



Department of Defense **INSTRUCTION**

NUMBER 1304.26

March 23, 2015

Incorporating Change 3, October 26, 2018

USD(P&R)

SUBJECT: Qualification Standards for Enlistment, Appointment, and Induction

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction:

a. Reissues DoD Instruction (DoDI) 1304.26 (Reference (b)).

b. Updates established policies and responsibilities for basic entrance qualification standards for enlistment, appointment, and induction into the Military Services and delegates the authority to specify certain standards to the Secretaries of the Military Departments.

c. Establishes the standards for age, aptitude, citizenship, dependents, education, medical, character/conduct, physical fitness, and other disqualifying conditions, which are cause for non-qualification for military service. Other standards may be prescribed in the event of national emergency.

d. Sets standards designed to ensure that individuals under consideration for enlistment, appointment, or induction are able to perform military duties successfully, and to select those who are the most trainable and adaptable to Service life.

2. **APPLICABILITY.** This instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), 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 (referred to collectively in this instruction as the "DoD Components").

b. Applicants for initial enlistment into the Military Services Regular and Reserve Components.

c. Applicants for appointment as commissioned or warrant officers in the Regular and Reserve Components.

d. Applicants for reenlistment following release from active duty into subsequent Regular or Reserve Components (including the Army National Guard of the United States and the Air National Guard of the United States) after a period of more than 6 months has elapsed since discharge.

e. Applicants for contracting into the Reserve Officer Training Corps (ROTC), and all other Military Services special officer personnel procurement programs, including the Military Service Academies.

f. All individuals being inducted into the Military Services.

3. POLICY. It is DoD policy to:

a. Use common entrance qualification standards for enlistment, appointment, and induction into the Military Services.

b. Avoid inconsistencies and inequities based on ethnicity, gender, race, religion, or sexual orientation in the application of these standards by the Military Services.


c. Judge the suitability of individuals to serve in the Military Services on the basis of their adaptability, potential to perform, and conduct.

4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Cleared for public release**. This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 3. The changes to this issuance are administrative and update references and internal OUSD(P&R) responsibilities pursuant to Section 501 of Public Law 115-232 (Reference (c)).

7. EFFECTIVE DATE. This instruction is effective March 23, 2015.



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

Enclosures

1. References
2. Responsibilities
3. Enlistment, Appointment, and Induction Criteria
4. Enlistment Waivers

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

 ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS
 (ASD(M&RA)).....5

 ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)).....5

 SECRETARIES OF THE MILITARY DEPARTMENTS.....5

ENCLOSURE 3: ENLISTMENT, APPOINTMENT, AND INDUCTION CRITERIA6

 GENERAL ELIGIBILITY CRITERIA6

 Entrance Considerations6

 Eligibility Determination6

 BASIC ELIGIBILITY CRITERIA.....6

 Age.....6

 Citizenship6

 Education7

 Aptitude.....8

 Medical8

 Physical Fitness.....8

 Dependency Status9

 Character/Conduct9

 Drugs and Alcohol10

ENCLOSURE 4: ENLISTMENT WAIVERS.....11

 WAIVER REQUIREMENTS.....11

 Medical Waiver.....11

 Dependent Waiver11

 Conduct Waiver11

 Drug Waiver.....11

 CLASSIFYING CONDUCT OFFENSES.....12

 Initial Classification12

 Non-Similar Offenses12

GLOSSARY17

 PART I: ABBREVIATIONS AND ACRONYMS17

 PART II: DEFINITIONS.....17

TABLE

 Conduct Waiver Codes13

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 1304.26, “Qualification Standards for Enlistment, Appointment, and Induction,” September 20, 2005, as amended (hereby cancelled)
- (c) Public Law 115-232, Section 501, “The National Defense Authorization Act for Fiscal Year 2019,” August 13, 2018
- (d) Title 10, United States Code
- (e) Section 313 of Title 32, United States Code
- (f) Title 8, United States Code
- (g) DoD Instruction 1145.01, “Qualitative Distribution of Military Manpower,” December 12, 2013, as amended
- (h) DoD Instruction 6130.03, “Medical Standards for Appointment, Enlistment, or Induction in the Military Services,” May 6, 2018
- (i) DoD Instruction 1308.3, “DoD Physical Fitness and Body Fat Programs Procedures,” November 5, 2002
- (j) Executive Order 12968
- (k) DoD Instruction 1010.01, “Military Personnel Drug Abuse Testing Program (MPDATP),” September 13, 2012, as amended
- (l) DoD Instruction 1010.16, “Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP),” October 10, 2012, as amended
- (m) Section 922 of Title 18, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA):

