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OPERATION ORDER 3-0007, USAREC

Annex C (Policy and Procedures) to OPORD 3-0007

1. This annex provides the policies for determining qualifications for the Arabic Linguist Pilot Program (MOS 09L Translator/Aide) for direct enlistment into the IRR, US Army Reserve and the procedures for the processing of Arabic speaking applicants.

2. Program qualifications:

a. Age: Applicants must be age 17-40 at the time of enlistment. Applicants may enlist provided they have not reached their 41<sup>st</sup> birthday on the date of enlistment.

b. Citizenship: Meet citizenship of AR 601-210.

c. Education: Applicants must have a high school diploma or GED. Applicants lacking proof of education completion due to transcripts or diplomas not being available from overseas locations will have their qualifications for enlistment reviewed by HQDA. All other applicants will provide education credentials in English or a translated review IAW AR 601-210. Dependents: Meet requirements of AR 601-210.

d. Moral/Legal: Applicants enlisting for this program are not authorized waivers above the minor non traffic level. DAT waivers are also not authorized.

e. Trainability: Applicants will take the ECLT/ALCPT to determine their English language ability. Applicants will then be screened based on their ECLT/ALCPT results as indicated below:

(1) Applicants achieving a 80 or higher on the ECLT/ALCPT and receiving a L2/S2 on the OPI will then be scheduled to take the DLPT and ASVAB. Applicants not receiving an L2/S2 on either the target or English OPI will not be scheduled to process any further. Applicants achieving a L2/R2 on the DLPT and a score of 10 or higher on the ASVAB will then be scheduled to receive a physical examination. If physically qualified, they will enlist and ship IAW Army instructions.

(2) Applicants achieving between 40 and 79 on the ECLT/ALCPT will be screened in the target language only, telephonically by the DLFLC through an OPI. Applicants receiving a L2/S2 on the OPI will then be scheduled to take the ASVAB and a physical examination. An interpreter will be available in the MEPS to assist the applicants scoring between 40 and 79 throughout the enlistment process excluding the administration of any tests. If physically qualified, they will enlist and ship IAW Army instructions.

3. Responsibilities:

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a. USAREC

(1) Project applicants to take the ECLT/ALCPT, DLPT and ASVAB under MEPS normal processing procedures.

(2) Request OPI through the Army Guidance Counselor in the MEPS and schedule the OPI to take place in the Army Liaison office. The Army Guidance Counselor will schedule the OPI with DLIFLC and coordinate the results with the MEPS in order to schedule the DLPT, ASVAB and the physical examination. Point of contact for scheduling this test is Ms. Maribel Johai (831) 242-6250. Forms for scheduling this interview are at Appendix 2. This interview must be scheduled in advance. The language/dialect must also be noted on the request for interview. This test will be done telephonically with DLI and the applicant in the target language of enlistment. Passing score on this 45-minute interview is a 2 in listening and a 2 in speaking (L2 and S2). DLIFLC will email the results of the OPI to the GC e-mail address indicated and a copy will be sent to HQ USAREC at: G3-OPI@USAREC.Army.mil.

(3) Project applicants 72 hours out to process at the MEPS when requiring an interpreter. Interpreters are not authorized for any testing processing. (Example of a projection for medical examination: Recruiter projects applicant on Monday, Applicant can process on Friday.)

(4) Provide to the MEPS, initial and follow-on assignment instructions for orders preparation.

(5) Submit NACLC on all applicants. Submit a NACLC and request for secret clearance for those applicants that meet the citizenship requirements.

(6) Take applicants to the MEPS for all testing. Do not use MET Sites for ASVAB testing.

(7) Ensure applicants are not projected on Saturday, and Service mission day or extended hours processing support days.

b. USMEPCOM/MEPS

(1) Administer the ECLT/ALCPT, DLPT and the ASVAB, IAW MEPS Schedule, to applicants prior to the physical examination. MEPS will attempt to schedule as many examinations as possible in the minimum amount of days to decrease applicant visits to the MEPS. Administer retest on the ECLT/ALCPT IAW DLIELC Instruction 1025.15. Guidance states that an unsuccessful candidate must not be re-tested before 30 days have elapsed. Re-testing is authorized only once during the processing phase and the ESL phase.

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(i) ECLT testing. Applicants must be projected for this test in the same manner as they are with any other applicant requiring this test.

(ii) ASVAB testing: Applicants also need to be projected for this test

(iii) DLPT testing: Applicants scoring an 80 or higher on the ECLT and a 10 or higher on the ASVAB will be administered this test at the MEPS. Applicants are required to score a 2 in Reading (R2) and a 2 in listening (L2) to pass. Applicants also need to be projected for this test.

(iv) DLPT tests for Listening, Speaking and Writing may not be established for all target languages and dialects.

(a) Modern standard Arabic Listening and Reading comprehension can be tested thru DLPT and speaking skills by an OPI.

(b) DARI listening, reading and speaking skills can be awarded that will be equivalent to DLPT scores. Listening and reading are in a different format and require participation by DLIFLC.

(c) Pashto speaking can be tested by special arrangements between MEPS and DLIFLC. There are no listening or reading requirements.

(d) Iraqi dialect speaking can be tested by special arrangements between the MEPS and DLIFLC. Currently the listening portion is not available, the test is being validated. There is no reading test for this dialect.

(e) Egyptian, Syrian and Levantine dialects can be tested by special arrangements between the MEPS and DLIFLC. There are not listening or reading tests.

(f) DLIFLC and will provide language test result scores to MEPCOM for inclusion in the soldiers record.

(2) Administer the standard MEPS physical examination to applicants who meet the requirements as outlined above. Inspects will be administered IAW current procedures. Consults will be scheduled IAW current MEPS processes and in conjunction with interpreters availability. When scheduling applicants for the physical MEPCOM requires 72-hour notice to have a translator on hand. The translator that is present will be in the applicant's target dialect. Guidance counselors are to ensure that the MEPS testing section is informed of the applicant's target language to meet this requirement.

