

## ARMY REGULATION

No. 611-215

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
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## PERSONNEL SELECTION AND CLASSIFICATION

SELECTION OF ENLISTED PERSONNEL FOR ATTENDANCE AT ARMY  
SERVICE SCHOOLS

SECTION		Paragraph
I. GENERAL		
	Scope.....	1
	Quotas.....	2
II. SELECTION AND PROCESSING PROCEDURES		
	General.....	3
	Selection criteria.....	4
	Waiver of prerequisites.....	5
	Selection of personnel.....	6
	Selection of personnel assigned to overseas commands.....	7
	Special processing procedures.....	8
III. ASSIGNMENT OF ARMY ENLISTED PERSONNEL TO ARMY, NAVY, AIR FORCE, AND CIVILIAN SCHOOLS		
	Purpose.....	9
	Administrative instructions.....	10
	School assignment.....	11
	Assignment jurisdiction.....	12
IV. CLASSIFICATION, ASSIGNMENT, AND RELIEF AT ARMY SCHOOLS		
	General.....	13
	Evaluation and assignment within schools.....	14
	Relief from school.....	15
	Disposition of relieved individuals.....	16
	Combat disabled personnel.....	17
	Individuals recruited for specific Army school training.....	18
	Individuals granted waiver for lack of prerequisites.....	19
	Reassignment of personnel erroneously forwarded.....	20
	Reassignment to correct misclassification.....	21
	Classification in military occupational specialties.....	22
	Entries on DA Form 20.....	23

## Section I. GENERAL

1. Scope. This regulation governs the selection of permanent party enlisted personnel in the active service for training at Army, Navy, and Air Force service schools; contains certain administrative procedures incident to their assignment; and sets forth procedures for relief and disposition of unqualified students. Instruction for selection of training base enlisted personnel in school courses is published in AR 612-200.

2. Quotas. Requests for quotas will be submitted to the Chief of Personnel Operations, Department of the Army, as prescribed in AR 350-22. Requests for quotas for individual's E-1 through E-6 in overseas commands to attend a school course upon completion of their overseas tour will be submitted to reach the Office of Personnel Operations not earlier than 6 months nor

This regulation supersedes AR 611-215, 25 April 1959, including C 2, 15 July 1958; C 3, 13 April 1962; and C 6, 25 July 1962; DA message 381142, 17 December 1958; DA message 337902, 15 May 1963; and airmail message EPRTA-S, 20 November 1962.

later than 3 months prior to their scheduled date of return to continental United States. Request for quotas for training from E-7 through E-9 per-

sonnel should arrive not earlier than 10 months nor later than 8 months prior to their scheduled date of return to CONUS.

## Section II. SELECTION AND PROCESSING PROCEDURES

**3. General.** Selection of enlisted personnel for attendance at service schools will be accomplished under the provisions of this regulation, DA Pam 20-21, and AR 611-203. Criteria for selection of enlisted personnel for attendance at Navy or Air Force schools, not shown as an Army school course in DA Pam 20-21, will be announced by Headquarters, Department of the Army.

**4. Selection criteria.** The criteria in a through h below will govern the selection of Army personnel for attendance at MOS producing school courses. Major commanders will not establish additional criteria. Selection of the best qualified will be made by Headquarters, Department of the Army, when excessive numbers of personnel apply for attendance in same course or a limited number of quotas are available.

a. Applicants must meet the prerequisites for a specific school course as established in DA Pam 20-21, AR 611-201, and must be eligible under any other applicable regulations published by Headquarters, Department of the Army. Individuals who are not classified in an MOS set forth as a prerequisite but who, by means of either military or civilian training or experience, possess skills and knowledge equivalent to those outlined in AR 611-201 for the prerequisite MOS will be considered qualified in the MOS for the purpose of selection. In such cases quota requests under AR 350-22 will so state.

b. Individuals, except when otherwise specified by Headquarters, Department of the Army, must meet the specific time remaining requirement appropriate for the course for which selected. Enlisted personnel selected for attendance at two successive courses must meet the service remaining requirement appropriate for the combined length of the two courses.

