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AD-A269 428



NUMBER 1304.2,

DATE March 14, 1975

ASD (FM&P)

695-5525

ASD(M&RA)

Department of Defense Instruction

SUBJECT

Pre-enlistment Forms

Reference: (a) DoD Instruction 1304.2, subject as above, September 21, 1956, (hereby cancelled)

I. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) and prescribes the use of certain forms in connection with the enlistments of persons in the Armed Forces. Reference (a) is hereby superseded and cancelled.

II. APPLICABILITY

The provisions of this Instruction apply to the Military Departments.

III. POLICY

The forms listed below are hereby prescribed for use in connection with enlistments effected on or after June 1, 1975:

- A. DD Form 4, "Enlistment or Reenlistment Agreement - Armed Forces of the United States" (see enclosure 1).
- B. DD Form 93, "Record of Emergency Data".
- C. DD Form 368, "Request for Discharge or Clearance from Reserve Component".
- D. DD Form 369, "Police Record Check".
- E. DD Form 370, "Request for Report from (Employer)-(School)-(Personal Reference)".
- F. DD Form 372, "Application for Verification of Birth for Official U.S. Armed Forces Use Only".
- G. DD Form 1966, "Application for Enlistment - Armed Forces of the United States" (see enclosure 2).

IV. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective June 1, 1975. Two copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days.

William K. Brehm

William K. Brehm
Assistant Secretary of Defense
(Manpower & Reserve Affairs)

Enclosures - 2

- 1. Instructions for DD Form 4
- 2. Instructions for DD Form 1966

DISTRIBUTION STATEMENT A

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93-21195

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GENERAL INSTRUCTIONS FOR USE AND PREPARATION OF
ENLISTMENT OR REENLISTMENT AGREEMENT -
ARMED FORCES OF THE UNITED STATES
DD FORM 4

1. Use.

a. Mandatory. For initial enlistments or reenlistments (after break in service) effected at an Armed Forces Examining and Entrance Station (AFEES).

b. Optional for effecting enlistments or reenlistments at activities other than AFEES.

2. Preparation.

a. The Enlistment or Reenlistment Agreement (DD Form 4) when used for initial enlistment by AFEES will be prepared by typewriter or automatic writing machine equipment. All alphabetical characters will be in capital letters. All signatures required will be made with ball point pen in black or blue-black ink.

b. The Enlistment or Reenlistment Agreement is the basic document establishing a legal relationship between the United States Government and the enlisted member. Special care will be taken to insure that all items are correctly completed without typewriter strikeovers.

(1) Any erasures or corrections will be initialed by the enlistee and the service representative except that erasures are not permitted in the Date of Enlistment, Term of Service, or Confirmation of Enlistment sections. Errors in these sections will necessitate complete reaccomplishment of the Agreement.

(2) Errors discovered subsequent to the member's enlistment will be corrected in accordance with existing Service regulations as applicable.

3. Distribution. Distribution of completed and executed Enlistment or Reenlistment Agreements accomplished at an AFEES will be made in accordance with AR 601-270.

4. Specific Instructions. The following instructions apply to completion of blank spaces in the Enlistment or Reenlistment Agreement and are standard for all military services:

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<u>Item Number</u>	<u>Title/Description</u>	<u>Source Item from Application</u>	<u>Explanation and/or Entry</u>
1	Name of Enlistee	#1	Enter full last name, full first name, full middle name, and any suffixes such as JR., SR., III, etc., as applicable.
2	Social Security Number	#2	Enter individual's SSN in spaces provided.
3(7,18, 20 & 35)	Date		Enter day, month and year. Examples: 5 JULY 1975 25 DECEMBER 1975
4	Grade	Sections VII & VIII	Enter the grade/rate and pay-grade the individual is enlisting or reenlisting in. Examples: SR E-1 (Navy) AB E-1 (Air Force) PVT E-1 (Army & Marine Corps)
5	Home of Record	#3	Enter city and state that individual claims as the permanent home of record.
6	Placement of Enlistment/ Reenlistment		Enter city and state location of activity where enlistment or reenlistment is being accomplished.
7	Date of Birth	#8	See Item #3 for format.
8	Selective Service Number	#14	If individual is registered with Selective Service, enter the Selective Service Number. For all females and male individuals not registered with the Selective Service, enter "NOT REGISTERED".
9	Previous Military Service	#26h	Enter in the spaces provided, total active military service completed and total inactive military service completed. Enter years, months and days in two positions each. Precede numbers 1 to 9 with a zero. If applicant has no prior military service enter "00" for years, "00" for months and "00" for days. Complete all blocks.

