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**NAVY RECRUITING MANUAL-ENLISTED
COMNAVCRUITCOMINST 1130.8H**

VOLUME III – FORMS AND DOCUMENTS



COMMANDER, NAVY RECRUITING COMMAND

MAY 2008

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Commander, Navy Recruiting Command

**NAVY RECRUITING MANUAL-ENLISTED
VOLUME III – FORMS AND DOCUMENTS**

Prepared for:

COMNAVCRUITCOM Staff and Personnel

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Prepared by:

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Operations Department
Navy Recruiting Command

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

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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 enlistment/affiliation that do not appear in this manual can be located on the COMNAVCRUITCOM Quarterdeck Website. For current reserve bonus forms and information refer to Commander Navy Reserve Forces Command (CNRFC). The following web address has been provided:
<http://navyreserve.navy.mil/Public/Staff/Centers/Forces+Command/WelcomeAboard/Enlisted+Bonuses.htm>

(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.

(4) Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format.

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

(6) Corrections. No corrections shall be made in block #2, 1966/1. 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) Commanding Officer (CO)/Executive Officer (XO). The NAVCRUITDIST CO is responsible for ensuring that an acceptable level of quality control is maintained. This dictates that an adequate number of waiver and non-waiver residual kits be reviewed.

At a minimum, the CO or XO must review 10 percent or 10 (whichever is the lesser number) residual kits each month. This requirement can not be delegated. The Executive Review Check-Off Sheet (Exhibit 010101) shall be utilized when conducting the quality control checks. Upon completion of the check, the CO or XO shall sign the cover of the NAVCRUIT 1133/100 Active Component (AC) or the cover of the Residual Record/Quality Assurance (QA) Checklist Reserve Component (RC), signifying that he/she has reviewed that residual kit.

(a) NAVCRUITREG/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.

(3) RinC/ 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.

(4) RinC. 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.

(5) 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 National Voter Registration Act (NVRA) or Motor Voter Act.

1. Initial Visit - Given to every applicant on their first visit to your recruiting office. The purpose of this form is for the applicant to make their election as to whether or not they desire to apply to register to vote or, if already registered, to update their registration. If the person is already registered to vote and has no changes, have them check “No” on the form and write next to it, **“I am already registered to vote and have no changes.”**

2. If changes are required the **DD Form 2644 will be used.** This form is the Mail-in Voter Registration Form which eligible citizens will use for voter registration, renewal, change of name, choice of party, or change of address. The Instructional Guide includes directions on how to complete the DD Form 2644 for each state.

**Executive Review Check-Off Sheet
Exhibit 010101**

Name on Record being screened:		Date:		
Enlistment Documents		Yes	No	N/A
A	DD Form 1966 Pages 1, 2, 3, 4 (5 if Required)			
B	EPSQ/SF-86			
Birth/Citizenship Verification Documents		Yes	No	N/A
A	Birth/Citizenship document used:			
B	Is the Birth/Citizenship document appropriate for applicant?			
SSN Verification Documents		Yes	No	N/A
A	Document used:			
Education Verification Documents		Yes	No	N/A
A	Document used:			
B	Will Grad Letter (11S/11M/11(9))			
C	ESS Education Verification (NAVCRUIT NAVCRUIT 1133/51)			
Civil/Program Waiver Documents		Yes	No	N/A
A	Handwritten Statements			
B	Completed Police Record Checks (DD Form 369)			
C	Waiver Briefing Sheet (NAVCRUIT 1133/39)			
Miscellaneous Forms (If applicable)		Yes	No	N/A
A	DD Form 368 or DD Form 214 (Prior Service and Drilling Reservist)			
B	Marriage Certificate/Children's Birth Certificate(s)/ Dep. SSN Verification			
C	Divorce Decree (Applicants/Parents(s))			
D	Financial Statement (NAVCRUIT 1130/13) (Required for any Dependents)			
E	Nuclear Field (NF) Medical Statement of Awareness (Page 13) ** Required for all NF Applicants			
F	NF Navy College Fund (NCF)(Page 13) ** Only if applicant accepted Navy College Fund			
G	NF Enlistment Bonus (EB) (Page 13) ** Only if applicant accepted EB			
H	EB SOU (Page 13) ** Only if applicant accepted EB			
I	Submarine Vol. SOU (Page 13) (Required for CTI)			
J	AIM Test ** Only for home school applicants			
K	LRP – PRIDE guarantee Statement of Understanding			
L	Other			
Classification Checklist:		Yes	No	N/A
A	DD Form 1966/3 signed by applicant and NLO			
B	Verified ASVAB scores/Vision/Hearing/Color Perception/etc. for program guaranteed?			
C	Verified DD Form 1966/4, Section VI for NAPT/PSSQ/ASVAB/WAIVER/ TRANSCRIPTS/PRC entry?			
D	Annex (job Guarantee) initialed and signed by applicant and classifier?			
E	Drugs - ensure EPSQ/1966, Physical documents all match.			
F	Residual Signed by (RINC/Processor/Classifier/MLPO/XO/CO)			
Comments:				
Verified By:		Date:		

010103. VERIFICATION AND REPRODUCTION OF ORIGINAL DOCUMENTS

a. When verifying an applicant's eligibility for enlistment, the recruiter and RinC must sight all original supporting documents. The recruiter sighting the original documents shall enter appropriate information in Section VI, Remarks, DD Form 1966. Both the recruiter of record and RinC must sign the entry. 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 enlistment purposes only."

Recruiter Signature

RinC Signature

"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 enlistment purposes only."

Recruiter Signature

RinC Signature

b. When original documents are mandated by this manual to be sighted and copies obtained and placed in the member's service record prior to DEP enlistment and/or accession processing (i.e., Request for Verification of Birth (DD Form 372), high school transcripts, etc), an entry in Section VI, DD Form 1966, is also required. For example:

"I certify that ("Applicant's Name") official high school transcript issued by (name of school) is an original document".

Recruiter Signature

RinC Signature

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

010104. U. S. NAVY ENLISTED SERVICE RECORD (NAVPERS 1070/600)

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.

Note: The DEP service record becomes the enlisted service record when the DEPper enlists USN or starts inactive duty training or active for training as USNR. Record

packets are divided by left and right sides to facilitate MEPS breakdown. The left side is USMEPCOM Form 601-23-12-E (USMEPCOM Accession Verification Packet Navy/Left Side) (Exhibit 010102), printed on purple paper, while the right side is USMEPCOM Form 601-23-13-E (USMEPCOM Service Liaison Verification Packet Navy/Right Side) (Exhibit 010103), and printed on light gray paper. 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 (Exhibit 010102/010103), correspondence and related papers, including 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 kept at the NAVCRUITDIST or the MEPS.

(3) **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).

010105. USMEPCOM REQUIRED SERVICE RECORD DOCUMENTATION.

Exhibit 010102. SAMPLE USMEPCOM FORM 601-23-12-E

USMEPCOM ACCESSION VERIFICATION PACKET NAVY/LEFT SIDE

DOCUMENT	PACKET NUMBER			
	1	2	3	4
<input type="checkbox"/> Orders and any amendments	NA	4cy	3cy	1cy
<input type="checkbox"/> DD Form 2808 (Report of Medical Examination) with waiver (w) documents and all medical supporting documents (Packet 2 only)	O	cy(w)	cy	NA
<input type="checkbox"/> DD Form 2807-1 (Report of Medical History)	O	cy	cy	NA
<input type="checkbox"/> Audiogram	NA	O	cy	NA
<input type="checkbox"/> USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)	NA	O/cy	cy	NA
<input type="checkbox"/> DD Form 2807-2 (Medical Prescreen of Medical History)	NA	O	cy	NA
<input type="checkbox"/> USMEPCOM Form 40-8-1-R-E (HIV Antibody Testing Acknowledgement)	O/cy	NA	NA	NA
<input type="checkbox"/> DD Form 2005 (Privacy Act Statement – Health Care Records)	NA	O/cy	cy	NA
<input type="checkbox"/> DD Form 1966-(Record of Military Processing – Armed Forces of the United States)	O	cy	cy	cy
<input type="checkbox"/> DD Form 4-(Enlistment/Reenlistment Document – Armed Forces of the United States)	O	cy	cy	cy
<input type="checkbox"/> DD Form 2863 (National Call to Service)	O	cy	cy	cy
<input type="checkbox"/> USMEPCOM PCN 680-3ADP (See para. 8-8 if not available)	NA	O	cy	NA
<input type="checkbox"/> SF 86 (Questionnaire for National Security Positions) or EPSQ printout version and SF 86A (Continuation Sheet for Questionnaires SF 86, SF 85P, and SF 85)	cy	cy	cy	cy
<input type="checkbox"/> DIS Form 1/ENTNAC Result (Report of National Agency Check) (manual ENTNAC/NAC)	NA	O	cy	NA
<input type="checkbox"/> USMEPCOM Form 601-23-5-R-E (not required Reserves)	NA	cy	O	NA
<input type="checkbox"/> USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgement)	NA	O/cy	NA	NA
<input type="checkbox"/> DD Form 214 (Certificate of Release or Discharge from Active Duty) or NGB Form 22 (Report of Separation), DD Form 215 (Correction to DD Form 214) and/or DD Form 220 (AD Rpt), or similar document	cy	cy	cy	O
<input type="checkbox"/> DD Form 368 (Request for Conditional Release)	NA	O	cy	cy
<input type="checkbox"/> DD Form 369 (Police Record Check)	NA	NA	O	NA
<input type="checkbox"/> DD Form 372 (Request for Verification of Birth)	cy	O	cy	cy
<input type="checkbox"/> DD Form 93 (Record of Emergency Data)	O	cy2	cy3	cy4
<input type="checkbox"/> DD Form 370 (Request for Reference)	NA	NA	cy	NA

NOTE: Annotate documents included with a check mark and documents not included with “NA”

USMEPCOM Rep Signature

Printed Name of USMEPCOM Rep

Exhibit 010103. SAMPLE USMEPCOM FORM 601-23-13-E

USMEPCOM SERVICE LIAISON VERIFICATION PACKET NAVY/RIGHT SIDE

DOCUMENT	PACKET NUMBER			
	1	2	3	4
<input type="checkbox"/> DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application) when applicable	cy	cy	cy	O/cy
<input type="checkbox"/> NAVCRUIT 1133/102 (Admin Remarks) (Enlistment Bonus/Program Statements of Understanding)	O	cy	cy	cy
<input type="checkbox"/> NAVPERS 1070/613 (Admin Remarks) (DD Form 4-Annex)	O	cy	Cy	cy
<input type="checkbox"/> NAVPERS 1070/621 (Agreement to Extend Enlistment)	O	cy	Cy	NA
<input type="checkbox"/> NAVCRUIT 1110/112 (Non-Prior Service Basic Statement of Understanding) when applicable	NA	O/cy	Cy	cy
<input type="checkbox"/> NAVCRUIT 1130/13 (Enl Fin Statement)	NA	NA	O	NA
<input type="checkbox"/> Nuclear Field Pre-ship-Screen Certificate	O	Cy	Cy	NA
<input type="checkbox"/> NAVCRUIT 1133/39 (Waiver Brief Sheet) when applicable	NA	cy	O/cy	NA
<input type="checkbox"/> NAVCRUIT 1133/51 (Request for Evaluation of Non-Traditional Education Credentials and Foreign Education) when applicable	NA	cy	O/cy	NA
<input type="checkbox"/> NAVCRUIT 1133/52 (DD Form 4 Annexes)	O	cy	cy	cy
<input type="checkbox"/> NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program) when applicable	NA	cy	O/cy	cy
<input type="checkbox"/> NAVCRUIT 1133/97 Parent Applicant Declaration Of Desertion	NA	cy	O/cy	NA
<input type="checkbox"/> NAVRES 1570/2_Satisfactory Participation Requirements For Navy Reservists (Required for all Drilling Reservists, accessing to Active Duty)	NA	O/cy	cy	cy
<input type="checkbox"/> Proof of dependent (birth certificate, marriage license, SSN)	NA	cy	cy	NA
<input type="checkbox"/> USCIS Verification Document(s)	cy	O	cy	NA
<input type="checkbox"/> Transcripts for Nuclear Power/Engineering Aide/Dental Technician and Hospital Corps School Applicants	cy	O	cy	NA
<input type="checkbox"/> VA Form 29-8286 (SGLI)(Non-Prior Service Basic Enlistment only)	cy	O	NA	cy2

Note: Annotate documents included with a check mark and documents not included with “NA”.