- a. Advises the USD(P&R) on the Reserve enlistment and appointment standards.
- b. Advises the USD(P&R) on the height and weight requirements of the standards in Enclosure 3 of this instruction.
- c. Ensures the U.S. Military Entrance Processing Command assists the Military Services in implementing the standards in Enclosure 3 of this instruction.

2. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). Under the authority, direction, and control of the USD(P&R), the ASD(HA) acts as an advisor to the USD(P&R) on the medical requirements of the standards in Enclosure 3 of this instruction.

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

- a. Oversee conformance with this instruction.
- b. Recommend suggested changes to this instruction to the USD(P&R) as necessary.
- c. Establish other Service-specific standards as necessary to implement this instruction.
- d. Review all standards on an annual basis.
- e. Establish procedures to grant waivers, accomplish reviews, and require individuals to meet the appropriate standards or be granted an exception pursuant to section 504(a) of Title 10, United States Code (U.S.C.) (Reference (d)).
- f. Request approval from the USD(P&R) for generalized exceptions to these standards as permitted by law.
- g. Use the standards in Enclosure 3 of this instruction to determine the entrance qualifications for all individuals being enlisted, appointed, or inducted into any component of the Military Services.

ENCLOSURE 3

ENLISTMENT, APPOINTMENT, AND INDUCTION CRITERIA

1. GENERAL ELIGIBILITY CRITERIA.

a. Entrance Considerations. Accession of qualified individuals will be a priority when processing applicants for the Military Services.

b. Eligibility Determination. Eligibility will be determined by the applicant's ability to meet all requirements of this instruction, to include obtaining waivers. Applicants will not be enlisted, appointed, or inducted unless all requirements of this instruction are met.

2. BASIC ELIGIBILITY CRITERIA.

a. Age.

(1) To be eligible for Regular enlistment, the minimum age for enlistment is 17 years and the maximum age is 42 years in accordance with section 505 of Reference (d). The maximum age for a prior service enlistee is determined by adding the individual's years of prior service to age 42. The Secretary concerned will establish enlistment age standards for the Reserve Components in accordance with section 12102 of Reference (d).

(2) Age limitations for appointment as a commissioned or warrant officer normally depend on the Military Service concerned.

(3) In accordance with section 12201 of Reference (d), a person will be at least 18 years of age for appointment as a Reserve Officer. The maximum age qualification for initial appointment as a Reserve Officer will not be less than 47 years of age for individuals in a health profession specialty designated by the Secretary concerned as a specialty critically needed in wartime.

(4) In accordance with section 313 of Title 32, U.S.C. (Reference (e)), to be eligible for original enlistment in the National Guard, a person must be at least 17 years of age and under 45, or under 64 years of age and a former member of the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps. To be eligible for reenlistment, a person must be under 64 years of age.

(5) In accordance with section 313 of Reference (e), to be eligible for appointment as an officer of the National Guard, a person must be at least 18 years of age and under 64 years of age.

b. Citizenship.

(1) To be eligible for Regular or Reserve enlistment, an individual must meet one of the conditions outlined in section 504(b) of Reference (d); however, the Secretary concerned may authorize the enlistment of a person not described in this section if the Secretary determines that such enlistment is vital to the national interest.

(2) To be eligible for appointment as a commissioned officer (other than as a commissioned warrant officer) in the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps, the individual must be a citizen of the United States as outlined in section 532 of Reference (d). The Secretary of Defense (or the Secretary of Homeland Security for the Coast Guard, when not operating as a Service under the Navy) may waive the requirement of U.S. citizenship with respect to a person who has been lawfully admitted to the United States for permanent residence, or for a United States national otherwise eligible for appointment as a cadet or midshipman in accordance with section 2107(a) of Reference (d), when the Secretary determines that the national security so requires, but only for an original appointment in a grade below the grade of major or lieutenant commander.