- (1) Unless otherwise specified by DA Pam 20-21 for a specific school course the following table indicates course lengths in weeks and the respective minimum service remaining requirement in terms of months:

Length of course (in weeks)	Service time remaining (in months)
9 or less	9
10-11	10
12	11
13	12
14-15	13
16	14
17	15
18-19	16
20	17
21	18
22-23	19
24	20
25	21
26-27	22
28	23
29 or more	24

- (2) Service remaining will be computed from course completion date to individual's ETS date. Individuals, regardless of grade, who are otherwise qualified to receive school training and who have less than 4 years of active duty, may qualify by extending their enlistment as provided in AR 601-210 or accepting discharge under AR 635-205 to reenlist under AR 601-210. No exception to the service remaining requirement will be made for these personnel except as in (5) below. These individuals must meet service remaining requirement prior to departure from parent unit for school attendance. Individuals, regardless of grade, who have 4 years of active duty or more, who do not extend their enlistment or reenlist to meet service remaining requirement, must sign the statement required by paragraph 12.2, AR 601-210 prior to departure from parent unit.

- (3) Personnel serving in unspecified enlistment who are selected to attend service schools will acknowledge they have been informed that an unconditional resignation will not be accepted until completion of the required service subsequent to graduation.

- (4) Enlisted personnel of the Regular Army who will become eligible for retirement under the provisions of title 10, United States Code, sections 3914 or 3917, prior to the time required to fulfill their service remaining requirement must sign a statement acknowledging they have been fully informed that voluntary retirement will not be approved until completion of the required service subsequent to graduation.
- (5) Students who meet prerequisites at beginning of course and who become turn-backs, hospitalized, or lack security clearances can be put in the next available course and time remaining is not considered. Enlistment commitments will be honored without any additional time remaining requirements. Commandants of Army service schools are authorized to waive service time remaining requirements in these cases.

c. Individuals will not normally be selected for a course within the same entry group which trains at a skill level lower than that in which they already qualify. School training should be in progressively higher skill levels to promote career opportunities of the individual and to provide the Army with well trained soldiers in higher specialist and NCO level of skill. The following standards with respect to pay grade and NCO specialist status will apply in selecting enlisted personnel for MOS training:

(1) *Specialist level courses.*

- (a) Personnel in pay grades E-2 and E-3 may be selected for specialist level courses without regard to grade authorization.
- (b) Only specialists in pay grades equal to or lower than the highest pay grade in which specialists are authorized in the MOS (including skill level) for which the course trains may be selected.
- (c) NCO's may be selected for training in MOS's not having an NCO level of skill if they sign statement signifying their consent to be appointed in a specialist grade upon completion of such training. This statement will be included in the individual's 201 file until completion of the course and appointment in appro-

priate specialist grade. Grade standards specified for specialists in (b) above will apply to NCO's selected for specialist courses.

- (d) NCO's may be selected for specialist level courses which train in an MOS which is authorized their NCO skill level without loss of the NCO grade.
- (2) *NCO level courses.*
  - (a) Only personnel in pay grade E-4 or higher will be selected for NCO level course. To qualify for selection, individuals must be in a pay grade equal to or lower than the highest pay grade authorized for the school trained MOS (including skill level).
  - (b) Individuals will be selected for courses training at skill levels 7 only if they are in a pay grade equal to, or lower than that authorized for the particular skill level.

d. Individuals must have completed a minimum of 8 weeks of basic training prior to attendance at school courses. This will include firing for POR qualification for nonprior service personnel as prescribed in AR 370-5 and AR 612-35.

e. Individuals will not be selected for successive attendance at two or more courses in different entry groups. Consecutive attendance is authorized when training in one course is prerequisite to the second.

f. Individuals who have successfully completed a service school course will not be selected again for the same or an equivalent course unless such training is required to maintain proficiency in the MOS; when such training is required appropriate DA directive will be published. Individuals will not be selected for attendance at a course if by reason of prior training or experience they already possess the knowledge and skills which would be gained through successful completion of the course. Basically it must be assumed that an individual who has been classified into an MOS as primary is fully qualified if pertinent regulations have been followed. Further, individuals who have performed in an MOS for an extended period of time should be considered as qualified in the MOS and appropriate reclassification action should be taken to award the MOS to the individual. Requests for exception to this criteria should clearly explain why school training is necessary if—

- (1) Individual holds MOS for which course trains as primary.
- (2) He has performed duty in the MOS for which course trains for more than 90 days, and
- (3) He is drawing proficiency pay or has passed the evaluation examination and holds the MOS as a verified MOS.

*g.* Except as authorized in *e* above, individuals who have completed a school course will not again be selected for school training until they have served in their school trained MOS for the period of time required by the service remaining requirement, unless the MOS in which the last school course attended is a prerequisite to further training, or is otherwise directed by Headquarters, Department of the Army.

*h.* Individuals must be physically qualified to perform in the MOS for which the course trains.