The inclusion/sequence of forms verified by

Service Rep Signature

Printed Name of Service Rep

Legend

O - denotes an original

cy - denotes a copy

O/cy - denotes an original **or** copy can be included in the packet

2cy - denotes 2 copies (ie. 3cy means 3 copies)

cy2 - denotes copy number 2 (not packet #2)

NA - denotes that distribution is not required

OPM - denotes original hard copies or electronically is applicable sent to OPM

Packet Breakdown:

Packet #1: For packets shipped via U.S. Postal Service use:

NAVY PERSONNEL COMMAND (PERS-312C)
5720 Integrity Drive
Millington TN 38055-3130

Civilian carrier service: Federal Express, UPS, DHL, etc. use:

NAVY PERSONNEL COMMAND (PERS-312C)
5751 Honor Drive Bldg 769 Room 177
Millington, TN 38055-3130

Packet #2: File in the enlisted service record for delivery to Recruit Training Command (RTC), Transient Personnel Unit (TPU) or the NOSC, as applicable.

Note: Per COMNAVRESFORINST 1001.5 submit gain packages to the NOSC within three working days of the effective date of assignment, which is the date orders to Inactive Duty Training (IDT) were signed.

Packet #3: Navy Recruiting District, Classifier/Interviewer (Residual File)

Packet #4: Given to the enlistee before they depart for MEPS

Note: MIRS produced forms will be on plain white bond paper via laser printer. Reproduction of MIRS laser printed forms **will not** be used as an original. Follow DD Form 4 copy guidance in Volume III.

010106. 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 enlistment/affiliation and then destroyed per SECNAVINST 5212.5.

(2) Residual files for rejected applicants will be maintained for a minimum of six years per the DODI 5400.7R.

(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. MEPS disposes of enlistment documents as prescribed in exhibit 010101 and 010102.

The NLO is responsible for ensuring distribution of the following documents to residual/enlistee:

Document		NAVCRUITDIST Copy	Enlistee's Copy	
1	NAVCRUIT Form 1133 Series Annexes	R	R	Annexes to DD Form 4
2	NAVPERS Form 1070/613*	R	R	Administrative Remarks (Annexes)
3	Waiver Documentation	R	-	
4	DEP Order*	1 or R	1 or R	
5	Amendments to Orders*	1 or R	1 or R	
6	EPSQ	R	-	Questionnaire for National Security Positions
7	DD Form 368*	R	R	Request for Release/Discharge
8	DD Form 214*	R	O	Report of Separation
9	DD Form 369*	O	-	Police Record Check
10	Birth Certificate/DD Form 372* or other documents as listed in Volume II.	R	-	Birth Verification
11	Formal school transcript, diploma, certificate, GED/CPT/home study verification documents as listed in Volume II (High school and college transcripts are required for applicants in the Nuclear Field Program).	R	-	Education Verification
12	DD Form 2807-2	R	-	Medical Prescreening Form
13	NAVPERS 1070/621*	R	R	Agreement to Extend Enlistment
14	NAVCRUIT 1130/13*	O	-	Enlistee Financial Statement
15	MEPCOM Form 601-23*	R	-	Report of Additional Information
16	Letter of Justification/Authority for a Retest*	R	-	
17	USMEPCOM Form 680-3A-E	O or R	-	Request for Examination
18	Personalized Recruiting for Delayed Enlistment (PRIDE)	O	-	

*Indicates if applicable.

MEPS personnel are responsible for ensuring distribution of the following documents to residual/enlistee:

Document		NAVCRUITDIST Copy	Enlistee's Copy	
1	DD Form 4	1	2	Enlistment Documents
2	DD Form 1966	1	2	Record of Military Processing
3	DD Form 93	O	2	Record of Emergency Data
4	Enlisted Travel Orders	1R	2R	
5	DD Form 2808	R	-	Report of Medical Examination
6	Medical Supporting Documents or SF 513* (Consults)	R	-	
7	DD Form 2807-1	R	-	Report of Medical History
8	MEPCOM Form 680-3A-E ADP	R	-	Report of Applicant Processing
9	USMEPCOM Form 680-3A-E	O or R	-	Request for Examination

*When applicable.

Legend:

- “O” - Original
- “1” - First Copy
- “2” - Second Copy
- “R”- Mechanically Reproduced Copy

010107. DISPOSITION OF ENLISTED SERVICE RECORD AND MEDICAL DOCUMENTS

a. The enlisted service record and originals of physical examination documents (DD Form 2807-1, 2807-2, DD Form 2808, and SF 513) of USN first enlistment enlistees and immediate active duty USNR enlistees (all non-prior service applicants going on active duty) must be sent with the recruits to RTC. Place enlisted service records in the custody of the recruit in charge of the group for safe delivery.

b. The enlisted service records of NAVET/OSVET enlistee going active duty must contain the original enlistment documents, original physical examination documents, and any other supporting documentation. The enlistee will carry his/her own record from the enlisting activity.

c. DEP enlistment documents that constitute a service record, physical examination documents (DD Form 2807-1, DD Form 2807-2 DD Form 2808, , and SF 513), and all MEPCOM PCN's 680-3A-E ADP must be sent to the NAVCRUITDIST, or the NLO for retention until such time that the DEP enlistee begins active duty/active duty for training or enlists USN.

d. For DEP-discharged personnel, prepare DEP Discharge Orders 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)

010108. 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.

Form or Document	Applicant for Which Normally Required	Responsibility
Request for Examination (MEPCOM Form 680-3A-E)	All	Recruiter/NLO/MEPS
Record of Military Processing – Armed Forces of the United States (DD Form 1966)	All	Recruiter
Birth Verification (Birth Certificate or DD Form 372)	All	Recruiter
Applicant Medical Prescreening Form (DD Form 2807-2)	All	Recruiter/Applicant
Armed Forces Police Record Check (DD Form 369)	All	Recruiter
Enlistee Financial Statement (NAVCRUIT 1130/13)	All with dependents	Recruiter/Applicant
United States Navy Illicit Behavior Screening Certificate	All	Recruiter/MLPO
Waiver Briefing Sheet (NAVCRUIT 1133/39)	Waiver Applicants	Recruiter/NLO
Request for Reference (DD Form 370)	Pre-enlistment kits sent to CNRC or Chief of Naval Personnel	Recruiter
Request for Discharge or Clearance from Reserve Component (DD Form 368)	All members of Reserve components.	Recruiter
Application for Instrumental Examination for School of Music (NAVPER 1130/11)	Musician applicants	Recruiter
Certificate of Release or Discharge from Active Duty (DD Form 214)	All applicants with prior service	Recruiter
Report of Medical Examination (DD Form 2808) and Report of Medical History (DD Form 2807-1)	All	MEPS
Record of Emergency Data (DD Form 93)	All	MEPS
Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)	All	MEPS/NAVCRUITDIST
Annexes to the Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4) (NAVCRUIT 1133 Annexes).	As applicable	NLO
Enlistment Guarantees (NAVCRUIT 1133/52)	All except BOOST	NLO

Form or Document	Applicant for Which Normally Required	Responsibility
Enlistment Statement of Understanding (NAVCRUIT 1133/53)	As applicable	Recruiter
Full Kit Waiver Screening Form (CNRC WAIVER COVER LETTER)	As applicable	NLO
Medical Waiver Screening Form (DD Form 2807-2)	As applicable	NLO
Annexes to Enlistment/ Reenlistment Document - Armed Forces of the United States (DD Form 4) (Administrative Remarks, NAVPERS 1070/613)	As applicable	MEPS/NLO
Agreement to Extend Enlistment (NAVPERS 1070/621)	As applicable	MEPS/NLO
Married Applicants and Spouses Fact Sheet	Married applicants	Recruiter
BOOST Guarantee Program	BOOST applicants, as applicable	NLO
Administrative Remarks, NAVPERS 1070/613 (Non-Annexes)	As applicable	NLO
Advance Paygrade for Referrals made from Enlistment to Completion of Initial Entry Training	As applicable	NLO
Administrative Separation from DEP.	DEP applicants, as applicable	NLO
Welcome Aboard Letter	As applicable	NLO
Orders Assigning Regular Component (USN) DEP Enlistees to Inactive Duty	DEP Applicants as, applicable	MEPS
Fingerprint Card (FD Form 258)	All applicants	NLO
Travel Information Card (NAVPERS 7041/1)	All NAVETs and OSVETs	NLO
Recruiter's Enlistment/Reenlistment Check off (NAVCRUIT 1133/100)	All	NLO
Report of Additional Information (MEPCOM Form 601-23)	Applicants who disclose information during MEPS processing	NLO/MEPS
Enlisted Personnel Security Questionnaire (EPSQ)	All applicants	NLO
Prior service and Direct Procurement Enlistment Program (DPEP) Availability Report	All prior service and DPEP	NLO
Letter of Waiver of Veteran Administration (VA) Disability Compensation	Applicants who are drawing allowance or have a claim pending for disability compensation	NLO

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

Forms and Documents	NVT AFF	NVT ENL	OSV	RSC	RIR	DPEP
RQA Sheet (NAVRES 1130/5)		*	*	*	X	X
Privacy Act Statement	R	R	R	R	R	R
Voter Registration Information (DD 2645)						*
Report of Medical Examination DD Form 2808 (or SF-88) with DD Form 2807-1 (or SF 93)	R	R	R	R	R	R
DD Form 2808 (or SF 88), and DD Form 2807-1 (or SF 93) will be required in all applications without a Force Medical PQ and all PERS 812, IS, and MA applications.						
NAVRES 1326.4	R	R	R	R	R	R
Certificate of Release or Discharge from Active Duty (DD Form 214)	R	R	R	R	R	*
DD Form 214 required in all applications where applicant has served more than 90 days of active duty.						
Record of Discharge from the U.S. Naval Reserve (Inactive) NAVPERS 1070/615		*	*	*	*	*
Endorsements		*	*	*	*	*
NAVPERS 1070/613 (Statement of Understanding)			X			X
DD Form 369/ NAVPERS 1070/613 (Civil Involvement)		*	*	*	*	*
Statement not required on NAVPERS 1070/613 when included in Section VI of the DD Form 1966.						
Applicant Financial Statement of Understanding)		*	*	*	*	*
Dependency Application/Record of Emergency Data (NAVPERS 1070/602)	R	R	R	R	R	R
Resume (WORKSHEET)			*	*	*	R
NAVRES 1570/2_Satisfactory Participation Requirements For Navy Reservists	R	R	R	R	R	R
Service Member's Group Life Insurance Election and Certificate (SGLV-8286)	R	R	R	R	R	R
Employees Withholding Allowance Certificate (Form W4) with State of Legal Residence Certificate (DD Form 2258)	R	R	R	R	R	R

Forms and Documents	NVT AFF	NVT ENL	OSV	RSC	RIR	DPEP
Enlisted Personnel Security Questionnaire (ESPQ)		*	*	*	*	*
ASVAB Test Scores			X	X	*	X
Record of Military Processing - Armed Forces of the United States (DD Form 1966)		R	R	*	*	R
Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)		R	R	R	R	R
Request for Conditional Release (DD Form 368)			*	*	*	*
Request for Reference (DD Form 370)		*	*	*	*	X
Certificate(s)/License(s)		*	*	*	*	X
Applicant Statement(s)		*	*	*	*	*
NAVPERS 1740/6		*	*	*	*	*
NAVPERS 1740/7		*	*	*	*	*
Birth Certificate(s)/Request for Verification of Birth (DD Form 372) (when DD Form 214 is not provided)		*	*	*	*	*
SSN Verification (when DD Form 214 is not provided)		*	*	*	*	*
Education Verification (when DD Form 214 is not provided)		*	*	*	*	*
Marriage License		*	*	*	*	*
Divorce Decree(s)		*	*	*	*	*
NAVPERS 1070/613 (In lieu of)		*	*	*	*	*
NAVPERS 1070/613 (DPEP)						X
NAVPERS 1070/613 (RESCORE-R)				X		
NAVPERS 1070/613 (NAVET INT)		*				
NAVPERS 1070/613 (RIR)					X	
NAVPERS 1070/613 (Child Care)		*	*	*	*	*
NAVPERS 1070/613 (Married E3/E4<2yr)		*	*	*	*	*
NAVPERS 1070/613 (Age Waiver)		*	*	*	*	*
NAVPERS 1070/613 (HYT Waiver)		*	*	*	*	*
NAVPERS 1070/613 (Dual Compensation)		*	*	*	*	*
NAVPERS 1070/613 (VSI)		*	*	*	*	*
NAVPERS 1070/613 (SSB)		*	*	*	*	*
NAVPERS 1070/613 (Drop Designator)		*		*		
NAVPERS 1070/613 (Chg Apprenticeship)	*	*		*		
NAVPERS 1070/613 (Elapsed Time)		*				
NAVPERS 1070/613 (RP)		*	*	*	*	
NAVPERS 1070/613 (IS)		*	*	*	*	
NAVPERS 1070/613 (LN)		*	*	*	*	

Forms and Documents	NVT AFF	NVT ENL	OSV	RSC	RIR	DPEP
NAVPERS 1070/613 (PRC not sent)		*	*	*	*	*
NAVPERS 1070/613 (Waiver Authorization)	*		*	*	*	*
SF 1199A Direct Deposit Sign-Up Form	R	R	R	R	R	R
Military and civilian evaluations for IS		*	*	*	*	

“R” This form 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.