(3) To be eligible for appointment as a Reserve Officer in an armed force, the individual must be a citizen of the United States or lawfully admitted to the United States for permanent residence in accordance with section 1101 et seq of Title 8, U.S.C. (Reference (f) (also known as the "Immigration and Nationality Act")), or have previously served in the Military Services or in the National Security Training Corps as outlined under section 12201 of Reference (d).

(4) To be eligible for enlistment in the National Guard, a person must meet one of the conditions in section 504(b) of Reference (d); however, the Secretary concerned may authorize the enlistment of a person not described in this section if the Secretary determines that such enlistment is vital to the national interest.

(5) To become an officer of the Army National Guard of the United States or the Air National Guard of the United States, the individual must first be appointed to, and be federally recognized in, the same grade in the Army National Guard or the Air National Guard. In accordance with 12201 of Reference (d), the individual must be a citizen of the United States or lawfully admitted to the United States for permanent residence in accordance with 1101 et seq of Reference (f), or have previously served in Military Service or in the National Security Training Corps.

c. Education.

(1) Possession of a high school diploma is desirable, although not mandatory, for enlistment in any component of the Military Services. Section 520 of Reference (d) states that a person who is not a high school graduate may not be accepted for enlistment in the Military Services unless the score of that person on the Armed Forces Qualification Test (AFQT) is at or above the thirty-first percentile. Section 520 also states that a person may not be denied enlistment in the Military Services solely because he or she does not have a high school diploma if his or her enlistment is needed to meet established strength requirements.

(2) Bearers of alternative credential (e.g., General Educational Development Certificates and certificates of attendance) and non-graduates may be assigned lower enlistment priority based on first-term attrition rates for those credentials. DoDI 1145.01 (Reference (g)) identifies the authority for establishing the qualitative distribution objectives for accessions.

(3) Educational requirements for appointment as a commissioned or warrant officer are determined by each Military Service. Section 12205 of Reference (d) establishes education requirements for certain Reserve appointments. Generally, and unless excepted under section 12205 of Reference (d), a baccalaureate degree is required for appointment above the grade of first lieutenant in the Army, Air Force, and Marine Corps Reserves or lieutenant junior grade in the Navy Reserve, or to be federally recognized in a grade above the grade of first lieutenant as a member of the Army National Guard or Air National Guard. In addition, special occupations (e.g., physician or chaplain) may require additional vocational credentials as determined by the Secretary concerned.

d. Aptitude.

(1) Overall aptitude requirements for enlistment and induction are based on applicant scores on the AFQT derived from the Armed Services Vocational Aptitude Battery. Applicant scores are grouped into percentile categories. Persons who score in AFQT Category V (percentiles 1-9) are ineligible to enlist. In accordance with section 520 of Reference (d), the number of persons who enlist in any Armed Force during any fiscal year (i.e., accession cohort) who score in AFQT Category IV (percentiles 10-30) may not exceed 20 percent of the total number of persons enlisted by Service. Reference (g) identifies the authority for establishing the qualitative distribution objectives for accessions.

(2) For officers and warrant officers, no single test or instrument is used as an aptitude requirement for appointment.

e. Medical.

(1) In accordance with DoDI 6130.03 (Reference (h)), the pre-accession screening process will be structured to identify any medical condition, including mental health, that disqualifies an applicant for military service.

(2) Individuals who fail to meet established medical standards, as defined in Reference (h), may be considered for a medical waiver. Each Service's waiver authority for medical conditions will make a determination based on all available information regarding the issue or condition. Waiver requirements are outlined in Enclosure 4 of this instruction.

f. Physical Fitness.

(1) In accordance with DoDI 1308.3 (Reference (i)), all individuals must meet the pre-accession height and weight standards as prescribed in Table 1 of the Reference (i).

(2) The Military Services may have additional physical fitness screening requirements.

g. Dependency Status.

(1) The Military Services may not enlist married individuals with more than two dependents under the age of 18 or unmarried individuals with custody of any dependents under the age of 18; however, the Secretary concerned may grant a waiver for particularly promising entrants. Waiver requirements are outlined in Enclosure 4 of this instruction.