- (1) Individuals selected for initial training in an MOS must meet the physical profile serial established for the MOS in AR 611-201.
- (2) Individuals selected for training at a higher skill level within an MOS in which they are currently serving will be considered physically qualified for such training when they are physically capable of performing duties of that MOS.

**5. Waiver of prerequisites.** *a.* With appropriate justification, waivers of the qualifications prescribed in DA Pam 20-21, except service remaining requirements, may be granted by the commandant of the school or by other authority as indicated in DA Pam 20-21 or directives from Headquarters, Department of the Army, or United States Continental Army Command. Enlisted personnel will be encouraged to apply for course prerequisite waivers in hard-skill MOS producing courses if they have demonstrated by outstanding performance of duty in prior service, by high mental capacity, or by formal education that they are capable of completing the appropriate course of instruction. In order that requests for waivers may be properly evaluated, each request will contain all information required by paragraph 5a, AR 350-22, all aptitude area scores, course prerequisites to be waived, and any other substantiating facts to support request.

*b.* Copy of correspondence authorizing waivers of prerequisites will be filed in the temporary section of the individual's personnel records jacket until completion of the school course.

**6. Selection of personnel.** *a.* Major commanders may request quotas in accordance with procedures in paragraph 2.

*b.* Selection of qualified personnel will be based upon the requirement for technically trained personnel and the need for such training in relation to immediately projected unit requirements.

*c.* Normally, individuals will be selected for schooling within the entry group in which they are classified. The level of training for which an individual is selected should correspond as far as possible to his grade.

**7. Selection of personnel assigned to overseas commands.** *a.* *For attendance at Army service schools during term of service in overseas command.* Requests will be submitted only in exceptional circumstances when personnel qualified in required MOS are not available through normal replacement action.

*b.* *For attendance at Army service schools upon return to continental United States.*

- (1) Individuals in overseas commands who are scheduled for rotation to continental United States are eligible to apply for attendance at an Army service school course. Applications will be submitted through channels to the major overseas commander not less than 3 months nor more than 6 months (E-1 through E-6); not less than 8 months nor more than 10 months (E-7 through E-9) personnel; prior to their anticipated date of return to continental United States. Major commands will forward applications in accordance with AR 350-22.
- (2) In approving applications for school attendance, major overseas commanders will insure that applicants meet prerequisites as prescribed in DA Pam 20-21 or that authorized waivers have been obtained and meet selection criteria in this regulation.
- (3) Major overseas commanders and other overseas commanders who report direct to Headquarters, Department of the Army,

will request quotas from the Chief of Personnel Operations, as prescribed in paragraph 2.

- (4) The date for returning accepted applicants to continental United States for attendance at Army service school will be computed to allow sufficient time for travel, leave, and reporting to the school. This may entail a minor adjustment to or extension of a foreign service tour as authorized in AR 614-30 in order to reduce TT&P time.

*c. Non-CONUS residents.* Non-CONUS residents who have completed a minimum of 3 years' active military service and are serving in their area of residence may apply for school training in continental United States. Applications will be submitted for final approval to the appropriate major commander who will request quota in accordance with AR 350-22. Applications for courses of less than 20 weeks' duration may be approved only within MOS authorizations of the command.

**8. Special processing procedures.** *a. Physical qualification.* When prerequisites include definite physical qualifications, eligibility will be determined by verification of the physical profile in accordance with AR 40-501. If required, physical examinations will be completed prior to departure from the organization of assignment. All remediable physical defects will be corrected prior to departure for the school.

*b. Security clearance.* DA Pam 210-21 prescribes procedures governing the security clear-

ance of individuals for attendance at Army service schools.

*c. Waiver of enlistment commitment.* Individuals enlisted or reenlisted with a specific commitment who subsequently waive their commitment to attend a school course or who waive an initial commitment for a school course in favor of an alternate course will be required to accomplish and sign a statement, in duplicate, substantially as follows:

I voluntarily waive the enlistment choice made at the time of my enlistment in favor of attending \_\_\_\_\_

\_\_\_\_\_ Course No. \_\_\_\_\_  
and title \_\_\_\_\_  
I realize and fully understand that upon completion of schooling I will be assigned in accordance with the needs of the service.

The original copy of this statement will be forwarded to The Adjutant General, ATTN: AGPF, Department of the Army, Washington, D.C., 20310, and the duplicate will be attached to the copy of the DD Form 4 in the individual's personnel records jacket.

