

Effective 1 October 1997

Personnel Procurement

Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures

This UPDATE printing publishes a revised regulation which is effective 1 October 1997. Because of the extensive changes made, no attempt has been made to highlight changed material.

For the Commander:

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Summary. This regulation contains instructions for processing Regular Army and United States Army Reserve waiver applications to determine eligibility for enlistment. These instructions are provided in addition to AR 601-210, chapters 4 and 5.

include the full range of statutory and regulatory sanctions for military and civilian personnel.

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

Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP-WB), Fort Knox, KY 40121-2726.

Applicability. Individuals assigned, attached, or detailed to the United States Army Recruiting Command will comply with the requirements of this regulation. Penalties for violation(s) of this regulation or failure to comply with its provisions

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y. This regulation is printed in the Recruiter Management UPDATE.

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

1-4. Standards

The mission of this command is to enlist qualified applicants to meet the required objectives. All waivers will be fully substantiated with appropriate documents to completely justify a meritorious case.

Chapter 2

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Glossary

Chapter 1

General

1-1. Purpose

This regulation contains instructions for processing Regular Army (RA) and United States Army Reserve (USAR) waiver applications to determine eligibility for enlistment and processing procedures for Delayed Entry Program (DEP) separations and void enlistments. These instructions are provided in addition to AR 601-210, chapters 4 and 5.

1-2. References

For required and related publications and blank

1-5. Policy

a. Moral waivers. Moral waivers for enlistment require documentation that a meritorious case exists to warrant an exception to the standards established in AR 601-210. Moral waiver processing procedures are aimed at identifying and screening applicants who could present disciplinary problems. Felony or misdemeanor offenses pose serious questions as to an applicant's fitness for service, as does an excessive number of minor traffic and minor nontraffic offenses. Such applicants are likely to become serious disciplinary problems while on active duty (AD) and could divert resources from performance of military missions. All commanders are charged with the responsibility of recommending or approving waivers for applicants who, to the satisfaction of the commander concerned, have been rehabilitated; are good risks

*This regulation supersedes USAREC Regulation 601-56, 21 January 1992.

from a moral standpoint; and possess a documented, meritorious waiver request. It is the applicant's responsibility to provide the recruiter with information necessary to obtain the required documentation; DD Form 369 (Police Record Check), USAREC Fm 1118 (Request for Reference), USAREC Fm 1037 (Probation Officer and/or Court Records Report), USAREC FL 41 (Request for Information From Institution), etc.). Further, if the applicant can get the information more readily than the recruiter (in the immediate area where the offenses occurred) let the applicant take the appropriate forms to the agency or court for completion. See appendix B for use of supporting documents.

b. Moral and administrative waivers are valid for 6 months from the approval date unless a change in status occurs. Medical waivers are valid until the physical expires unless a change in status occurs. Persons who acquire additional offenses or disqualifications after recruiting battalion (Rctg Bn) level waiver approval will have the waiver updated and resubmitted as follows:

(1) In accordance with AR 601-210, paragraphs 2-10g and h, obtain new DD Forms 369.

(2) Additional offenses will be added to SF 86 (Questionnaire for National Security Positions), item 18. See appendix C for instructions on completing waiver memorandum.

(3) The operations section waivers expert (civilian or military) and senior guidance counselor will assure all documents required for the waiver are included in the packet. Enter on approved waiver memorandum and DD Form 1966 (Record of Military Processing - Armed Forces of the United States), page 3, date additional offense(s) were added to SF 86, and date Rctg Bn commander approved or disapproved the waiver with additional offenses.

(4) Commanders or executive officers (XO) will review and pen and ink the date and approval or disapproval (followed with initials) on original waiver memorandum (see fig 1-1 through fig 1-5). Those waivers above Rctg Bn level will be resubmitted with all pertinent documentation to the approval authority. Call Headquarters, United States Army Recruiting Command (HQ USAREC) (RCRO-PP-WB) prior to forwarding waiver. (In some cases charges can be added.) A second endorsement will be prepared recommending and/or requesting approval of waiver with additional charges. For those individuals in the DEP that incur additional offenses, provisions of this regulation apply.

c. Medical waivers. Physical standards are established to measure physical fitness of candidates for enlistment, as well as to establish minimum physical requirements for retention. The objective is to procure and retain personnel who are physically fit and emotionally adaptable to the conditions of military life. This is intended to preclude from enlistment those individuals who present contagious or infectious diseases which would be likely to require repeated admissions to sick call, prolonged hospitalization, and who present any condition which would likely form the basis of a claim for physical retirement benefits. When a defect is considered to

be disqualifying in accordance with the standards established in AR 40-501, chapter 2 or 3, but the applicant desires to request a waiver, submit a waiver. Recruiting company (Rctg Co) and Rctg Bn commanders cannot disapprove the waiver. An exception to this rule is dual-action waivers (i.e., moral and medical). If the commander disapproves the moral or administrative (i.e., lost time) portion, do not forward the medical waiver for approval. The Rctg Bn commander, acting commander (on orders), XO, or any Rctg Bn operations personnel can sign a memorandum forwarding a medical waiver request.

d. Traffic, nontraffic, and misdemeanor waivers. Determine if a waiver is required by AR 601-210, paragraph 4-6a. Any waiver where the Rctg Bn commander has approval authority may be approved prior to the applicant taking the physical. Waivers beyond the Rctg Bn commander's approval authority will not be submitted until the applicant is mentally and physically qualified.

e. Administrative waivers (hardship, reentry eligibility code, dependency, etc.). AR 601-210, paragraphs 4-9 through 4-18 cover waiver approval authorities and minimum documentation. In some cases, personnel may not qualify for enlistment, but appear to have significant potential for productive Army service. This applicant may be recommended by the Rctg Bn commander as an exception to the enlistment standards and a waiver application may be submitted in accordance with AR 601-210, paragraph 4-33. The Rctg Bn commander, acting commander (on orders), or XO can sign the waiver memorandum for an administrative waiver request.

1-6. Responsibilities

HQ USAREC, Director of Recruiting Operations is responsible for processing waivers for exceptionally meritorious individuals and those disqualifications listed in AR 601-210, chapter 4, section I, which designates the Commanding General (CG), United States Army Recruiting Command (USAREC) as the approval authority. Any questions pertaining to waivers and DEP separation processing which includes regulatory clarification, exceptions to process waivers, and exceptions to retain DEP members will be addressed only to HQ USAREC (RCRO-PP-WB). Further coordination with Department of the Army or other USAREC staff elements will be accomplished by Waivers and DEP Separation Branch. Rctg Bn commanders will designate waiver personnel in addition to the civilian military personnel clerk or technician within their respective headquarters to review and process waivers. Recruiting Operations Directorate has the responsibility to monitor the recruiting brigade (Rctg Bde) and Rctg Bn waiver files and procedures. Rctg Bn and Rctg Co commanders are responsible for maintaining USAREC Fm 671 (Waiver Log) (fig 1-6). Rctg Bn will maintain a separate USAREC Fm 671 for each Rctg Co.

1-7. Disapproving authority

Recruiters do not have the authority to disapprove a legitimate waiver request or refuse to forward an applicant's request to the Rctg Bn commander.

a. Rctg Co commanders can disapprove, but not approve moral and administrative waivers for applicants not meeting the prescribed standards. This authority may be delegated to noncommissioned officers (NCO), (Rctg Bn sergeants major or recruiting first sergeants) assigned on orders as Rctg Co commanders. Waiver memorandums will be used to disapprove waiver requests. If a Rctg Co commander disapproves a moral or administrative waiver request, a copy of the disapproval (waiver memorandum) will be forwarded to the Rctg Bn for logging and filing.

b. Rctg Bn commanders and/or XO are required to review the waiver request and all documentation on an individual basis and determine if it is meritorious prior to approving, disapproving, or forwarding recommendations to higher headquarters. (When the waiver is disapproved below HQ USAREC level, do not forward to the approval authority.) If a waiver is disapproved (moral and administrative), the waiver will not be resubmitted for 6 months from the date of disapproval. Disapproved medical waivers cannot be resubmitted unless a change in medical status occurs. No member of this command has the authority to preclude an applicant, who is otherwise qualified for enlistment in accordance with AR 601-210 and current USAREC policy guidance, from requesting a moral waiver for offenses that can be waived.

1-8. Approving authority

Only the Rctg Bn commander, acting commander (on orders), or XO will approve and sign waiver requests. Forward waiver request packets from the recruiting stations (RS) through Rctg Co headquarters to Rctg Bn headquarters. The company leadership team (CLT) will make recommendation to the battalion leadership team (BLT) for approval via memorandum. The BLT will use an endorsement to forward waivers to HQ USAREC, if recommending approval. Waivers will not be forwarded to HQ USAREC if the BLT disapproves the waiver.

Chapter 2 Waiver Procedures

2-1. Routing of waiver requests

a. The recruiter will submit to the RS commander all documentation required to support the waiver. USAR grade determination will be initiated on DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)).

b. The RS commander will submit all moral and administrative waivers through the Rctg Co commander to the Rctg Bn. Rctg Co commander disapproval will be recorded as indicated in paragraph 1-7.

c. The Rctg Bn will use memorandums or endorsements to approve, disapprove, or recommend approval to higher headquarters.

2-2. Moral waiver procedures

a. Waiver requests received at Rctg Bns will be reviewed and analyzed by the military personnel clerk (waiver expert), or assistant operations

NCO, or operations NCO. The waiver will be thoroughly reviewed for accuracy. The waiver expert and operations NCO will make a written recommendation for approval or disapproval on USAREC Fm 670 (Waiver Worksheet) (see fig 2-1). He or she will sign USAREC Fm 670 and forward it to the action officer.

b. The action officer (XO, operations officer (S-3), assistant S-3, or operations NCO) will make a final review of the waiver request prior to submitting the waiver to the approval authority. The action officer will assure the waiver is administratively correct and will indicate his or her recommendation of the waiver packet by checking the word approval or disapproval and signing USAREC Fm 670. They may add further comments if desired. (Three signatures are required on the USAREC Fm 670 prior to submission to the waiver approval authority.)

c. The Rctg Bn commander or acting commander (on orders) will personally interview all applicants requiring a felony level moral waiver either in person or by telephone. This requirement will not be delegated to anyone.

d. A moral waiver will not be submitted on a DEP member receiving a felony conviction or other adverse disposition (OAD) while in the DEP. A moral waiver may be submitted on a DEP member who requires a waiver for misdemeanor, minor nontraffic, or traffic offenses received while in a DEP status. In cases where the offense is a felony, the individual will be separated within 3 working days. In cases where the offense was not a felony, the DEP member can remain in the DEP as long as he or she does not exceed 365 days. The waiver memorandum will include the date the individual entered the DEP, option, schedule AD date, and whether administrative extensions have been granted. (This applies to all waivers - moral, administrative, and medical.)

e. A USAR member who required a waiver prior to enlistment, but did not reveal the information until after accessing, but before shipping to initial active duty for training (IADT), will not be shipped to IADT unless the enlistment has been validated in accordance with AR 135-178, chapter 9.

f. The USAR soldier who has recent law violations and no longer meets the enlistment eligibility as outlined in AR 601-210, the unit commander (or designated representative) will be notified. The unit commander (or designated representative) will determine if that member is to be shipped for IADT. All additional information will be added to the soldier's SF 86, DD Form 1966, and unit commander's disposition noted in the remarks section of DD Form 1966. Applicable pages of SF 86, DD Form 1966, and copy(s) of written unit notification and decision will be placed in the soldier's residual packet at the Rctg Bn.

g. A suspense system will be established for waivers which have been forwarded to a higher headquarters and for which a final determination or interim reply has not been received. This

system will be maintained at the Rctg Bn. Inquiries or tracer actions will not be initiated unless a final or interim reply was not received according to the timeframes shown in table 2-1. Furthermore, all inquiries or tracer actions will be processed through the proper channels (i.e., Rctg Co, Rctg Bn, HQ USAREC).

h. If an applicant declines or requests termination of a pending waiver action, each level will notify the next level in the chain of command by electronic mail or telephonically to permit final disposition of suspense files.

i. Applicants will write a detailed description of all offenses. This account will be included as part of the documentation in the waiver packet.

j. Approved moral waivers may be used either for enlistment in the USAR or RA. A sample sheet for compiling a moral waiver packet is at table 2-2.

2-3. Administrative waiver procedures

a. Waiver requests received at Rctg Bns will be thoroughly reviewed and analyzed by the waiver expert and operations NCO prior to submitting the waiver to the Rctg Bn commander or XO for recommendation or approval.

b. The waiver expert will review the waiver packet to ensure all required documentation is included in the packet. The waiver expert will also review the packet for administrative correctness. After the review, forward the waiver packet to the operations NCO for review.

(1) Review the DA Form 3072-2 (Applicant's Monthly Financial Statement) to ensure it is completed in accordance with the detailed instructions in paragraphs B-14 and B-15.

(2) Review the statement from the person responsible for the care of dependents in cases of a dependent waiver. In cases of a hardship waiver, ensure the statement supports the claim that the hardship no longer exists.

(3) Prior to submitting the waiver to HQ USAREC (RCRO-PP-WB), ensure the interview from the Rctg Bn commander or XO is included in the packet.

(4) USAREC Fm 670. Same procedures as outlined in paragraphs 2-2a and 2-2b.

(5) A sample memorandum for statement concerning family hardship is at figure 2-2.

