15 June 2005.
- c. Army regulation 135-100, Appointment of Commissions and Warrant Officers of the Army, dated 1 September 1994.
- d. Army Regulation 40-501, Standards of Medical Fitness, RAR, dated 4 August 2011.
- e. USAREC Regulation 601-96, Enlistment, Accessions, and Processing Procedures, dated 1 September 2012.
- f. USAREC Message 12-015, Operation Blue to Green Enlistment Program, dated 20 October 2011.

3. The purpose of this message is to clarify processing procedures for enlisted members from Sister Services selected for WOC.

4. WOC applicants are recruited from within the ranks of the Armed Forces. Service Members (SM) attend a briefing that discusses the opportunities available to them by entering WOC. If a SM decides to pursue WOC they must submit an application, be boarded and selected.

5. The phases of processing are as follows:

- a. Application process, boarded and selected.
- a. Notification of selection to SM.
- b. Testing: Completed during application process.
- c. Physical: Selectees do not require a physical. The physical was taken as part of the application process. Selectee must have an HIV screen administered prior to reporting to the Army recruiter. HIV screen must not exceed two years.
- d. Enlistment Processing: Selectee contacts recruiter.

- e. Reservation: Guidance Counselors (GC) must contact the Recruiting Operations Center (ROC) for a reservation.
- f. Ship.

NOTE: Selectees must meet physical standards to include height and weight.

6. Selectees Will:

- a. Upon notification of selection immediately report to nearest recruiting station.
- b. Provide recruiting personnel with the selection packet and required documents for enlistment.

7. Recruiting personnel will:

- a. Ensure that the Selectee meets mental, conduct and physical qualifications.
- b. SMS choosing to process for the Army will obtain an approved DD Form 368 through their Servicing Personnel Office. The 368 must have a projected Re-Entry Code, Separation Program Designator (SPD) code, Expired Term of Service (ETS), Air Force Specialty Code (AFSC) or Navy Rate, and annotation of any lost time in whole days, provided in the remarks block on page 2.
- c. Pull a REDD Report and scan it into Electronic Records Management (ERM). Use the last ASVAB qualifying score for PS Selectees.
- d. Scan documents required for enlistment into ERM. Include the SM's complete physical.
- e. Ensure that the Selectee is projected for all required processing. Live Scan results are required. Selectees will not require swear-in or require execution of DD Form 4 at time of entry into the Delayed Status (DS).
- f. Provide transportation for processing and shipping.

8. GCs will:

- a. Ensure the Selectee is projected appropriately on USMEPCOM Form 727.
- b. Complete a DD Form 1966 and enlistment packet.
- c. Ensure Selectees have a current security clearance. DO NOT initiate a SF 86 (Security Clearance Questionnaire).
- d. Ensure that enlistment into the Army occurs the next day after separation from parent Service.
 - (1) There will be no break in service.
 - (2) Selectee must have a completed DD Form 214 and discharge orders from their Service.
- e. Ensure Selectee enlists in the Army at present grade.

- f. Ensure Selectee enlists in the Army for a period of four years.
 - g. Pull REQUEST reservation. All reservations must be made through the ROC.
 - h. Ensure Selectee understands to report to HHC WOCC, Building 5910, Ft Rucker, AL.
 - i. Ensure Selectee understand that they are required to hand carry complete MPRJ to Ft. Rucker, AL.
 - j. Provide the ship packet with appropriate documents to the MEPS personnel and ensure the Selectee understands that they will return to MEPS to swear in and ship to their training/duty location.
 - k. Ensure the MEPS Commander is furnished copies of appropriate documents as listed in paragraph 5 above to include any amendments to the orders to AD.
 - l. Once the Selectee ships send the completed DD Form 368 and DD Form 4 back to appropriate Service.
9. MEPS will:
- a. Conduct Quality Review Process (QRP) in a timely manner to allow the corrections for any discrepancy.
 - b. Enroll this individual into e-Security.
 - c. Conduct Pre-Enlistment Interview (PEI), prepare DD Form 93 (Emergency Data), capture and submit fingerprints via Electronic Fingerprint Capture Station (EFCS), and enter accession data into USMIRS (B001A/B).
 - d. Conduct Pre-Oath briefing and execute DD Form 4/1 and DD Form 4/2 (Accession Contract) (S002C).
 - e. Conduct Transportation briefing and provide transportation (ticket) in accordance with AD orders and any amendments.
 - f. Carry out Packet Breakdown; Conduct Inspect as required to ship; Enter ship data (B000C).
10. Other:
- a. Movement of dependents at government expense is authorized provided selectee is eligible under JFTR. Travel by POV is authorized.
 - b. Uniform issue will be obtained at Ft. Rucker.
 - c. Rations and quarters are available and will be used.
11. An information and welcome packet can be obtained at:
<http://usacac.army.mil/cac2/WOCC/>
12. GCs and recruiters can find Interservice Transfer Information at:
<http://www.usarec.army.mil/hq/warrant/>
13. Point of contact for this message is CW3 Michael Grinter at (502) 626-1893

or michael.a.grinter@Us.army.mil.

Fred W. Johnson, COL, GS, Assistant Chief of Staff, G-3

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