(3) Provide interpreters for applicants identified in above, throughout the MEPS process, i.e., physical examination, PAI, etc. Applicants scoring over an 80 on the ECLT will automatically be determined to not need an interpreter for the physical or any other processing. Interpreters are not authorized for any testing processing.

(4) Enlist and ship applicants as directed by USAREC. Provide orders for shipping applicants using the Reserve Component Fund Site.

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Appendix 2 (DLIFLC OPI Scheduling Forms) to Annex C (Policy and Procedures)  
to OPOD 3-0007

**PRIVACY ACT STATEMENT**

**DATA REQUIRED BY THE PRIVACY ACT OF 1974 (TITLE 5, U.S. CODE 552a)**

1. In connection with the administration of this test you will be required to disclose your social security number (SSN). Authority for this requirement is Presidential Executive Order No. 9397, 22 Nov 43. Your SSN will be used to verify that the score you make is correctly transcribed to your military personnel record, which are maintained per authority of Title 5, U. S. Code 301. It is mandatory that you disclose your SSN at this time.
2. Additionally, you may be asked to furnish personal data concerning yourself, such as your place of birth, knowledge, past or present behavior, background, attitudes or beliefs. The authority for collecting this information is contained in Section 3013 of Title 10, U. S. Code, and it's disclosure is also mandatory. The data is **FOR OFFICIAL USE ONLY** and will be maintained and used in strict confidence in accordance with Federal law and regulations. The principal purposes for collecting it are to measure your aptitude for enlistment, reenlistment, training, or appointment as a commissioned or warrant officer or for assignment to various other military jobs. The scores you make will be transcribed onto the appropriate military record and furnished to the evaluating board or official. Should you fail to answer any or all of these personal questions, you may not be selected or you may be disqualified for preferred training or duty assignment.

**TEST ADMINISTRATION STATEMENT**

1. I understand that I am not required to take the Oral Proficiency Interview (OPI) this date if there are extenuating circumstances, such as fatigue, illness, emotional distress, family or financial problems, etc., which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the TCO concerned, and my unit commander.

a. \_\_\_\_\_ I am physically and mentally able to be tested this date.

b. \_\_\_\_\_ I am not physically and/or mentally able to be tested this time.  
I will be administered this test at another time.

2. I understand that this test is **FOR OFFICIAL USE ONLY** and the unauthorized discussion, disclosure or possession of any part of this test, including but not limited to a test booklet, recorded audio test tape/CD for listening comprehension, recorded audio test tape/CD for speaking proficiency, completed OPI scoring sheets, including any documentation of review or analysis of the test, completed answer sheet, and scoring key, is a violation of Article 92, Uniform Code of Military Justice, and will result in appropriate administration action to fix responsibility for such unauthorized behavior with criminal sanctions of up to two years hard labor and dishonorable discharge for those involved.

SUCH UNAUTHORIZED DISCUSSION OR DISCLOSURE REFERS TO RELATING ANY ASPECT OF THIS TEST TO ANYONE, INCLUDING BUT NOT LIMITED TO AN INSTRUCTOR, FELLOW SERVICE MEMBER, ANOTHER CANDIDATE, OR SPOUSE.

\_\_\_\_\_  
(Signature of Examinee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
LAST

\_\_\_\_\_  
FIRST

\_\_\_\_\_  
MI

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e. Applicants enlisting for this program will enter as an E-3 under the Army Civilian Acquired Skills Program (ACASP), unless qualified for E-4 due to education credentials.

f. Applicants will be advised that they will undergo Basic Training at Fort Jackson SC. They will receive a 6 week modified version of BT as determined by the TRADOC Commander. Upon completion of BT each soldier will be required to complete a 3 week MOS course for 09L Linguist also conducted at Fort Jackson SC.

6. Recruiter responsibility

a. Applicants enlisting into this program directly into the IRR will be managed and maintained by recruiting stations and shipped at the MEPS in the same manner as the Delayed Training Program (DTP). These applicants are not to be considered as part of the Reserve DEP and therefore the separation authority resides with the Commander, ARPERSCOM. There is no requirement to escort these applicants to a unit after enlistment, as they are not assigned to a local Troop Program Unit (TPU).

7. Special Instructions: Special Duty with Recruiting

a. Applicants that pass all requirements of ESL training at Lackland AFB, TX and have a training delay reporting to Ft Jackson, SC for BCT/AIT will be shipped from Lackland AFB to the place of entry on active duty. These individuals will have transportation to Ft Jackson arranged for them prior to leaving Lackland AFB. These individuals will still be in an active duty IADT status and are required to report to their recruiting station of credit within 24 hours of arriving at their place of entry on active duty. Recruiting station commanders are to utilize these individuals in a manner similar to the hometown recruiter assistant (HRAPI), until the day before their transportation date to Ft Jackson. Recruiting station commanders will assist in the transportation of these applicants to the local airport if necessary.

ENCLOSURES

Appendix 1 - 09L Processing Flow

Appendix 2 - DLIFLC OPI Scheduling Forms

Appendix 3 - DA 3540 Enlistment Annex-Modified GCR version (sample)

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Appendix 3 (Sample DA Form 3540 – Dynamic Annex) to Annex C (Policy and Procedures) to OPORD 3-0007

or active duty for training, in the Armed Forces of the United States and upon executing this enlistment I will incur a statutory military service obligation of eight years. I will be required to enter and satisfactorily complete an initial period of active duty for training (IADT) to become qualified in a military occupational specialty (MOS), as soon as a training space is available. Training spaces are normally available within 180 days following enlistment. Additional delay may be necessary for military reasons. After completing initial active duty for training I will serve the remaining period of my eight year military service obligation as a member of the Individual Ready Reserve assigned to Control Group (Annual Training). This enlistment will require that I participate satisfactorily in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is at

I have enlisted in the following Army Reserve unit:

Phone

UIC:

I will report back to MEPS on:

Reception Battalion:

Basic Training Station:

AIT Station:

OSUT Station:

I am enlisting under the program or programs as indicated below:

PROGRAM

TITLE

School course, I have been assured of attending the School course for:

MOS

Title

ACKNOWLEDGEMENT: In connection with my enlistment into the USAR, I hereby acknowledge that I understand that

NONE

I understand if I am not or do not become a United States Citizen I am not eligible to reenlist for continued service after my 8 years statutory obligation.

