



Department of Defense

INSTRUCTION

NUMBER 1304.32

March 26, 2013

USD(P&R)

SUBJECT: Military Services Recruiting Related Reports

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Establishes policy, assigns responsibilities, and provides procedures regarding the tracking and reporting of various recruiting related data in accordance with the authority in DoD Directive 5124.02 (Reference (a)).

b. Cancels DoD Instruction 1304.8 and Directive-Type Memorandum 08-018 (References (b) and (c)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is, DoD policy to use the most efficient and cost-effective processes in the Military Services' recruitment of new personnel. To support recruiting policies, planning, programming, budgeting, and program execution, the Military Services shall report accurate, consistent, and complete information. These data will be used by DoD to help formulate policy guidance and oversight and ensure mission success.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosures 3-6.

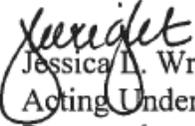
7. INFORMATION COLLECTION REQUIREMENTS. The Military Recruiting Related Reports (referred to in paragraphs 1b, 3d, and 3e of Enclosure 2; Enclosure 3; paragraph 4a and section 2 of Enclosure 4; Enclosure 5; and Enclosure 6 of this instruction) have been assigned report control symbol DD-P&R(M,Q,SA)2505 in accordance with the procedures in Directive Type Memorandum 12-004 (Reference (d)) and DoD 8910.1-M (Reference (e)).

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE This Instruction:

a. Is effective March 26, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (f)). If not, it will expire effective March 26, 2023 and be removed from the DoD Issuances Website.


Jessica L. Wright
Acting Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Tracking and Reporting Enlistment Waivers
4. Tracking and Reporting Recruiting Resources
5. Tracking and Reporting Recruiting Production
6. Tracking and Reporting Recruiter Irregularities

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1304.8, "Military Personnel Procurement Resources Report," May 28, 1991 (hereby cancelled)
- (c) Directive-type Memorandum 08-018 "Enlistment Waivers," June 27, 2008, as amended (hereby cancelled)
- (d) Directive-type Memorandum 12-004, "DoD Internal Information Collections," April 24, 2012, as amended
- (e) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (f) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (g) DoD Instruction 1304.26, "Qualification Standards for Enlistment, Appointment, and Induction," September 20, 2005, as amended
- (h) Section 922 of Title 18, United States Code
- (i) Chapter 47 and section 504(a) of Title 10, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Approve and oversee implementation of this Instruction.
- b. Publish, as necessary and in accordance with the procedures in References (d) and (e), reports reflecting the results and significance of the data collected from the Secretaries of the Military Departments.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

- a. Ensure policies are in place so the Reserve Components comply with the applicable data collection and reporting requirements.
- b. Forward data provided by Reserve Components to the Office of the Assistant Secretary of Defense for Readiness and Force Management (OASD(R&FM)), which will in turn forward it to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy/(Accession Policy) .

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

- a. Oversee Service conformance with this Instruction.
- b. Recommend suggested changes to this Instruction to the USD(P&R).
- c. Establish other Departmental policies as necessary to implement this Instruction.
- d. Submit the Active Component data required in this Instruction to OASD(R&FM).
- e. Submit the Reserve Component data required in this Instruction to the Office of the ASD(RA), Manpower and Personnel Policy, unless otherwise directed in this Instruction.

ENCLOSURE 3TRACKING AND REPORTING ENLISTMENT WAIVERS

1. COLLECTING WAIVER DATA. The Military Services shall track and report approved enlistment waivers for all non-prior Service members who enlist. Data collected shall be based and categorized using Table 1. Adherence to the guidance in this enclosure is critical to ensuring consistent data. Military Services will only report waivers granted in accordance with DoD Instruction 1304.26 (Reference (g)).

a. All Waivers. Military Services shall collect all waivers approved in accordance with Reference (g) regardless of when approved. This includes waivers approved prior to entry into the Delayed Entry Program (DEP), waivers approved while in DEP, and those approved on the day an individual enters active duty. This requirement only applies to individuals who access into a branch or component of the Military Services.

Table 1. Enlistment Waiver Codes

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
AYA	Age maximum exceeded for enlistment purposes waiver granted by the highest authority level.
AYB	Age maximum exceeded for enlistment purposes waiver granted by the Recruiting Command Headquarters level.
AYC	Age maximum exceeded for enlistment purposes waiver granted by the U.S. Marine Corps Command level.
AYD	Age maximum exceeded for enlistment purposes waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
AYE	Age maximum exceeded for enlistment purposes waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
AYF	Age maximum exceeded for enlistment purposes waiver granted by the U.S. Coast Guard Recruiting Center.
BAA	Dependency of a Service member spouse waiver granted by the highest authority level.
BAB	Dependency of a Service member spouse waiver granted by the Recruiting Command Headquarters level.
BAC	Dependency of a Service member spouse waiver granted by the U.S. Marine Corps Regional Command level.
BAD	Dependency of a Service member spouse waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
BAE	Dependency of a Service member spouse waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
BAF	Dependency of a Service member spouse waiver granted by the U.S. Coast Guard Recruiting Center.
* BBA	Dependency due to number of dependents waiver granted by the highest authority level.
* BBB	Dependency due to number of dependents waiver granted by the Recruiting Command Headquarters level.