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<u>Item Number</u>	<u>Title/Description</u>	<u>Explanation and/or Entry</u>
10(21,23, 26,28,36 & 38)	Date of Enlistment or Reenlistment	Enter the day of the month followed by "ND", "ST", "RD", or "TH" as appropriate. Do not precede numbers 1 through 9 with a zero. Spell out the month and enter the last two digits of the calendar year. Examples: <u>22ND</u> day of <u>JANUARY</u> 1975 <u>7TH</u> day of <u>DECEMBER</u> 1975
10(21, 33 & 36)	Branch of Service	In the space provided, enter the full name of the armed force in which enlistment or reenlistment is being effected: Examples: US AIR FORCE US AIR FORCE RESERVE US ARMY US ARMY RESERVE US NAVY US NAVAL RESERVE US MARINE CORPS US MARINE CORPS RESERVE
10.b	Term of Enlistment	In the space provided, enter the number of years or months for which the enlistment or reenlistment is being effected. When years are shown, enter "THREE", "FOUR", etc., and "X" out the word "months". When months are shown, enter "6", "18", etc., and "X" out the word "Years".
10 & 12	Annex(es)	The service form that defines/amplifies the promises being made to the enlistee regarding duty assignments, geographical area, etc., will be used as annexes. Examples: DA 3286 (Army) NAVPERS 1070/613(1) (Navy) AF 3006 (Air Force) Various program statements of understanding for Marine Corps In the space provided following the words "on Annex(es)", enter the letter (i.e., A,B,C,etc.) of the annex which will be attached to the enlistment Agreement. If more than one annex is to be attached, list both or all.

<u>Item Number</u>	<u>Title/Description</u>	<u>Explanation and/or Entry</u>
17	Name of Enlistee/Reenlistee	Enter full first, middle and last names and any suffixes such as JR., SR., III, etc., as applicable.
18(22, 27, 32 & 37	Signature of Enlistee/Reenlistee	Obtain individual's signature in full.
19(&34)	Name	Type the full name, grade, SSN and organization (including location) of the service representative that is accepting the applicant for enlistment. Note: This individual will not be the AFEES Processing Officer or other AFEES personnel.
20(&35)	Signature and Date	The individual identified in the preceding block will enter his or her signature and date (initials and last name is acceptable).
21(&36)	Confirmation of Enlistment	Enter the date and branch of service in the spaces provided in the same manner as described for completing Block #10. In the space provided for the number of years, enter the term of enlistment in words (i.e., "THREE", "FOUR", etc).
21	Name of Enlistee	Immediately following "I" in the space provided, type the enlistee's full name (first, middle and last).
22	Signature of Enlistee/Reenlistee	See Item #18.
23	Date	Same as Item #10.
24(&39)	Name	Type the name, grade and organization (including location) of the officer who administered the oath of enlistment.
25(&40)	Signature	The officer who administered the oath of enlistment and who is identified in the preceding block, will enter his/her

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<u>Item Number</u>	<u>Title/Description</u>	<u>Explanation and/or Entry</u>
25(&40) Cont'd		signature (initials and last name is acceptable).
26 thru 30	FOR NATIONAL GUARD ENLIST- MENTS ONLY	Complete blank spaces in similar manner described above for other blocks.
31	Change in Status	<p>This block is applicable only to individuals who are discharged from a Delayed Enlistment Program (DEP) for the purpose of immediate enlistment in a regular component of the Armed Forces. Any individual discharged from DEP and not immediately enlisted in a regular component will, upon enlistment in an armed service, require a new DD Form 4 in its entirety.</p> <p>In the first space provided, enter the date (day, month and year) of Reserve enlistment as recorded in Item #21.</p> <p>In the second space provided, enter the reserve branch of service, as applicable from the examples shown in the instructions for completing Item #10.</p>
31.b	Annex	If enlistment options or programs have changed since original enlistment in the DEP, enter in the first space for Annex - the new annex(es). In the second space for Annex - enter the annex(es) entered in Items 10 and/or 12 as applicable. Although the second annex is superseded it will not be detached from the Agreement. New annexes, if applicable, will be added. If there is no change to enlistment options enter "NA" in both spaces.
32		Same as Item #18.
33	Acceptance	Enter the branch of service in the space provided. Enter the enlistment grade/rate in the same manner

<u>Item Number</u>	<u>Title/ Description</u>	<u>Explanation and/or Entry</u>
33 Cont'd		described for completing Item #4. Enter the number of years enlisted for in the space provided (i.e., "THREE", "FOUR", etc). Date dis- charged from DEP - enter date in same manner described for com- pleting Item #3.
34	Name	See Item #19.
35	Signature	See Item #20.
36		See Item #21 for format.
37		See Item #18.
38		See Item #10 for format.
39		See Item #24.
40		See Item #25.