I understand to be eligible for career progression into MOS 97L Translator/Interpreter I must be a United States Citizen and be eligible for a secret security clearance. Should I be found unsuitable or ineligible for this program I will be separated IAW paragraph 6-5 AR 601-210 by proper authority or remain in MOS 09L if otherwise qualified.

I understand that I will have a security investigation conducted consisting of a National Agency Check, Local Agency Check, and a credit check (NACLC), in addition, I will also be required to undergo a Personnel Security Investigation (PSI). If I am found unsuitable or ineligible for this program I will be separated IAW paragraph 6-5 AR 601-210.

I will be required to attend the English Language Training Program.

I will be administered the English Language Comprehension Test (ECLT) upon completion of training. If my score is 70 or greater, I will be required to take the Armed Services Vocational Aptitude Battery (ASVAB).

I understand that if I score 40 to 79 on the ECLT, I will be scheduled to attend English Language Training at the Defense Language Institute English Language Center (DLIELC). I will be required to retake the Armed Service Aptitude Battery (ASVAB) after completion of English Training. If I fail to attain a minimum score of 10 AFQT I will be processed for separation in accordance with (IAW) AR 601-210 paragraph 6-5.

The resulting scores from my retest will be the scores of record from which my qualifications and options will be determined. If I do not score at least a 21 on the ASVAB retest, with at least one qualifying aptitude area score, I will be assigned an enlistment program/option and MOS based upon my initial ASVAB scores. If neither my ASVAB retest nor my initial ASVAB scores qualify me for an enlistment program/option and MOS, I will be separated from the Army.

I understand that I must achieve a score of two (2) in listening (L2) and speaking (S2) on the OPI, given telephonically by the Defense Language Institute Foreign Language Center (DLIFLC). I also understand that I must achieve a two in reading (R2) and an L2 Listening in the target language on the Defense Language Proficiency Test (DLPT). This test will be administered at the MEPS for applicants who score above 79 on the ECLT and at the DLIELC, upon completion of English Training for applicants who score 40 to 79 on the ECLT.

If I fail to attain the required score of 70 on the ECLT, I will be separated from the Army, regardless of my AFQT and aptitude area scores.

If I fail to attain a passing score of 80 on the ECLT and a minimum OPI score of L2 and S2 in English, I will not graduate from the DLIELC and will be processed for separation IAW paragraph 6-5 AR 601-210.

I must enter and satisfactorily complete a period of initial active duty for training (IADT) to become qualified in a military occupational specialty (MOS) as soon as a training space is available. Training spaces are normally available within 180

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days following enlistment although additional delay may be necessary for military reasons.

If for any reason beyond my control I am unable to complete the training during the period for which I was initially ordered to IADT, I agree to remain on IADT for such additional period as is required to complete my training or accept training in an alternate MOS if offered and remain on IADT for completion of such alternate training.

I understand that I must complete a minimum of 12 weeks of Initial Training established by the Army. This training will include English Language Training, Basic Combat Training (BCT) and advanced Individual Training (AIT).

I understand that my English Language Training will occur prior to attending Basic Combat Training and Advanced Individual Training.

I understand that transportation to and returning from all training (English, Basic, and Advanced Individual Training) will be arranged by the Army. I understand that I am not authorized travel by privately owned vehicles, nor am I authorized movement of household goods or dependents. I also understand that my transportation arranged will be from my local MEPS and returning to the same location. Recommend delete last sentence.

I understand that I am not eligible or receiving any incentives for enlisting into the IRR.

If I qualify for enlistment that authorizes me to be in a paid training status, I will commence training with my assigned unit while I am awaiting entry on IADT. If I am not authorized to be in a paid training status on enlistment, I may voluntarily attend scheduled drills with my unit until such time as I am authorized to be paid and then will commence training with my unit.

Unless I am sooner removed from an active status by proper authority, during the term of my statutory and contractual obligation I must satisfactorily participate while I am assigned to a troop program unit of the Selected Reserve; or if I am subsequently reassigned to the IRR, I must continue to participate satisfactorily as a member of the IRR; or if I am subsequently reassigned to an IMA duty position, I must continue to participate satisfactorily in the IMA program. If I am not qualified in the MOS required by my assigned duty position, I may be required to enter on a period of active duty for training (ADT) to become qualified.

I accept this assignment even though the distance from my home to the Troop Program Unit (TPU) is greater than the normal commuting distance of 50 miles or 90 minutes travel time. I understand extra meals and lodging will not be provided on training assemblies. I further understand that it is my responsibility to attend all scheduled meetings with my assigned unit. Transportation to and from meetings is my responsibility and will not be a reason for not attending meetings. The Individual Ready Reserve (IRR). I will be required to satisfactorily participate for the entire term of service stipulated on the enlistment/reenlistment document to which this is attached, unless sooner removed by proper authority. If I am subsequently reassigned to a troop program unit or IMA duty position of the Selected Reserve, I must continue to participate satisfactorily as a member of the Selected Reserve.

I understand that my civilian acquired skill as (a) (an)

Enlistment under this program does NOT guarantee any MOS training, however, the Army may require me to complete a prerequisite course in association with my skill.