(6) A sample memorandum for statement of understanding concerning joint domicile assignment and family care plan is at figure 2-3.

c. The operations NCO will review the waiver packet for completeness then forward to the commander or XO for his or her recommendation or approval.

d. The Rctg Bn commander or XO will review each waiver packet and interview all applicants requesting a waiver. Include the results of the interview as a separate item, with a recommendation to HQ USAREC.

e. If applicant has law violations, include a description of the offenses in the waiver packet.

f. A sample sheet for compiling an administrative waiver packet is at table 2-3.

2-4. Medical waiver procedures

a. A request for medical waiver will be submitted with required documents via cc:Mail. See table 2-4 for procedures for assembling a medical waiver and appendix D for electronic submission procedures.

b. The following steps will be followed in processing a medical waiver at Rctg Bn level:

(1) Requests for all medical waivers will be submitted by the Rctg Bn to HQ USAREC (RCRO-PP-WB).

(2) Nonprior service (NPS) medical waivers and waivers for prior service (PS) disqualified during Military Entrance Processing Station (MEPS) physical examination. When the guidance counselor (GC) receives notification that the applicant is disqualified, send a copy of the medical documents and copy of the SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) to the Rctg Bn operations section within 5 working days (if the applicant is still interested). Waivers expert will notify the recruiter of additional paperwork needed to support the medical waiver and submit the waiver packet to HQ USAREC (RCRO-PP-WB) via cc:Mail.

(3) PS medical waivers. A PS applicant who was discharged from any component of the Armed Forces for medical reasons, requires a medical waiver regardless of physical examination results at the MEPS. The approval authority is the Command Surgeon, USAREC. Process the waiver following the same procedures as NPS applicants. Include in the packet all PS medical records if the applicant has a copy of them. If the applicant does not leave a copy of the records, the Rctg Bn will order them from the United States Army Reserve Personnel Center (ARPERCEN).

c. The USAREC Command Surgeon has the authority under the provisions of AR 40-501, paragraph 7-8f to revise the physical profiles for approved medical waivers of applicants processing for enlistment into the RA and USAR.

(1) Any change made by the USAREC Command Surgeon to the physical profile of approved medical waiver is valid for enlistment. For example: An applicant is disqualified by the MEPS physician and receives a (3) physical profile under the PULHES. The Rctg Bn submits and receives an approved medical waiver with a new physical profile, either (1) or (2) which was changed by the USAREC Command Surgeon. This is the correct physical profile used to enlist the applicant.

(2) Any changes made to an applicant's physical profile by the USAREC Command Surgeon will be stamped indicating the new physical profile on SF 507 (Clinical Record).

d. Recruiting personnel will not request the applicant perform any exercise in their presence nor will a fitness test be administered.

e. Approved medical waivers may be used for RA or USAR enlistment.

f. Rctg Bns will maintain a complete residual packet in accordance with AR 601-210.

2-5. Preaccession drug and alcohol waivers (BAT and DAT)

a. Applicant or DEP member who is confirmed positive for the presence of drugs or alcohol at the time of original physical examination or drug or alcohol test may be retested in 6 months if the confirmed positive was for alcohol or tetrahydrocannabinol (THC) (marijuana) only. If retest is negative, a waiver may be requested for enlistment.

NOTE: No waiver for positive result is authorized. If the retest is positive, the applicant is disqualified for 2 years from date of retest. Applicants found positive for cocaine or other drugs are not authorized a retest until 1 year from date of original test. If after 1 year the retest is negative, a waiver may be processed for enlistment. If retest is positive, a 2-year waiting period from retest is required.

(1) Approval authority, Rctg Bn commander.

(2) Minimum documentation: Waiver memorandum, USMEPCOM PCN 714ADP, DD Form 1966 series, SF 86, USAREC Fm 1104 (Enlistment Eligibility Questionnaire), DD Form 369, SF 88, SF 93, and other documents as the commander may require.

b. In the event an applicant states he or she tested positive for alcohol or drugs, but the MEPS neither has that physical on file nor information in the computer data base, a waiver is required. Documentation will be the same as in a(2) above. The SF 88 and SF 93 will be the current physical. Annotate DD Form 1966, page 3, as follows:

"Applicant tested positive for (disqualification) at the (city) MEPS in (year). Waiver processed on (date) based on that information and is approved."

2-6. Counseling of applicants

To prevent frustration and confusion on the part of both the recruiter and the applicant, care should be taken in counseling applicants on waivers. For this purpose, all personnel will become completely familiar with the contents of appendix E.

a. During waiver processing, advise the applicant of the purpose of submitting a waiver request. Inform the applicant that waivers are handled on an individual basis, and that the decision on the waiver is based on consideration of the waiver packet by the approving authority. If waiver approval level is higher than Rctg Bn level, the applicant will be advised that the request may take from 30 to 60 days or longer. See table 2-1 for waiver processing times. The applicant will be advised not to call or write to the approval authority and that all inquiries must go through command channels.

b. Advising applicants of denial of waivers. Recruiters will explain to the applicants that their application for waiver of disqualification was not favorably considered. However, under no circumstances will the recruiter disclose the name, organization, or telephone number of the final

disposition authority. In processing PS waivers, the individual should be advised that the denial of the waiver was after thorough evaluation of their PS records in conjunction with their current waiver request. Only those documents which belong to the applicant will be returned. S-3 personnel will not return waiver memorandums, endorsements, or copies thereof to the field force. The correspondence pertaining to the approvals or disapprovals of waivers will be filed and maintained at Rctg Bn level only. Medical waivers are approved or disapproved based on the disqualification. The fact that an applicant has good mental test scores, no police record, and is motivated to enlist does not alter the medical disqualification.

2-7. Submission of waivers

a. Waiver requests that contain two different disqualifications will be processed through all necessary subordinate commanders prior to reaching the final approving authority (i.e., medical and moral (misdemeanor), the USAREC Surgeon does not have moral waiver approval authority, therefore, the Rctg Bn will approve the moral portion of the waiver prior to submitting it to HQ USAREC (RCRO-PP-WB) for medical waiver).

b. Refer to table 2-5 for final approval authority, office symbols, and mailing addresses.

2-8. Administrative guidelines

a. Waiver suspense files. Initially all pending waivers will be placed in this suspense file. When final determination has been made, the file copy will be removed from the suspense file and filed under File No. 601-210g, Inquiry and Eligibility Files.

b. File No. 601-210g, Inquiry and Eligibility Files. File will contain a copy of all basic correspondence, endorsements, SF 86, USAREC Fm 1104, DD Form 1966 series, DD Forms 369, USAREC Fm 1118, USAREC Fm 1037, USAREC FL 41, USAREC Fm 670, USMEPCOM PCN 714ADP, and all other supporting documents for moral, medical, and administrative waivers. Files will be maintained in alphabetical sequence by first letter of last name only.

c. Disposition instructions for inquiry and eligibility files. Files will be cutoff at the end of the fiscal year (FY) and destroyed after 7 years. File labels will be prepared as follows: 601-210g Inquiry and Eligibility Files: COFF 30 Sep 97, Trf RHA Oct 99, DEST Oct 06.

d. Location of files plan. The files plan is shown at table 2-6.

e. Filing action will begin at Rctg Bn level and above. A complete waiver packet will be filed in 601-210g.

f. Whenever a waiver is disapproved at lower than approval authority, the responsible command (Rctg Bn and above) will file disapproved waiver action in 601-210g (e.g., Rctg Bn disapproving waiver for civil conviction for felony would be filed in 610-210g).

2-9. Monitoring procedures

Moral waivers will be monitored and recorded on USAREC Fm 669 (Monitoring Procedures) (fig 2-4), which reflects total waivers processed and number approved or disapproved. This data will be consolidated by Rctg Bdes and submitted to HQ USAREC for review and analysis on a recruit ship month (RSM) basis. This report is due each month no later than 10 working days following the close of the RSM or as requested by HQ USAREC (RCRO-PP-WB).

Chapter 3

DEP Separation Procedures

3-1. Routing of separation requests

a. Requests for separation from the DEP will be approved for valid reasons identified in AR 601-210 and AR 135-178. Reasons for granting DEP separations and approving authorities are provided at table 3-1.

b. It may appear that the DEP member was erroneously or fraudulently enlisted because of a charge existing before DEP enlistment (no waiver require). Conduct an interview, by a commissioned officer or senior NCO, master sergeant or above within 72 hours of notification from source(s) into the circumstances surrounding the enlistment to determine whether an RI has taken place. The interviewer will ask the applicant if he or she informed any recruiting personnel about any possible disqualifying factors. If the results of the interview reveal that an allegation of impropriety or misconduct occurred, the allegation will be reported for further investigation in accordance with USAREC Reg 601-45.

c. Members of the recruiting force must respond positively to any inquiry from DEP members concerning separations from the DEP. Under no circumstances will any member of this command threaten, coerce, manipulate, or intimidate DEP members, nor may they obstruct separation requests. When such an inquiry is received, local recruiting personnel will attempt to resell the DEP member on an Army enlistment. If this attempt is not successful (not later than 14 days from the original request), advise the DEP member of the provisions governing separation from the DEP and tell them a written request for separation may be forwarded to the Rctg Bn commander. Emphasize that the DEP member may submit a request for separation even though his or her reason for it does not fall within an expressed category, such as hardship, dependency, apathy, and/or personal reasons. A request for separation must be personally signed by the DEP member who initiates it. His or her request should include complete justification for separation and the documents required by AR 135-178, AR 601-210, and as outlined in appendix F of this regulation. If the DEP member cannot be resold, his or her Recruit Quota System (REQUEST) reservation will be canceled. Every effort must be made to assure that the

training seat is canceled prior to the applicant's accession date.

d. Rctg Bn commanders may approve those requests within their authority and publish the appropriate separation order as outlined in appendix G. Submit DEP separation packet to the MEPS within 30 calendar days of cancellation from REQUEST. Within 7 days of submission to MEPS verify that records were removed from MEPCOM Integrated Reporting System (MIRS).

e. Requests which require approval of HQ USAREC (i.e., erroneous, fraudulent, or defective enlistment) will be forwarded with recommendations of approval or disapproval, and reasons therefore, from Rctg Bn commanders to HQ USAREC (RCRO-PP-WB) for final determination. Appendix H shows the procedures for assembly of void enlistment packet documents. All attempts will be made to have the applicant sign USAREC Fm 986 (Separation Request Form); however, if the applicant is not available or refuses to sign, write this information in the remarks section of the form.

f. Any separation request which the Rctg Bn commander determines should be disapproved, must be forwarded to HQ USAREC (RCRO-PP-WB) for final determination.

g. Request for separation which fall within the approval authority of the Rctg Bn commander may be forwarded to HQ USAREC for final determination, if desired.

3-2. Processing procedures for separations

a. Requests for separation from the DEP may be initiated by the DEP member or members of the recruiting force. In either case, the form will be signed by the applicant. In both cases, the GC must be notified immediately. Upon notification and receipt of signed separation form, the GC will cancel the reservist's school seat through REQUEST.

b. When a member of the DEP initiates the request for separation, he or she must be advised that the action negates the guarantees of the original enlistment option. USAREC Fm 986 (see fig 3-1) will be provided to the reservist.

c. When USAREC Fm 986 is initiated, an extension of time may be required to enable a final disposition of the action. The initial extension for separation processing will be for 90 days. If additional time is needed, at the end of the 90 days, extend the DEP member again. The reservist will not be extended beyond his or her 365th day in the DEP. The extension for separation processing will be accomplished on the original DA Form 3286-59 (Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program).

d. When an individual has requested separation from the DEP and subsequently changes his or her mind and desires enlistment, he or she will be required to complete USAREC Fm 1034 (Delayed Entry Program Status Change/Request) (see fig 3-2). The signed form must be included in the enlistment packet and will be maintained within the residual packet after the accession of

the soldier.

e. Separation procedures for members of the DEP confirmed positive for alcohol or drug use.

(1) Upon MEPS notification, the GC will:

(a) Cancel the DEP reservation. Cancellation codes will be "Code 15" - Positive THC, "Code 16" - Positive Cocaine, or "Code 17" - Positive Alcohol.

(b) Attach a copy of the REQUEST reservation cancellation printout to a copy of the MEPS notification and along with the enlistment packet forward to the Rctg Bn.

(2) Rctg Bn is responsible for ensuring that:

(a) The individual is separated from the DEP. Separation code will be "ZZY."

(b) Recruiter is notified and applicant advised of DEP separation and provided a copy of his or her separation orders.

(c) Applicant is informed of his or her disqualification and counseled regarding the preaccession drug and alcohol policy, as well as, advised as to reapplication criteria.

f. Separation procedures for members of the DEP confirmed positive as a result of Human Immunodeficiency Virus (HIV) testing.

(1) Upon MEPS notification, the GC will:

(a) Cancel the DEP reservation. Cancellation code will be "code 14."

(b) Attach a copy of the REQUEST reservation cancellation printout to a copy of the MEPS notification and along with the enlistment packet, forward to the Rctg Bn. Individual will be administratively extended if required.

(2) Rctg Bn is responsible for ensuring that:

(a) Format 500 orders will be issued by the Rctg Bn commander. Authority line will cite AR 135-178. (Do not forward to HQ USAREC (RCRO-PP-WB), handle as a routine separation.)

(b) Forward a copy of the separation orders and DD Form 1966/1 (ADP) to the MEPS with DEP separation code and separation date correctly coded beneath items 19d-19f on the DD Form 1966/1.

(c) Separation code will be "ZAA."

g. Separation procedures for applicants that entered on delayed entry status with a remaining military service obligation (MSO).