*d. National Guard and USAR students.* When personnel who are members of National Guard or USAR units in the active military service are selected for attendance at Army service schools, they must sign a statement that in the event their unit is released from active military service and returned to State control or inactive Reserve status prior to completion of the course for which selected, they will remain on active duty for a period of time necessary to complete the course.

### Section III. ASSIGNMENT OF ARMY ENLISTED PERSONNEL TO ARMY, NAVY, AIR FORCE, AND CIVILIAN SCHOOLS

**9. Purpose.** This section prescribes procedures for assignment of enlisted personnel to Army, Navy, Air Force, and civilians schools, and establishes a method of accounting for these personnel.

**10. Administrative instructions.** *a. Orders.* Orders assigning individuals to schools will be prepared in accordance with the assignment policies contained in this regulation and AR 310-10. When individuals are selected for attendance at two or more successive courses, orders will so indicate.

- (1) Orders assigning individuals to schools will indicate name of course, location, length, course number, status EM will at-

tend school (TDY, TDPFO, PCS); reporting date, and statement that student will report between 0800-1700 hours on scheduled reporting date.

- (2) When travel by air or rail is authorized for individuals placed on temporary duty with schools, the agency issuing the orders will provide for transportation and rationing for the portion of the journey, if any, from the air or rail terminal to the school.
- (3) Orders assigning personnel to courses having a security clearance requirement will include a statement as to the security

status of the individuals, as prescribed in AR 310-10.

- (4) Orders returning personnel to CONUS for schooling on temporary duty will provide for their return to the oversea command upon completion of training.
- (5) Orders reassigning individual on PCS upon completion of TDY at a school will indicate that failure to complete the course satisfactorily will result in cancellation of PCS portion of orders.
- (6) Orders assigning enlisted personnel to Army service schools will include a quota source code. These codes are listed in the appendix and will be indicated in parentheses following the class number.
- (7) Copies of orders for each individual transferred to a school will be distributed in accordance with paragraph 11c(1)(c) and g, AR 310-10. A copy of orders assigning an enlisted person to school in grades E-7 through E-9, or special categories personnel as defined in appendix I, AR 614-210, will be sent to the appropriate branch of the Senior Enlisted Control Division. See paragraph 11, AR 614-210.

*b. Clothing and equipment.* Enlisted personnel ordered to Army service schools from organizations in continental United States will take with them to the school items and quantities of clothing and individual equipment required for issue under the provisions of AR 700-8400-1. Special clothing which may be indicated in DA Pam 20-21 will be furnished to individuals prior to their departure for Army service schools. Personnel ordered to schools direct from an oversea command will be furnished required clothing and equipment which is readily available in the command. Items which are not readily available will be furnished to the individual upon arrival at the school.

*c. Dependents and household effects.*

- (1) Enlisted personnel will be advised that dependent travel and shipment of household goods to schools at Government expense is not authorized under Joint Travel Regulations unless the course is of 20 weeks' or longer duration. This restriction applies equally to individuals attending schools in a temporary duty status, and to individuals assigned to

schools on temporary duty pending further orders (TDPFO). They will be advised that if their dependents accompany or join them at school installations, at their own expense, they may encounter some of the following hardships:

- (a) In many instances, housing near school installation is unavailable or extremely costly; in addition, in some areas the housing is substandard.
  - (b) On-post dependent quarters are not available.
  - (c) Students are not normally granted permission to live off post.
  - (d) Rigid training schedules often preclude regular visits away from the installation.
- (2) Enlisted personnel in continental United States who are entitled to dependents travel and shipment of household goods under the provisions of Joint Travel Regulations and who are selected for a course of less than 20 weeks' duration will sign a statement substantially as follows:

I have been advised of the provisions of JTR which restrict dependents travel and movement of household goods to schools at Government expense when the course to be pursued is of less than 20 weeks' duration. I understand that if my dependents accompany me to the school, it will be at my own expense. I also understand that PCS orders for reassignment upon completion of the course, when applicable, will authorize dependents travel and movement of household goods only from the station from which I was ordered to the school to the new PCS assignment.

- (3) Dependents will not accompany enlisted personnel ordered to schools from oversea commands when they are scheduled to return to the oversea command, regardless of the length of the course for which they are selected.

*d. Leave.* Leave may be granted to individuals who have leave accrued as delay en route to a school, or upon completion of the course when return to the unit has been predetermined. Delay en route will be included in the orders assigning individuals to schools. Should unusual circumstances require issuance of separate orders, copies thereof will be furnished interested agencies.

