

provided the individual has no restriction of movement, has paid all fines, and has completed all other conditions (such as community service or restitution), and no further court action is pending or contemplated.

b. The offenses that apply to this rule are the following:

(1) All minor traffic offenses as listed in paragraph 4–8.

(2) Certain typical minor nontraffic offenses, as listed in paragraph 4–9. These offenses are limited to the following:

(a) Curfew violation.

(b) Damaging road signs.

(c) Disorderly conduct (original charge); creating a disturbance; boisterous conduct.

(d) Dumping refuse near a highway.

(e) Jumping a turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).

(f) Juvenile adjudications (beyond parental control), incorrigible, runaway, truant, or wayward.

(g) Littering.

(h) Loitering.

(i) Purchase, possession, or consumption of alcoholic beverages or tobacco products by a minor.

(j) Robbing an orchard.

(k) Vagrancy.

(l) Violation of fireworks law.

(m) Violation of fish and game laws.

(n) Violation of leash laws.

4–37. Waiver reporting

A report on each category of accession waivers provided by each Army component will be forwarded to DCS, G–1 (DAPE–MPA) not later than the 7th work day of each new calendar month.

a. Waiver categories include: medical, administrative (NPS dependency and all RE code waivers), development acceptance test (drug and alcohol), and conduct (minor nontraffic, conduct, and major misconduct).

b. The waivers report will be structured according to guidance provided by DCS, G–1 (DAPE–MPA).

Chapter 5 Processing Applicants

Section I General

An applicant is a person who applies voluntarily for enlistment in the RA, USAR, or ARNG and is found eligible for further processing after completing and signing DD Form 1966 and SF 86.

5–1. Importance of applicant processing

a. Processing is usually an applicant's first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that their decision to enlist in the Army is a wise one. Applicant processing will—

(1) Ensure that records are prepared accurately. These records are a matter of major importance during the person's military service, in later civilian life, and even after death.

(2) Be a smooth transition from civilian to military life for those accepted for enlistment.

(3) Provide appropriate advice and assistance to all applicants.

(4) Ensure that personal documents are returned to all applicants for enlistment.

(5) Identify all applicants who have difficulty speaking or understanding English (including permanent resident aliens residing in the United States less than 1 year, whose native tongue is not English, and all NPS applicants from Puerto Rico).

(a) Inform identified applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.

(b) Advise all identified applicants that those who score 74 or below on the ECLT will be required to take English language training prior to initial entry training.

(6) Use the Army Recruiting Information Support System segment applicable to the Army pay and entitlements to inform applicants of the requirement to establish and maintain a financial account.

b. Persons who prepare, control, and transmit applicant enlistment records and forms will—

(1) Complete and assemble all required forms.

(2) Compare similar entries and verify discrepancies with the applicant.

(3) Establish that entries on forms are correct before signatures are obtained.

(2) Refer applicant back to recruiter and dismiss them from the MEPS.

s. Notify RC units when former members are discharged or released for enlistment into the RA or USAR per paragraph 5–24.

t. Ensure that DD Form 1966 is validated during DEP in/DEP out for RA/USAR only; for ARNG, at enlistment and prior to ship.

u. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, ensure that the following statement is added to the applicant's DD Form 1966, remarks section: "I am aware that the MOS for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field."

v. Counsel applicant on the benefits of the Veteran's Educational Assistance Act of 1984 (MGIB). Ensure applicant completes statement on enlistment annex for Educational Incentive Programs for which contracting. Ensure applicant's higher education loan(s) qualify for loan repayment if selecting the Loan Repayment Program option.

w. Ensure all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT. The American Language Comprehension Placement Test may be substituted when the ECLT is not available. Scores outlined for ECLT will apply for the American Language Comprehension Placement Test.

(1) The guidance counselor will inform those applicants who score 74 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center. Those scoring 40–74 will have no additional requirements beyond those normally placed upon any other applicant in the same TSC.

(2) The guidance counselor will inform applicants that they must achieve a minimum ECLT score of 75 (applicants scoring below 75 must be scheduled for English as a second language training prior to BCT). Chief, mission support commander, or designated representative at the Defense Language Institute English Language Center, Lackland Air Force Base, may grant exceptions as appropriate for Soldiers that score 70 to 74 and score a 1 plus in comprehension and 1 in speaking on the oral presentation interview.

x. Advise all enlistees of the importance of wearing eyeglasses to and during training. Counselor will discourage enlistees from the use of contact lenses, because the training environment is not conducive to the use of contact lenses.

y. Advise applicants that it is their duty to establish and maintain an account with a U.S. financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving in the Army. Further, the guidance counselor will explain that applicants must establish such account in order to execute the appropriate forms at the servicing finance office upon arrival at the reception battalion.

z. Review all enlistment forms with the applicant to ensure they are signed by the applicant. The guidance counselor will sign the forms as the witnessing official.

