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NAVY RECRUITING MANUAL-ENLISTED
COMNAVCRUITCOMINST 1130.8J

VOLUME III – FORMS AND DOCUMENTS

COMMANDER, NAVY RECRUITING COMMAND

17 MAY 2011

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NAVY RECRUITING MANUAL-ENLISTED

VOLUME III – FORMS AND DOCUMENTS

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RECORD OF CHANGES					
CHANGE		DATE RECEIVED	DATE INSERTED	INITIALS	DESCRIPTION
NO	DATED				

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE	PAGE #	CHANGE	PAGE #	CHANGE
i	0	1-2-19	0	1-2-64	2
ii	0	1-2-20	1	1-2-65	2
iii	6	1-2-21	2	1-2-66	5
iv	2	1-2-22	1	1-2-67	6
		1-2-23	0	1-2-68	2
TOC 1	5	1-2-24	0	1-2-69	3
TOC 2	6	1-2-25	0	1-2-70	3
		1-2-26	2	1-2-71	2
1-1-1	2	1-2-27	0	1-2-72	2
1-1-2	2	1-2-28	6	1-2-73	2
1-1-3	2	1-2-29	0	1-2-74	5
1-1-4	6	1-2-30	0	1-2-75	6
1-1-5	4	1-2-31	0	1-2-76	2
1-1-6	4	1-2-32	6	1-2-77	2
1-1-7	2	1-2-33	6	1-2-78	2
1-1-8	5	1-2-34	6	1-2-79	2
1-1-9	5	1-2-35	6	1-2-80	2
1-1-10	2	1-2-36	6	1-2-81	2
1-1-11	6	1-2-37	0	1-2-82	2
1-1-12	2	1-2-38	0	1-2-83	5
1-1-13	2	1-2-39	0	1-2-84	5
1-1-14	2	1-2-40	3	1-2-85	2
1-1-15	2	1-2-41	6	1-2-86	2
1-1-16	2	1-2-42	6	1-2-87	2
		1-2-43	0	1-2-88	5
1-2-1	0	1-2-44	0	1-2-89	2
1-2-2	0	1-2-45	0	1-2-90	2
1-2-3	0	1-2-46	2	1-2-91	2
1-2-4	0	1-2-47	2	1-2-92	5
1-2-5	0	1-2-48	2	1-2-93	5
1-2-6	1	1-2-49	0	1-2-94	5
1-2-7	0	1-2-50	2	1-2-95	5
1-2-8	0	1-2-51	0	1-2-96	2
1-2-9	6	1-2-52	2	1-2-97	4
1-2-10	6	1-2-53	2	1-2-98	4
1-2-11	0	1-2-54	2		
1-2-12	0	1-2-55	2		
1-2-13	0	1-2-56	2		
1-2-14	0	1-2-57	2		
1-2-15	0	1-2-58	2		
1-2-16	2	1-2-59	2		
1-2-17	0	1-2-60	2		
1-2-18	0	1-2-61	2		
		1-2-62	2		
		1-2-63	2		

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TABLE OF CONTENTS

ARTICLE PAGE

CHAPTER 1

FORMS AND DOCUMENTS

SECTION 1 - INTRODUCTION

010101	CONTENTS OF CHAPTER	1
010102	RESPONSIBILITIES	2
010103	VERIFICATION AND REPRODUCTION OF ORIGINAL DOCUMENTS	3
010104	U. S. NAVY ENLISTED SERVICE RECORD (NAVCRUIT 1070/3)	4
010105	DISTRIBUTION OF ENLISTMENT DOCUMENTS AND RESIDUAL MAINTENANCE	8
010106	DISPOSITION OF ENLISTED SERVICE RECORD AND MEDICAL DOCUMENTS	8
010107	FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT	9

SECTION 2 - INSTRUCTIONS FOR COMPLETING FORMS

010201	REQUEST FOR EXAMINATION (USMEPCOM FORM 680-3A-E)	1
010202	REPORT OF ADDITIONAL INFORMATION (MEPCOM FORM 601- 23)	7
010203	ENLISTMENT/REENLISTMENT DOCUMENT – ARMED FORCES OF THE UNITED STATES (DD FORM 4)	8
010204	RECORD OF EMERGENCY DATA (DD FORM 93)	12
010205	REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)	12
010206	POLICE RECORD CHECK (DD FORM 369)	17
010207	REQUEST FOR REFERENCE (DD FORM 370)	21
010208	REQUEST FOR VERIFICATION OF BIRTH (DD FORM 372)	23
010209	RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES (DD FORM 1966)	26
010210	STATE OF LEGAL RESIDENCE CERTIFICATE (DD FORM 2058)	79
010211	NATIONAL VOTER REGISTRATION ACT (NVRA) OR MOTOR VOTER ACT (DD FORM 2645)	79
010212	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2)	80
010213	REPORT OF MEDICAL EXAMINATION (DD FORM 2808) REPORT OF MEDICAL HISTORY (DD FORM 2807-1) AND MEDICAL HISTORY PROVIDER INTERVIEW (USMEPCOM FORM 40-1-15-1-E)	83

TABLE OF CONTENTS

ARTICLE		PAGE
010214	ENLISTMENT GUARANTEE ANNEX (NAVCRUIT 1133/52) ANNEX TO THE ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES (DD FORM 4)	83
010215	ENLISTEE FINANCIAL STATEMENT (NAVCRUIT 1130/13)	85
010216	RECRUITER'S ENLISTMENT-REENLISTMENT CHECKOFF SHEET	87
010217	DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)	88
010218	ADMINISTRATIVE REMARKS, (NAVPERS 1070/613)	88
010219	ENLISTED APPLICATION AND ORDERS TO A NAVAL RESERVE UNIT (NON-OBLIGOR) (CNAVRES 1326/4)	88
010220	SATISFACTORY PARTICIPATION REQUIREMENTS/ RECORD OF UNEXCUSED ABSENCES (NAVRES 1570/2)	90
010221	INACTIVE DUTY TRAINING (IPR) PARTICIPATION RECORD (NAVRES 1570/21)	90
010222	SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLV-8286)	92
010223	FINGERPRINT CARD (FD FROM 258)	92
010224	EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4)	93
010225	RESUME WORKSHEET	93
010226	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF86)	93
010227	DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING (OPNAV 5350/1)	96
010228	UNITED STATES NAVY ABERRANT BEHAVIOR SCREENING CERTIFICATE (NAVCRUIT 1130/120)	96
010229	ATTAINMENT REPORT	97

LIST OF EXHIBITS

CHAPTER 1
FORMS AND DOCUMENTS

SECTION 2 – INSTRUCTIONS FOR COMPLETING FORMS

010201	DD FORM 368 CONDITIONAL RELEASE APPROVAL CHART	15
010202	INACTIVE DUTY TRAINING PARTICIPATION RECORD (NAVRES 1570/21)	91

CHAPTER 1

FORMS AND DOCUMENTS

SECTION 1

INTRODUCTION

010101. CONTENTS OF CHAPTER

This chapter provides information on the various forms and documents required to complete and process an applicant's enlistment/affiliation package in the Navy or Navy Reserve.

(1) Forms. All forms are good for 90 days from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for Active and Reserve Components enlistment and affiliation can be located on the NAVCRUITCOM directives/forms web page. Recruiters must utilize the application found in WebRtools, CIRIMS or the forms and documented posted on the NAVCRUITCOM directive/forms web page to build an enlistment kit and process applicants. The WebRtools kit is the only authorized kit to be used for processing Navy applicants. Use of locally generated forms is prohibited. The location of reserve bonus forms and message can be found in Volume IV.

(2) Documents and Forms. When documents or forms are handwritten, they must be legible. When they are typed, they must be as close to letter perfect as they can be, due to the contractual nature of the package. Reproduced documents must be legible.

(3) Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed. An initial must be present for each name, plus the suffix if applicable.

(4) Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format. Printed signatures are not authorized. Signatures must be handwritten (cursive) in black or blue ink.

(5) Witness Signatures. All certification or witness signatures must be completed at the same time and place as the applicant's signature in the same manner as above.

Note: Capability currently exists for some enlistment forms to be signed electronically or digitally. PERS-313 however will not accept documents for submission into the Official Military Personnel File (OMPF) that have not been signed in black or blue ink by recruiting personnel and applicants. Eventually, recruiting personnel and applicants will have the ability to sign all accession documents digitally. As soon as PERS-313 can receive those documents electronically, this method will become the preferred means of conducting business transactions. At that time, IAW DODI 1304.02, the Common Access Card (CAC) and biometric signature will be the only authorized method of digital signature for all new accessions.

(6) Corrections. No whiteout or correction tape is authorized on any form used to process an applicant for enlistment or affiliation. For further guidance on proper correction procedures review the governing instruction for that form or document.

010102. RESPONSIBILITIES

Quality check for Pre-enlistment/Affiliation and Post Affiliation Paperwork for Navy/ Navy Reserve gains:

(1) The NAVCRUITDIST CO is responsible for ensuring an acceptable level of enlistment processing and contracting quality control is maintained by recruiters and processing personnel. This dictates that an adequate number DEP/residual kits be reviewed at least once per quarter. At a minimum, the CO must review 10 DEP/residual kits processed by each Navy Liaison Office within the district's boundaries each quarter. Emphasis should be placed on reviewing waiver residual kits. This requirement can be delegated to the Executive Officer (XO) or any commissioned officer holding a Department Head position. In addition, ten percent or five (whichever is the lesser number) prior service residual kits processed outside of the Navy Liaison Office must be reviewed each quarter. The Executive Review Check-Off Sheet located on the NRC directives page shall be utilized when conducting the quality control checks. Upon completion of the check, the CO or designated officer shall sign the cover of the residual file and the Residual Record/Quality Assurance (QA) Checklist, signifying that he/she has reviewed that residual file.

(a) NAVCRUITDIST COs. Waiver approval/disapproval documentation on DD Form 1966, Section VI, Remarks, must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the CO.

(2) Enlisted Processing Division Supervisor (EPDS). Ultimately responsible for the QA and maintenance of all AC/RC residual records. The EPDS will account for the quality check (QC) of all records on a monthly basis. Verifies AC DEP-Out shipper residuals are QC'd within one working day. Verifies by last day of month, that residuals for RC gains contain a drill muster verification report and properly completed unit orders (NAVRES 1326/4) issued by the NOSC. Initials and dates residuals, assuring discrepancies and corrective actions have been addressed. With the classifier the EPDS will verify program eligibility to ensure applicants meet all moral and medical requirements for program guaranteed.

(3) Navy Liaison Office/Enlisted Classifier. Pre-enlistment/Pre-classifications. Prior to the Future Sailor being approved as ready for classification, the Navy Liaison office must verify BEERs documents against PRIDE MOD. Incorrect data must be corrected before approving for classification. Before completing a job sale, the enlisted classifier must verify data in PRIDE MOD against BEERs documents and MEPS physical. Incorrect data must be corrected before completing job sale.

(4) LPO/LCPO/Recruiter. Pre-enlistment/affiliation applications - Prior to the applicant enlisting or affiliating, initial and date and include a list of discrepancies and corrective actions on the backside of the residual/quality assurance checklist envelope.

NOTE: PRIDE MOD interfaces with other Navy Corporate IT Systems which create Pay and Personnel transactions for all new accessions. It is CRITICAL that all data entered into WebRtools and PRIDE MOD is accurate from the very beginning. Incorrect birth dates, misspelled names, etc. can result in new Recruits not being able to have an ID Card issued, or their pay not being started. Additionally, extensive rework is required to correct the mistakes. The DD Form 1966 Page 1 contains vital data that is used to create the Enlisted Master File. Mistakes on these forms will result in extensive rework on behalf of the recruiter.

(5) LPO/LCPO. Post- enlistment/affiliation - Must recheck the kit for accuracy, again initialing and dating to include a list of discrepancies and corrective actions. This should be done within 3 working days to ensure timely submission of applicant paperwork to the appropriate channels/Navy Operational Support Center (NOSC). Training to deficiencies should take place during this process.

(6) Recruiter. The preliminary interview should reveal the applicant's desires toward assessment in the Navy or Navy Reserve; their age, dependency, date and character of last discharge, education, military service obligation, and other such information as may be required to determine eligibility. This information will be used or required to complete all the enlistment documents. During the initial interview, the recruiter will;

(a) Have the applicant sign the Privacy Act and Restrictions of Personal Conduct in the Armed Forces (USMEPCOM 601-23-4-E).

(b) Answer questions the applicant may have.

(c) Inform them of Navy benefits and Selected Reserve (SELRES) options.

(d) Provide any other information, as appropriate.
If the applicant appears eligible for a commission, refer the applicant to an officer recruiter.

(e) Fill out the Voter Registration Information (DD Form 2645)/Voter Registration Application. Instructions for completing these forms can be found in article 010211 of this Volume.

010103. VERIFICATION AND REPRODUCTION OF ORIGINAL DOCUMENTS

a. When verifying an applicant's eligibility for enlistment, the CO-designated personnel must sight and sign reproduced copy/s of all original supporting documents and shall enter the appropriate information in Section VI, Remarks, DD Form 1966.

Examples:

"I have personally sighted (Applicant's Name) original Social Security Number Card issued by the Social Security Administration. I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

_____
(Name, Rank, Title)

"I have personally sighted (Applicant's Name) original Birth Certificate issued by (Name of Official Agency). I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

_____
(Name, Rank, Title)

"I have personally sighted (Applicant's Name) original High school diploma/transcripts issued by (Name of School). I certify the reproduced document is a true copy of the original and is provided for military records and references purposes only."

_____
(Name, Rank, Title)

b. When original documents are obtained for applicants who originally processed with a Social Security Administration (SSA) printout or "Will grad" letter, a 1966/4 entry must be generated by the CO-designated personnel.

c. Original documents required to be sighted and reproduced for entry into the member's service record must be performed per the NAVCRUITDIST CO's policy for copy certification. The entry will be entered in Section VI of the DD Form 1966/4.

Note: Documents relating to dependents such marriage certificate, dependents social security cards, etc. must be sighted.

010104. U. S. NAVY ENLISTED SERVICE RECORD (NAVCRUIT 1070/3)

EPDS or Classifier prepares the Enlisted service record on, or before, the date of enlistment. Stamp or print on the front: Navy Veteran (NAVET), Other Veteran (OSVET), or Special Recruit Company (e.g., St. Louis Cardinals Company, Chicago White Sox Company, USS ABRAHAM LINCOLN Company, Seabee Master Chief's Special Company), if applicable. Only list the Future Sailor's last name and last four digits of the social security numbers on the service record folder.

Note: The DEP service record becomes the enlisted service record when the Future Sailor enlists USN or starts inactive duty training or active for training as USNR. Record packets breakdown can be located on CNRC directive page, listed under checklists – USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy. This checklist is a guide and may be destroyed after accession (shipping). Copy numbers are indicated as follows:

(1) To the Delayed Entry Program (DEP) service record/enlisted service record. Insert enlistment documents in the DEP service record, as indicated, at the time of enlistment in DEP (if applicable) or in the enlisted service record at the time of enlistment USN (including NAVET/OSVET enlistees) or start of active duty for training as USNR.

(2) **Residual File**. In accordance with USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist – Navy; correspondence and related papers, including; BEERs documentations, copies of reports of medical examinations, waivers, enlistment agreements, and other data shall be retained in the residual/check off list envelope for the appropriate program and kept at the NAVCRUITDIST or the MEPS. This review must be conducted within one working day of the time the enlistee begins active duty. The EPDS is ultimately responsible for ensuring the review is conducted. The EPDS must be notified immediately of any noted discrepancies and initiate appropriate action to alleviate any negative impact the discrepancy may have on the enlistee at RTC/Naval Training Center (NTC).

(3) **Official Military Personnel File**. In accordance with USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy sub-packet #1; correspondence and related papers, including; BEERs documentations, copies of reports of medical examinations, waivers, enlistment agreements, and other data shall be mailed to Navy Personnel Command (PER-313). The Navy liaisons will provide the correct number of copies and sequence of forms to MEPS personnel and the EPDS must ensure that a packet quality check is performed by the Navy Liaison prior to packet mail out. This requirement will be conducted in accordance with USMEPCOM 601-23.

(4) **Prior Service Affiliation (Reserve Component) Residual Files.** The prior service residual file consists of a copy of all forms and documents listed in Article 010107 and on the residual envelope/check off list for the appropriate program. Additional forms or documents may be needed as required.

(a) A separate file will be maintained on all rejected applicants, and those who terminated processing.

(b) Navy Recruiting Districts (NRDs) shall maintain residuals on all applicants.

(c) Residual files will be maintained on a fiscal year basis, broken down by month, and arranged alphabetically, using the applicant's processing envelope. These files will be held for a minimum of two years from enlistment/affiliation and then destroyed, per SECNAV M-5210.1.

(d) Residual files for rejected applicants, or applicants who have terminated further processing, will be maintained for a minimum of five years, per the SECNAV M-5210.1.

(e) Residual files may be kept as paper copies, or stored electronically (DOD Certified Data Center, or encrypted on removable storage media). The paper copy of the residual may be destroyed after being transferred to an electronic storage device.

Note: In the event that a recruiter receives attainment credit for someone gained outside of their office (i.e., cross country recruiting) it is still their responsibility to ensure they have a complete and correct residual on file. Also, if the recruiter re-gains an applicant who they still have a previous residual file on, a complete and correct up to date residual file will be maintained.

(5) **Quality Checking, or Pre-Enlistment/Affiliation and Post-Affiliation Paperwork.** At a minimum, all enlistment/affiliation applications will be checked by the recruiter, LPO/LCPO, and NRD Quality Assurance Supervisor / Reserve Coordinator, prior to the applicant enlisting or affiliating. After enlistment or affiliation, the LPO/LCPO will once again check the kit for accuracy. This should be done within three working days to ensure timely submission of applicant paperwork to the appropriate Navy Operational Support Center (NOSC). The NRD Recruiting Operations Officer (R-OPS) will check <u>all</u> residual files by the last day of the month following the gain. Quality checking (a complete review [block by block] of each document, to include program eligibility, approval notes, all waiver possibilities, and rating requirements) of all residuals will be documented by the reviewer initialing and dating the enlisted residual envelope, including discrepancies and corrective actions. Noted discrepancies must be corrected within 30 days. Corrected copies will be placed into the residual file, with the original documents being provided to the appropriate NOSC for placement into the applicant's service record.

Note: NRD EPOs may delegate the quality checking of residual files, excluding the NRD Quality Assurance Supervisor and Reserve Coordinator (if part of the approval process).

(6) **Program Authorization Notes**

Note 1: Approved for the Navy Veteran (NAVET) Program. Authority is granted for 90 days from the date of approval.

Note 2: Approved for the Recruiting Selective Conversion for Reenlistment Reserve (PRISE-R) Program. Authority is granted for 90 days from the date of approval. Ensure an Annex for a reenlistment, or a NAVPERS 1070/613 for an affiliation, is prepared.

Note 3: Approved for Reduction in Rate. Authority is granted for 90 days from the date of approval.

Note 4: Approved for the Direct Procurement Enlistment Program (DPEP). Authority is granted for 90 days from the date of approval. Ensure an Annex is prepared.

Note 5: Approved for the Other Service Veteran (OSVET) Program. Authority is granted for 90 days from the date of approval. Ensure an Annex is prepared.

Note 6: Reserve for future use.

Note 7: Reserved for future use.

Note 8: Navy Recruiting District (NRD) waiver is approved. For an enlistment, ensure a waiver entry is made on the DD Form 1966/3. For an affiliation, ensure a NAVPERS 1070/613 is prepared, annotating the waiver being approved.

8A Age Review	8J Reserved for future use	8S Reserved for future use
8B DEP Discharge	8K Reserved for future use	8T Tattoo
8C Civil	8L Reserved for future use	8U Reserved for future use
8D Drug/Alcohol	8M Reserved for future use	8V Reserved for future use
8E Reserved for future use	8N Reserved for future use	8W Reserved for future use
8F Reserved for future use	8O Reserved for future use	8X Reserved for future use
8G NRD Dependency waiver	8P Reserved for future use	8Y RE-Code Waiver
8H High Year Tenure (HYT)	8Q Other	8Z Reserved for future use
8I Reserved for future use	8R Reserved for future use	

Note 9: Approved (NRC, NRFC, PERS, or PM).

9A ASVAB	9J NRC After-The-Fact (ATF)	9S Reserved for future use
9B Reserved for future use	9K Reserved for future use	9T Reserved for future use
9C Civil	9L BUPERS 32	9U UNSAT
9D Drug/Alcohol	9M MA Program Manager	9V VTU only
9E Elapsed Time Waiver	9N NRFC (N1)	9W Reserved for future use
9F Reserved for future use	9O Reserved for future use	9X Reserved for future use
9G Dependency	9P PERS-913	9Y RE-Code Waiver
9H High Year Tenure (HYT)	9Q Other	9Z Under height/weight
9I Intel Program Manager	9R Reduction in Rate	

Note 10: Disapproved (NRC, NRFC, PERS, or PM).

10A ASVAB	10J After-The-Fact (ATF)	10S Reserved for future use
10B Drop Designator	10K Does not meet program requirements	10T Reserved for future use
10C Civil	10L BUPERS 32	10U UNSAT
10D Drug/Alcohol	10M MA Program Manager	10V VTU only
10E Elapsed Time Waiver	10N NRFC (N1)	10W Reserved for future use
10F Reserved for future use	10O Reserved for future use	10X Not enough civilian experience
10G Dependency	10P PERS-913	10Y Not best qualified
10H High Year Tenure (HYT)	10Q Other	10Z Under height/weight
10I Intel Program Manager	10R Reduction in Rate	

Note 11: Returned.

11A Returned with no action. Disapproved within the past six months. No significant change in application.	11E Returned with no action. Kit exceeded maximum error limits.
11B Returned after dropping off hold list.	11F Not medically qualified.
11C Returned, dropped off hold at PERS.	11G Returned at recruiter's request.
11D Returned at NRD request.	11H Other

010105. DISTRIBUTION OF ENLISTMENT DOCUMENTS and RESIDUAL MAINTENANCE

a. A residual file is any correspondence and related papers, but not limited to investigations, reports of medical examination, birth certificates, waivers, police record checks, DEP Action Requests (DAR), enlistment documents and other enlistment data or papers.

(1) Residual files for qualified applicants are kept at the NAVCRUITDIST or the MEPS for a minimum of **two years** from the date of the accession (shipping)/affiliation and then destroyed per SECNAV M-5210.1.

(2) Residual files for rejected applicants will be maintained for a minimum of five years per the SECNAV M-5210.1.

(3) Do not send residual files to the Federal Records Center.

(4) Correspondence with individuals requesting general information regarding enlistment in the AC/RC is filed alphabetically by last name and retained as a residual for a minimum of two years.

b. The MEPS is responsible for the breakdown and distribution of all enlistment documents received by the MEPS/Navy Liaison Office (NLO). MEPS will break down enlistment documents into packets and distributes them to the appropriate activities/individuals as prescribed by U. S. Military Enlistment Processing Command (MEPCOM) Regulation 601-23. Enlistment documents to be forwarded to MEPS must be placed loose (i.e., must not be fastened) into the enlisted service record to assist MEPS in breakdown and distribution.

010106. DISPOSITION OF ENLISTED SERVICE RECORD AND MEDICAL DOCUMENTS

a. Refer to USMEPCOM SERVICE LIAISON ACCESSION VERIFICATION PACKET – NAVY checklist for the proper packet breakdown for Future Sailors attending RTC and NAVET/OSVET enlistees (prior service applicants) going to TPU Great Lakes. For Future Sailors attending RTC and NAVET/OSVET enlistees, Packet 2 documents will be placed in an enlisted service record (NAVCRUIT 1070/3) reflecting enlistee's last name and last four of his/her SSN. The last name and last four requirements pertain to the service record jacket only. Full SSN remains a requirement for documents that will become part of the Official Military Personnel File (OMPF).

b. For DEP-discharged personnel (including component changes), prepare DEP Discharge Page 13 with assigned discharge code, and return to Military Entrance Processing Stations (MEPS) for removal of DEP data from the MEPCOM MIRS database, along with all original UMEPCOM Forms 680-3A-E Series and original Medical forms (DD Form 2808, DD Form 2807-1 & DD Form 2807-2)

010107. FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT

a. The following identifies forms and documents required by recruiting personnel to effect enlistments, indicates applicants for which each form is normally required, and delineates the responsibility for the forms completion. Note: Post DEP forms are covered in Volume V.

Form or Document	Applicant for Which Normally Required	Responsibility
Orders and any amendment	All	MEPS/NLO
USMEPCOM – Navy Liaison Accession Verification Packet breakdown Checklist	All	MEPS/NLO
DD Form 2808 (Report of Medical Examination) with waiver documents, if applicable, and all medical supporting documents	All	MEPS/Recruiter
DD Form 2807-1 (Report of Medical History)	All	MEPS
DD Form 2807-2 (Medical Prescreen of Medical History)	All	Applicant /Recruiter
USMEPCOM Form 40-1-15-1-E (Medical History Provider Interview)	All	MEPS
Audiogram	All	MEPS
USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgement	All	MEPS
DD Form 2005 (Privacy Act Statement – Health Care Records)	All	MEPS
DD Form 1966 – Series (Record of Military Processing)	All	Recruiter/NLO
DD Form 4 – Series (Enlistment/Reenlistment Record)	All	MEPS/NLO
Supporting education documents, such as diploma, high school transcripts, college transcripts, GED, etc.	All	Recruiter
NAVCRUIT 1133/52, 1133/53, 1133/72 or 1133/117 (DD Form Annexes)	All	NLO
NAVPERS 1070/613 (Admin Remarks) START Guide Page 13, Body Fat Page 13,etc.	All	Recruiter/NLO
Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)	All	Applicant/Recruiter

Form or Document	Applicant for Which Normally Required	Responsibility
NAVCRUIT 1130/120 (Aberrant Behavior Screening Certificate)	All	Applicant/Recruiter
Social Security Card (applicants)	All	Recruiter
USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment	Applicant with a report of medical examination/treatment	MEPS
DD Form 2863 (National Call to Service)	NCS applicants	NLO
USMEPCOM Form 601-23-5-R-E (Introductory Pre-Accession Interview) not required for Reserves (DNV)	Active component (DNR) applicants	MEPS
DD Form 214, DD Form 215, DD Form 220, NGB Form 22, or similar document	Prior service applicants	Applicant/Recruiter
DD Form 368 (Request for Conditional Release)	Reserve component members	Recruiter
DD Form 369 (Police Record Check)	Nuke Field applicants and applicants requiring a waiver (except medical)	Recruiter
DD Form 370 (Request for Reference)	NAVCRUITCOM waivers	Recruiter
NAVCRUIT 1133/97 (Parent Applicant Declaration of Desertion)	17yo applicant with a deserted parent	Recruiter
DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application)	LRP applicants	Applicant/Recruiter/NLO
NAVCRUIT 1133/102 (Enlistment Bonus/Program Statements of Understanding); NAVRES Incentive 1-4 (New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reverse Incentives Program	Applicants receiving an enlistment bonus	Classifier
USMEPCOM Form 680-3A-E (Request for Examination)	All	Recruiter/NLO/MEPS
USMEPCOM PCN 680-3ADP (Processee/Enlistee Record	All	MEPS/NLO
Recruiter's Enlistment/Reenlistment Checklist	All	Recruiter
SF 86 (Questionnaire for National Security Positions) or PSI Printout, and SF86A (Continuation Sheet for Questionnaires SF 86, SF86 and SF85 P)	All	Applicant/Recruiter/NLO
Personnel Security Investigation (PSI) Results, Defense Security Services Report of Single Agency Check (DSS SAC), Manual PSI/SAC, or Tech Check Results or Fingerprint Card (DD Form 258)	All	MEPS/NLO
USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgement)	All	MEPS
Birth Verification, Birth Certificate (or DD Form 372, if applicable)	All	Recruiter

Form or Document	Applicant for Which Normally Required	Responsibility
DD Form 93 (Record of Emergency Data)	All	MEPS
NAVPERS 1070/621 or 1070/622 (Agreement to Extend Enlistment)	When additional obligated service is required	Classifier/NLO
NAVCRUIT 1110/112 (New Accession Training (NAT) Statement of Understanding	NAT applicants	Classifier
NAVCRUIT 1110/113 (National Call to Service Program Statement of Understanding)	NCS applicants	Classifier
NAVCRUIT 1130/13 (Enlisted Financial Statement)	Applicants with dependents	Applicant/Recruiter
Nuclear Field Pre-Ship Screen Certificate	Nuclear Field applicants	Classifier
NAVCRUIT 1133/39 (Waiver Brief Sheet), NAVCRUIT 1130/21 (NFEW), NAVCRUIT 1130/20 (SPEW)	Waiver or eligibility determination is required	Recruiter/NLO/ Classifier
NAVCRUIT 1133/51 (Request for Evaluation of Non-Traditional Education Credentials and Foreign Education)	Applicants with non-traditional education or foreign education	Recruiter
NAVCRUIT 1130/121 (JOB Corps Certification)	Applicants with JOB Corps Training	Recruiter
NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program)	Receiving LRP	Classifier
NAVPERS 1740/6 (Family Care Plan Certificate); NAVPERS 1740/7 (Family Care Plan Arrangements)	Military married to military with dependent children and single parents	Applicant/Recruiter
NAVRES 1570/2 (Satisfactory Participation Requirements for Naval Reservist	Drilling Reservist, accessing to active duty	Recruiter
Proof of dependent(s) (birth certificates, marriage license, divorce decree, court documents, SSN card/SSA printout)	Applicants with dependents	Recruiter
USCIS Verification Document(s)	Applicants born abroad of US parents or immigrant aliens	Recruiter
Transcripts for Nuclear Power/Engineering Aide/Dental Technician and Hospital Corps School applicants	Applicants going into the listed programs.	Recruiter
Personnel Security Screening Questionnaire (PSSQ)	List of required ratings located in Volume IV	Classifier
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	Applicants with body art or removal of body art	Recruiter/NLO

Form or Document	Applicant for Which Normally Required	Responsibility
NAVCRUIT 1133/78 (Handwritten Statements)	When required, located in Volume II	Applicant/Recruiter
MEPCOM Form 601-23 (Report of Additional Information)	Disclosure of information during MEPS processing	NLO/MEPS
Enlisted Waiver Checklist	Checklist for higher level waivers	Recruiter/NLO
Letter of Waiver of Veteran Administration (VA) Disability Compensation	Applicants drawing allowance or have a claim for disability compensation	Recruiter
NAVCRUIT 1133/103 (Exception to Policy/DEP extension request)	Applicant with a change in eligibility status	NLO
NAVCRUIT 1133/108 (00J Legal Determination Cover Sheet)	Legal determination required prior to processing	NLO
Credit Check Release Consent	Enlisting in an Intel rating	Classifier
Point Capture Sheet	To determined prior service eligibility	Recruiter

b. List of Required Forms and Documents by Program for SELRES Recruiting as Applicable

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Recruiting Quality Assurance Sheet	X	X	X	X	X	X
NAVPERS 1070/602 (Dependency Application/record of Emergency Data)	X	X	X	X	X	X
NAVRES 1570/2 (Satisfactory Participation requirements for Navy Reservists Satisfactory Participation Requirements/Record of excused absences)	X	X	X	X	X	X
NAVRES 1326/4 (Enlisted Inactive Duty Training Orders to a Navy Reserve Unit	X	X	X	X	X	X
OPNAV 5350/1 (Drug and Alcohol Abuse Statement of Understanding)	X	X	X	X	X	X
DD 2058 (State of Legal Residence)	C	C	C	C	C	C
DD 2807-1 (Medical History)	X	X	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X	X	X
IRS W4 – Employee withholding allowance Certificate (Form W4)	C	C	C	C	C	C

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
DD 2645 (Voter Registration Information)	R	R	R	R	R	R
SGLV 8286 (Servicemember's Group Life Insurance Election and Certificate)	C	C	C	C	C	C
NAVCRUIT 1131/45 (HIV Statement of Understanding)	X	X	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X	X	X
SSN Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
Education Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
PRT/IFA Results	X	X	X	X	X	X
SF 1199A (Direct Deposit Sign up Form	C	C	C	C	C	C
NAVPERS 1070/613 (Accession in Lieu of Recommendation)	X	X	X	X	X	X
Senior Enlisted Leader endorsement from gaining unit for Cryptology/Intel Ratings.	O	O	O	O	O	O
Drill Verification	R	R	R	R	R	R
DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States)		C	C	C	C	C
DD Form 1966 (Record of Military Processing – Armed Forces of the United States)		X	X	O	X	O
USMEPCOM 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces)		X	O	O	O	O
Resume (Worksheet)		O				X
NAVCRUIT 1133/120 (Direct Procurement Enlistment Program (DPEP) Application)						X
Point Capture Sheet	O	O	O	O	O	O
DD 370 (Request for References)	O	O	O	O	O	O
NAVCRUIT 1133/78 (Handwritten Statement(s))	O	O	O	O	O	O
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)	O	O	O	O	O	O
NAVPERS 1740/7 (Family Care Plan Arrangements)	O	O	O	O	O	O
DD 369 (Police Record Check)	O	O	O	O	O	O
NAVCRUIT 1133/39 (Waiver Brief Sheet)	O	O	O	O	O	O
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	O	O	O	O	O	O
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	O	O	O	O	O	O
NAVCRUIT 1130/13 (Enlistee Financial Statement)	O	O	O	O	O	O
Marriage License	O	O	O	O	O	O

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Divorce Decree(s)	O	O	O	O	O	O
Dependent(s) Birth Certificate(s)	O	O	O	O	O	O
Personnel Security Screening Questionnaire (PSSQ)	O	O	O	O	O	O
Credit Check Consent Form	O	O	O	O	O	O
NAVPERS 1070/613 (High Year Tenure)	O	O	O	O	O	O
NAVPERS 1070/613 (Reserve Reduction in Rate)	O	O	O	O	O	O
NAVPERS 1070/613 (Dual Compensation)	O	O	O	O	O	O
NAVPERS 1070/613 (Severance Pay)	O	O	O	O	O	O
NAVPERS 1070/613 (PRCs not sent)	O	O	O	O	O	O
NAVRES 1326/2 (Enlisted Application & Orders To A Navy Reserve Unit Termination/Modification)	O	O	O	O	O	O
NOSC Endorsement(s)	O	O	O	O	O	O
NAVPERS 1070/613 (Waiver Authorization Recording)	O		O	O	O	O
SF 86 (Questionnaire for National Security Positions		O	O	O	O	O
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680		O	O	O	O	O
Certificate(s)/License(s)		O	O	O	O	O
USMEPCOM 680-3AE (Request for Examination)		O	O	O	O	O
NAVPERS 1070/613 (Elapsed Time Waiver)		O				
DD 368 (Request for Conditional Release)			O		O	O
NAVPERS 1070/613 (PRISE R – with Class “A” school)				O	O	
NAVPERS 1070/613 (PRISE R – without Class “A” school)				O	O	
NAVRES Incentive Agreement 1-3, Oct 09 (Written Agreement For the Navy Reserve Reenlistment/Extension Bonus)		O	O	O	O	O
NAVRES Incentive Agreement 1-2, OCT 10 (Written Agreement For the Navy Reserve Affiliation Bonus)	O		O	O	O	

Legend

“X” Document must be submitted with the application kit and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy shall be retained in the residual file.

“O” Submit document with the application kit only if required due to the applicant’s eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document shall be retained in the residual file.

"R" A copy shall be retained in the residual file.

"C" Original document must be forwarded to the appropriate service record Holder, Naval Reserve Activity upon accession. A copy shall be retained in the residual file.

Note: Use the following verbiage for all 1070/613 affiliation waivers:

Affiliation Waiver(s) for (type of waiver(s)) granted by (level of authority) on (date)

_____

(Signature of Approving Authority)

c. List of Documents Required for SELRES Recruiting Waiver Submission

Forms and Documents	**UNSAT**	**HYT**	**DEPN**	**RE-CODE**
Recruiting Quality Assurance Sheet	X	X	X	X
DD 2807-1 (Medical History)	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X
All separation narrative documents	O	O	O	X
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	O	O	O	O
DD 370 (Request for References)	X	X	X	X
NAVCRUIT 1133/78 (Handwritten Statement(s))				
Why Navy?	X	X	X	X
Why you got out?	X	X	X	X
Police Involvement	X	X	X	X
Drug Usage	X	X	X	X
What have you been doing?	X	X	X	X
Child Support Order/Divorce Document(s)			X	
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)			X	
NAVPERS 1740/7 (Family Care Plan Arrangements)			X	
DD 369 (Police Record Check)				X
NAVCRUIT 1133/39 (Waiver Brief Sheet)	X	X	X	X

Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
NAVCRUIT 1130/13 (Enlistee Financial Statement)			X	
Proof of Spouses Income			X	X
PRT/IFA Results	X	X	X	X
NAVPERS 1070/613 (High Year Tenure)		X		
NAVPERS 1070/613 (Reserve Reduction in Rate)		X		
NAVPERS 1070/613 (Dual Compensation)				X
NAVPERS 1070/613 (Severance Pay)		X		X
NOSC Endorsement(s)	X			
SF 86 (Questionnaire for National Security Positions	X	X	X	X
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680	X	X	X	X
USMEPCOM 680-3AE (Request for Examination)				X
NAVPERS 1070/613 (Elapsed Time Waiver)				X
DD 368 (Request for Conditional Release)	X	X	X	X

"X" A copy of this document must be submitted with the application for accession/waiver and retained in the residual file. For "Touch & Go applications, the initial contacting recruiter will complete these documents.

"O" Submit document with the application kit only if required due to the applicant's eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document shall be retained in the residual file.

SECTION 2

INSTRUCTIONS FOR COMPLETING FORMS

010201. REQUEST FOR EXAMINATION (USMEPCOM FORM 680-3A-E)

a. **Use of Form.** USMEPCOM Form 680-3A-E is used for initial visit and retest of applicants at Mobile Examining Team (MET) sites or MEPS.

(1) For an applicant's initial visit to a MEPS or MET site, for any reason including medical prescreening and for retests, recruiters shall complete USMEPCOM Form 680-3A-E using the instructions below.

(2) The applicant must initially present one completed copy of the form (except shaded areas) jointly with recruiting service personnel.

b**. Instructions for Completing Form.** MEPS personnel complete shaded blocks.

(1) **Item A***.* The service for which the applicant is processing (i.e., Regular Navy or Naval Reserve).

(2) **Item B***.* Indicate prior military service. Place an "X" is "Yes" or "No", as appropriate. If the applicant has prior service, enter the number of days the applicant has served in the Armed Forces or Reserve Component.

(3) **Item C.** Enter the applicant's Selective Service Classification. If the applicant has never registered with Selective Service, enter "N/A".

(4) **Item D.** Enter the applicant's Selective Service Registration Number. If the applicant never registered with Selective Service, enter "N/A".

(5) **Item 1.** Applicant's Full Social Security Number (SSN).

(6) **Item 2. Complete** full legal name of the applicant in capital letters, allowing one space between the last and first names and between the first and middle names, etc. Do not use an initial in lieu of the middle name. Do not use nicknames (such as Jeff for Jeffrey, Bill for William, etc.). Do not use any punctuation/special characters.

(7) **Item 3.** Street, city, county, state (and country if other than the United States), and zip code as of the date of application.

(8) **Item 4.** Street, city, county, and state (and country if other than the United States) claimed as the "Home of Record." If this information is identical to the information in Block 3, write "Same as Item 3."

(9) **Item 5.** Show citizenship by placing an "X" in the proper block (5a through 5e). Applicant must indicate only one. If Block 5a is marked, the applicant must also mark Block 5a (1) or 5a (2). If Block 5e is marked, write in the country of origin. Block 5f must reflect the applicant's Alien Registration Number, if applicable.

(10) **Item 6.** Mark the appropriate block (male or female).

(11) **Item 7a.** Mark the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: either "Mark one or more" or "Select one or more." Applicants may select one, some combination, or all of Items 7a (1) through 7a (5).

(a) **Item 7b.** Mark the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: either "Mark one" or Select one.

(12) **Item 8.** Enter the applicant's legal status related to marriage.

Marital Status	**Explanation**
Annulled	The status of an individual whose marriage has been declared a nullity.
Divorced	The status of an individual who has had a marriage legally dissolved.
Interlocutory	The status of an individual during a period covered by an interlocutory decree pending final divorce.
Legally Separated	The status of an individual who has been separated from the spouse by legal action without a decree of divorce.
Married	The status of an individual, excluding one Legally separated, who has entered into a legal marriage. Includes common-law marriage.
Single	The status of an individual who has never been married.
Widowed	The status of an individual whose spouse has been declared legally deceased.

(13) **Item 9.** Number of people who are either totally or partially dependent on the applicant for support. (**Example:** 01, 02, etc.).

(14) **Item 10.** Date of Birth (DOB), entered in YYYYMMDD (year-month-day) format (i.e., 19760323).

(15) **Item 11.** Indicate applicant's religious preference. (Refer to List beginning on page 11 of this section).

(16) **Item 12.** Highest grade of formal education completed. Highest grade completed shall be determined by the number of credits earned regardless of the span of time or number of years spent in a traditional education program. For example: If an applicant has attended high school for four years but attained only 10 credits out of 20 required to graduate, then this individual shall only be considered to have completed the 10th grade. **Rule:** Use the number of credits required to graduate and divide by four to determine the number of credits required to satisfy each academic year completed.

(17) **Item 13.** Mark either the "Yes" or "No" block based on the applicant's ability to read, listen, and speak in a foreign language(s). English **is not** considered a foreign language since all individuals processing in the MEPS must be proficient in English. If "Yes" is selected, enter the foreign language(s) and codes for foreign languages are identical to those used for *Item 19* of DD Form 1966, Blocks 30, 31, 40 and 41.

(18) **Item 14.** Mark either the "Yes" or "No" block based on whether the applicant has a valid driver's license. If "Yes" is selected, enter the State, license number, and expiration date. Expiration date must be valid and in YYYYMMDD format.

(19) **Item 15.** Enter the city, state, and country where the applicant was born.

(20) **Item 16.** Indicate whether a qualifying Armed Services Vocational Aptitude Battery (ASVAB) test score is/is not required for enlistment and the type of aptitude processing required of the applicant to enlist/process. The MEPS will use the information provided to ensure appropriate aptitude processing is performed.

(a) ASVAB REQUIRED TO ENLIST? Place "X" in either the "Yes" or "No" block based on whether a qualifying ASVAB test score is/is not required for enlistment.

Note: "Yes" must be selected if a qualifying ASVAB test score is required for the applicant to enlist.

(b) ENLIST UNDER STUDENT TEST SCORES? Place "X" in the "Yes" block if the applicant will be enlisting on his/her student ASVAB test scores.

(c) TEST TYPE. If "Yes" is selected in *Item 16a*, place "X" in the appropriate block to specify the type of aptitude processing the applicant requires for enlistment/ processing.

1. INITIAL. "X" if the applicant is required to take an initial enlistment ASVAB test.

2. SPECIAL. "X" if the applicant is required to take a Special Test.

3. CONFIRMATION. "X" if the applicant is required to take a Confirmation ASVAB test.

(d) RETEST. If the applicant is required to take a retest ASVAB, "X" the appropriate block.

1. 1ST RETEST. "X" if the applicant is taking a first retest.

2. 2ND RETEST. "X" if the applicant is taking a second retest.

3. IMMED RETEST AUTHORIZED. "X" if the applicant is authorized an immediate retest by the MEPS Commander.

4. 6 MONTH RETEST. "X" if the applicant is taking a six-month retest.

(e) PREVIOUS TEST VERSION. Enter the test version of the applicant's previously taken ASVAB. Previous test version not required if test is over 2 years old.

(f) PREVIOUS TEST DATES (YYYYMMDD). Enter the date(s) the applicant took a previous test version ASVAB. The date must be valid and in the format of year-month-day. Previous test version not required if test is over 2 years old

(21) **Item 17a.** Enter the recruiter's ID/SSN (nine alphanumeric characters – if less than nine alphanumeric characters, use leading zeros).

Item 17b. Recruiting Station ID (last five alphanumeric characters). For example, NAVCRUITSTA 231005 would be 31005.

(22) **Item 18.** For MEPCOM use only.

(23) **Item 19.** For MEPCOM use only.

(24) **Item 20.** Indicate whether a medical examination is/is not required for enlistment and the type of medical processing required for the applicant to enlist/process. The MEPS will use the information provided to ensure appropriate medical processing is performed.

(a) MEPS MEDICAL EXAM REQUIRED TO ENLIST? "X" either "Yes" or "No" based on whether a medical examination is/is not required for enlistment.

Note: A "Yes" must be selected if a medical examination is required for the applicant to enlist.

(b) EXAM TYPE. If "Yes" is selected in *Item 20a*, "X" the appropriate block to specify the type of medical processing the applicant requires for enlistment/processing.

1. FULL. "X" if the applicant is required to undergo a full physical medical examination.

2. INSPECT. "X" if the applicant is required to undergo an inspection medical examination.

3. SPECIAL. "X" if the applicant is required to undergo a full physical medical examination and special medical processing is included in the examination (i.e., quadrennial over 40 physical, Individual Ready Reserve (IRR), Health Care professional, EKG, etc.).

4. CONSULT. "X" if the applicant is required to undergo a medical consult (i.e., ortho, psych, ear lavage, etc.).

5. RE-EXAM. "X" if the applicant is required to undergo a medical re-examination.

6. OTHER. "X" if the applicant is required to undergo some other form of medical processing (i.e., DAT only, HIV only, etc.).

DATE LAST FULL MEDICAL EXAM (YYYYMMDD). Enter the date the applicant took the last MEPS full medical examination. The date must be valid and in the format of year-month-day.

(25) **Item 21.** Self-explanatory.

(26) **Item 22.** For MEPCOM use only.

(27) **Item 23.** APPLICANT CERTIFICATION IN PRESENCE OF TEST ADMINISTRATOR.

(a) The Test Administrator will verify the applicant's identity by photo ID. The Test Administrator will annotate whether the photo ID was presented, the type of photo ID (i.e., driver's license, student ID, passport, etc.), and the photo ID number. The applicant is required to sign this Item.

(b) If a photo ID is not presented, or the Test Administrator is unable to verify the identity of the applicant from the photo ID (i.e., the applicant's physical appearance does not match the photo ID, the photo ID information does not match other document information, etc.), the Test Administrator will put the applicant's right thumbprint in *Item 24*.

(28) **Item 24.** RIGHT THUMBPRINT. Use this block for the first attempt of the right thumbprint. Affix the thumbprint with the thumbnail pointed to the left. If a second attempt is required, turn the USMEPCOM Form 680-3A-E over (top of the form on the bottom) and affix the right thumbprint on the upper right corner with the thumbnail pointed to the left).

(29) **Item 25.** APPLICANT CERTIFICATION IN PRESENCE OF RECRUITING PERSONNEL. All applicants must indicate whether they have taken an ASVAB test for any Service, to include the ASVAB 14 (Student) test and, if so, where and when. By signature, the applicant must attest to this and to the personal data shown. False certification could result in the examination being invalidated or in a delay of their processing.

(a) “X” if the applicant has never been tested under the enlistment or student ASVAB program.

(b) “X” if the applicant was ever tested under the ASVAB program and indicate the most recent date tested as well as the place the applicant was administered the Student test. The date must be valid and in YYYYMMDD format.

(c) “X” if requesting a “high school look-up.”

(d) “X” if the applicant desires to keep the scores from the Student ASVAB identified in *Item 25c*.

(e) Enter the name of the high school the applicant is currently attending (if applicable) **or** the last high school attended.

(f) The applicant signs, enters his or her Social Security Number, and dates this entry.

(30) **Item 26.** APPLICANT’S CURRENT MEDICAL INSURER NAME. Enter the name of the applicant’s current medical insurance company. If none, the applicant must sign his/her complete name to affirm that he/she has no current medical insurer.

(31) **Item 27.** APPLICANT’S CURRENT MEDICAL PROVIDER NAME. Enter the name of the applicant’s current medical provider (primary physician or hospital). If none, the applicant must sign his/her complete name to affirm that he/she has no current medical provider.

(32) **Item 28.** MEDICAL INSURER ADDRESS. If a medical insurer is identified in *Item 26*, enter the company’s complete address including zip code.

(33) **Item 29.** MEDICAL PROVIDER ADDRESS. If a medical provider is identified in *Item 27*, enter the provider’s complete address including zip code.

(34) **Item 30.** CERTIFICATION BY RECRUITING PERSONNEL.

Authorized recruiting personnel must sign and attest to the accuracy of the information provided by the applicant **and** have it witnessed as specified in this instruction. False certifications will be forwarded to the appropriate counselor/liaison for disposition which could, if found to be the result of recruiter error, delay processing. Further, if it is subsequently disclosed that applicants were administered an unauthorized retest or an incorrect test version due to inaccurate data contained in the completed USMEPCOM Form 680-3A-E, the test will be invalidated.

c. **Medical Records Release Authority.** Medical records are to be obtained by the examinee at no cost to the Government and made available for review during the pre-enlistment physical.

d. **Incomplete USMEPCOM Form 680-3A-E.** If any information is missing, the form will be treated as an incomplete 680-3A-E. When an incomplete 680-3A-E is received, MEPS testing sites will not release raw scores, nor will processing continue until the 680-3A-E is completed.

010202. REPORT OF ADDITIONAL INFORMATION (MEPCOM FORM 601-23)

a. **Use of Form.** MEPCOM Form 601-23 is used for the following purposes:

(1) By the MEPS pre-enlistment interviewer to notify the NAVCRUITDIST MLPO that the applicant disclosed additional information during the pre-enlistment interview.

(2) By the NAVCRUITDIST MLPO to notify the MEPS pre-enlistment interviewer that the additional information has been considered, and give instructions for further processing of the applicant.

(3) By the MEPS pre-enlistment interviewer to notify the MEPS medical officer that the applicant has disclosed additional medical information.

(4) By the MEPS Medical Officer to notify the NAVCRUITDIST MLPO that additional disclosed medical information has or has not affected medical qualifications for enlistment.

(5) By the MEPS Commander to report allegations of recruiter malpractice disclosed during the pre-enlistment interview.

(6) By the recruiter if the applicant is PS not going Active duty.

b. **Procedures**

(1) If this form is required to be used by the recruiter for the initial interview, ensure when the applicant agrees to process, have him/her write on the bottom at the end of

the form, “On this date, (date), I received a copy of the form to keep.” Have the applicant date and sign.

(2) When additional information is disclosed during the pre-enlistment interview, the interviewer fills out an original and one copy of MEPCOM Form 601-23. The original accompanies the applicant back to the NAVCRUITDIST MLPO. The MEPS pre-enlistment interviewer keeps the copy as a suspense item until the original copy is returned.

(3) After considering the reported additional information, the MLPO must “X” the appropriate block in the “Recruiting Service Consideration of Additional Disclosed Information” Section, complete the Name, Rank, SSN, Signature, and Date blocks at the bottom of the form, and return the MEPCOM Form 601-23 to the MEPS pre-enlistment interviewer.

(4) The MLPO must reproduce a copy of the MEPCOM Form 601-23 and forward it to the NAVCRUITDIST to include in the applicant’s residual file.

(5) When an applicant is disqualified because of disclosed information, but receives a waiver, the MLPO marks the “additional information required, waiver now included in the enlistment packet, continue processing of applicant for enlistment” block and initials and dates the form immediately after the word “enlistment” in that block. A handwritten statement is required in Section VI, Remarks of DD Form 1966/4 explaining the nature of the additional disclosure.

c. **Requirement.** Individuals who have disclosed additional information may be enlisted without the consent of the NAVCRUITDIST, i.e., a completed MEPCOM Form 601-23.

d. **Allegations of Recruiter Malpractice.** When the MEPCOM Form 601-23 is used to report allegations of recruiter malpractice, the MEPS Commanding Officer must forward MEPCOM Form 601-23 to NAVCRUITCOM (00IG), via the MEPCOM chain of command. Additionally, the MEPS Commanding Officer telephonically notifies the NAVCRUITDIST Commanding Officer of the allegation reported.

010203. ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. **Use of Form**. DD Form 4 (dtd Oct 2007) documents enlistment and reenlistment in the Armed Forces. Upon execution, DD Form 4 is an official legal agreement between the U. S. Government and enlisted member. The language used in DD Form 4 specifies in clear English, the terms of the enlistment, to avoid future recruit and/or parent misunderstandings.

b. **Preparation**. Although MEPS personnel complete DD Form 4 vice representative who accepts an applicant for enlistment must verify typed entries for corrections before

signing the completed form and explain all applicable parts of the document to the applicant; therefore, instructions for completion are provided to ensure quality control. DD Form 1966 is the source document for preparing DD Form 4.