I will be advanced to pay grade \_\_\_\_ in accordance with AR 601-210, provided I receive a recommendation from my commander. Promotion is not automatic but depends upon my demonstration of proficiency, skill and conduct.

I further state that I understand the conditions listed in my primary enlistment program and that failure to meet the specific conditions of that program may result in denial of my promotion. In that event, I will be required to complete my term of enlistment in accordance with the needs of the Army.

is being recognized for enlistment. I understand that enlistment under this program authorizes me to be advanced in grade based upon demonstrated skill proficiency and conduct as a soldier.

If I fail to successfully complete the basic training program I will be discharged from the US Army Reserve.

Upon successful completion of the basic training program I will be released from Active Duty for Training and be permitted to return to civilian status. I will then immediately commence training with my assigned troop program unit in a paid drill status. During this period I am not required to attend Annual Training with my unit, but I may volunteer to attend Annual Training, and may do so if authorized by my unit commander.

Within one year of the last day of my separation from Active Duty for Training (after successful completion of basic training) I will be required to again enter on Active Duty for Training to successfully complete Advanced Individual Training resulting in qualification in a Military Occupational Specialty (MOS). The period I will be required to remain on Active Duty for Training to successfully complete Advanced Individual Training will be dependent upon the skill or specialty in which I am to be trained.

If for any reason I am unable to successfully complete Advanced Individual Training during the period for which I was ordered on Active Duty for Training, then I agree to:

Remain on Active Duty for Training for such additional period as is required to become qualified in my selected Military

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Appendix 3 (Sample DA Form 3540 – Dynamic Annex) to Annex C (Policy and Procedures) to OPORD 3-0007

Occupational Specialty, or

I will accept training in an alternate Military Occupational Specialty, if offered, and will remain on Active Duty for Training for such additional period as may be required to complete such training and become qualified in the alternate Military Occupational Specialty.

I understand that both periods of Active Duty for Training (basic training and Advanced Individual Training) are considered Initial Active Duty for Training and the minimum period of time I must spend on Active Duty for Training (basic and Advanced Individual Training, combined) is 12 weeks.

I understand that Time in Grade for promotion to pay grade E-2 begins upon entry on the first Active Duty for Training period (basic training). I may not be promoted to pay grade E-2 until 180 days subsequent to entry on Active Duty for basic training. I cannot be promoted to pay grade E-3 or above, until I have successfully completed Advanced Individual Training, been awarded a Military Occupational Specialty (MOS), and otherwise meet the promotion requirements of AR 140-158.

I further understand that I may not voluntarily change my selected Military Occupational Specialty (MOS) after the reservation for entry on Active Duty for Training to undergo Advanced Individual Training has been confirmed.

I understand that under current provisions of law I will not satisfy my draft obligations unless I complete six years of satisfactory service as a member of the Ready Reserve or National Guard and, during such service, complete 12 consecutive weeks of active duty for training with an armed force (even though I complete all required training following enlistment in the Split Training Program).

I understand that I am not entitled to Veterans' reemployment benefits if my initial period of active duty for training is less than 3 consecutive months.

I am the parent of \_\_\_\_\_ and certify that the child(ren) has/have previously been placed and is/are in the custody of the other parent or another adult by court order. I further certify the custody agreement was and is intended to remain in full force and effect during the term for which I am now enlisting. I understand that if I regain custody of this/these child(ren), either by court decree, or in accordance with applicable state law, or if the child(ren) is/are residing with me in lieu of the legal custodian, I will be processed for involuntary separation for fraudulent entry unless I can show that the regaining custody is not contrary to the above stated intent; (eg. death or incapacity of other parent or custodian).

SECTION V - SATISFACTORY PARTICIPATION

I understand that as a member of the Army Reserve, I must participate satisfactorily during the entire period of my enlistment, reenlistment, immediate reenlistment, transfer, assignment, or reassignment in accordance with the rules and regulations now in effect, or which may hereafter be placed in effect, by the proper authority.

TROOP PROGRAM UNIT. As a member of a Selected Reserve troop program unit, my satisfactory participation is determined by the following:

I will serve as a member of a Selected Reserve troop program unit for the entire period specified in the terms of my service agreement unless otherwise reassigned or separated by proper authority.

I am required to satisfactorily complete a period of annual training of not less than 14 days per year, exclusive of travel time, unless excused by proper authority. If I fail to attend or complete the entire period of annual training I will be declared I must keep my commander advised of my current mailing address, where I will receive official correspondence, and I must reply to and comply with all official orders and correspondence that I may receive.

INDIVIDUAL READY RESERVE. If I am assigned to the IRR, my satisfactory participation is determined by the following: I may be ordered to report for a 1-day muster each year. If I fail to report for a muster, when so ordered, I will be declared an unsatisfactory participant.

If I am assigned to Control Group (Annual Training) of the IRR, I will have a mandatory training obligation under law and I may be required to complete a period of not more than 30 days active duty for training each year. If I fail to complete such training I will be declared an unsatisfactory participant.

I must keep the Commander, U.S. Army Reserve Personnel Center, advised of my current mailing address, where I will receive official correspondence, and I must reply to and comply with all official orders and correspondence I may receive, or I will be declared an unsatisfactory participant.

I understand that except for the training requirements stipulated above for members who incur a statutory military service obligation upon enlistment, or that may be specified on an Addendum attached hereon that I have voluntarily agreed to by affixing my signature, I do not incur a mandatory training requirement during the period of this enlistment, but to participate I must complete and promptly return all military correspondence.