6–6. Procedures applicable to Regular Army only

The procedures below apply to the RA only. The guidance counselor will—

a. Explain to applicants who enlist for an overseas area the specific normal tour length and involuntary extension policy, as defined in AR 614–30. The enlistment annex will show applicant understands tour lengths.

b. Counsel married couples to prevent any misunderstanding of Army policy on assignment of married Army couples. Use of DA Pam 600–8 (see Married Army Couples Program and assignment) is recommended for this counseling, regardless of the married couple's enlistment options or programs. Counselor will question married Army couples on Army policy, eligibility criteria, and assignment conditions. Married couples will be fully aware that applying for joint assignment under the Married Army Couples Program, does not guarantee that they will be able to establish a joint domicile after completion of their initial entry training.

c. Ensure DD Form 1966 is completed.

6–7. Procedures applicable to U.S. Army Reserve and Army National Guard only

PS applicants who have not satisfactorily completed a basic training course or AIT will enter on IADT within 180 days. IADT funds and orders will be used to train these personnel (to include glossary NPS). Phase III of the Specialized Training for Army Reserve Readiness Program is also considered a part of IADT. See accessions options criteria for ARNG specific programs.

6–8. Vacancies and projected vacancies

a. Enlistments and assignments to Selected Reserve units are authorized for vacancies on REQUEST according to the following priority of fill:

(1) Vacant positions within the unit as displayed on the unit manning report.

(2) Known pending losses.

(3) Permitted overstrength.

(4) Attrition.

b. Projected vacancies will be under the policies below—

in an appropriate country or area, or be given training in another MOS based on the needs of the Army before first duty assignment.

(c) For persons who possess proficiency in the language for which enlisting, the course length may be reduced by authority of the Director, Defense Language Institute. (If proficiency meets criteria of RA and USAR Civilian Acquired Skills Program (chap 7), this program will not be used for enlistment.)

(8) Informed of the following when enlisting under the U.S. Army Trainee English Second Language Option:

(a) Soldier will not initially be guaranteed training in any specific MOS/career management field, or assignment to any specific station, command, unit, or area.

(b) Soldier will be required to attend the English Language Training Program.

(c) Soldier will be administered the ECLT upon completion of training. If score is 75 or greater, Soldier will be required to retake the ASVAB.

(d) The resulting scores from the ASVAB retest will become the scores of record from which qualifications for training and enlistment programs will be determined. If a score of at least 21 is not obtained on the ASVAB retest, with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based upon his or her initial ASVAB scores.

(e) If neither the ASVAB retest nor the initial ASVAB scores qualifies the Soldier for an MOS and enlistment program(s), then the Soldier will be separated from the Army.

(f) If the Soldier fails to attain the required score of 75 or better on the ECLT, then he or she will be separated from the Army regardless of AFQT and aptitude area scores. English Language Comprehension Enlistment Option is open to all applicants who do not speak or write the English language proficiently. The English Language Comprehension Enlistment Option will allow applicants, who do not possess basic English proficiency skills, to enlist in the RA unassigned and attend an English Language Training Program. Upon completion of the English Language Comprehension Enlistment Option program, Soldiers will be administered the ECLT. Soldiers scoring 75 or greater will be required to take the ASVAB and score a 21 or greater AFQT to qualify for a MOS according to appropriate aptitude area scores.

9–8. Enlistment Program 9B, U.S. Army Station-Unit-Command-Area Enlistment Program

This program is available to qualified NPS, PS, glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST. Applicants under the age of 18 will not be considered for, nor assigned to overseas locations.

a. Under this program, enlistee is guaranteed—

(1) For NPS, PS with training, or glossary NPS with training—

(a) A specific MOS or career management field.

(b) A first assignment to a station, unit, command, or area.

(c) Airborne training if REQUEST option four with a committed assignment is selected.

(d) A minimum of 12 months from arrival date at the first duty assignment.

(2) For ACASP, PS, or glossary NPS (which may require prerequisite training)—

(a) A first assignment to a station, unit, command, or area.

(b) Airborne training if REQUEST option four with a committed assignment is selected.

(c) A minimum of 12 months from arrival date at the first duty assignment.

b. All enlistees must meet prerequisites before and after enlistment, per DA Pam 611–21.

c. Primary enlistment options available for enlistment include—

(1) REQUEST Option 4: U.S. Army Airborne with First Assignment.

(2) REQUEST Option 7: U.S. Army Buddy Team.

(3) REQUEST Option 18: U.S. Army First Assignment Only.

(4) REQUEST Option 19: U.S. Army Station of Choice.

(5) REQUEST Option 20: U.S. Army Select Station of Choice.

(6) REQUEST Option 21: U.S. Army Select Unit/Station of Choice 2 Year Stabilization.

(7) REQUEST Option 23: U.S. Army Cohesion Operational Readiness Training (COHORT).

(8) REQUEST Option 24: U.S. Army 2 Year Category IIIB with First Assignment.

(9) REQUEST Option 25: U.S. Army Security Assignment.

(10) REQUEST Option 26: U.S. Army 2 Year NPS.

(11) REQUEST Option 30: U.S. Army 2 Year PS.

(12) REQUEST Option 34: U.S. Army Select Unit.

(13) REQUEST Option 40: U.S. Army Airborne Ranger.

d. Applicants will be informed of the following: