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Personnel Procurement

Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures

For the Commander:

FREDDIE N. BLAKELY
Colonel, GS
Chief of Staff

Official:

BRUCE W. MORRIS
Assistant Chief of Staff, G-6

History. This UPDATE printing publishes a revised USAREC Reg 601-56, which is effective 31 May 2006. Because of the extensive changes made, no attempt has been made to highlight changed material.

Summary. This regulation contains instructions for processing Regular Army and Army Reserve waiver applications to determine eligibility for enlistment. These instructions are provided in ad-

dition to AR 601-210, chapters 4 and 5.

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

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority in writing, to an individual within the proponent agency in the grade of lieutenant colonel or the civilian equivalency.

Army management control process. This

regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-EE-W, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

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. This regulation is also available electronically and can be found on the Command Enterprise Portal.

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Glossary

Chapter 1

General

1-1. Purpose

This regulation contains instructions for processing Regular Army (RA) and Army Reserve (AR) waiver applications to determine eligibility for enlistment and processing procedures for Future Soldier (FS) 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 prescribed and referenced forms see appendix A.

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.

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. Serious criminal misconduct 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 from a moral standpoint; and possess a documented, meritorious waiver request. It is the applicant's responsibility to provide the recruiter with information nec-

*This regulation supersedes USAREC Regulation 601-56, 9 September 1997.

essary to obtain the required documentation: DD Form 369 (Police Record Check), DD Form 370 (Request for Reference), USAREC Form 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. Waivers approved by other components (Air Force, Navy, Marine Corps, and Coast Guard) are not authorized. Moral and administrative waivers are valid for 6 months from the approval date unless a change in status occurs. Same day moral waivers are not authorized. An applicant will not be projected for FS enlistment or sent to the floor until there is an approved waiver (medical waivers are excluded). 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 2-11d and e, obtain new DD Forms 369.

(2) Additional offenses will be added to SF 86 (Questionnaire for National Security Positions), item 26, or USAREC Form 1104 (Enlistment Eligibility Questionnaire).

(3) The operations section waivers expert (civilian or military) and senior guidance counselor will assure all documents required for the waiver are scanned into the appropriate Guidance Counselor Redesign (GCR) folder. Enter on the DD Form 1966 (Record of Military Processing - Armed Forces of the United States), page 4, date the additional offenses occurred, name of additional offenses, date additional offenses were added to SF 86 or USAREC Form 1104, and date Rctg Bn commander approved or disapproved the waiver with additional offenses.

(4) A new waiver will be initiated in GCR. The additional offenses will be annotated and explained in the Remarks block. Three recommendations will be completed and the waiver will be forwarded to the Rctg Bn commander or executive officer (XO) using GCR workflow for reconsideration and final disposition. Those waivers above Rctg Bn level will be resubmitted using GCR workflow, with all pertinent documentation, to the applicable approval authority. A new waiver will be initiated, three recommendations will be completed, and the Rctg Bn commander or XO will add their recommendation in the GCR Remarks block. For those individuals in the Future Soldier Program (FSP) 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, a waiver will be submitted. Recruiting company (Rctg Co) and Rctg Bn commanders are not authorized to 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. Guidance counselor (GC) personnel will initiate all medical waivers to be submitted using GCR workflow. Only the documentation pertaining to the reason for the waiver will be scanned in to GCR Electronic Records Management (ERM) in support of the waiver.

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 except for alcohol or drug abuse or misuse to include breath alcohol test (BAT) or drug and alcohol test (DAT) waivers. 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 (RE) code, dependency, etc.). Prior service (PS) and nonprior service (NPS) applicants that have administrative disqualifications under AR 601-210, chapters 2, 3, or 4, and which waiver consideration is authorized may be processed.

f. Applicants may be recommended by the Rctg Bn commander as an exception to the enlistment standards. As an exception, persons not qualified for enlistment but who seem to have significant potential for productive Army service may be recommended by the Rctg Bn commander.

(1) Submit requests for such waivers using GCR workflow through United States Army Recruiting Command (USAREC) channels to the G-3 with the approval authority delegated to the deputy G-3.

(2) Full justification and documentation will accompany waiver requests.

(3) Exceptions to policy may be disapproved at any level in the chain of command.

(4) Applicants with disqualifications considered under this paragraph will not be processed at the Military Entrance Processing Station (MEPS) until an exception is granted. The Rctg Bn commander, acting commander (on orders), or XO can sign the waiver memorandum for an administrative waiver request.

1-6. Responsibilities

Headquarters, United States Army Recruiting Command (HQ USAREC), G-3, 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), USAREC, as the approval authority. Any questions pertaining to waivers and FS separation processing which includes regulatory clarification, exceptions to process waivers, and exceptions to retain FSs will be addressed only to HQ USAREC, G-3, Waivers Branch. Further coordination with Department of the Army or other USAREC staff elements will be accomplished by the Waivers Branch. Rctg Bn commanders will designate waiver personnel, in addition to the civilian military personnel technician, within their respective headquarters to review and process waivers. G-3 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 Form 671 (Waiver Log) (fig 1-1). Rctg Bn will maintain a separate USAREC Form 671 for each Rctg Co.

1-7. General rules

a. The DD Form 1966 series, SF 86, USAREC Form 1104, DD Form 370, DD Form 369, USAREC FL 41, USAREC Form 1037, court dockets, DD Form 2807-1 (Report of Medical History), and DD Form 2808 (Report of Medical Examination) will be used by the waivers approval or disapproval authority in order to render a decision based on the supporting forms, documents, etc.

b. The general rules and format will be in accordance with AR 25-50 and this regulation for hardship and joint domicile duty (see figs 1-2 and 1-3).

1-8. 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 non-commissioned officers (NCOs), Rctg Bn sergeants major, or recruiting first sergeants (assigned on orders as Rctg Co commanders). Disapprovals will be accomplished using an Army Recruiting Information Support System (ARISS) workflow. When the Rctg Co commander reviews the waiver request in ARISS, he or she has the option to recommend approval and send it forward or disapprove the request which will stop it at the Rctg Co level. Justification of the disapproval will be annotated in the ARISS Remarks section.

b. Rctg Bn commanders and/or XOs are required to review the waiver request and all documentation on an individual basis and determine if it is meritorious prior to approving, disapprov-

ing, 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 medical waiver or moral waiver for offenses that can be waived.