Promptly report any change of address to: Commander, Army Reserve Personnel Command (AR-PERSCOM), 1 Reserve Way, ST Louis, Missouri, 63132

I UNDERSTAND THAT:

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The period of time that I am assigned to the Individual Ready Reserve will count toward computation of time-in-grade and time-in-service for promotion consideration and longevity for pay purposes. To qualify for pay purposes I must be serving on active duty, active duty for training, Or be a member of a troop program unit of the Selected Reserve attending scheduled training assemblies in an inactive duty status. To qualify for retirement benefits at age 60, I must achieve 20 qualifying years of Federal service and be a member of the Reserve Component during the last 8 years of military service. A qualifying year of military service for retirement requires the member to accrue a minimum of 50 points in a retirement year. My years of service in the Individual Ready Reserve will not qualify me for retired pay at age 60 unless I accrue at least 50 points for each retirement year and each of these years, when added to other qualifying years of Federal service, amounts to a total of 20 years. At any time after I have completed initial active duty for training, if required, while a member of the Individual Ready Reserve I may apply to voluntarily enter on active duty, or active duty for training, to attend military schools if I meet the prerequisites and if the school, or course of instruction, is available, or to perform duties in support of US Army Reserve activities or programs.

I may voluntarily seek transfer and subsequent troop program unit assignment if a vacancy exists in my grade and MOS and if approved by the unit commander. Upon transfer and assignment to a troop program unit I must perform as a satisfactory participant. Satisfactory participation as a member of a troop program unit requires that I am responsible for keeping my unit commander informed of my current mailing address at which I would receive official correspondence. I will be responsible for replying to and complying with all official orders and correspondence which I may receive.

**SECTION VI - UNSATISFACTORY PARTICIPATION**

I understand that if I fail to participate satisfactorily for any of the reasons cited in section V above, or which may be placed into effect hereafter by proper authority. I will be declared an unsatisfactory participant and, by law, subject to order to 45 days of active duty for training or a period of active duty that will not cause my total active duty service to exceed 24 months. I will also be subject to separation from the Selected Reserve or the Ready Reserve, as appropriate, either by reassignment or discharge, which may result in a pay grade reduction and an other than honorable characterization of my military service. In addition, entitlement to educational assistance under the Montgomery GI Bill, or to bonus payments and loan repayments, which were based on service in the Selected Reserve, may be terminated and I may be required to repay all or a portion of the funds I received to the U.S. Government.

If I am voluntarily or involuntarily reassigned or transferred out of the Selected Reserve, all entitlements under the Selected Reserve Montgomery GI Bill or Selected Reserve incentives will terminate.

**SECTION VII - ORDER TO ACTIVE DUTY AND MOBILIZATION**

I understand that during the entire term of my membership in the U. S. Army Reserve I may, at any time, be involuntarily ordered to active duty as a member of a unit, or as an individual if not assigned to a unit, during a period of selective, partial, full, or total mobilization, or under any other conditions authorized by law in effect at the time of this service agreement or that subsequently may be enacted into law.

During the entire period of this enlistment/reenlistment while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as an individual, or as a member of a unit if I am assigned to a unit, in the event of war or national emergency declared by the Congress, or the President of the United States, or under any other conditions authorized by law in effect at the time of this enlistment, or which may hereafter be enacted into law.

I have been advised and understand, my Army Reserve enlistment makes me ineligible for the following Regular Army incentive programs should I later apply for a Regular Army enlistment.

Enlistment Cash Bonus - Regular Army.

Loan Repayment Program - Regular Army.

Army College Fund - Regular Army.

I have read/viewed and understand the military occupational specialty (MOS) description for

I have dependents under the age of 18. I understand that the responsibility that I have for the care of my children will not be a sufficient reason of itself for not satisfactorily participating in the Ready Reserve during my period of enlistment. I further understand that it is my responsibility to make arrangements for the care of my children during periods of military service when I am required to perform duty in an area where dependents are not authorized.

I understand that I will not be eligible to apply for enlistment in a regular component of the Army until I have completed at least six months with my unit (TRR,PS) or after six months after completion of my initial active duty for training (NPS).

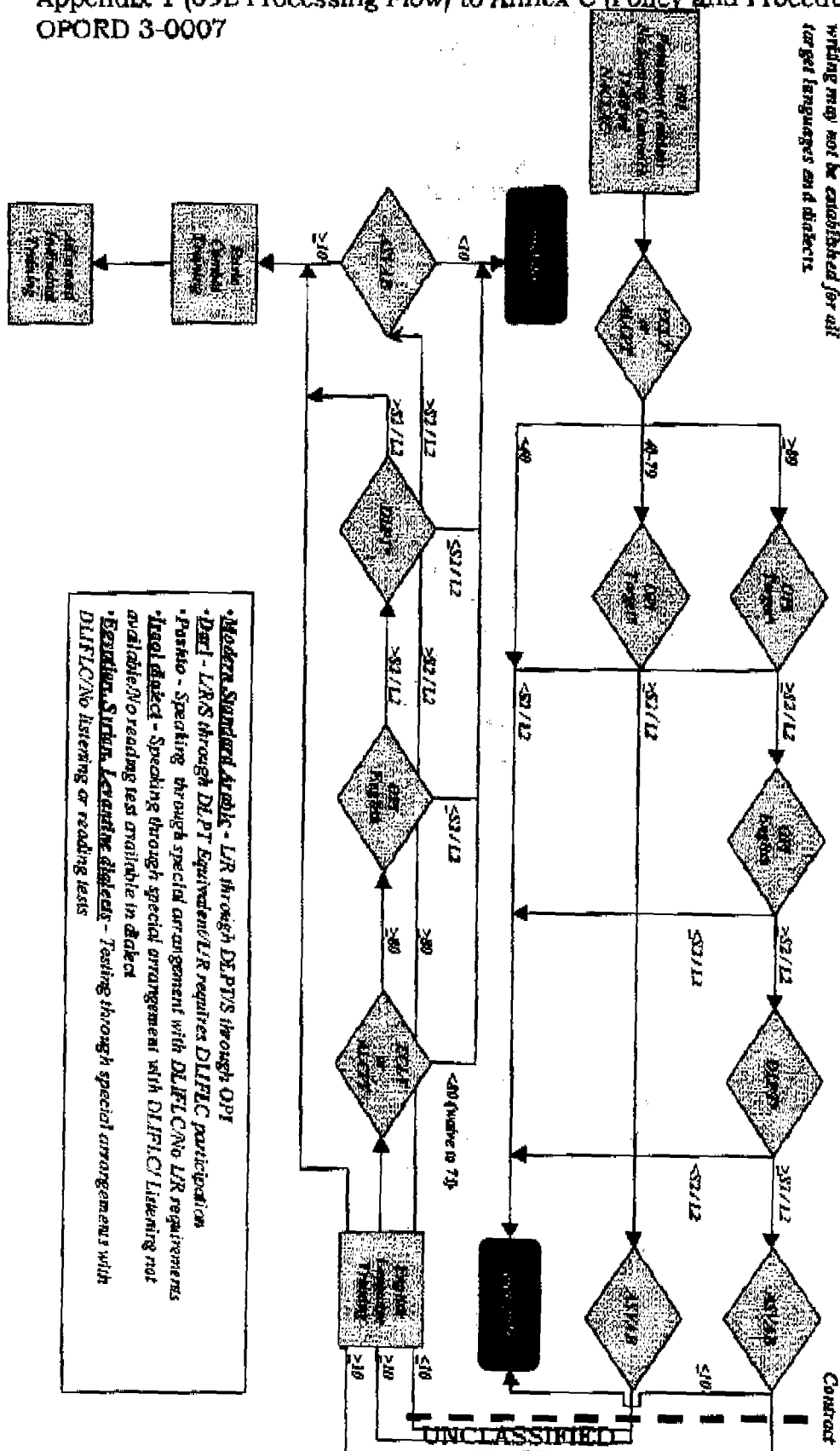
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## 09L Processing Flow