(1) MEPS prepare the DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. All capital letters are required and spacing must be used for all entries requiring the individual's name. Punctuation is not used in individual's name.

Example: Jones James La Verne; de la Croix Roger William.

Other entries must be typed exactly as shown on the example. All signatures must use reproducible black or blue-black ink.

(2) DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, MEPS must take special care to complete all items correctly without typewriter strikeover. Erasures or corrections in *Items 5* (date of enlistment/ reenlistment) and 8 (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be regenerated. The applicant and sponsoring service representative must initial any changes or corrections in other items.

(3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate Naval Administrative Command/Personnel Support Activity with delegated authority to correct and report errors on new enlistment documents directly to the Chief of Naval Personnel.

(4) Before signing the completed form, the MEPS Liaison Petty Officer will verify typed entries for corrections and explain all applicable parts of the document to the applicant.

(5) In administering the oath, the words "So Help Me God," may be omitted by any person who elects to affirm rather than swear.

c. **Instructions for Completing DD Form 4**

(1) **Section A. Enlistee/Reenlistee Identification Data**

(a) **Items 1 thru 7**. Are completed by MEPS personnel and verification will be conducted by the Navy Liaison office for accuracy.

1. **Item 1**. Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. Additionally, an apostrophe or hyphen contained within a name is not to be used and spaces are not

to be used as substitutes for apostrophes or hyphens. Names containing hyphens or apostrophes shall reflect as follows:

Examples:

James Henry O'Brien Jr is shown as:
OBRIEN JAMES HENRY JR

M Harold Smith-Connally is shown as:
SMITHCONNALLY M HAROLD

2. **Item 2**. Enter applicant's Full SSN

3. **Item 3**. Enter street, city, state, and Zip code individual claims as permanent home of record.

Note: A POST OFFICE BOX IS NOT ACCEPTABLE

4. **Item 4**. Enter military installation/city and state of enlisting/reenlistment activity's location.

Example: NAVMARCORESCEN FRESNO, CA

5. **Item 5**. Enter date of enlistment/reenlistment in YYYYMMDD format.

6. **Item 6**. Enter date of birth in YYYYMMDD format.

7. **Item 7**. In the spaces provided, enter total active and inactive service completed before date of enlistment/reenlistment. If no prior service, enter "00" in each block. If member has prior service, enter as six numerals in each line:

Example: 03 09 11

(2) **Section B. Agreements**

1. **Item 8**. In the space following (list branch of service) In the space following “this date for” enter number of years applicant is enlisting/reenlisting for, using an Arabic numeral. If applicable fill out weeks. In the space following “in pay grade” enter permanent pay grade. Note: Item 8 will be verified by the Navy Liaison office for accuracy and applicant will initial item 8c.

Example: "E-3”. In the space

(3) **Section C**. **Partial Statement of Existing United States Laws**

(4) **Section D. Certification and Acceptance**

(a) **Item 13a thru 14.** Will be verified by the Navy Liaison office and applicant for accuracy and signed in the appropriate blocks.

1. **Item 13b**. **Signature of Enlistee/Reenlistee**. Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

2. **Item 13c**. **Date Signed**

Example: 19970605

(4) **Section E. Confirmation of Enlistment or Reenlistment**

(a) **Item 15 thru 18a**. Will be verified by the Navy Liaison office accuracy and signed by applicant in the appropriate block.

(b) **Item 19**. Enlistment/Reenlistment Officer Certification

1. **Item 19 a thru g.** Will be verified by the MEPS for accuracy and signed by the Enlistment officer.

Note: DD Form 4/3. For DEP only-Record applicant's full name (in last, first and middle name sequence) and SSN in block at top of DD Form 4/3. See instructions for *Items 1* and *2*. If official change in name has occurred; e.g., due to marriage, enter new name. Also enter in *Item 1* (Name).

(5) **Section F. Discharge from/Delayed Entry/Enlistment Program**

(a) Item 20a – c. Will be verified by the Navy Liaison office for accuracy and signed by applicant in the appropriate block.

1. New Information. Should a new recruit, after the swearing in ceremony, divulge (or recruiting personnel otherwise become aware of) involvement with drugs and/or law enforcement authorities, dependents, or any other matter which renders the enlistment documents in error or incomplete, contact the RQAT by telephone and provide a full report. The RQAT representative in turn must notify the Recruit Indoctrination Facility/RTC Legal of the full particulars of the report for their action as appropriate. Place documentation of the report in the residual file of the individual concerned. If the RQAT representative cannot be contacted within 48 hours, a letter from the NAVCRUITDIST CO, to the RTC Commanding Officer describing in detail the matter at issue. Keep a copy of the transmittal in the residual file.

(6) **Section G. Approval and Acceptance by Service Representative**

(a). **Orders Assigning Regular Component (USN) Delayed Entry Program (DEP) Enlistees to Inactive Duty**. *Item 8*a of DD Form 4 current edition contains wording that eliminates the need to issue of DEP orders in the case of applicants who are enlisting in DEP for a Regular component (USN) program. A copy of DD Form 4 provided to the enlistee serves as DEP orders for DEP members scheduled to enlist in the Regular component.

(b) **Item 21a – g.** Will be verified by the Navy Liaison office for accuracy and signed in the appropriate block.

(7) **Section H. Confirmation of Enlistment or Reenlistment**

(a) **Item 22a – 23g.** Will be verified by the Navy Liaison office for accuracy and signed by the applicant and the Enlistment Officer in the appropriate blocks.

010204. RECORD OF EMERGENCY DATA (DD FORM 93)

a. **Use of Form.** DD Form 93 is used by all services for casualty notification and for certain beneficiary designations. DD Form 93 is an extremely important form and accuracy in preparation is paramount. For Navy purposes, DD Form 93 data is used for all applicants enlisting in the USN or commencing active duty (ACDU)/inactive duty for training (IADT) USNR.

b. **Preparation**. MEPS prepares DD Form 93 following instructions on the form.

010205. REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)

a. **Purpose.** DD Form 368 is required to enlist any applicant currently under contract with the Reserve component of any branch of the Armed Forces (including the Navy Reserve, National Guard, or Air National Guard). Navy Reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DOD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD 368 (Exhibit 010201). NAVPERSCOM (PERS-911) is the approval authority for all officer requests. **Unit and NOSC COs do not have approval authority to release members to another branch of service.**

b. **Application requirements**. The following are prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive:

(1) DD Form 368 shall be used in all cases involving inter-service transfers. It shall also be used when enlisted personnel are entering the U.S. Navy active component (AC) via COMNAVCRUITCOM.

(2) Personnel are not authorized release for enrollment in the DEP of an active component.

c. **Special procedures for enlisted personnel**. Personnel serving under the following programs or policies have specific conditions for release that must be met prior to approval.

(1) Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

(2) Navy Reserve Accession Course (NRAC) personnel who have not completed their IADT requirements.

(3) Members serving in a rating that is listed as CREO category "1."

(4) Members possessing a critical NEC.

(5) Members assigned to a priority placement unit designated by Commander Fleet Forces/Commander Navy Reserve Forces Command.

(6) Members in receipt of a bonus for their current enlistment.

(7) Members serving in a temporary rating.

(8) Individuals enrolled in the NCS program

(9) NAT program with fewer than 24 months of service as a mandatory drilling Reservist.

(10) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PER-913). Personnel who were transferred to the IRR as “unsat drillers – not recommended for reaffiliation” or “not recommended for reenlistment” will receive a note in the remarks section of the DD Form 368 reading “not recommended for reaffiliation” or “not recommended for reenlistment,” as appropriate, if approved for transfer.

d. **Processing Procedures**.

(1) Ensure the document is accurately completed and all information and dates are correct.

(a) For members assigned to a NOSC forward the DD Form 368 to the NOSC. The NOSC will forward the DD Form 368 and all required endorsements to NAVPERSCOM (PERS-913).

(b) For member's of the IRR forward the DD 368 for disposition to:

Commander
Navy Personnel Command
Attn: PERS-913
5720 Integrity Drive
Millington, TN 38055-4911

(2) For approved DD Form 368: NRD will complete section III and attach enlistment documentation and forward to the losing activity (i.e. NOSC for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel, mail DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For disapproved DD Form 368: File with the applicants residual file and maintain for the appropriate time frame.

EXHIBIT 010201. DD FORM 368 CONDITIONAL RELEASE APPROVAL CHART

Program/Policy Approval Currently Applicable	Requesting Active/ Inactive Duty	Commissioning or Enlistment Program	Eligible	Authority	Notes
Any program	Inactive	Commissioning	Yes	PERS-913	1
Affected by a current stop-loss policy or identified for mobilization/presidential recall	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
NAT personnel with fewer than 24 months service as a mandatory drilling Reservist	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in an CREO Category "1" rating or possessing a critical NEC	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
NCS personnel	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in a priority unit designated by CFFC/CNRFC placement	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment			
Currently in receipt of a bonus	Active	Enlistment (not DEP)	Yes	PERS-913	3
	Inactive	Enlistment			
Temporarily rated personnel who have not made rate/rating permanent	Active	Enlistment (not DEP)	Yes	PERS-913	4
	Inactive	Enlistment			
All other personnel	Active	Enlistment (not DEP)	Yes	PERS-913	
	Inactive	Enlistment			

Notes:

1. NAVPERSCOM (PERS-913) is approval authority for DPEP and Navy Reserve Accession course personnel who have not completed their IADT requirements and personnel currently serving in a temporary rating. The NOSC will utilize figure 7-2 of the BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).

2. The NOSC will use Exhibit 7-3 in BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).

3. See COMNAVRESFORINST 1100.4 regarding the potential impact on payments received or due in the future.

4. Temporarily rated personnel must be transferred in their permanent rate.

e. **Responsibility**. The NOSC shall track approved DD Form 368s for their members to ensure enlistment/appointment paperwork is received so that discharge entries may be entered into NSIPS.

f. **Other Service Reserve Component, National Guard or Air National Guard**

(a) Member is participating with a Reserve Unit. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the appropriate approving authority. Enlistment or reenlistment will not be effected until approval of the release has been received in writing by the enlisting activity. Approving authority is the unit commanding officer or as delegated by the unit commanding officer.

(b) Member is not participating with a Reserve Unit

1. United States Army Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be filed in the residual.

U.S. Army Human Resource Command
1600 Spearhead Division
Fort Knox, KY 40121

2. United States Air Force Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so that discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be retained in the residual file.

Headquarters ARPC/DPS
6760 East Irvington Place
Denver, CO 80280-4000
ATTN: Separation Branch
FAX: (478)327-2215
DSN: 497-2215

3. United States Marine Corps Reserve (USMCR), United States Army National Guard (USARNG), United States Air National Guard (USANG), United States Coast Guard Reserve (USCGR). Approved request required**.** Enlistment or reenlistment **WILL NOT** be effected until approved DD Form 368 is received by the enlisting activity. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the activity listed below. A copy of the DD Form 368 will be retained in the residual file.

a. Marine Corps Reserve

USMCR
Commanding General
Marine Corps Reserve Support Command
15303 Andrews Road
Kansas City, MO 64147-1207

b. Army National Guard and Air National Guard. Mail to the Adjutant General of the state in which the National Guard unit is located.

c. Coast Guard Reserve. There are several Integrated Support Commands (ISC), throughout the United States, that maintain the Service Records for Coast Guard members in the IRR. The DD Form 368 needs to be sent to the specific ISC that maintains the member's service record. The address of the ISC that the DD Form 368 is forwarded to can be obtained from:

(1) The member in the IRR.

(2) The local Coast Guard recruiter.

(3) The Maintenance and Logistic Command (MLC) at (757) 628-4507.

(c) Upon return of the DD Form 368, verify clearance recommendation for enlistment. If clearance is not granted, inform the applicant and stop processing. Upon enlistment, the recruiter will sign and date as the Certifying Official.

010206. POLICE RECORD CHECK (DD FORM 369)

a. **Use of Form**. One very important source of information concerning an applicant is any record of offenses held by local, county, or state officials. This information provides a more complete background profile and facilitates evaluation of an applicant's potential using the "whole person" concept. This information will also facilitate a preliminary decision on eligibility for a security clearance before the National Agency Check initiated at the MEPS/NLO or the recruiting office if the applicant is prior service and applying for a Reserve program. This pre-enlistment processing also precludes recruiting applicants whose previous involvement with civilian authorities indicates an

inability to maintain a satisfactory pattern of conduct. To maximize cooperation with civil law enforcement agencies on police record check requests, recruiters should obtain the written consent of the applicant for police checks, specifically authorizing the Navy access to juvenile and police records.

b. **Preparation**

(1) During the pre-enlistment processing interview, the recruiter must obtain written authorization from each applicant for Navy access to juvenile and police records. The applicant must sign the statement of consent in Section II of DD Form 369, a copy of which is retained permanently in the applicant's residual file. The recruiter prepares an original and one copy of DD Form 369, stamps or types the appropriate NAVCRUITDIST Enlisted Processing Division (EDP) address on the reverse of the form, and attaches an envelope addressed to the NAVCRUITDIST EPD.

(a) If the applicant's background poses serious questions as to the fitness for service or participation in special programs.

(b) If the applicant self admits to a juvenile or adult arrest, citation, or convictions(s) that requires a waiver for enlistment or program eligibility.

(c) If the applicant appears to be trying to enlist fraudulently.

(d) All Tier 2 and Tier 3 applicants and those classified into the Nuclear Power Program require PRCs sent.

(e) CHRI need not be requested in the case of applicants being processed by the Naval Reserve Forces who are presently serving on an enlistment contract.

(2) Send DD Form 369 to the city, town, county, state, and juvenile authorities where any waiverable offense occurred and to where the applicant resided for the last three years.

(3) For applicants who do not meet the above conditions, include the following entry in Section VI, Remarks of DD Form 1966:

"DD FORM 369 not sent to law enforcement agencies."

(4) When DD Form 369 are returned to the EPDS, review them for the required action.

(a) Compare those with charges or CHRI to the disclosures made by the applicant and process those with pending or undisclosed charges or CHRI under existing procedures.

(b) Notify the waiver petty officer and the recruiter if the status of the applicant changes (such as, to enlistment eligible, or eligible with required waivers).

(5) After sending DD Form 369 to civil authorities, recruiters may enlist applicants provided they are eligible in all respects. **Applicants requiring COMNAVCRUITCOM Full Kit waiver must have all PRCs returned prior to submission.** Include the following entry, stating that the applicant was enlisted without waiting for PRC response, in Section VI, Remarks of DD Form 1966:

"DD Form 369 mailed (Date) to the following agency/agencies: (List Agency/Agencies) Applicant shipped (Date) without waiting for response."

In such cases, the following actions are required:

(a) Proceed with processing for applicant's shipment.

(b) DD Form 369 is returned to the NAVCRUITDIST from the police jurisdiction, place it in the applicant's kit and discard the previously retained copy.

(6) If DD Form 369 is returned to the NAVCRUITDIST and **does** indicate involvement that was not reflected on DD Form 1966, the EPDS must send a copy of this adverse DD Form 369 to the **Commanding Officer of Recruit Training Command (ATTN: Legal Officer)**. Mark the copy of DD Form 369 and the transmittal letter "**For Official Use Only**" (FOUO) and specify that this information is to be used under applicable DoD/Navy policy regarding handling of adverse CHRI. Retain the original adverse DD Form 369 and a copy of the transmittal letter in the applicant's residual file.

(7) Do not request police record checks of jurisdictions that require fingerprints in order to process the check. In such cases include the following in Section VI, Remarks of DD Form 1966:

"DD Form 369 not sent to the following law enforcement agencies due to fingerprint requirement." (List Agency/Agencies)

(8) The NAVCRUITDIST must formally establish adequate follow-up procedures during enlistment processing to ensure that DD Form 369 are initiated, proper DD Form 1966 and NAVCRUIT 1133/100 entries made, and the results reviewed and acted upon when required. The classifier must make and sign an entry in Section VI, Remarks of DD Form 1966 when he/she determines that pre-enlistment police record checks are not required.

(9) The EPDS is responsible for the mailing, tracking, and filing of PRC's; however, this does not preclude recruiters from hand delivering and receiving DD Form 369s to and from law enforcement agencies in the case of direct or near term shippers. In such cases, the recruiter must ensure that the results of the PRC's are brought to the

attention of the EPDS and that the completed DD Form 369s are placed in the applicant's kit. Applicants and non-recruiting personnel are prohibited from hand carrying or running PRC's, DD Form 369.

(10) If complete investigation reports for applicants listing out of town residences cannot be procured directly from the civil authorities concerned, request assistance from the Navy recruiting activity located in or near that city.

(11) All recruiting activities that originate out of town PRC's, are authorized to use law enforcement telecopy/teletype facilities where access is feasible and permitted in place of DD Form 369. The hard copy of the request and response message is acceptable for verification of completion of the record check.

c. **Instructions for Completing DD Form 369 Section I**

Item	Entry
1. Date of Request.	Date sent.
2. Name of applicant.	Full name-last (all caps), first and middle, maiden name if any, Jr., Sr., etc. and all alias names.
3. Sex.	Check or "X" for male or female.
4. Place of Birth.	Enter place of birth - city, county, and state.
5. Date of Birth.	Enter date of birth.
6. Ethnic.	As in Item 8 of DD Form 1966.
7. Social Security Number.	Enter verified Social Security Number.
8. Address in Addressees Jurisdiction.	Enter address where applicant lived while in the jurisdiction listed in the "Mail to" block (bottom left). Enter number and street, city, state, and ZIP Code. Continue *Item 8* on the reverse, if space is insufficient. If applicant never lived within the jurisdiction in "Mail to" block, enter **none**.
9. Dates resided at this address.	Enter the date applicant resided at the address in number 8 above - from and to. Item 8 may be continued on the reverse.
10. Person making this request.	Type in originator's name, rate, and service. Originator is normally the recruiter, but may be the Enlisted Processing Division Supervisor, MEP's Liaison Petty Officer or Waiver Petty Officer, for the special cases in 4.5.4d, and/or when time constraints (such as imminent ship date or distant recruiter) preclude assignment of the task to the recruiter. This is usually for police record checks in connection with a program requirement not previously known to the recruiter, police record checks required as the result of an additional disclosure, or police record checks required as result of early DEP OUT.

d. **Section II**. Have applicant read Privacy Act and consent statement and sign in the signature block. **Any applicant who refuses to sign this consent statement must be rejected**.

e. **Section III**. The police or juvenile agency completes blocks 12 through 15.

Mail to block. Fill in name and address of law enforcement agency to which the form will be sent. Stamp or type the NAVCRUITDIST/EPDS address on the reverse. Include a NAVCRUITDIST/EPDS self-addressed envelope with DD Form 369 for return of form.

010207. REQUEST FOR REFERENCE (DD FORM 370)

a. **Use of Form**. This form is used to obtain additional information about an applicant to use in determining the applicant's suitability for enlistment for Active duty or determining an applicant's suitability for accession for the Navy Reserve. DD Form 370 is used as a reference for enlistment waivers requiring COMNAVCRUITCOM approval. **DD FORM 370 may not be given to the applicant to complete under any conditions**. **The recruiter or appropriate recruiting personnel are solely responsible for this document**. DD Form 370 may either be given directly to the recruiter or recruiting personnel or mailed directly to the institution with a return envelope to recruiting personnel enclosed.

b. **References**

(1) **Employer**. Employer references are required for all applicants for whom an enlistment waiver pre-enlistment kit is submitted to COMNAVCRUITCOM for enlistment approval. The commanding officer may request employer references by either DD Form 370 or by using the telephonic procedures. The CO determines which procedure to use.

(2) **Personal**. Personal references are only utilized for COMNAVCRUITCOM waivers. School officials and church pastors are examples of personal references. References from relatives will not be accepted.

(3) **Preparation**. Prepare references in original only. Photocopies of references may be included in pre-enlistment kits forwarded to COMNAVCRUITCOM.

(4) **Filing**. Keep all references in the applicant's residual file.

c. **Confidentiality**. Recruiters must understand that the information provided on DD Form 370 by the reference source is strictly confidential information that is used to make a subjective judgment as to the applicant's desirability. Because of its confidential nature, at no time may recruiters divulge either the source of or the nature of the information provided on DD Form 370 to the applicant or to any others even if specifically requested. Any divulging of information on DD Form 370 subjects the individual making the disclosure personally and criminally liable (i.e., subject to fine and/or imprisonment). This is especially important in cases where the applicant has been rejected.

d. **Requesting Employer References**. When required, submit employer references as follows:

(1) **Prior Service (PS)**. When required, employer references shall be requested from each employer listed on the SF 86 the applicant has worked for the last three years. If the number of employers is greater than three during this period, only the most recent three employer references may be requested. To assist in making an enlistment eligibility determination for PS processing for DPEP, the following will be included in the REMARKS section:

(a) "Is the applicant a full-time employee? Yes or No (Circle one). If no, how many hours per week does he/she work for you?_____

(b) "Has the applicant had supervisory experience? Yes or No (Circle one) . If YES, how many years of experience?_____ How many people supervised?_____

(c) "Please indicate your telephone number for use if additional information is needed concerning the applicant." _____

e. **Request School References**. A school reference is required when the applicant has no employment during the three years preceding application for enlistment. A school reference, however, is not required if the applicant has never been employed, is an HSDG and has not attended school for more than three years since graduation from high school.

Privacy Act Sensitive. Criminal history information received under Title 10 U. S. C. 520a and references obtained from employers/school officials are confidential, and a person who has had access to any information received shall not disclose such information except to facilitate military recruiting.

f. **Instructions for Completing DD FORM 370**

(1) **To Block**. This is the address of the Recruiting Office.

(2) **Applicant Identification Data**. Self-explanatory.

(3) **Recruiting Officer Identification Data**. Self-explanatory.

(4) **Blocks 10 through 19**. Self-explanatory. To facilitate contact with reference, should additional information concerning the applicant be needed, write the following in the Remarks block of DD Form 370:

"Please use this remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence. Please indicate your telephone number for use if additional information is needed concerning the applicant."

010208. REQUEST FOR VERIFICATION OF BIRTH (DD FORM 372)

a. **Use of Form**

(1) Under Department of Defense (DoD) policy, the military services must verify documentary proof of U. S. citizenship before granting security clearances. This requirement is considered satisfied when an enlisted member has submitted documentary proof of citizenship during the enlistment process and his/her service record contains a *Record of Military Processing – Armed Forces of the United States* (DD Form 1966) with a verification recorded in *Item 30.*

(2) The same documentation required to prove U. S. citizenship for U. S. passport applicants is acceptable for clearance purposes. Since the Office of Personnel Management (OPM) is no longer required to check the Bureau of Vital Statistics for native-born U. S. citizen verification in connection with security clearance investigations, total reliance has been placed on recruiting personnel to provide the necessary verification. Refer to Volume II, Chapter 2, Section 1**.** Birth verification documents are distributed to the DEP Service Record/Enlisted Service Record and Residual File as per Section 1 of this chapter.

(3) The DD Form 372 may not be used for verification of birth of dependents**.** DEERS will not accept a DD Form 372 to enroll family dependents.

b. **Verification Procedures**

(1) When a Certificate of Citizenship, Certificate of Naturalization, immigration papers and/or passports are used to verify name, age and/or citizenship under *Item 30,* use of a DD Form 372 is not required. Place a certified copy of pertinent document in the DEP Record/Enlisted Service Record and a copy in the residual file.

(2) Primary evidence for birth documentation includes: vital statistics issued original birth certificate, certified copy of the original report of birth, certificate of birth registration, a notice of birth verification, certificate in the form of a transcript or abstract from the birth record, computer produced birth verification card; or, hospital issued birth certificate. To be acceptable, each document must contain all the essential elements specified in VOL II, Ch2, Sec 2. Do not accept documents bearing erasures or alterations.

(3) If one of the foregoing documents cannot be produced, DD Form 372 can be used to obtain one of the foregoing documents by completing the form under the instructions contained on the form and forwarding it to one of the following agencies:

(a) State Bureau of Vital Statistics or State Health Department,

(b) County Department of Public Health, County Clerk's Office, or County Registrar's Office,

(c) City Department of Public Health, City Clerk's Office, or County Registrar's Office.

(4) For persons born in the Canal Zone, the Panamanian Birth Certificate must be verified with the Panama Canal Commission using a specially modified DD Form 372. Applicants will not be enlisted until the Panama Canal Commission returns DD Form 372 indicating that either the applicant's natural mother or father was a U. S. citizen at the time of the applicant's birth.

(a) Address this DD Form 372 to:

1. Vital Statistics Unit

2. Administrative Services Division

3. Panama Canal Commission

4. APO Miami 34011

(b) Complete Section I.

(c) Type the following information in Section II:

1. Citizenship of child (Section I, 1) at the time of birth.

2. Citizenship of child's father at time of child's birth.

3. Citizenship of child's mother at time of child's birth.

Note: Applicants born in the Canal Zone and in some cases, New Cristobal (Colon, Republic of Panama), are U. S. citizens **only** if either the natural mother or father was a U. S. citizen at the time of the applicant's birth. Applicants who claim U. S. citizenship who were born in the Republic of Panama of U. S. citizen parent(s) must have citizenship verified in the same manner as any other applicant born abroad of U. S. citizen parent(s). Applicants unable to produce the above or other documentation of immigrant alien status or U. S. citizenship by naturalization **may not** enlist.

(5) For persons born overseas of American parents who do not have a copy of Report of Birth Abroad of a citizen of the United States (Form FS-240), birth certificates/birth verification can be obtained with DD Form 372. A standard Privacy Act information release statement must be signed and dated by the applicant and included with DD Form 372. Enter as much data on DD Form 372 as known, e.g..

(a) Place of birth (city, country).

(b) Full names of both parents.

(c) Dates and places of parents' birth.

(d) Branch of service parent(s) served in (if applicable).

(e) Passport numbers (if known).

Include a self-addressed return envelope. Average processing time is two-four weeks. Mail to:

Office of Technology Development
Passport Services
U. S. Department of State
1111 Nineteenth Street, NW, Suite 510
Washington, DC 20522-1705

Note: If the parents did not register the overseas birth with a U. S. consular officer, a record of the birth will not be available at the Department of State. In this event, the guidance in Volume II, Chapter 2, Section 2 must be followed.