1-9. Approving authority

Only the Rctg Bn commander, acting commander (on orders), or XO will approve and sign waiver requests. Waiver requests (with the exception of medical waivers) will be initiated at the recruiting station (RS) level, forwarded via the Rctg Co headquarters to Rctg Bn headquarters. The Rctg Co will review waiver requests and make recommendations to the Rctg Bn for approval. This action will be accomplished in ARISS. The Rctg Bn will review waiver requests and if recommending approval will send to HQ USAREC using GCR workflow. Waivers will not be forwarded to HQ USAREC if the Rctg Bn 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. AR 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 to the Rctg Co commander. The Rctg Co commander will send all requests for approval to the Rctg Bn operations section. The Rctg Bn operations section will forward the waiver, with recommendations, to the Rctg Bn commander. As a note, the Rctg Co commander has the authority to disapprove all waivers (with the exception of medical waivers) at his or her level.

2-2. Moral waiver procedures

a. Waiver requests received at Rctg Bns will be reviewed and analyzed by the military personnel technician (waivers expert), or assistant operations NCO, or the operations non-commissioned officer in charge. The waiver will be thoroughly reviewed for accuracy. They will also review the packet to ensure the applicant did not process with open charges. The waivers expert and operations NCO will make a written recommendation for approval or disapproval on GCR Waiver workflow. He or she will validate the packet's completeness 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 the approval or disapproval block of the GCR Waiver workflow. They may add further comments if desired. (Three recommendations are required on the GCR Waiver workflow 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 serious criminal misconduct waiver either in person or by telephone. This requirement will not be delegated to anyone.

d. For an in-FSP waiver, the waiver memorandum will include the date the individual entered the FSP, option, scheduled AD date, and whether administrative extensions have been granted. FSs concealing information that would have required a waiver at enlistment will be discharged for fraud and required to wait 6 months from the date of discharge before submitting a waiver for fraudulent enlistment. Fraudulent enlistment waiver procedures are completed in the same manner as a Rctg Bn level RE code waiver. If a Soldier is on AD or in a troop program unit and is found to have committed fraud, he or she may be discharged with a mandatory 6-month waiting period before they can apply for a USAREC-level fraudulent enlistment waiver. (This applies to all waivers: Moral, administrative, and medical.) PS applicants with multiple driving under the influence convictions within 3 years preceding enlistment, or serious criminal misconduct convictions, or adverse dispositions which occurred during or after their last enlistment may not be processed. (This includes applicants currently serving in a Reserve Component (RC) of the Armed Forces who have incurred law violations while in the RC.)

e. An AR 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 by their unit in accordance with AR 135-178, chapter 7.

f. The AR Soldier who has recent law violations and no longer meets the enlistment eligibility as outlined in AR 601-210, will have his or her unit commander (or designated representative) 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, USAREC Form 1104, DD Form 1966, and the unit commander's disposition noted in the Remarks section of DD Form 1966. Applicable pages of SF 86, USAREC Form 1104, DD Form 1966, and copy(s) of written unit notification and decision will be placed in the Soldier's GCR packet.

g. A suspense system will be established

using USAREC Form 671 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 e-mail or telephone to permit final disposition of suspense files.

i. Applicants will submit 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 AR or RA.

2-3. Administrative waiver procedures

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

b. The waivers expert will review the waiver packet to ensure all required documentation is included in the packet. The waivers expert will also review the packet for administrative correctness and to ensure the applicant did not process with open charges. 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. If the applicant currently resides in Government quarters, list it.

(2) Review the statement from the person responsible for the care of dependents in cases of a dependent waiver, ensuring they are functionally able to care for the dependents they will be entrusted with. In cases of a hardship waiver, ensure the statement supports the claim that the hardship no longer exists.

(3) Prior to the electronic submission of the waiver to HQ USAREC, ensure the interview from the Rctg Bn commander or XO is included in the packet.

c. The operations NCO will review the waiver packet for completeness and then forward to the action officer for recommendation. (Three recommendations are required on the GCR Waiver workflow prior to submission to the waivers approval authority.)

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 on the GCR Waiver workflow.

e. If applicant has law violations, include a

description of the offenses in the waiver packet.

2-4. Medical waiver procedures

a. A request for medical waiver will be submitted with required documents if the applicant is otherwise qualified.

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.

(2) NPS medical waivers and waivers for PS disqualified during MEPS physical examination (PE). When the GC receives notification that the applicant is disqualified, he or she will initiate the GCR Medical Waiver workflow. Waivers expert will notify the recruiter of additional paperwork needed to support the medical waiver and submit the waiver packet to HQ USAREC, G-3, Waivers Branch, via GCR workflow.

(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 PE results at the MEPS. The approval authority is the Command Surgeon, USAREC. Process the waiver following the same procedures as NPS applicants.

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

(5) Any change made by the USAREC Surgeon to the physical profile of an 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 Surgeon. This is the correct physical profile used to enlist the applicant.

(6) Any changes made to an applicant's physical profile by the USAREC Surgeon will be stamped indicating the new physical profile on the GCR workflow.

c. Recruiting personnel will not request the applicant perform an exercise in their presence or administer a physical fitness test.

d. Approved medical waivers may be used for RA or AR enlistment.

e. A complete packet will be maintained in GCR.

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

a. Applicant or FS who is confirmed positive for the presence of drugs or alcohol at the time of original PE or DAT may retest after 45 days if the confirmed positive was for alcohol or tetrahydrocannabinol (marijuana) only. If retest is negative, a waiver may be processed for enlistment. Approval authority, Rctg Bn commander.

b. PS applicants with positive DAT results may not be processed.

NOTE: No waiver for positive results is authorized.

c. 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, the applicant is permanently disqualified.

(1) Approval authority, CG USAREC.