Table 1. Enlistment Waiver Codes, Continued

CODE		EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.		
*	BBC	Dependency due to number of dependents waiver granted by the U.S. Marine Corps Regional Command level.
*	BBD	Dependency due to number of dependents waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	BBE	Dependency due to number of dependents waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
*	BBF	Dependency due to number of dependents waiver granted by the U.S. Coast Guard Recruiting Center.
	CYA	Mental qualification – meets ASVAB testing requirements (Armed Forces Qualification Test (AFQT) and sub test) waiver granted by the highest authority level.
	CYB	Mental qualification – meets ASVAB testing requirements (AFQT and sub test) waiver granted by the Recruiting Command Headquarters level.
	CYC	Mental qualification – meets ASVAB testing requirements (AFQT and sub test) waiver granted by the U.S. Marine Corps Regional Command level.
	CYD	Mental qualification – meets ASVAB testing requirements (AFQT and sub test) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	CYE	Mental qualification – meets ASVAB testing requirements (AFQT and sub test) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	CYF	Mental qualification – meets ASVAB testing requirements (AFQT and sub test) waiver granted by the U.S. Coast Guard Recruiting Center.
	DAA	Law violations of adjudicated traffic offense(s) waiver granted.
	DAB	Previously used codes – no longer used. Reserved for future use.
	DAC	Previously used codes – no longer used. Reserved for future use.
	DAD	Previously used codes – no longer used. Reserved for future use.
	DAE	Previously used codes – no longer used. Reserved for future use.
	DAF	Previously used codes – no longer used. Reserved for future use.
	DBA	Previously used codes – no longer used. Reserved for future use.
	DBB	Previously used codes – no longer used. Reserved for future use.
	DBC	Previously used codes – no longer used. Reserved for future use.
	DBD	Previously used codes – no longer used. Reserved for future use.
	DBE	Previously used codes – no longer used. Reserved for future use.
	DBF	Previously used codes – no longer used. Reserved for future use.
*	DCA	Law violation of one misconduct and four non-traffic offenses that were adversely adjudicated waiver granted.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
* DCB	Law violation of five or more adversely adjudicated non-traffic offense(s) waiver granted.
DCC	Previously used codes – no longer used. Reserved for future use.
DCD	Previously used codes – no longer used. Reserved for future use.
DCE	Previously used codes – no longer used. Reserved for future use.
DCF	Previously used codes – no longer used. Reserved for future use.
* DDA	Law violations of misconduct offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced, resulting in a misconduct waiver granted by the appropriate authority level as established by the Military Services.
* DDB	Law violations of misconduct offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, or reduced, or some other diversion program where conditions were placed on the violator, resulting in a misconduct waiver granted by the appropriate authority level as established by the Military Services.
DDC	Previously used codes – no longer used. Reserved for future use.
DDD	Previously used codes – no longer used. Reserved for future use.
DDE	Previously used codes – no longer used. Reserved for future use.
DDF	Previously used codes – no longer used. Reserved for future use.
* DEA	Law violations of major misconduct offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced, resulting in an adult major misconduct waiver granted by the highest authority level as established by the Military Services.
* DEB	Law violations of major misconduct offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, or reduced, or some other diversion program where conditions were placed on the violator, resulting in an adult major misconduct waiver granted by the highest authority level as established by the Military Services.
DEC	Previously used codes – no longer used. Reserved for future use.
DED	Previously used codes – no longer used. Reserved for future use.
DEE	Previously used codes – no longer used. Reserved for future use.
DEF	Previously used codes – no longer used. Reserved for future use.
* DFA	Law violations of major misconduct offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced, resulting in a juvenile major misconduct waiver granted by the highest authority level as established by the Military Services.
* DFB	Law violations of major misconduct offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, or reduced, or some other diversion program where conditions were placed on the violator, resulting in a juvenile major misconduct waiver granted by the highest authority level as established by the Military Services.
DFC	Previously used codes – no longer used. Reserved for future use.
DFD	Previously used codes – no longer used. Reserved for future use.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
DFE	Previously used codes – no longer used. Reserved for future use.
DFF	Previously used codes – no longer used. Reserved for future use.
EEA	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the highest authority level.
EAB	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the Recruiting Command Headquarters level.
EAC	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the U.S. Marine Corps Regional Command level.
EAD	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
EAE	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EAF	Previous Service separation, does not apply to DEP separation, re-enlistment eligibility reason waiver granted by the U.S. Coast Guard Recruiting Center.
EBA	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the highest authority level.
EBB	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the Recruiting Command Headquarters level.
EBC	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the U.S. Marine Corps Regional Command level.
EBD	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
EBE	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EBF	Previous Service separation, does not apply to DEP separation, pay grade waiver granted by the U.S. Coast Guard Recruiting Center.
ECA	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the highest authority level.
ECB	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the Recruiting Command Headquarters level.
ECC	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the U.S. Marine Corps Regional Command level.
ECD	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
ECE	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
ECF	Previous Service separation, does not apply to DEP separation, lost time waiver granted by the U.S. Coast Guard Recruiting Center.
EDA	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the highest authority level.
EDB	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the Recruiting Command Headquarters level.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
EDC	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the U.S. Marine Corps Regional Command level.
EDD	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
EDE	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EDF	Previous Service separation, does not apply to DEP separation, condition that existed prior to Service waiver granted by the U.S. Coast Guard Recruiting Center.
EEA	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the highest authority level.
EEB	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the Recruiting Command Headquarters level.
EEC	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the U.S. Marine Corps Regional Command level.
EED	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
EEE	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EEF	Previous Service separation, does not apply to DEP separation, skill requirement waiver granted by the U.S. Coast Guard Recruiting Center.
FAA	Drug involvement not considered a law violation with alcohol abuse waiver granted by the highest authority level.
FAB	Drug involvement not considered a law violation with alcohol abuse waiver granted by the Recruiting Command Headquarters level.