(6) DD Form 372 is not to be used to obtain birth record information from hospitals or the USCIS.

(7) DD Form 372 may be used for DEP purposes only when an appropriate government Vital Statistics Agency has verified the required information. Enter this information in Section VI, Remarks of DD Form 1966. Shipping is prohibited until the birth certificate or other primary birth verification document is received.

(8) DD Form 372 may be used for DEP purposes without a file date in situations where the Vital Statistics Agency returns DD Form 372 without a file date, provided the applicant's state of birth is shown to be the same as the location of the Vital Statistics Agency.

Note: There are cases involving adoption and immigrant birth records, constructed years after the reported birth date, where the place of birth is different than the State, which has the birth record on file. Such cases must adhere to the file date criteria.

c. **Secondary Evidence**. If these agencies state that no birth record exists, a combination of secondary evidence may be used to verify the applicant's date and place of birth. Secondary evidence may be a baptismal certificate, a certificate of circumcision, a hospital record, separation documents of prior service personnel, affidavits of persons having personal knowledge of the facts of birth, primary school records, family bible entries, early census, newspaper files, or insurance papers. Forward these documents to Navy Recruiting Command (N35) to determine eligibility. Upon verification, N35 prepares a DD Form 372 and indicates in Section II how the verification was made in the "Verified by" block. DD Form 372 will then be faxed back to the originator.

d. DD Form 372 may be used to ship an individual only in cases where primary birth verification documents don't exist and secondary evidence must be relied upon. Shipping with a DD Form 372 is not authorized when primary documents exist regardless of any delay in obtaining the documentation.

010209. RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES (DD Form 1966)

a. **Use of Form**. DD Form 1966 standardizes the information collected and the manner in which it is recorded among the services. DD Form 1966 is the basic source document for collecting and documenting of information required to decide enlistment and program eligibility at each stage of the enlistment process (recruiter, classifier, waiver interview, MLPO, etc.). The form is prepared with an accompanying *Personnel Security Investigation* (Standard Form 86).

Note: The only authorized 1966/1 that will be forwarded in a Future Sailors kit for accession processing will be the 1966/1 printed from PRIDE Mod.

b. **Distribution.** DD Form 1966 and SF 86 printout are distributed at the time of enlistment as follows:

(1) Upon enlistment USN or upon commencement of active duty/active duty for training (ACDU/ADT) USNR:

(a) Original to PERS 312C

(b) 1st Copy – File in enlistee's service record.

(c) 2nd Copy – Retain in NAVCRUITDIST residual file.

(d) 3rd Copy – Deliver to enlistee.

(2) Upon enlistment USN Delayed Entry Program (DEP) or other USNR programs with delay in Active Duty (ACDU)/Initial active duty training (IADT) place all copies (except 3rd copy) of DD Form 1966 and SF 86 printout in the enlisted service record and retain until date of USN enlistment or start of active duty or ACDU/IADT. Deliver 3rd copy to enlistee.

c. **Procedures for Completing DD Form 1966**

(1) The recruiter completes Items A thru D, 1-15, 17d-17e, 18k, 20-31 and 35-41. Navy Processing personnel completes Items 16-19, 32-34, and Section VI.

(2) DD Form 1966 must be typed or printed using black ink ballpoint pens. Corrections are not allowed in *Item 2* or any item that requires the applicant's initials. Corrections in other areas may be made by drawing a neat straight line through the incorrect information in the item. All changes made to *Items 2-17* and *22-32a* **after** DEP-in must be made in Section V (see Sec. V).

(3) All applicants must read the Privacy Act Statement on the reverse of DD Form 1966/1 (Page 1) and initial before completing the form.

(4) If any answers are “None” or “Not Applicable” place “None” or “NA” in the block.

(5) Unless otherwise specified, write all dates as eight digits (with no spaces or marks) in YYYYMMDD format.

Example: October 10, 2003 is written 20031010.

d. **Instructions for Completing Sections I through V**

(1) **Section A-D**

(a) **Item A. Service Processing For.** Enter “Navy.” Enter the three-digit code that the applicant is processing for:

1. Regular = “DNR”

2. Reserve = “DNV”

(b) **Item B. Prior Service.** Enter “X” in the “Yes” block if the applicant has prior active service. Enter “X” in the “No” block if the applicant has no prior active service. Enter the **total** number of consecutive days spent on active duty in the “Number of Days” section. If over 365, enter “>365”.

(c) **Item C. Selective Service Classification.** Enter the applicant’s Selective Service Classification. If the applicant has never registered with Selective Service, enter “N/A”.

(d) **Item D. Selective Service Registration Number.** Enter Full Selective Service Registration Number as follows:

1. Enter “N/A” for females, they are not required to register.

2. If the applicant is not registered, they will be automatically registered upon completing DD Form 4 and accessing into military service, for these members enter “N/A”.

3. If applicant is registered but does not have his number, (information) it can be retrieved from the Selective Service web site: http://www.sss.gov/ or by phone at COM (847) 688-6888 or DSN 792-6888.

(2) **Section 1 – Personal Data**

(a) **Item 1. Social Security Number.** Enter the number in the appropriate blocks. Applicants shall not be processed for **enlistment without a Full Social Security Number.**

(b) **Item 2. Name.** Enter the complete legal name: full last name (for Spanish-speaking applicants who follow Spanish tradition, enter the father's family name followed by the mother's family name), full first name, full middle name or names (include maiden name, if any), and any suffixes such as Jr., Sr., III, etc. For married women, enter the name as shown in the example below. If the applicant is going to use a preferred name by using Section VIII, enter the preferred name here. If the applicant's name has changed from that shown on their birth certificate through court action, record the original name in Section VI, the Remarks. If the preferred enlistment name is not the same as on birth certificates, and has not been changed by legal procedure prescribed by State law, complete *Item 37*.

Immigrant aliens cannot use a preferred enlistment name.

Examples:

Name	Record as
John Robert Smith, Jr.	Smith, John Robert Jr
Mary Lou (Brown) Jones	Jones, Mary Lou (Brown)
Juan Carlos Gomez-Sanchez	Gomezsanchez, Juan Carlos
I. M. Good	Good, I. M.
George NMN Thoroughgood	Thoroughgood, George

(c) **Item 3. Current Address.** Enter the applicant's full address, including street, city, county, state, country, and zip code at time of application. P.O. Boxes are not authorized.

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(d) **Item 4. Home of Record Address.** Enter the street, city, county, state, country, and zip code of the address declared by the applicant to be their permanent home or actual home at the time of enlistment. P.O. Boxes are not authorized. **Do not enter a temporary address.** If the home of record is the same as the current address, as shown in *Item 3*, enter "Same as *Item 3*."

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(e) **Item 5. Citizenship**

1. **U. S. at Birth.** Enter "X" if the applicant is a citizen of the United States by birth. If this block is marked,

Blocks (1) (Native Born) **or** (2) (Born Abroad of U.S. Parent(s)) must also be marked.

2. **U. S. Naturalized.** Enter "X" if the applicant is a Naturalized Citizen.

3. **U. S. Non-Citizen National.** Enter "X" if the applicant is not a citizen of the U. S. but owes principal allegiance to the United States.

Example: The applicant was born in American Samoa or Swains Island.

4. **Immigrant Alien (Specify).** Enter "X" if the applicant is an immigrant alien and specify the applicant's country of citizenship.

EXAMPLE: "The applicant is a permanent legal resident (Green Card/Form I-551)

5. **Non-Immigrant Foreign National (Specify).** Enter "X" if the applicant is a non-immigrant foreign national that is allowed to enlist. For applicants from RMI, FSM, or ROP, enter "Freely Associated States" for the specification.

6. **Alien Registration Number.** Legibly enter the applicant's USCIS issued Alien Registration Number if applicable.

(f) **Item 6. Sex.** Enter "X" in the appropriate block.

(g) **Item 7(a) Racial Category.** Enter "X" in the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: Either "Mark one or more" or "Select one or more." Applicants may select one, some combination, or all of *Items 7(a)(1)* through *7(a)(5)*.

1. **Item 7(b) Ethnic Category.** Enter "X" in the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may use to request the data is by presenting the categories in one of two ways: Either "Mark one" or "Select one."

(h) **Item 8. Marital Status.** Select from the following list:

Single	**Married**
Annulled	*** Common Law**
Divorced	*** Interlocutory**
Widowed	*** Legally Separated**
* Requires NAVCRUITCOM (00J) review of document(s) prior to enlistment.	

(i) **Item 9. Number of Dependents.** Enter the number of people who are either totally or partially dependent on the applicant for support (e.g. 0, 1, 2, 3, etc.). Refer to Volume II, Section 5, for dependency determination.

Note: An applicant's eligibility for allowance with dependent is determined after enlistment. Indicating dependents in this block does not necessarily qualify them for financial assistance or allowance and imposes no liability on the Armed Forces for their support.

(j) **Item 10. Date of Birth:** Enter the date as eight digits in YYYYMMDD format.

Example: If the applicant was born on May 9, 1983, enter "19830509."

(k) **Item 11. Religious Preference.** Refer to the following list of religious preferences. If religious preference is on the list, enter it as shown. If religious preference is not on the list, enter the complete formal name of the applicant's religious preference.

Note: Do not leave blank.

Religious Preference

Advent Christian Church
Adventist Churches
African Methodist Episcopal Church
African Methodist Episcopal Zion Church
Agnostic
American Baptist Churches in the U.S.A.
American Baptist Conference
Anglican Catholic Church
Asbury Bible Churches
Assemblies of God
Associated Gospel Churches
Atheist
Baha'i Faith
Baptist Churches
Bible Protestant Church
Brethren Churches
Buddhism
Catholic Churches
Christian and Missionary Alliance
Christian Church (Disciples of Christ)
Christian Church and Churches of Christ
Christian Methodist Episcopal Church
Christian Reformed Church in North America
Christian, No denominational preference
Church of Christ
Church of God (Anderson, IN)
Church of God (Cleveland, TN)
Church of God in Christ
Church of God of Prophecy
Church of Jesus Christ of Latter Day Saints (Mormon)
Church of the Nazarene
Churches of Christ in Christian Union
Churches of God, General Conference
Churches of the New Jerusalem
Congregational Churches
Cumberland Presbyterian Church
Eastern Orthodox Churches
Eastern religions
Episcopal Church
Episcopal Churches
European-Free Churches

Evangelical Churches
Evangelical Covenant Church
Evangelical Free Church of America
Evangelical Lutheran Church in America
First Church of Christ, Scientist (Christian Science)
Free Methodist Church of North America
Free Will Baptists Churches
Friends (Quakers)
Full Gospel
Fundamental Churches
General Association of General Baptists
General Association of Regular Baptist Churches
Hinduism
Holiness Churches
Iglesia Ni Christo
Independent Churches Affiliated
Independent Fundamental Bible Churches
Independent Fundamental Churches of America
International Church of the Foursquare Gospel
Islam
Jehovah's Witnesses
Judaism (Jewish)
Lutheran Church-Missouri Synod
Lutheran Churches
Magick and Spiritualist
Methodist Churches
Moravian Churches
National Baptist Convention of America
National Baptist Convention, U.S.A., Inc.
Native American
New Age Churches
No Religious Preference
Open Bible Standard Churches, Inc.
Orthodox Churches
Pentecostal Church of God
Pentecostal Churches
Pentecostal Holiness Church, International
Plymouth Brethren
Presbyterian Church (U.S.A.)
Presbyterian Church in America
Progressive National Baptist Convention, Inc.
Protestant-No Denominational Preference
Protestant, other Churches
Reformed and Presbyterian Churches
Reformed Church in America
Reformed Episcopal Church
Reorganized Church of Latter Day Saints
Restorationist Churches
Roman Catholic Church
Salvation Army
Schwenkfelder Churches
Seventh-Day Adventists
Southern Baptist Convention
Tioga River Christian Conference
Unclassified religions
Unitarian Universalist
United Church of Christ
United Methodist Church
United Pentecostal Church, International
Wesleyan Church
Wicca (witchcraft)
Unknown

(l) **Item 12. Education**. For determining highest grade of formal education completed and complete education definition refer to Volume II, Section 4.

Verified Education is:	Code	Status
Less than high school diploma and no credential (AFQT ≥ 50)	1	NHSDG
Other Non-Traditional High School Credential (AFQT ≥ 35)	5	HSDG
Virtual/Distance School Diploma (AFQT ≥ 35) A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.	7	HSDG
Completed one semester of college/Job Corps (AFQT ≥ 35) Completed at least 15 semester or 22 quarter hours of college-level credit or 675 clock hours from an accredited traditional or online post-secondary institution. A Job Corps graduate with a GED or high school diploma and a Job Corps certificate of completion from a vocational/technical program consisting of at least 675 clock-hour credits of vocational/technical education.	8	HSDG
Adult/Alternative Diploma (AFQT ≥ 35) A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e.; all alternative, accelerated, or high school completion programs to include the GED Test Option).	B	HSDG
Occupational Program certificate (AFQT ≥ 50) A certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least six months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.	C	HSG
Associate Degree (AFQT ≥ 35) An associate degree from an accredited traditional or online post-secondary institution.	D	HSDG
Test-Based Equivalency Certificate/Diploma (AFQT ≥ 50) A diploma or certificate of General Education Development (GED) or other test-based credential obtained solely by testing.	E	HSG
Failure of State Competency Exit Exam (AFQT ≥ 35) A diploma issued to an individual who met all requirements for graduation, but failed to pass mandated exit exams	F	HSDG
Professional nursing diploma (AFQT ≥ 35) A diploma from an accredited 3-year hospital school of nursing program.	G	HSDG

Verified Education is:	Code	Status
Home school diploma (AFQT ≥ 35) A diploma issued to a graduate of a home school program in accordance with State requirements, administered by a parent, teacher/school district, or umbrella association.	H	HSDG
High School Certificate of Attendance, Completion or Special Education (AFQT ≥ 50) An attendance-based high school certificate issued to students based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.	J	HSG
Baccalaureate Degree (AFQT ≥ 35) A baccalaureate degree from an accredited traditional or online post-secondary institution.	K	HSDG
High school diploma (AFQT ≥ 35) A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements of the day program.	L	HSDG
Currently Enrolled, Other Than a High School Diploma Applicants who are pursuing an accredited program that will yield High School Diploma Graduate (HSDG) status through a “B”, “7”, “H”, or “8” education program. Applicant pursuing a “B”, “7”, and “H” credential must obtain an AFQT ≥50; applicant pursuing a “8” credential must obtain an AFQT ≥35.	M	HSDG
Master’s Degree (AFQT ≥ 35) A master’s degree from an accredited traditional or online post-secondary institution.	N	HSDG
Post Master’s Degree (AFQT ≥ 35) A degree conferred from an accredited institution that is beyond the master’s level but below the doctorate level.	R	HSDG
High school senior (intended to graduate and is enlisting in the DEP) (AFQT ≥ 35)	S	HSDG
Doctorate Degree (AFQT ≥ 35) A doctorate degree from an accredited degree granting institution.	U	HSDG
First Professional Degree (AFQT ≥ 35) A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S. or D.M.D), Law (L.L.B. or J.D.), Medicine (M.D.), Theology (B.D.) and so forth.	W	HSDG

National Guard Youth Challenge Program participant with GED (AFQT ≥ 50) A General Education Development (GED) Certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program (NGYCP) and passing the General Education Development (GED) tests.	X	HSG

Note : Applicants with education codes “5” or “F” shall be projected in PRIDE MOD as such for statistical reporting purposes only. Education code “5” will automatically convert to code “”B” and education code “F” will automatically convert to code “L” at time of DEP-in for all accession reports and on DD Form 1966/1.

(m) **Item 13**. **Proficient in Foreign Language**. If the applicant is proficient in a foreign language (up to two languages), enter foreign language code the applicant is able to read, write, or speak (refer to the language chart provided later in this section).

(n) **Item 14**. **Valid Driver’s License**. If the applicant holds a valid driver’s license, identify the state that issued the license, license number, and expiration date. If the applicant does not have a valid driver’s license, enter “X” in Block “No”.

(o) **Item 15**. **Place of Birth**. Enter city, state, and country of the applicant’s birth.

(3) **Section II - Examination and Entrance Data Processing Codes**

(a) **Item 16**. **Aptitude Test Results**. Navy Processing personnel enter these at the time the applicant enlists USN Delayed Entry Program (DEP) or USNR Delayed Entry in Training (DET).

(b) **Item 17**. **DEP Enlistment Data**. MLPO or other NAVCRUITDIST support personnel complete these at the time the applicant enlists USN DEP or USNR DET.

1. **Item 17a**. Enter DEP/DET date of enlistment in eight digits (YYYYMMDD). Including National Call to Service (NCS), Full Time Support (FTS) and New Accession Training (NAT)**.**

2. **Item 17b**. Enter projected active duty date in eight digits (YYYYMMDD) which is the date the applicant will go on active duty (ship to RTC) **for all programs including NCS, FTS and NAT**.

3**. Item 17c**. Enter the one digit code “3”.

4. **Item 17d**. Construct the Recruiter ID as follows:

a. **1st digit:** Enter zero (0) in all cases.

b. **2nd digit:** Enter appropriate Navy Recruiting Region Number (1 or 2).

c. **3rd and 4th digits:** Enter District Code as shown in instructions for completing *Item 19*, Blocks 4 and 5.

d. **5th - 9th digits:** Enter five zeros (00000) in all cases.

Example: NAVCRUITDIST Dallas = 023100000

5. **Item 17e.** Construct Station Identification as follows:

a. **1st and 2nd digits:** Enter district two digit code.

b. **3rd, 4th and 5th digits:** Enter appropriate Navy Recruiting Station (NAVCRUITSTA) number.

6. **Item 17f (also 18m)**. Enter the five-digit code that identifies the program in which enlistment is being made. All Navy enlisted accessions must have a five-digit code reported. The first digit indicates the type of enlistment. The four remaining digits indicate both the enlisted program and any particular guarantees authorized by the program.

Example: John Smith is enlisting DEP for MM Class "A" School in the School Guarantee Program (SGP).

The 5-digit code for 17f would be USN DEP enlistment..... 1st digit = C

4-digit code for 4YO SGP is..... 2nd – 5th digits = 4**9

** Means to replace the two asterisks with the code for the Class "A" School being guaranteed. The code for MM Class "A" School is "MM". So ** is replaced by "MM".

5-digit code entered in 17f is ... C4MM9

Provided this recruit does not change to another program, or to another Class "A" School guarantee while in DEP, the code entered in *Item 18M* when he/she returns out of DEP would be A4MM9. Note that the only digit that changed is the first. Changing the code "C" to "A" changes the category of enlistment from USN DEP for SGP (MM Class "A" School) to USN RETURNING DEP for SGP (MM Class "A" School). Program changes or even specific guarantee changes within the same program can easily be recognized by comparing the code in 17f (when DEPped) to the code in 18k (when returning out of DEP and enlisting USN).

1st digit Category **Code**

Upon enlistment as USN DEP.....C
Upon enlistment USNR with delayed active duty .....D
Upon enlistment USN and upon commencement of
active duty as USNR .....A

The code “A” in the first digit can never be correctly reported in 17f because *Item 17* is only completed at the time of enlistment in a delayed active duty program and code “A” is used in Block 18M at the time of USN enlistment or start of active duty as USN. In addition, the code “C” or “D” in the first digit can never be correctly reported in Block 18M because *Item 20* is completed upon enlistment USN or start of active duty and codes “C” and “D” are used at the time of enlistment in a delayed active duty program.
2nd, 3rd, 4th and 5th digits: Enter the four digit code for the program in which enlisting, or for USN DEP - the program scheduled to enlist in. All programs are listed in alphabetical order. Enter the appropriate code listed under Navy Veteran (NAVET) or Other Veteran (OSVET) for prior service personnel who have enough prior service to be classified as a NAVET or OSVET, rather than the code listed by a program.

Example: The correct program code for an OSVET enlisting in the Advanced Electronics Computer Field (AECF) Program would be ASGFC. The correct code for a non-prior service USN enlistment in the AEF Program would be AA999. Similar procedures would be used for NAVETs and OSVETs enlisting in Nuclear Field (NF) or Advanced Technical Field (ATF) Programs.

** = Enter the appropriate rating code in two characters from the following list that identifies the rating or school for which the applicant was recruited.

Program for Which Enlisted Codes:		
Program	**Code**	**Notes**
National Call To Service (NCS)		
National Call To Service “A” school	P**9	
New Accession Training (NAT) Program		
New Accession Training (NAT) “A” School	RB**	
New Accession Training (NAT) “A” School DPEP	RG**	
2YO, Naval Academy Prep School Candidate		
2YO, Naval Academy Prep School Candidate	NAPS	
Nuclear Field Program (6YO)		
NF, No Specific School, Non-Submarine Volunteer	G999	For prior service Nuclear Field Program use ***NF
NF, No Specific School, Submarine Volunteer	G99S	For prior service Nuclear Field Program (Submarine) use ***NS
NF, Specific School, Non-Submarine Volunteer	G**9	
NF, Specific School, Submarine Volunteer	G**S	
Advanced Electronics Field Program (6YO)		
AEF, No Specific School, Non-Submarine Volunteer (AECF)	A999	
AEF, Specific School, Non-Submarine Volunteer	A**9	
AEF, No Specific School, Submarine Volunteer	A99S	
AEF, Specific School, Submarine Volunteer	A**S	
Advanced Technical Field Program (6YO)		
ATF, Specific School, Non-Submarine Volunteer	B**9	
ATF, Specific School, Submarine Volunteer	B**S	
ATF, Aircrew Rescue Swimmer	5RS9	
ATF, Aircrew Non-Rescue Swimmer	5WS9	
ATF, Aircrew Rescue Swimmer (FTS)	YRS9	
ATF, Aircrew Non-Rescue Swimmer (FTS)	YWS9	

Challenge Programs (SO, SB, EOD, ND, -(ATF)), UCT-(5YO)		
Navy Diver Option	BND9	
Special Warfare Operator Option (SEAL)	BSO9	
Explosive Ordinance Disposal Option (EOD)	BED9	
Special Warfare Boat Operator Option (SWCC)	BSB9	
Underwater Construction Team Option (UCT)	5UC9	
Music Program (4YO)		
Music Program	F999	For prior service Music Program applicants use ***MU
School Guarantee Program		
4YO SGP	4**9	
4YO SGP (Submarine Volunteer)	4**S	
5YO SGP	5**9	Use “DA” for HMDA
5YO SGP (Submarine Volunteer)	5**S	
Full Time Support (FTS) Enlistment Program (4-6YO)		
FTS School	Y**9	
CSS Homeport Guarantee Programs (4YO)		
CSS School Guarantee with Homeport Guarantee	4M2*	* = use code below
		Norfolk, VA 1
		San Diego, CA 2
		Kings Bay, GA 3
		Bangor, WA 4
		Pearl Harbor, HI 5
		Groton, CT 6
		Guam 7
		No guarantee S
NAVET (other than DPEP) reenlisting under CONTINUOUS service		
NAVET, Not PRISE III	N999	Not PRISE R
NAVET, PRISE III	NG**	
NAVET (other than DPEP) reenlisting under BROKEN service		
NAVET, Not PRISE III	7999	Not PRISE R
NAVET, PRISE III	7G**	

OSVET (other than DPEP)		
OSVET, Enlisting in Paygrade E4 or Above	OP99	
OSVET, Paygrade E3 or Below, No RTC, No “A” School	S999	
OSVET, Paygrade E3 or Below with RTC, No “A” School	8999	
OSVET, Paygrade E3 or Below, No RTC, With “A” School	SG**	
OSVET, Paygrade E3 or Below, With RTC and “A” School	8S**	
NAVET/OSVET DPEP		
NAVET, DPEP Identified Striker	Q999	
NAVET, DPEP Ultimate Paygrade E4 to E7	Q#**	
OSVET, DPEP Identified Striker	L999	
OSVET, DPEP Ultimate Paygrade E4 to E7	L#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7
Direct Procurement Enlistment (DPEP) excluding NAVETS/OSVETS		
DPEP, Identified Striker	C999	
DPEP, Ultimate Paygrade E4 to E7, No “A” School Required	C#**	# = use code below
DPEP, Ultimate Paygrade E4 to E7, “A” School Required	D#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM		
PACT **Homeport** Guarantee	K4**	
		3rd digit replace asterisk with :
PACT **No Homeport** Guarantee S-PACT – K49U A-PACT – K49A E-PACT – K49F		1 – Norfolk VA
		2 – San Diego CA
		3 – Jacksonville/
		Mayport FL
		4 – Pacific Northwest
		5 – Hawaii
		6 – Japan
		4th digit replace asterisk with:
		U - S-PACT
		A – A-PACT
		F – E-PACT

** = Enter the appropriate rating code in two characters from the following list that identifies the rating or school for which the applicant was recruited.

RATING CODES													
ABE	A1	AW	AW	CTT	CT	GSM	G3	MA	MA	QM	QM	YNS	Y1
ABF	A3	AZ	AZ	DC	DC	HM	HM	MC	MC	RP	RP		
ABH	A2	BM	BM	EA	EA	HMDA	DA	MM	MM	SB	SB		
AC	AC	BU	BU	EM	EM	HMFM	H1	MMS	M1	SECF	SA		
AD	AD	CE	CE	EN	EN	HT	HT	MN	MN	SH	SH		
AECF	FC	CM	CM	EO	EO	IC	IC	MR	MR	SO	SO		
AG	AG	CS	CS	EOD	ED	IS	IS	MT	MT	STG	SG		
AM	A6	CSS	M2	ET	ET	IT	IT	NC	NC	STS	ST		
AME	A7	CTI	CI	FC	F2	ITS	I2	ND	ND	SW	SW		
AO	AO	CTM	C1	FT	FT	LN	LN	OS	OS	TM	TM		
AS	AS	CTN	CN	GM	GM	LS	LS	PR	PR	UT	UT		
AV	AV	CTR	CR	GSE	G2	LSS	L1	PS	PS	YN	YN		

7. **Item 17g**. Enter enlistee's rate (e.g., AR, AN, SR, SN, FN, etc.). **DO NOT enter program designator**. Enter only the rate qualified for at the time of enlistment in DEP.

8. **Item 17h. DEP Enlistment Waiver Codes.** Record waiver codes for waivers granted to applicants during DEP processing. Enter "YYY" if no waiver is required. (Refer to Waiver Code Table under Item 18f.)