\*DIP tests for bleeding, spreading, and working may not be established for all target languages and markets.



be released soon.

7. Recruiters will ensure that each applicant is provided a briefing on how to conduct themselves during the MEPS processing phase. Careful instructions on testing procedures should be given with emphasis on the requirement to not speak while being tested to other applicants. If there is any doubt as to the applicants ability to comprehend this policy and MEPCOM testing procedures contact this headquarters and we may be able to arrange for a quick tutorial in the Arabic language.

8. Point of contact for this message is SFC John J. Sheehy USAREC HQS RCRO-PP at (502) 626-0362 DSN 536-0362 or email at john.sheehy@usarec.army.mil.

Wendy L. Lichtenstein, Colonel, GS, G-3

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021800 July 2003 (EST) USAREC MESSAGE 01-098 Part II  
\*\*\*\*\*  
From: Headquarters USAREC  
To: All Recruiting Personnel

SUBJECT: United States Army Reserve Direct Entry into the Individual Ready Reserve (IRR) for Arabic Linguists, Pre-qualifying testing authorization.

1. Effective immediately, this message serves as notification to MEPS personnel to be prepared to receive Army IRR applicants for this pilot program; directed by the Under Secretary of Defense. The processing of applicants that have already been identified as candidates for this program, who are between 17 and not reached their 41st birthday, and are United States Citizens or hold a lawful permanent resident status (must have been issued a I-551 card), and are at least a high school graduate, are authorized to be administered the ECLT and CAT-ASVAB. These applicants will be scheduled to take the ECLT and CAT-ASVAB only at the MEPS. There will be no need for special requirements as these applicants will be scheduled and tested like any other applicant except for the guidance below. Expect further guidance referencing medical and enlistment processing. This message is being released jointly by USAREC and USMEPCOM.

2. The following guidance is provided:

a. USAREC will identify applicants through normal MEPS processing procedures (i.e., USMEPCOM Form 727-E, USMEPCOM Form 714A-E, DD Form 2807-2) and follow current processing established standards to include an Alien Registration Number (ARN) and an SSN that is not stamped "Not authorized to work". For applicants over 35 years old, the Service counselor/liaison will enter a fictitious date of birth (DOB) to allow the applicant to continue processing in MIRS. The USMEPCOM Form 727-E will be annotated with "IRR Arabic Linguist" "Correct DOB: YYYYMMDD", in the remarks column. Applicants will present a fully completed USMEPCOM Form 714A-E at MEPS check-in.

b. USAREC will process applicants as DAV and ensure recruiters project applicants to take the ECLT/ALCPT under MEPS normal processing procedures. Additionally, recruiters will ensure that each applicant is provided a briefing on how to conduct themselves during the MEPS processing phase. The recruiter must provide careful instructions on testing procedures with emphasis on the requirement to not speak while being tested to other applicants. If a recruiter has any doubt as to the applicants ability to comprehend this policy and USMEPCOM testing procedures, contact USAREC HQ and a quick tutorial may be arranged in the Arabic language.

c. Each MEPS will, for applicants over the age of 35 and during the quality review process, create a PEI/PAI "N" status in MIRS using the QQ01 screen. Upon entry in the Editor screen, enter "IRR Arabic Linguist; ACTUAL DOB: YYYYMMDD" and commit the transaction. E-mail the name(s) and DOB(s) to Sector Operations (MCOE-Operations/MCOW-Operations), MOP-AD Sustainment and MIT-SCM using the outlook program. In the Subject line of the e-mail type "IRR Arab Linguist DOB Change". An MIT programmer will enter the actual DOB NLT the close of business of the applicant processing day. MIT will respond, through e-mail, to the MEPS when the DOB has been changed. When the actual DOB has been entered, MEPS