FAC	Drug involvement not considered a law violation with alcohol abuse waiver granted by the U.S. Marine Corps Regional Command level.
FAD	Drug involvement not considered a law violation with alcohol abuse waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
FAE	Drug involvement not considered a law violation with alcohol abuse waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
FAF	Drug involvement not considered a law violation with alcohol abuse waiver granted by the U.S. Coast Guard Recruiting Center.
FBA	Drug involvement not considered a law violation with marijuana usage waiver granted by the highest authority level.
FBB	Drug involvement not considered a law violation with marijuana usage waiver granted by the Recruiting Command Headquarters level.
FBC	Drug involvement not considered a law violation with marijuana usage waiver granted by the U.S. Marine Corps Regional Command level.
FBD	Drug involvement not considered a law violation with marijuana usage waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
FBE	Drug involvement not considered a law violation with marijuana usage waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
FBF	Drug involvement not considered a law violation with marijuana usage waiver granted by the U.S. Coast Guard Recruiting Center.
FCA	Drug involvement not considered a law violation with other drug usage waiver granted by the highest authority level.
FCB	Drug involvement not considered a law violation with other drug usage waiver granted by the Recruiting Command Headquarters level.
FCC	Drug involvement not considered a law violation with other drug usage waiver granted by the U.S. Marine Corps Regional Command level.
FCD	Drug involvement not considered a law violation with other drug usage waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
FCE	Drug involvement not considered a law violation with other drug usage waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
FCF	Drug involvement not considered a law violation with other drug usage waiver granted by the U.S. Coast Guard Recruiting Center.
* FDA	Drug involvement not considered a law violation with drug and alcohol test (DAT) positive waiver granted by the highest authority level.
* FDB	Drug involvement not considered a law violation with DAT positive waiver granted by the Recruiting Command Headquarters level.
* FDC	Drug involvement not considered a law violation with DAT positive waiver granted by the U.S. Marine Corps Regional Command level.
* FDD	Drug involvement not considered a law violation with DAT positive waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
* FDE	Drug involvement not considered a law violation with DAT positive waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
* FDF	Drug involvement not considered a law violation with DAT positive waiver granted by the U.S. Coast Guard Recruiting Center.
* HAA	Medical disqualification height waiver by the highest authority level.
* HAB	Medical disqualification height waiver granted by the Recruiting Command Headquarters level.
* HAC	Medical disqualification height waiver granted by the U.S. Marine Corps Regional Command level.
* HAD	Medical disqualification height waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
* HAE	Medical disqualification height waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
* HAF	Medical disqualification height waiver granted by the U.S. Coast Guard Recruiting Center.
HBA	Medical disqualification weight waiver granted by the highest authority level.
HBB	Medical disqualification weight waiver granted by the Recruiting Command Headquarters level.
HBC	Medical disqualification weight waiver granted by the U.S. Marine Corps Regional Command level.
HBD	Medical disqualification weight waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
HBE	Medical disqualification weight waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
	HBF Medical disqualification weight waiver granted by the U.S. Coast Guard Recruiting Center.
*	HCA Medical disqualification disease classification (International Classification of Diseases (ICD) Codes) waiver granted by the highest authority level.
*	HCB Medical disqualification disease classification (ICD Codes) waiver granted by the Recruiting Command Headquarters level.
*	HCC Medical disqualification disease classification (ICD Codes) waiver granted by the U.S. Marine Corps Regional Command level.
*	HCD Medical disqualification disease classification (ICD Codes) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	HCE Medical disqualification disease classification (ICD Codes) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
*	HCF Medical disqualification disease classification (ICD Codes) waiver granted by the U.S. Coast Guard Recruiting Center.
	JYA Sole surviving family member waiver granted by the highest authority level.
	JYB Sole surviving family member waiver granted by the Recruiting Command Headquarters level.
	JYC Sole surviving family member waiver granted by the U.S. Marine Corps Regional Command level.
	JYD Sole surviving family member waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	JYE Sole surviving family member waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	JYF Sole surviving family member waiver granted by the U.S. Coast Guard Recruiting Center.
	KYA Minimum education requirement waiver granted by the highest authority level.
	KYB Minimum education requirement waiver granted by the Recruiting Command Headquarters level.
	KYC Minimum education requirement waiver granted by the U.S. Marine Corps Regional Command level.
	KYD Minimum education requirement waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	KYE Minimum education requirement waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	KYF Minimum education requirement waiver granted by the U.S. Coast Guard Recruiting Center.
	LYA Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the highest authority level.
	LYB Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the Recruiting Command Headquarters level.
	LYC Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Marine Corps Regional Command level.
	LYD Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
	such a nation) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
LYE	Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
LYF	Aliens who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Coast Guard Recruiting Center.
MYA	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the highest authority level.
MYB	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the Recruiting Command Headquarters level.
MYC	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Marine Corps Regional Command level.
MYD	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
MYE	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
MYF	Refusal or failure to complete a loyalty certificate (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Coast Guard Recruiting Center.
NYA	Conscientious objector waiver granted by the highest authority level.
NYB	Conscientious objector waiver granted by the Recruiting Command Headquarters level.
NYC	Conscientious objector waiver granted by the U.S. Marine Corps Regional Command level.
NYD	Conscientious objector waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
NYE	Conscientious objector waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
NYF	Conscientious objector waiver granted by the U.S. Coast Guard Recruiting Center.
PYA	Army Service Administrative Waiver – Service-unique waiver policy granted at the highest authority level.
PYB	Army Service Administrative Waiver – Service-unique waiver policy granted at the Recruiting Headquarters level.
PYD	Army Service Administrative Waiver – Service-unique waiver policy granted at the Army Brigade level.
PYE	Army Service Administrative Waiver – Service-unique waiver policy granted at the Army Battalion level.
QYA	Air Force Service Administrative Waiver – Service-unique waiver policy granted by the highest authority level.
QYB	Air Force Service Administrative Waiver – Service-unique waiver policy granted by the Recruiting Headquarters level.
QYD	Air Force Service Administrative Waiver – Service-unique waiver policy granted by the U.S. Air Force Group level.