(1) Orders will not be published. USAREC Fm 986 will be completed and signed by the reservist and the REQUEST reservation will be canceled immediately.

(2) DA Form 4187 (Personnel Action), section V, Certification/Approval/Disapproval, will be changed in red ink as follows:

(a) Line through "is approved."

(b) Place an "X" in block "is disapproved."

(c) GC will initial and enter date reservation was canceled next to "is disapproved."

(3) Distribution of DA Form 4187, Continuation of Remarks, REQUEST cancellation printout, and USAREC Fm 986 for applicants in the RA delayed status will be as follows:

(a) Individual - one set.

(b) Unit - one set (applies to members of a Reserve Component (RC) serving in a unit (troop

program unit, Army National Guard (ARNG), USAR, and other service unit members).

(c) Rctg Bn - one set.

(4) For members of the Individual Ready Reserve (IRR), Inactive National Guard, or other service (nonunit member), distribution will be as outlined in (3) above, less unit. Rctg Bns retain originals for these members.

(5) For reason of death write in the remarks section of DA Form 4187, "MEMBER DECEASED" and forward packet to unit. Do not forward to HQ USAREC (RCRO-PP-WB).

(6) For members whose HIV results are returned positive, write in the remarks section of the DA Form 4187, "MEDICAL" and change the form as stated in (2) and (3) above for distribution. Unit notification will be as outlined in AR 601-210, chapter 5, section XXII.

NOTE: A legible copy of all information forwarded to the unit will be maintained by the Rctg Bn filed as routine DEP separations without publication of orders.

h. All actions pertaining to separating DEP members will be entered on USAREC Fm 863 (DEP Separation Log) (see fig 3-3). This log will aid the BLT in tracking and analyzing trends in DEP separation and void enlistment processing procedures.

i. DEP members do not have to be retained in the DEP to complete an investigation or inquiry. After the decision is made to take the DEP loss, processing for the DEP separation or void enlistment can begin immediately.

3-3. Failure to report

a. When a DEP member fails to report on his or her scheduled AD enlistment date, the recruiter must contact the DEP member to determine whether there are extenuating circumstances which prevented his or her appearance. If the DEP member has a valid reason for not reporting (such as illness, hospitalization, incarceration), he or she will be promptly extended in the DEP pending determination of eligibility for enlistment or separation.

b. If the DEP member simply fails to report or cannot be located, and there are no extenuating circumstances, the following actions are required:

(1) The GC must review the enlistment packet to ensure that all required documents are present and properly prepared and they are signed, dated, and witnessed, as appropriate. Should a discrepancy be revealed which affects the validity of the DEP enlistment, the GC will cancel the training seat through REQUEST and the Rctg Bn commander will take action to process as an erroneous and/or fraudulent enlistment and forward to HQ USAREC (RCRO-PP-WB) for final disposition.

(2) If it is determined that the enlistment packet contains no substantive discrepancies, the following will be accomplished:

(a) The GC will cancel the training space through REQUEST.

(b) Extend (on original DA Form 3286-59) the

member in DEP until final determination is made (no longer than 90 days or until the 365th day in DEP, whichever is less).

(c) If determined by the Rctg Bn commander that the individual should be separated, process for separation in accordance with instructions in paragraph 3-2.

(d) A copy of the orders will be sent to the individual concerned at the address given on his or her DD Form 1966, and to any other address provided by the individual.

(3) Refusal to enlist in the RA. The same actions outlined in (2) above, must also be taken when a reservist reports for AD, but declines enlistment in the RA and does not formally request separation. (While reservist is present at the MEPS ask him or her to fill out USAREC Fm 986.)

c. Do not extend a deceased reservist in the DEP.

d. Separation authority and codes are listed at table 3-2.

3-4. Administrative guidelines

a. Void enlistments and DEP separations will be filed in 601-210f, Enlistment Contracts. Files will include at a minimum, the DD Form 1966, SF 86, USAREC Fm 1104, DD Form 4, DA Form 3286 and appropriate addendums, SF 88, SF 93, USAREC Fm 986, copies of approved waivers and supporting documents, USMEPCOM PCN 714ADP, copy of cancellation of REQUEST reservation, USMEPCOM PCN 714ADP (Discharge) or ZHM 083, and a copy of the order voiding the enlistment or DEP separation orders.

b. Disposition instructions for Files No. 601-210f, Enlistment Contracts. Files will be cutoff at the end of the FY, held 1 year, and then destroyed. File labels will be prepared as follows: 601-210f, Enlistment Contracts (Void Enlistments/DEP Separations), COFF 30 Sep 97, dest Oct 98.

c. Rctg Bns will maintain a record set of orders (including the logs, indexes, or other documents used to ensure continuity of orders numbers) in File No. 310-10a, Personnel Type Orders. Only the original will be in this file. Example of disposition instructions: COFF 30 Sep 97, Trf RHA Oct 99, Ret WNRC Oct 00, DEST Oct 53. Transfer to RHA c/o HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726. Orders are numbered consecutively for each calendar year, using the Julian date followed by the number of the order issued the same day. (See AR 600-8-105, para 2-14, for additional instructions.)

d. An additional packet containing a copy of the separation orders as the top document followed in order by DD Form 4, DD Form 1966 series, SF 86, USAREC Fm 1104, and DA Form 3286-59 will be assembled and forwarded to the National Personnel Records Center, the address is as follows:

Commander
ARPERCEN
ATTN: ARPC-PRA-R
9700 Page Boulevard

St. Louis, MO 63132-5200

These packets may be sent out monthly and will be mailed using a record of transmittal. When mailed, record the date on USAREC Fm 863.

Battalion Letterhead

RCMW-CH (601-210g)

3 Mar 97

MEMORANDUM FOR Commander, U.S. Army Libertyville Recruiting Company, 731 Milwaukee Avenue, Libertyville, IL
60048-1913

SUBJECT: Determination of Eligibility - JONES, John P., 123-45-6789

The enclosed misdemeanor waiver request pertaining to Mr. Jones is approved for enlistment into the Regular Army provided he is otherwise qualified. His enlistment period will not exceed 8 years.

Encl
Waiver Packet

/signed/
M.V. HILL
LTC, INF
Commanding

Figure 1-1. An example of an approved misdemeanor waiver memorandum

Battalion Letterhead

RCMW-CH (601-210g)

3 Mar 97

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-PP-WB, Fort Knox, KY 40121-2726

SUBJECT: Determination of Eligibility - SHAW, George L., 987-65-4321

1. Strongly recommend approval of the enclosed felony waiver request pertaining to Mr. Shaw.
2. As a result of the enclosed interview, applicant's detailed description of all offenses and an indepth analysis of the documents, put George into boots now.

Encl
Waiver Packet

/signed/
M.V. HILL
LTC, INF
Commanding

Figure 1-2. An example of a felony waiver request memorandum

Battalion Letterhead

RCMW-CH (601-210g)

3 Mar 97

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-PP-WB, Fort Knox, KY 40121-2726

SUBJECT: Determination of Eligibility - SMITH, John E., 123-45-6789

The enclosed medical waiver request pertaining to Mr. Smith is forwarded for consideration. Mr. Smith is otherwise qualified for enlistment (or Mr. Smith also needs an RE code waiver approved by PERSCOM).

Encl
Waiver Packet

/signed/
M.V. HILL
LTC, INF
Commanding

Figure 1-3. An example of a medical waiver request memorandum

Battalion Letterhead

RCMW-CH (601-210g)

3 Mar 97

MEMORANDUM FOR Commander, U.S. Army Libertyville Recruiting Company, 731 Milwaukee Avenue, Libertyville, IL
60048-1913

SUBJECT: Determination of Eligibility - SMITH, John E., 321-45-7890

The enclosed medical waiver (preaccession DAT), pertaining to Mr. Smith is approved for enlistment into the Regular Army provided he is otherwise qualified. His enlistment period will not exceed 8 years.

Encl
Waiver Packet

/signed/
M.V. HILL
LTC, INF
Commanding

NOTE: Waiver will not be processed until favorable DAT results are received.

Figure 1-4. An example of an approved preaccession DAT waiver memorandum

Battalion Letterhead

RCMW-CH (601-210g)

3 Mar 97

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-PP-WB,
Fort Knox, KY 40121-2726

SUBJECT: Determination of Eligibility - SMITH, John Edward, 321-45-7890

1. Strongly recommend approval on the enclosed dependency waiver request pertaining to Mr. Smith.
2. Mr. Smith will enlist as an E-4 as a result of his bachelor's degree in Genealogy. He has established a care plan for his children while he is away at training. This enlistment will in no way have an adverse affect on his dependents.
3. As a result of the enclosed interview and an indepth analysis of the supporting documents, request favorable consideration of Mr. Smith's request.

Encl
Waiver Packet

/signed/
M.V. HILL
LTC, FA
Commanding

Figure 1-5. An example of a dependency waiver request memorandum

Waiver Log (For use of this form see USAREC Reg 601-56)									
NAME	LAST FOUR	EDUCATION TEST CATEGORY/ COMPONENT	RCTR/RSID	DATE RECEIVED	TYPE OF WAIVER	DATE FORWARDED	DATE RECEIVED	APPROVAL/ DISAPPROVAL DATE	REMARKS
JONES J.	0000	GA/RA	JONES/5P	1 APR 97	MISD			APP/5 APR 97	
SMITH J.	7314	GA/RA	RICH/5P	2 APR 97	Felony	6 APR 97	4 MAY 97	APP/1 MAY 97 18 APRIL	Applicant's detailed description faxed
PATTON J.	0001	SR/RA	COX/5P	3 APR 97	MNT			DIS/5 APR 97	Additional violations revealed
ADAIR Y.	0002	GA/RA	RIED/5P	3 APR 97	Dep	16 APR 97	7 MAY 97	RWA	25 APR - Interview missing

↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
Applicant's last name and first initial.	Last four digits of social security number.	Education test category and component.	Recruiter's last name and recruiting station identification.	Date received at Rctg Bn.	Type of waiver (e.g., Felony DEP, RE Code).	Date forwarded to approval authority.	Date received from approval authority.	Approved, disapproved, or returned without action disposition and date of disposition.	Remarks (such as interviews, waiting for documents, etc.).

USAREC Fm 671, Rev 1 Oct 97 (Previous editions are obsolete)

Figure 1-6. Sample of a completed USAREC Fm 671

Table 2-1
Waiver routing procedures

TYPE OF WAIVER	APPROVAL AUTHORITY	ROUTING	PROCESSING TIME
1. Minor Traffic 2. Minor Nontraffic 3. Misdemeanor	Commander, Rctg Bn	RS, Rctg Co, Rctg Bn	5 to 10 days including mailing time
Pregnancy	Commander, Rctg Bn	RS, Rctg Co, Rctg Bn	5 to 10 days including mailing time
Felony	CG USAREC	RS, Rctg Co, Rctg Bn HQ USAREC, Rctg Bn	45 to 60 days including mailing time
Administrative	CG USAREC	RS, Rctg Co, Rctg Bn HQ USAREC, Rctg Bn	45 to 60 days including mailing time
Medical	CG USAREC (Command Surgeon)	MEPS, Rctg Bn, HQ USAREC, Rctg Bn	10 to 14 days
Administrative (RA)	Cdr, PERSCOM	RS, Rctg Co, Rctg Bn, PERSCOM, Rctg Bn	45 to 60 days including mailing time
Administrative (USAR)	Cdr, ARPERCEN	RS, Rctg Co, Rctg Bn, ARPERCEN, Rctg Bn	45 to 60 days including mailing time

NOTES:

1. Waiver processing times will be longer than indicated if the waiver packet must be returned for additional information.
2. PS waivers may require more than the time indicated due to the requirement to retrieve and evaluate the applicant's PS personnel and/or medical records. Applicants with PS should be informed if they have made application to another service or have actions pending which require access to their PS personnel or medical records (i.e., Veterans Administration loan application, application for upgrading of military records through the Army Board of Corrections to Military Records, etc.) that the waiver may be delayed longer.
3. The above processing times are based on time elapsing after compilation of the waiver. Compilation of the waiver and all required documentation may take anywhere from 15 to 30 days or longer to complete.
4. Medical waivers will take longer if they have to be returned to Rctg Bn for additional information or forwarded to the Office of The Surgeon General for evaluation by a specialist.

**Table 2-2
Procedures to assemble a moral waiver**

Waiver Memorandum									
USAREC Fm 670									
Commander's Interview									
One Copy of DD Form 1966									
One Copy of SF 86									
One Copy of USAREC Fm 1104									
Police Record Check (DD Form 369) (City)	CURRENT RESIDENCE, WORK, AND ATTENDING SCHOOL PLUS PREVIOUS 3 YEARS FROM DATE OF WAIVER APPLICATION								
Police Record Check (DD Form 369) (County)									
Police Record Check (DD Form 369) (State)									
Police Record Check (DD Form 369) (City)	PLACES VIOLATIONS ARE ALLEGED OR SUSPECTED								
Police Record Check (DD Form 369) (County)									
Police Record Check (DD Form 369) (State)									
Reports From Probation/Parole Officer/Court Records Check (USAREC Fm 1037)									
Copy of Court Document									
Correctional Facility Officers Report (USAREC FL 41)									
Employer's/Self-Employed References (USAREC Fm 1118)									
School References (USAREC Fm 1118)									
Letter From High School if Current Year School Dropout									
Miscellaneous Information (Applicant's Statement (Typed))									
DD Form 214 (Certificate of Release or Discharge From Active Duty) (PS)									
SF 88 and SF 93 (Felony)									
One Copy of USMEPCOM PCN 714ADP									

**Table 2-3
Procedures for assembling an administrative waiver**

Waiver Memorandum
USAREC Fm 670
Rctg Bn Commander or XO Interview
DD Form 1966 series
SF 86
DA Form 3072-2
DD Form 214
Statement from spouse or guardian/Proof that hardship no longer exists (i.e., family care plan, joint domicile)
USAREC Fm 1118 (Reference Letter (as required))
USAREC Fm 1104
USMEPCOM PCN 714ADP
SF 88 and SF 93
Miscellaneous Information

**Table 2-4
Procedures for assembling a medical waiver**

Waiver Memorandum
Copy of SF 88 and SF 93
Copy of all medical records and supporting information (i.e., photo of feet) pertaining to disqualification
USMEPCOM PCN 714ADP
DD Form 214 on all PS applicants
Send original x-rays, photographs, etc., via regular mail

NOTE: For PS discharge or separation (see AR 601-210, para 4-9e).