(2) Minimum documentation: Waiver memorandum, USMEPCOM PCN 680-3ADP, DD Form 1966 series, SF 86, USAREC Form 1104, DD Form 369, DD Form 2807-1, DD Form 2808, and other documents as the commander may require.

d. 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 database, a waiver is required. Documentation will be the same as in c(2) above. The DD Form 2807-1 and DD Form 2808 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), and based on that information is approved."

**Table 2-1
Waiver routing procedures**

Type of Waiver	Approval Authority	Routing	Processing Time
1. Minor Nontraffic 2. Misdemeanor	Commander, Rctg Bn	RS, Rctg Co, Rctg Bn	2 days
Pregnancy	Commander, Rctg Bn	RS, Rctg Co, Rctg Bn	2 days
Serious Criminal Misconduct	CG USAREC	RS, Rctg Co, Rctg Bn, HQ USAREC, Rctg Bn	10 days
Administrative	CG USAREC	RS, Rctg Co, Rctg Bn, HQ USAREC, Rctg Bn	3 days
Medical	CG USAREC	MEPS, Rctg Bn, HQ USAREC, Rctg Bn	2 days

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. Completion 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 the Rctg Bn for additional information or forwarded to the Office of The Surgeon General for evaluation by a specialist.

2-6. Counseling of applicants

a. 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 C.

b. Advising applicants of denial of waivers. Recruiters will explain to 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 a 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 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, G-3, Waivers Branch, for medical waiver).

b. Waiver approval authority for CG USAREC will be forwarded using the appropriate GCR workflow.

2-8. Administrative guidelines

All approved and disapproved waivers will be maintained in GCR.

2-9. Monitoring procedures

Moral waivers will be monitored and recorded on USAREC Form 669 (Monitoring Procedures) (fig 2-1), 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 basis. This report is due each month no later than 7 working days following the close of the recruit ship month or as requested by HQ USAREC, G-3, Waivers Branch.

Chapter 3

FSP Separation Procedures

3-1. Routing of separation requests

a. Requests for separation from the FSP will

be approved for valid reasons identified in AR 601-210 and AR 135-178. Reasons for granting FS separations and approving authorities are provided at table 3-1.

b. It may appear that the FS was erroneously or fraudulently enlisted because of a charge existing before FSP enlistment (no waiver required). 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 a recruiting impropriety 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 FSs concerning separations from the FSP. Under no circumstances will any member of this command threaten, coerce, manipulate, or intimidate FSs, nor may they obstruct separation requests. When such an inquiry is received, local recruiting personnel will attempt to resell the FS on an Army enlistment. When an attempt is not successful (not later than 14 days from the original request), advise the FS of the provisions governing separation from the FSP and tell them a written request for separation may be forwarded to the Rctg Bn commander. Emphasize that the FS 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 FS 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 D of this regulation. If the FS 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 E. Submit FS 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 the 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, G-3, Waivers Branch, for final determination. Appendix F shows the procedures for assembly of void enlistment packet documents. All attempts will be made to have

the applicant sign USAREC Form 986 (Separation Request); however, if the applicant is not available or refuses to sign, write this information in the Remarks section of the form. All requests for void enlistments will be submitted to HQ USAREC, G-3, Waivers Branch, within 14 days of request cancellation.

f. Any separation request which the Rctg Bn commander determines should be disapproved, must be forwarded to HQ USAREC, G-3, Waivers Branch, for final determination.

g. Requests 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. FSs or members of the recruiting force may initiate request for separation from the FSP. 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 FSP initiates the request for separation, he or she must be advised that the action will negate the guarantees of the original enlistment option. USAREC Form 986 (see fig 3-1) will be provided to the reservist.

c. When USAREC Form 986 is initiated, an extension of time may be required to enable a final disposition of the action. The extension for separation for the reservist will not be extended beyond his or her 365th day in the FSP. The extension for separation will be annotated in the dynamic (automated) annex in GCR.

d. When an individual has requested separation from the FSP and subsequently changes his or her mind and desires enlistment, he or she will be required to complete USAREC Form 1034 (Future Soldier 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 FSP confirmed positive for alcohol or drug use.

(1) Upon MEPS notification, the GC will:

(a) Cancel the FS reservation. Use the appropriate code when canceling applicants for positive tetrahydrocannabinol and cocaine.

(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 FSP. Separation code will be "ZZY."

(b) Recruiter is notified and applicant advised of FS 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 FSP confirmed positive as a result of Human Immunodeficiency Virus (HIV) testing.

(1) Upon MEPS notification, the GC will:

(a) Cancel the FS's reservation. Use appropriate cancellation code.

(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 are issued by the Rctg Bn commander. Authority line will cite AR 135-178. (Do not forward to HQ USAREC (RCRO-EE-W), handle as a routine separation.)

(b) A copy of the separation orders and DD Form 1966/1 (ADP) is forwarded to the MEPS.

g. Separation procedures for applicants that

entered on delayed entry status with a remaining military service obligation.

(1) Orders will not be published. USAREC Form 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 Form 986 for applicants in the RA delayed status will be as follows:

(a) Individual - one set.

(b) Unit - one set (applies to members of an

RC serving in a troop program unit, Army National Guard (ARNG), AR, and other service unit members).

(c) Rctg Bn - one set.

(4) For members of the Individual Ready Reserve, 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-EE-W).

(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 IX.

Table 3-1
Authorities for approval and/or disapproval of FSP 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 FSP 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 FSP 365 days. Maximum time in FSP is 365 days. This period is established by Congress. FSs are not permitted to remain in the FSP beyond 365 days. All violators to this rule must justify, in writing, why the individual was held in the FSP 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.

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

h. All actions pertaining to separating FSs will be entered and maintained at the Top of the System on USAREC Form 863 (Future Soldier Separation Log) (see fig 3-3), as they occur monthly. This log will aid the Rctg Bn in tracking and analyzing trends in FS separations and void enlistment processing procedures.

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

3-3. Failure to report

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

b. If the FS 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 FS's 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 the packet to HQ USAREC (RCRO-EE-W) 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 dynamic (automated) annex) the member in the FSP to no more than the 365th day in the FSP.