“X” Document must be submitted with the application kit and a copy shall be retained in the residual file.

“*” Submit document with the application kit only if required due to the applicant’s eligibility status, program or waiver requirement. A copy of this document 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

Form or Document	UNSAT	ASVAB	HYT	DEPN E3 w/3	FORCE RES
Recruiting Quality Assurance Sheet (NAVRESCUIT 1130/5)	X	X	X	X	X
Enlisted Application & Orders To A Naval Reserve Unit Termination/Modification (CNAVRES 1326/2)	X				X
Enlisted Application and Orders To A Naval Reserve Unit (Non-Obligor) (CNAVRES 1326/4)	X				X
Certificate of Release or Discharge from Active Duty (DD Form 214)					X
Record of Discharge from the U.S. Naval Reserve (Inactive) NAVPERS 1070/615					X
NOSC Endorsements					X
Applicant Financial Statement of Understanding)				X	
Dependency Application/record of Emergency Data (NAVPERS 1070/602)				X	
Resume (NAVCRUIT 1100/11)		X			
ASVAB Test Scores		X			
Request for Reference (DD Form 370)		X			
Applicant Statement(s)	X				
Department of the Navy Family Care Certificate NAVPERS 1740/6				X	
Family Care Plan Arrangements NAVPERS 1740/7				X	
Birth Certificate(s)/Request for Verification of Birth (DD Form 372)				X	
Marriage License				X	
Divorce Decree(s)				X	
NAVPERS 1070/613 (RIR)	X				
NAVPERS 1070/613 (HYT Waiver)			X		
NAVPERS 1070/613 (Dual Compensation)	X				
Endorsement (UNSAT)	X				
NAVPERS 1070/613 (No comp APG Scl)	X				
NAVPERS 1070/613 (Drop Designator)	X				
NAVPERS 1070/613 (Chg Apprenticeship)	X				
NAVPERS 1070/613 (370 not returned)		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.

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" in "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). Codes for foreign languages are identical to those used for *Item 19* of DD Form 1966. Refer to the Chart beginning on page 41 of this section. A maximum of two languages may be identified.

(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. IMMEDIATE 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.

(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.

(21) **Item 17.** Enter the recruiter’s ID/SSN (nine alphanumeric characters – if less than nine alphanumeric characters, left fill zero) and Recruiting Station ID (five alphanumeric characters). The Recruiter ID/SSN in this item does not have to match the certification.

(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 and 13 digit code of the high school the applicant is currently attending (if applicable) **or** the last high school attended. The 13 digit code is mandatory.

(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, 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 COMNAVCRUITCOM (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 Jan 2001) 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, the service 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 prepares DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. Natural capitalization (i.e., the first letter of most proper nouns) 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 either the MLPO, Classifier, EPDS or NAVCRUITDIST processing personnel 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. In addition, an

apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens.

Examples:

John Q McAfee is shown as:

MCAFFEE JOHN Q

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.

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.** Self-explanatory.

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

Note: Items 14 thru 17. Will be verified by either the MLPO, Classifier, EPDS or NLO for accuracy and sign in the appropriate blocks.

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

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

1. **Item 19 a thru g.** Will be verified by either the MLPO, Classifier, EPDS or NAVCRUITDIST processing personnel for accuracy.

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 either the MLPO, Classifier, EPDS or NAVCRUITDIST processing personnel for accuracy and sign in the appropriate blocks.

Note:

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 8a* 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 either the MLPO, Classifier, EPDS or NAVCRUITDIST processing personnel for accuracy and sign in the appropriate blocks.

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

(a) **Item 22a – 23g.** Will be verified by either the MLPO, Classifier, EPDS or NAVCRUITDIST processing personnel for accuracy and sign 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 (ie. NOSC for member's currently drilling or NAVPERSCOM (PERS 912) for member's 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.

Commander, ARPERCEN
Attn: ARPC-SFS-T
9700 Page Boulevard
St Louis, MO 63132-5200

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 II and Tier III 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.

(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 Addressee 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 <i>Item 8</i> 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 may be used for Full Kit waivers only.

(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) **New Accession Training (NAT).** With the exception of Direct Procurement Enlistment Program (DPEP) applicants, request references from each employer listed in the EPSQ, which the applicant indicates he/she worked for during the last three years. If the number of employers is greater than three during this period, then only the most recent three employer references are required. A school reference is required in lieu of employment references if the applicant has not been employed during the three years preceding the application. In the case of DPEP applicants, request references from each employer listed in the EPSQ.

(2) **Prior Service (PS).** When required, employer references shall be requested from each employer listed on the EPSQ 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.** Items 1-6 Self-explanatory.

(2) **Remarks Block.** 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 28*.

(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. 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 28*, 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 as primary evidence 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 Section 6 must be followed.

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

(7) Refer to DD Form 372 only when an appropriate government Vital Statistics Agency has verified the required information. Enter this information in Section VI, Remarks of DD Form 1966.

(8) DD Form 372 may be used as primary birth verification evidence without a file date in situations where the Vital Statistics Agency returns DD Form 372 without a file date, provided that 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 the appropriate NAVCRUITDIST CO to determine enlistment eligibility. The NAVCRUITDIST CO or an officer designated in writing must review the documents from which a verification of birth might be established. Upon verification, that officer prepares a DD Form 372 and indicates in Section II how the verification was made in the “Verified by” block. The entry in Section II will be in the following format:

Decision based on review of (xxx) and by (Name).

d. Telephone Verification

(1) Vital statistics telephonic birth verification may be used under the following conditions:

(a) When it appears that undue delay in receipt of birth verification will result in excessive time in processing an otherwise desirable applicant.

(b) Telephonic verification must be obtained from the cognizant Government Vital Statistics Office by completing a DD Form 372 via telephone.

(c) The name and title of the official supplying the information must be recorded in Section II of DD Form 372.

(d) An applicant may be enlisted in DEP based on telephonic birth verification, provided that written verification is obtained prior to shipping. Written verification may be obtained by processing another DD Form 372, or a request for certified copy of birth certificate, through the Government Vital Statistics Office.

(2) Third party telephonic birth verification may be used in situations where Vital Statistics Office telephonic verification is justified but the cognizant Vital Statistics Office does not provide verification by telephone. The following conditions apply:

(a) Third party birth verification can be used to enlist an applicant in DEP only. The DEP member cannot be accessed to active duty until written verification is obtained from the Vital Statistics Office.

(b) A “third party” for this purpose is defined as a recruiter or recruiting support member assigned to a NAVCRUITDIST at a Station located near a Vital Statistics Office who can obtain birth verification data directly from the Vital Statistics Office. Some Vital Statistics Offices will not provide over the counter service or telephonic verification. In such cases, the only recourse is to submit a DD Form 372 or a request for certified copy of birth certificate and wait for written verification before enlistment.

(c) Navy Recruiting Stations located near a Vital Statistics Office are not staffed with additional personnel to research inter-district birth verification requests; therefore,

third party verification is dependent upon personnel resources available to perform this function.

(d) Third party telephonic birth verification must be recorded on DD Form 372 or may be telecopied by the assisting NAVCRUITDIST to the requesting NAVCRUITDIST as an already completed DD Form 372 or a copy of the certified birth certificate. In any case, the third party telephonic or telecopied birth verification must be followed up with written verification from the Vital Statistics Office.

(e) The name, rank, title, and SSN of the NAVCRUITDIST member serving as the third party verification agent must be recorded in Section II of DD Form 372 or typed on the reverse of a telecopied birth certificate.

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 *Electronic Personnel Security Questionnaire* (EPSQ/Standard Form 86).

b. **Distribution.** DD Form 1966 and EPSQ/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 EPSQ/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 C and D, 1-15, 18K, 20-31, and 33-40. Navy Processing personnel completes Items A and B, 16-19, 32-34, and Section VI. MEPS personnel are responsible for coding blocks 3-13 and 15.

(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 3-15* and *22-26* after DEP-in must be made in Section 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 have 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.

(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 utilize 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 COMNAVCRUITCOM (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 (i.e., 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: For “No Religious Preference” enter “NO” or “Unknown” do not leave blank.

Religious Preference

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

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

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

Verified Education is:	Code	Status
Less than high school diploma	1	NHSDG
Other Non-Traditional High School Credential	5	HSG
Correspondence School Diploma, Distance Learning or Independent Study	7	HSG
Completed one semester of college The status of an individual who is a non-high school graduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester or 22 quarter hours of college-level credit. Credit earned through testing, for pursuit of high school equivalency preparation is not applicable.	8	HSDG
High school senior with less than 70% of graduation requirements completed and has an AFQT score of 50 or higher.	9	HSDG
Adult Education Diploma A secondary school diploma awarded on the basis of attending and completing an adult education or continuation high school program.	B	HSDG
Occupational program certificate 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	D	HSDG
Test-Based Equivalency Diploma A diploma or certificate of General Education Development (GED) or other test-based high school equivalency diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.	E	HSG
Failure of State Competency Exit Exam	F	HSDG
Professional nursing diploma	G	HSDG
Verified Education is:	Code	Status
Home school diploma (AFQT \geq 50)	H	HSDG

Verified Education is:	Code	Status
Home school diploma (AFQT ≤ 50)	H	HSG
High school certificate of attendance	J	HSG
Baccalaureate Degree	K	HSDG
High school diploma 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
Applicants who are pursuing an accredited program that will yield High School Diploma Graduate (HSDG) status	M	HSDG
Master’s Degree	N	HSDG
Post Master’s Degree	R	HSDG
High school senior (intended to graduate and is enlisting in the DEP)	S	HSDG
Doctorate Degree	U	HSDG
First Professional Degree	W	HSDG
National Guard Youth Challenge Program. Participant with GED	X	HSG

Examples: (Not a complete or limiting list)

- 11B - Individual with 11 years education and received an adult high school diploma
- 12L - Individual with 12 years education and received a high school diploma
- 12J - Individual with 12 years education and received a high school certificate of attendance (did not meet requirements for graduation)
- 11S - Individual who is a high school senior who intends to graduate and is enlisted in the DEP.
- 12F - Individual completed all high school graduation requirements with the exception of passing the state mandated exit exam. DOD prohibits shipping of 12F DEPpers until six months after their graduation date.
- 101 - Individual with 10 years education who does not have any education credentials
- 09E - Individual completed nine years of education and obtained a GED certificate.

(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 (NRS) 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 17e 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 17e 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 17e (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 17e 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		
Non-Prior Service Basic Program "A" school	RB**	
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	
NF, No Specific School, Submarine Volunteer	G99S	
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 Ordnance Disposal Option (EOD)	BED9	
Special Warfare Boat Operator Option (SWCC)	BSB9	

Program for Which Enlisted Codes:		
Program	Code	Notes
Underwater Construction Team Option (UCT)	5UC9	
Music Program (4YO)		
Music Program	F999	
Navy College Fund		
NCF, Specific School, Non-Submarine Volunteer	E**9	
NCF, Specific School, Submarine Volunteer	E**S	
NCF, 4YO, Non-Submarine Volunteer	K**9	
NCF, 4YO, Submarine Volunteer	K**S	
School Guarantee Program		
4YO SGP	4**9	
5YO SGP	5**9	Use "DA" for HMDA
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
JOG Program (4YO)		
Surface Engineering Mechanical/Repair	JZZ1	DC, EN, GSM, HT, MM, MR
Administrative and Support	JZZ2	AZ, PS, SK, YN
Aviation Deck	JZZ3	ABE, ABF, ABH
Aviation Mechanical	JZZ4	AD, AM, AME, AS
4YO Electronics	JZZ5	AV, CTM, IT, STG
JOG Program (6YO)		
6YO Electronics	JZZ6	AECF, (FC or ET) CTN, STG
NAVET (other than DPEP) reenlisting under CONTINUOUS service		
NAVET, No PRISE III	N999	No RESCORE
NAVET, PRISE III	NG**	

Program for Which Enlisted Codes:		
Program	Code	Notes
NAVET (other than DPEP) reenlisting under BROKEN service		
NAVET, No PRISE III	7999	No RESCORE
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

Program for Which Enlisted Codes:		
Program	Code	Notes
PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM		
PACT Coast Guarantee		* = use code below
No Coast Guarantee	K49*	U – S-PACT undesignated SN
West Coast Guarantee	K4W*	A- A-PACT apprentice Airmen
East Coast Guarantee	K4E*	F – E-PACT - Engineers/FN
<u>Homeport Guarantee is different than Coast Guarantee</u>		
PACT Homeport Guarantee	K4**	
		3 rd digit replace asterisk with :
		1 – Norfolk VA
		2 – San Diego CA
		3 – Jacksonville/ Mayport FL
		4 – Pacific Northwest
		5 – Hawaii
		6 – Japan
		4 th 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	MMS	M1	SB	SB	YNS	Y1
ABF	A3	AZ	AZ	DC	DC	HM	HM	MN	MN	SECF	SA		
ABH	A2	BM	BM	EA	EA	HMDA	DA	MR	MR	SH	SH		

AC	AC	BU	BU	EM	EM	HMFM	H1	MT	MT	SK	SK	
AD	AD	CE	CE	EN	EN	HT	HT	NC	NC	SKS	S1	
AECF	FC	CM	CM	EO	EO	IC	IC	ND	ND	SO	SO	
AG	AG	CS	CS	EOD	ED	IS	IS	OS	OS	STG	SG	
AM	A6	CSS	M2	ET	ET	IT	IT	PC	PC	STS	ST	
AME	A7	CTI	CI	FC	F2	LN	LN	PR	PR	SW	SW	
AO	AO	CTM	C1	FT	FT	MA	MA	PS	PS	TM	TM	
AS	AS	CTN	CN	GM	GM	MC	MC	QM	QM	UT	UT	
AV	AV	CTR	CR	GSE	G2	MM	MM	RP	RP	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.