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INFORMATION AND INSTRUCTIONS
FOR RECRUITING AND OTHER SERVICE PERSONNEL
APPLICATION FOR ENLISTMENT-ARMED FORCES OF THE UNITED STATES
DD FORM 1966

1. The application for Enlistment-Armed Forces of the United States, DD Form 1966 was designed for use in collecting and recording information on applicants for enlistment or reenlistment in the armed forces.

2. The DD Form 1966 either cancels altogether or eliminates the use of the following forms in connection with the enlistment procedure, as indicated:

<u>DD Forms</u>	<u>Title</u>	<u>Effect</u>
DD-44	Record of Military Status of Registrant	No longer required for enlistment procedure
DD-53	Notification of Entry into Active Military Service	No longer required for enlistment procedure
DD-373	Consent, Declaration of Parent or Legal Guardian	No longer required for enlistment procedure
DD-398	Statement of Personal History	No longer required for enlistment procedure
DD-1916	Statement of Name for use in Official Military Records	No longer required for enlistment procedure

Army Forms

DA-3286	Statement for Enlistment (Parts I thru V)	Cancelled
USAREC 335	Certificate	Cancelled
USAREC 172R	Applicants/Registrants	Cancelled
USAREC 252	Enlistment Contract Worksheet	Cancelled

Air Force Forms

AF 3005	USAF Enlistment Certificate	Cancelled
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Navy Forms

NAVPERS 1130/2	Fraudulent Enlistment Warning	Cancelled
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<u>Navy Forms (cont)</u>	<u>Title</u>	<u>Effect</u>
NAVPERS 1130/18	Affirmation of Truthfulness	Cancelled
NAVCRUIT 1100/1	Evidence of Citizenship	Cancelled

Marine Corps Forms

NAVMAC 136	Examination of Applicant by Recruiting Officer	Cancelled
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3. The second page of the DD 1966 is a tear-out form which will be used for:

a. Scheduling applicant for examination at an Armed Forces Examining and Entrance Station (AFEES) or a Mobile Examination Team (MET) site.

b. Recording information on the applicant.

c. Recording coded information on both the applicant and actions completed in connection with processing the applicant for enlistment.

4. Upon completion of items 1 thru 16, the tear-out form should be removed from the application and held for future use in scheduling the applicant for examination at an AFEES or MET site.

5. The following instructions for completion of the DD 1966 are standard for all military services.

a. Most of the items in the DD 1966 are to be completed by printing in the applicant's own hand. Certain items however, are to be completed by other service personnel, such as Recruiters, AFEES Personnel, AFEES Liaison, Guidance and Service Counselors, etc. These items and instructions for their completion are as follows:

Items 17 thru 20 will be completed as prescribed by Service directives except that all codes used will be in accordance with DOD Manual 5000.12M.

Items 27a, 27b and 27c will be completed as specified by Service directives except that the Pay Entry Base Date (PEBD) entered in item 27b will be computed in accordance with

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the instructions contained in Department of Defense Military Pay and Allowances Entitlements Manual.

Item 43 will be completed by entering, as applicable, the name or title, number, and date of the document used to verify the items listed. Documents acceptable for verification purposes will be as specified by Service directives.

Section VI - A parent or legal guardian will enter the applicant's date of birth in the space provided in item 47. Entries to be made in the space provided for "VERIFICATION OF SINGLE SIGNATURE CONSENT" will be as prescribed by Service directives.

Section VII will be completed in accordance with Service directives.

Attachment - 1

Application for Enlistment - DD Form 1966
Instructions for Service Applicants

APPLICATION FOR ENLISTMENT-DD FORM 1966
INSTRUCTIONS FOR SERVICE APPLICANTS

The following instructions are to assist you in completing the Application for Enlistment - Armed Forces of the United States. Please read the instructions for each item prior to making an entry. Type or print using ball point pen with black or blue-black ink. Print firmly to make sure all copies are readable.