(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 Form 986.)

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

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

3-4. Administrative guidelines

Void enlistments and FS separations will be maintained in GCR and will include at a minimum: DD Form 1966 series, SF 86, USAREC Form 1104, DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States), DA Form 3286 (Statements for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program), appropriate addendums, DD Form 2807-1, DD Form 2808, USAREC Form 986, copies of approved waivers and supporting documents, USMEPCOM PCN 680-3ADP, copy of cancellation of REQUEST reservation, USMEPCOM PCN 680-3ADP (Discharge) or ZHM 083, and a copy of the order voiding the enlistment or FS separation orders.

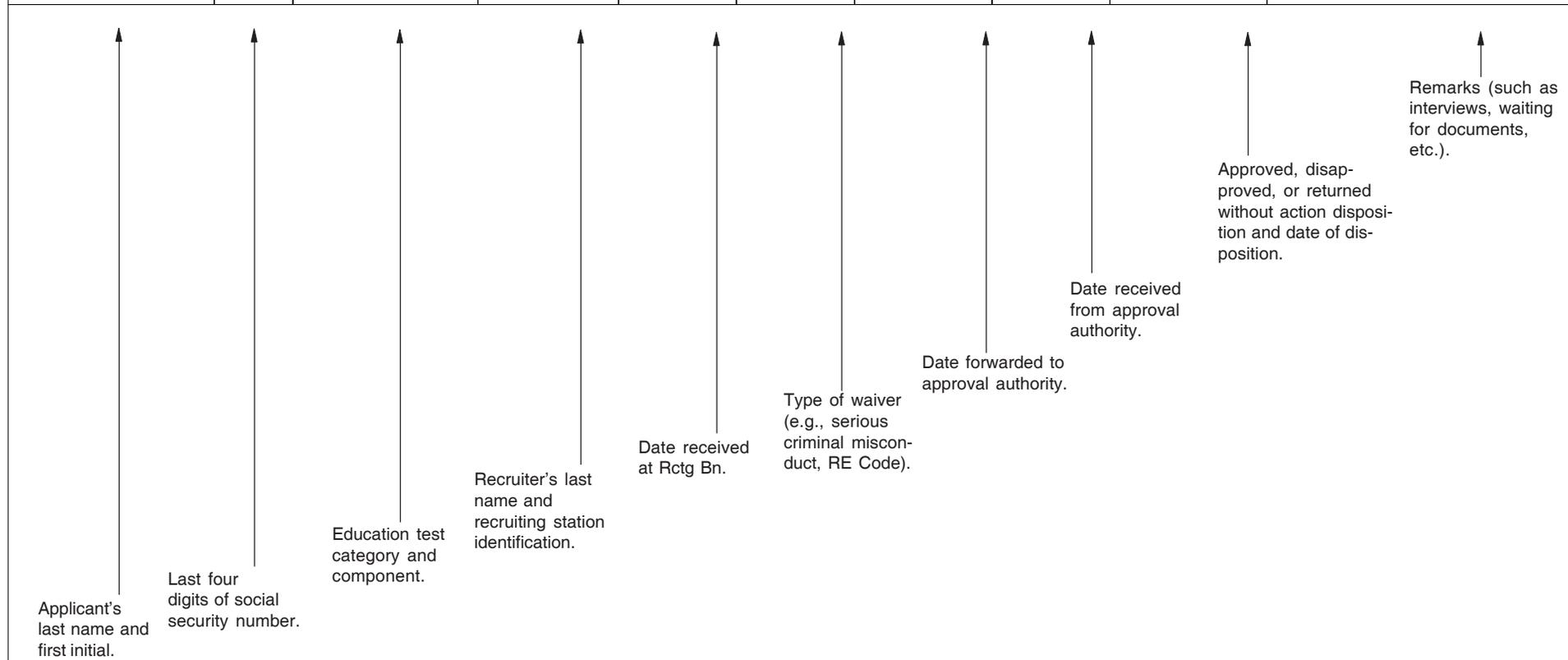
Table 3-2
Separation authority

Basis for Separation	Separation Code	Authority
Medical Disqualification-EPTS	ZAA	AR 135-178, paragraph 15-8
Medical Disqualification-NEPTS	ZAB	AR 135-178, paragraph 15-8
Medical Disqualification-Preaccession Drug, Alcohol Testing	ZZY	AR 601-210, chapter 5
Pregnancy	ZAC	AR 135-178, paragraph 15-8
Death	ZAD	AR 135-178, paragraph 15-8
Moral Disqualification-EPTS	ZBA	AR 135-178, paragraph 15-8
Moral Disqualification-NEPTS	ZBB	AR 135-178, paragraph 15-8
Apathy/Personal Problem	ZBC	AR 135-178, paragraph 15-8
Refuse to Enlist	ZBD	AR 135-178, paragraph 15-8
Did Not Report on Date Scheduled	ZBE	AR 135-178, paragraph 15-8
Concealment of PS	ZBF	AR 135-178, paragraph 15-8
Dependency Disqualification	ZCA	AR 135-178, paragraph 15-8
Marriage	ZCB	AR 135-178, paragraph 15-8
Personal Hardship	ZCC	AR 135-178, paragraph 15-8
Failure to Graduate From High School	ZDA	AR 135-178, paragraph 15-8
Pursuit of Higher Education	ZDB	AR 135-178, paragraph 15-8
Religious Training or Appointment as an Ordained Minister	ZDC	AR 135-178, paragraph 15-8
Ringer	ZDD	AR 135-178, paragraph 15-8
For USAREC use only	ZDE	AR 135-178, paragraph 15-8
Enlisted in Another Service	ZEA	AR 135-178, paragraph 15-8
Enlisted in Error	ZEB	AR 135-178, paragraph 15-8
Enlistment Misunderstanding	ZEC	AR 135-178, paragraph 15-8
No Longer Qualified for Option and Declines Alternate	ZED	AR 135-178, paragraph 15-8
Other Reason	ZFA	AR 135-178, paragraph 15-8
Transfer to Individual Ready Reserve (Requires USAREC Approval)	ZKC	AR 135-178, paragraph 15-8
For Official Use Only (United States Military Entrance Processing Command (USMEPCOM))	ZZZ	AR 135-178, paragraph 15-8