15. DSN# TCO AT MEPS *(If DSN capable)* \_\_\_\_\_

16. COMMERCIAL# OF TCO AT MEPS \_\_\_\_\_

**INFORMATION FOR OPI REQUEST**  
**INDIVIDUAL READY RESERVE (IRR) ARABIC LINGUIST PROGRAM**

1. NAME OF CANDIDATE \_\_\_\_\_

2. SOCIAL SECURITY NUMBER (SSN) \_\_\_\_\_

3. ALIEN REGISTRATION NUMBER (ARN) \_\_\_\_\_

4. LANGUAGE TO BE TESTED \_\_\_\_\_

5. NAME OF ARMY GUIDANCE COUNSELOR \_\_\_\_\_

6. LOCATION OF GUIDANCE COUNSELOR \_\_\_\_\_

7. DSN# OF GUIDANCE COUNSELOR *(If DSN capable)* \_\_\_\_\_

8. COMMERCIAL# OF GUIDANCE COUNSELOR \_\_\_\_\_

9. FAX# OF GUIDANCE COUNSELOR \_\_\_\_\_

10. EMAIL OF GUIDANCE COUNSELOR *(If capable)* \_\_\_\_\_

11. COMMERCIAL PHONE # THAT THE OPI WILL BE  
CONDUCTED ON \_\_\_\_\_

*Note: The above phone number must be under the control and supervision of the Army Liaison Officer; and may not be in the examinee's living quarters, unit, or workplace.*

12. SUSPENSE DATE FOR TEST *(If applicable)* \_\_\_\_\_

13. NAME OF TCO AT MEPS \_\_\_\_\_

14. MEPS LOCATION \_\_\_\_\_

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## USAREC MSG 04-015

121800 November 2003 (EST) USAREC MESSAGE 04-015  
From: Headquarters USAREC  
To: All Recruiting Personnel

SUBJECT: Removal of Languages/Dialects from the 09L Arabic Linguist program.

1. THIS IS AN IMMEDIATE MESSAGE; deliver to all responsible staff.
2. Reference: G3 Operations Order 03-0023, dated June 2003.
3. The purpose of this message is to restrict languages/dialects eligible for enlistment under the 09L Arabic Linguist program.
4. Effective immediately the only languages/dialects eligible for enlistment into the 09L Arabic linguist program are listed below.

Language/Dialect	REQUEST Code
Arabic-Modern Standard	AD
Arabic-Gulf-Iraqi	DG
Pushtu (also Pashto and Pachtu)	PU
Pushtu-Afghan	PV
Pushtu-Peshawari	PW
Kurdish	KU
Turkish	TU
Dari/Persian-Afghan/Persian-Dari	PG

5. Applicants currently in the processing stages not holding one of the above listed languages/dialects must enlist prior to 17 November 2003. After 17 November applicants in other languages/dialects not listed above should be tested in Modern-Standard Arabic only.
6. Previous enlistment's into this program still awaiting shipment to training, who do not fall under one of the languages/dialects listed above, will attend training as scheduled.
7. There will be no exceptions to enlist an applicant as an 09L into a language/dialect not listed in this message.
8. Point of contact for this message is SFC John J. Sheehy USAREC HQS G3 Policy at (502) 626-0588, DSN 536-0362, or email at john.sheehy@usarec.army.mil or MSG Robert Belcher USAREC HQS G3 Policy at (502) 626-0472, DSN 536-0362, or email at Robert.Belcher@usarec.army.mil.

Wendy L. Lichtenstein, COL, GS, Assistant Chief of Staff, G3

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## USAREC MSG 04-002

011800 October 2003 (EST) USAREC MESSAGE 04-002 Part I  
From: Headquarters USAREC  
To: All Recruiting Personnel

SUBJECT: NACLC Procedure Change and the transformation from Defense Security Service (DSS) to the Office of Personnel Management (OPM)

1. THIS IS AN IMMEDIATE MESSAGE; deliver to all responsible staff.
2. References:
  - a. DA Pam 611-21, Military Occupational Classification and Structure, 31 March 1999
  - b. AR 601-210, Regular Army and Army Reserve Enlistment Program, 28 February 1995
  - c. USAREC Regulation 601-96 Guidance Counselor Procedures dated 31 May 2002
3. The purpose of this message is to announce that effective 1 October 2003, guidance counselors will no longer electronically send a NACLC to DSS. This policy effects all new Regular Army and Army Reserve enlistments on 1 October and thereafter.
4. Effective 1 October 2003, USAREC G3 will assume the responsibility to submit requests for secret clearances to OPM.
5. As a result of this change, guidance counselors will comply with the following procedural changes at the time of enlistment.
  - a. Guidance counselors will complete the OPM Agency Use Form on every applicant regardless of MOS selected. This form will be distributed via email to all Brigade and Bn S3 sections for distribution to each MEPS. Part II of this message has instructions for the completion of this form.
  - b. Guidance counselors will ensure that an applicants record passes level 3 and 4 validation. Guidance counselors will review answers on the SF 86 with the applicant and ensure the answers are accurate. Guidance counselors will then open the forms and documents screen and select and save both the "PAI/PEI" and the "signature release form" for every applicant regardless of MOS.
  - c. Guidance counselors when printing the Ship 1966 at the time of DEP out will ensure the statement, "Secret Clearance Submitted to OPM" appears as a statement in the remarks section of the 1966. If this statement does not appear the guidance counselor will contact USAREC G3 for action. POC for this action initially will be SFC John Sheehy at (502) 626-0588.
  - d. All applicants that enlisted prior to 1 October 2003 for an MOS that required a Top Secret (PSSP) investigation must be refingerprinted on their shipdate and a new tech check submitted. Results of this tech check will be filed with the applicants residual

file. Applicants returning with derogatory information not previously revealed will have their results forwarded to the training base. USAREC liaisons will take appropriate action as they receive the results.

6. Guidance counselors at DEP-in will continue to print a copy of the SF 86 from the applicants Electronic Record Management (ERM). Guidance counselors will continue to post the SF 86 with an "A" for those applicants that do not require a secret clearance, or "M" for those applicants requiring a secret clearance. MEPCOM will need this to select the appropriate ENTNAC path. Once MEPCOM returns the SF 86 at the time of enlistment, the completed form will be turned over to the applicant as their copy.