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 NCS accessions, perform the following calculation:

Add the length of recruit training (9 weeks), length of Class "A" School, and one (1) year and thirteen (13) weeks to determine YYWW entry required. For example, an applicant enlisting into the NCS program as a HM would calculate as follows:

	<u>YYWW</u>
Recruit training	0009
HM Class "A" School	0014
<u>NCS program requirement</u>	<u>0113</u>

0136 < Enter in item 17I.

(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 enlists on 11 September 1987, has three years prior service, and no lost time. The Active Duty Service Date for this applicant is 11 September 2004. Subtract three years from 11 September 2007.

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 **PN 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:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
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 for the program in which enlisting. For example: 04000000 for a four-year school guarantee program enlistment. Compute active duty obligation for NCS and NAT enlistees based on their expected active duty service period. Use one month and four weeks for recruit training and add

the expected period of time to complete Class “A” School. Add an additional one year and three months for NCS accessions. For the example used in item 17I, the entry for item 18e would be 01070100.

6. Item 18f. (Accession Waiver Codes) Record all waivers granted for the applicant prior to accession. Enter the three-character waiver code(s) by selecting the appropriate codes from the Enlistment Waiver Code Table.

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 CNRC	
BAD	BAD	Dependency of a military spouse waiver granted by Region	
BAE	BAE	Dependency of a military spouse waiver granted by NRD	
BBB	BBB	Dependency waiver due to number of dependents granted by CNRC	
BBD	BBD	Dependency waiver due to number of dependents granted by Region	
BBE	BBE	Dependency waiver due to number of dependents granted by NRD	
CYB	CYB	Mental qualification (ASVAB AFQT) waiver granted by CNRC	
DAA	DAB DAD DAE	Law violations of adjudicated traffic offenses waiver granted	DAB=waived by CNRC DAD=waived by Region DAE=waived by NRD
DCA	DMB DMD DME	Law violations of one misconduct offense and four or more non-traffic offenses that were adversely adjudicated waiver granted	DMB=waived by CNRC DMD=waived by Region DME=waived by NRD
DCB	DNB DND DNE	Law violations of five or more adversely adjudicated non-traffic offenses waiver granted	DNB=waived by CNRC DND=waived by Region DNE=waived by NRD
DDA	DGB DGD 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 CNRC DGD=waived by Region DGE=waived by NRD
DDB	DOB DOE DOD	Law violations of two or more misconduct offenses where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced or some other	DOB=waived by CNRC DOD=waived by Region DOE=waived by NRD

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
		diversion program where conditions were placed on the violator resulting in a misconduct waiver being granted	
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	
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 CNRC	
EBB	EBB	Paygrade waiver granted by CNRC	
EBD	EBD	Paygrade waiver granted by Region	
EBE	EBE	Paygrade waiver granted by NRD	
ECB	ECB	Lost time waiver granted by CNRC	
ECD	ECD	Lost time waiver granted by Region	
ECE	ECE	Lost time waiver granted by NRD	
EDB	EDB	Prior service EPTS physical disability waived by CNRC	
EEB	EEB	Prior service skill requirement waived by CNRC	
EED	EED	Prior service skill requirement waived by Region	
EEE	EEE	Prior service skill requirement waived by NRD	

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
FAB	FAB	Alcohol abuse waived by CNRC	
FAD	FAD	Alcohol abuse waived by Region	
FAE	FAE	Alcohol abuse waived by NRD	
FBB	FBB	Marijuana abuse waived by CNRC	
FBD	FBD	Marijuana abuse waived by Region	
FBE	FBE	Marijuana abuse waived by NRD	
FCB	FCB	Other drug abuse waived by CNRC	
FCD	FCD	Other drug abuse waived by Region	
FCE	FCE	Other drug abuse waived by NRD	
FDA	FDA	Positive DAT waived by CNP	
HAB	HAB	Prior service height waiver granted by CNRC	
HCB	HCB	Medical/physical standard waiver granted by CNRC	
RYB	RYB	Navy administrative waiver, to include exceptions to policy approvals, ASVAB line score waivers, and program eligibility waivers granted by CNRC	
RYD	RYD	Navy administrative waiver, to include program and requirement waivers granted by Region	
RYE	RYE	Navy administrative waiver, to include physical violence interviews, DEP discharge waivers and single misconduct offense reviews granted by NRD	

Note: PRIDE and CIRIMS requires a single specific law violation offense to be entered for law violation waivers (Codes DAB, DAD, DAE, DEA, DEB, DFA, DFB, DGB, DGD, DGE, DMB, DMD, DME, DNB, DND, DNE, DOB, DOD, and DOE). The most severe law violation must be entered in PRIDE or CIRIMS based on the following rules and formula:

(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 misconduct offenses, which are carrying a weapon on school grounds (non-firearm) and criminal mischief. Applicant received a fine of \$350, \$150 in court costs and 20 hours of community service for the carrying a weapon on school grounds 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 carrying a weapon on school grounds charge and \$825 for the criminal mischief charge. In this case the criminal mischief charge, offense code 305, would be entered into either PRIDE or CIRIMS, as applicable.

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 ACDCU: 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	<u>-87 10 15:</u>	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	<u>+86 07 01:</u>	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	1 st day of the month
	17-31 of the month	1 st day of the following month
E4-E6	1 January – 30 June	1 January year of reentry
	1 July - 31 December	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.

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.

a. 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

Type Enlistment Option	Code
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	NTC Great Lakes, IL	TPU

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:

- 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

<u>Region</u>	<u>Code</u>
Navy Recruiting Region East	1
Navy Recruiting Region West	2
Extra-Continental Activities	0

4. Item 19. Block 3: Army Regional Recruiting Command (RRC)

NERRC	Code	SERRC	Code
Albany, NY	1	Miami, FL	3
Baltimore, MD	1	Montgomery, AL	3
Boston, MA	1	Nashville, TN	3
Buffalo, NY	1	Richmond, VA	3
Harrisburg, PA	1	San Juan, PR	3
Newark, NJ	1		
New York, NY	1	MWRRC	Code
Philadelphia, PA	1	Chicago, IL	5
Pittsburgh, PA	1	Cincinnati, OH	5
Portland, ME	1	Cleveland, OH	5
Providence, RI	1	Columbus, OH	5
Springfield, MA	1	Des Moines, IA	5
		Detroit, MI	5
SWRRC	Code	Fargo, ND	5
Albuquerque, NM	4	Milwaukee, WI	5
Dallas, TX	4	Minneapolis, MN	5
Denver, CO	4	Omaha, NE	5
Houston, TX	4	St. Louis, MO	5
Jackson, MS	4		
Kansas City, MO	4	WRRC	Code
Little Rock, AR	4	Anchorage, AK	6
Memphis, TN	4	Butte, MT	6
New Orleans, LA	4	Fresno, CA	6
Oklahoma City, OK	4	Honolulu, HI	6
San Antonio, TX	4	Los Angeles, CA	6
		Portland, OR	6
SWRRC	Code	Phoenix, AZ	6
Atlanta, GA	3	Salt Lake City, UT	6
Charlotte, NC	3	San Diego, CA	6
Columbia, SC	3	San Francisco	6
Indianapolis, IN	3	Seattle, WA	6
Jacksonville, FL	3	Spokane, WA	6
Louisville, KY	3		

5. Item 19. Blocks 4 and 5: Navy Recruiting District

NAVCROIDIST	Code	NAVCROIDIST	Code
New England	02	Salt Lake City, UT	25
Albany, NY	02	Minneapolis, MN	28
Boston, MA	02	Des Moines, IA	28
Portland, ME	02	Fargo, ND	28
Springfield, MA	02	Omaha, NE	28
New York, NY	04	Sioux Falls, SD	28
Jacksonville, FL	12	Phoenix, AZ	30
Atlanta, GA	13	Albuquerque, NM	30
Montgomery, AL	13	El Paso, TX	30
Nashville, TN	14	Dallas, TX	31
Knoxville, TN	14	Amarillo, TX	31
Little Rock, AR	14	Oklahoma City	31
Memphis, TN	14	Houston, TX	32
Raleigh, NC	15	Shreveport, LA	32
Charlotte, NC	15	New Orleans, LA	34
Fort Jackson, SC	15	Jackson MS	34
Richmond, VA	16	Los Angeles, CA	36
Ohio	18	Honolulu, HI	36
Beckley WV	18	Portland, OR	37
Cleveland, OH	18	Boise, ID	37
Columbus OH	18	San Francisco, CA	38
Louisville, KY	18	Sacramento, CA	38
Philadelphia, PA	19	San Jose, CA	38
Baltimore, MD	19	Seattle, WA	39
FT Dix	19	Anchorage, AK	39
Pittsburgh, PA	20	Butte, MT	39
Buffalo, NY	20	Spokane, WA	39
Harrisburg, PA	20	San Diego, CA	40
Syracuse, NY	20	San Antonio, TX	46
Chicago, IL	21	St. Louis, MO	47
Milwaukee, WI	21	Kansas City, MO	47
Michigan	22	Miami, FL	48
Detroit, MI	22	San Juan, PR	48
Indianapolis, IL	22	Tampa, FL	48
Lansing, MI	22	Other Outside CONUS	99
Denver, CO	25		

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.

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

7. Item 19. Blocks 8, 9 and 10: Males accessioned over 22 percent body fat and females accessioned over 33 percent body fat will have the following codes:

CODE	EXPLANATION
M23	Male accession with 23 percent body fat
M24	Male accession with 24 percent body fat
M25	Male accession with 25 percent body fat
F34	Female accession with 34 percent body fat
F35	Female accession with 35 percent body fat
F36	Female accession with 36 percent body fat
000	Male or Female accessioned within weight standards

8. Item 19. Blocks 11, 12, 13, 14, 15 and 16: Enter in six digits (YYMMDD) format the date on which last discharged. If no prior military service enter “000000.” Enter date discharged from USN DEP, if applicable. For personnel who served a term in a Regular Component of the Armed Forces of the United States and who were released to inactive duty and transferred to a Reserve component to complete a remaining period of obligated service, enter the date of discharge from the Reserve component.

9. Item 19. Blocks 17 and 18: Enter the two-digit code for the branch and class of Federal Service from which last discharged. If last military affiliation was in a DEP, the Reserve Component for the applicable branch of service is to be indicated. If the individual has no prior Federal Service, enter “99”.

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	41
	Standby - 2	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:

<u>Category</u>	<u>Code</u>
Chargeable (male only)	
QUEBEC – Enlisted in the Navy Accession Program (NAT)	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)	
ROMEIO - Prior regular Navy Service (Reenlisting under broken service conditions)	21
ROMEIO - Prior active USNR service (Includes 4 or more months Active Duty or Training)	22
ROMEIO - Prior Navy Inductee service.....	23
ROMEIO - Prior other service (other than USN or USNR)	24
ROMEIO - 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

USN	11
USNR	32

12. Item 19. Block 23: Enter the appropriate Military Obligation Designator Code from the following list:

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, 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 coded "0."

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

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

14. Item 19. Blocks 26 and 27: Enter the two-digit code for type of gain to the Navy/Navy Reserve.

Description of Type of Enlistment	Code
1 st enlistment USN or USNR, No prior service	01
1 st enlistment, USN or USNR No prior service, (Bonus).....	02
1 st enlistment USN, Prior service (Bonus)	10
1 st 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
1 st 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. 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.

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, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49: 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. Two foreign languages may be listed, the first and most fluent in Blocks 30-39 and the second in Blocks 40-49. If the enlistee did not indicate any foreign language ability in *Item 13*, enter a “0” in Blocks 30-49. If the applicant lists only one foreign language, enter “0” in Blocks 40-49.