**Table 2-5
Addresses of waiver approval authorities**

SECTION I. RA			
LINE	TYPE OF WAIVER	NPS OR PS	ADDRESSES OF APPROVAL AUTHORITIES
1.	Felony conviction or OAD	NPS or PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
	Misdemeanor, minor, nontraffic, traffic	NPS or PS	Commander, Rctg Bn
2.	Medical	NPS or PS disqualified during MEPS medical examination PS (if discharged for medical reasons)	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
	a. Underweight (two pounds)	NPS	Chief Medical Officer, MEPS
	b. BAT/DAT	NPS or PS	Commander, Rctg Bn
3.	Dependency or hardship to include spouse of a military member	NPS or PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
4.	Absent without leave (AWOL) or lost time 1 to 5 days	PS	Commander, Rctg Bn
	AWOL or lost time 6 or more days		Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
5.	Sole surviving son or daughter	NPS or PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
6.	Previous conscientious objector or desires to enlist as a conscientious objector	NPS or PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
7.	Received one or more convictions by military court-martial during last period of AD or was discharged with disqualification (e.g., unsuitability, conviction by civil court, resignation for good of service, misconduct, fraudulent enlistment, bar to reenlistment)	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
8.	Qualitative Management Program	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
9.	Trainee Discharge Program (TDP) or Expeditious Discharge Program (EDP)	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450

Table 2-5
Addresses of waiver approval authorities—continued

SECTION I. RA (continued)			
LINE	TYPE OF WAIVER	NPS OR PS	ADDRESSES OF APPROVAL AUTHORITIES
10.	Person last discharged from the RC, or current member of the RC with one or more court-martial during last period of service or was discharged with disqualification. Examples of disqualification include unsuitability, resignation for good of service, misconduct, fraudulent enlistment, or bar to reenlistment.	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
11.	Persons transferred from a troop program unit to the IRR or the Inactive National Guard for reasons of apathy, no participation, TDP, or EDP	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
12.	Pregnancy or parenthood voluntary separation	PS	Commander, Rctg Bn
	Pregnancy or parenthood involuntary separation	PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
SECTION II. USAR			
1.	Felony conviction or OAD	NPS or PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
	Misdemeanor, minor nontraffic, and traffic	NPS or PS	Commander, Rctg Bn
2.	Medical	NPS or PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
	a. Disqualified at MEPS during medical examination		Chief Medical Officer, MEPS
	b. Underweight (two pounds)		Commander, Rctg Bn
	c. BAT/DAT		
	d. Discharged from military for medical reasons	PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
3.	AWOL or lost time (1 to 5 days)	PS	Commander, Rctg Bn
	6 or more days		Cdr, ARPERCEN ATTN: ARPS-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200

**Table 2-5
Addresses of waiver approval authorities—continued**

SECTION II. USAR (continued)			
LINE	TYPE OF WAIVER	NPS OR PS	ADDRESSES OF APPROVAL AUTHORITIES
4.	Grade determination	PS	See AR 601-210, paragraph 3-18
5.	Sole surviving son or daughter	NPS or PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
6.	Previous conscientious objector who is no longer a conscientious objector or desires to be enlisted as a conscientious objector	NPS or PS	Cdr, PERSCOM ATTN: TAPC-EPR-P 2461 Eisenhower Avenue Alexandria, VA 22331-0450
7.	Over age	PS	Cdr, ARPERCEN ATTN: ARPC-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200
8.	Dependents or previous discharge for dependency or hardship to include spouse of a military member	NPS or PS	Cdr, USAREC ATTN: RCRO-PP-WB 1307 Third Avenue Fort Knox, KY 40121-2726
9.	Received one or more convictions by military courts-AD or was discharged with disqualifications	PS	Cdr, ARPERCEN ATTN: ARPC-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200
10.	Discharged under TDP or EDP	PS	Cdr, ARPERCEN ATTN: ARPC-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200
11.	Last discharged from USAR with a bar to reenlistment in effect	PS	Cdr, ARPERCEN ATTN: ARPC-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200
12.	Last discharged from AD with general under honorable conditions provided reenlistment eligibility code and separation program designator can be waived	PS	Cdr, ARPERCEN ATTN: ARPC-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200
13.	Pregnancy or parenthood voluntary separation	PS	Commander, Rctg Bn
	Involuntary separation	PS	Cdr, ARPERCEN ATTN: ARCP-SFS-I 9700 Page Boulevard St Louis, MO 63132-5200

Table 2-6
Files plan-eligibility files

AUTHORITY	MINOR TRAFFIC OFFENSES	MINOR NONTRAFFIC OFFENSES	MISDEMEANOR	OAD FOR FELONY LEVEL OFFENSE
Rctg Bn Commander	If Rctg Co commander disapproves a waiver request, forward a copy of the waiver to the Rctg Bn which maintains a file copy.			
Rctg Bn Commander	601-210g	601-210g	601-210g	Suspense files or 601-210g
HQ USAREC				601-210g

MORAL WAIVER WORKSHEET
(For use of this form see USAREC Reg 601-56)

NAME McLean, James D.				SSN 000-00-0000	AGE 26	EDUCATION 14L	AFQT 93
RANK PFC	PS <input type="checkbox"/>	NPS <input checked="" type="checkbox"/>	MARITAL STATUS Married	DEPENDENTS (NUMBER/AGES) 3: Ages 24, 4, 3	DEP DATE N/A	PADD N/A	PULHES 111111 A

OFFENSES (List all offenses committed in chronological order. Start with the most recent charge. Use asterisk (*) to indicate offenses to be waived.)

DATE COMMITTED	AGE	NATURE OF OFFENSE	DISPOSITION
3 Jan 92	22	Speeding	Paid Fine \$65. Court Costs \$32.50
13 Feb 89	20	Speeding	Paid Fine \$55. Court Costs \$32.50
14 Apr 88	19	Arson	First Offender Program. One year supervised probation. Paid \$450 restitution; \$200 court costs.

	YES	NO
Rctg Bn commander interview	X	
Rctg Co commander interview	X	
Excessive marijuana use		X
Other drug use/abuse		X

	YES	NO	COMMENTS
Dual waiver (If yes, indicate type)		X	
Have all waiting periods elapsed in accordance with AR 601-210?	X		
DD Form 369, currently residing, attending school, working, and back 3 years from date of application	X		
DD Form 369 from where offense occurred	X		
Copy of court document (waiver offense(s))	X		

USAREC Fm 670, Rev 1 Oct 97 (Previous editions are obsolete)

Figure 2-1. Sample of a completed USAREC Fm 670

ARE THE FOLLOWING INCLUDED IN THE APPLICANT'S PACKET:	YES	NO	COMMENTS
USAREC Fm 1037 or USAREC FL 41 from probation/parole officer or correctional facility	X		
USAREC Fm 1118, reports from employers 1 year prior to application or last employer. (if self-employed, then from at least one person applicant performed services for.)	X		
USAREC Fm 1118, reports from schools attended in the past 3 years, plus grade transcripts if attending college	X		
Applicant's statement regarding offenses(s)/disqualification	X		
Prior service documentation (DD Form 214, DD Form 368, etc.)	X		
Statement concerning family hardship, spouse, ex-spouse	X		
Statement of understanding concerning joint domicile assignment	X		
DA Form 3072-2, applicant's monthly financial statement	X		
Any exceptional family member(s) special needs	X		
Synopsis of analysis	X		
RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Mr. McLean's arson offense occurred over 5 years ago. Based on his record, the judge allowed him to take part in the first offender program. With the exception of 2 traffic offenses, he has no other charges. Mr. McLean has maintained steady employment for over 5 years with the same company. He is a father and husband. He has documented that he has rehabilitated. I strongly recommend approval. <div style="text-align: right;">/signed/</div>			
THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT:		WAIVER ANALYST'S SIGNATURE/DATE	
RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL I concur with the waiver expert. Mr. McLean has established a meritorious case and deserves the opportunity to become a member of the Army family. I strongly recommend approval. <div style="text-align: right;">/signed/</div>			
THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT;		REVIEWING NCO'S SIGNATURE/DATE	
APPLICANT'S AUTHORIZED ENTRY PAY GRADE: E- ____			
RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Concur with above. <div style="text-align: right;">/signed/</div>			
THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT:		ACTION OFFICER'S SIGNATURE/DATE	

Figure 2-1. Sample of a completed USAREC Fm 670 (Continued)

Date: _____

MEMORANDUM FOR Commander, United States Army Recruiting Command, 1307 Third Avenue, Fort Knox,
KY 40121-2726

SUBJECT: Statement Concerning Family Hardship

1. I _____ (Spouse/ex-spouse name) am the _____ (Spouse/ex-spouse) of _____ (Applicant's name) who is applying for enlistment into the _____ (Regular/Reserve) component of the United States Army.

2. To my knowledge, _____ (number) child(ren) is/are dependent(s) of _____ (Applicant's name).

3. To my knowledge, _____ (number) of these children is/are physically/developmentally challenged and has/have special needs. The type of special needs(s) is/are: (If there are no special needs, state "none.")

(Educational, medical, etc.; please include specific, detailed description.)

4. _____ (Applicant's name) enlistment into the _____ (Regular/Reserve) component of the United States Army _____ (will/will not) cause either a personal or financial hardship.

(Spouse/Ex-Spouse Signature) _____

Figure 2-2. Sample memorandum for statement concerning family hardship

Date: _____

MEMORANDUM FOR Commander, United States Army Recruiting Command, 1307 Third Avenue, Fort Knox,
KY 40121-2726

SUBJECT: Statement of Understanding Concerning Joint Domicile Assignment and Family Care Plan

1. I _____ am the spouse of _____,
a member of the United States _____ (service/component) _____, whose pay grade is E- _____ and length of service is _____
_____ years.
2. We are the parents/legal guardians of _____ child(ren).
3. We have a valid and current family care plan. Under that plan, short term care would be provided by _____
_____ and long term would be provided by _____
_____.
4. I request a waiver for my disqualification of dependents so that I may enlist into the _____ (Regular/Reserve)
component of of the United States Army.
5. My spouse and I understand that approval of this request neither constitutes nor implies any guarantee of a joint domicile assign-
ment.

Applicant Signature

Spouse Signature

Figure 2-3. Sample memorandum for statement of understanding concerning joint domicile assignment and family care plan

MONITORING PROCEDURES (For use of this form see USAREC Reg 601-56)								
Reporting Activity: 1st Rctg Bde					RSM: Aug		FY: 97	
WAIVER LEVEL								
	GA		SR/CHIS		PRIOR SERVICE		OTHER	
	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE	APPROVE	DISAPPROVE
BATTALION								
ADMINISTRATIVE	10	30			10	30	10	
BAT/DAT	60	50	10				25	
MISDEMEANOR	100	4	20	1				
NONTRAFFIC	15	3						
TRAFFIC	10	2						
TOTAL	195	89	30	1	10	30	35	
USAREC								
ADMINISTRATIVE	10	1			25	10		
FELONY	15	6						
TOTAL	25	7			25	10		
ARPERCEN					6	3		
PERSCOM					10	15		
GRAND TOTAL:	220	96	30	1	51	58	35	

USAREC Fm 669, Rev 1 Oct 97 (Previous editions are obsolete)

Figure 2-4. Sample of a completed USAREC Fm 669

Table 3-1
Authorities for approval and/or disapproval of DEP separation requests

APPROVAL AUTHORITY	BASIS FOR SEPARATION	DISAPPROVAL AUTHORITY
Rctg Bn	Medical disqualification or psychiatric disorder.	CG USAREC
Rctg Bn	Marriage.	CG USAREC
Rctg Bn	Pregnancy.	CG USAREC
Rctg Bn	Moral disqualification.	CG USAREC
Rctg Bn	Hardship.	CG USAREC
Rctg Bn	Dependency.	CG USAREC
Rctg Bn	Acceptance of scholarship or pursuit of higher education (education above high school level).	CG USAREC
Rctg Bn	Enrolled in training to become or receive appointment as an ordained minister.	CG USAREC
Rctg Bn	Acceptance of appointment as a commissioned or warrant officer in a branch of the service or as a commissioned officer of the Public Health Service or Environmental Science Service Administration.	CG USAREC
Rctg Bn	Failure of senior to graduate and does not meet basic enlistment criteria of nonhigh school graduate.	CG USAREC
Rctg Bn	Determined no longer qualified for option for which enlisted in the DEP and declines alternate.	CG USAREC
Rctg Bn	Enlistment in another service.	CG USAREC
Rctg Bn	Loss of original option and/or military occupational specialty resulting from temporary disqualification for enlistment and declines alternate.	CG USAREC
Rctg Bn	All other reasons for the convenience of the Government (e.g., apathy, personal problems, conscientious objector, no background investigation, aliens).	CG USAREC
CG USAREC	*Erroneous enlistment. Provisions of USAREC Reg 601-45 apply. (Written statement of interview is required to determine if disqualifying information was withheld, either intentionally or unintentionally.)	CG USAREC
CG USAREC	*Fraudulent enlistment (AR 135-178). (Interview is required to determine if soldier intentionally concealed disqualifying information.)	CG USAREC
CG USAREC	In DEP 365 days. Maximum time in DEP is 365 days. This period is established by Congress. DEP members are not permitted to remain in the DEP beyond 365 days. All violators to this rule must justify, in writing, why the individual was held in the DEP over 365 days.	CG USAREC
Rctg Bn	Overweight or underweight.	CG USAREC

*In all cases where an interview is required, a commissioned officer or master sergeant will personally conduct the interview. A written statement is required to determine if disqualifying information was withheld either intentionally or unintentionally. Provisions of USAREC Reg 601-45 apply.