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

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 06	MISD			APP/5 APR 06	
SMITH J.	7314	GA/RA	RICH/5P	2 APR 06	Felony	6 APR 06	4 MAY 06	APP/1 MAY 06 18 APRIL	Applicant's detailed description faxed
PATTON J.	0001	SR/RA	COX/5P	3 APR 06	MNT			DIS/5 APR 06	Additional violations revealed
ADAIR Y.	0002	GA/RA	RIED/5P	3 APR 06	FSP	16 APR 06	7 MAY 06	RWA	25 APR - Interview missing



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

Figure 1-1. Sample of a completed USAREC Form 671

Date

MEMORANDUM FOR Commander, US Army Recruiting Command, 1307 3rd 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 1-2. Sample memorandum for statement concerning family hardship

Date

MEMORANDUM FOR Commander, US Army Recruiting Command, 1307 3rd Avenue, Fort Knox,
KY 40121-2726

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

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

Applicant's Signature

Spouse's Signature

Figure 1-3. 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: 06	
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				
SERIOUS OFFENSE	15	3						
NONTRAFFIC	10	2						
TOTAL	195	89	30	1	10	30	35	
USAREC								
ADMINISTRATIVE	10	1			25	10		
SERIOUS CRIMINAL MISCONDUCT	15	6						
TOTAL	25	7			25	10		
GRAND TOTAL	220	96	30	1	35	40	35	

USAREC Form 669, Rev 1 May 2006

PREVIOUS EDITIONS ARE OBSOLETE

V1.10

Figure 2-1. Sample of a completed USAREC Form 669

SEPARATION REQUEST (For use of this form see USAREC Reg 601-56)			
SECTION I - TYPE OF SEPARATION			
1. Check one box only:		2. Check one box only:	
<input checked="" type="checkbox"/> DISCRETIONARY <input type="checkbox"/> NONDISCRETIONARY		<input checked="" type="checkbox"/> AC FS <input type="checkbox"/> RC FS <input type="checkbox"/> PRIOR SERVICE <input type="checkbox"/> DAYS OF SERVICE	
SECTION II - FS DATA			
3. NAME (<i>Last, first, MI</i>): Adair, Yolanda M.		4. SSN: 012-34-5678	5. TELEPHONE NUMBER (<i>Include area code</i>): (502) 626-1111
6. FS DATE (<i>YYMMDD</i>): 29 Jan 07	7. SHIP DATE OR PADD (<i>YYMMDD</i>): 27 Mar 07	8. RECRUITER RSID: Lyons/5j1k	9. AFQT AND EDUCATION: 79/126
10. UNIT:			
a. Name:		b. Telephone number (<i>Include area code</i>):	
c. Street address:		d. City, state, and ZIP Code:	
SECTION III - REASON FOR SEPARATION			
11. REASON (<i>Match cancellation code</i>) (<i>Check one</i>):			
<input type="checkbox"/> Civilian Employment (CE)	<input type="checkbox"/> NAC Pending (NP)	<input type="checkbox"/> Pregnancy (PG)	
<input type="checkbox"/> Declined Enlistment (DE)	<input type="checkbox"/> No Show (NS)	<input type="checkbox"/> Positive HIV (PH)	
<input type="checkbox"/> Death (DT)	<input type="checkbox"/> Discharge Prior to IET (USAR) (DP)	<input type="checkbox"/> Permanent Medical Condition (PM)	
<input checked="" type="checkbox"/> Continuing Education (ED)	<input type="checkbox"/> Declined to Ship (USAR) (DS)	<input type="checkbox"/> Police Record (PR)	
<input type="checkbox"/> Fraudulent Enlistment (FE)	<input type="checkbox"/> Joined Other Component (USAR) (JC)	<input type="checkbox"/> Positive THC (PT)	
<input type="checkbox"/> Fail to Graduate (FG)	<input type="checkbox"/> Unit Request (USAR) (UR)	<input type="checkbox"/> ROTC or SMP (RS)	
<input type="checkbox"/> Hardship (HP)	<input type="checkbox"/> Positive Alcohol Test (PA)	<input type="checkbox"/> Weight Standard (WS)	
<input type="checkbox"/> Moral or Legal (ML)	<input type="checkbox"/> Positive Cocaine Test (PC)	<input type="checkbox"/> Other (<i>Explain in remarks</i>)	
12. REMARKS:			
SECTION IV - VERIFICATION			
13. NAME AND SIGNATURE OF FS (AC and RC): /signed/		14. DATE (<i>YYMMDD</i>): 6 Mar 07	
15. NAME, GRADE, AND SIGNATURE OF RECRUITER: /signed/		16. DATE (<i>YYMMDD</i>): 6 Mar 07	
17. NAME, GRADE, AND SIGNATURE OF STATION COMMANDER: /signed/		18. DATE (<i>YYMMDD</i>): 6 Mar 07	
19. I have confirmed the reason for separation identified above.			
a. NAME, GRADE, AND SIGNATURE OF RECRUITING COMPANY COMMANDER: /signed/		b. DATE (<i>YYMMDD</i>): 7 Mar 07	
20. NAME, GRADE, AND SIGNATURE OF RECRUITING BATTALION COMMANDER: /signed/		21. DATE (<i>YYMMDD</i>): 8 Mar 07	
22. NAME, GRADE, AND SIGNATURE OF GUIDANCE COUNSELOR: /signed/		23. DATE (<i>YYMMDD</i>): 8 Mar 07	

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

FUTURE SOLDIER 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 requested and recorded on USAREC Form 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 Future Soldier 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 Future Soldier 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 Future Soldier Program or select another option which is acceptable to me.

WITHDRAWAL OF SEPARATION REQUEST

Having previously requested separation from the Future Soldier 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 06

SIGNATURE AND TYPED OR PRINTED NAME AND GRADE OF GUIDANCE COUNSELOR:

/signed/

PAUL DRIGGERS, MSG

DATE:

10 Sep 06

Appendix A References

Section I Required Publications

AR 25-50

Preparing and Managing Correspondence. (Cited in paras 1-7b and F-1.)