*c. Records.* DA Form 201 (Military Personnel Records Jacket, U.S. Army) with DA Form 2143 (Financial Data Records, U.S. Army) inserted when appropriate, will accompany enlisted personnel to schools as prescribed in AR 640-10 to insure availability of personnel records for the evaluation required by paragraph 14.

**11. School assignment.** Enlisted personnel selected for training at service schools will be assigned or attached as follows:

*a. Navy and Air Force personnel.* In accordance with separate Air Force and Navy directives, Air Force and Navy enlisted personnel, when selected for training at Army service schools, will be attached to schools on temporary duty until returned to their respective Departments upon completion of the course. School commandants are authorized to drop from attachment and report to the Director of Military Personnel, U.S. Air Force, or the Chief of Naval Operations, Military Personnel Office, U.S. Navy, enlisted personnel attached to Army schools detachments contrary to these instructions.

*b. Army personnel.*

- (1) Army personnel stationed in CONUS ordered to an Army, Navy, or Air Force service school for a course of instruction of less than 20 weeks will be placed on temporary duty provided they are to be returned to their assigned organization whether they do or do not complete the school course. Personnel destined for a service school will be placed on TDY to the specific service school. These individuals will be returned to their assigned organization upon completion of the course, or earlier if they are relieved prior to completion of the course.
- (2) Army personnel stationed in CONUS, ordered to an Army, Navy, or Air Force service school for a course of instruction of less than 20 weeks, and who are not to be returned to their parent installation will be assigned to TDPFO as appropriate. EDCSA to be established in orders will be the same date as the reporting date of the individual to the school. Personnel will be assigned to a student detachment as follows:

(a) *Army service school.* Personnel reporting to an Army service school will

be assigned direct to the student detachment of the school. Upon completion of the course, or when relieved prior to completion of a course, personnel will be reassigned in accordance with instructions received from the Chief of Personnel Operations, Headquarters, Department of the Army.

(b) *Navy or Air Force service schools.*

Personnel reporting to a Navy or Air Force service school will be assigned to the student detachment of the headquarters of the major command in which the school is located with station at the school. Personnel attending a Navy or Air Force service school will be reported by the appropriate major headquarters upon completion of the course, or when relieved prior to completion of a course, to the Office of Personnel Operations, Headquarters, Department of the Army for reassignment under AR 614-205. These individuals will also be reassigned as prescribed by the Office of Personnel Operations.

- (3) Army personnel stationed in an overseas command ordered to an Army, Navy, or Air Force service school for a course of instruction of less than 20 weeks, will be assigned direct to the new gaining CONUS unit with TDY en route to the school designated. EDCSA will be established as prescribed by paragraph 20, AR 330-12.
- (4) Army personnel ordered to an Army service school for a course of instruction of 20 weeks or longer will be relieved from their unit of assignment and will be assigned on a permanent change of station status direct to the student detachment of the Army service school. EDCSA to be established in orders for personnel stationed within CONUS will be the same date as the reporting date of the individual to the school. EDCSA to be established in orders for all personnel stationed overseas will be computed as prescribed by paragraph 20, AR 330-12. Upon completion of the course, or if relieved prior to completion of the course,

these individuals will be reassigned in accordance with instructions from the Chief of Personnel Operations, Headquarters, Department of the Army.

- (5) Army personnel ordered to a Navy or an Air Force service school for a course of instruction of 20 weeks or longer will be relieved from their unit of assignment and will be assigned, on a permanent change of station status, direct to the student detachment of the headquarters of the major command in which the school is located, with station at the school. EDCSA to be established in orders for personnel stationed in CONUS will be the same date as the reporting date of the individual to the school. EDCSA to be established in orders for all personnel stationed overseas will be computed as prescribed by paragraph 20, AR 330-12. Upon completion of the course, or if relieved prior to completion of the course, the appropriate major headquarters will report individuals to the Chief of Personnel Operations, Headquarters, Department of the Army for reassignment under AR 614-205. Individuals will be reassigned as prescribed by the Chief of Personnel Operations.
- (6) Army personnel ordered to a course conducted at a civilian school will be reassigned to, or placed on temporary duty with the student detachment of the headquarters of the major command in which the school is located, with station at the school. The major commander will be responsible for accomplishing actions directed in paragraph 20 when personnel are relieved from or complete the course of instruction. EDCSA to be established in orders for personnel stationed in CONUS will be the same date as the reporting date of the individual at the school. EDCSA to be established in orders for personnel stationed overseas will be computed as prescribed by paragraph 20, AR 330-12.
- (a) Reassignment will be on a permanent change of station when the course is 20 weeks or longer.