Table 3-2
Separation authority

BASIS FOR SEPARATION	SEPARATION CODE	AUTHORITY
Medical Disqualification-EPTS	ZAA	AR 135-178, 9-27a
Medical Disqualification-NEPTS	ZAB	AR 135-178, 9-27b
Medical Disqualification-Preaccession Drug, Alcohol Testing	ZZY	AR 601-210, section XXIV
Pregnancy	ZAC	AR 135-178, 9-27b
Death	ZAD	AR 135-178, 9-27b
Moral Disqualification-EPTS	ZBA	AR 135-178, 9-27a
Moral Disqualification-NEPTS	ZBB	AR 135-178, 9-27c
Apathy/Personal Problem	ZBC	AR 135-178, 9-27c
Refuse to Enlist	ZBD	AR 135-178, 9-27c
Did Not Report on Date Scheduled	ZBE	AR 135-178, 9-27c
Concealment of PS	ZBF	AR 135-178, 9-27a
Dependency Disqualification	ZCA	AR 135-178, 9-27a or b
Marriage	ZCB	AR 135-178, 9-27c
Personal Hardship	ZCC	AR 135-178, 9-27a or b
Failure to Graduate From High School	ZDA	AR 135-178, 9-27c
Pursuit of Higher Education	ZDB	AR 135-178, 9-27c
Religious Training or Appointment as an Ordained Minister	ZDC	AR 135-178, 9-27c
Ringer	ZDD	AR 135-178, 9-27a
For USAREC use only	ZDE	AR 135-178, 9-27c
Enlisted in Another Service	ZEA	AR 135-178, 9-27c
Enlisted in Error	ZEB	AR 135-178, 9-27a
Enlistment Misunderstanding	ZEC	AR 135-178, 9-27a
No Longer Qualified for Option and Declines Alternate	ZED	AR 135-178, 9-27c
Other Reason	ZFA	AR 135-178, 9-27a, b, or c
Transfer to IRR (Requires USAREC Approval)	ZKC	AR 135-178, 9-22
For Official Use Only (United States Military Entrance Processing Command (USMEPCOM))	ZZZ	AR 135-178, 9-27a, b, or c

NOTE 1: EPTS - Disqualification(s) existing prior to DEP enlistment. NEPTS - Disqualification(s) occurring after DEP enlistment.

SEPARATION REQUEST FORM
(For use of this form see USAREC Reg 601-56)

TYPES OF SEPARATION

Check one box only:

VOLUNTARY
 INVOLUNTARY

Check one box only:

RA DELAYED STATUS
 DEP
 FRAUDULENT, ERRONEOUS, OR
DEFECTIVE ENLISTMENT
 USAR DEP

Last Name, First Name, Middle Initial

Adair, Yolanda M.

SSN

012-34-5678

Street Address

2010 Hardknock Lane

City

Experience

State

MO

Telephone Number

(314) 436-1234

DEP DATA

DEP-In Date

29 Jan 96

PADD

27 Mar 96

Recruiter/RSID

Lyons/5J1K

AFQT/Education

79/126

Unit

Street Address

City, State, and ZIP Code

Telephone Number

REASON FOR SEPARATION OR VOID ENLISTMENT

Apathy or Personal Problems
 Failure to Graduate
 Hardship
 Dependency
 Marriage
 Failure to Report
Moral (Non-EPTS)
 Refused to Enlist
 Lost Original Option Declines Alternate
 Higher Education w/wo Scholarship

Concealed Medical (EPTS)
 Concealed Dependents
 Concealed Prior Service
 Concealed Moral (EPTS)
 Ringer
 Other

Applicant Interested In:

Army Reserve
 Army National Guard
 Reapplying for Army

Remarks

Date

6 Mar 96

Signature of Individual

/signed/

Date

6 Mar 96

Typed Name and Grade of Guidance Counselor or Recruiter

James A. Bracken, SFC

Date

6 Mar 96

Signature of Guidance Counselor or Recruiter

/signed/

USAREC Fm 986, 1 Jul 89

Figure 3-1. Sample of a completed USAREC Fm 986

Delayed Entry Program Status Change/Request
 (For use of this form see USAREC Reg 601-56 and USAREC Reg 601-95)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of the information is requested and recorded on USAREC Fm 1034 is authorized by Title 10, USC, Sections 513, 3013(g)(3).

PRINCIPAL PURPOSES: To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of your military personnel records which are used to provide promotion, reassignment, training, medical support, and other personnel management actions for you. Your Social Security Number is necessary to identify you and your records, and to properly report your earnings as a member of the U.S. Armed Forces to the Social Security Administration. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence in accordance with Federal law and regulations.

ROUTINE USES: To document your enlistment or reenlistment agreement with the U.S. Armed Forces; to record voluntary changes in your enlistment or reenlistment agreement; to determine dates of service and seniority; and for such other routine personnel management actions required to maintain normal career progression as a member of a component of the U.S. Armed Forces.

DISCLOSURE: Disclosure is voluntary; however, failure to furnish information will result in denial of enlistment or reenlistment.

I, Reid, Donald J., 000-00-0000 (printed name and SSN):

OPTION DISQUALIFICATION

Having been found no longer qualified for my original enlistment option or military occupational specialty (MOS) of _____ do hereby voluntarily waive my enlistment guarantee to said option. I understand that since I am no longer qualified for my original option that I may request and receive a separation from the Delayed Entry Program. It is, however, my desire to enlist in the Regular Army for _____ (*new option*) for which I am qualified.

DISQUALIFICATION REQUIRING EXTENSION

Having been found disqualified because of _____ (*reason*) for enlistment in the Regular Army for what appears to be a temporary condition do hereby consent to an extension in the Delayed Entry Program for a period of _____ days. I understand that my new date of enlistment in the Regular Army is _____. My enlistment option is _____. I have been informed that if, as a result of this extension, I lose my original enlistment option, I may request a separation from the Delayed Entry Program or select another option which is acceptable to me.

WITHDRAWAL OF SEPARATION REQUEST

Having previously requested separation from the Delayed Entry Program, do hereby withdraw my request and voluntarily agree to enlistment in the Regular Army. I understand that I forfeited my original enlistment guarantee when I submitted my request for separation and that I must select a new option from those available at this time.

Signature of Reservist: /signed/	Date: 10 Sep 97
Signature and typed or printed name and grade of guidance counselor: /signed/ PAUL DRIGGERS, MSG	Date: 10 Sep 97

USAREC Fm 1034, Rev 1 Jul 96 (Previous editions are obsolete)

Figure 3-2. Sample of a completed USAREC Fm 1034

DEP SEPARATION LOG (For use of this form see USAREC Reg 601-56)																			
U.S. ARMY RECRUITING BATTALION Nashville										RSM: May					FY 97				
DEP'ERS LAST NAME	LAST FOUR OF SSN	PS	NPS	ED TEST CAT	RCTR CREDIT NAME/AND RSID	DATE PKT RCV'D	AD DATE	DATE RQST CANCEL	DATE SPT DOC SUBM	DATE EXT EXP	DATE TO/FROM USAREC		DATE CDR APP	SEP CODE	DATE SEP	DATE TO MIRS	DATE CNCL FROM MEPRS	DATE FWD NPRC	REMARKS
Dawkins	1474			GA	JO 311A	1 APR	1 MAY	30 MAR	29 MAR	15 MAY	2 MAY	9 MAY	3 JAN	ZBA	11 MAY	11 MAY	13 MAY	24 MAY	
↑ Applicant's last name.	↑ Applicant's last four of SSN.	↑ Check PS or NPS.		↑ Applicant's Ed/Test category.	↑ Recruiter's last name and RSID.	↑ Date packet received in operations.	↑ Applicant's original AD date.	↑ Date GC canceled job reservation (take information off REQUEST cancellation print-out).	↑ Date supporting documents received in operations.	↑ Date extension on DA Form 3286-59 expires.	↑ Date separation packet was sent to USAREC and date received from USAREC (if applicable).	↑ Date Rctg Bn commander approved DEP separation.	↑ Three-digit separation code.	↑ Enter DEP separation date, this will be the same date GC canceled the reservation. If the enlistment was voided, the date will be the date assigned by USAREC in the endorsement.	↑ DEP separation orders and other documents forwarded to MEPS for inclusion in the MIRS data base.	↑ Date of cancellation from MIRS data base. Get date from final copy of USMEPCOM PCN 714ADP.	↑ Date copy sent to National Personnel Records Center.	↑ Remarks.	↑

USAREC Fm 863, Rev 1 Oct 97 (Previous editions are obsolete)

Figure 3-3. Sample of a completed USAREC Fm 863

Appendix A
References

Section I
Related Publications

AR 25-50

Preparing and Managing Correspondence.

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 40-501

Standards of Medical Fitness.

AR 135-178

Separation of Enlisted Personnel.

AR 600-8-105

Military Orders.

AR 601-210

Regular Army and Army Reserve Enlistment Program.

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties.

AR 635-200

Enlisted Personnel.

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures.

USAREC Reg 601-94

Police Record Checks.

USMEPCOM Reg 40-1

Medical Processing and Examinations.

Section II
Required Forms

USAREC Fm 669

Monitoring Procedures.

USAREC Fm 670

Waiver Worksheet.

USAREC Fm 671

Waiver Log.

USAREC Fm 863

DEP Separation Log.

USAREC Fm 986

Separation Request Form.

USAREC Fm 1034

Delayed Entry Program Status Change/Request.

USAREC Fm 1118

Request for Reference.

USAREC FL 41

Request for Information From Institution.

Section III
Related Forms

DA Form 1696-R

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel).

DA Form 3072-2

Applicant's Monthly Financial Statement.

DA Form 3286-59

Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program.

DA Form 4187

Personnel Action.

DD Form 4

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

DD Form 214

Certificate of Release or Discharge From Active Duty.

DD Form 215

Correction to DD Form 214 Certificate of Release or Discharge From Active Duty.

DD Form 369

Police Record Check.

DD Form 1966 series

Record of Military Processing - Armed Forces of the United States.

SF 86

Questionnaire for National Security Positions.

SF 88

Report of Medical Examination.

SF 93

Report of Medical History.

SF 507

Clinical Record.

SF 513

Medical Record - Consultation Sheet.

USAREC Fm 1037

Probation Officer and/or Court Records Report.

USAREC Fm 1104

Enlistment Eligibility Questionnaire.

Appendix B Supporting Documents

B-1. USAREC Fm 1118 (see fig B-1) will be used for all required references. (The individual providing a character reference on an applicant may compose their own on bond paper or stationery instead of the USAREC Fm 1118. However, identification data must be included.)

NOTE: USAREC Fm 1118 may be hand-carried.

B-2. USAREC Fm 1118 will be obtained from all employer(s) for the year prior to waiver application. If the applicant has been unemployed for the year prior to waiver application then USAREC Fm 1118 will be obtained from the most recent employer. Any period of unemployment of 3 months or longer will be explained in the remarks section of SF 86. If an applicant states that a reference request will jeopardize current employment, USAREC Fm 1118 will not be obtained. If an applicant has been self-employed during the year period prior to waiver application a minimum of one USAREC Fm 1118 will be obtained from person(s) for whom the applicant performed services.

NOTE: USAREC Fm 1118 from employer(s) is not required to process Rctg Bn level moral waivers, unless required by the Rctg Bn commander.

B-3. USAREC Fm 1118 will be obtained from schools and/or colleges which the applicant attended within 3 years of application. Academic transcripts will be included if the applicant is currently attending college. USAREC Fm 1118 will be addressed to counselor or school administrator having access to the applicant's records. USAREC Fm 1118 sent to schools will be addressed as follows:

East St. Louis Senior High School
ATTN: Counselor
4901 State Street
East St. Louis, IL 62207
or
Chicago State University
ATTN: Registrar
9500 South King Drive
Chicago, IL 60628

B-4. USAREC Fm 1118 obtained by other armed services recruiters or ARNG recruiters will not be used for RA or USAR waiver applications.

B-5. Recruiting officer identification data on USAREC Fm 1118 will be filled in completely. The date signed will be the date the USAREC Fm 1118 is initiated.

NOTE: USAREC Fm 1118 is valid for 6 months. USAREC Fm 1118 over 6 months old from employers and schools may be used if the applicant has not been rehired or attended school since the date of initial reference. Telephonic completion of USAREC Fm 1118 is not authorized.

