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(5) Two copies of special or letter orders. One copy of the orders will also be mailed directly to the gaining reception station or other first duty station.

(6) Pencil copy of completed DD Form 398.

(7) Original copy of DD Form 98.

(8) Other documents as may be prescribed in specific instances.

c. *TriPLICATE copy.* The triplicate copy of the enlistment contract will be held in the Recruiting Main Station for 1 year, cutoff in 6-month increments, and then destroyed. Under no circumstances will the triplicate copy be forwarded to Headquarters, Department of the Army.

d. *Quadruplicate copy.* The quadruplicate copy of the enlistment contract (to be prepared

only if enlistee is a member of a Reserve component) will be forwarded to the appropriate authority listed in section IX, chapter 4. When required by section IX, chapter 4, the enlistment contract will be accompanied by a DD Form 368 (Request for Discharge or Clearance from Reserve Component).

e. *Quintuplicate copy.* The quintuplicate copy (to be prepared only if enlistee is a member of the Army or Air National Guard) will be forwarded to the appropriate State adutant general together with a copy of the DD Form 368 when required by section IX, chapter 4.

f. *Rejected applicants.* The enlistment contract of rejected applicants will be marked "Rejected" at the top of the front page, signed by the applicant, and witnessed under item 55. Disposition of these records will be in accordance with AR 340-18-7.

Note. Slash all "0" representing numeric data reporting on DD Form 4.

Table 6-1. Instructions for Completing DD Form 4 (Enlistment Contract—Armed Forces of the United States)

<i>Item</i>	<i>Entry</i>	<i>Reference:</i>
1 SERVICE NUMBER:		AR 600-2
a. Enter the enlistee's Social Security Account Number as recorded on the Social Security Account Number Card.		
b. If never issued an SSAN, enter the Temporary Identification Number (TIN).		
c. If SSAN is not known, enter the Temporary Identification Number (TIN).		
d. Sample entry: 400-24-1576		
2 HIGHEST SCHOOL GRADE COMPLETED:		None
a. Enter from b below the appropriate code for civilian education level.		
b. Codes for reporting civilian education level:		
	<i>Designation</i>	<i>Code</i>
No formal education		0
1 year elementary school completed		1
2 years elementary school completed		2
3 years elementary school completed		3
4 years elementary school completed		4
5 years elementary school completed		5
6 years elementary school completed		6
7 years elementary school completed		7
8 years elementary school completed		8
1 year high school (9th Grade) completed		A
2 years high school (10th Grade) completed		B
3 years high school (11th Grade) completed		C
4 years high school (12th Grade) completed (did not graduate from high school).		D
High school graduate (this code will be used to indicate high school graduate without regard to number of years of high school completed).		E

**Table 6-1. Instructions for Completing DD Form 4 (Enlistment Contract—
Armed Forces of the United States)—Continued**

<i>Item</i>	<i>Entry</i>	
12 AUTHORITY FOR ENLISTMENT/REENLISTMENT/INDUCTION:		Reference: None
a. Enter the authority under which enlisted/reenlisted.		
b. SAMPLE ENTRIES: Table 5-2, AR 601-210 AR 601-226.		
13 TERM OF ACDU (RESERVE ONLY):		Reference: None
Not applicable to Regular Army enlistments. Enter NA.		
14 ACTIVE/INACTIVE STATUS (RESERVE ONLY):		Reference: None
Not applicable to Regular Army enlistments. Enter NA.		
15 ACCEPTED AT:		Reference: None
a. Enter the recruiting main station, the recruiting station, and the grade and last name of the recruiter credited with the enlistment.		
b. SAMPLE ENTRY: RMS Richmond, Va., RS Petersburg, Va. MSG Walters.		
16 DATE MILITARY OBLIGATION INCURRED:		Reference: None
Enter NA.		
17 PMOS/AFS/CODE/MOD:		Reference: AR 611-201
a. For former officers and warrant officers enter the MOS code determined under the provisions of chapter 4.		
b. For all other prior service personnel enter the MOS code recorded in item 23a (25a for editions dated prior to 1 Jul 66) of the latest DD Form 214. If this code is not currently authorized, convert it to the current MOS code shown in AR 611-201.		
c. For male persons with no prior service enter the trainee MOS code "09B00."		
d. For female persons with no prior service enter the trainee MOS Code "09E00."		
e. For former members of another service, enter the trainee MOS code (male or female) or the MOS in which authorized to enlist.		
f. SAMPLE ENTRIES: 22G20, 11C3N, 09D00, 09E00.		
18 RELIGION:		Reference: None
a. Each individual will be invited, but not required, to state religious preference and will be told that this information will be entered in his records.		
b. Enter "Not stated" when individual prefers not to designate a preference or when the individual makes no statement.		
c. Enter NO-REL-PREF when an individual states that he has no religion.		
d. Indicate religious preference by one of the ABBREVIATIONS shown below.		