- (b) When the course is of less than 20 weeks' duration, the individual will be reassigned on a TDY basis, or on TDPFO, when indicated, except Army personnel stationed overseas will be assigned in accordance with (3) above.

**12. Assignment jurisdiction.** a. Enlisted personnel attending schools on temporary duty remain under the assignment jurisdiction of the command to which they are assigned. Enlisted personnel assigned to students detachments on PCS or on TDPFO are part of the replacement stream and will be assigned only as directed by the Chief of Personnel Operations.

b. Commanders of units which have enlisted personnel attending service schools at the time of receipt of warning orders for overseas movement, who will not complete the course in time to join the unit at the home station, will take action as follows for personnel at schools on temporary duty:

- (1) Subject to approval of the major commander, the unit commander may request that individuals complete the course and join the unit in the overseas command, or that individuals be relieved from the course to join the unit at the same station, whichever he deems to be in the best interest of the service.
- (2) On receipt of unit movement orders, the unit commander will prepare a minimum of 10 copies of the unit movement order or pertinent extracts thereof for each individual who will remain in school to complete a course and join the unit in the overseas command. These orders or extracts will be indorsed to the individual through the school commandant who will furnish an information copy to the overseas replacement station of the appropriate personnel center. This indorsement will direct that upon completion of the course the individual will proceed to the personnel center for shipment to the overseas command to join the unit of which he is a member. Other instructions that are pertinent will be included, such as the authority for leave and TPA. Upon completion of the course the orders or extracts will be further indorsed to



indicate the date of completion of the course and date of departure of the individual.

- (3) Appropriate orders will be issued by the major commander concerned for these in-

dividuals who will be relieved from school to join the unit at the home station. These orders will be indorsed to the individual through the Army commander in whose area the school is located.

#### Section IV. CLASSIFICATION, ASSIGNMENT, AND RELIEF AT ARMY SERVICE SCHOOLS

**13. General.** The commandant of an Army service school is responsible for classification and processing actions directed herein in connection with enlisted personnel attending school courses. He is authorized to reassign enlisted personnel from one course to another or to relieve them from the school under conditions and procedures prescribed herein. Individuals who meet Department of the Army standards for the course for which selected will not be refused admission.

**14. Evaluation and assignment within schools.** To insure input of qualified personnel to school courses and to preclude unnecessary training of individuals already qualified in the skills and knowledges in which the course trains, personnel records of individuals arriving at the school will be reviewed by qualified personnel management personnel and their qualification evaluated.

*a.* Individuals who were deemed to meet the course prerequisites upon assignment to school or those for whom a waiver has been obtained will be entered in the course for which selected.

*b.* Individuals may be reassigned by the commandant to a course other than that for which elected only after approval by the Chief of Personnel Operations. Requests for approval to reassign students will be submitted to the Chief of Personnel Operations, ATTN: EPRDT-S, Department of the Army, Washington, D.C., 20310. Consent of the interested commander will be obtained prior to requesting approval for reassignment from the Chief of Personnel Operations. Reassignments will be considered when students fail to qualify for the course for which selected or are exceptionally qualified for a course other than the one for which selected, particularly a more advanced course. Administrative reassignment will not be considered. Individuals selected under regulations or conditions referred to in paragraph 18, 19, or 20 will not be reassigned except as provided therein.

*c.* Individuals who by reason of prior training or experience possess some of the skills and knowledges in which the course trains will be entered in the course but given only such training as they lack to qualify for award of the MOS.

*d.* Individuals found to be fully qualified in all the skills and knowledges in which the course trains and who require no additional training will be classified into the appropriate MOS and reported for reassignment. Such instances will be reported to Chief of Personnel Operations, ATTN: EPRDT-S, Department of the Army, Washington, D.C., 20310.

*e.* With the exception of NCO skill level school courses, individuals will not be entered in training unless school trained MOS can be awarded as primary under the provisions of AR 611-201.

**15. Relief from school.** The commandant may relieve students from the school for any of the following reasons:

*a. Academic deficiency.* An individual may be relieved from a course for academic deficiency at any time after being given a reasonable trial period, or for failure to complete a course satisfactorily.

*b. Disciplinary reasons.* An individual may be relieved at any time for disciplinary reasons.

*c. Lack of clearance.* An individual may be relieved upon receipt of information by the commandant that any required security, Cryptographic-Access Authorization (DA Form 2545) cannot be obtained or has been denied. If final security clearance is denied a student attending school on the basis of an interim clearance, the student will be dropped from the course immediately and all classified information and/or material which has been issued to him for use in the course will be removed from his possession.