B-6. DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes.

NOTE 1: DD Form 369 is valid for 6 months when processing waiver applications. (DD Forms 369 will be reprocessed if older than 6 months.) If an applicant alleges or there is reason to suspect new arrests or convictions, new records checks must be obtained.

NOTE 2: DD Form 369 will be signed by the applicant regardless if required by the law enforcement agency. The applicant's signature is not required for agencies that do not release.

B-7. DD Form 369 obtained by recruiters of other armed services or ARNG recruiters will not be accepted for RA or USAR waiver processing.

B-8. Recruiters will obtain the court documents for all charges requiring the waiver. Fees charged by the court for copies of court documents may be claimed as reimbursable expenses for documents in the same manner as fees for copies of birth certificates or other official documents. If the charge for a copy of the court document is for a purpose other than a copying expense, the document may not be obtained. Letters or memorandums on each court charging fees, other than for copying purposes will be kept on file at Rctg Bn headquarters. (See para 1-4a for applicants obtaining information from police agency or court.)

B-9. USAREC Fm 1037 will be used to obtain all information from probation and parole officers. It will include the period of probation or conditions and the reason terminated. If checks with law enforcement agencies and the applicant both indicate that no probation or parole history is involved, then USAREC Fm 1037 is not required.

NOTE: USAREC Fm 1037 has the same validity period as DD Form 369.

B-10. USAREC Fm 1037 will be used to obtain court information when the court will not furnish a copy of court documents or charges a fee other than copying expense, but will provide information about the applicant's court history. Recruiters will ensure all information required and available is recorded on USAREC Fm 1037. If the court will not complete USAREC Fm 1037 or furnish court documents, but will allow the court records to be reviewed, the recruiter will record the court history on USAREC Fm 1037 and sign the form indicating that he or she extracted the information from official court records.

B-11. USAREC FL 41 will be used to obtain a report from a correctional facility for all applicants who have been detained, committed, or confined in a law enforcement facility. Confinement and detainment are only applicable when the applicant is restrained from leaving the law enforce-

ment facility, by whatever means, for a period in excess of 1 day. For applicants who were under house arrest USAREC FL 41 will be obtained from the person having responsibility for monitoring the program.

NOTE: USAREC FL 41 has the same validity period as DD Form 369.

B-12. A copy of the SF 88 and SF 93 will be submitted with all waivers sent to HQ USAREC in addition to those submitted for alcohol or drug abuse or misuse to include BAT or DAT waiver applications.

B-13. USMEPCOM PCN 714ADP will be included in all waiver applications.

B-14. DA Form 3072-2 will be completed by applicants requiring a dependency, hardship, or spouse of a military member waiver. The applicant will fill out the form using his or her monthly income and liabilities against civilian and military pay. Instructions for preparing the form are:

a. Blocks 1 and 2: Self-explanatory.

b. Block 3: Enter current income or if currently unemployed, enter monthly salary and termination date of last period of employment. Other income includes spouse's income, money from odd jobs, and child support. The applicant must state clearly where the income comes from. Other income if enlisted should cover any anticipated income while serving in the military from sources other than military.

c. Block 4a: Liabilities against current income will include all expenses paid out by the applicant and spouse (i.e., credit cards, loans, child support). Explain and break down what payment of other debts and other indebtedness or financial obligations are in block 6.

d. Block 4b: Liabilities against military income should include most to the liabilities listed in block 4a unless that particular debt is paid prior to enlistment. In this case, explain in the remarks section. This block must be completed regardless of whether processing for RA or USAR. When completing this block, do not assume housing will be provided.

e. Block 5: Include all assets owned (i.e., boats, RV, mutual funds, and certificates of deposit).

f. Block 6: Use this block to clarify anything on the form where a question might arise. This block should include any pertinent information regarding current and future financial stability.

g. The applicant and a witness will sign the form.

B-15. All documents used in waiver applications will be typed or completed in ink. Pencil entries are not authorized.

REQUEST FOR REFERENCE

(For use of this form see USAREC Reg 601-56)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code, Sections 503, 504, 505, 508, EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSE: To determine the applicant's eligibility for enlistment. The Social Security Number is used as a numerical identifier for individuals.

ROUTINE USE: To obtain information and to assist references which the applicant has provided to support his/her request for enlistment into the Army. The Social Security Number is used as a numerical identifier for individuals on most Federal records and automated information systems.

DISCLOSURE: Voluntary. Failure to provide the requested information may result in the applicant's enlistment application being processed with inadequate information to determine enlistment eligibility.

TO: Chicago State University
ATTN: Registrar
9500 S. King Drive
Chicago, IL 60628

Your timely reply will help to expedite the decision making process. Please fill out and return promptly. A self-addressed return envelope, which requires no postage, is enclosed.

APPLICANT IDENTIFICATION DATA

1. NAME: (*Last, First, Middle Initial*)

Adair, Yolanda M.

2. SOCIAL SECURITY NUMBER:

012-34-5678

3. DATE OF BIRTH:

07-04-75

4. ADDRESS:

2010 Hardknock Lane
Experience, MO 11223

5. DATES OF SCHOOL ATTENDANCE OR EMPLOYMENT:

FROM: 09-95 **TO:** 05-96
(Month & Year) (Month & Year)

The above named person has made application for enlistment. The information that you provide will assist in determining whether or not the applicant meets the eligibility standards to become a member.

Army standards require that applicants be mature, intelligent, and possess high moral qualifications. Those applicants who are selected will have an opportunity to receive schooling and training in technical fields to improve and advance their knowledge and skills in subjects essential to national defense. Additionally, college opportunities are available.

Enlistees who cannot adjust satisfactorily to military life must be discharged, causing emotional distress to the individual, as well as a loss to taxpayers. Therefore, by giving your frank opinion of the applicant, you will render a genuine service to both the applicant and the United States Army.

The questions listed on the reverse of this form are of particular interest in reaching a conclusion concerning the applicant's qualifications. Any additional information you can provide will be appreciated. It may be written in the space provided for remarks or on a plain piece of paper. Your statements will be held in strict confidence. You will not be considered personally responsible in any way for the applicant's conduct if enlisted.

RECRUITING REPRESENTATIVE IDENTIFICATION DATA

6. TYPED OR PRINTED NAME (*Last, First, Initial*):

SMITH, JOHN E.

7. DATE SIGNED:

9. SIGNATURE OF RECRUITING REPRESENTATIVE:

/signed/

8. UNIT/COMMAND NAME & MAILING ADDRESS:

USAREC Fm 1118, 1 Jul 96 (This form replaces DD Form 370 which is obsolete)

Figure B-1. Sample of a completed USAREC Fm 1118

Appendix C

Waiver Memorandums

C-1. Waiver memorandum

A memorandum will be prepared by the waiver expert at Rctg Bn operations and used for the initiation, approval or disapproval, and forwarding of all moral, medical, and administrative waivers. The general rules and format will be in accordance with AR 25-50 and this regulation. See figures 1-1 through 1-5.

C-2. General rules

a. The DD Form 1966 series, SF 86, USAREC Fm 1104, USAREC Fm 1118, DD Form 369, USAREC FL 41, USAREC Fm 1037, court dockets, SF 88, SF 93, etc., will be used by the waiver approval or disapproval authority in order to render a decision based on the supporting forms, documents, etc.

b. USAREC Fm 670. USAREC Fm 670 from Rctg Bn will be forwarded to this headquarters on all administrative and moral waiver requests requiring HQ USAREC approval. This form will be typed when submitted to higher headquarters.

Appendix D Electronic Submission of Medical Waivers

D-1. Instructions for cc:Mail; transmittal of a medical waiver using the Paperport Vx Scanner.

a. Ensure the Paperport Vx Scanner is installed on a computer in the Rctg Bn operations section (preferably the waiver analyst's computer) and cc:Mail for windows installed (complete with addresses).

b. When the medical waiver is assembled, to include the Rctg Bn memorandum, the waiver analyst is ready to use the Paperport Vx Scanner to send the waiver packet to their computer.

(1) Step 1: Scan all documents face up one document at a time. The Paperport Program will appear on the screen and you will be able to see each document appear on the screen with a red border around each document. Above each document it will say untitled with a number 1, 2, 3, etc.

(2) Step 2: Once the entire waiver has been scanned in (make sure each page has a red border around it), go to the top of the screen and click once with the mouse on the icon "STACK." This will combine all of the pages together to make one file.

(3) Step 3: At the top of the screen will be the word "File." Click on it once with the mouse. This will bring up the File menu screen.

(4) Step 4: Click once with your mouse on "EXPORT." This will bring up the EXPORT box.

(5) Step 5: On the left-hand side of the EXPORT box will be found the file name section. Delete the asterisks mark (*) in the file name block. Name the file (before ".max") with the first eight letters of the applicant's last name. (Example: SMITH.MAX) Select the "OK" button, and the computer will copy the file to the new file name and return to the main screen.

NOTE: Make sure the type of EXPORT used is "PAPERPORT files (*MAX)." The types of EXPORT are just below the file name menu. Once it is set, it will automatically come up each time a waiver is sent. Steps one through five must be repeated for each medical waiver.

(6) Step 6: Click once with the mouse on FILE at the top of the screen. Again this will bring up the file menu screen. Find EXIT and click once with the mouse. This will close the PAPERPORT screen.

(7) Step 7: Open cc:Mail, select "New Message" using the icons of the "Message" command and "New message" using the drop down menu at the top of the screen.

(8) Step 8: Address the message to "RO WAIVERS" at USAREC-ROW and press ENTER.

(9) Step 9: In the "Subject" block, put the mouse arrow in the Subject box and click the left button once. Then type in the first two characters of the Rctg Bn identification (6J)-Medical Waiver-Applicant's last name (SMITH) and press ENTER.

(10) Step 10: Click once on the "Attach" command at the top of the screen to bring up the "Attach Menu." Select "Files" from the menu.

This will bring up the "Attach Files" box.

(11) Step 11: In the center of the "Attached Files" box is the word "Directories." Using the mouse double click on "C:\." Then double click on "PAPERPORT." Then double click on "DATA." At the far left-hand side of the screen, a FILES box will appear with the waiver file attached (i.e., SMITH.MAX).

(12) Step 12: Still in the "Attached Files" box, using the mouse, from the far left box called "Files," select the file that was renamed (SMITH,MAX), click on the file once, then click on the "Add" button. This will place the file in the attachments box. You can add more than one waiver by repeating this procedure. When attaching files is completed, press the "OK" button. The file will appear in the upper-right hand box of the message as an attached file.

(13) Step 13: At the top of the screen, next to the address, there is a box call "Receipt." Using the mouse, click once in this box.

(14) Step 14: Select "Message" at the top of the screen, then select "Send" and the message is on its way. A receipt message will be received when the waiver is received at USAREC.

D-2. Once the medical waiver has been processed at HQ USAREC, it will be returned to the Rctg Bn via cc:Mail. The following instructions are for receiving and printing the completed waiver file:

(a) Step 1: Open the cc:Mail and go to the "Inbox."

(2) Step 2: Using the mouse, double click on the incoming message. The "Text Item" and the actual file will appear on the upper right side of the screen. Click once on the actual file.

(3) Step 3: Select "File" at the top of the screen, then select "Save As" in the drop down menu. This will bring up the "Save As" box.

(4) Step 4: In the "Save As" box, click on "Selected Items" and then click "OK." This will bring up the "Save As" screen.

(5) Step 5: In the "Save As" screen, double click on "c:\." in directories. Then double click on "Paperport," then double click on "Data," and then click "OK." Type in the file name and extension. The file has been saved to "Paperport." Exit the cc:Mail Program.

(6) Step 6: Open the Paperport Program, click on "FILE" at the top of the screen and open the file menu and click with the mouse on "IMPORT." This will bring up the "IMPORT" box. On the left side of the screen the medical waiver file will be found. Click once on the file and then click on the "OK" prompt. This will bring up the paperport screen. The file will have a red border around it.

(7) Step 7: Click on "FILE" at the top of the screen and open the file menu and click with the mouse on print and print the medical waiver.

D-3. All medical waivers will be sent on cc:Mail at the NORMAL setting. It is NOT authorized to send any medical waiver URGENT regardless

what the circumstances are. No exceptions.

D-4. Each Paperport file will contain only one medical waiver.

D-5. Zipped files are not authorized.

D-6. The Rctg Bn waiver packet and residual file will have all required documents in accordance with AR 601-210, paragraph 4-5, and will be reviewed for accuracy and completeness prior to submitting the medical waiver to HQ USAREC.

Appendix E Whole Person Concept

E-1. Moral standards generally deal with acceptability of persons with police records. They are designed to screen out persons who are likely to become serious disciplinary problems and who thus divert resources from the performance of military missions.

E-2. Moral and physical standards and education level are considered in determining the applicant's acceptability for military service. Therefore, the applicant's history of police involvement will be elicited and checked. Moral waivers will be required when the applicant has an OAD as a juvenile and/or adult, or when criminal charges resulting in conviction or action by a court amount to a finding of guilty. This in accordance with the Department of Defense principle that an individual whose pattern of behavior poses a serious question as to their fitness for service, should be given a special review at an appropriate level before being accepted or rejected for service. Waivers in AR 601-210, chapter 4, are required only in cases of conviction or OAD. Waivers are not required on the basis of arrest or questioning that does not result in referral of charges, or when charges are dismissed without conviction of guilt or OAD.

