

### **F-7. Processing Disenrolled Service Academy Applicants Not Ordered to AD:**

This paragraph outlines the processing of Disenrolled Service Academy applicants not ordered to AD. This does not apply to USMA cadets ordered to AD.

a. Disenrolled Service Academy applicants who have not been ordered to AD and desire to enlist RA, may enlist under the following guidelines;

- (1) Applicants must be released without a remaining MSO.
- (2) Applicants will be processed as GNPS/PS IAW AR 601-210.
- (3) Applicants will be processed IAW the current HRC Business Rules.

a. Applicants currently in an Academy pending discharge are not eligible to process until they are in receipt of their DD 214.

- (1) The applicant's DD 214 will not reflect an RE Code but will have a narrative reason and authority for separation.
- (2) If the DD 214 reflects a narrative reason listed in AR 601-210 that requires a waiver, the waiver must be initiated and

processed through normal channels.

NOTE: Current open/closed categories and waiver restrictions apply.

b. GCs will be advised of the following:

- (1) Applicants are not entitled to any enlistment incentives.
- (2) Applicant's pay grade will be determined by the amount of college credit the individual has IAW AR 601-210 only.
- (3) Applicants must attend BCT if he/she has not completed 180 days or more as a cadet at West Point. Attendance time as a cadet can be found on the DD 214, item 18 (remarks).
- (4) Cadets who have been separated for three (3) years or more from USMA must attend BCT. Cadets from the other Services must attend BCT.

c. Questionable cases concerning processing must be submitted via workflow to EEPD Policy. All reservations must be made through the ROC.

### **F-8. Processing Warrant Officer Course (WOC) Selectees from Sister Services**

a. If a currently serving member of any Service decides to pursue the Army WOC, they must submit an application, sit before a selection board and receive a selection notification for the program.

b. The phases of processing for WOC:

- (1) The selectee completes an application packet. The application packet is reviewed and evaluated for selection by a centralized board.
- (2) The selectee is notified by HRC.
- (3) All required testing of the selectee is completed during the application process.
- (4) Selected candidates take the physical as part of the application process. Selectees must have an HIV screening within two (2) years. Selectees must meet PS ht/wt standards.
- (5) Upon notification of selection by HRC, selectee immediately report to nearest recruiting center and provide recruiters with the selection packet and required documents for enlistment.
- (6) The GC must contact the ROC for a reservation.
- (7) The selectee is scheduled to ship to BCT based upon the reservation.

NOTE: BCT is required for all PS personnel entering the RA, regardless of component who have not completed an Army BCT, US Marine Corps (USMC) Basic Training, completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police.

c. Center leader/recruiters actions:

- (1) If necessary, assist the potential selectees in obtaining an approved DD 368 through their Servicing Personnel Office. Verify the DD 368 has a projected RE Code, SPD code, 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 of the form.
- (2) Obtain a REDD Report and upload in ERM. Use the last ASVAB qualifying score for the selectees.
- (3) Upload documents required for enlistment in ERM. Include the selectee's complete physical.
- (4) Project the selectee for all required processing. LS results are required. Selectees will not require swear-in or require the execution of DD 4 at time of entry into the DS.

d. GC actions:

- (1) Ensure selectees have a current security clearance. DO NOT initiate an SF 86.
- (2) Ensure that the enlistment occurs the day after separation from the parent Service.
  - (a) Break in service is not authorized.
  - (b) Selectee must have a completed DD 214 and discharge orders from their Service on ship day.
- (3) Ensure the selectee enlists in the Army at their present grade and for a period of four (4) years.
- (4) Provide selectee school reporting information:
  - (a) HHC, Warrant Officer Career College (WOCC), Building 5910, Ft Rucker, AL.
  - (b) Movement of dependents at government expense is authorized provided selectee is eligible under JFTR. Travel by POV is authorized.
    - (c) Hand-carry their complete MPRJ to Ft. Rucker, AL.
    - (d) Uniform issue is obtained at Ft. Rucker.
    - (e) Rations and quarters are available and must be utilized.
    - (f) An information and welcome packet is found at: <http://usacac.army.mil/cac2/WOCC/>
    - (5) Ensure the MEPS Cdr is furnished copies of appropriate documents as listed in c and d above to include amendments to the AD orders.
      - (6) Once the selectee ships send the completed DD 368 and DD 4 back to appropriate Service.
        - e. GCs and recruiters can find inter-service transfer information at: <http://www.usarec.army.mil/hq/warrant/>

### F-9. Processing Procedures for Applicants from Sister Services

Processing procedures for applicants from all other Services IAW [HRC Business Rules](#).

### F-10. Prior Service (PS) Applicants processing that require a Conditional Release, DD Form 368

Applicants processing for enlistment into the RA or AR and are current members of the IRR or RC must have an approved DD 368 prior to processing for enlistment. This includes the Army IRR.

a. US Marine Corps (USMC) IRR members must be released from the IRR with the approval of the first general officer in their chain of command IAW MARADMIN Message 156/03.

- (1) Submit requests via email with the DD 368 attached through the following: [mcirsa\\_ima@usmc.mil](mailto:mcirsa_ima@usmc.mil).
- (2) The completed DD 368 will have the first five (5) digits of the SSN blacked out.
- (3) Once the request has been submitted, allow at least five (5) days for processing.
- (4) MARCORRES customer service is (800) 225-5082.
- (5) The SGC will ensure the Soldier's DD 4 is forwarded to the email address above within 24 hours of

Soldier shipping/accessing

b. US Navy (USN) IRR members must be released by the Cdr of the naval district where the person is assigned or the Chief of Naval Personnel.

- (1) Email ATTN to HR Assistant Conditional Release: [Pers-913\\_DD368@Navy.mil](mailto:Pers-913_DD368@Navy.mil).
- (2) The completed DD 368 will have the first five numbers of the SSN blacked out per USN's PII policy.
- (3) Once the request has been submitted, allow at least one week for the request to be processed. The customer service number is (866) 827-5672.
- (4) The SGC will ensure that the DD 4 is forwarded to the above email address within 24 hours of the

Soldier shipping/accessing.

c. US Air Force (USAF) IRR members must be released as follows:

- (1) Fax the DD 368 to (478) 327-2215, must include a fax cover sheet. Or mail to:
  - 18420 E. Silver Creek Avenue
  - Building 390
  - Mail Stop 68 Buckley AFB CO 80011

(2) SGC will ensure that the DD 4 is forwarded to the above address within 24 hours of Soldier shipping/accessing.

(3) Air National Guard members. Unit Wing Cdr.

(4) Air Force Reserve members. Unit Wing Cdr.

d. Coast Guard (CG) IRR Conditional Release:

(1) Website address. <http://www.uscg.mil/rpm/rpm3/irr/>

(2) Mailing address:

- Commander(RPM-3)
- Personnel Service Center
- US Coast Guard Stop 7200
- 4200 Wilson Blvd STE 1100
- Arlington, VA 20598-7200

(3) The SGC will ensure that the DD 4 is forwarded to the above address within 24 hours of the Soldier shipping/ accessing.