**16. Disposition of relieved individuals.** *a. Army personnel.* When individuals are relieved from school in compliance with this regulation, the following action will be taken:

- 0001157307
- (1) Individuals will be reported for reassignment under AR 614-205, except that those who were assigned to the school for advanced individual training will be processed as prescribed in AR 612-200.
  - (2) If on temporary duty, individual will be returned immediately to his parent unit. (If relief is by reason of AWOL, the individual will be administratively returned to his parent unit. In such cases, orders will be issued citing this subparagraph and paragraph 2, AR 630-10, as authority.)
  - (3) Individuals assigned to schools from overseas command under provisions of paragraph 7a will be returned to the overseas command upon relief from the school.

*b. Air Force personnel.* When airmen are relieved from school in compliance with this regulation, action for their transfer will be taken by the Air Force Administrative Unit located at the Army school. At those schools in which there is no such administrative unit, the following action will be taken:

- (1) Airmen attending the school on temporary duty will be returned immediately to their parent unit.
- (2) Airmen in casual status, who are eliminated will be reported by electrical means to the unit to which assigned as reflected in orders detailing them to training. Report will include individual's name, grade, service number, and paragraph and special order which transferred him to the school. Unit of assignment will be responsible for issuing reassignment orders.
- (3) Airmen eliminated on whom graduate reassignment orders have been received will be withheld from assignment and reported in accordance with (2) above.

**17. Combat disabled personnel.** Combat disabled personnel, recruited under AR 601-210 or retained on active duty under AR 616-41, who are forwarded to schools under those regulations will be processed as prescribed in AR 616-41.

**18. Individuals recruited for specific Army school training.** Enlisted personnel recruited for specific school courses will be entered in the course for which forwarded. Enlistees considered

qualified for a more advanced course may be enrolled in the more advanced course if they agree to waive their enlistment choice in favor of the alternate course and approval of the Office of Personnel Operations, ATTN: EPRDT-S is obtained. The provisions of paragraph 8c will apply when initial enlistment commitment is waived.

**19. Individuals granted waiver for lack of prerequisites.** Individuals forwarded to a school subsequent to receipt of a waiver as authorized in paragraph 5 will not be relieved from the school for lack of the qualification which has been waived. Such personnel will be entered in the course for which selected. If after a reasonable trial period the individual is found to be academically deficient, he may be relieved from the course.

**20. Reassignment of personnel erroneously forwarded.** When an individual is erroneously ordered to the wrong school, or when the course for which he was selected has been relocated from one school to another, the commandant receiving such individual will reassign him to the school conducting the course for which he was originally selected. Travel in connection with this reassignment will be chargeable to Military Personnel, Army Funds, as shown in AR 37-102.

**21. Reassignment to correct misclassification.** In exceptional cases, in order to correct serious misclassification in original selection, the commandant may recommend to the Chief of Personnel Operations that an individual be reassigned to another school to attend a course for which he is better fitted by qualification and interests, reassignment, when approved by the Chief of Personnel Operations will be chargeable to Military Personnel, Army Funds, as shown in AR 37-102.

**22. Classification in military occupational specialties.** Upon successful completion of a school course training in an MOS, graduates will be awarded the school trained MOS and be reclassified, as appropriate, under the provisions of AR 611-203.

**23. Entries on DA Form 20.** AR 640-203 prescribes the appropriate entries to be made on DA Form 20 (Enlisted Qualification Record) for enlisted personnel who successfully complete a school course. When the DA Form 20 is not available at the school, the commandant will furnish the assigned unit in the case of personnel on temporary duty or will attach to existing records for Army

personnel, a report containing information to be entered on DA Form 20 by the custodian of this record. The school commandant will provide a copy of the report on grades E-7 through E-9, and special categories personnel to

Chief of Personnel Operations to the attention of the appropriate branch as discussed in paragraph 11 and appendix I, AR 614-210. This report is exempt from reports control under the provisions of AR 335-15.

## APPENDIX

### CODES FOR QUOTA SOURCES

1. The three-part alpha-numerical code which will be used to identify the agency providing the quota for the student(s) attendance at a service school course of instruction is listed below.