E-3. The whole person concept will be applied in determining the applicant's moral qualification for enlistment. Areas of consideration under this concept are: Number of offenses, severity of the charges, actual sentence, applicant's age at time of violation, physical qualification for enlistment, employment history of applicant, educational achievements of applicant, and favorable comments from probation and parole officers, employers, and school officials.

a. Moral waivers will be granted only in exceptionally meritorious cases. These cases must present clear evidence of rehabilitation and a high assurance that the individual will not become a disciplinary problem.

b. Commanders will closely adhere to the above criteria for moral waiver processing. The authority to grant or recommend approval on an application for moral waiver will neither be routine nor a *rubber stamp* exercise.

E-4. The review of waiver applications is very important. The waivers expert (civilian or military), operations NCO, and the action officer must thoroughly review all documentation provided prior to making a recommendation to the Rctg Bn commander or XO. Each applicant must be considered on an individual case based on such factors as the nature of the offense, age when committed, punishment imposed, etc. No specific formula can be developed which determines that the applicant is acceptable. The waivers expert, operations NCO, and the action officer must make an independent recommendation based on their own judgment that the case is

meritorious. The required documents contain significant facts which will provide insight and must be thoroughly reviewed.

a. An important factor to be considered is the offense and its seriousness. AR 601-210 lists offenses in four categories ranging from traffic to felony. Insight into the seriousness of the offense may be accomplished by analyzing the sentence (i.e., amount of the fine, length of probation or parole, whether confinement was imposed, and if so, the length of confinement). Consideration should be given to the fact that some locales and judges impose more serious sentences than others for like offenses.

b. The frequency and number of offenses, both serious and minor, provides an indication of the applicant's respect or disrespect for authority. However, initial impression and comparison to other people that the reviewer has known must be tempered with consideration of the supporting documents.

c. The age of the applicant at the time of the offense is also extremely important. Younger offenders may not have attained enough maturity to recognize the seriousness of the offense or to have developed the necessary self-control to inhibit impulses. Association with other and more aggressive persons can influence a youth to follow the crowd and commit an offense as a member of a group. To the contrary, an offense which appears to have been deliberately planned and committed alone would be considered more serious.

d. Periods and types of civil restraint (confinement, parole, probation, or suspended sentence), coupled with officials' reports will provide some indication of the applicant's ability to conform to rules.

e. The record of employment and reports from employers will provide a good indication of the applicant's professional abilities, work habits, reliability, leadership potential, and determination to better themselves.

E-5. There often is a feeling that personnel at higher headquarters do not have personal contact with applicants, thereby the disapproval rate is high. Two things are important to remember: First, requests received by personnel at higher headquarters are normally for more serious civil offenses than those for which waiver authority has been delegated to a lower level. Second, in all determinations for waiver of enlistment eligibility requirements, a detached, objective viewpoint is necessary to assure that meritorious cases warrant the exception to enlistment standards.

E-6. A moral waiver request may be resubmitted after 6 months has elapsed from date of disapproval, if additional documentation shows a meritorious case has been established.

E-7. Termination of probation or parole within a short period of time prior to application should be closely reviewed. In the absence of specific and

unequivocal remarks by the probation or parole officer that the applicant truly merited "early termination," it is possible that the Army is viewed as a panacea for social rejects. Waiver requests will not be submitted for felony level offenses until 1 year from date of formal imposition of penalties or any other requirements upon the offender by any Government agency or court. Cases involving an early termination of probation or parole will include a statement from the probation or parole officer indicating the basis for early termination and whether it was related or unrelated to the individual's prospective enlistment application.

E-8. When a recruiter cannot make a determination as to the actual offense, he or she will contact the Rctg Bn. If the operations NCO is unable to make a determination as to the classification of the offense he or she will contact HQ USAREC (RCRO-PP-WB). If further coordination is needed, HQ USAREC (RCRO-PP-WB) will contact other staff elements or Department of the Army.

**Appendix F
Documentation Required for Delayed Entry
Program Separation and Void Enlistment**

F-1. One copy of all required documentation will be forwarded to HQ USAREC (RCRO-PP-WB). This copy will remain in our file. HQ USAREC (RCRO-PP-WB) will return the original cover letter from your Rctg Bn and 1st endorsement. In addition, the documents listed in paragraph F-2 will be maintained in the routine Rctg Bn DEP separation file.

NOTE: Except in the case of death, the above procedure will be followed.

F-2. The following documents are required to be submitted with all packets:

- a. DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States) with annexes and continuation sheets (DA Form 3286 series).
- b. DD Form 1966 series.
- c. SF 86 and USAREC Fm 1104.
- d. Copy of commissioned officer's or senior NCO's statement of interview for defective, erroneous, and fraudulent enlistments only.
- e. USAREC Fm 986 (required for all separations and void enlistments except medical and death). This form must be signed by the

applicant.

- f. USAREC Fm 1034 (required for all extensions).
- g. USMEPCOM PCN 714ADP.
- h. USMEPCOM PCN 089 (if applicable).

F-3. Listed at table F-1 are the basis for separations and the required documentation that the Rctg Bn will have prior to separating a DEP member. Remember, submit this documentation in addition to those items listed above. Copies will suffice. Rctg Bn will maintain a complete copy of the DEP packet as their separation file with proper verification of separation action.

**Table F-1
Basis for separation and required documentation**

BASIS FOR SEPARATION	REQUIRED DOCUMENTATION
Medical disqualification to include homosexuality, drug addiction, alcoholism, and those individuals that test positive for HIV.	Original or MEPS certified copy SF 88, SF 93, and SF 513 (Medical Record - Consultation Sheet) (if applicable), and any other medical papers bearing on the case. NOTE: SF 88, items 74 through 77, should be annotated as appropriate by the MEPS examining physician. Item 75 should indicate whether DEP member should be separated or extended for the purpose of reexamination.
Moral disqualification.	DD Form 369, USAREC Fm 1037, USAREC FL 41, or if appropriate Entrance National Agency Check; approved waiver if waiver was processed; and all other data bearing on moral disqualification. NOTE: If DEP member has been convicted and sentenced for offense committed subsequent to his or her DEP enlistment, include details of offense and place of confinement.
Hardship.	Statement from DEP member, family member, doctor, minister, etc. Any statement substantiating that hardship exists.
Dependency.	Documents substantiating dependency (i.e., birth certificate of baby, marriage certificate, etc.).
Erroneous or defective enlistment.	Show that such enlistment has occurred. Senior NCO's or commissioned officer's interview is required. If completed, copy of commander's inquiry or report of investigation, if applicable.
Fraudulent enlistment.	Same as above.
Acceptance of scholarship or pursuit of higher education.	Signed statement from DEP member requesting separation (USAREC Fm 986 can be used), and letter of acceptance from institution indicating award of scholarship, grant, or enrollment into program.
Pregnancy.	Original or MEPS certified copy of SF 88, SF 93, and statement from physician giving estimated date of birth.
Conscientious objector.	Statement from DEP member.
Religious training or appointment as an ordained minister.	Statement from appropriate authority of the church, religious sect, or organization that DEP member has met the requirements for recognition, and has been appointed a regular or duly ordained minister of religion; or that he or she must be separated from military status for further processing into the order, is fully qualified and acceptable for further religious training or that, if separated will be eligible for ordination and will take final vows on or about a given date. Signed statement from DEP member requesting separation.

Table F-1**Basis for separation and required documentation--continued**

BASIS FOR SEPARATION	REQUIRED DOCUMENTATION
Acceptance of an appointment as a commissioned or warrant officer in a branch of the service, or as a commissioned officer of the Public Health Service or Environmental Science Service Administration.	Evidence of appointment and signed statement from DEP member requesting separation.
Failure of senior to graduate.	Letter from high school confirming that DEP member has dropped out of school or telephonic verification.
Determined no longer qualified for option for which enlisted in the DEP and declines alternate.	Signed statement from DEP member requesting separation. Statement from GC verifying loss of original option.
Enlistment into another service.	Statement from DEP member with evidence of enlistment intention from another service.
Apathy or personal problems.	Documentation to support request.
Marriage.	Marriage certificate.
Concealment of PS.	Copy of DD Form 214 or DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge From Active Duty). USMEPCOM PCN 089 verification of PS.
Recruiting error or enlistment.	Statement from GC explaining the error.
Other.	Minimum documentation as required and any documentation to support the request.
Death.	Entire Military Personnel Records Jacket, U.S. Army (MPRJ) along with one copy of the death certificate. Notification of death will be reported to ARPERCEN by CG USAREC. Separation order will not be issued. NOTE: Death certificate must be sent. Other documentation to verify death will be accepted if extenuating circumstances exists, as determined by HQ USAREC (RCRO-PP-WB).

Appendix G
Order Format and Responsibilities

G-1. The Rctg Bn is authorized to issue separation orders for individuals who will not be enlisting into the RA from the DEP.

G-2. Order Format 500 (Separation Order). Reason

is to separate a member from the DEP who will not be enlisting into the RA (see figs G-1 and G-2).

G-3. Order Format 505 (Release Order). Reason is to release an individual who entered the DEP erroneously and/or fraudulently (withheld disqualification that existed prior to entry into the DEP). Cases of this nature must be forwarded

to CG USAREC for final determination prior to publishing order (see figs G-3, G-4, and G-5).

G-4. An overview of administration orders association with DEP is provided at table G-1.

Table G-1
Overview

ORDER AND FORMAT	AUTHORITY TO PUBLISH	REMARKS
Separation (500)	Rctg Bn Commander	See appendix F.
Release (505)	Rctg Bn Commander (review by HQ USAREC)	Order Format 505 is for cases involving erroneous and/or fraudulent entry in the DEP. These cases must be approved by HQ USAREC (RCRO-PP-WB). Cases must include written officer or senior NCO interview to determine recruiter involvement as outlined in USAREC Reg 601-45.
Release From RA (505) (See fig G-5)	Rctg Bn Commander	When soldier has sworn in on AD and disqualifying information is revealed prior to leaving the MEPS.

RCTG BN LETTERHEAD
(Regular bond paper not preprinted letterhead paper)

ORDER NO. (See AR 600-8-105)

DATE: (Date order is published.)

Standard Name Line: (Name: Last, First, Middle, Jr., Sr., etc.) (SSN - see DD Form 4/1, item A.1, A.2, and A.3 enlistee's home of record.)

You are separated from component indicated. (Constant information will not change, AR 600-8-105.)

Authority: AR 135-178 (Constant information will not change, AR 600-8-105.)

Effective Date: (Date that Rctg Bn commander makes final decision to separate is when GC cancels off REQUEST. If effective date is different from date order is published, "VOCO Confirmed" will immediately follow effective date.) (See fig G-2.)

Component: USAR DELAYED ENTRY PROGRAM, FORT KNOX, KY 40121. (Constant information will not change, AR 600-8-105.)

Additional Instructions: (Constant information will not change, AR 600-8-105.)

FOR ARMY USE: (Constant information will not change, AR 600-8-105.)

HOR: (See DD Form 1966/1, section 1, item 5.)

Format: 500 (constant information will not change).

SIGNATURE BLOCK

RCTG BN COMMANDER

(Signature block will be Rctg Bn commander, signature authority can be delegated as authority permits in AR 600-8-105 (e.g., adjutant, assistant adjutant).)

DISTRIBUTION:

1-each enlistee concerned (enlistee's address)

1-Rctg Bn Record Set

1-Rctg Bn DEP Separation Record Copy (MPRJ)

1-MEPS concerned (MEPS address)

1-Commander, ARPERCEN, ATTN: ARPC-PRA-R, 9700 Page Blvd., St. Louis, MO 63132-5200

Figure G-1. How to prepare format 500 orders

DEPARTMENT OF THE ARMY
U.S. Army Recruiting Battalion Fort Knox
1307 Third Avenue
Fort Knox, Kentucky 40121-2726

ORDER 12-1

12 January 1997

JONES, Allen J., 001-00-9999, SGT/E-5, (WO6QAA), 1000 Main St., Anywhere, KY 00033

You are separated from component indicated.

Authority: AR 135-178

Effective Date: 4 January 1997 (VOCO Confirmed)

Component: USAR DELAYED ENTRY PROGRAM, FORT KNOX, KY 40121

Additional Instructions: N/A

FOR ARMY USE:

HOR: Anywhere, KY 00033

Format: 500

/s/ signed
J.J. SMITH
LTC, FA
Commanding

DISTRIBUTION:

1-JONES, Allen J., 1000 Main St., Anywhere, KY 00033

1-Rctg Bn Record Set

1-Rctg Bn DEP Separation Record Copy (MPRJ)

1-Fort Knox MEPS, 101 Main St., Anywhere, KY 00033

1-Cdr, ARPERCEN, ATTN: ARPC-PRA-R, 9700 Page Blvd., St. Louis, MO 63132-5200

Figure G-2. Sample Order Format 500

RCTG BN LETTERHEAD
(Regular bond paper not preprinted letterhead paper)

ORDER NO. (See AR 600-8-105.)

DATE: (Date order is published.)

Standard Name Line: (Name: Last, First, Middle, Jr., Sr., etc.) (SSN - see DD Form 4/1, item A.1, A.2, and A.3 enlistee's home of record.)

NOTE: If enlistee entered the DEP using a false name or social security number, enter the enlistee's actual name and social security number in the Standard Name Line.

You are released from custody and control of the Army Delayed Entry Program, Fort Knox, KY 40121, on the effective date indicated. (Constant information will not change, AR 600-8-105.)