9. **Item 17i**. Enter paygrade in three-character code. Enter "E" for Enlisted with second and third characters for paygrade level as follows:

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

10. **Item 17j.** List the DD Form 4 annexes applicable to the member's enlistment options (A, B, C, etc).

11. **Item 17k (also 18d).** Enter the member's military service obligation (MSO). This will be "0800" for all non-prior service applicants. For prior service members, enter the member's enlistment program service obligation or the member's remaining MSO, whichever is greater.

Note: For Reserve Applicants: Refer to MILPERMAN ART 1160-030 for proper reenlistment bonus requirements or contact CNRFC Code N11.

12. **Item 17l.** Enter member's enlistment service obligation for the program in which enlisting. For non-prior service USN applicants and FTS applicants enter 0400. For NAT accessions, enter 0026. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(c) **Item 18**. **Accession Data**. Navy processing personnel **will complete this section five working days prior to member commencing USN or USNR.** Navy processing personnel will submit the DD Form 1966/1 after completion to MEPS personnel for data entry and request a revised print out of the DD Form 1966/1.

1. **Item 18a**. Date of enlistment in YYYYMMDD format. For USNR Programs (NAT, NCS and FTS/TEP) this date should be the same as enlistment date entered in *Item 17a*.

2. **Item 18b**. Active Duty Service Date. Enter eight characters in YYYYMMDD format. For personnel with no prior active military service, enter the current ACDU enlistment date when enlisting USN or the date ACDU starts for applicants enlisting USNR (NAT, NCS and FTS/TEP). For NAVETs, OSVETs and applicants with prior service such as SAMs, National Guardsmen, and other service Reserve enlistments, the Active Duty Service Date is computed by subtracting from the current enlistment date all prior periods of active duty/Initial Active Duty for Training (IADT), plus adding, to that figure, periods of lost time. Periods of active duty for training are considered active military service. An example is an OSVET who enlisted

11 September 1987 and had three years prior service and no lost time. If he returns to active duty on 11 September 2007, the Active Duty Service Date for this applicant is 11 September 2004 (subtract three years from 11 September 2007). PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

3. **Item 18c**. Pay Entry Base Date (PEBD) in YYYYMMDD format. If enlistee has no prior military service, this date is the same day that the applicant starts active duty. If enlistee has prior military service, a **PS 2612 or NEC 9586** must compute the PEBD. It is absolutely imperative that this date be computed correctly to avoid both personnel and disbursing problems at the Transient Personnel Unit (TPU) and at the member's initial permanent duty station. In each and every case, the **DoD Financial Management Regulation Volume 7A, Chapter 1 Art. 0101** (DoD FMR,) must be consulted. This publication is available online at http://www.dfas.mil/. By clicking on the "Reference Library" icon, then the "Regulations Guides" icon, and finally the "DoD FMR" icon you can search, view and print the detailed instructions for computing a PEBD. To determine PEBD examine the *Certificate(s) of Release or Discharge from Active Duty* (DD Form 214 copy 4), and other documentation provided by Reserve or National Guard unit and then consult the DoD FMR keeping the following general rules for computation of a PEBD in mind:

a. Creditable service includes active or inactive service in any of the following active and respective reserve components: USN, USMC, USAF, USA, USCG, Air National Guard, and Army National Guard.

b. DEP time does not count for computation after 31 December 1984.

c. Remember to make sure Lost Time was made up by checking that the original Enlisted Active Obligated Service (EAOS) was adjusted for all periods of Lost Time.

d. Start computation from most recent period of service and work backwards.

e. Adjust PEBD forward for any periods of non-affiliated time.
Generic examples for computation of the PEBD for most of the NAVETs/OSVETs that return to active duty would be similar to the following scenarios:

Example 1: Member initially enlisted in DEP on 950815 incurring an eight year Military Service Obligation (MSO) and accessed to active duty on 950910. Member was released in inactive duty (USNR Individual Ready Reserve) on 990909 completing four years day-for-day active service. Member remains in the USNR IRR until 001003 and then re-enlists on active duty 001004 to transfer to TPU for further transfer to initial duty station. In this case the member's PEBD would remain 950910 and would not have to be adjusted. Because of the eight year MSO he was always affiliated with creditable service.

or

Example 2: Member initially enlisted in DEP on 900710 and accessed to active duty on 900804. Member was released to inactive duty (USNR IRR) on 940803 completing four years day-for-day active service. Member remains in the USNR IRR until completion of his eight year MSO on 980709. Member re-enlists on active duty 000915 to transfer to TPU for further transfer to initial permanent duty station. In this case the member's PEBD would have to be adjusted forward to 921010 to reflect the period of time that he was not affiliated with the military and thereby cannot be creditable for computation of a PEBD. The computation would look like this:

		YR	MO	DAY
Day Prior to Re-enlistment:		00	09	14
Last Day of Creditable Service:	(-)	98	07	09
Time in Non-Creditable Status:		02	02	06
Original PEBD:		90	08	04
Non-Creditable Time:	(+)	02	02	06
Adjusted PEBD:		92	10	10

Remember that each case must be evaluated on its own merits and all personnel holding the NEC (2612 or 9586) computing PEBDs must review the DoD FMR article for specific instructions regarding which periods of service are creditable and for how to compute PEBD.

4. **Item 18d**. Enter the same data used in item 17k.

5. **Item 18e**. Enter the years of obligation in which enlisting. For example: 04000000 for all active duty programs (to include full time support programs). Do not count extensions. For NAT enlistees enter 00060000. Enter 02000000 for PRISE III applicants and enter 03000000 thru 06000000 for all NAVET/OSVET applicants.

6. **Item 18f. (Accession Waiver Codes)** Record all waivers granted for the applicant (include all waivers listed in 17h plus any additional waivers granted in DEP. Enter a three-character waiver code(s) by selecting the appropriate code listed below.

WAIVER CODE TABLE

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
YYY	YYY	No waiver required	
BAB	BAB	Dependency of a military spouse waiver granted by NAVCRUITCOM	
BAE	BAE	Dependency of a military spouse waiver granted by NRD	
BBB	BBB	Dependency waiver due to number of dependents granted by NAVCRUITCOM	
BBE	BBE	Dependency waiver due to number of dependents granted by NRD	
CYB	CYB	Mental qualification (ASVAB AFQT) waiver granted by NAVCRUITCOM	
DAA	DAB DAE	Law violations of adjudicated traffic offenses waiver granted	DAB=waived by NRC DAE=waived by District
DCA	DMB DME	Law violations of one misconduct offense and four or more non-traffic offenses that were adversely adjudicated waiver granted	DMB=waived by NRC DME=waived by District
DCB	DNB DNE	Law violations of five or more adversely adjudicated non-traffic offenses waiver granted	DNB=waived by NRC DNE=waived by District
DDA	DGB DGE	Law violations of two or more misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a misconduct waiver being granted	DGB=waived by NRC DGE=waived by District
DDB	DOB DOE	Law violations of two or more misconduct offenses where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced or some other diversion program where conditions were placed on the violator resulting in a misconduct waiver being granted	DOB=waived by NRC DOE=waived by District
DEA	DEA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an **adult** major misconduct waiver being granted	

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
DEB	DEB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in an **adult** major misconduct waiver being granted	
DFA	DFA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a **juvenile** major misconduct waiver being granted	
DFB	DFB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a **juvenile** major misconduct waiver being granted	
EAB	EAB	RE-Code waiver granted by NRC	
EBB	EBB	Paygrade waiver granted by NRC	
EBE	EBE	Paygrade waiver granted by District	
ECB	ECB	Lost time waiver granted by NRC	
ECE	ECE	Lost time waiver granted by District	
EDB	EDB	Prior service EPTS physical disability waived by NAVCRUITCOM	
EEB	EEB	Prior service skill requirement waived by NAVCRUITCOM	
EEE	EEE	Prior service skill requirement waived by NAVCRUITDIST	
FAB	FAB	Alcohol abuse waived by NRC	
FAE	FAE	Alcohol abuse waived by District	
FBB	FBB	Marijuana abuse waived by NRC	
FBE	FBE	Marijuana abuse waived by District	
FCB	FCB	Other drug abuse waived by NRC	
FCE	FCE	Other drug abuse waived by District	
FDA	FDA	Positive DAT waived by CNP	
HAB	HAB	Prior service height waiver granted by NAVCRUITCOM	
HCB	HCB	Medical/physical standard waiver granted by NAVCRUITCOM	

Note: PRIDE and CIRIMS require a single specific law violation offense to be entered for traffic (100) and other non-traffic (200) offenses. For 100 and 200 series offenses only list the most severe law violation based on severity level of adjudication as indicated below. An adjudication indicator is not required for 100 and 200 series offenses.

(1) Severity level precedence is determined by the total sum of fees, fines, restitution and court cost paid as a result of adjudication, and the value assigned to the length of civil confinement and community service imposed.

(2) Monetary value assigned to civil confinement is equal to $200 for each day served. For example, three days civil confinement has a monetary value of $600. Monetary value of community service is $10 for each hour of community service imposed. For example 40 hours of community service has a monetary value of $400.

(3) Formula: a+b+c=x,

a=total sum of fees, fines, restitution and court cost
b=monetary value of civil confinement
c=monetary value of community service
x=severity level value for determining law violation precedence

Example: Applicant has two non-traffic offenses, which are littering and vagrancy. Applicant received a fine of $350, $150 in court costs and 20 hours of community service for the littering charge. Applicant received a fine of $100, $250 in restitution, $75 in court costs, and served two days in jail. The severity level value for each charge is $700 for the littering charge and $825 for the vagrancy charge. In this case the vagrancy charge, offense code 242, would be entered into either PRIDE or CIRIMS, as applicable.

Note: Misconduct (300) and major misconduct (400) series offenses must include all offenses and an adjudication indicator for each offense, either guilty (g) or other adverse adjudication (a).

7. **Item 18g**. Enter paygrade in three-character code. Enter “E” for Enlisted with second and third characters for paygrade level as follows:

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

Example: Individual enlists as MM3; enter E04.

8. **Item 18h**. **Date of Grade.** Enter Time in Rate (TIR) in YYYYMMDD format. To determine TIR, read carefully the instructions below and consult **Certificate of Release or Discharge from Active Duty** (DD Form 214), Block 12h (effective date of paygrade). If documentation is not available on DD Form 214, consider the date of enlistment (reentry) to be the effective date of paygrade; then proceed as follows:

a. TIR date for **NAVETs** who return to active duty **in paygrade** held on discharge or release from active duty.

b. Adjust TIR to credit NAVETs for any previous TIR accumulated while on active duty in the paygrade from which originally separated.

c. Compute TIR and adjust day for day, in the same manner as Active Duty Service Date (ADSD) as outlined below. Recomputed TIR applies to all advancement cycles **after** 1 October 1989.

Example:

Member advanced to E5 on:	16 Sep 86
TIR date of:	01 Jul 86
Member released from ACDU:	14 Oct 87
Member returned to ACDU:	17 Aug 89
Effective date of rate:	17 Aug 89

New Time in Rate Computed as:

	89	08	17:	Current entry to ACDU
Subtract	-87	10	15:	Day following release from ACDU
	01	10	02:	Total break in active service (1 yr, 10 mos, 2 days)
	01	10	02:	Total break in active service
Add	+86	07	01:	Previous ACDU TIR date
	88	05	03:	Computed entry date

New Computed TIR Date: 88 01 01

TIR date for NAVETs who return to active duty in a **lower paygrade** than held on release from active duty. NAVETs who reenlist or return to active duty in a lower paygrade than held on release from active Navy duty, or in a paygrade lower than held in drilling reserve status, whether return to active duty was in USN or USNR status, are assigned a TIR date under Chart A.

d. TIR date for OSVETs. OSVETs entering into active Navy service are assigned a TIR date under Chart A. The only exceptions to this policy are for OSVETs who have been granted a waiver (in writing) from COMNAVCRUITCOM (Code 32) to maintain their original TIR.

e. TIR date for members who return from Disability Retired Status.

(1) Within six months of release from Permanent Disability Retired List (PDRL) or Temporary Disability Retired List (TDRL) in the same paygrade held on date of retirement, members are assigned a new effective date by adding the amount of time not served on active duty to the effective date held when released from active duty. This moves the effective date forward. Assign TIR date based on member's new effective date and the schedule.

(2) For members who return to active duty after a period in excess of six months from the date on which member was notified of removal from Disability Retired Status, irrespective of the paygrade in which member was authorized reentry into active duty, assign a TIR date per the schedule.

(a) TIR date for members who are being discharged from the DEP or are reporting to active duty for the first time and have no prior Naval Service. Assign a TIR date per the schedule.

(b) TIR date for members reporting to active duty from a Naval Reserve drilling status. Assign a new active duty TIR per the schedule.

Chart A - TIR Dates

Paygrade	Accession Date	Assign TIR Date
E1	Any period	Date of Enlistment/Reenlistment
E2-E3 (Initial Active Duty)	1-16 of the month 17-31 of the month	1st day of the month 1st day of the following month
E4-E6	1 January – 30 June 1 July - 31 December	1 January year of reentry 1 July year of reentry
E7	Any period	1 September year of reentry
E8-E9	Any period	1 July year of reentry

9. **Item 18i**. Enter one digit code from the following list to indicate the status of the enlistee.

Explanation	Code
Enlistment or induction into the active force without delay status of reservists (other than USN DEP) ordered to active duty or enlisted for immediate active duty (Direct)	0
Enlistment in active force from an authorized delay program (Returning USN DEP)	1
Reservists ordered to active duty from a delay status (Returning USNR DET)	2

10**. Item 18j**. Enter highest grade that will be completed prior to active duty (three-digit code)

11. **Item 18k**. Enter recruiter's Social Security Number. This is the official block for recruiter credit. The recruiter of record should fill in this block when constructing the kit. Recruiter's SSN will be blackened out on the copy given to the applicant.

12. **Item 18l**. Enter the station identification code used in item 17e.

13. **Item 18m.** Enter five-digit program for which enlisted code following the instructions given for completing block 17f. First digit must be an "A".

14. **Item 18n**. Enter enlistee's rate (e.g., SR, AR, SN, etc.). **Do not** enter program designators.

15. **Item 18o**. Leave Blank

16. **Item 18p**. Enter three-digit code to identify any Youth Program enlistee has affiliated with as indicated in *Item 22b* of the Record of Military Processing. If enlistee does not claim affiliation with a Youth Program, or the program is not included in the following list, enter "YY0" in *Item 18p*.

a. **Digit 1** - **Youth Program:** Enter the one digit code as applicable to indicate the youth program.

Youth Program	Code
JROTC 3 year program	A
JROTC 4 year program	B
ROTC 1 year program	C
ROTC 2 year program	D
ROTC 3 year program	E
ROTC 4 year program	F
CAP - Spaatz Award	G
CAP - Earhart Award	H
CAP - Mitchell Award	J
Naval Sea Cadet Recruit	K
Naval Sea Cadet Apprentice	L
Naval Sea Cadet Seaman	M
Other	X
Not Applicable	Y

b. **Digit 2** - **Department/Establishment Component:** Enter the one digit code as applicable to indicate the department sponsoring the Youth Program as follows:

Department	Code
Army	A
Air Force	F
Navy	N
Marine Corps	M
Coast Guard	P
Other	X
Not Applicable	Y
Unknown	Z

c. **Digit 3** - **Time in Years**: Enter in one digit (0 through 9 as applicable) the number of years affiliated.

17. **Item 18q**. Enter two digit Enlistment Type Option from the following table. Note that the second digit will be "Y" for all Navy enlistees.

1st digit - Enter the one digit code that most accurately describes the program option(s) that enlistee is enlisting for:**Type Enlistment Option**	**Code**
Advanced enlistment grade plus training or skill, unit or geographic location and Buddy Program	A
Advanced enlistment grade plus unit or geographic location and Buddy Program	B
Advanced enlistment grade plus unit or geographic location	C
Advanced enlistment grade	D
Advanced enlistment grade plus unit or geographic location and training or skill	E
Advanced enlistment grade plus training or skill guarantee	F
Advanced enlistment grade plus Buddy Program	G
Accelerated promotion plus unit or geographic location unit or geographic location and Buddy Program	H
Accelerated Program plus unit or geographic location and Buddy Program	J
Accelerated promotion plus unit or geographic location	K
Accelerated promotion	L
Accelerated promotion plus Buddy Program and training or skill guarantee	M
Accelerated promotion plus training or skill guarantee	N
Accelerated promotion plus Buddy Program	P
Training or skill guarantee plus unit or geographic location and Buddy Program	Q
Unit or geographic location plus Buddy Program	R
Unit or geographic location	S
Training or skill guarantee plus unit or geographic location	T
Training or skill guarantee plus Buddy Program	U
Buddy Program	V
Training or skill guarantee	W
Other	X
Not applicable (including Naval Academy Preparatory School).	Y

b. **2nd digit** - Enter "Y" for all Navy enlistees and reenlistees. Advanced paygrade resulting from referrals, college credits, etc.

18. **Item 18r**. Leave blank.

19. **Item 18s.** If enlistment options changed, enter the new DD Form 4 annexes being used (B, C, D, etc). If no changes to the members contract since the original DEP in date then leave this block blank.

Note: Once an annex is assigned a letter designator, that letter designator cannot be used for any other annex created in cases where the member's enlistment options are modified or changed.

20. **Item 18t.** If the member's enlistment option changed while in DEP, list the DD Form 4 annexes that were replaced.

21**. Item 18u.** Enter the UIC of the activity to which the enlistee is transferred upon enlistment or reenlistment.

UIC	Activity	Type of Enlistment
30646	RTC, Great Lakes, IL	All recruits
31176	Commander, NAVEDTRACEN, Newport, RI	NAPS Candidates
42125	STU RTC , Great Lakes, IL	NAVETS/OSVETS

a. MEPS orders NAVETs, enlisting in the Regular Navy (USN), and Drilling Navy Reservists to the TPU.

(d) **Item 19**. **Service Required Data**. The MLPO or other NAVCRUITDIST support personnel complete this item by entering appropriate codes for various items of additional information required for Navy accessions. Complete *Item 19* **at least five working days before** the applicant starts USN or USNR

1. **Item 19**. **Block 1:** Number of enlistment - Enter one digit code to indicate the number of enlistments in the Navy as follows: PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

1 - 1st enlistment (USN/USNR)
2 - 2nd enlistment (USN/USNR)
3 - 3rd enlistment (USN/USNR)
4 - 4th enlistment (USN/USNR), etc.

2**. Item 19**. **Blocks 2, 3, 4, 5, 6, 7*:*** Enter as follows:

3. **Item 19. Block 2:** Navy Recruiting Region. PRIDE Mod will auto-fill for all applicants.

Region	Code
Navy Recruiting Region East	1
Navy Recruiting Region West	2

4. **Item 19*. Block 3*:** Army Regional Recruiting Command (RRC). If your location is not listed, choose the closest location to your MEPS.

NERRC	Code
Albany, NY	1
Baltimore, MD	1
Boston, MA	1
Buffalo, NY	1
Harrisburg, PA	1
Newark, NJ	1
New York, NY	1
Philadelphia, PA	1
Pittsburgh, PA	1
Portland, ME	1
Providence, RI	1
Springfield, MA	1

SWRRC	Code
Albuquerque, NM	4
Dallas, TX	4
Denver, CO	4
Houston, TX	4
Jackson, MS	4
Kansas City, MO	4
Little Rock, AR	4
Memphis, TN	4
New Orleans, LA	4
Oklahoma City, OK	4
San Antonio, TX	4

SWRRC	Code
Atlanta, GA	3
Charlotte, NC	3
Columbia, SC	3
Indianapolis, IN	3
Jacksonville, FL	3
Louisville, KY	3

SERRC	Code
Miami, FL	3
Montgomery, AL	3
Nashville, TN	3
Richmond, VA	3
San Juan, PR	3

MWRRC	Code
Chicago, IL	5
Cincinnati, OH	5
Cleveland, OH	5
Columbus, OH	5
Des Moines, IA	5
Detroit, MI	5
Fargo, ND	5
Milwaukee, WI	5
Minneapolis, MN	5
Omaha, NE	5
St. Louis, MO	5

WRRC	Code
Anchorage, AK	6
Butte, MT	6
Fresno, CA	6
Honolulu, HI	6
Los Angeles, CA	6
Portland, OR	6
Phoenix, AZ	6
Salt Lake City, UT	6
San Diego, CA	6
San Francisco	6
Seattle, WA	6
Spokane, WA	6

5. **Item 19. Blocks 4 and 5:** Enter the two-digit code to indicate the NRD through which the enlistment was processed. PRIDE Mod will auto-fill for all applicants.

NAVCRUITDIST	Code	NAVCRUITDIST	Code
New England	02	Phoenix, AZ	30
New York, NY	04	Dallas, TX	31
Jacksonville, FL	12	Houston, TX	32
Atlanta, GA	13	New Orleans, LA	34
Nashville, TN	14	Los Angeles, CA	36
Raleigh, NC	15	Portland, OR	37
Richmond, VA	16	San Francisco, CA	38
Ohio	18	Seattle, WA	39
Philadelphia, PA	19	San Diego, CA	40
Pittsburgh, PA	20	San Antonio, TX	46
Chicago, IL	21	St. Louis, MO	47
Michigan	22	Miami, FL	48
Denver, CO	25	Other Outside CONUS	99
Minneapolis, MN			

6. **Item 19**. **Blocks 6 and *7:*** Enter the two-digit code to indicate the MEPS through which the enlistment was processed and/or reported. PRIDE Mod will auto-fill for all applicants.

MEPS	Code	MEPS	Code	MEPS	Code
Eastern Sector		Tampa, FL	17	Raleigh, NC	31
Albany, NY	01	Atlanta, GA	20	Fort Lee, VA	32
Baltimore, MD	02	Beckley, WV	21	Jackson, MS	42
Boston, MA	03	Charlotte, NC	22	Memphis, TN	45
Buffalo, NY	04	Miami, FL	23	Lansing, MI	50
New York, NY	05	Ft. Jackson, SC	24	Chicago, IL	54
Harrisburg, PA	06	Jacksonville, FL	25	Cleveland, OH	56
Fort Dix, NJ	10	Knoxville, TN	26	Columbus, OH	57
Pittsburgh, PA	11	Louisville, KY	27	Detroit, MI	59
Portland, ME	12	Montgomery, AL	28	Indianapolis, IN	61
Springfield, MA	13	Nashville	29	Milwaukee, WI	62
Syracuse, NY	14	San Juan, PR	30		
Western Sector					
Albuquerque, NM	36	Shreveport, LA	49	Honolulu, HI	73
Amarillo, TX	37	Des Moines, IA	58	Los Angeles, CA	74
Dallas, TX	38	Fargo, ND	60	San Jose, CA	75
Denver, CO	39	Minneapolis, MN	63	Phoenix, AZ	76
El Paso, TX	40	Omaha, NE	64	Portland, OR	77
Houston, TX	41	Sioux Falls, SD	65	Salt Lake City, UT	78
Kansas City, MO	43	St. Louis, MO	66	Seattle, WA	79
Little Rock, AR	44	San Diego, CA	67	Spokane, WA	80
New Orleans, LA	46	Boise, ID	70	Anchorage, AK	81
Oklahoma City, OK	47	Butte, MT	71		
San Antonio, TX	48	Sacramento, CA	72		

7. **Item 19**. **Blocks 8, 9 and 10*:*** Leave Blank.

8. **Item 19**. **Blocks 11, 12, 13, 14, 15 and 16:** Enter in six digits (YYMMDD) format the date on which last discharged. For Future Sailors with no prior military service as well as USNR Future Sailor enter 000000. For USN Future Sailors returning from DEP, enter the date prior to their current active duty date. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

9. **Item 19**. **Blocks 17 and 18*:*** Enter the two-digit code for the branch and class of Federal Service from which last discharged. For USN Future Sailors who are in the Delayed Entry Program use “32” unless they have prior active service. If applicant has no prior military service, enter “99”. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Branch	Class	Code
USN	Regular (To include Direct PS)	11
	Native	15
	Retired (Temporary Disability Retired List)	18
	Navy Inductee	23
	Navy Medical Inductee	25
	Active (Naval Reserve Direct Procurement Enlistment)	26
USNR	Ready (Enlisted in USN and upon completion of specific period of enlistment was transferred to USNR-R to complete remaining obligated service)	19
	Ready (Returning USN DEP)	32
	Enlisted Volunteer	31
	Standby – 1(Federal Key Employees)	41
	Standby – 2(Navy IRR-not eligible for points or promotion)	51
USA	Regular	71
USAR	Reserve	72
	National Guard	73
USAF	Regular	75
USAFR	Reserve	76
USANG	Air National Guard	77
USCG	Regular	81
USCGR	Reserve	82
USMC	Regular	85
USMCR	Reserve	86
	All others (USNR DET)/No prior Federal Service	99

10. **Item 19**. **Blocks 19 and 20:** Enter appropriate two digits Type Acquisition Code from the following. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Category	Code
Chargeable (male only)	
QUEBEC – Enlisted in the Navy Accession Program (NAT) Male	10
QUEBEC - (No prior service or has prior active service of less than 84 consecutive days in other than USN or USNR)	11
QUEBEC - (Prior USN or active USNR (except SAM) service less than 84 consecutive days active duty/active duty for training	12
QUEBEC - (Prior Naval Service, other than DEP, no prior active service	13
QUEBEC – MUSICIAN	14
QUEBEC - Musician applicant who failed the musical audition and who enlists for general service or in another special program - **do not** use this code for applicants who request to be returned home and who at a later date, after arrival at home, enlist in USN	15
QUEBEC Navy Inductee	16
QUEBEC - (Prior Naval Reserve service, no prior active service Returning DEP)	17
Male - FTS Enlisted Program (with or without delayed active duty)	19
Male - National Call to Service Program	20
Non-chargeable (male only)	
ROMEO - Prior regular Navy Service (Reenlisting under broken service conditions)	21
ROMEO - Prior active USNR service (Includes 4 or more months Active Duty or Training)	22
ROMEO - Prior Navy Inductee service	23
ROMEO - Prior other service (other than USN or USNR)	24
ROMEO - Prior service (other than USN or USNR) accepted for enlistment temporarily in DEP USNR	25
ZULU - Male reenlisting under continuous service conditions (over 24 hours but within 3 months)	32
Female - Recruit enlistment USN	41
Female - Reenlisting USN under continuous service conditions (within 3 months)	43
Female - Reenlisting USN under broken service conditions (over 3 months)	44
Female - First enlistment USN, prior Naval service other than DEP	45
Female - First enlistment USN, prior other service	46
Female - First enlistment USN, prior Naval Reserve Service, no prior active service (Returning DEP)	47
Female - FTS Enlistment Program	49
Female - Enlisted in the Navy Accession Program (NAT)	50
Female – National Call to Service Program	51

11. **Item 19. Blocks 21 and 22:** Enter Branch and Class Code. PRIDE Mod will auto-fill for all applicants.