2. The first element of the code will be the letters QS which signify that the code is Quota Source.

3. The second element of the code will be a two-position number which identifies the agency providing the quota. Following is a list of all agencies which have been allocated enlisted quotas with their assigned QS number:

QS No.	Agency
01-----	First United States Army
02-----	Second United States Army
03-----	Third United States Army
04-----	Fourth United States Army
05-----	Fifth United States Army
06-----	Sixth United States Army
07-----	Military District of Washington, U.S. Army.
08-----	The Adjutant General, DA, AGG-AGCA
09-----	
10-----	
11-----	
12-----	
13-----	
14-----	
15-----	Secretary of Defense
16-----	Chief of Staff, Department of the Army
17-----	Deputy Chief of Staff for Military Operations.
18-----	Deputy Chief of Staff for Military Operations (OPS OD FMT).
19-----	Deputy Chief of Staff for Personnel
20-----	Commanding General, U.S. Army Materiel Command.
21-----	Assistant Chief of Staff for Intelligence
22-----	Chief of Reserve Components
23-----	Chief, Army Reserve
24-----	Deputy Chief of Staff for Military Operations, OPS ODCA.
25-----	Chief of Chaplains
26-----	
27-----	Chief of Information
28-----	Chief, National Guard Bureau
29-----	The Provost Marshal General
30-----	
31-----	
32-----	The Surgeon General
33-----	Chief of Transportation
34-----	Comptroller of the Army
35-----	The Inspector General
36-----	Chief Signal Officer

QS No.	Agency
37-----	The Judge Advocate General
38-----	Director, U.S. Women's Army Corps
39-----	
40-----	
41-----	United States Military Academy
42-----	Chief, U.S. Army Security Agency
43-----	U.S. Army Intelligence Center
44-----	Chief of Research and Development
45-----	Chief, Defense Atomic Support Agency (DASA).
46-----	Chief, Central Intelligence Agency
47-----	Chief of Naval Personnel, Department of the Navy.
48-----	Chief of Staff, U.S. Air Force
49-----	Air Training Command
50-----	Commandant, U.S. Marine Corps
51-----	
52-----	U.S. Army Air Defense Command
53-----	United States Continental Army Command.
54-----	Commandant, U.S. Coast Guard, Washington, D.C., 20226.
55-----	Chief of Engineers
56-----	U.S. Army Combat Developments Command, Ft. Belvoir, Va.
57-----	Deputy Chief of Staff for Logistics
58-----	Office of Personnel Operations, EPRDT
59-----	
60-----	

Note 1. QS numbers 59-60 will not be used without prior approval of the Commanding General, United States Continental Army Command.

2. For convenient utilization, same code numbers have been assigned to agencies as indicated in AR 850-2 which pertains to officer personnel. Code numbers that do not have an agency designated were left blank since agencies indicated in AR 850-2 do not requisition quotas for enlisted personnel school training.

4. The third element of the code will be a letter which identifies the category of the student named in the orders. Following is a list of student categories with the assigned identifying letter:

Category letter	Student category identification
A-----	Active Army personnel in PCS status
B-----	Active Army personnel in TDY or TDY en route status.
C-----	NGUS personnel in active duty for training status (extending RFA).
D-----	NGUS-RFA personnel
E-----	USAR personnel in active duty for training status.
F-----	USAR-RFA personnel
G-----	Civilian employees, Department of the Army.
H-----	Civilian employees, Department of the Navy.

Category letter	Student category identification
I-----	Civilian employees, Department of the Air Force.
J-----	USN military personnel
K-----	USMC military personnel
L-----	USAF military personnel
M-----	USCG personnel
N-----	Personnel of other U.S. Government agencies.
O-----	Personnel of U.S. agencies not under Government control.
P-----	Foreign military personnel
Q-----	
R-----	
S-----	
T-----	

*Note.* QS Category letters Q-T will not be used without prior approval of the Commanding General, United States Continental Army Command.

(EPRDT)

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,  
Major General, United States Army,  
The Adjutant General.

EARLE G. WHEELER,  
General, United States Army,  
Chief of Staff.

**Distribution:**

*Active Army:* To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Military Personnel Procedures—Enlisted—A.

*NG:* To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Military Personnel Procedures—Enlisted—D.

*USAR:* None.

5. Examples are as follow:

a. A Regular Army enlisted man, from the replacement stream out of any basic training center, would be identified QS 58A.

b. A NGUS-RFA enlisted trainee from any basic training center would be identified QS 58D.

c. A USAR enlisted man on active duty for training orders, from the Fifth U.S. Army area would be identified QS 05E.

d. A civilian (Army) ordered to an enlisted course utilizing a quota allocated to the Chief of Engineers would be identified QS 55G.

*Note.* For determination of identifying symbols the quota source not the agency issuing the orders, is the determining factor.

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