Table 1. Enlistment Waiver Codes, Continued

CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.	
QYE	Air Force Service Administrative Waiver – Service-unique waiver policy granted by the USAF Squadron level.
RYA	Navy Service Administrative Waiver – Service-unique waiver policy granted at the highest authority level.
RYB	Navy Service Administrative Waiver – Service-unique waiver policy granted at the Recruiting Headquarters level.
RYD	Navy Service Administrative Waiver – Service-unique waiver policy granted at the Navy Area level.
RYE	Navy Service Administrative Waiver – Service-unique waiver policy granted at the Navy District level.
SYA	U.S. Coast Guard Service Administrative Waiver – Service-unique waiver policy granted at the Recruiting Center level.
XYA	Marine Corps Service Administrative Waiver – Service-unique waiver policy granted at the highest authority level.
XYB	Marine Corps Service Administrative Waiver – Service-unique waiver policy granted at the Recruiting Headquarters level.
XYC	Marine Corps Service Administrative Waiver – Service-unique waiver policy granted at the Regional Command (USMC only) level.
XYD	Marine Corps Service Administrative Waiver – Service-unique waiver policy granted at the USMC District level.
XYE	Marine Corps Service Administrative Waiver – Service-unique waiver policy granted at the USMC Recruiting Station level.
XXB	Marine Corps Service Administrative Waiver – USMC Medical Rehabilitation Program (MREP) granted at the Recruiting Headquarters level.
XXE	Marine Corps Service Administrative Waiver – USMC MREP granted at the USMC Recruiting Station level.
XXF	Marine Corps Service Administrative Waiver – USMC MREP granted at the U.S. Coast Guard Recruiting Center.
YYY	No condition currently exists requiring a Waiver; however, there may be administrative conditions that exist.

b. Conduct Waivers. Military Services report only the most severe waiver. For example, if an applicant has a conviction for a major misconduct offense and three misconduct offenses, report these only as a major misconduct waiver; however, all offenses should be considered when evaluating an applicant for suitability to serve. All offenses shall be collected and reported using the conduct waiver codes provided in Tables 2 through 5. Misconduct and major misconduct offenses are outlined in Tables 4 and 5.

Table 2. Conduct Waiver Codes – Traffic Offenses

OFFENSE CODE	TRAFFIC OFFENSES TITLE
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.

Table 2. Conduct Waiver Codes – Traffic Offenses, Continued

OFFENSE CODE	TRAFFIC OFFENSES TITLE
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
135	Reserved for future use.
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

Table 3. Conduct Waiver Codes – Non-Traffic Offenses

OFFENSE CODE	NON-TRAFFIC OFFENSES TITLE
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court (all offenses except felony proceedings).
216	Failure to appear, contempt of court (felony proceedings).
217	Failure to stop and render aid after accident.
218	Fare and/or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of \$500 or less and no confinement).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of \$500 or less and no confinement).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other non-traffic offenses not specifically listed.
249	Reserved for future use.

Table 4. Conduct Waiver Codes – Misconduct Offenses

OFFENSE CODE	MISCONDUCT OFFENSE TITLE
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm).
302	Concealment of or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery and/or violence not considered covered by section 922 of title 18, United States Code (Reference (h)), hereinafter referred to as the "Lautenberg Amendment").
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence (DUI).
310	Illegal or fraudulent use of a credit card or bank card (value less than \$500).
311	Larceny or conversion (value less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing to include e-mail of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia.
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value less than \$500).
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other misconduct offenses not specifically listed.
331	Reserved for future use.
332	Reserved for future use.

c. Dependent Waivers. Military Services report only waivers approved for individuals with minor dependents. For the purposes of this issuance, Service members that are married to another Service member are treated the same as those married to a civilian; however, the Military Services may be more restrictive in their requirements concerning this issue and may require a Service review.

Table 5. Conduct Waiver Codes – Major Misconduct Offenses

OFFENSE CODE	MAJOR MISCONDUCT OFFENSE TITLE
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds (firearm).
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery and/or violence as defined in the Lautenberg Amendment. (Waiver not authorized if applicant was convicted of this offense.)
415	Embezzlement.
416	Extortion.
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).
418	Grand larceny or larceny (value of \$500 or more).
419	Grand theft auto.
420	Hate crimes.
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).
422	Indecent acts or liberties with a child; molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426	Manslaughter.
427	Murder.
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).
429	Negligent or vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obliterating, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent to).
437	Sodomy (Only when it is nonconsensual or involves a minor)
438	Stolen property, knowingly received (value of \$500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not specifically listed.
442	Reserved for future use.
443	Reserved for future use.

d. Drug Waivers. Military Services report only waivers approved for individuals with a positive DAT that was administered as part of an enlistment physical.

e. Medical Waivers. Multiple waivers are allowed for different medical conditions. Table 1 lists the appropriate codes for medical conditions requiring a waiver. If the waiver codes are identified by two different codes, report the two as two waivers; if they are not, report them as one. For example, if an applicant receives a waiver for hearing (HCA) and a heart murmur (HCA), when reporting this counts as one medical waiver.

2. REPORTING WAIVER DATA. The Military Services shall report Active and Reserve Component waiver data quarterly no later than the 20th of the month following the end of a quarter (January 20, April 20, July 20, and October 20) to the Office of the Assistant Secretary of Defense for Readiness and Force Management (OASD(R&FM)), which will in turn forward it to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy/(Accession Policy). The waiver data reports at Figures 1 and 2 of this Instruction, or other similar document, shall be used to report these data.