DO NOT USE THE CODES SHOWN.

<i>Religious preference</i>	<i>Abbreviation</i>	<i>Code</i>
Adventist, Seventh Day	ADV-SEV-DAY	02
Assemblies of God	ASBY-GOD	04
Baptist (American Baptist Convention)	AMER-BAPT	06
Baptist (Southern Baptist Convention)	SO-BAPT	08
Baptist (Other Groups)	BAPT-OTHER	10
Brethren, Church of the	BRETH	12
Buddhist	BUD	14
Christian Scientist	CHR-SCI	16
Churches of Christ	CH-CHR	18
Church of God	CH-GOD	20
Congregational Christian	CONG-CHR	22
Disciples of Christ	DIS-CHR	24
Episcopal (Anglican)	EPISC	26

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**Table 6-1. Instructions for Completing DD Form 4 (Enlistment Contract—
Armed Forces of the United States)—Continued**

<i>Religious preference</i>	<i>Abbreviation</i>	<i>Code</i>
Evangelical United Brethren	EVANG-UN-BRETH	28
Evangelical and Reformed	EVANG-REF	30
Friends (Quaker)	FRIENDS	32
Jehovah's Witnesses	JEH-WIT	34
Jewish	JEWISH	36
Latter Day Saints (Mormon)	LAT-DAY-ST	38
Lutheran	LUTH	40
Lutheran Missouri Synod	MO-LUTH	42
Methodist	METH	44
Mission Covenant	MISS-COV	46
Muslim	MUSLIM	48
Nazarene, Church of the	NAZ	50
Orthodox, Greek	ORTH-GR	52
Orthodox, Russian	ORTH-RUSS	54
Pentecostal	PENT	56
Presbyterian	PRESBY	58
Reformed	REFORMED	60
Roman Catholic	ROMAN-CATH	62
Salvation Army	SAL-ARMY	64
Unitarian Universalist	UNIT-UNIV	66
United Church of Christ	UNIT-CH	68
Protestant—other churches	PROT-OTHER	70
Protestant—no denominational preference	PROT-NO-DENOM	72
Other religions	OTHER-REL	74
None—Unknown	NO-REL-PREF	90

e. SAMPE ENTRIES: SO-BAP, EPISC, LAT-DAY-ST.

★19 SOCIAL SECURITY ACCOUNT NUMBER: References: AR 608-14; item 1

- Enter the enlistee's Social Security Account Number as recorded on the Social Security Account Number Card.
- If never issued a SSAN, enter "None."
- If SSAN is not known, enter "UNK."
- SAMPLE ENTRY: 400-24-1576.

20 CONTRACT DUTY LIMITATIONS: Reference: None

- Verification of date of birth will be as prescribed in Chapter 4.
N.A.
- SAMPLE ENTRY: Combat-Wounded Veteran, AR 616-41.

21 DATE OF BIRTH: References: Chapter 4, AR 601-210; AR 600-2

- Verification of date of birth will be as prescribed in Chapter 4.
- Date of birth will be recorded in the following order: day, month, and year.
- The first three letters will be used as abbreviation for the month of birth; the last two digits will identify the year of birth.
- SAMPLE ENTRY: 6 June 1945 will be recorded as 06/Jun/45

22 CITIZENSHIP Reference: None

- Enter the proper number in the appropriate block as follows:
 - Enter a numeric 1 in block preceding "US"—If a U.S. citizen by birth.
 - Enter a numeric 4 in block preceding "US"—If a U.S. citizens by virtue of being born in a foreign country of parents who are U.S. citizens.
 - Enter a numeric 2 in the block preceding "NAT US"—If a U.S. citizen