Note: Listening Ability is not included in *Item 13*; therefore, the recruiter must request information to determine the code to be entered in Blocks 32-39 and 42-49 from each enlistee who claims proficiency in a foreign language.

17. Item 19. Blocks 30, 31, 40, and 41: 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, 31, 40, and 41

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
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
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	Buginese-Makassarese
BU	Bulgarian	FA	Bulu
BY	Burmese	CA	Cambodian

Code	Language	Code	Language
CB	Catalan	CJ	Chamorro
CK	Chechen	CZ	Chinese
CD	Chinese-Amoy	CN	Chinese-Anhwei
CC	Chinese-Cantonese	CW	Chinese-Chuang
CQ	Chinese-Fuchow	CF	Chinese-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

Code	Language	Code	Language
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
JH	Kanuri	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
KV	Kpelle	KW	Krio
BG	Kru	CM	Kuo-Yu
KU	Kurdish	KX	Kurukh
LD	Ladino	LN	Lahnda
LL	Lamba	LR	Landsmal

Code	Language	Code	Language
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	Mandingo-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

Code	Language	Code	Language
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	Portuguese-Brazilian	PT	Portuguese-European
PR	Provençal	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

Code	Language	Code	Language
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
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	Vietnamese-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

Code	Language	Code	Language
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, 33, 42, and 43: Listening Ability. Enter appropriate proficiency level code from the following:

Proficiency Level Code	Skill	Listening Ability
00	No proficiency	– No practical understanding of the spoken language.
06	Memorized proficiency	– Sufficient comprehension to understand a number of memorized utterances in areas of immediate needs
10	Elementary proficiency	– Sufficient comprehension to understand utterances about basic survival needs and minimum courtesy and travel requirements.
16	Elementary plus	– Sufficient comprehension to proficiency, understand short conversations about all survival needs and limited social demands.
30	General professional proficiency	– Able to understand the essentials of all speech in a standard dialect including technical discussions within a special field.
36	General professional proficiency, plus	– Comprehends most of the content and intent of a variety of forms and styles of speech pertinent to professional needs, as well as general topics and social conversation.
40	Advanced professional proficiency	– Able to use the language fluently and accurately on all levels normally pertinent to professional needs.
46	Advanced professional proficiency, plus	– Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well-educated, highly articulate native speaker.
50	Functionally native proficiency	– Speaking proficiency is functionally equivalent to that of a well-educated native speaker and reflects the cultural standards

Proficiency Level Code	Skill	Listening Ability
		of the country where the language is natively spoken.

19. Item 19. Blocks 34, 35, 44, and 45: Reading Comprehension. Enter appropriate proficiency level code from the following:

Proficiency Level Code	Skill	Reading Ability
00	No proficiency	– No practical understanding of the written language.
06	Memorized proficiency	– Can recognize all the letters in the printed alphabetic system and high frequency elements of a syllabary or a character system.
10	Elementary proficiency	– Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript.
16	Elementary proficiency, plus	– Sufficient comprehension to understand simple discourse in printed form for informative social purposes.
20	Limited working proficiency	– Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on subjects within a familiar contexts.
26	Limited working proficiency, plus	– Sufficient comprehension to understand most factual material in non-technical prose as well as some discussions on concrete topics related to special professional interests.
30	General professional proficiency	– Able to read within a normal proficiency range of speed and with almost complete (continued) comprehension a variety of authentic prose material on unfamiliar subjects.
36	General professional proficiency, plus	– Can comprehend a variety of styles and forms pertinent to professional needs.
40	Advanced professional proficiency	– Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.
46	Advanced	– Nearly native ability to read and understand

Proficiency Level Code	Skill	Reading Ability
	professional proficiency, plus	extremely difficult or abstract prose.
50	Functionally native proficiency	– Has reading proficiency equal to that of a well-educated native.

20. Item 19. Blocks 36, 37, 46, and 47: Writing Ability. Enter appropriate proficiency level code from the following:

Proficiency Level Code	Skill	Writing Ability
00	No proficiency	– No functional writing ability.
06	Memorized proficiency	– Writes using memorized material and set expressions.
10	Elementary proficiency	– Has sufficient control of the writing system to meet limited practical needs.
16	Elementary proficiency, plus	– Sufficient control of writing system to meet most survival needs and limited social demands.
20	Limited working proficiency	– Able to write social correspondence and prepare documentary materials required for most limited work requirements.
26	Limited working proficiency, plus	– Ability to write with some precision and in some detail about most common topics.
30	General professional proficiency	– Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics.
36	General professional proficiency, plus	– Able to write the language in a few prose styles pertinent to professional/educational needs.
40	Advanced professional proficiency	– Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs.
46	Advanced professional proficiency, plus	– Able to write the language precisely and accurately in a wide variety of prose style pertinent to professional/educational needs.
50	Functionally native proficiency	– Has reading proficiency equal to that of a well-educated native.

21. Item 19. Blocks 38, 39, 48, and 49: Speaking Ability. Enter appropriate proficiency level test code from the following:

Membership in two or more programs C42G53
 No membership YYYYYY

23. Item 19. Blocks 50 and 53: Name of Youth Program

Program	Code
Naval Junior Reserve Officer Training Corps (NJROTC)	A
JROTC - Other Services (USAF, USA, USMC)	B
Naval Sea Cadet Corps (NSCC)	C
Civil Air Patrol (CAP)	D
Sea Exploring (SE)	E
Other Exploring (Air, Medical, Law, Fire Service, Police and General)	F
Boy Scouts of America (Non-exploring)	G
National Intercollegiate Flying Association (NIFA)	H
Boys State/Girls State (BS/GS)	J
4-H	K
Junior Achievement (JA)	M
Girl Scouts of American (GSA)	N
Camp Fire Girls (CFG)	P
Distributive Education Clubs of America (DECA)	R
Vocational Industrial Clubs of America	S
Future Farmers of America (FFA)	T
Future Homemakers of America (FHA)	X
Future Business Leaders of America (FBLA)	Z

24. Item 19. Blocks 51 and 54: Last Year of Association. Enter the last number of the year that the applicant was associated with the program entered in Block(s) 50 and/or 53. Use only the last calendar years, (i.e., 0 for 1995, 1 for 1996, or 2 for 1997). If applicant was not associated with the program within the last three years, enter a “Y” in Block(s) 51 and/or 54.

25. Item 19. Blocks 52 and 55: Years in Program. Enter in one digit (0 through 9 as applicable) the number of years to the nearest full year enlistee affiliated. Enter “0” when affiliation is less than six months, enter “1” when affiliation is six months or more.

26. Item 19. Block 56: Enter the one digit code to indicate type of last discharge received.

Type Of Discharge	Code
Honorable	1

General	2
Undesirable	3
Bad Conduct	4
Dishonorable	5
No Prior Service	0

27. Item 19. Block 57: Enter “X”.

28. 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 NCS and NAT applicant refer to item 17L for total number of months. For FTS Program enter “48/60/72” as applicable.

29. 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 20b because the ADSD is a computed date, which includes all periods of prior active duty.

30. 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

31. Item 19. Block 69: Leave blank.

32. Item 19. Block 70: Leave blank.

33. Item 19. Block 71: Enter the one digit code to indicate applicant’s means of initial entry into military service:

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)	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)	J

Not applicable	W
Other	X
Unknown	Z

34. Item 19. Blocks 72 and 73: Enter in two digits the applicant's height in inches, as recorded during DEP-out physical inspection. Round up for ½ inch or higher.

Examples: 67 ¼ inches - Enter 67
67 ½ inches - Enter 68

35. Item 19. Blocks 74, 75, and 76: Enter in three digits the applicant's weight in pounds, as recorded during DEP-out physical inspection. Round up for any fractions over a pound.

Examples: 150 ½ pounds - Enter 151
150 ¼ pounds - Enter 151
98 pounds - Enter 098

36. Item 19. Blocks 77, 78, and 79: Enter the applicant's hair color using a code from the following:

Hair Color	Code
Black	BLK
Brown	BRN
Blond	BLD
Auburn	AUB
Red	RED
Gray	GRY
White	WHT
Bald	BAL

37. Item 19. Blocks 80, 81, and 82: Enter the applicant's eye color using a code from the following:

Eye Color	Code
Black	BLK
Brown	BRN
Gray	GRY
Blue	BLU
Hazel	HAZ
Green	GRN

38. Item 19. Block 83: For those individuals recruited under PACT Homeport Guarantee use the appropriate homeport guarantee code:

1 = Norfolk

- 2 = San Diego
- 3 = Jacksonville/Mayport
- 4 = Pacific Northwest
- 5 = Hawaii
- 6 = Japan

39. Item 19. Block 84: Culinary Specialist Submarines (CSS) homeport guarantee.

Norfolk, VA	1
San Diego, CA	2
Kings Bay, GA	3
Bangor, WA	4
Pearl Harbor, HI	5
Groton, CT	6
Guam	7

40. Item 19. Blocks 85 through 89: Enter Reserve Unit UIC for USNR gains, including NAT. Leave blank for regular component gains.

41. Item 19. Blocks 90 through 140: Reserved for future use. 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.

(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.** List type of drug, number of times used and date of last use.

(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 document in Section VI, Remarks.

a. Name (x one)		b. Age (x one)		c. Citizenship (x one)	
	Birth Cert		Birth Cert		Birth Cert
X	Other (Exp)	X	Other (Exp)	X	Other (Exp)

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

“Item 30 A, B, & C Continued: DD Form 372 (telephonic) per PHONCON between EM1 I. M. Sailor, RinC, NRS 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).

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 for prior service applicants. 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 certificates.
10. Applicant's divorce decrees.
11. Copies of children's birth certificates.
12. Any other authorized documents not named elsewhere.

Note: If no other documents are used, enter "None" in *Item 28f*.

(d) **Item 31. Certification of Witness.** Completed by the recruiter who is to receive credit for the contract. This recruiter's social security number is entered into PRIDE. The MLPO/ EPDS will sign for the recruiter of record if redone at MEPS.

(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: Personnelman Specialist Class "A" (4YO) School guarantee, 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, enlistment bonus, and Buddy Program are not applicable, then an entry on those three is not required. If coast assignment is guaranteed, then include the Control Number.

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 MLPO/EPDS 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. The MLPO/EPDS, or a designated individual also signs as accepting the applicant for enlistment in Section D of the DD Form 4.

(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 EPSQ, *Items 18-21* 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.

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*. Do not change *Item 12*.

(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.

(Certification Signature)

(Type or print name, grade, SSN 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, SSN of Enlisted Classifier)

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

Entry:

(Date): DLAB/DPLT administered at (MEPS or NAVCRUITDIST).
Score Obtained: _____.

(Certification Signature)

(Type or print name, grade, SSN 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 370 requested (date) from (name of reference) not received as of (date).

2. 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 010207**.

Entry:

DD Form 369 not sent to law enforcement agencies.

(Certification Signature)

(Type or print name, grade, SSN 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 applicants 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 his/her 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. (Authenticate each entry by signature of the enlisting officer in Section VI, Remarks:

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 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 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 provided evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold Award.

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 20 semester hours (30 quarter hours). Applicants who have satisfactorily completed the U. S. equivalent of 45 semester hours (67 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 in Section VI, Remarks, DD Form 1966/3. The following are samples of waiver approvals.

a. To be used when waiver is signed by the approving authority:

(Enlistment/Program/Level of authority) waiver approved for (reason) on (date).

(Signature of Approving Authority)

b. To be used when waiver is signed by MLPO or EPDS:

Waiver interview conducted via telephone between, (CO, XO, EPO, AEPO), and the applicant, (Enlistment/Program/level of authority) waiver granted by (CO, XO, EPO), for (reason) on (date).

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

or

An additional waiver interview conducted via telephone between (CO, XO, EPO) and the applicant. (Enlistment) waiver granted by (CO, XO, EPO), for (reason) on (date).

**(Signature of EPDS or MLPO)
(Name, Rank, Title)
By direction of the CO**

c. In instances where a program waiver is required in addition to a BEERS waiver:

An additional program waiver for (reason) has been granted on (date) for enlistment in (program).

(Signature of Approving Authority)

or

An additional program waiver interview conducted via telephone between, (CO, XO, EPO, AEPO), and the applicant. (Program) waiver granted by (CO, XO, EPO, AEPO), for (reason) on (date).

**(Signature of EPDS or MLPO)
(Name, Rank, Title)
By direction of the CO**

d. In instances where a waiver is granted prior to submission to higher authority for a different type of waiver:

A waiver for (reason) has been granted on (date) by (CO, XO, EPO, AEPO) prior to submission to COMNAVCRUITCOM for (reason). Waiver submitted to higher authority on (date).

(Signature of Approving Authority)

or

A waiver interview conducted via telephone between (CO, XO, EPO, AEPO) and the applicant. (Enlistment) waiver granted by (CO, XO, EPO, AEPO), for (reason) on (date) prior to submission to COMNAVCRUITCOM for (reason). Waiver submitted to higher authority on (date).