Figure 1. Waiver Data Report

SERVICE WAIVER DATA	
ALL WAIVER DATA	
(A) <u>Total Non-Prior Service (NPS) Accessions</u> . Self-explanatory	Count
(B) <u>Total NPS Accessions With a Waiver</u> . Count only the number of individuals that accessed with an approved waiver. A person with more than one waiver, e.g., a medical and a conduct waiver, would only count as one accession with a waiver.	0
(C) <u>Total NPS Accessions With a Medical Waiver</u> . Count only the number of individuals that accessed with an approved medical waiver. A person with more than one medical waiver would only count as one accession with a waiver.	0
(D) <u>Total Number of Waivers</u> . Count the number of waivers approved in each of the four areas listed. Applicants should only have one conduct, dependent, or drug waiver but can have more than one medical waiver. Multiple medical waivers are allowed for different medical conditions. Table 1 lists the appropriate codes for medical conditions requiring a waiver. If the waiver codes are identified by two different codes then report as two waivers; if not, report as only one. For example, if an applicant received a waiver for hearing (HCA) and for height (HAA), both should be counted and recorded. If the applicant received a waiver for hearing (HCA) and a heart murmur (HCA), then only one should be counted and recorded.	
Medical	0
Dependent	0
Conduct	0
Drug	0

Figure 1. Waiver Data Report, Continued

SERVICE WAIVER DATA	
ALL WAIVER DATA	
(E) <u>Conduct Waiver Breakdown</u> . Count the number of waivers approved for each offense category listed below. Applicants should only have one conduct waiver that is identified by the most serious offense. Keep in mind that all offenses should be considered in determining an individual's suitability to serve.	Count
Law violations of major misconduct arrest(s) and/or convictions: DEA, DFA	0
Law violations of major misconduct arrest(s) and/or no convictions: DEB, DFB	0
Law violations of misconduct offense(s) and/or convictions: DDA	0
Law violations of misconduct offense(s) and/or no convictions: DDB	0
Law violations of one misconduct and four other non-traffic offenses: DCA	0
Law violations of five or more non-traffic offenses: DCB	0

Figure 2. Conduct Waiver Data Report

OFFENSE CODE	<u>MAJOR MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATION
400	Aggravated assault; assault with dangerous weapon; maiming.		
401	Arson.		
402	Attempt to commit a felony.		
403	Breaking and entering with intent to commit a felony.		
404	Bribery.		
405	Burglary.		
406	Carjacking.		
407	Carnal knowledge of a child.		
408	Carrying of weapon on school grounds (firearm).		
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).		
410	Child abuse.		
411	Child pornography.		
412	Conspiring to commit a felony.		
413	Criminal libel.		
414	Domestic battery and/or violence as defined in the Lautenberg Amendment.		
415	Embezzlement.		
416	Extortion.		
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).		
418	Grand larceny or larceny (value of \$500 or more).		
419	Grand theft auto.		

Figure 2. Conduct Waiver Data Report, Continued

OFFENSE CODE	<u>MAJOR MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATION
420	Hate crimes.		
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).		
422	Indecent acts or liberties with a child; molestation.		
423	Indecent assault.		
424	Kidnapping or abduction.		
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).		
426	Manslaughter.		
427	Murder.		
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).		
429	Negligent or vehicular homicide.		
430	Perjury or subornation of perjury.		
431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.		
432	Public record; altering, concealing, destroying, mutilating, obliterating, or removing.		
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.		
434	Riot.		
435	Robbery, to include armed.		
436	Sale, distribution, or trafficking (including intent to) of cannabis (marijuana) or any other controlled substance.		
437	Sodomy.		
438	Stolen property, knowingly received (value of \$500 or more).		
439	Terrorist threats including bomb threats.		
440	Violation of civil rights.		
441	Other major misconduct offenses not listed.		
442	Reserved for future use.		
443	Reserved for future use.		

Figure 2. Conduct Waiver Data Report, Continued

OFFENSE CODE	<u>MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATION
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).		
301	Carrying of weapon on school grounds (non-firearm).		
302	Concealment or failure to report a felony.		
303	Contributing to delinquency of minor.		
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).		
305	Criminal mischief (more than \$500 fine or restitution or confinement).		
306	Criminal trespass.		
307	Desecration of grave.		
308	Domestic battery and/or violence not considered Lautenberg Amendment.		
309	Driving while drugged or intoxicated; driving while ability impaired; permitting a DUI.		
310	Illegal or fraudulent use of a credit card or bank card (value less than \$500).		
311	Larceny or conversion (value of less than \$500).		
312	Leaving scene of an accident or hit and run.		
313	Looting.		
314	Mailbox destruction.		
315	Mailing to include e-mail of obscene or indecent matter.		
316	Possession of marijuana or drug paraphernalia.		
317	Prostitution or solicitation for prostitution.		
318	Reckless, careless, or imprudent driving (considered a misconduct offense when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).		
319	Reckless endangerment.		
320	Resisting arrest or eluding police.		
321	Selling or leasing weapons.		
322	Stolen property, knowingly received (value less than \$500).		
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.		

Figure 2. Conduct Waiver Data Report, Continued

OFFENSE CODE	<u>MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATION
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.		
325	Unlawful carrying of firearms or carrying concealed firearm.		
326	Unlawful entry.		
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.		
328	Vandalism (more than \$500 fine or restitution or confinement).		
329	Willfully discharging firearm so as to endanger life; shooting in public.		
330	Other misconduct offenses not listed.		
331	Reserved for future use.		
332	Reserved for future use.		

ENCLOSURE 4

TRACKING AND REPORTING RECRUITING RESOURCES

1. COLLECTING RESOURCE DATA

a. All resource information applicable to enlisted members and officers (including medical officers) procured for the Military Services, funded under any DoD appropriation, is to be reported on an actual or estimated basis. Resources to be reported are those funded under the Military Personnel Account (MPA) (military personnel costs, recruitment incentives, and other costs); operation and maintenance (O&M) funds for civilian pay, advertising, supplies, equipment, and facilities to include items provided on a reimbursable or non-reimbursable basis by another organizational segment of the reporting Service; research, development, testing, and evaluation (RDT&E) resources dedicated to recruiting; and procurement items (e.g., computers, machinery).

b. The Military Services shall collect the costs, budgets, and total fiscal year (FY) obligations attributable to a resource designated for the years requested for all enlisted, officer, and medical officer recruitment programs. These data shall be consistent with data in the appropriate budget justification documents (OSD/Office of Management and Budget, Budget Estimate Submission and the President's Budget). The data for the March report (President's Budget) shall cover four FYs; the most recently completed FY, the current FY, and the two upcoming FYs. The October report (Budget Estimate Submission) will cover three FYs; the current FY and the two upcoming FYs. Adherence to the cost category terms in subparagraphs 1.b.(1) through (10) of this enclosure is critical to ensure consistency.