AR 40-501

Standards of Medical Fitness. (Cited in paras 1-5c and 2-4b(4).)

AR 135-178

Enlisted Administrative Separations. (Cited in paras 2-2e, 3-1a, 3-1c, 3-2f(2)(a), and table 3-1.)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 1-1, 1-5a, 1-5b(1), 1-5d, 1-5e, 1-6, 1-8b, 2-2f, 2-7c, 3-1a, 3-1c, 3-2g(6), C-2, C-4a, and F-8.)

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures. (Cited in para 3-1b and tables 3-1 and E-1.)

Section II Related Publications

AR 25-400-2

The Army Records Information Management System (ARIMS).

AR 600-8-105

Military Orders.

AR 635-200

Active Duty Enlisted Administrative Separations.

DA Pam 611-21

Military Occupational Classification and Structure.

USAREC Reg 600-26

Enlistment Standards Program.

USAREC Reg 601-94

Police Record Checks.

USMEPCOM Reg 40-1

Medical Processing and Examinations.

Section III Prescribed Forms

USAREC Form 669

Monitoring Procedures. (Prescribed in para 2-9.)

USAREC Form 670

Moral Waiver Worksheet. (Prescribed in para B-15.)

USAREC Form 671

Waiver Log. (Prescribed in paras 1-6 and 2-2g.)

USAREC Form 863

Future Soldier Separation Log. (Prescribed in para 3-2h.)

USAREC Form 986

Separation Request. (Prescribed in paras 3-1e, 3-2b, 3-2c, 3-2g(1), 3-2g(3), 3-3b(3), 3-4a, D-2a(6), D-2b(6), D-2c(6), D-2d(4), and table D-1.)

USAREC Form 1034

Future Soldier Program Status Change/Request. (Prescribed in para 3-2d.)

Section IV Related Forms

DA Form 1696-R

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel).

DA Form 3072-2

Applicant's Monthly Financial Statement.

DA Form 4187

Personnel Action.

DA Form 3286

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

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 370

Request for Reference.

DD Form 1966 series

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

DD Form 2807-1

Report of Medical History.

DD Form 2808

Report of Medical Examination.

SF 86

Questionnaire for National Security Positions.

SF 513

Medical Record - Consultation Sheet.

USAREC Form 1037

Probation Officer and/or Court Records Report.

USAREC Form 1104

Enlistment Eligibility Questionnaire.

USAREC FL 41

Request for Information From Institution.

Appendix B Supporting Documents

B-1. DD Form 370 will be used for all required references. (The individual providing a character reference on an applicant may compose his or her own on bond paper or stationery instead of using the DD Form 370. However, identification data must be included.)

NOTE: DD Form 370 may be hand-carried.

B-2. DD Form 370 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 DD Form 370 will be obtained from the most recent employer. Any period of unemployment of 3 months or longer will be explained in SF 86, Continuation Space section. If an applicant states that a reference request will jeopardize current employment, DD Form 370 will not be obtained. If an applicant has been self-employed during the year period prior to waiver application a minimum of one DD Form 370 will be obtained from person(s) for whom the applicant performed services.

NOTE: DD Form 370 from employer(s) is not required to process Rctg Bn level moral waivers unless required by the Rctg Bn commander.

B-3. DD Form 370 will be obtained from schools and/or colleges where the applicant attended within 3 years of application. Academic transcripts will be included if the applicant is currently attending college. DD Form 370 will be addressed to counselor or school administrator having access to the applicant's records. DD Form 370 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

NOTE: When the school in question is not in session and the DD Form 370 is required, notify this headquarters for instructions to continue to process.

B-4. DD Form 370 obtained by other armed services recruiters or ARNG recruiters will not be used for RA or AR waiver applications.

B-5. Recruiting officer identification data on DD Form 370 will be filled in completely. The date signed will be the date the DD Form 370 is initiated.

NOTE: DD Form 370 is valid for 6 months. DD Form 370 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 DD Form 370 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: The applicant will sign DD Form 369 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 AR waiver processing.

B-8. Recruiters will obtain the court documents for the 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.

B-9. USAREC Form 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 Form 1037 is not required.

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

B-10. USAREC Form 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 Form 1037. If the court will not complete USAREC Form 1037 or furnish court documents, but will allow the court records to be reviewed, the recruiter will record the court history on USAREC Form 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 enforcement 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 DD Form 2807-1 and DD Form 2808 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 680-3ADP will be included in all waiver applications.

B-14. Applicants requiring a dependency, hardship, or spouse of a military member waiver will complete DA Form 3072-2. 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 of 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 AR. When completing this block, do not assume housing will be provided.

e. Block 5: Include all assets owned (i.e., boats, RVs, 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. USAREC Form 670 (Moral Waiver Worksheet) (fig B-1) is required for all moral and administrative waivers.

B-16. All documents used in waiver applications will be typed or completed in ink. Pencil entries are not authorized.

ARE THE FOLLOWING INCLUDED IN THE APPLICANT'S PACKET:	YES	NO	COMMENTS
USAREC Form 1037 or USAREC FL 41 from probation/parole officer or correctional facility	X		
DD Form 370, 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		
DD Form 370, 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 checked="" 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 two 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. <div style="text-align: right;">/signed/ 28 Apr 06</div> THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT: _____ WAIVER ANALYST'S SIGNATURE/DATE			
RECOMMENDATION: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL I concur with the waivers 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/ 28 Apr 06</div> THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT; APPLICANT'S AUTHORIZED ENTRY PAY GRADE: E- ____ _____ REVIEWING NCO'S SIGNATURE/DATE			
RECOMMENDATION: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Concur with above. <div style="text-align: right;">/signed/ 28 Apr 06</div> THIS PACKET IS COMPLETE AND ADMINISTRATIVELY CORRECT: _____ ACTION OFFICER'S SIGNATURE/DATE			

USAREC Form 670, Rev 1 May 2006 (Reverse)

Figure B-1. Sample of USAREC Form 670 (Continued)

Appendix C Whole Person Concept

C-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.

C-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 other adverse disposition (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. Suitability will be determined in accordance with AR 601-210, paragraph 4-42. 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.

C-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.

C-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 ranging from traffic to serious criminal misconduct. 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 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.

C-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.

C-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.

C-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. 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.

C-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, G-3, Waivers Branch. If further coordination is needed, HQ USAREC, G-3, Waivers Branch, will contact other staff elements or Department of the Army.

Appendix D

Documentation Required for Future Soldier Program Separation and Void Enlistment Processing

D-1. One copy of all required documentation will be forwarded to HQ USAREC (RCRO-EE-W). This copy will remain in our file. HQ USAREC (RCRO-EE-W) will return the original cover memorandum from your Rctg Bn. In addition, when discharge orders are received the Rctg Bn will scan the order into ERM in the DEP Admin folder under discharge orders.

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

D-2. The following documents are required for submission of all packets to HQ USAREC, G-3, Waivers Branch, through Outlook. We will continue to use Outlook for USAREC-level separations until the GCR Cancellation Report is changed.

- a. Concealed moral:
 - (1) Rctg Bn memorandum.
 - (2) DD Form 4/1.
 - (3) Commissioned officer interview.
 - (4) SF 86, page 7 (and page 9 if continued).
 - (5) USAREC Form 1104.
 - (6) USAREC Form 986.
 - (7) Copy of Entrance National Agency Check, DD Form 369, USAREC Form 1037, or court documents proving fraud.
- b. Concealed dependency:
 - (1) Rctg Bn memorandum.
 - (2) DD Form 4/1.
 - (3) Commissioned officer interview.
 - (4) DD Form 1966, page 1.
 - (5) SF 86, page 5.
 - (6) USAREC Form 986.
 - (7) Dependency documents proving fraud.
- c. Concealed PS:
 - (1) Rctg Bn memorandum.
 - (2) DD Form 4/1.
 - (3) Commissioned officer interview.

- (4) DD Form 1966, page 1.
- (5) SF 86, page 6.
- (6) USAREC Form 986.
- (7) Documentation of PS proving fraud.
- d. Concealed medical:
 - (1) Rctg Bn memorandum.
 - (2) DD Form 4/1.
 - (3) Commissioned officer interview.
 - (4) USAREC Form 986.
 - (5) Copy of the DD Form 2807-1 and DD Form 2808.

D-3. Listed at table D-1 are the basis for separations and the required documentation that the Rctg Bn will have prior to separating an FS. Remember, submit this documentation in addition to those items listed above. Copies will suffice. Rctg Bn will maintain a complete copy of the FS separation orders scanned into ERM under discharge orders in the DEP Admin folder.

**Table D-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 DD Form 2807-1, DD Form 2808, and SF 513 (Medical Record - Consultation Sheet) (if applicable), and any other medical papers bearing on the case. NOTE: DD Form 2808, items 74 through 78, should be annotated as appropriate by the MEPS examining physician. Item 78 should indicate whether FS should be separated or extended for the purpose of reexamination.
Moral disqualification.	DD Form 369, USAREC Form 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 FS has been convicted and sentenced for offense committed subsequent to his or her FSP enlistment, include details of offense and place of confinement.
Hardship.	Statement from FS, 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 FS requesting separation (USAREC Form 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 DD Form 2807-1, DD Form 2808, and statement from physician giving estimated date of birth.
Conscientious objector.	Statement from FS.

Table D-1

Basis for separation and required documentation--continued

Basis for Separation	Required Documentation
Religious training or appointment as an ordained minister.	Statement from appropriate authority of the church, religious sect, or organization that FS 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 FS requesting separation.
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 FS requesting separation.
Failure of senior to graduate.	Letter from high school confirming that FS has dropped out of school or telephonic verification.
Determined no longer qualified for option for which enlisted in the FSP and declines alternate.	Signed statement from FS requesting separation. Statement from GC verifying loss of original option.
Enlistment into another service.	Statement from FS 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 (Certificate of Release or Discharge From Active Duty) 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 HRC 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 exist, as determined by HQ USAREC, G-3, Waivers Branch.

Appendix E
Order Format and Responsibilities

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

E-2. Order Format 500 (Separation Order).

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

E-3. Order Format 505 (Release Order). Reason is to release an individual who entered the FSP erroneously and/or fraudulently (withheld disqualification that existed prior to entry into

the FSP). Cases of this nature must be forwarded to CG USAREC for final determination prior to publishing order (see figs E-3, E-4, and E-5).

E-4. An overview of administration orders associated with the FSP is provided at table E-1.

Table E-1
Overview

Order and Format	Authority to Publish	Remarks
Separation (500)	Rctg Bn Commander	See appendix D.
Release (505)	Rctg Bn Commander (review by HQ USAREC)	Order Format 505 is for cases involving erroneous and/or fraudulent entry in the FSP. These cases must be approved by HQ USAREC, G-3, Waivers Branch. 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 E-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 E-2.)

Component: AR FUTURE SOLDIER 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 4.)

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 FSP Separation Record Copy (MPRJ)

1-each MEPS concerned (MEPS address)

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

Figure E-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 2006

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 2006 (VOCO Confirmed)

Component: AR FUTURE SOLDIER PROGRAM, FORT KNOX, KY 40121

Additional Instructions: NA

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 FSP Separation Record Copy (MPRJ)

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

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

Figure E-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 FSP 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 Future Soldier 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 FSP using an assumed name or false social security number, enter example "you entered the Army FSP 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 1966/1, section 1, item 4.)

Format: 505 (Constant information will not change, AR 600-8-105). Use this format for void enlistment, erroneous, or fraudulent FSP 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, ATTN: RCRO-EE-W, 1307 3rd Ave., Fort Knox, KY 40121-2726

1-Commander, HRC-St. Louis, ATTN: ARPC-PRA-R, 9700 Blvd., St. Louis, MO 63132-5000

Figure E-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 2006

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 Future Soldier Program, Fort Knox, KY 40121,
on the effective date indicated.