**(Signature of EPDS or MLPO)
(Name, Rank, Title)
By direction of the CO**

e. In instances where a Nuclear Field Type 1 or Type 2 waiver is granted:

(Date): Nuclear Field Type 1 (or Type 2) waiver for (type of waiver) granted (date), by (Waiver Authority)

**(Signature of the CO or EPDS/MLPO)
By direction**

f. In instances where telephonic AEF/ATF/Special Operations Challenge Program waivers are granted:

(Date): Telephonic (AEF, ATF, or Special Operations Challenge) program waiver for (type of waiver) granted per PHONECON (date), NAVCRUITDIST (Name of NAVCRUITDIST) (Name and rank of caller) and (COMNAVCRUITCOM (N33)), (Name and rank of person called).

**(Signature of the CO or EPDS/MLPO)
By direction**

g. In instances where the NAVCRUITDIST CO conducts a telephonic felony waiver interview:

Waiver interview conducted via telephone between CO, NAVCRUITDIST (NAVCRUITDIST name), XO, EPO _____, and the applicant (Name of applicant) on (date).

**(Signature of waiver authority XO, EPO, EPDS, MLPO)
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, a sex crime, or child-molesting, and will require an enlistment/program waiver.

(Date): A waiver interview regarding (civil conviction) has been conducted this date between CO, NAVCRUITDIST (Name of NAVCRUITDIST) and the applicant (Name of applicant). (Enlistment/Program) waiver granted on (date).

(Signature of CO, NAVCRUITDIST)

or

(Date): An interview regarding (civil conviction) has been conducted via telephone on this date between CO, NAVCRUITDIST (Name of NAVCRUITDIST) and the applicant (Name of applicant). (Enlistment/Program) waiver granted on (date).

(Signature of XO, EPO, EPDS, MLPO)
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 child-molesting, sex crimes, or 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/program waiver but must be interviewed by the NAVCRUITDIST CO as if the charges had resulted in a conviction.

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

(Signature of the CO, NAVCRUITDIST)

or

(Date): An interview regarding (civil charge) has been conducted via telephone on (date) between CO, NAVCRUITDIST (Name of NAVCRUITDIST) and the applicant (Name of applicant).

(Signature of the XO, EPO, EPDS, or MLPO)
By direction of the CO

(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 EPSQ, 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 Single Signature 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 from 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 (DD FORM 2645)/VOTER REGISTRATION APPLICATION (DD FORM 2644).

(a) **Initial Visit.** Provide the DD Form 2645 to every applicant on their first visit to the recruiting office. If the applicant marks yes on the DD Form 2645 provide them with the DD Form 2644 and provide any assistance if requested. If the applicant marks no then no further action is required.

(b) **If changes are required.** Have the applicant complete the DD Form 2644. This form is the Mail-in Voter Registration Form which eligible citizens will use for voter registration, renewal, change of name, choice of party, or change of address. The Instructional Guide includes directions on how to complete the DD Form 2644 for each state.

(c) **Distribution.** DD Form 2644 is to be forwarded to the proper state election officials in a timely manner. Strict accountability of the completed forms must be maintained. The completed DD Forms 2645 will be maintained on file for a minimum of two years.

010212. MEDICAL PRESREEN 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 waivable by COMNAVCRUITCOM (00M).

010213. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF

MEDICAL HISTORY (DD FORM 2807-1). 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) ANNEX TO THE ENLISTMENT OR REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4).

Instructions to complete the *Enlistment Guarantee Annex* (NAVCRUIT 1133/52) to the enlistment contract are as follows:

a. After making a reservation in the PRIDE System, the classifier will “X” out either Navy or Navy Reserve in paragraph 1 and paragraph 1a, as appropriate.

b. In paragraph 1a, the classifier will enter the number of years or months of active duty required for the program, in the space provided. The classifier will then “X” out either years or months, whichever is applicable. If an extension of enlistment is required, the classifier will enter the number of months and the name of the program. The classifier will enter “NA” if an extension is not required.

c. In paragraph 1a(1), the classifier will enter the applicant's primary guarantee in “Option (1)”. Additionally, if the applicant is enlisting as a “submarine volunteer”, the classifier will enter “SUB VOL” by the guarantee shown in “Option (1).” Any other options guaranteed would be listed in the remaining options (i.e., an applicant enlisting

with an enlistment bonus would require the classifier to enter the Enlistment Bonus Program in “Option (2)”. If “Option (2)” through “Option (4)” are not used, the classifier will place “NA” by those options.

d. In paragraph 5, the classifier will show the applicable classifier rating/program fact sheet to the applicant. If a *Statement of Understanding* is required for the option(s) guaranteed, the classifier will show the applicable *Statement of Understanding* to the applicant. The classifier will enter the additional option numbers (i.e., (2), (3), (4) in the space provided if the option is guaranteed in paragraph 1a(1). The classifier will have the applicant initial paragraph 5 indicating acknowledgement of the obligations and conditions of the option(s) guaranteed. The classifier will ensure the applicant is provided a copy of the applicable classifier rating/program fact sheet and a copy of the applicable *Statement of Understanding* for the option(s) guaranteed.

e. Since the NAVCRUIT 1133 series annexes support and augment the DD Form 4, the basic instructions regarding capitalization, punctuation, entering full name, social security number, dates, abbreviations, etc., shall be as provided for the DD Form 4.

f. Where a blank space is provided within the text of a statement, type the appropriate entry. The use of rate/rating designators such as ABH, OS, HT2, etc., is acceptable; however, for apprenticeship programs, spell out the appropriate choice (PACT). Type “NA” in those spaces that do not apply.

g. It is the responsibility of the classifier, processor, and MLPO to ensure that the applicant is fully aware of the understandings, guarantees, and choices on the annex(es) which apply to him/her.

h. The applicant will sign his or her full name using black or blue ink, and enter the date signed in day, month, and year format. Date may be handwritten, stamped, or typed. The full name shall be typed below the signature.

i. The classifier shall sign on the line provided and enter the date as described above. 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.

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 Zone Supervisor 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 the applicant's own handwriting, and once completed will be retained in the residual file.

(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 are 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
(NAVCRUIT 1133/100)

a. **Use of Form.** Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file.

b. **Instructions for Completing Form**

(1) **Applicant's Name.** Enter last name, first name, middle initial.

(2) **Social Security Number (SSN).** Enter applicant's SSN.

(3) **Age.** Enter applicant's age.

(4) **Armed Forces Qualification Test (AFQT).** Enter applicant's AFQT.

(5) **Recruiter's SSN.** Enter the SSN of the recruiter of record.

(6) **NAVCRUITSTA.** Enter the Navy Recruiting Station to which the recruiter is assigned.

(7) **ID.** Enter the six-digit station identification number to which the recruiter is assigned.

(8) **Education.** Enter the level of education that has been verified.

(9) **Screen Score.** Not used.

(10) **Date to Process.** Enter the date that the applicant is scheduled to be in MEPS for enlistment processing.

(11) **Waiver Information.** The recruiter enters the appropriate "YES/NO" waiver information, including the appropriate type of waiver and waiver authority. After approval of the waiver, the NAVCRUITDIST processing personnel enter the **date waiver was conducted** and documented.

(12) **RinC.** Signs as a verifying official in the block. In the absence of the RinC, the Zone Supervisor or individual designated as RinC may sign as a verifying official.

(13) **Navy Processor.** The Navy 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.

(14) **MEPS Liaison Petty Officer.** The MLPO signs as a verifying official after the applicant has been sworn in and the MLPO has verified all documents.

(15) **Enlisted Classifier.** The Enlisted Classifier signs as a verifying official upon completion of the classification interview.

(16) **EPDS.** Signs as a verifying official for all waivers that he/she reviews, and to indicate any residual file reviewed for quality control.

(17) **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 rough 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.

b. Instructions

Block	Explanation
1	Enter the five digit UIC of the activity to which applicant will be attached.
2	Enter the name of applicant's ship or station. Abbreviations are authorized.
3	If this is an initial application, enter X.
4	If this is a change to a previous application, enter X.

- | Block | Explanation |
|--------------|--|
| 5 | Enter full name of applicant's spouse. Include maiden name to ensure positive identification. If member has no spouse, leave blank. |
| 6 | Enter spouse's date of birth in YYYYMMDD format. Example: 59MAY02. |
| 7 | Enter WIFE or HUSBAND. |
| 8 | Enter city and state or country where marriage ceremony was performed. |
| 9 | Enter date of marriage. Example: 88MAY28. |
| 10 | Enter spouse's citizenship.
US Citizen of the United States by birth.
NUS Citizen of the United States by naturalization (in the Remarks (Block 78) on the back of the form, enter the serial number of the naturalization certificate).
Name of country - If not a citizen of the United States, enter the name of the country of citizenship. |
| 11 | Enter spouse's local residence address with Zip Code. Do not use two lines for address. If address will not fit into the spaces provided, continue in Block 78 on the back of the form. No P. O. Box addresses are allowed. |
| 12 | Enter "Yes" or "No". If applicant's spouse is on active duty or drilling reserves in any Armed Forces, type No. If applicant's spouse is not on Active duty, enter Yes. |
| 13 | Enter name of applicant's child or other dependent. Do not enter name of spouse or parent. Every living child will be listed regardless of child's age or dependency status. |
| 14 | Enter date of birth of the person named in Block 13, in YYYYMMDD format. Example: 73MAR15. |

Block Explanation

- 15 Enter the relationship to the applicant. Use one of the following entries: SON, DAUGHTER, STEPMOTHER, STEPFATHER, LOCO PARENTIS, WARD. If the child is the applicant's stepson or stepdaughter, that fact may be entered in Block 78, at the applicant's request.
- 16 If the person named in Block 13 lives at the address entered in Block 11, leave Block 16 blank. If they live elsewhere, enter the local residence address. If he/she is in the custody of a legal guardian, enter the guardian's name, status, and address in Block 16. Enter one line only.
Example: CATHERINE T. SPEARS LEG GDN, 6684 VANBUREN LA GARY, IN 46410.
- If additional space is needed, continue the entry in Block 78 on back. If address is not known, enter "UNKNOWN".
- 17 Enter "Yes" or "No" to indicate dependency of the person named.
- 18 Follow Block 13.
- 23 Follow Block 13.
- 28 Follow Block 13.
- 19 Follow Block 14
- 24 Follow Block 14.
- 29 Follow Block 14.
- 20 Follow Block 15.
- 25 Follow Block 15.
- 30 Follow Block 15.
- 26 Follow Block 16.

Block	Explanation
31	Follow Block 16.
22	Follow Block 17.
27	Follow Block 17.
32	Follow Block 17.
33	Enter full name of father. If he is not living, enter DECEASED after his name. If father's name is not known, enter "UNKNOWN".
34	If applicant's father is living, enter his local residence address. If it will not fit into the space provided, continue the address in Block 78 on the back of the form. If the address is not known, enter "UNKNOWN".
35	Enter Yes or No. If Yes, enter in Block 78 the additional information.
36	Enter full name of applicant's mother, including maiden name. If she is not living, type DECEASED after her name. If mother's name is not known, type "UNKNOWN".
37	If mother is living, enter her local residence address. If it will not fit into the spaces provided, continue the address in Block 78 on the back of the form.
38	Follow instructions in Block 17.
39	Enter X in the appropriate box. If there was more than one previous marriage, the information in Blocks 40, 41, and 42 should apply only to the most recent.
40	Enter an X in the appropriate box.
41	Enter the date the marriage ended. Example: 82FEB21.

- | Block | Explanation |
|--------------|---|
| 42 | Enter city and state of county where marriage ended or spouse died. |
| 43 | Enter X in the appropriate box. If present spouse had more than one previous marriage, information in Blocks 44, 45, and 46 apply only to the most recent. |
| 44 | Enter X in the appropriate box. |
| 45 | Enter date spouse's prior marriage ended.