(1) Military Personnel (MP)

(a) College Fund Contributions. The Military Services offering college funds (Post-9/11 GI Bill/Montgomery GI Bill Kickers) shall display the total amount set aside for that program. Reserve Components shall display total funding for Montgomery GI Bill - Selected Reserve by program (enlisted, officer, and medical).

(b) Enlistment and/or Medical Bonuses. Display total recruiting incentives by program (enlisted, officer, and medical) for each Service and Service component reported.

(c) Loan Repayments. Display total resources by program (enlisted, officer, and medical) for the Student Loan Repayment programs.

(d) Military Pay. Display total military pay by resource identification codes, special program codes, program element code and program (enlisted, officer, and medical) for each Service and component reported.

(e) Other (Military Personnel Appropriation, National Guard Personnel Appropriation, and Reserve Personnel Appropriation). Display total for other MPA funds used

in support of MP procurement (e.g., one-time clothing allowance for recruiting personnel, Reserve/National Guard recruiting man-days in support of recruiting) by program (enlisted, officer, and medical) for each Service and component reported.

(2) Total MP. Display the sum of items in subparagraphs 1.b.(1)(a) through (e) of this enclosure.

(3) O&M. Display the O&M resources dedicated to recruiting by program (enlisted, officer, and medical) for each Service and/or component reported.

(a) Civilian Pay. Display total civilian pay by resource identification codes, special program codes, program element code and program for each Service and/or component reported.

(b) Advertising. Display total advertising costs by program (enlisted, officer, and medical) for each Service and/or component reported. Use the guidance provided in subparagraph 1.b.(11) of this enclosure in calculating these costs.

(c) Recruiting Support. Display the remainder of O&M resources dedicated to support of the recruiting force by program (enlisted, officer, and medical.)

(4) Total O&M. Display the sum of items in subparagraphs 1.b.(3)(a) through (c) of this enclosure. Reflect the O&M resources reflected in the recruiting and advertising sub-activity group in the applicable budget justification book.

(5) Other Appropriations

(a) Procurement. Display the total “Other Procurement” resources dedicated to recruiting by program.

(b) RDT&E. Display the total RDT&E resources dedicated to recruiting by program.

(6) Total Other Appropriations. Display the sum of items in subparagraphs 1.b.(5)(a) and (b) of this enclosure.

(7) Service Totals. Display the sum of items in subparagraphs 1.b.(1) through (6) of this enclosure.

(8) Enlisted Accessions. Enlisted program only.

(a) NPS. Display the total number of non-prior enlisted accessions for each FY.

(b) Prior Service (PS). Display the total number of PS enlisted accessions for each FY.

(9) Total Accessions. Display the sum of items in subparagraphs 1.b.(8)(a) and (b)) of this enclosure. Total should reflect the performance criteria in the O&M justification book. If different, attach explanation.

(10) Enlisted Investment-per-Accession. Computed by dividing the total resources, identified in subparagraph 1.b.(7) of this enclosure, by the total accessions identified in subparagraph 1.b.(9) of this enclosure.

(11) Advertising and Marketing Resources. For each Service and Reserve Component, display all recruitment advertising and marketing resources in thousands of dollars expended for the procurement of prospective enlistees. Exclude from the totals items not included in the Service and component recruiting and examining budgets.

(a) Off-Contract Costs. Includes direct mail postage, direct mail printing, and collateral material printing costs.

(b) Local Advertising Costs. Includes funds allocated for local efforts that are not otherwise accounted for. May also include funds allocated to local recruiting organizations for various recruiting initiatives.

(c) Awareness Costs. Includes paid television, print, radio, out-of-home (e.g., billboards, bus shelters, park benches).

(d) Lead Generation. Includes direct mail, online, mobile, management of leads database, and fulfillment and call center costs.

(e) Recruiter Sales Support. Includes collateral material (handout pamphlets and similar items), promotional items, incentive items (for applicants and those in the DEP to provide recruiters with leads), content collections (items collected for digital library), inventory management (inventory and distribution of marketing materials), and digital assets management.

(f) Strategic Planning, Research, and Analytic. Combined costs associated with each.

2. REPORTING RESOURCE DATA. At a minimum, the Military Services will submit two reports annually. The first report is due within 45 days of when the Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer receives the OSD Budget Estimate Submission from the Office of Management and Budget. The second report is due within 45 days of when the Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer receives the OSD President's Budget from the Office of Management and Budget. The reports will be submitted to the Office of the Assistant Secretary of Defense for Readiness and Force Management (OASD(R&FM)), which will in turn forward them to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy/(Accession Policy). The data report templates found at Figures 3, 4, and 5 or other similar document shall be used to report these data.

Figure 3. Recruiter Resources Report

ENLISTED PROGRAM				
COST CATEGORY	FY (Actual)	FY (Estimated)	FY (Budget)	FY (Budget)
1. MP				
a. College Funds				
b. Enlisted Bonus				
c. Loan Repayments				
d. Military Pay				
e. Other MP Appropriations				
2. Total MilPers				
3. O&M				
a. Civilian Pay				
b. Advertising				
c. Recruiting Support (O&M)				
4. Total O&M				
5. Other Appropriations				
a. Procurement				
b. RDT&E				
6. Total Other Appropriations				
7. Service Totals				
8. Enlisted Accessions				
a. NPS				
b. PS				
9. Total Accessions				
10. Enlisted Investment-per-Accession				
OFFICER PROGRAM				
COST CATEGORY	FY (Actual)	FY (Estimated)	FY (Budget)	FY (Budget)
1. MP				
a. College Funds				
b. Accession Bonus				
c. Loan Repayments				
d. Military Pay				
e. Other MP Appropriations				
2. Total MilPers				
3. O&M				
a. Civilian Pay				
b. Advertising				
c. Recruiting Support (O&M)				
4. Total O&M				
5. Other Appropriations				
a. Procurement				
b. RDT&E				
6. Total Other Appropriations				
7. Service Totals				