(2) The Military Services will specify the circumstances under which individuals who have dependents may become commissioned officers or warrant officers; variations in policy may be affected by the commissioning source (e.g., Service Academies, ROTC, or Officer Candidate School).

h. Character/Conduct. The underlying purpose of these enlistment, appointment, and induction standards is to minimize entrance of persons who are likely to become disciplinary cases, security risks, or who are likely to disrupt good order, morale, and discipline. The Military Services are responsible for the defense of the Nation and should not be viewed as a source of rehabilitation for those who have not subscribed to the legal and moral standards of society at-large. As a minimum, an applicant will be considered ineligible if he or she:

(1) Is under any form of judicial restraint (bond, probation, imprisonment, or parole).

(2) Has a significant criminal record. Section 504 of Reference (d) prohibits any person who has been convicted of a felony from being enlisted in any of the Military Services; however, section 504 authorizes a waiver in meritorious cases. Except as limited by paragraph (3), below, persons convicted of felonies may request a waiver to permit their enlistment. The waiver procedure is not automatic, and approval is based on each individual case. Waiver requirements are outlined in Enclosure 4 of this instruction.

(3) Has a State or federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, any other sexual offense, or when the disposition requires the person to register as a sex offender. In these cases, the enlistment, appointment, or induction will be prohibited and no waivers are allowed.

(4) Has been previously separated from the Military Services under conditions other than honorable or for the good of the Military Service concerned.

(5) Has exhibited antisocial behavior or other traits of character that may render the applicant unfit for service.

(6) Receives an unfavorable final determination by the DoD Consolidated Adjudication Facility on a completed National Agency Check with Law and Credit (NACLC) or higher-level investigation, which is adjudicated to the National Security Standards in accordance with Executive Order 12968, Reference (j), during the accession process.

(a) An applicant may be accessed (including shipping him or her to training or a first duty assignment) provided that a NACLIC or higher-level investigation was submitted and accepted by the investigative service provider (Office of Personnel Management (OPM)) and an advanced fingerprint was conducted, and OPM did not identify any disqualifying background information.

(b) If NACLIC adjudication is not completed until after accession, any additional disqualifying information identified during the adjudication should be transmitted to the appropriate personnel or human resource offices, as determined by the Services, for appropriate action.

i. Drugs and Alcohol. A current or history of alcohol dependence, drug dependence, alcohol abuse, or other drug abuse is incompatible with military life and does not meet military standards in accordance with Reference (h). Pursuant to DoDI 1010.01 (Reference (k)), the pre-accession screening process is structured to identify individuals with a history of drug (including pharmaceutical medications, illegal drugs and other substances of abuse) and alcohol abuse.

(1) Drug use (to include illegal drugs, other illicit substances, and pharmaceutical medications), drug abuse, and alcohol abuse may be self-admitted by an applicant, discovered during the medical screening process, or identified by the drug and alcohol test (DAT), which is administered at the Military Entrance Processing Stations (MEPS) or other approved military processing facility.

(2) Current or history of alcohol dependence, drug dependence, alcohol abuse, or other drug abuse may be a medically disqualifying condition based on the standards in accordance with Reference (h). The MEPS Chief Medical Officer or equivalent, when the physical is not performed at MEPS, will make that determination based on all of the information available on a case-by-case basis. These instances will be treated as a medical disqualification and handled in accordance with the guidance provided in paragraphs 2e(1) through 2e(2) of this enclosure.

(3) Individuals who test positive for illegal drugs on the DAT, which is administered as part of the accession physical, will be disqualified. A waiver may be requested. Waiver requirements are outlined in Enclosure 4 of this instruction.

(4) Service qualification standards regarding drugs and alcohol may be more restrictive.

ENCLOSURE 4

ENLISTMENT WAIVERS

1. WAIVER REQUIREMENTS. In accomplishing whole person reviews of enlistment eligibility, the following categories and combinations of categories would require a favorable waiver determination by the Secretary of the Military Department concerned for the applicant to be considered qualified.

a. Medical Waiver. A medical waiver is required for enlistment qualification of an applicant who has or may have had a disqualifying medical condition in accordance with Reference (h).

b. Dependent Waiver. A dependent waiver is required when an applicant is married with more than two dependents under the age of 18 or when an applicant is unmarried and has custody of any dependents under the age of 18.

c. Conduct Waiver. In processing conduct waiver requests, the Military Services may require information about the “who, what, when, where, and why” of the offense in question; and letters of recommendation from responsible community leaders, such as school officials, clergy, and law enforcement officials, attesting to the applicant’s character or suitability for enlistment. Waivers are not authorized for cases noted in Enclosure 3, paragraph 2.h(3).