Effective Date: 30 December 2005 (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 St., Anywhere, US 00031

1-Rctg Bn Record Set

1-Rctg Bn Void Enlistment Record Copy (MPRJ)

1-Fort Knox MEPS, 111 1st St., Fort Knox, KY 40121

1-HQ USAREC, ATTN: RCRO-EE-W, 1307 3rd Ave., Fort Knox, KY 40121-2726

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

Figure E-4. Sample Order Format 505 for FSP 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 2006

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 2006 (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, ATTN: RCRO-EE-W, 1307 3rd Ave., Fort Knox, KY 40121-2726

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

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

Appendix F

Proper Assembly of Void Enlistment Packet Documents and Data to Military Entrance Processing Stations

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

- a. Full name and social security number of FS.
- 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. FSP 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.")

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

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

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

F-5. REQUEST cancellation and reservation printout. One for each reservation made. Submit only clear, legible copies.

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

F-7. All other statements and documents available. Documents that may help processing of FSP 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-EE-W). The only time originals will be submitted is in the case of a death while in the FSP. In this case, the individual's records are transferred to HRC-St. Louis for further action.

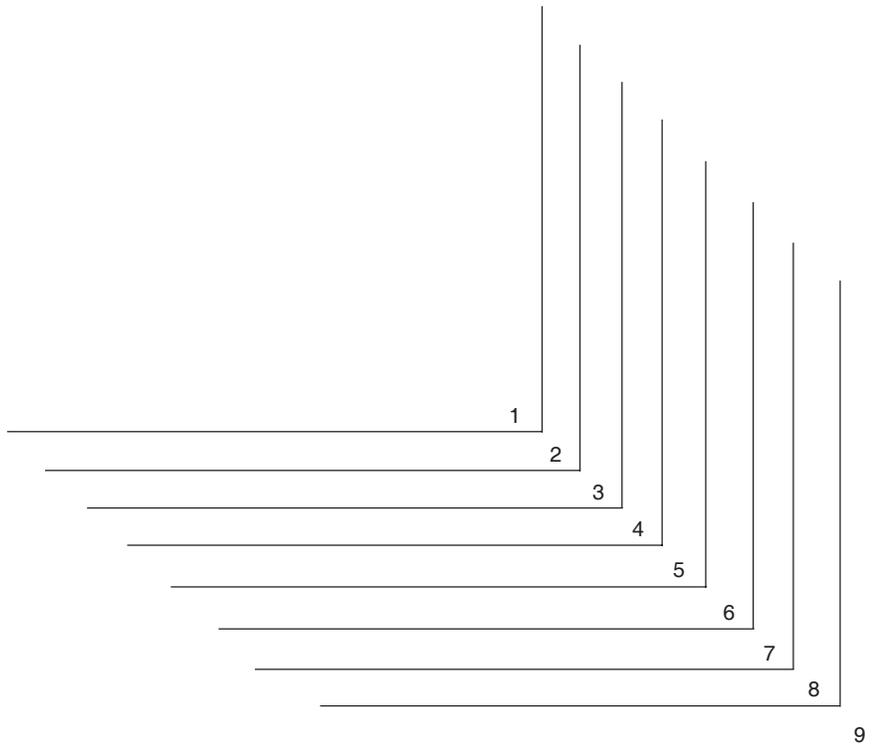
F-8. Rctg Bn commanders must assure that documents listed in paragraph F-9 are returned to the MEPS and procedures are established that notify the MEPS of any change in the FS's status. The purpose of notification is to provide MIRS with accurate and current data in accordance with AR 601-210.

F-9. Documents to be returned to MEPS after the Rctg Bn has issued separation orders are as follows:

- a. Original DD Form 2807-1, DD Form 2808, supporting medical documents, and Armed Services Vocational Aptitude Battery test score sheet (Rctg Bn retains duplicate copies of DD Form 2807-1, DD Form 2808, supporting medical documents, and Armed Services Vocational Aptitude Battery test scores).
- b. Order of separation or release order.
- c. After receiving discharge orders scan into GCR under discharge orders in the DEP Admin folder.

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

- a. 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.
- b. Three-position separation code for death is ZAD.
- c. Do not publish separation orders or extend a deceased reservist in the FSP.
- d. Forward medical packet to HQ USAREC (RCRO-EE-W).



1. Cover memorandum from Rctg Bn.
2. DD Form 4 and DA Form 3286.
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 F-1. Proper assembly for void enlistment packets

Rctg Bn Letterhead

RCSW-CH

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-EE-W,
1307 3rd Avenue, 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 FS is, FSP entry 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 FS's 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, FS has indicated interest in reapplying for enlistment in U.S. Army; Enlistee is currently in jail, hospital, or whereabouts of FS is 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 F-2. Sample memorandum for fraudulent or erroneous enlistment

Glossary

Section I Abbreviations

AD

active duty

AR

Army Reserve

ARISS

Army Recruiting Information Support System

ARNG

Army National Guard

BAT

breath alcohol test

CG

Commanding General

DAT

drug and alcohol test

ERM

Electronic Records Management

FS

Future Soldier

FSP

Future Soldier Program

GC

guidance counselor

GCR

Guidance Counselor Redesign

HIV

Human Immunodeficiency Virus

HQ USAREC

Headquarters, United States Army Recruiting Command

IADT

initial active duty for training

MEPS

Military Entrance Processing Station

MIRS

MEPCOM Integrated Reporting System

MPRJ

Military Personnel Records Jacket, U.S. Army

NCO

noncommissioned officer

NPS

nonprior service

OAD

other adverse disposition

PE

physical examination

PS

prior service

RA

Regular Army

RC

Reserve Component

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RE

reentry eligibility

REQUEST

Recruit Quota System

RS

recruiting station

S-3

operations officer

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 of a probationary period. While the programs vary from state to state, they all require the defendant to meet some requirement. When a condition is met (e.g., reporting or nonreporting probation, diversion, Juvenile Alternative Services Program, restitution, community service, etc.) or 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.