Figure 3. Recruiter Resources Report, Continued

MEDICAL PROGRAM				
COST CATEGORY	FY (Actual)	FY (Estimated)	FY (Budget)	FY (Budget)
1. MP				
a. College Funds				
b. Medical Bonus				
c. Loan Repayments				
d. Military Pay				
e. Other MP Appropriations				
2. Total MP				
3. O&M				
a. Civilian Pay				
b. Advertising				
c. Recruiting Support (O&M)				
4. Total O&M				
5. Other Appropriations				
a. Procurement				
b. RDT&E				
6. Total Other Appropriations				
7. Service Totals				

TOTAL PROGRAM				
COST CATEGORY	FY (Actual)	FY (Estimated)	FY (Budget)	FY (Budget)
1. MP				
a. College Funds				
b. Enl, Med, and Acc Bonus				
c. Loan Repayments				
d. Military Pay				
e. Other MP Appropriations				
2. Total MilPers				
3. O&M				
a. Civilian Pay				
b. Advertising				
c. Recruiting Support (O&M)				
4. Total O&M				
5. Other Appropriations				
a. Procurement				
b. RDT&E				
6. Total Other Appropriations				
7. Service Totals				

Figure 4. Advertising and Marketing Resources Report

Service	(Current Dollars in Thousands)			
Budget				
Program Categories	FY (Actual)	FY (Estimate)	FY (Budget)	FY (Budget)
1. Off-Contract Costs				
a. Postage				
b. Direct Mail Printing				
c. Collateral Material				
2. Local Advertising				
3. Awareness				
a. Television (Paid)				
b. Radio				
c. Out of Home				
d. Digital (Banners and Paid Search)				
e. Partnership/Events				
f. Theatre				
g. Other				
4. Lead Generation				
a. Direct Mail				
b. Online				
c. Mobile				
d. Database				
e. Fulfillment/Call Center				
5. Recruiter Sales Support				
a. Collateral Material				
b. Promotional Items				
c. Incentive Items				
d. Content Collection				
e. Inventory Management				
f. Digital Asset Management				
6. Strategic Planning/Research Analytics				

ENCLOSURE 5

TRACKING AND REPORTING RECRUITING PRODUCTION

1. COLLECTING RECRUITING PRODUCTION DATA. The Military Services shall track and report the count of all new enlistments and associated quality indicators. These data shall be collected based on the terms of this enclosure, and adherence is critical to ensuring consistent data.

a. FY Goal. Total accession goal for the current FY as published in the Service's mission letter or similar document.

b. PS Goal. Monthly Service accession goal for applicants that have previously served with a branch of the Military Services.

c. NPS Goal. Monthly Service accession goal for applicants that have not previously served with a branch of the Military Service.

d. Achieved PS. Total monthly number of PS accessions achieved.

e. Achieved NPS. Total monthly number of NPS accessions achieved.

f. High School Diploma Graduates (HSDG). Total number of current FY accessions plus DEP participants that have a high school diploma or equivalent (Tier I).

g. HSDG Excluding Pilot Program Participants. Total number of current FY accessions plus current FY DEP participants that have a high school diploma or equivalent credentials (Tier I) and are not in a pilot program as mandated in title 10, United States Code (Reference (i)).

h. CATEGORY (CAT) I-III A. Total number of current FY accessions and DEP participants that have scored above average in math and verbal (50 or higher) on the AFQT.

i. CAT IV. Total number of current FY accessions and current FY DEP participants that have scored between the 30th and the 10th percentile in math and verbal (10-30) on the AFQT.

j. Number in DEP for Current FY (PS). Total number of PS personnel in the DEP for the current FY.

k. Number in DEP for Current FY (NPS). Total number of NPS personnel in the DEP for the current FY.

l. Total Number in DEP for Next FY. Total number of NPS and PS personnel in the DEP for the next FY.

m. Mission Net. Total contract goal for the reported month.

- n. Achieved. Total contracts written (gross) in the reported month.
- o. Total Number of Recruiters. Number of total on-production recruiters.

2. COLLECTING AND REPORTING PRODUCTION DATA. The Military Services will report recruiting and retention data monthly. These data will be reported via the Military Performance Metrics (MPM) website at <https://www.dmdc.osd.mil/appj/mpm/> or if MPM is unavailable via e-mail to OUSD-PR.AccessionPolicy@osd.mil. Reports are due no later than 2 duty days prior to the 10th calendar day of each month.

ENCLOSURE 6

TRACKING AND REPORTING RECRUITER IRREGULARITIES

1. COLLECTING RECRUITER IRREGULARITY DATA. The Military Services shall track and report instances of recruiter irregularities. These data shall be collected based on the terms found in this enclosure. Adherence to the guidance is critical to ensuring consistent data.
 - a. Sexual Misconduct. Intentional sexual contact, characterized by the use of force, physical threat or abuse of authority, or when the victim does not or cannot consent (includes – rape, sexual assault, statutory rape, etc, per civil or military law).
 - b. Sexual Harassment. Sexual harassment includes a range of behaviors: discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal, or physical conduct of a sexual nature.
 - c. Fraternization or Unauthorized Relationship with an Applicant. Any personal relationship between a recruiter and an applicant that is unduly familiar (unsanctioned or unofficial personal contact such as entertaining, dining, recreation, dating, or other intimate activities).
 - d. Concealment or Falsification. Knowingly directing the fabrication, withholding or altering of applicant or enlistment information. Advising an applicant not to disclose pertinent information. Includes withholding medical information, utilizing false diplomas or other similar actions.
 - e. Testing Irregularity. Cheating, ringers, providing test questions or items, test compromise (excludes drug testing).
 - f. False Promise or Coercion. Knowingly misrepresenting benefits, entitlements, or other aspects of service. Threatening the applicant if an enlistment is not executed.
 - g. Misconduct. Other misconduct offenses which do not fall into another category listed above.
 - h. Court-Martial or Civil Conviction. Finding of guilt at court-martial or civil conviction.
 - i. Separated from Service. Discharged from the Military Service.
 - j. Removed from Recruiting Duty. No longer assigned to a recruiting command or billet.
 - k. Article 15 Non-Judicial Punishment (NJP). Service member was administered NJP under Article 15, Uniform Code of Military Justice.
 - l. Adverse Administrative Actions. Personnel record entry (issued at O-4 command level or higher)