Effective Date: (The date of enlistment on DD Form 4/1, block 5.)

Additional Instructions: Authority AR 135-178. (Add the following only if enlistee entered the DEP using an assumed name or false social security number, enter example "you entered the Army DEP using the name, "John E. Jones" or using the false social security number, "000-00-0000.")

FOR ARMY USE: (Constant information will not change, AR 600-8-105)

HOR: (See DD Form 4/1, item 3.)

Permanent adrs: (See DD Form 1966, section 1, item 5.)

Format: 505 (Constant information will not change, AR 600-8-105). Use this format for void enlistment, erroneous, or fraudulent DEP entry.

SIGNATURE

RCTG BN COMMANDER

(Signature block will be Rctg Bn commander, signature authority can be delegated as authority permits in AR 600-8-105 (e.g., adjutant, assistant adjutant).)

DISTRIBUTION:

- 1-each enlistee concerned (enlistee's address)
- 1-Rctg Bn Record Set
- 1-MEPS concerned (MEPS address)
- 1-Rctg Bn Void Enlistment Record Copy (MPRJ)
- 1-HQ USAREC (RCRO-PP-WB), Fort Knox, KY 40121-2726
- 1-Commander, ARPERCEN, ATTN: ARPC-PRA-R, 9700 Blvd., St. Louis, MO 63132-5000

Figure G-3. How to prepare format 505 orders

DEPARTMENT OF THE ARMY
U.S. Army Recruiting Battalion Fort Knox
1307 Third Avenue
Fort Knox, Kentucky 40121-2726

ORDER 12-1

12 January 1997

JONES, Allen J., 001-00-9999, SGT/E-5, (WO6QAA), 10 Main Street, Anywhere, US 00031

You are released from custody and control of the Army Delayed Entry Program, Fort Knox, KY 40121,
on the effective date indicated.

Effective Date: 30 December 1996 (VOCO)

Additional Instructions: None

FOR ARMY USE:

HOR: Anywhere (Hardin), USA 00031

AUTH: AR 135-178

Format: 505

/s/ signed
J.J. SMITH
LTC, FA
Commanding

DISTRIBUTION:

1-JONES, Allen J., 10 Main Street, Anywhere, US 00031

1-Rctg Bn Record Set

1-Rctg Bn Void Enlistment Record Copy (MPRJ)

1-Fort Knox MEPS, 111 1st Street, Fort Knox, KY 40121

1-HQ USAREC (RCRO-PP-WB), Fort Knox, KY 40121-2726

1-Commander, ARPERCEN, ATTN: ARPC-PRA-R, 9700 Page Blvd., St. Louis, MO 63132-5200

Figure G-4. Sample Order Format 505 for DEP separation

DEPARTMENT OF THE ARMY
U.S. Army Recruiting Battalion Fort Knox
1307 Third Avenue
Fort Knox, Kentucky 40121-2726

ORDER 12-1

12 January 1997

JONES, Allen J., 001-00-9999, SGT/E-5, (WO6QAA), 1000 Main St., Anywhere, KY 00033

You are separated from custody and control of the Army on the effective date indicated.

Effective Date: 4 January 1997 (VOCO)

Additional Instructions: None

FOR ARMY USE:

HOR: Anywhere, KY 00033

Place EAD or OAD: Fort Knox, KY

AUTH: AR 635-200

Format: 505

/s/ signed
J.J. SMITH
LTC, FA
Commanding

DISTRIBUTION:

1-JONES, Allen J., 1000 Main St., Anywhere, KY 00033

1-Rctg Bn Record Set

1-Rctg Bn Void Enlistment Record Copy (MPRJ)

1-Fort Knox MEPS, 101 Main St., Anywhere, KY 00033

1-HQ USAREC (RCRO-PP-WB), Fort Knox, KY 40121-2726

1-Commander, ARPERCEN, ATTN: ARPC-PRA-R, 9700 Page Blvd., St. Louis, MO 63132-5200

Figure G-5. Sample Order Format 505 for separation from AD

**Appendix H
Proper Assembly of Void Enlistment Packet
Documents and Data to Military Entrance
Processing Station**

H-1. Cover memorandum (typed in accordance with AR 25-50). See figure H-1 for proper assembly and see figure H-2 for a sample memorandum requesting that a fraudulent or erroneous enlistment be voided.

- a. Full name and social security number of DEP member.
- b. Clear, detailed explanation of how fraud or error was discovered and explanation of how enlistment occurred.
- c. All other information pertaining to separation.
- d. DEP date and projected AD date.
- e. Name of recruiter of credit.
- f. Signature of Rctg Bn commander or acting Rctg Bn commander. (Signature block of acting Rctg Bn commander must state "Acting Commander.")

H-2. DD Form 4, pages 1 through 3 (including DA Form 3286 series). Submit only clear, legible copies.

H-3. DD Form 1966. Submit only clear, legible copies.

H-4. SF 86. Submit only clear, legible copies.

H-5. REQUEST cancellation and reservation printout. One for each reservation made. Sub-

mit only clear, legible copies.

H-6. Evidence of fraudulent or erroneous enlistment. Submit only clear, legible copies.

H-7. All other statements and documents available. Documents that may help processing of DEP separation packet. For each death packet, a copy of the death certificate must be included in the packet. An obituary from a newspaper is not sufficient, except in extraordinary cases, and will not be accepted.

NOTE: Copies, either photostatic or regular copies of forms, will be submitted to HQ USAREC (RCRO-PP-WB). The only time originals will be submitted is in the case of a death while in the DEP. In this case, the individual's records are transferred to ARPERCEN for further action.

H-8. Rctg Bn commanders must assure that documents listed in paragraph H-9 are returned to the MEPS and procedures are established that notify the MEPS of any change in DEP member's status. The purpose of notification is to provide the MIRS with accurate and current data in accordance with AR 601-210.

H-9. Documents to be returned to MEPS after separation order has been issued by Rctg Bn are as follows:

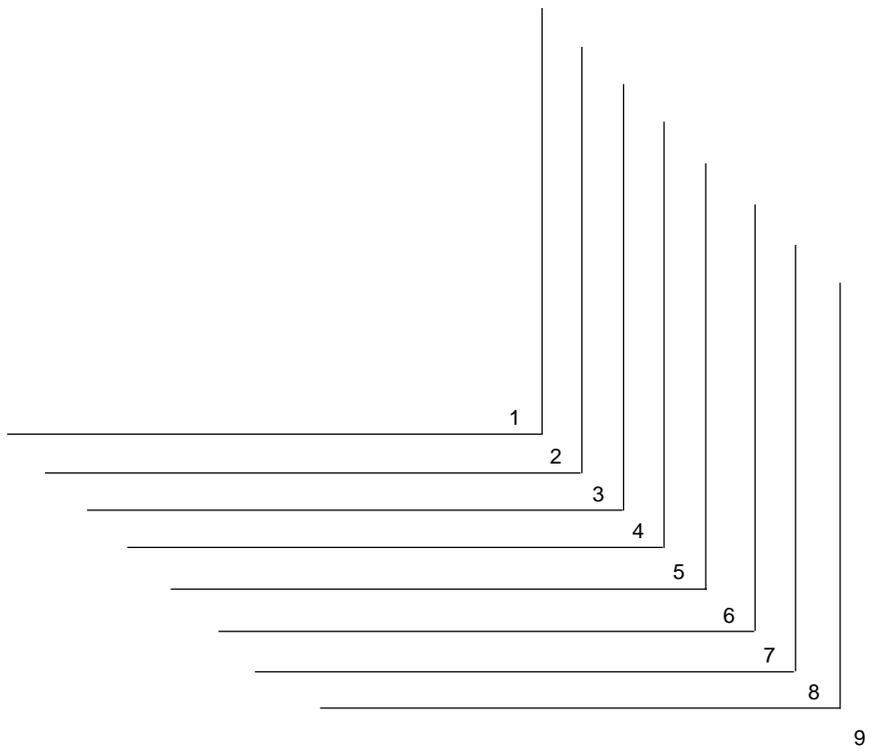
- a. Original SF 88, SF 93, and supporting medical documents and Armed Services Vocational Aptitude Battery test score sheet (Rctg Bn retains duplicate copies of SF 88, SF 93, supporting medical documents, and Armed Services

Vocational Aptitude Battery test scores).

- b. Order of separation or release order.
- c. DD Form 1966/1 (ADP), enter the separation reason code in the blank space below positions 19d through 19f. (Example separation 16 Feb 93 for concealment of moral will read: 16 Feb 93 - ZBA.)

H-10. Notification to MEPS of DEP member's death. The following documents will be delivered to the appropriate MEPS officials for insertion into the MIRS:

- a. DD Form 1966/1 (ADP), blocks 19d through 19f, in the blank space below positions 19d through 19f code with date enlistment is terminated (example: 06 Jun 93 - ZAD).
- b. Copy of death certificate or other proof of death that shows cause and date of death. Get this copy from the funeral director or bureau of vital statistics. Do not try to get from the deceased member's family.
- c. Three-position separation code for death is ZAD.
- d. Do not publish separation orders or extend a deceased reservist in the DEP.



1. Cover memorandum from Rctg Bn.
2. DD Form 4 and DA Form 3286 series.
3. DD Form 1966.
4. SF 86.
5. Cancellation request.
6. Reservation printout.
7. Evidence of fraud or error.
- 8, 9, 10, etc. Other required documentation (i.e., death certificate, commissioned officer's statement, etc.).

NOTE: There can be as many enclosures as you need. Just assure that they are numbered consecutively according to importance.

Figure H-1. Proper assembly for void enlistment packets

Rctg Bn letterhead (logo stationary)

RCSW-CH

MEMORANDUM FOR Commander, United States Army Recruiting Command, ATTN: RCRO-PP-WB,
Fort Knox, KY 40121-2726

SUBJECT: Request For Void Enlistment Pertaining to DOE, John R., 000-00-0000

1. The first paragraph should contain answers to who the DEP enlistee is, DEP-in date, and scheduled RA date. It should also include how the Rctg Bn was informed of the erroneous or fraudulent enlistment.
2. The second paragraph should explain the evidence submitted substantiating the erroneous or fraudulent enlistment. Documentation of the evidence is listed as an enclosure to the packet. If the DEP enlistment was due to an error on the part of recruiting personnel, the basic memorandum should contain who the error was attributed to and what measures the Rctg Bn is taking to prevent recurrence.
3. The third paragraph should include any other pertinent information (examples, commander's inquiry is being accomplished by Rctg Bn; "Based on Rctg Co commander interview, DEP enlistee has indicated interest in reapplying for enlistment in U.S. Army"; "Enlistee is currently in jail"; "Hospital"; or "whereabouts of DEP enlistee are unknown per conversation with (NAME OR SOURCE)"; or any other data Rctg Bn feels would help process packet in a timely manner.
4. The last paragraph should include date and reason for cancellation of REQUEST reservation. Recommendation of Rctg Bn commander or acting commander (on orders) for separation or void enlistment should be included here.

Encls
List and identify in accordance
with AR 25-50

Signature Block of Rctg Bn Commander

Figure H-2. Sample memorandum for fraudulent or erroneous enlistment

Glossary

Section I Abbreviations

AD

active duty

ARNG

Army National Guard

ARPERCEN

United States Army Reserve Personnel Center

AWOL

absent without leave

BLT

battalion leadership team

CG

Commanding General

CLT

company leadership team

DEP

Delayed Entry Program

EDP

Expeditious Discharge Program

FY

fiscal year

GC

guidance counselor

HIV

Human Immunodeficiency Virus

HQ USAREC

Headquarters, United States Army Recruiting Command

IADT

initial active duty for training

IRR

Individual Ready Reserve

MIRS

MEPCOM Integrated Reporting System

MEPS

Military Entrance Processing Station

MPRJ

Military Personnel Records Jacket, U.S. Army

MSO

military service obligation

NCO

noncommissioned officer

NPS

nonprior service

OAD

other adverse disposition

PERSCOM

United States Total Army Personnel Command

PS

prior service

RA

Regular Army

RC

Reserve Component

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

REQUEST

Recruit Quota System

RS

recruiting station

RSM

recruit ship month

S-3

operations officer

TDP

Trainee Discharge Program

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

USMEPCOM

United States Military Entrance Processing Command

XO

executive officer

Section II Terms

conviction

When a judgment of guilty or accepted plea of nolo contendere is entered into adult criminal court records.

nolle prosequi

Commonly called "nolle pros." A formal entry on the record, by the prosecutor, that he or she will

not prosecute the case any further. A "nolle pros" may be considered equivalent to dropping charges if the applicant has not had to meet any requirements by a governmental agency or court, there was no pretrial diversion and the prosecutor does not contemplate any further proceedings on the case and the case has not been handled through a pretrial deferment program.

other adverse disposition (adult or juvenile)

Any finding, decision, sentence judgment, or disposition other than unconditionally dropped, dismissed, acquitted, or convicted. Participation in a pretrial diversion or intervention program as defined below is an OAD and shall be processed in the same manner as an OAD. Cases tried in juvenile court will always be treated as OAD.

pretrial intervention or deferment

Every state has a program by which offenses are diverted out of the regular criminal process for a probationary period. While the programs vary from state to state, they all require the defendant to meet some requirement (e.g., reporting or nonreporting probation, restitution, community service), after successful completion of which the charge is disposed of in a manner which does not result in a final adjudication of guilt. (Most often, the defendant is required to plead guilty to get accepted into the various programs.) Charges disposed of in this manner shall be processed as OAD.