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
1	Name	<p>Enter last, maiden (if any), first, and middle names you prefer to be known as while in the military service and any suffixes such as Jr., Sr., III. etc. For married women, also enter your husband's name as shown in the example.</p> <p>Examples: SMITH, JOHN ROBERT JR JOHNSTON, (BROWN), MARY LOU (Mrs. Samuel Johnston)</p> <p>If you have had your name changed from that shown on your birth certificate through court action, record your original name in the "Remarks" section. If Preferred Enlistment Name (name given in item 1) is not the same as on your birth certificate and has not been changed by legal procedure prescribed by state law, complete item 23. If Preferred Enlistment Name is different from name shown on your Social Security Account Number Card, you must complete OAAN Form 7003, Request for Change of Social Security Record, and submit it to the nearest Social Security District Office to change your Social Security Record.</p>
2	Social Security Number	<p>Write as "123 45 6789". Note: Normally, enlistment without a Social Security Number is not authorized.</p>
3	Home of Record	<p>Enter the city, county, state and zip code of the address declared by you to be your permanent home or actual home at time of enlistment. Do not enter a temporary address.</p>

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
4	Citizenship	Place an "X" in the "US" block if you are a citizen of the United States by birth or naturalization (if naturalized, complete item 25d or 25e). Place an "X" in the "US National" block if you are not a citizen of the United States but owe principal allegiance to the USA. Place an "X" in front of "Non-US" if you are an alien and identify the country of which you are a citizen. Note: You will have to provide a document that verifies your citizenship status.
5	Sex	Place an "X" in the appropriate block.
6	Race	Place an "X" in the appropriate block.
7	Ethnic Group	Select from the following list: None-Not a member of an ethnic group or do not choose to identify with an ethnic group. Spanish descent American Indian Asian American Puerto Rican Filipino Mexican-American Eskimo (except Aleut) Aleut Cuban-American Chinese Japanese Korean Other-Member of an ethnic group other than one listed above.
8	Date of Birth	Enter day, month and year. Spell out the month.
9	Present Address	Give current address as of the date of application.
10	Marital Status	Select from the list shown below: Annulled Married Divorced Single Interlocutory Widowed Legally Separated

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
11	Number of Dependents	Enter the number of persons totally or partially dependent on you for their support. Note: A determination of your eligibility for dependent allowances will be made after your enlistment. The fact that you indicate dependents here does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Armed Forces for their support.
12	Religious Preference	THIS ITEM IS OPTIONAL, YOU DO NOT HAVE TO ANSWER IT. If you choose to answer this item, refer to the consolidated list of religious preferences shown below. If your religious preference is shown within the list, enter it as shown. If your religious preference is not in the list, enter the complete formal name of your religious preference in item 12.
	No religious preference (or do not wish to specify).	
	Adventist, Seventh Day	Methodist (includes Evangelical
	Assemblies of God	United Brethren)
	Baptist - American Baptist	Mission Covenant
	Convention	Muslim
	Baptist - Southern Baptist	Nazarene
	Convention	Orthodox
	Baptist - Other Groups	Pentecostal
	Brethren (dunkers)	Presbyterian
	Buddhism	Reformed
	Christian Science	Roman Catholic
	Church of Christ	Salvation Army
	Church of God	Unitarian Universalist
	Disciples of Christ	United Church of Christ
	Episcopal (Anglican)	(Congregational Christian and
	Friends (Quaker)	Evangelical and reform)
	Jehovah's Witness	Protestant - Other Churches
	Jewish	Protestant (No denominational
	Latter Day Saints	preference)
	(Mormon)	
	Lutheran (includes	
	Lutheran Missouri	
	Synod)	
13	Highest Educational Grade Completed	Enter the highest grade of formal education successfully completed, that is, "12" if you graduated from high school or have received a certificate of equivalence from a recognized education jurisdiction, "14" if you have completed 2 years of college, etc.

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
13 Cont'd)		Note: You will have to provide a document that verifies the level of education claimed, such as a diploma, transcript or certificate, etc.
14	Selective Service Number	Males: Enter your Selective Service Number from the card provided by your Selective Service Local Board. Females: Not applicable.
15	Foreign Language Ability	Enter any foreign language you may be able to read, write or speak. If you cannot read, write or speak any foreign language enter "None".
16	Driver's License Data	If you hold a valid driver's license, identify the state that issued the license, its number, and expiration date. If you do not have a driver's license enter "None".
17 thru 22		DO NOT WRITE IN THESE SPACES. Reserve for results of processing. Processing information will be placed in these spaces to further qualify you for placement in Military Service.
23	Preferred Enlistment Name	This item is provided in the event you wish your military record to reflect a name other than as shown on your birth certificate. If the name you wish your military record to reflect is the same as the name on your birth certificate, enter "N/A" in items 23a, 23b, and 23c. If the names are different, enter your name, as it is on your birth certificate, in item 23a. <u>YOUR SIGNATURE IN BLOCK 23c MUST BE WITNESSED BY YOUR RECRUITER OR A NOTARY PUBLIC, DO NOT SIGN IT UNTIL YOU ARE IN THEIR PRESENCE.</u>
24	Education	Enter the name and location of all high schools and higher level educational institutions attended. Record any degrees granted. Do not list elementary schools unless the elementary school was the last school attended. If still attending school, enter the word "Present" in the "To" column. Note: You will have to provide documentation of the highest level claimed to be successfully completed. See item 13.