USN	**11**
USNR	**32**

12. **Item 19**. **Block 23:** Enter the appropriate Military Obligation Designator Code from the following list. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

MOD	Category of Enlistee Code	Code
	Male or female who has completed an 8-year obligation.....	0
A	Non-prior service male or female enlisting in the ..... Regular Navy prior to completion of an 8-year military obligation	7
A	Male or female with prior service in a Regular ..... component of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year military obligation	7
A	Ex-Midshipman (Naval Academy or NROTC), being placed..... in the Naval Reserve upon disenrollment to complete an 8-year military obligation	7
B	Non-prior service male or female enlisting in the..... Naval Reserve under Title 10 USC 511(b) (includes 2YO, 3YO, NAT and FTS Enlistment Programs)	8
C	Male or female with prior service in a Reserve..... Component of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year Military obligation	4
N	Male or female enlisting in the Naval Reserve upon enlistment in an NROTC program	9

Note: MOD Code for DEP members should be based, if appropriate, on the program enlisting when active duty/active duty for training starts. Males or females who have completed an eight year obligation; however, must always be code “0”.

13. **Item 19**. **Blocks 24 and 25:** Enter two digit code to indicate place of birth (State or country).

Code	Location	Code	Location	Code	Location
1	Alabama	26	Michigan	49	Utah
2	Alaska	27	Minnesota	50	Vermont
4	Arizona	28	Mississippi	51	Virginia
5	Arkansas	29	Missouri	53	Washington
6	California	30	Montana	54	West Virginia
8	Colorado	31	Nebraska	55	Wisconsin
9	Connecticut	32	Nevada	56	Wyoming
10	Delaware	33	New Hampshire	AQ	American Samoa
11	District of Columbia	34	New Jersey	PQ	Canal Zone
12	Florida	35	New Mexico	EQ	Canton and Enderbury Island
13	Georgia	36	New York	CQ	Guam
15	Hawaii	37	North Carolina	JQ	Johnston Atoll
16	Idaho	38	North Dakota	MQ	Midway Island
17	Illinois	39	Ohio	RP	Philippines
18	Indiana	40	Oklahoma	RQ	Puerto Rico
19	Iowa	41	Oregon	TQ	Trust Territory of the Pacific Island
20	Kansas	42	Pennsylvania	BQ	U.S. Misc. Caribbean Islands
21	Kentucky	44	Rhode Island	IQ	U.S. Misc. Pacific Island
22	Louisiana	45	South Carolina	VQ	Virgin Islands (American)
23	Maine	46	South Dakota	WQ	Wake Island
24	Maryland	47	Tennessee	ZZ	Other than Above
25	Massachusetts	48	Texas		

14**. Item 19**. **Blocks 26 and 27:** Enter the two-digit code for type of gain to the Navy/Navy Reserve. PRIDE Mod will auto-fill for all applicants.

Description of Type of Enlistment	**Code**
1st enlistment USN or USNR, No prior service	01
1st enlistment USN or USNR, No prior service, (Bonus)	02
1st enlistment USN, Prior Service (Bonus)	10
1st enlistment USN, Prior Service (No Bonus)	11
Reenlistment, within three months (Bonus)	40
Reenlistment, within three months (No Bonus)	41
Reenlistment, over three months	51
1st enlistment USNR, less than 365 consecutive days prior active service.	95

15**. Item 19**. **Blocks 28 and 29:** Enter the Reenlistment code (RE) for last separation located on DD 214. Enter in two digits **only** that portion which follows the

"RE". Enter a zero in both blocks for members not previously assigned a reenlistment code. Sample coding listed below. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Code recorded in: **Code recorded in:**

RE Code	#28	#29	RE Code	#28	#29
RE-RI	R	1	RE-5	5	Leave blank
RE-1	1	Leave Blank	RE-3X	3	X
RE-2	2	Leave Blank	RE-3	3	Leave blank
RE-2A	2	A	RE-3P	0	P
RE-4	4	Leave Blank	NONE	0	0

16. **Item 19**. **Blocks 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39:** Enter the appropriate code to identify foreign language and the proficiency level, in each of the four areas (listening, reading, writing, and speaking) from the entries made by the enlistee in *Item 13* of DD Form 1966. One foreign language may be listed, the first and most fluent in Blocks 30-39. If the enlistee did not indicate any foreign language ability in *Item 13*, leave blank in Blocks 30-39.

Note: Ability is not included in *Item 13*; therefore, the classifier must request information to determine the code to be entered in Blocks 32-39 from each enlistee claiming proficiency in a foreign language. Enlistee must have at least a proficiency level code greater than 00 in one of the four ability skills to be listed. For example: an applicant claiming to have a foreign language proficiency in Arabic but reveals a proficiency level of "00" for all four ability/skills shall not document proficiency in a foreign language in block 13 and blocks 30 through 39 should be left blank.

17. **Item 19**. **Blocks 30 and 31:** Enter the two-digit code from that corresponds to the language(s) the recruit has written in *Item 13* of this form

Language Codes for Item 19: Blocks 30, and 31

Code Language	Code Language	Code Language	Code Language
AF Achinese	AH Acholi	AG Adigey	AA Afrikaans
TZ Afro-Asian	FB Akan	LF Akha	BC Akposso
AB Albanian	CR Amashi	AC Amharic	CD Amoy
YZ Ancient/Defunct	VN Annamese	BH Anyi-Baule	AZ Arabic
AJ Arabic-Classical	AE Arabic-Egyptian	DG Arabic-Iraqi	AK Arabic-Jordanian
AQ Arabic-Lebanese	AL Arabic-Libyan	AM Arabic-Maghrebi	BS Arabic-Moroccan
AN Arabic-Saudi	AV Arabic-Sudanese	AP Arabic-Syrian	BW Arabic-Tunisian
AU Arabic-Yemeni	AD Arabic Modern Standard	AT Aramaic	AR Armenian
AR Armenian-East	AR Armenian-West	XZ Artificial	AS Assamese

Code	Language	Code	Language	Code	Language	Code	Language
AF	Atjehnese	AW	Avar	XB	Avestan	AY	Aymara
AX	Azerbaijani	AX	Azeri	BB	Bahnar	BK	Bakweri
BD	Balinese	WZ	Baltic	BT	Baluchi	BA	Bambara
BJ	Bamilike	BZ	Bantu	BP	Bashkir	BQ	Basque
BG	Bassa-Kru	BF	Batak	BH	Baule	BE	Bedawiye
BE	Beja	BL	Belorussian	BL	Belorussian	BM	Bemba
BN	Bengali	BR	Berber	BR	Berber-Tamazigt	BR	Berber-Tashelhit
BR	Berber-Zenatiya	CG	Bicol	BV	Bihari	CU	Bini
VY	Bisayan	BX	Breton	CE	Bug-Makassarese	BU	Bulgarian
FA	Bulu	BY	Burmese	CA	Cambodian	CB	Catalan
CJ	Chamorro	CK	Chechen	CZ	Chinese	CD	Chinese-Amoy
CN	Chinese-Anhwei	CC	Chin-Cantonese	CW	Chinese-Chuang	CQ	Chinese-Fuchow
CF	Chin-Fukienese	CH	Chinese-Hakka	CM	Chinese-Kuo-Yu	CM	Chinese-Mandarin
CD	Chinese-Swatow	CT	Chinese-Toishan	CS	Chinese-Wu	KN	Ching-Po
CY	Chokwe	TS	Chuana	CW	Chuang	CV	Chukchi
CY	Cokwe	JZ	Continental Eurasian	CL	Coptic	CP	Cornish
HC	Creole	SC	Croatian	CX	Czech	DA	Danish
DJ	Dinka	DB	Djerma-Songhai	DL	Duala	DU	Dutch
DW	Dutch-Creole	ES	Estonian	RH	E De	EF	Efik
EK	Eskimo	EL	Esperanto	EW	Ewe	EX	Ewondo
GX	Fana	GX	Fanagalo	FA	Fang	FB	Fante
FD	Faroese	PF	Farsi	EF	Fi	FG	Fijian
FJ	Finnish	FL	Flemish	FQ	Fon	FM	Formosan
FR	French	HC	French-Creole	FE	Frisian	FV	Fulani
GB	Ga	GL	Gaelic	GA	Galla	GC	Gallic
LS	Ganda	GG	Georgian	GM	German	GT	German-Bavarian
TS	German-Swiss	MZ	Germanic	KV	Gerze	GQ	Gondi
GD	Gothic	GR	Greek	YG	Greek-Ancient	GE	Greek (New Testament)
CJ	Guamanian	GU	Guarani	KV	Guerze	GW	Gujarati
HC	Haitian-Creole	HS	Hausa	HA	Hawaiian	HE	Hebrew
YH	Hebrew-Ancient	HR	Herero	VY	Hiligaynon	HJ	Hindi
HN	Hindustani	CM	Hsiang	HU	Hungarian	LF	I
JD	Iban	JE	Ibanag	JB	Ibo	JC	Icelandic
JB	Igbo	JJ	Ijaw	JF	Ila-Tonga	JL	Ilocano
OZ	Indic	RZ	Indo-European	JN	Indonesian	GF	Irish
JT	Italian	JM	Italian-Neapolitan	JK	Italian-Sardinian	JS	Italian-Sicilian
JA	Japanese	JR	Jarai	JV	Javanese	KH	Jingpaw
KT	Kabre	KY	Kabyle	KH	Kachin	JG	Kambatta
KA	Kanarese	JH	Kanembu	KA	Kannada	DC	Karachai-Balkhar
KC	Karen	KB	Kashmiri	KR	Kashubian	KE	Kazakh
MV	Khalkha-Mongol	KD	Kherwari	CA	Khmer	KG	Kikongo
KJ	Kikuyu	KK	Kimbundu	KL	Kinyarwanda	CY	Kioko
KM	Kirghiz	KF	Kirundi	KS	Kissi	KN	Kituba
KG	Kongo	KQ	Konkanis	KP	Korean	KT	Kotokoli

Code	Language	Code	Language	Code	Language	Code	Language
KV	Kpelle	KW	Krio	BG	Kru	CM	Kuo-Yu
KU	Kurdish	KX	Kurukh	LD	Ladino	LN	Lahnda
LL	Lamba	LR	Landsmal	VZ	Language Family	LC	Lao
LC	Laotian	LP	Lapp	VL	Latin	LH	Latin (Ecclesiastic)
LE	Latvian	LE	Lettish	LJ	Lingala	LB	Lisu
LT	Lithuanian	LF	Lolo	LV	Loma	LG	Lomongo
LK	Lubakasai	LQ	Lubakatanga	IS	Luganda	LM	Lunda
LG	Lunkundu	LU	Luo	WB	Lusatian	MA	Macedonian
MD	Madurese	MJ	Makua	MG	Malagasy	ML	Malay
MN	Malayalam	SJ	Maldivian	MQ	Malinke	MP	Maltese
MB	Mandingo	BA	Mand. Bambara	MB	Mandingo-Dioula	MQ	Mandingo-Malinke
MK	Manx	ME	Maori	MR	Marathi	MM	Marshalese
HC	Martinique-Creole	MS	Masai	MF	Maya	DD	Mbongu
UM	Mbundu	MT	Mende	MC	Meo	MC	Miao-Yao
CF	Min	MU	Minangkabau	RQ	Moldavian	MY	Mole
MV	Mongolian	KN	Monokituba	MW	Mordvin	MY	More
MH	Moro	MY	Mossi	DD	Mpongwe	KN	Munukutuba
MX	Muong	ND	Ndebele	KK	Ndongo	NE	Nepalese
LF	Nesu	LJ	Ngala	NB	Niue	HZ	North African, Middle East, and South-West Asian
DZ	North American	CQ	North Min	NR	Norwegian	LF	Nosu
NV	Nubian	ST	Nyamezi	NY	Nyanja	NX	Nyoro
RY	Okinawan	EA	Old English	FC	Old French	GH	Old High German
NA	Old Norse	PK	Old Slavonic	QA	Oriya	GA	Oromo
QT	Otetela	LZ	Pacific Islands	PH	Pahari	PD	Palauan
PM	Pali	QV	Pampangan	PN	Pangasinan	PA	Papiamento
YP	Pappese	PP	Papuan	PG	Persian-Afghan	PF	Persian-Iranian
PB	Pidgin English	PS	Pizar Malay	PL	Polish	PC	Ponapean
PQ	Portug.Brazilian	PT	Portug. European	PR	Provencal	PJ	Punjabi
PV	Pushtu-Afghan	PW	Pushtu-Pershawari	QU	Quechua	RA	Rajasthani
RH	Rhade	RC	Rhaeto-Romance	NZ	Romance	RQ	Romanian
RC	Romansh	RM	Romany	RN	Rundi De Sundanese	RU	Russian
BL	Russian-White	RT	Ruthenian	RY	Ryukyuan	SA	Samoan
SB	Sango	RG	Sanskrit	RB	Santali	SE	Sara
JK	Sardinian	GN	Scotch-Gaelic	SQ	Sedan	SQ	Sedang
SZ	Semitic	RF	Sena	SC	Serbian	SC	Serbo-Croatian
SV	Serer	SP	Sesuto	SF	Shan	CS	Shanghai
KH	Shantou	SG	Shluh	SH	Shona	TH	Siamese
RD	Sidamo	ND	Sindebele	SD	Sindhi	SJ	Singhalese
KH	Singhpo	UZ	Sino - Tibetan	PZ	Slavic	SK	Slovak
SL	Slovenian	SM	Somali	DB	Songhai	SN	Soninke
WB	Sorbian	SP	Sotho	EZ	South American	KZ	South Asian
CD	South Min	LA	Spanish-American	SR	Spanish-Castilian	SS	Spanish-Creole

Code Language	Code Language	Code Language	Code Language
QS Ssetic	GZ Sub-Saharan African	AV Subanese	ST Sukuma
SU Susu	SW Swahili	SX Swati	SY Swedish
DF Syriac	CW T'ung	TB Tadjik	TA Tagalog
TD Tahitian	CT Taishan	TT Tamachek	TC Tamil
TK Tapachula	TM Tatar	TE Telugu	KT Tem
TF Temne	TH Thai	TJ Tibetan	TN Tigre
TL Tigrinya	UC Tonga	CT Toysan	TQ Trukese
LK Tshiluba	TP Tsonga	TR Tswa	TS Tswana
TT Tuareg	TV Tulu	UC Tumbuka	TY Tungusu
UA Tupi	TU Turkish	UB Turkmen	UB Turkoman
FB Twi Xe Zerba	UJ Uighur Xu Zulu	UK Ukrainian	UM Umbundu
ZZ Unspecified	UR Urdu	UX Uzbek	VA Vai
CG Vicol	VC Vietnam.- Central	VN Vietnamese-Hanoi	VS Vietnamese-Saigon
VY Visayan	VY Visayan-Cebuano	VY Visayan-Heligaynon	VY Visayan-Samaran
VQ Volapuk	WA Walamo	WE Welsh	WB Wendish
WS Wescos	FZ West European	WQ Wolof	WH Xhosa
YA Yakut	YC Yao (China)	YB Yao (Malawi and Mozambique)	EX Yaunde
LF Yi	YJ Yiddish	YQ Yoruba	CC Yueh
UC Zambian	XB Zend	XA Zenga	

18. **Item 19**: **Blocks 32, and 33, 42*:* Listening Ability. Blocks 34 and 35: Reading Comprehension. Blocks 36 and 37: Writing Ability. Blocks 38 and 39: Speaking Ability**. Enter appropriate proficiency level code from the following:

Proficiency Level Code	Skill Listening, Reading, Writing, Speaking
00	No proficiency
06	Memorized proficiency
10	Elementary proficiency
16	Elementary proficiency, plus
20	Limited working proficiency
26	Limited working proficiency, plus
30	General professional proficiency
36	General professional proficiency, plus
40	Advanced professional

Proficiency Level Code	Skill Listening, Reading, Writing, Speaking
	proficiency
46	Advanced professional proficiency, plus
50	Functionally native proficiency

19. **Item 19**. **Blocks 40 through 55:** Leave blank.

20. **Item 19**. **Block 56:** Enter the one digit code to indicate type of last discharge received. For USN Future Sailors (Returning DEP) use “1”.
For USNR Future Sailors use “0”. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Type Of Discharge	Code
Honorable	1
General	2
Undesirable	3
Bad Conduct	4
Dishonorable	5
No Prior Service	0

21. **Item 19**. **Block 57*:*** Enter “X”.

22. **Item 19**. **Blocks 58 and 59:** Reserve Active Duty Obligation (RADO). Enter the number of months, in two digits, for which the individual is being ordered to, or retained on, active duty. Enter a zero in both blocks for all USN enlistments; for NAT applicant enter “06” for total number of months. For FTS Program enter “48” for total number of months. PRIDE Mod will auto-fill for all applicants.

23. **Item 19**. **Blocks 60, 61, 62, 63, 64, and 65:** Leave blank for all USN enlistments. Enter the Current Active Duty Date (CADD) in YYMMDD format for all, NAT/NCS and FTS Program enlistments. The CADD is the date on which the current period of active duty began. The CADD will not in all cases be the same as the Active Duty Service Date (ADSD) entered in block 18b because the ADSD is a computed date, which includes all periods of prior active duty. PRIDE Mod will auto-fill for all non-prior service applicants for DEP USNR enlistment. Information for all other prior service USNR applicants must be manually entered.

24. **Item 19**. **Blocks 66, 67, and 68:** Enter the Navy Advanced Programs Test (NAPT) score for all applicants who have taken the test whether or not they enlisted in the Nuclear Field Program. Block 66 must be an alpha character of J, K or L to denote which form of NAPT test was used. Blocks 67 and 68 must be numeric in the range 00 to 80 to indicate what the enlistee actually scored on the test. Enter "000" for applicants who did not take the NAPT.

Example: Applicant scored 72 on Form F of the NAPT. Entry: F72

25. **Item 19**. **Block 69 and Block 70:** Leave blank.

26. **Item 19**. **Block 71:** Enter the one digit code to indicate applicant's means of initial entry into military service. PRIDE Mod will auto-fill for all applicants.

Means of Entry	Code
Induction	A
Voluntary enlistment in an active component (Direct Shipper USN)	B
Voluntary enlistment in a reserve component for service in an active component Delayed Entry Program (DEP/DET) Note: Use for USN (Returning DEP)	C
Voluntary enlistment in a reserve component under 26 years of age, Any service, on or after 3 September 1963, which would include a Minimum of 4 months IADT.	G
Voluntary enlistment in a reserve component, any Service, on or after 1 June 1984 (Direct USNR) Note: Use for USNR Future Sailors	J
Not applicable	W
Other	X
Unknown	Z

27. **Item 19**. **Blocks 72 through 140:** Leave blank.

(e) **Item 20**. Last Name, First Name, Middle Initial.

(f) **Item 21**. Social Security Number (full SSN required)

(4) **SECTION III – OTHER PERSONAL DATA**

(a) **Item 22a**. Education: Dates, name(s), location of all high schools and higher level educational institutions attended.

Example: 200409 to Present Pope HS, Albany, NY.

1. **Item 22a(5)**. Enter an "X" under "yes" or "no" column as appropriate. Do not list elementary schools unless elementary school is the last school attended. If still attending school, enter the word "Present" in the "to" column.
Note: Applicant must provide documents of the highest educational level completed (See *Item 12*). **Start with most recent education and work backwards**.

2. **Item 22b**. Youth Programs: Applicant will initial “yes” or “no”, as applicable, to show affiliation with youth programs. If “yes”, a statement is required in Section VI, “Remarks”.

Note: Items 22b through 26 must be in applicant’s own handwriting, entries that are computer generated are not authorized.

(b) **Item 23**. **Marital/Dependency Status and Family Data**. Applicants must place an “X” in either the “yes or “no” block. If 23a is “yes”, then list all dependents by name and their relationship in Section VI, Remarks. If 23b is “yes”, applicant must provide documentation. If 23c is “yes”, a statement is required in Section VI, “Remarks”. *Item 23d* is self-explanatory.

(c) **Item 24**. **Previous Military/Government Employment**. Applicants must place an “X” in either the “yes” or “no” block. If 24a is “yes”, applicant must furnish documentation. If *Item 24b* is a “yes”, show reason for rejection in Section VI, **Remarks**. **No other documentation is required**. If *Item 24c, 24d*, and *24e* is “yes”, a statement is required in Section VI, Remarks.

(d) **Item 25**. **Ability to Perform Military Duties**. Self explanatory (i.e., as applicable).

1. **Item 25a**. No statement is required in Section VI, Remarks for a “yes” answer, but processing will be terminated.

2. **Item 25b**. If “yes”, explain in Section VI, Remarks.

3. **Item 25c**. No statement is required in Section VI, Remarks for a “yes” answer, but processing will be terminated.

(e) **Item 26**. **Drug Use and Abuse**. If “yes”, explain in Section VI, Remarks. List type of drug, number of times used and date of last use. If charged, list of date of offense and disposition.

(f) **Item 27**. Last Name, First Name, Middle Initial.

(g) **Item 28**. Social Security Number.

(5) **SECTION IV - CERTIFICATION**

(a) **Item 29**. **Certification of Applicant**. Recruiter must witness signature in this block. Applicant must not sign this item until he/she has completed all required items and is in the presence of the recruiter.

(b) **Item 30**. **Data Verification by Recruiter**. If a Birth Certificate, SSN Card and original High School Diploma are used, then all that is required is an “X” in the

appropriate block. If any other document(s) is used for verification, place an "X" in the "other block" and list documents in Section VI, Remarks as per Section 010103.

a. Name (x one**)**		**b. Age (**x one**)**		**c. Citizenship (**x one**)**	
	(1) BIRTH CERTIFICATE		(1) BIRTH CERTIFICATE		(1) BIRTH CERTIFICATE
	(2) Other (Explain)		(2) Other (Explain)		(2) Other (Explain)
d. Social Security Number (SSN)(X one)		**e. EDUCATION** (X one)		**f. OTHER DOCUMENTS USED**	
	(1) SSN CARD		(1) DIPLOMA	If you choose item (1) for a,b,c,d and e leave this box blank, If you choose item (2) for any one item write See SEC VI and make required entry in SEC VI.	
	(2) OTHER (EXPLAIN)		(2) OTHER (EXPLAIN)		

Sample Section VI Entry: If a telephonic **DD Form 372** is used to verify name and citizenship.

"Item 30 A, B, C, D & E Continued: DD Form 372 (telephonic) per PHONCON between EM1 I. M. Sailor, LPO/LCPO, NAVCRUITSTA Salem, OR and Ms. Annita Helper, Records Clerk, for Health Statistics, Oregon Health Division, Portland, OR conducted on (Date)."
Place a copy of all documents used for verification in the enlistment package residual (NAVCRUIT 1133/100). Refer to Exhibit 010101 for packet distribution

For high school seniors (intended to graduate and enlisting in DEP) or applicants who are pursuing an accredited program that will yield HSDG status, enter **"WILL GRAD"** in block 30f **"Other Documents Used."**

The **only** acceptable documents for verifying name, age, and citizenship are detailed in Volume II**.**

The **only** acceptable documents for verifying education are detailed in Volume II**.**

The **only** acceptable documents for verifying SSN are detailed in Volume II.

Education Verification for Prior Service Applicants: For prior service veterans with less than four years active duty service, obtain education verification documents per Volume II**.** For prior service veterans with four or more years of active duty service, enter "N/A" in *Item 30e.*

(c) **Item 30f**. Other documents used - Cite other applicable documents. Examples include:

1. *Armed Forces of the United States Report of Transfer or Discharge* (DD Form 214).

2. *Correction of Armed Forces of the United States Report of Transfer or Discharge* (DD Form 215).

3. Letter statement of service issued in lieu of DD Form 214.

4. *Statement of Service* (GSA Form 6851) when DD Form 214 is not available at the Federal Records Center, St. Louis, Missouri.

5. *Request for Discharge or Clearance from Reserve Component* (DD Form 368).

6. School transcripts.

7. Parents' divorce decrees.

8. Applicant's marriage certificate.

9. JROTC, Girl Scout Gold, Eagle Scout, and all other certificates used for advanced pay grade.

10. Applicant's divorce decrees.

11. Copies of children's birth certificates.

12. Copies of dependents Social Security Cards/SSA printouts.

13. Any other authorized documents not named elsewhere.

Note: If no other documents are used, leave Item 30f blank.

(d) **Item 31**. **Certification of Witness**. Certification of the applicant's signature and verification of the data contained on the DD Form 1966 by a Navy representative. Item 31d should reflect the certifying witness's I.D. in the same manner as block 17d. I.D. must reflect the NAVCRUITDIST the Navy representative is assigned to

(e) **Item 32. Specific Options/Program Enlisted For, Military Skill, or Assignment to a Geographical Area Guarantees**.

1. **Item 32a.** This can be completed only after the applicant has been determined to be **fully** (medically, mentally, and morally) eligible for enlistment and qualified for the program desired. Additionally, all specific options must be entered in *Item 32a* and be acceptable to the applicant and within the limits prescribed by current directives. The Enlisted Classifier completes *Item 32a* at the time of DEP enlistment or, if not enlisting in DEP, at time of the direct-ship enlistment, by entering a brief description of the program and options that have been guaranteed and entered as annexes to DD Form 4. *Item 32a* **may not** be completed until necessary annexes have been completed for DD Form 4 and *Item 32a* entries must be in **complete agreement** with DD Form 4 annexes. Write in clear text English when completing *Item 32a*. The

entry must include: program, active duty date, coast assignment, enlistment bonus and buddy program.

Example: Advanced Electronics Field – Advanced Electronics Computer Field (AEF/AECF 6YO) Program, Active Duty Date: 1 May 1997, Enlistment Bonus: $1,500.00, Coast Assignment: None, Buddy Program with JONES, John P. 221-11-3333.

Note: If coast assignment is guaranteed, then include the Control Number. If all program guarantees do not fit in Item 32a, continue Item 32a in Section VI.