7. Applicants enlisting for one of the MOS's or assignment listed below will have a tech check submitted at the time of enlistment and a USAREC form 1227 initiated. The 1227 must be scanned into ERM after completion and stored in Core Admin. The requirement to complete the USAREC form 1228 Request for Security Clearance Cover Sheet has been removed.

09L, 09S, 09W, 13C, 13D, 13E, 13F, 13M, 13P, 13X, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 18X, 24T, 27E, 27M, 27T, 31C, 31F, 31L, 31P, 31R, 31S, 31U, 35B, 35C, 35D, 35E, 35F, 35J, 35M, 35N, 35R, 35Y, 37F, 38A, 39B, 46Q, 46R, 52E, 68N(15N), 68S(15J), 74B, 74C(USAR), 75F, 81T(21U), 93C(15Q), 93P(15P), 95B(31B), 95C(31E), 96H, 96R, 96U, 97E, 97L, Any MOS that comes with option 40 US Army Ranger enlistment.

8. G3 will not submit a request for clearance that is missing information or a required form. The MEPS of submission will be contacted to correct any errors immediately, once that has been accomplished the clearance will be submitted.

9. Procedures for applicants enlisting prior to 1 October 2003 remain in effect. After submission of the EPSQ, guidance counselors will query the DSS website for the receipt.

10. Point of contact for this message is SFC John J. Sheehy USAREC HQS RCRO-O-T-F at (502) 626-0588 DSN 536-0588 or email at john.sheehy@usarec.army.mil.

Wendy L. Lichtenstein, Colonel, GS, Assistant Chief of Staff, G3

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011800 October 2003 (EST) USAREC MESSAGE 04-002 Part II  
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From: Headquarters USAREC  
TO: All Recruiting Personnel

SUBJECT: OPM Agency Use form Instructions

1. THIS IS AN IMMEDIATE MESSAGE; deliver to all responsible staff.
2. The OPM Agency use form is to be completed on every applicant at the time of enlistment regardless of the MOS or assignment the applicants selects.
3. Agency Use Information
  - a. Block (A) Type of Investigation = 08B
  - b. Block (B) Extra Coverage = 3
  - c. Block (C) Sensitivity Level = 2
  - d. Block (D) Access = 2
  - e. Block (E) Nature of Action Code = MIL
  - f. Block (F) Date of Action = Leave Blank
  - g. Block (G) Geographic Location = Leave Blank
  - h. Block (H) Position Code = Leave Blank

- I. Block (I) Position Title = Army Accession
- J. Block (J) SON = Recruiting Station ID Example= 1k2F
- K. Block (K) Location of Official Personnel Folder = X the at SON block, in other address block enter the address listed below  
 HQ USAREC  
 G3 Operations  
 1307 Third Ave  
 Ft. Knox, KY 40121
- L. Block (L) SOI = A334
- M. Block (M) Location of Security Folder = X the none block
- N. Block (N) OPACALC Number = DOD-A
- O. Block (O) Accounting Data and/or Agency Case Number = Leave Blank
- P. Block (P) Requesting Official = Leave Blank (USAREC will initiate)

4. Subject of Investigation (Identifying Information)  
 This should require no additional instructions, ensure all blocks have been completed.

5. Education Degree(s) (Not Shown on the EPSQ)  
 This should not have to be completed, Education information is contained within the SF 86.

6. Appointee/Applicant Signature and Date  
 This is located below the Education Degree block and must be signed and dated by the applicant or the security clearance investigation cannot be started.

7. Upon completion of this form guidance counselors will scan this into ERM under the Core Admin File. There is a drop down selection for OPM agency use form. This must be scanned the day of enlistment.

8. Point of contact for this message is SFC John J. Sheehy USAREC  
 HQS RCRC-O-T-P at (502) 626-0588 DSN 536-0588 or email at  
 john.sheehy@usarec.army.mil.

Wendy L. Lichtenstein, Colonel, GS, Assistant Chief of Staff, G3  
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 011800 October 2003 (EST) USAREC MESSAGE 04-002 Part III  
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 From: Headquarters USAREC  
 TO: All Recruiting Personnel

SUBJECT: Tech Check Results

- 1. THIS IS AN IMMEDIATE MESSAGE; deliver to all responsible staff.
- 2. Reference: USAREC Regulation 601-96 Guidance Counselor Procedures dated 31 May 2002
- 3. The purpose of this message is to inform Guidance Counselors and ENTNAC Managers on how they will receive tech check results effective 3 October 2003.
- 4. USMEPCOM will no longer provide tech check results. Tech check results will return to each guidance counselors outlook inbox. Senior guidance counselors will ensure ENTNAC Managers print and scan the results into ERM the day they are received. It is also recommended that ENTNAC Managers save the tech check results on their desktop. MEPCOM will not be maintaining these results.
- 5. The procedure for non returned tech check results remain as follows. If after 5 working days there are no results, the ENTNAC manager or Senior counselor will inform the MEPCOM ENTNAC POC who will then inform the



respective MEPCOM sector. MEPCOM will then query with OPM as to the whereabouts of the tech check results. At that time the results are normally retrieved or instructions are provided as to what steps will be taken for the results to return. This process is repeated until the tech check results return. No applicant will ship without tech check results, it is imperative to follow the procedures in place to meet this requirement. As a reminder, if favorable Automated ENTNAC results appear on the 714ADP or thru MEPCOM reports before the tech check returns, that can be used to ship the applicant.

6. Point of contact for this message is SFC John J. Sheehy USAREC HQS RCRO-O-T-P at (502) 626-0588 DSN 536-0588 or email at john.sheehy@usarec.army.mil.

Wendy L. Lichtenstein, Colonel, GS, Assistant Chief of Staff, G3

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