(1) A Conduct Waiver is required when the final finding of the courts or other adjudicating authority is a conviction or other adverse adjudication of:

(a) One “major misconduct” offense, or;

(b) Two “misconduct” offenses, or;

(c) A pattern of misconduct.

1. One “misconduct” offense and four “non-traffic” offenses.

2. Five or more “non-traffic” offenses.

(2) Use the Table of this enclosure to determine the appropriate level of offense and applicable code. See section 2 of this enclosure for additional guidance.

d. Drug Waiver. A drug waiver is required when an applicant or enlistee is confirmed positive for the presence of drugs at the time of the original or subsequent physical examination (i.e., tests positive on the DAT at a MEPS or equivalent facility). Drug waivers for these applicants may be considered and granted or rejected only after the disqualification period established in section 6 of Enclosure 7 of DoDI 1010.16 (Reference (1)) ends.

2. CLASSIFYING CONDUCT OFFENSES. The procedures that will be used in the classifying and coding of all conduct offenses are:

a. Initial Classification. Align the offense that is the subject of adverse adjudication with an offense from the Table of this enclosure. **As an exception**, any offense classified as a felony under State or federal jurisdiction will be treated as a major misconduct offense for DoD purposes regardless of where similar charges are listed.

b. Non-Similar Offenses. If unable to find a similar charge, the Military Services will:

(1) Treat the offense as a major misconduct offense if the adjudicating authority can impose a maximum period of confinement that exceeds 1 year.

(2) Treat the offense as a misconduct offense if the adjudicating authority can impose a maximum period of confinement that exceeds 6 months but is not more than 1 year.

(3) Treat all other offenses as either other non-traffic offenses or traffic offenses, depending on the nature of the offense.

Table. Conduct Waiver Codes

TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE 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.
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, roller skate, or inline 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. Conduct Waiver Codes, continued

NON-TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE 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. Conduct Waiver Codes, continued

MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (other than 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, U.S.C. (Reference (m)), referred to in this issuance as the "Lautenberg Amendment."
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence.
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 of obscene or indecent matter (including e-mail).
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.

Table. Conduct Waiver Codes, continued

MAJOR MISCONDUCT OFFENSES	
OFFENSE CODE	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 (not including marijuana).
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, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (See Section 2.h.(3) of Enclosure 3 of this instruction; waivers for these offenses are not authorized.)
434	Riot.
435	Robbery (including armed).
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent).
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.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DAT	drug and alcohol test
DoDI	DoD instruction
MEPS	Military Entrance Processing Station
NACLC	National Agency Check with Law and Credit
OPM	Office of Personnel Management
ROTC	Reserve Officer Training Corps
U.S.C.	United States Code
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 (d), 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 by an adjudicating authority, against an individual, that was other than unconditionally dropped or dismissed or the individual was acquitted is considered adverse adjudication. If the adjudicating authority places a condition or

restraint that leads to dismissal, drops the charges, acquits, or the records are later expunged, or the charge is dismissed after a certain period of time, the adjudication is still considered adverse. A suspension of sentence, not processed, or a dismissal after compliance with imposed conditions is also adverse adjudication. This includes fines and forfeiture of bond in lieu of trial.

A conviction for violating any federal law (including chapter 47 of Reference (d)), or any State or municipal law or ordinance, is considered an adverse adjudication. For example, a shoplifter is reprimanded and required by the on-scene police officer, store security guard, or manager to pay for the item before leaving the store but is not charged, not found guilty, or is not convicted. In this situation, there is no adverse adjudication because no legal proceedings occurred and no adjudicating authority was involved.

conviction. The act of finding a person guilty of a crime, offense, or other violation of the law by an adjudicating authority.

dependent

A spouse of an applicant for enlistment.

An unmarried adopted child or an unmarried step-child under the age of 18 living with the applicant.

An unmarried biological 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.

Reserve Components. Includes the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve.

restitution. Any compensation in time, labor, or money for the adverse effects of an offense as a result of agreements 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 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 may delegate the final approval authority for all waivers.