2. **Item 32b**. Applicant must read.

3. **Item 32c**. **Applicant's Initials**. The MLPO/EPDS will ensure that applicants understand their enlistment options and initial in *Item 32c* in the MLPO/EPDS's presence.

(f) **Item 33**. **Certification of Recruiter or Acceptor**. The Navy representative will sign at the time the member enters DEP. The individual signing the acceptance of the applicant on behalf of the Navy must ascertain that the applicant is, in fact, fully qualified for enlistment and all options listed.. Item 33d should reflect the certifying witnesses I.D. in the same manner as block 17d. I.D. must reflect the NRD the Navy representative is assigned to.

(6) **SECTION V - RECERTIFICATION**

(a) **Item 34**. **Re-certification by Applicant and Correction of Data at Time of Active Duty Entry.**

1. Any changes made to DD Form 1966 or the SF 86 after the applicant enlists in DEP or DET are made in Section V using the following procedures.

a. Write "**See Section V**" in the block that is being added to or changed.

b. In *Item 34b*, enter the item number that is being changed.

c. In *Item 34c*, enter the new information with date of change.

Example: An applicant who DEPped in as an 11s and graduated from High school on 200806.

Item 34b should reflect: 12, 22(2)(5),30e

Item 34c should reflect: 12L,200806,Yes, High School Diploma

NOTE: The MLPO should annotate Section V at the time of enlistment, to document any changes required in any information entered in DD Form 1966 so that all information is complete and up-to-date as of the date of enlistment.

(1) Items that will most likely require updating include: dependency, enlistment options, education, enlistment paygrade, etc.

(2) When an applicant graduates from high school and enlists, update the education level in *Item 34c*.

(3) Use special care in changing enlistment option entries in both *Item 32a* and the corresponding blocks in *Items 17* and *18.* Whenever changing enlistment option entries in Section V, redo the **entire** entry.

(4) Whenever changes are required, enter only the corrected information in *Item 34c*, with the exception of changes to *Item 32a*. Identify the question or item number in *Item 34b*. If additional space is needed to list all changes, use Section VI, Remarks.

(5) If any change is required that concerns elements of enlistment or program eligibility (such as dependency, civil involvement, etc.), review and waiver action must be initiated under instructions and procedures given in current directives, including this manual.

(6) *Items 34d* and *34e* are completed and signed by the applicant and witnessed by the MLPO. If no changes have occurred, enter “No Change” and then sign. This is to be completed when the applicant ships to RTC or TPU.

(b) **Item 35. Name.** Enter applicant’s Last Name, First Name, and Middle Initial.

(c) **Item 36. Social Security Number.** Enter applicant’s full SSN.

(7) **Instructions for Completing Section VI Remarks**. Only MLPOs, classifiers, and processing personnel use the first page of Section VI.

(a) **General Instructions**

1. Section VI is used as continuation space to enter various items of information not provided for elsewhere in the *Record of Military Processing.* Precede each additional entry by *Item* number.

Example: *Item 23a* Continued: JONES, Mary Ann (Smith) - Wife.

2. Additional DD Form 1966/4s may be used as continuation pages when space on the original DD Form 1966 is insufficient. On succeeding Page 4s leave *Items* 37a through 37e blank.

3. Continuation Page. Include the applicant's name and SSN on each. When an additional page is required, add the following as appropriate:

"Page 2 of 3 Pages", **"Page 3 of 4 Pages"**, etc. Make this entry at the bottom left-hand side of Section VI.

4. Since the first Page 4 is for MEPS use only, recruiters use Page 4s, and must enter "Page 2 of X Pages" on the first Page 4 that they use.

5. Sample entries and conditions under which they are used follow.

(b) **Section VI Remarks - Sample Entries**

1. **Classification Interviews.** Documentation of the initial classification interview shall be the first entry on DD Form 1966/4. Subsequent reclassification interviews, if required, shall be documented in the same manner.

(Date): Classification interview conducted and BEERS documents verified against PRIDE MOD.

_____
(Certification Signature)
(Type or print name, grade of Enlisted Classifier)

2. **Navy Advanced Placement Test (NAPT)**. For applicants administered the NAPT, regardless of whether they pass the test or enlist into the Nuclear Field Program, the Navy Classifier enters the following in Section VI, Remarks.

Entry:

Administered NAPT (version/serial number)_____on (date) at (location). Grade Obtained: _____

_____
(Certification Signature)
(Type or print name, grade of Enlisted Classifier)

3**. Defense Language Aptitude Battery (DLAB)/Defense Language Proficiency Test (DLPT)/Oral Proficiency Interview (OPI)**. For all applicants administered the DLAB, DLPT or OPI. The Navy Classifier enters the following in Section VI.

Entry:

(Date): DLAB/DPLT/OPI administered at (MEPS or NAVCRUITDIST).

Score Obtained: _____.

_____
(Certification Signature)
(Type or print name, grade of Enlisted Classifier)

4. **Non-receipt of Character/Employer References or Police Record Check.** Required when character/employer references or police record checks have been forwarded but not returned, or for direct ship applicants.

Entries:

1. **DD Form 369 mailed (date) to the following agency/agencies:**

(List Agency/Agencies)
Applicant shipped (date) without waiting for response.

5. **Criminal History Record Information**. The applicant does not meet the requirements in **Article 010206**.

Entry:

DD Form 369 not sent to law enforcement agencies.

_____
(Certification Signature)
(Type or print name, grade of enlisted classifier)

6. **Police Record Checks**. Police Record Checks are not required where jurisdiction requires fingerprints to process the check.

Entry:

DD Form 369 not sent to the following law enforcement agencies because of fingerprint requirement. (List Agency/Agencies)

7. **Stay in School Statement**. Recruiting personnel must encourage applicants to stay in school and graduate. Regardless of age, applicants who have been enrolled in high school during the current school year (normally a day in late August/early September to a day in late May/early June) and do not graduate, must not be accepted for active duty enlistment USN or start of active duty USNR (including active duty for training) without prior consent of parents and notification of school officials as appropriate. Allow enough time after notifying school officials to counsel the individual. No applicant who is processed and contracted while in high school, and placed in DEP as a WILL GRAD, may be shipped before the date of his/her originally

scheduled graduation date. The following statement must be signed by the individual's parents before enlistment:

Entry:

Both the applicant and I/we have been urged by recruiting personnel to have the applicant stay in school and graduate if possible prior to enlisting but I/we have decided that it would be to the best advantage of the applicant to enlist in the Naval Service at this time.

_____

(Signature of Parent(s))

Note: Both parents should sign if available.

8**. County Jurisdiction**. Sample entry when the town/city has no police department and is under the jurisdiction of the county:

The (city/town) of (state) does not have a police department and is under the jurisdiction of the county of _____.

9**. RE-Code**. Documentation of RE-Code verification (See Volume IV).

(Date): Reenlistment Code: SPN/SPD: IRE: ISC: was obtained from on (date). This information was provided by (name of person). This information was received by (name of authorized user) at (name of command obtaining information).

_____

(Signature of EPDS)

10**. Emancipated 17-Year-Olds**. If applicant is 17 years of age, and has been legally emancipated from his/her parents through **court order**, parental consent is **not** required to enlist.

or

If applicant is 17 years of age and is married, or was married and is now divorced, he/she may or may not be emancipated, depending on state law. Call COMNAVCRUITCOM (00J) for verification.

(Date): Parental consent not required due to emancipation by legal/court order/marriage. (cross-out non-applicable items).

_____

(Signature of EPDS or MLPO)
(Name, Rank, Title)

By direction of the CO

11. **Advanced Paygrade (USN program)**. The following sample entries are used to document enlistment in an advanced paygrade. Only one of these entries is authorized for any individual. Be sure to use the appropriate paygrade, classroom hours, credits, years, etc. Personnel with CO "by direction" authority can sign entries to document advanced paygrade status.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having satisfactorily completed one (two) academic years or 1080 (2160) classroom hours at an accredited vocational/technical school beyond high school level.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having successfully completed two (three) years at, and subsequently graduated from, an accredited High School Level Military Academy.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having provided conclusive evidence of advancement to paygrade E2 (E3) while serving in the Naval Sea Cadet Corps.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having completed 24 (48 or more) semester hours or 36 (72 or more) quarter hours of college credits at an accredited educational institution.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having provided evidence of successful completion of two (three) years of a Junior ROTC Program.

Date: Authorized enlistment in, or advancement to, paygrade E2 having referred (one Nuclear Field individuals or two non-Nuclear Field individuals) for Naval Service Service to a Recruiter. These individuals have enlisted in a USN or USNR program including DEP, and will access within 12 months.

Date: Authorized enlistment in, or advancement to, paygrade E3 having referred (two Nuclear Field individuals or four non-Nuclear Field individuals) for Naval Service for Naval Service to a Recruiter. These individuals have enlisted in a USN or USNR including DEP, and will access within 12 months.

Date: Authorized enlistment in, or advancement to paygrade E3 having provided evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold Award.

Note: Certificate must be the official certificate issued by the Boy/Girl Scouts of America.

Date: Based upon a Foreign ESS's review of foreign education documents,

authorized enlistment in paygrade E2 for applicants with college level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester hours (36 quarter hours). Applicants who have satisfactorily completed the U. S. equivalent of 48 semester hours (72 quarter hours) of college credits are authorized enlistment in paygrade E3.

Date: Authorized enlistment in, or advancement to, paygrade E2 having provided evidence of receiving the Civil Air Patrol Billy Mitchell Award.

12. **Section VI, Waivers**. Document all Waivers and Eligibility determinations in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

a. To be used for waiver.

(Enlistment) waiver approved by (NAVCRUITDIST/NAVCRUITCOM) for (reason) on (date). Waiver Code:

_____

(Name, Rank, Title)
By direction of the CO

b. In instances where an additional waiver is approved.

An additional (Enlistment) waiver for (reason) has been granted by (NAVCRUITDIST/NAVCRUITCOM) on (date) for (reason). Waiver Code:

_____

(Name, Rank, Title)
By direction of the CO

c. In instances where two or more waivers are required by different approving authorities.

A waiver for (reason) has been granted on (date) by NRD prior to submission to NAVCRUITCOM for (reason). Waiver submitted to higher authority on (date).

_____

(Name, Rank, Title)
By direction of the CO

d. To be used for eligibility determination.

Eligibility determination approved by (NAVCRUITDIST/NAVCRUITCOM) for (reason) on (date).

_____
(Name, Rank, Title)
By direction of the CO

e. In instances where a Nuclear Field Type 1 or Type 2 eligibility determination (or non-determination) is approved/disapproved:

(Date): Applicant received approved (academic, citizenship, age, etc.) (Non, Type 1, Type 2) determination from (NRC (N33), DCNO N133D, Naval Reactors) on (date).

_____
(Name, Rank, Title)
By direction of the CO

f. In instances where telephonic AEF/ATF/Warrior Challenge Program eligibility determinations are granted:

(Date): Telephonic (AEF, ATF, or Warrior Challenge) program eligibility determination for (reason) granted per PHONECON (date), NAVCRUITDIST (Name of NAVCRUITDIST) (Name and rank of caller) and (COMNAVCRUITCOM (N33)), (Name and rank of person called).

_____
(Name, Rank, Title)
By direction of the CO

g. In instances where the NAVCRUITDIST CO conducts a telephonic major misconduct waiver interview.

Waiver interview conducted via telephone between CO, NRD (NAVCRUITDIST), and the applicant (Name of applicant) on (date).

_____
(Name, Rank, Title)
By direction of the CO

h. In instances where a NAVCRUITDIST CO is required to interview an applicant who has received a civil conviction/adverse adjudication for a crime involving physical violence, requiring an enlistment waiver.

(Date): An interview regarding (civil conviction) has been conducted on this date between NRD (Name of NAVCRUITDIST) and the applicant (Name of applicant). Physical violence eligibility determination granted on (date).

_____
(Name, Rank, Title)
By direction of the CO

i. In instances where a NAVCRUITDIST CO is required to interview an applicant who has been arrested and charged with the commission of a crimes involving physical violence and has had charges dismissed under circumstances that raise doubts as to the innocence of the applicant (i.e., dismissed for want/lack of prosecution), or where the applicant does not require an enlistment waiver but must be interviewed by the NAVCRUITDIST CO as if the charges had resulted in a conviction.

(Date): A physical violence interview regarding (civil charge) has been conducted on (date) between CO, NAVCRUITDIST (Name of NAVCRUITDIST) and the applicant (Name of applicant).

_____
(Name, Rank, Title)
By direction of the CO

j. In instances where a medical waiver is obtained.

(Date): Waiver of physical standards for enlistment granted by NRC N3M, Ltr#_____, dtd _____.

_____
(Name, Rank, Title)
By direction of the CO

13. **Section VI, Legal Determinations**. Document all Legal Determinations in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

a. In instances where a legal determination is obtained for civil charges.

(**Date): NAVCRUITCOM Legal Determination for (civil offense) determined to be (disposition). Determination Number:**

_____
(Name, Rank, Title)

b. In instances where a legal determination is obtained for custody determination.

(Date): NAVCRUITCOM Legal Determination for Custody Determination for Active Duty approved on (Date). Determination Number:

_____
(Name, Rank, Title)

c In instances where a legal determination is obtained for Parental consent.

(Date): NAVCRUITCOM Legal Determination for Parental Consent approved on (date). Determination Number:

_____
(Name, Rank, Title)

d. In instances where a legal determination is obtained for Enlistment eligibility.

(Date): NAVCRUITCOM Legal Determination of Enlistment eligibility (reason) approved on (date). Determination Number:

_____
(Name, Rank, Title)

14. **Section VI, Exception to Policy**. Document all Exceptions to policy in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

a. In instances where an Exception to Policy is required:

(Date): NAVCRUITCOM Exception to Policy for (reason) approved on (date). ETP Policy Number: ,

_____
(Name, Rank, Title)

15. **Section VI, PQS Requirements**. Document PQS completion/non-completion results in Section VI, Remarks, DD Form 1966/4. The following are samplesof administrative remarks entries:

a. To be used for PQS results.

PQS requirements were/were not completed.

_____
(Name, Rank, Title)

(8) **Section VII - Statement of Name For Official Military Records**

(a) **Item 37.** This item is provided in case applicants desire that their military records reflect a name other than that shown on the birth certificate. If the name

desired in the military record is the same as the name on the birth certificate, enter "N/A" in *Item 37a*. The applicant's signature in *Item 37d(1)* must be witnessed by the recruiter in *Item 37e*. If it comes to the attention of MEPS that this has not been done, then the MLPO is authorized to witness this block.

(b) **Item 38. Name.** Enter Last Name, First Name, Middle Initial.

(c) **Item 39. Social Security Number.** Enter full SSN.

(9) **Section VIII - Parental Guardian Consent for Enlistment**

(a) **Item 40. Parent/Guardian Statements**

1. Parental consent is **only** required prior to initiating police record checks, completion of the SF 86, and before a physical examination is conducted at MEPS. Parental consent obtained for enlistment is recognized as proper consent for physical examination of 17-year-old Navy applicants.

2. Who can grant parental consent is often dependent upon a custody determination following divorce or other court action. A distinction must be drawn between "physical" custody, which describes where the minor actually resides, and "legal" custody, which describes the ability of a parent to make child-rearing decisions on behalf of the minor. For purposes of enlistment into the Navy, all persons with "legal" custody over the minor applicant must be contacted to give consent. Ordinarily, both parents will retain "legal" custody following a divorce. As a result, "physical" custody alone is not sufficient for single parent consent.

3. In all cases involving 17 year-old applicants, every effort must be made to obtain the consent of both parents. If one parent has deserted or disappeared, the custodial parent must complete, sign, and have notarized NAVCRUIT 1133/97, attesting to the particulars of the desertion or disappearance. A properly executed NAVCRUIT 1133/97 and the custodial parent's consent for enlistment satisfy the requirement for parental consent. Note that this form must be notarized by an individual authorized to notarize documents under state law; military notaries are **not** authorized to notarize NAVCRUIT 1133/97.

4. Members of the recruiting command must visually witness the signing of consent papers in all cases except as follows: Commanding Officers of activities may authorize a Notary Public or those local officials authorized to administer oaths and take depositions under state laws, to witness the signing when a substantial saving in funds and work hours would result because of long distances involved. This authorization in no way relieves the recruiter of the responsibility to visit the applicant's parents or legal guardian whenever feasible to discuss the aspects of the applicant's Navy career with them.

5. If the custodial parent resides outside the continental limits of the United States, send DD Form 1966 to the parent with the request that the consent section be

executed before a commissioned officer of the Armed Forces, or a Foreign Services Officer attached to a U. S. Embassy or a Consulate, who must be identified by rank, title, and organization. Place copies of all correspondence relative to signing of the consents in the applicant's service record. When DD Form 1966 must be sent to another activity for signature, ensure the forwarding letter contains all relevant information concerning the applicant's enlistment for the benefit and edification of the parent or legal guardian.

6. If parental/guardian consent is not required, (i.e., emancipation by legal court order/marriage), enter "N/A" in *Item 39a;* however, proper annotation must be made in Section VI, Remarks.

(b) **Item 41**. **Verification of Parental Consent**. If the name of the individual(s) signing the consent is other than that recorded on the applicant's birth certificate, make at least one of the following notations: (type or handwrite in the block include supporting documentation)

This list is not all-inclusive and must be modified for different situations.

1**. Death of Parent**

Death Certificate (number), City of _____, County of _____, State of _____, shows that father – (full name), father of (applicant's name) died at (city) (state), on (day/month/year). Date: (day/month/year). Doctor: (full name and title).

2. **Divorce of Parents**

In the Circuit Court of _____, county, state of _____, during the (Month) term, (year), (Mother – Full Name) was granted a divorce from (Father – Full Name) and was given explicit authority to consent to "enlistment in the Armed Forces" of the minor child (Applicant's Name). Case Number _____ Date: (day/month/year), Judge: (full name).

3. **Guardianship**

In the City Court of _____, state of _____, during the (Month) term, (Year), (Guardian Name) was appointed the legal Guardian of the minor child, (Applicant's Name) on (Date). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

4**. Adoption of Applicant**

In the Circuit Court of (City)_____, (County), (State) of_____, during the (Month) term, (Year), (Father - Full Name) and (Mother - Full Name) adopted the minor child, (Applicant's Name) on (Date of Adoption). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

5. **Verification of Mother's Name.** Use this entry when a mother is giving consent when she has remarried; thus giving her a different last name than the applicant.

I, (Mother - Last, First, Middle, Maiden Name), state that I am the natural mother of (Applicant's Full Name) born on (Date of Birth). I was remarried on (Date of Marriage) in (City, State) to (Stepfather's Full Name).

_____
(Signature of Parent)

6. **Applicant Born Out of Wedlock, Parents Never Married.**

I, (*Parent's Name*), am (*Applicant's Name*) (*Mother/Father*). (*Applicant's Name*)'s (*Father/Mother*) and I were never married, and our (*Son/Daughter*) was born out of wedlock. I am the sole custodial parent and take full responsibility for (*His/Her*) enlistment.

_____
(Signature of Parent)

Note: Sample notation numbers 1, 3, 4, and 5 shall be filled out in their entirety and verification document (death certificate, divorce decree, guardianship, or adoption papers, etc.) attached. Enter document used in *Item 28*.

010210. STATE OF LEGAL RESIDENCE CERTIFICATE (DD FORM 2058)

a. **Purpose.** The State of Legal Residence Certificate (DD Form 2058) is required for determining the correct State of legal residence for purposes of withholding State income taxes form military pay. Used for Navy Reserve programs only.

b. **Instructions**

(1) Enter Name (Last, First, Middle Initial), Social Security Number, and legal residence (City or County and State) where the member resides.

(2) On the date of accession have member sign, enter current mailing address and date the form.

010211. VOTER REGISTRATION INFORMATION

a. **The National Voter Registration Act of 1993**. All U.S. Armed Forces recruitment offices are designated as voter registration agencies. Eligible voters (U.S. citizen and 18 years old by the date of federal election) who enter recruiting office are required to be provided with the opportunity to register to vote and/or change their voter registration information currently on file (change name, mailing address, political party, etc.). The NVRA of 1993 is located at http://www.fvap.gov/reference/milinfo.html.

b. **DD Form 2645.** Eligible voters must be asked to complete a DD Form 2645 (Voter Registration Information) upon entry into the recruitment office. "Yes" answers indicates the eligible voter's desire to register to vote and/or update voter registration information on file. Regardless of the citizen's response, completed DD Form 2645s must be forwarded to the district's Voting Assistance Officer and retained for a minimum of two years. The DD Form 2645 is located http://www.fvap.gov/reference/milinfo.html.

c. **National Mail Voter Registration Form**. When eligible voters check "Yes" on the DD Form 2645, recruiting personnel shall then provide the National Mail Voter Registration Form (NVRF) and assist with completion, if desired by the eligible voter. Completed NVRF with original signature shall be mailed or hand carried by recruiting personnel to the appropriate state election official within 10 days of acceptance or within 5 days before the last day for registration to vote in an election. Copies of completed NVRFs shall not be made or retained by recruitment offices due to presence of personally identifiable information (PII). The NVRF is located at: http://www.fvap.gov/reference/milinfo.html .

010212. MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2)

a. **Use of Form.** Use of *Applicant Medical Prescreening Form* (DD Form 2807-2) is mandatory for initial enlistments and reenlistments for all applicants processed at MEPS.

b. **Preparation**

(1) Complete DD Form 2807-2 for initial enlistment or reenlistment (after a break in service), using reproducible black-blue ink.

(2) DD Form 2807-2 properly prepares applicants for medical examinations and avoids spending recruiting monies on applicants who are obviously unqualified. Take special care that all items are accurately and legibly completed.

(3) Applicants may not be shipped to the examining facility (MEPS) until the applicant has obtained required documentation, except when documentation is not available.

c. **Procedures for Recruiting Personnel.** Recruiting personnel must:

(1) Explain the purpose of prescreening to applicants. Temporary conditions, such as being overweight or underweight, are enough to defer processing until the condition is corrected.

(2) Discourage applicants from further processing who are obviously unqualified (e.g., disqualifying defects such as missing limbs or eyes, or blindness. If an applicant should insist on being processed, follow the procedures listed in Volume II.

(3) Advise the applicant of the provisions of the Privacy Act of 1974, as it pertains to the information requested and recorded on the form.

(4) Advise female applicants that medical processing at MEPS includes a pelvic/rectal examination. A medical examination may be scheduled during the applicant's menstrual period if the applicant wishes. If the applicant prefers not to have her examination during her menstrual period, this should be considered in the scheduling of the medical examination.

(5) Weigh the applicant without shoes and heavy outer garments.

Note: The exact height in inches (e.g., 65 ½ inches) and weight to the nearest pound.

Verify the maximum weight permitted, based on the applicant's height and age, from the appropriate weight table contained in Volume II. Applicants that do not meet enlistment weight or body fat standards will not be processed.

(6) Request that the applicant complete all blocks of *Item 2a*, DD Form 2807-2 by checking "yes," or "no," in the block opposite each question. The applicant must provide a short explanation for each "yes" answer in *Item 2b.*

(7) For any block marked "yes" in *Item 2a*, refer to the explanation of codes for additional requirements that may be necessary prior to scheduling for MEPS processing. After all blocks are completed, review the form with the applicant.

(8) Have applicant complete *Items 3, 4, 5, 6* and *7* with complete information required.

(9) Tactfully advise the applicant of disqualifying factors. Inform the applicant that correction of disqualifying medical problems must be at his/her expense. No cost will be borne by the Government. If without funds, encourage the applicant to contact the Public Health Service or other free local health clinics. Inform the applicant that correction of disqualifying conditions does not guarantee qualification or waiver approval.

(10) Do not make a final determination on the applicant's medical status; however, take the appropriate following action:

(a) Defer the applicant from further processing, if the applicant has one or more temporary disqualifying medical problems, until the problems are corrected.

(b) Defer the applicant from further processing if the applicant has one or more

permanent disqualifying medical problems. Submit the prescreening medical form and applicant-provided medical documentation to the examining facility through MEPS Liaison Petty Officer for review by the medical officer.

(c) Do not expend Government monies for travel, meals, or lodging until the medical officer has authorized further processing.

(11) Parent or guardian consent is required for all applicants under the age of 18. Consent will be recorded in *Item 8*.

(12) The Recruiting Representative must complete *Item 9*.

(13) Forward the completed DD Form 2807-2, together with applicant's file, to the examining facility for qualified applicants and applicants authorized by the CMO for further processing as for "papers only" evaluation at least two working days prior to bringing the applicant for medical examination.

d. **Procedures for Medical Officer.** The examining medical officer must:

(1) Review DD Form 2807-2 and documentation submitted for evaluation and respond to the appropriate recruiting personnel, preferably within one working day of receipt.

(2) Recommend further processing immediately, or after a period of rehabilitation under medical supervision, or further processing is discontinued in order to avoid unnecessary government expense.

(3) Decide whether recruiting personnel could have determined the disqualification(s) if the individual is processed at MEPS and subsequently medically disqualified. If recruiting personnel, as laymen, could reasonably have been expected to determine medical disqualification, place a statement in the remarks section to indicate that the recruiter should have made the determination and deferred the applicant from further processing. Also, indicate the disqualifying condition(s) the recruiter should have recognized.

(4) At the close of each day, the MEPS Commander forwards a copy of the prescreening medical form to the NAVCRUITDIST CO, for each applicant medically disqualified at the MEPS whose disqualification, in the opinion of the medical staff, could have been determined by the recruiter.

e. **Guidelines for Handling Medical Information by Recruiters**

(1) **General**. The fact that an applicant has answered "yes" to one or more questions does not necessarily mean that he/she is disqualified for enlistment. Conducting a thorough medical prescreening before spending recruiting monies prepares the applicant for the medical examination by advising him/her of the medical

documents that will be needed and to encourage those with temporary disqualifications to have the defect corrected before further processing. This must be done at the applicant's expense and does not guarantee qualification or waiver consideration. The information provided here is general in nature and is not designed to qualify anyone as a medical officer. Each recruiter is encouraged to contact the medical staff at the examining facility to obtain clarification. Refer to Vol II Sec 7 for a list of temporarily/permanent disqualifying defects.

(2) **Definition**. The term "relevant medical documentation" used here means one of the following:

(a) Records from the applicant's physician if the applicant is currently under treatment or was treated within the past five years. These records should attest to the **current** status of the ailment and outline the treatment and prognosis.