Example: 80MAR25. |
| 46 | Enter city and state or country where spouse's prior marriage ended. |
| 47 | Enter the name of any person not already named on this form designated by the member to be notified in case of personal casualty. |
| 48 | Enter the mailing address of the person named in Block 47. |
| 49 | Enter the relationship of the person named in Block 47 to the applicant. |
| 50 | Enter name of spouse's next of kin. Usually this will be the name of spouse's father or mother. If spouse has no next of kin or if member is not married, enter NONE in Block 50. |
| 51 | Enter the address of the person named in block |
| 52 | Enter the relationship of the person named in Block 50 to applicant's spouse. |
| 53 | Enter the name of one or more persons designated by the applicant to receive money due the applicant if applicant dies on active duty. |
| 54 | Enter the address(es) of the person(s) named in Block 53 |

Block	Explanation
55	Enter the relationship of each person named in Block 53 to the applicant.
56	Enter the percentage designated for each beneficiary named in Block 53.
57	Enter the name of the dependent designated to receive an allotment of applicant's pay if they become missing while on active duty. The person in this block must be a relative of the member.
58	Enter the address of the person named in Block
59	Enter the percentage of pay designated by the member to be allotted to the person named in Block 57.
60	Type the name of one or more persons designated to receive death gratuity payment in case the member is not survived by a spouse or child. This must be mother, father, brother, sister or none.
61	Enter address(es) of the person(s) named in Block
62	Enter the relationship to the member of the person(s) named in Block 60.
63	Enter the percentage of death gratuity payment designated for each beneficiary named in Block
64	Do not enter NSLI or SGLI policy information in Blocks 64 through 66. Enter the name of each commercial insurance company with which member is insured. If additional space is needed, continue entries in Block 78 on the back. If member has no commercial insurance, enter NONE in Block 64.
65	Enter the address of the home office of the insurance company/companies listed in Block 64.
66	Enter the policy number of each policy with the company/companies listed in Block 64. If member does not know a policy number, enter NOT KNOWN or NOT AVAILABLE.

Block Explanation

67 Enter applicant's religious preference from the following two digit code listing:

Advent Christian Church	DA
African Methodist Episcopal Church	DB
African Methodist Episcopal Zion Church	DC
American Baptist Association	CA
American Baptist Churches	06
American Baptist Churches of the USA	CI
American Baptist Convention	CH
American Counsel of Christian Churches	AO
American Lutheran Church, The	GB
Anglican Orthodox Church, The	BA
Asbury Bible Churches	AA
Assemblies of God	04
Associate Reformed Presbyterian Church (General Synod)	LA
Associated Gospel Churches, The	BO
Atheist	75
Baptist Bible Fellowship	BB
Baptist Churches, Other	10
Baptist General Conference	DD
Baptist Missionary Association of America	CD
Bible Presbyterian Church	BH
Bible Protestant Church	AB
Brethren in Christ Fellowship	BC
Brethren Church	12
Buddhism	14
Central Bible Church	JT
Christian Church (Disciples of Christ)	24
Christian Churches and Churches of Christ	JB
Christian Crusade	BD
Christian Methodist Episcopal Church	DE
Christian and Missionary Alliance	JA
Christian-No Denominational Preference	13
Christian Reformed Church	DF
Christian Science (First Church of Christ Scientist)	16
Church of Christ	18
Church of God	20
Church of God (Anderson, IN)	DG
Church of God (Cleveland, TN)	JC
Church of God General Conference	DV
Church of God in Christ	19
Church of God in North America	DH
Church of God of Prophecy	ED
Church of Jesus Christ of Latter-day Saints (LDS)	38
Church of the Nazarene	50

Church of The United Brethren in Christ	JD
Churches of Christ	EP
Churches of Christ in Christian Union	JE
Churches of God, General Conference	DX
Congregational Methodist Church	AC
Conservative Baptist Association of America	JF
Conservative Congregational Christian Conference	JG
Conservative Judaism	FB
Cumberland Presbyterian Church	LB
Eastern Orthodox Churches	53
Elim Fellowship	JH
Elim Missionary Assemblies	JV
Evangelical Church Alliance, The	47
Evangelical Church of North America	45
Evangelical Congregational Church	DJ
Evangelical Covenant Church in America	46
Evangelical Free Church of America	JJ
Evangelical Friends Alliance	JK
Evangelical Lutheran Churches, Association of	GD
Evangelical Methodist Church	JL
Evangelical Methodist Church of America	AD
Fellowship of Grace Brethren Churches	EJ
Free Lutheran Congregations, The Association of	JU
Free Methodist Church of North America	NB
Free Will Baptist	CE
Free Will Baptists, NC State Convention of Friends	DL 32
Full Gospel Pentecostal Association, The	55
Fundamental Methodist Church, Inc	AE
General Association of General Baptists	CF
General Association of Regular Baptist Churches	CG
General Commission of Chaplains and Armed Forces Personnel	DO
General Conference of the Brethren Church	JS
Grace Gospel Fellowship	05
Hindu	49
Independent Baptist Bible Mission	07
Independent Baptist Churches	BE
Independent Churches Affiliated	AF
Independent Denominational Endorsing Agencies	EO
Independent Fundamental Bible Churches	AG
Independent Fundamental Churches of America	EH
Independent Lutheran Churches	BF
International Church of the Four-Square Gospel	JM
Jehovah's Witness	34
Jewish	36
Kansas Yearly Meeting of Friends	JW
Lutheran Churches	40
Lutheran Church in America	GA
Lutheran Church - Missouri Synod	GC

Lutheran Council in the USA	41
Methodist Churches	44
Methodist Protestant Church	AK
Militant Fundamental Bible Churches	AL
Missionary Church, The	JR
Missionary Church Association	JX
Moravian Church	DM
Muslim	48
National Association of Congregational Christian Churches	DN
National Association of Evangelicals	JO
National Association of Free Will Baptists	09
National Baptists Convention of America	DP
National Baptist Convention, USA, Inc	DQ
No Preference Recorded	00
No Religious Preference	01
North American Baptist Conference	DR
Ohio Yearly Meeting of Friends	JY
Open Bible Standard Churches, Inc	JN
Orthodox Judaism	FC
Orthodox Presbyterian Church, The	LE
Other Religious Pentecostal Churches	74
Pentecostal Church of God of America, Inc	56
Pentecostal Holiness Church	JQ
Plymouth Brethren	EK
Presbyterian Churches	58
Presbyterian Church in America	LH
Presbyterian Church in the US	LC
Presbyterian Council of Chaplains and Military Personnel	LJ
Primitive Methodist Church, The	NC
Primitive Methodist Church, USA	DS
Progressive National Baptist Convention, Inc	DT
Protestant Episcopal Church	26
Protestant - No Denominational Preference	72
Protestant - Other Churches	70
Reformed Judaism	FA
Reformed Churches	60
Reformed Church in America	DU
Reformed Church in the United States	EL
Reformed Presbyterian Church, Evangelical Synod	LF
Reorganized Church of Jesus of Latter Day Saints	EN
Roman Catholic Church	62
Salvation Army, The General Conference of	DY
Seventh - Day Adventists	02
Seventh-Day Baptist General Conference	DW
Reformed Episcopal Church	EM
Southern Baptist Convention	08
Southern Methodist Church	NE

Southwide Baptist Fellowship	BG
The Swedenborgian Church, General Conference of	DZ
Tioga River Christian Conference	AH
Ukrainian Evangelical Baptist Conference	AJ
Unitarian Universalist Association	66
United Christian Church	AM
United Church of Christ	68
United Methodist Church, The	NA
United Pentecostal Church, International	57
United Presbyterian Church, Evangelical Synod	LD
United Presbyterian Church in the USA	LG
Unknown	99
The Wesleyan Church	ND
World Baptist Fellowship	CJ

Block	Explanation
68	All of Blocks 12, 17, 22, 27, 32, 35, and 38 which contain either Yes or No. Count Yes(s) on this page. If there is no "Yes" on this page, a zero will be entered.
69	Enter the effective date of application in alphanumeric characters.
70	Enter applicant's rank or rate abbreviation. Use enlisted rate abbreviations (do not use specialty designation). Example: DK2.
71	In one digit enter the sequential number of this page. If this is a one-page document, enter 1.
72	In one digit enter the number of pages in this listing. If this is a one-page document, enter 1.
73	Enter applicant's last name, first name, and middle name.
74	Enter applicant's Social Security number with hyphens.
75/76	Enter X in the appropriate block.
78	Use when additional space is needed or an explanation is used. Primary next of kin and secondary next of kin name, address and phone number must be listed here. Child support amounts are to be listed here as, "Average monthly child support: \$ (Dollar Amount)"
79	Applicant will sign his/her full name.
80	The recruiter will sign as a witness.

010218. ADMINISTRATIVE REMARKS, (NAVPERS 1070/613) ANNEXES TO THE ENLISTMENT OR REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

While most of the service and training guarantee annexes to DD Form 4 are executed on the NAVCRUIT 1133/52, the BOOST Program is executed on NAVPERS 1070/613.

010219. ENLISTED APPLICATION AND ORDERS TO A NAVAL RESERVE UNIT (NON-OBLIGOR) (NAVRES 1326/4) (See Exhibit 010202)

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 YYMMDD.

(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.

Exhibit 010202. Enlisted Inactive Duty Training Orders to a Navy RESERVE UNIT (NON-OBLIGOR)

ENLISTED APPLICATION AND ORDERS
TO A NAVY RESERVE UNIT (NON-OBLIGOR)
CNAVRES 1326/4 (3-05) S/N 0117-LF-013-2620

PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to permit an individual to apply for assignment to a Navy Reserve drilling unit. The information is used to evaluate individual's request for assignment to a drilling unit and to notify him/her of that decision. Form becomes a part of the individual's personnel record. Completion of this form is mandatory. Failure to provide required information may result in an inability to process the application.

NAME (Last, first, middle)		SSN	RATE	EXP. OBL. SERV.
PRESENT ADDRESS (Street and Number, City, State and Zip Code)			SERVICE RECORD HOLDER	
DATE RELEASED FROM ACTIVE DUTY	LAST SHIP OR STATION		DATE OF BIRTH	

I hereby request Inactive Duty Training orders for assignment in: Drill Pay Status Non-pay Status
To: (Name and Mailing Address of Unit, including APC)

I understand that this assignment is made contingent upon the needs of the Navy Reserve and can be terminated by proper authority when those needs dictate such action.

I understand that issuance of orders as a result of this request is contingent upon my eligibility for assignment based on current directives. Information subsequently received which indicates otherwise shall cause for termination.

I have been examined and found physically qualified within the past year and I hereby certify that to the best of my knowledge there has been no material change in physical condition since that examination.

I understand I am required to promptly notify my Commanding Officer of any change in my physical condition.

I certify I am I am not drawing a pension, retired pay, or disability compensation from the United States Government for prior military service, and that I have I have not a claim pending for any of the aforementioned types of compensation.

I am enclosing NAVPERS 1200/1 requesting transfer to/retention in the Ready Reserve.

I am a member of the Ready Reserve until _____ (Date)

I understand that I required to participate satisfactorily for the duration of my enlistment or a minimum of one year, provided I am eligible in all respects. I further understand that satisfactory participation consists of a minimum of 90 per cent drill attendance and/or the performance of annual active duty for training as required by my assigned training category.

I understand that my training category is _____ and that I am required to perform _____ drills and _____ days active duty for training annually.

I understand that if I request to terminate this assignment, the date approved for termination may not be less than 12 months from the date of the request, except in case of transfer to another unit, or extreme personal or community hardship, as defined in BUPERSMAN.

I AM AVAILABLE FOR IMMEDIATE ACTIVE DUTY IN EVENT OF WAR, NATIONAL EMERGENCY DECLARED BY CONGRESS OR THE PRESIDENT, OR AS OTHERWISE AUTHORIZED BY LAW. I AM NOT ENGAGED IN ANY CIVILIAN OCCUPATION OR PURSUIT NOR AM I AWARE OF ANY HARDSHIP OR DEPENDENCY SITUATION WHICH WILL RESULT IN A REQUEST FROM ME, OR FROM ANY OTHER SOURCE, FOR CANCELLATION OF ACTIVE DUTY ORDERS. SHOULD MY STATUS CHANGE TO INVALIDATE THE FOREGOING, I WILL INFORM MY COMMANDING OFFICER IMMEDIATELY.

DATE	SIGNATURE OF APPLICANT
------	------------------------

From: Commanding Officer _____

To: The above named reservist

1. Returned, approved. You are assigned to _____ in a _____ status effective _____.

You are advised that computation toward satisfactory participation commences on the effective date of assignment. Your records are maintained by the unit to which you are assigned. When directed by appropriate authority, or upon announcement via radio, other news media, or other means, report on M-Day (or as otherwise directed) to your assigned drilling unit.

2. Disapproved, because:

DATE	SIGNATURE
------	-----------

I accept the foregoing assignment fully understanding that while engaged in training pursuant thereto I shall be subject to the provisions of the Uniform Code of Military Justice.

DATE	SIGNATURE OF RESERVIST
------	------------------------

010220. SATISFACTORY PARTICIPATION REQUIREMENTS/RECORD OF UNEXCUSED ABSENCES (NAVRES 1570/2) (See Exhibit 010203)

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 member's 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.