m. Other Punitive Actions. All other punitive action taken not specified in this enclosure in paragraphs 1.a. through 1.l of this enclosure.

n. No Action Taken. Disposition used when, in the judgment of the appropriate authority, the nature and severity of the offense requires no additional action.

2. REPORTING GUIDELINES. Incidences are reported based on the date of the allegation regardless of when the possible infraction or final disposition occurred. Each recruiter involved in an allegation is reported as a separate allegation. Multiple allegations against one recruiter, with one applicant, reported at the same time, are reported as one allegation. If more than one applicant is involved, then each allegation is counted as a separate allegation for reporting purposes.

3. REPORTING RECRUITER IRREGULARITY DATA. The Military Services shall submit Active and Reserve Component recruiter irregularity data semi-annually to the Office of the Assistant Secretary of Defense for Readiness and Force Management (OASD(R&FM)), which will in turn forward it to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy/(Accession Policy) no later than January 20 and July 20 each year. The Recruiter Irregularity Data Report (Figure 5) or other similar document shall be used to report these data.

Figure 5. Recruiter Irregularities Report

Category of Offense	Allegations			Cases	
	Number Reported	Number Unsubstantiated	Number Substantiated	Ongoing	Pending
Sexual Misconduct					
Sexual Harassment					
Fraternization or Unauthorized Relationship with an Applicant					
Concealment or Falsification					
Testing Irregularities					
False Promise/Coercion					
Misconduct					

DISPOSITION OF SUBSTANTIATED CASES

Category of Offense	Number Substantiated	Court-Martial/Civil Conviction	Separated from Service	Removed from Recruiting	Article 15/NJP	Adverse Administrative Action (Personnel Record Entry (O-4 Command Level or Higher))	Other	No Action Taken
Sexual Misconduct	0							
Sexual Harassment	0							
Fraternization or Unauthorized Relationship with an Applicant	0							
Concealment or Falsification	0							
Testing Irregularities	0							
False Promise/Coercion	0							
Misconduct	0							

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CAT	category
DAT	drug and alcohol test
DEP	Delayed Entry Program
DUI	driving under the influence
FY	fiscal year
HSDG	high school diploma graduate
ICD	International Classification of Diseases
MP	military personnel
MPA	Military Personnel Account
MPM	Military Performance Metrics
MREP	Medical Rehabilitation Program
NJP	non-judicial punishment
NPS	non-prior service
OASD(R&F)	Office of the Assistant Secretary of Defense for Readiness and Force Management
O&M	operations and maintenance
PS	prior service
RDT&E	research, development, testing, and evaluation
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this Instruction.

adjudicating authority. Any Government official who is empowered to make findings or determinations concerning an alleged criminal offense (adult and juvenile) and establish responsibility for commission of the offense. Examples include judges, courts, magistrates, prosecutors, hearing officers, military commanders (for Article 15 actions pursuant to chapter 47 of Reference (i), suspension of dependent privileges, or similar actions), probation officers, juvenile referees, and parole officers or boards.

adverse adjudication (adult or juvenile). A finding, decision, sentence, or judgment other than an unconditional dropping or dismissal of an allegation, or acquittal. If the adjudicating authority places a condition or restraint that leads to dismissal, directs dismissal after a certain period of time, drops the charges, or acquits, or the records are later expunged, the adjudication is still considered adverse. Suspension of sentence, pardon, and not processed are also adverse adjudications.

conviction. The act of finding a person guilty of a crime, offense, or other violation of the law by an adjudicating authority. This includes fines and forfeiture of bond in lieu of trial.

dependent. Includes:

A spouse of an applicant for enlistment.

An unmarried, adopted, or stepchild under the age of 18 living with the applicant.

An unmarried natural child of the applicant under the age of 18.

Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support, or who is not living with the applicant and is dependent upon the applicant for over one-half of his or her support.

NPS. Persons entering a military service who have never served before.

pilot program. A test program, not formally established in policy, that tests the feasibility or impact of establishing a proposed policy.

recruiter irregularities. Those intentional or unintentional acts of omission and improprieties that are perpetrated by a recruiter, or alleged to be perpetrated by a recruiter, to facilitate the recruiting process for an applicant.

restitution. Any compensation in time, labor, or money for the adverse effects of an offense pursuant to an agreement resulting from judicial or prosecutorial involvement. For example, an individual is adversely adjudicated for vandalism and is ordered by the adjudicating authority to replace or repair the damaged property.

Service review. A formal review of condition(s) or event(s) that, based on Service-specific standards, may make an applicant for enlistment ineligible to serve. Once a Service review is complete, the Service may grant an exception to policy to allow an individual to serve. These standards are subject to change at the discretion of the Military Service.

waiver. A formal request to consider the suitability for service of an applicant who because of inappropriate conduct, dependency status, current or past medical conditions, or drug use may not be qualified to serve. Upon the completion of a thorough examination using a “whole person” review, the applicant may be granted a waiver. The applicant must have displayed sufficient mitigating circumstances that clearly justify waiver consideration. The Secretaries of the Military Departments are the final approval authority for all waivers.