(b) In the case of hospitalization, a copy of the hospital discharge summary.

(c) In the case of surgery, a copy of the surgical report, pathology report, and hospital discharge summary.

(d) In the case of psychiatric data, the psychiatrist, psychologist, or hospital should send records discussing the **current** and previous status and prognosis of the applicant directly to the local MEPS physician (addressed by name).

f. **Specific Guidance for "Yes" Answers**. Recruiting personnel should use the guidance under the Explanation of Codes on DD Form 2807-2.

Note: In addition to the above disqualifying defects, see VOL II Ch 2 Sec 7 for medical conditions that are not waiverable by COMNAVCRUITCOM (00M).

010213. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), REPORT OF MEDICAL HISTORY (DD FORM 2807-1), AND MEDICAL HISTORY PROVIDER INTERVIEW (USMEPCOM FORM 40-1-15-1-E

a. These forms are completed by the applicant and the examining physician normally at the MEPS, at the time of physical examination. Prepare and distribute them for Navy applicants per the U. S. Navy Manual of the Medical Department (MANMED), Chapter 16 and this manual.

010214. ENLISTMENT GUARANTEE ANNEX (NAVCRUIT 1133/52 or 1133/53) ANNEX TO THE ENLISTMENT OR REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. The NAVCRUIT 1133/52 or 1133/53 must have the applicant's complete name and the applicant will sign his or her full name using black ink. The full name shall be typed below the signature.

b. The classifier shall sign on the line provided. His/her name and title shall be typed below the signature with by direction. Recruiter canvasser personnel (NEC-9585) shall not be authorized to sign, except for E5 through E9 who are specifically assigned as a classifier, MLPO, or Enlisted Processing Division Supervisor.

c. Instructions for completing the NAVCRUIT 1133/52, NAVCRUIT 1133/53, and NAVCRUIT 1133/72 to the enlistment contract are as follows:

(1). NPS and FTS Guarantee. Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for non prior service applicants with active duty programs (excluding JOG/PACT) and reserve applicants with the Full Time Support (FTS) program.

(a) In paragraph 1, the classifier shall enter “Reserve” or “Active” for the component. The active duty obligation shall be determined by the incentives listed in Option 1 through Option 4, with the remaining months of the MSO served in the IRR. The maximum amount of active duty obligation shall be 6 years or 72 months.

(b) If Options 2 through Option 4 are not used, the classifier shall place “N/A” by those options. When applicants elect the “Buddy Program”, the name and social security number of their buddy shall be entered in Option 4.

(c) When filling out Block 5, enter “N/A” when the block is not applicable.

(2). PACT Guarantee. Professional Apprenticeship Career Track (PACT) Program Enlistment Guarantees (NAVCRUIT 1133/53) will be used for non prior service applicants that enlisted into the Professional Apprenticeship Career Track (PACT) Program.

(a) The classifier shall enter the appropriate PACT program in Option 1.

(b) The classifier shall enter the additional option numbers (2), (3), (4) in the space provided if the option is guaranteed. Type “N/A” in those spaces that do not apply.

(3). Prior Service Guarantee. Prior Service Enlistment Guarantees (NAVCRUIT 1133/52) will be utilized for prior service NAVETS (excluding PRISE III) and OSVETS.

(a) In paragraph 1, the classifier shall enter “Reserve” or “Active” for the component. Prior service applicants can enlist for 4, 5, or 6 years. Applicants that receive an enlistment bonus must agree to extend an additional 12 months to meet the required obligations, unless they elect to enlist for 6 years.

(b) Option 1 shall read verbatim as on the Commander, Navy Recruiting Command ECM approval letter. The classifier shall enter the additional options numbers (2), (3), (4) in the space if the option is guaranteed. Type “N/A” in those spaces that do not apply.

(4). NAVET PRISE III Guarantee. NAVET PRISE III Paygrade Reduction Annex (NAVCRUIT 1133/72) will be utilized for NAVET PRISE III applicants.

(a) In paragraph 1, the classifier shall enter the rate conversion.

(b) In paragraph 2, the classifier shall enter the type of enlistment bonus and amount. If applicant is not eligible for an enlistment bonus, the classifier shall enter "N/A" in Option 2a and Option 2b.

(5). National Call to Service Guarantee. National Call to Service Program Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for National Call to Service Program applicants.

(a) The classifier must ensure that the National Call to Service Election of Options (DD Form 2863) is completed and verified for accuracy before the NAVCRUIT 1133/52 is completed.

(b) Option 1 should reflect the National Call to Service program for which applicant has elected and Option 2 must reflect the incentive election reflected on the DD Form 2863.

(6). NAT Guarantee. New Accession Training (NAT) Program Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for New Accession Training (NAT) program applicants.

(a) Option 1 shall list the New Accession Training (NAT) Program. Option 2 shall the list the name of the Naval Operational Support Command (NOSC) and Unit Identification Code (UIC).

(b) The classifier shall enter any additional options numbers (3) and (4) in the space if the option is guaranteed. Type "N/A" in those spaces that do not apply.

(c) In paragraph 4, the classifier shall ensure that an "X" is placed in the appropriate box, if not applicable leave blank.

010215. ENLISTEE FINANCIAL STATEMENT (NAVCRUIT 1130/13)

a. All applicants enlisting or affiliating with dependents shall complete an Enlistee Financial Statement.

b. NAVCRUITDIST COs are responsible for ensuring applicants with dependents are interviewed by a Leading Chief Petty Officer or person higher in the chain-of-command prior to enlistment/affiliation processing. The interviewer will:

(1) Determine if the applicant is handling present personal and financial affairs in a mature, competent, and responsible manner.

(2) Determine if the applicant can meet current and expected financial obligations within the first six-months of naval service.

(3) Counsel the applicant concerning potential problems that may be experienced at the onset of enlistment relating to financial matters and the assignment to possible dependent restricted tours.

(4) Determine if the applicant is married to another service member.

c. During the interview, the Enlistee Financial Statement must be reviewed with the applicant either face-to-face or telephonically. The interviewer and chain of command should become suspicious of entries that are missing or unrealistic. All questionable areas must be resolved.

d. Applicants will not be enlisted/affiliated if it appears they are unable to meet current and expected financial responsibilities within the first six-months of naval service.

e. Completing the Enlistee Financial Statement

(1) The Enlistee Financial Statement is for use by all applicants with dependents. Prior to preparation, the applicant shall sign the Privacy Act Statement on the Enlistee Financial Statement. The financial statement will be prepared in either the applicant's own legible handwriting or typewritten. The document will be kept in the residual file after completion.

(a) No special criteria for the amount of monthly expenditures to be entered for housing, food, utilities, etc. can be established due to the variation in circumstances present in each individual case; however, for the benefit of those who must determine whether a dependency waiver is to be granted, questionable or unrealistic entries must be fully explained. An example of a questionable entry would be $100 per month for food when the applicant has three dependents. While use of food stamps could explain the low amount, this must be explained in detail and attached to the form.

(b) A **realistic breakdown of monthly expenditures** for most families would include additional categories that are not indicated on the financial statement (e.g., clothing, automobile expenses that are not included in car payments [gas, oil, tires, tune-ups, insurance, etc.], entertainment, miscellaneous). Entry of these expenses is especially applicable when an applicant's income is reported at $500 or $600 per month or more and monthly expenditures total $300 or $400 per month. The absence of these additional expenses is even more noticeable when little or no savings and/or checking account balances are indicated. In order for the total debt and total monthly payment data to have greater relevance for personnel reviewing the financial statement, each outstanding debt, and the monthly payment for each debt, must be indicated.

(c) Signature of spouse is mandatory, unless couple is legally separated, spouse resides outside the geographical area or refuses to sign. If this is the case, note the reason in item 16 of this form.

Note: Applicants in DEP over 90 days or who acquire dependents while in DEP are required to complete an updated Enlistee Financial Statement prior to shipping to RTC. Changes in dependency status must be reviewed, and if necessary, waived by the appropriate authority.

010216. RECRUITER'S ENLISTMENT-REENLISTMENT CHECKOFF SHEET. Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file. This form is located in WebRtools.

a. **Verification Requirements**

(1) **LPO/LCPO**. Signs as a verifying official in the block. In the absence of the LPO/LCPO, the Division Leading Chief Petty Officer or individual designated as LPO/LCPO may sign as a verifying official.

(2) **DEP In Processor**. The DEP In Processor signs as a verifying official after completion of all required documents and before the applicant is sent for Entrance National Agency Check interview and swearing in ceremony. Any new information obtained during blueprint or normal processing such AFQT must be updated by DEP In Processor.

(3) **DEP In MLPO**. The MLPO signs as a verifying official after the applicant has been sworn in and the MLPO has verified all documents.

(4) **Classifier**. The Classifier signs as a verifying official upon completion of the classification interview.

(5) **EPDS**. Signs as a verifying official for all waivers that he/she reviews, and to indicate any residual file reviewed for quality control.

b. **Quality Control Residual**. The individual who does the quality control of the residual file signs this item. This review must be conducted within one working day of the time the enlistee begins active duty. The EPDS is ultimately responsible for ensuring the review is conducted. The EPDS signs for the residuals that he/she reviews for quality control. The EPDS must be notified immediately of any noted discrepancies and initiate appropriate action to alleviate any negative impact the discrepancy may have on the enlistee at RTC/Naval Training Center (NTC).

010217. DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)

a. **Purpose.** The Recruiter will complete a Dependency Application/Record of Emergency Data (NAVPERS 1070/602) during the application process, to notify a person in case of emergency or death, prior to preparation of the smooth NAVPERS 1070/602. Used for Navy Reserve programs only.

010218. ADMINISTRATIVE REMARKS, (NAVPERS 1070/613)

a. **Purpose.** Serves as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U. S. Navy Enlisted Service Record. The Administrative Remarks form, when completed, becomes a service record Page 13 and is retained permanently in the U. S. Navy Enlisted Service Record (NAVCRUIT 1070/3).

b. **Instructions**

(1) Entries shall be dated and signed by the member as required.

010219. ENLISTED APPLICATION AND ORDERS TO A NAVAL RESERVE UNIT (NON-OBLIGOR) (NAVRES 1326/4)

a. **Purpose.** The purpose of NAVRES 1326/4 is to notify an individual of their assignment to a Navy Reserve drilling unit. Used for Navy Reserve programs only.

b. **Instructions**. The following instructions are to be used when preparing the NAVRES 1326/4. They are the minimum required entries. Each NOSC may require additional information.

(1) Top right hand corner will be used to list the following information:

(a) Accession program.

(b) Member's home phone number.

(c) Member's work phone number.

(d) Recruiter's name and phone number.

(2) Name: Last, First, Middle

(3) SSN: Self-explanatory.

(4) Rate: Enter applicant's permanent rate and temporary rate in parenthesis, if applicable. For example: SN(YN3), AA(AN), SK3(BM3).

(5) EOS: Enter Expiration of Obligated Service. If the applicant is not under contract, leave blank and complete upon attainment. If member is under a Navy Reserve contract, enter current EOS.

(6) Present Address: Enter current physical address.

(7) Service Record Holder: Leave Blank

(8) Date Released from Active Duty: Enter the date released from active duty. If no prior service, enter N/A.

(9) Last Ship or Station: Enter the last ship/ station. If no prior service, enter, N/A.

(10) Date of Birth: Enter applicant’s date of birth. (YYMMDD)

(11) Request for Assignment: The following information must be entered in this section:

(a) Mark the block that applies, either Drill Pay Status or Non Pay Status.

(b) Name and address of unit requested.

(c) Activity Processing Code (APC) of unit requested.

(d) Reservation Number.

(e) Reserve Billet Sequence Code (RBSC) of unit requested.

(f) Activity Unit Identification Code (AUIC).

(g) Reserve Unit Identification Code (RUIC).

(h) NOSC Code.

(12) Pension: Member is to initial whether or not they are currently drawing a pension, retired pay or disability compensation from the U. S. Government for prior Military Service, and that they do or do not have a claim pending.

Note: If the member initials they are receiving a pension/retired pay/or disability they must sign a NAVPERS 1070/613, Dual Compensation stating what entitlement they are entitled to draw.

(13) Request: Applicant must certify that he/she is a member of the Ready

Reserve until YYMMMDD.

(14) Training: Enter Training Category applying for:

(a) Category A (pay). Requires 48 Drills and 12 days active duty for training.

(b) Category B (non-pay). Requires 48 Drills and No active duty for training.

(15) Date: Applicant must date and sign this form prior to submitting to the requested Reserve Activity.

-

(16) First Endorsement: This is to be completed by the NOSC.

(17) Date and Signature: NOSC will ensure member signs after the Reserve Activity has completed and accepted the member.

010220. SATISFACTORY PARTICIPATION REQUIREMENTS/RECORD OF UNEXCUSED ABSENCES (NAVRES 1570/2)

a. **Purpose.** The Satisfactory Participation Requirements (NAVRES 1570/2)(Rev. 1-98) is used to inform the member of the requirements for Satisfactory Drill Participation and to record unexcused absences for Navy Reserve programs only. This form is mandatory for all members of the SELRES.

b. **Instructions**

(1) Item 8: Enter the NOSC phone number in the space provided.

(2) Type name of member and name of witness in the spaces provided.

(3) On the date of accession, have member read items one thru eight, sign and date in the space provided.

(4) Witness shall sign and date witnessing the member's signature.

010221. INACTIVE DUTY TRAINING PARTICIPATION RECORD (NAVRES 1570/21) Exhibit 010202

The Inactive Duty Training (IDT) Participation Record (NAVRES 1570/21) is the drill weekend muster, it is produced prior to the drill weekend listing all member's scheduled to drill. It is the authorizing document for pay signed by the CO or designated representative. Following the applicants first drill weekend contact the NOSC to obtain a copy. Submit the IDT participation record to the NRD for retention in the member's residual file.

EXHIBIT 010202. NAVRES 1570/21. INACTIVE DUTY TRAINING PARTICIPATION RECORD (NAVRES 1570/21) (Provided as sample only)

INACTIVE DUTY TRAINING(IDT) PARTICIPATION RECORD

RUIC: 55617 UNIT:

IDT PARTICIPATION RECORD

NAME	11/03/2007 1ST IDT	11/03/2007 2ND IDT	11/03/2007 # IDT	11/04/2007 1ST IDT	11/04/2007 2ND IDT	11/04/2007 # IDT	1ST IDT	2ND IDT	# IDT	REMARKS
DIVISION: BLUE										
RYER,JOSHUA BRYAN AO3 DP	A	A	Ø	A	A	Ø				Resched 29-30 Nov Enlistment expired: 10/30/2007
Comment										
SCHUMACHER,JACK ALLAN AE1 DP	P	P	2	P	P	2				
Comment										
STEWART,KEVIN GLENN AT1 DP	P	P	2	P	P	2				
Comment										
WILLIAM,TORIANO KUMAR AE3 DP	P	P	2	P	P	2				
Comment										
WRIGHT,LATRINA LASHAWNCHASI PS3 DP	A	A	Ø	A	A	Ø				Resched Enlistment expires: 01/09/2008
Comment										8-9 NOV
HARLSON, MARK AD3	P	P	2	P	P	2				

LEGEND:
A - Member Absent
P - Member Present

Posted : Initials

I certify that a minimum of four hours were performed, exclusive of meal, for each paid IDT performed. All personnel present and accounted for except those marked 'A' absent above. Unexcused IDT periods, Equivalent, Rescheduled IDTs, and Authorized Absences annotated in Remarks Column are approved.

HFCM(AW/AC) 4 NOV 07
CO or Designated Representative/Date

NAVRES 1570/21 (5-93)

The data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.

010222. SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLV-8286)

a. **Purpose.** This form is used to elect, reduce or refuse insurance and state to whom and how insurance should be paid. If an election is made, the member may elect an amount to be received by the beneficiary from $10,000 up to $400,000. For Navy Reserve programs only.

b. **Instructions**

(1) On the date of accession, have member complete the form, sign and date it was completed.

010223. FINGERPRINT CARD (FD FORM 258)

a. FD Form 258 is completed for all applicants processed at MEPS. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM.

b. For personnel who are not processed through MEPS, and whose fingerprints are not submitted via Livescan, shall be manually fingerprinted using the FD 258 or SF 87 fingerprint chart. The completed fingerprint chart will be attached to the SF 86, Agency Use Information form and signed release forms, and mailed to OPM. In order to keep overseas (Europe and Guam) fingerprints processing submissions separate from in-house (MEPS) submissions, USMEPCOM requests that all such submissions use the SON 603J and write e-QIP tracking number on the top of this form. In addition to overseas submissions, any fingerprint card submission completed outside the MEPS must use the SON 603J as well. This will ensure submissions done in the field are reported separately from submissions completed in the MEPS

c. For individuals not able to return to MEPS, the FD 258 or SF 87 fingerprint chart may be completed by any authorized agency and mailed to OPM. Fingerprint checks (ENAC/SAC) are only valid for 120 days.

Note: Fingerprints received more than 30 days after receipt of PSI requests will be rejected by OPM. Fingerprint cards with the e-QIP investigation request number on top of the fingerprint chart must be mailed as outlined below:

For U. S. Postal Service:
e-QIP Rapid Response Team
OPM FIPC
PO Box 618
Boyers, PA 16020

For Federal Express:
e-QIP Rapid Response Team

OPM-FIPC
1137 Branchton Rd.
Boyers, PA 16020.

010224. EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4)

a. **Purpose.** To notify the U. S. Government the correct amount of tax to withhold from your pay. For Navy Reserve programs only.

b. **Instructions**

(1) Have member complete Personal Allowance Worksheet (Items A thru G).

(2) Have member complete Employee's Withholding Allowance Certificate (Items 1 thru 8) and sign and date the form at the bottom.

010225. RESUME WORKSHEET

Purpose. The purpose of the resume is to document civilian employment used in determining program eligibility and rate/pay grade. Used for Navy Reserve programs only.

Recommended sources in helping the applicant write the resume: Transition Assistance Program (TAP), COOL and Standard Job Description from the company the individual works for or has worked for (you need to ask the applicant if they can obtain this to help build the resume).

010226. QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF 86) PSI submission procedures are outlined in the NASIS guide available on the Recruiting Quarterdeck website. Submit PSI requests with fingerprints (hardcopy or via Livescan) and an SF-86 via NASIS with signed release forms.

a. NASIS shall be used to electronically submit investigations for all accessions except in the case of prior service applicants and DEP personnel who have an expired investigation or those who have had a break in service greater than 24 months. For individuals who have a break in contractual military obligation, i.e., DEP discharge, end of active or reserve service obligation, including IRR time, the prior completed investigation becomes invalid after 24 months from the date previous investigation was closed. Applicants not contracted prior to this 24 month break require a new investigation to be submitted, regardless of the status indicated in JPAS/JCAVS. Recruits shall not ship to RTC or TPU prior to having a minimum of a NACLC PSI **opened or scheduled by OPM.** JPAS or NASIS can be used to verify a NACLC investigation has been opened or scheduled by OPM.

NOTE: All Nuclear Field and Warrior Challenge Program Future Sailors must have a favorably adjudicated background investigation in JPAS indicating eligibility for a Secret clearance prior to shipping to RTC.

b. NASIS and OPM have recorded SONs for the individual NAVCRUITDISTs and their respective areas. If there is a problem with the PSI, the primary method of contacting the NAVCRUITDIST for correction is via the contact information on file for the applicable SON. It is appropriate for each NAVCRUITDIST to have multiple SONs, one for each location from which PSI requests are submitted. It is recommended that a single point of contact at the NAVCRUITDIST track the SONs, preferably the respective department head. SONs can be requested or updated by submitting PIPS Form 12 for approval and endorsement to the NAVCRUITCOM Security Manager. Once approved, the new SON will be provided to the requesting command. This form is available on the Recruiting Quarterdeck website.

c. A previously conducted, valid ANACI, PRI, or SSBI, that was completed within ten years of accession date may suffice for enlistment purposes. The SSBI must be used in lieu of a NACLC, if not it must be completed within five years of accession date. Prior non-military investigations shall be handled on a case by case basis, validity must be verified by contacting the DONCAF Navy Liaison office located at OPM, COM: (724) 738-0032/0017/0084. In these cases, individuals must have an SF-86 completed in NASIS. A signed hard copy of the SF-86 must be included in both the residual and service record.

d. All historical information (residence, education, and employment) request seven years of data. However, prior military, health, police, drug, alcohol, and financial information must be dated back since date of birth. If information exceeds the time frame for the required field on the NASIS, list the data in the continuation space of the applicant's NASIS record. Omissions may result in rejection of the PSI request. The Navy Liaison Office will submit the investigation to JPAS. If the submission is rejected, the Navy Liaison Office must investigate the error code, make the appropriate corrections, and resubmit the investigation.

e. The applicant must legibly sign and date all forms generated by the NASIS program. There are two ways to sign signatures pages, the signature pages with routing number must be printed out and signed by applicant or the applicant can sign their name on the signature pad. Depending upon type of submission, either way is acceptable.

f. The PSI request can be submitted upon completion of the record in NASIS. However, signature pages should not be sent prior to receipt of the member's USMEPCOM Drug/Alcohol Test (DAT) results, HIV results, and completion of tech checks are received. For applicants processing outside of a MEPS or submissions submitted through signature pads, submit signature pages immediately upon DEP/DER.

g. Occasionally, a PSI submission in NASIS is unsuccessful and the MEPS is unable to produce signature pages for the applicant to sign while they are at MEPS. If this

should happen, an applicant may DEP without submission to JPAS. Once the problem with the PSI submission is resolved, print signature pages and submit in NASIS..

h. SF 86 and signature pages must be submitted on date of DEP enlistment. To ensure the SF 86, fingerprints, and signature pages have been properly transmitted, NAVCRUITDISTs must conduct JPAS or NASIS verification within 10 business days of submission and perform a pre-ship verification no later than 60 days prior to accession. If investigation has not been opened, contact U.S. Investigative Services (USIS) at COM: (888) 794-8747.

i. If a PSI has been requested but is no longer required as a result of applicant attrition or non-selection, the NAVCRUITDIST is responsible for canceling the PSI. Prior to requesting cancellation of a PSI, processing personnel should first check the status of the person's record in NASIS.

j. Navy Liaison offices will only process requests using the service code - NACLC(08B). Therefore, commands are prohibited from contacting OPM and requesting an "Expedited" or "Priority" service investigation.

k. Special Agreement Check (SAC) fingerprints only.

(1) NAVCRUITDISTs shall obtain SAC fingerprint results (sometimes referred to as tech checks) for all personnel entering the DEP and must review and resolve any issues within 30 days of the individual's entry into the DEP. Fingerprint results that reflect unclassifiable must be redone. Any previously undisclosed issues must be resolved by submitting the appropriate waiver or by verifying results as erroneous with the appropriate local authorities. Once these issues are resolved, this information must be forwarded to OPM and SAC results must be retained in the residual record.

(2) Personnel processing through MEPS will have their fingerprints submitted electronically to OPM via Livescan. Personnel who do not process through MEPS, and whose fingerprints are not submitted to OPM via Livescan, shall be manually fingerprinted using the FD 258 or SF 87 fingerprint chart refer to section 010223 of this volume. Livescan fingerprints are only valid for 120 days from the completion of the SAC (not the date prints were taken). Investigations submitted with fingerprints over 120 days old are not valid and must be retransmitted by the MEPS. If the MEPS no longer has valid fingerprints on file, the applicant must return to MEPS to be re-fingerprinted via Livescan.

l. Tracking PSI requests.

(1) To gain access to JPAS, Security Managers or other designated JPAS account managers need to fill out the applicable sections of the System Authorization Access Request Navy (SAAR-N)(OPNAV 5239/14) available on the Recruiting Quarterdeck website. Sign the "User Signature and Date" line and fax it to the NAVCRUITCOM Security Manager at (901)874-9476.

(2) All other personnel should fill out the applicable sections of the System Authorization Access Request Navy (SAAR-N)(OPNAV 5239/14) available on the Recruiting Quarterdeck website and contact their local Security Manager or designated JPAS account manager.

(3) Any person attempting to gain access to JPAS must be eligible for a SECRET clearance based on a NACLC (or SSBI) investigation completed within the last ten years. If a service member has a secret clearance based on an ENAC, interim access to JPAS can be granted upon OPM accepting a NACLC investigation.

(4) NAVCRUITDIST Security Managers can also create individual JPAS accounts.

010227. DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING

a. **Use of Certificate**. The Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1), must be completed for all applicants entering the Navy or Navy Reserve.

(1) **Applicants complete the form**. If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response or, if there are numerous changes, complete a new statement of understanding.

b. **Procedures**

(1) The applicant must first read the Privacy Act Statement before completing the form.

(2) The applicant must initial all applicable boxes and put “N/A” if not applicable.

c. **Recruiter’s Review of Certificate**. Recruiters and recruiting personnel must ensure that the applicant fully understands all the information contained on this form.

Note: Drug use or drug related charges while in DEP are required to be updated prior to accession in Item 26 of the DD Form 1966 in the Remarks Section VI.

010228. UNITED STATES NAVY ABERRANT BEHAVIOR SCREENING CERTIFICATE (NAVCRUIT 1130/120)

a. Use of Certificate. The United States Navy Aberrant Behavior Screening Certificate is used for all applicants entering the DEP.

(1) Applicants complete the form. If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response or, if there are numerous changes, complete a new Certificate.

b. Procedures

(1) The applicant must first read Sections I and II before completing the form.

(2) The applicant must initial in the “Yes” or “No” column for Section III, items 1 through 7 and sign and date.

c. Recruiter’s Review of Certificate. Recruiters and recruiting personnel use applicant’s responses in determining enlistment eligibility.

(1) Section III, Items 1 through 6. A “Yes” response requires a handwritten statement explaining the applicant’s degree of involvement and participation in any criminal activity. The NAVCRUITDIST CO must personally interview and determine member’s enlistment eligibility for Naval service after a full review of the member’s enlistment application (kit). For the NF Program, a Nuclear Field Type 2 Waiver is required for any “Yes” answer.

. (2) Section IV. The recruiter completes this block only after applicant completes Items 1 through 7 and the date and signature block.

010229. ATTAINMENT REPORT

Purpose. To provide an accurate feeder report from CIRIMS for tracking and monitoring attainments. This system also provides pertinent information about the applicant being enlisted/affiliated, create a check and balance system for SELRES that are schedule to drill, have drilled, attrited and account for residuals within any given month.

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