Exhibit 010203 SATISFACTORY PARTICIPATION REQUIREMENTS/RECORD OF UNEXCUSED ABSENCES (NAVPERS 1570/2)

**SATISFACTORY PARTICIPATION REQUIREMENTS/
RECORD OF UNEXCUSED ABSENCES**

COMNAVRESFORINST 1001.5C

1. Requirements for Satisfactory Participation for Naval Reservists:
 - a. Must attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from your permanent IDT site. Percentage of attendance is based on a progressive 12 month period.
 - b. Perform a minimum of 12 days Annual Training (AT) within each fiscal year.
 - c. Must report for scheduled physical examination.
 - d. Responsible for the receipt/response to all official correspondence.
 - e. You must keep your unit Commanding Officer informed of the following:
 - (1) Current address and work/home telephone number
 - (2) Changes in physical status
 - (3) Dependency changes
 - (4) Current employment status
 - (5) Other factors which could jeopardize mobilization potential
2. Requirements for Excuse of Missed IDT periods:
 - a. Request must be made to the unit Commanding Officer **prior to the end of the missed scheduled IDT period/IDT weekend.**
 - b. IDT periods excused will be scheduled as Equivalent Training (ET) IDTs and will be performed the month before, the month of, or the month after the originally scheduled IDT date. (A maximum of four ET IDTs will be credited for pay each fiscal year.)
3. IDT periods are considered Unexcused when:
 - a. No request for excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.
 - b. Insufficient reasons of request for excuse of missed IDT period(s) as determined by unit Commanding Officer.
4. Nine Unexcused IDT periods in any 12 month period or failure to comply with requirements outlined in paragraph 1 above is considered Unsatisfactory Participation.
5. Failure to maintain Satisfactory Participation may result in the following actions:
 - a. **Officers:** Termination from assigned unit.
 - b. **Non-obligor:** Termination from the Selected Reserve or be placed in a 6 month probationary status.
 - c. **Advanced Pay Grade:** Reversion to your permanent rate and termination from the Selected Reserve.
 - d. **Sea and Air Mariner:** Involuntary orders up to 45 days, be placed in a probation status for 6 months, or processed for administrative separation.
6. Failure to receipt for or respond to OFFICIAL MAIL and failure to keep your Commanding Officer advised of your current address will not prevent the actions described in paragraph 5 above.
7. Termination of IDT Status:
 - a. All Reservists may request termination of IDT status due to extreme personal hardships.
 - b. You may be terminated from IDT status due to mobilization requirement change, changes in laws or regulations, or as the needs of the service dictate.
8. It is your responsibility to contact your Commanding Officer or the Naval Reserve activity where you participate concerning missed IDT(s). The activity telephone number is _____.

I will conform to the above requirements.

TYPED NAME AND SIGNATURE OF MEMBER:	DATE:	TYPED NAME AND SIGNATURE OF WITNESS:	DATE:
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The following IDT period(s) has/have been declared unexcused. By receipt of this form, you are again reminded of your obligation and possible consequences for unsatisfactory participation as outlined in paragraph 5 above.

DATES: (List chronologically left to right)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE OF COMMANDING OFFICER or BY DIRECTION:	DATE SIGNED:
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NAVRES 1570/2 (Rev. 1-98) (Rev. 7-92 is obsolete)

S/N 0117-LF-114-8500

*U.S.GPO:1998-604-003/80480

010221. Inactive Duty Training Participation Record (NAVRES 1570/21). 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.


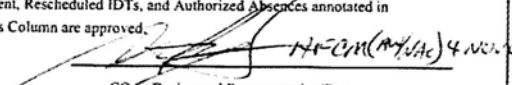
EXHIBIT 010204.

NAVRES 1570/21. Inactive Duty Training Participation Record (NAVRES 1570/21)

INACTIVE DUTY TRAINING(IDT) PARTICIPATION RECORD

RUIC: 55617 UNIT:

IDT PARTICIPATION RECORD

NAME	11/03/2007			11/04/2007						REMARKS
	1ST IDT	2ND IDT	#	1ST IDT	2ND IDT	#	1ST IDT	2ND IDT	#	
DIVISION: BLUE										
RYER, JOSHUA BRYAN AO3	DP	A	A	Ø	A	A	Ø			Resked 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 LASHAWN CHASI PS3	DP	A	A	Ø	A	A	Ø			Resked Enlistment expires: 01/09/2008 8-7 NOV
Comment										
<p>HARRISON, MARIL AD3</p> <p>P P 2 P P 2</p>										
<p>LEGEND:</p> <p>A - Member Absent</p> <p>P - Member Present</p> <p>Posted:  Initials</p> <p>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.</p> <p> CO or Designated Representative/Date</p>										

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 to via Livescan, shall be manually fingerprinted using the FD258 or SF87 fingerprint chart. The completed fingerprint chart will be attached to the ESPQ, Agency Use Information form and signed release forms, and mailed to OPM.

Note: For further guidance on fingerprint procedures refer to the COMNAVCRUITCOMINST 5510.62.

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. ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ). Refer to COMNAVCRUITCOM Instruction 5510.62 for instructions concerning the use and processing of the EPSQ.

a. EPSQ/ FBI Fingerprint Card (FD Form 258) is mailed to:

U. S. Office of Personnel Management
Federal Investigations Processing Center,
Attn: NAVY ACCESSIONS,
1137 Branchton Road,
Boyers, PA 16018-0618

Note: any mail service can be used (ie. U. S. Postal Service/FEDEX/UPS/DHL etc.)

b. All new Navy accessions desiring to enlist, including foreign nationals, must submit a Personnel Security Investigation (PSI) requesting National Agency Check/Local Checks (NACLC). ENTNAC, NAC, and NACI are not acceptable. For prior service applicants who have a valid ANACI, PRI, MBI SSBI, LBI or BI investigation completed within ten years of accession date may suffice for enlisting purposes; however, a new investigation is required upon re-entry of enlisted members if there has been a break in service of greater than 24 months.(break in service – completely off contract, this does not include members in the IRR)

c. OPM requires that all accession PSI requests be sent electronically. Navy Recruiting Command is using the Navy Accession Security Information System (NASIS) to electronically submit investigations. However, pending full deployment of NASIS, OPM will still accept the hardcopy EPSQ PSI request.

d. The hardcopy EPSQ PSI request is comprised of three parts:

- (1) Fingerprints (hardcopy or via Livescan)
- (2) EPSQ with signed released forms
- (3) Agency Use Information Form (enclosure (1), (2), (3), or (4))

e. The electronic PSI request is comprised of:

- (1) Fingerprints (hardcopy or via Livescan)
- (2) Electronic SF-86 via NASIS with signed release forms.

f. EPSQ Security Officer (generally the MEPS Liaison Petty Officer (MLPO) shall ensure the following:

(1) The completeness and accuracy of the User's section of the EPSQ, including all historical information (Residence, Education, and Employment) dated back seven years, but no earlier than the applicants 16th birthday. Omissions may result in rejection of the PSI request.

(2) A signed paper copy of the investigation request is included in both the residual and service record.

(3) A disk copy of the EPSQ is included in the service record for MT, SECF, CT, EW, and IS ratings to assist RTC in the preparation of their request for a Single Scope Background Investigation (SSBI).

g. Action. Procedures for completion of PSI requests and revised commissioning PSI requirements are delineated below for both the hardcopy EPSQ submission and the new NASIS electronic submission. NAVCRUITDISTs will ensure that their personnel use the NASIS program for electronic PSI accessions which can be found on the Recruiting Quarterdeck website. For hardcopy PSI requests via EPSQ, all Navy Recruiting Command users must have at least version 2.2, Security Officer Edition.

Note: Refer to the EPSQ Users Manual for procedures on completing the EPSQ and/or COMNAVCRUITCOMINST 5510.62 for complete details.

010227. UNITED STATES NAVY ILLICIT BEHAVIOR SCREENING CERTIFICATE

a. **Use of Certificate.** The United States Navy Illicit Behavior Screening Certificate, is used for all applicants entering the DEP and accessing onto active duty.

(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.

(2) **Drug, Alcohol and Aberrant Behavior waivers are documented on DD Form 1966, Section VI, Remarks, only.** Reproduced copies of the form are acceptable.

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, as appropriate, for Section III, *Items 1 through 17* and Section IV, *Items 1 through 5*.

c. **Recruiter's Review of Certificate.** Recruiters and recruiting personnel use applicant's responses in determining enlistment eligibility, as follows:

(1) **Section III**

(a) **Items 1, 4, 11, 14, and 17:** A "Yes" indicates ineligibility for enlistment. Terminate processing.

(b) **Items 2, 4, and 5:** A "Yes" indicates that a BEERS waiver is required for enlistment. Waivers are not authorized for the Nuclear Field (NF) Program or for programs/ratings in Blocks B and D in Volume II.

(c) **Items 3 and 7:** A "Yes" indicates a BEERS waiver is required. Program waivers may be granted for most ratings in Block C in Volume II. Waivers are not authorized for the NF Program, STS, or programs/ratings in Blocks B or D in Volume II

(d) **Items 6 and 10:** A "Yes" indicates waivers are not authorized for the NF Program or for programs/ratings in Blocks B and D in Volume II.

(e) **Items 8 and 9:** A "Yes" indicates that a program waiver is required for the NF Program or for programs/ratings in Blocks B and D in Volume II.

(f) **Item 12:** A "Yes" indicates that a COMNAVCRUITCOM, (N322) program waiver is required for AW, STG, STS, and programs/ratings in Block C on page in Volume II.

(g) **Item 13:** A "Yes" indicates a COMNAVCRUITCOM waiver for two BTWs is required (in addition to a civil waiver).

(h) **Item 15:** A "Yes" indicates that a BEERS waiver for alcohol abuse is required (in addition to any required civil waiver). For the NF Program, a Chief of Naval Personnel, (PERS-13), waiver is required for two offenses. For AW, STG, STS, TM, and for programs/ratings in Block C, COMNAVCRUITCOM, (N322) waiver is required for two offenses; three offenses are not waiverable. For other Block D ratings, a CO, NAVCRUITDIST waiver is required.

(i) **Item 16:** A "Yes" indicates that a COMNAVCRUITCOM BEERS waiver is required for enlistment. Waivers are not authorized for the NF program or for programs/ratings in Blocks B and D in Volume II

(2) **Section IV. Items 1 through 5.** A "Yes" requires a handwritten statement explaining the applicant's degree of involvement and participation in any criminal activity, if any. 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), and this requirement cannot be delegated. For the NF Program, a Nuclear Field Type 2 Waiver is required for any "Yes" answer.

d. **Certification.** The applicant must complete the statement/certification (Section V) immediately following Section IV, *Item 5*.

e. **Finishing the Certificate**

(1) **Section V.** The recruiter and witness complete this block only after applicant completes *Items 1* through *17* and the date and signature block.

(2) **Section VI (1).** The recruiter must complete this item once it has been determined whether or not a BEERS waiver for illicit behavior (alcohol or drug abuse, aberrant behavior, or gang affiliation) is required.

(3) **Section VI (2).** When a waiver is required, the applicant must check, sign, and date whether he/she requests an individual evaluation or not. Waiver authority must then check whether the waiver is granted or not granted, document what the waiver is for, record the date, type name, sign, and document the circumstance in the Remarks Section of DD Form 1966/4, i.e., a waiver is approved by direction, or the waiver was processed telephonically.

(4) **Section VII.** The applicant must sign to acknowledge understanding of the Navy's Zero Tolerance Policy. The MEPS Liaison Petty Officer witnesses the applicant's signature.

(5) **Section VIII.** The applicant completes on ship date. If the applicant has abused drugs since the date he/she originally signed Section III, instruct the applicant as follows:

(a) "X" the "**have**" block and provide detailed information on the type and date(s) of illicit behavior.

Note: Additional drug/alcohol abuse must be documented on SF 93.

(b) If a BEERS and/or program waiver is required, "X" the appropriate block with regard to applicant's desire for an individual evaluation.

(c) Sign and date re-certification block.

(6) **Section IX.** The MLPO and an authorized witness per Section II complete this item as follows:

(a) The MLPO must ensure that all information in Section VIII is fully understood by the applicant.

1. If the answer to *Item 2* is "**have**" refer to Section III. Have the applicant add the answer "**Used in DEP**" to the appropriate item(s) to denote the drug use while in DEP.

010228. OTHER DOCUMENTS

a. **Review of Medical Documents.** The MLPO is required to ensure whether there is a change to the applicant's medical status (that is not listed on the applicant's medical records). If so, the MLPO returns the applicant to the MEPS Medical Section to have the applicant's medical record updated.

b. Administrative Remarks, NAVPERS 1070/613 (Non-Annexes)

(1) The Administrative Remarks form, when completed, becomes a service record Page 13 and is retained permanently in the U. S. Navy Enlisted Service Record (NAVPERS 1070/600). This paragraph discusses the Page 13 entries that are **not** annexes to DD Form 4.

(2) Use of word processing equipment to type shorter entries required, such as those that document swimmer qualification, special recruit companies; enlistment in advanced paygrade, etc., is authorized and encouraged. Whether prepared by a computerized, automatic typewriter, or a standard typewriter, consolidating several smaller entries on one Page 13 often reduces the total number of forms in an enlistee's service record and the possibility of incorrect distribution.

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.