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
25	Citizenship	<p><u>25a.</u> Enter the city and state you were born in; if you were born outside the United States, enter also the country.</p> <p><u>25b.</u> Identify the source that issued your birth certificate (County and State or City and Country).</p> <p><u>25c.</u> Enter the birth certificate file number. If the birth certificate does not have a file number, enter "No certificate number". Note: You will have to provide an authenticated birth certificate to the recruiter for his verification of your age and citizenship.</p> <p><u>25d.</u> If you are a citizen of the USA by birth, enter "N/A". If you were naturalized, enter the certificate number. Note: You will have to show the certificate to your recruiter.</p> <p><u>25e.</u> If your US citizenship was derived through your parent(s)' naturalization, enter their certificate number(s), the date, place and court(s) that granted US citizenship to them. If a US citizen by birth, enter "N/A".</p> <p><u>25f, 25g, 25h.</u> Applies only to aliens and are self-explanatory.</p>
26	Military Service	<p><u>26a.</u> Self-explanatory.</p> <p><u>26b through 26h.</u> If your answer to item 26a is "no", enter "N/A" in item 26b and leave remaining columns blank. If your answer to item 26a is "yes", complete items 26b through 26h. You will have to provide authenticated copies of your DD Form 214/215's to your recruiter for verification.</p>
27		<p>DO NOT WRITE IN THESE ITEMS, they will be completed by your recruiter.</p>

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
28	Relatives	Blocks a through d. Enter the full names of relatives and other information as appropriate using the examples below:

28a RELATIVES	Date and Place b of Birth	Present c Address	Citizen- d ship
JOHN PHILIP SCARBROUGH	July 15, 1929 Atlanta, GA	161 Camden Troy, NY 12180	US
MARY FRANCIS HART	April 5, 1933 Rockport, TX	161 Camden Troy, NY 12180	US

Enter the names of your children in the space provided for children. Enter brothers, sisters, step-parents, foster parents, parents-in-law, etc., in the space titled "Other". If you have never been married, enter "N/A" in the space provided for spouse. If any information is unknown, enter "Unknown".

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| 29 | Commercial Life Insurance Policy | THIS ITEM IS OPTIONAL, YOU DO NOT HAVE TO ANSWER IT. If you choose to answer it and have no policies, enter "none". |
| 30 | Relatives and Alien Friends Living in a Foreign Country | Self-explanatory. If none, so state |
| 31 | Residences | List all from your 10th birthday. |
| 32 | Employment | List all periods of employment, including part-time and summer employment (be sure to include zip codes). |
| 33 | Organizations | THIS ITEM IS OPTIONAL, YOU DO NOT HAVE TO ANSWER IT. However, if you did belong to any of the organizations listed, you <u>may be</u> eligible for enlistment in a <u>higher</u> paygrade. If you choose to answer this item, give complete names and locations of each organization of which you are or have been a member. Indicate period of membership by writing month and year in the "From" and "To" spaces. |

<u>Item</u>	<u>Title</u>	<u>Entry and/or Explanation</u>
34	Foreign Travel	List all periods of foreign travel not under the auspices of the U.S. Government. Include the duration of each visit for each country visited, and the purpose of the travel. If you have traveled in countries divided into free world and communist-oriented, indicate which you have traveled in. Example: East Germany, West Germany.
35 & 36		Self-explanatory.
37	Moral Character	READ THE INSTRUCTIONS PRINTED ON THE APPLICATION BEFORE RESPONDING TO THIS ITEM.
38 through 40		Self-explanatory.
41	Remarks	Use this item for continuation of other items, if necessary. In the space near the bottom of this block, enter the specific program or enlistment option you are interested in and have discussed with your recruiter.
42	Certification	<p>YOUR SIGNATURE IN THIS BLOCK MUST BE WITNESSED BY YOUR RECRUITER. <u>DO NOT</u> SIGN THIS ITEM UNTIL YOU HAVE COMPLETED ALL REQUIRED ITEMS AND ARE IN THE PRESENCE OF YOUR RECRUITER.</p> <p>The remaining blocks on this form will be completed by your recruiter and other personnel who will be involved in processing your application for enlistment.</p>

(RETURN YOUR APPLICATION AND THESE INSTRUCTIONS TO YOUR RECRUITER)