

<u>Card field designation</u>	<u>Codes applicable</u>	<u>Columns punched</u>	<u>Type bars interpreted</u>	
			<u>#1 line</u>	<u>#2 line</u>
(4) Place of enlistment	No. 73	38-41		7-10
(5) Date of enlistment		42-47	40-45	
(6) Grade: alpha designation	No. 5	48-51	47-50	
code	No. 5	52		
(7) Branch: alpha designation	No. 61	53-55	53-55	
code	No. 61	56-57		
(8) Term or enlistment	No. 3A	59	59	
(9) Longevity-(not punched)		60-62		
(10) Source	No. 6B	63		
(11) Nativity	No. 70	64-65		17-18
(12) Year of birth		66-67		20-21
(13) Race-SEE Par 11b(2)	No. 18	68		23
(14) Education	No. 31	69		25
(15) Civilian occupation-(main)- SEE Par 11b(3)		70-72		27-29
(16) Marital status		73		31
(17) Height in inches-(not punched)		74-75		
(18) Weight-(not punched)		76-78		
(19) Component	No. 4	79		40
(20) Card number-(not punched)		80		

b. Special coding and punching.

(1) Residence - any residence outside of the continental United States will be punched with the applicable country code in columns 33-34.

(2) Non-citizen - designated by an X (11) punch in column 68 in addition to other required punching.

(3) Civilian occupation-(main) - the first three digits of the codes in the Dictionary of Occupational Titles will be used. Codes 0X, 1X, 2X, 4X and 6X as pertain to students will be converted, for machine records purposes, to the code number 992.

12. Officers' qualification card (WD AGO Form 367).---a. The officers' qualification card is designed to present the qualifications most commonly consulted in connection with the placement and administration of officer personnel. It is used by appropriate headquarters for reference to established qualifications of individual officers and for the compilation of statistics on groups of officers.

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			<u>#1 line</u>	<u>#2 line</u>
(1) Name-SEE Par 12c(1)		1-20	10-29	

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headed "Do not use this column" on page 1 of the enlistment record. The coded documents will be appropriately grouped, identical information (place and date of enlistment, component) coded on head record only with a check mark made in the margin to the right of the items, and transmitted to the machine section for key-punching.

b. KEY PUNCHING. Data as specified in paragraph 158 will be key-punched and/or duplicated in card columns indicated. After all the items have been punched the cards will be interpreted and returned to enlistment and separation sub-section for verification. Verification will be made by comparing data punched in the cards with data on the enlistment records

and when necessary, corrections will be made to the punch card or the coded entry, whichever is accurate. Upon completion of these operations the enlistment record will be rubber stamped in the upper right hand corner with the word "Processed," using large conspicuous letters.

c. Coding of enlistment records will be verified by spot checking the coding of each clerk sufficiently to insure that understanding and care are being exercised.

158. Form in Which Cards Are Prepared

The form in which enlistment cards will be prepared is:

Data		Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Army serial number	-----	-----	1-8	2-9
b. Name	-----	-----	9-32	12-36
c. State or country of residence	-----	No. 70	33-34	1-2 L
d. Functional X(11) punch	-----	-----	35	-----
e. MRU code	-----	No. 91	36-37	46-47 L
f. Place of enlistment (see Note 1)	-----	No. 73 or 70	38-41	7-10 L
g. Date of enlistment:	-----	-----	-----	-----
Day	-----	-----	42-43	40-41
Month	-----	-----	44-45	42-43
Year	-----	-----	46-47	44-45
h. Grade:	-----	-----	-----	-----
Alpha	-----	No. 5	49-51	48-50
Code	-----	No. 5	52	-----
i. Branch:	-----	-----	-----	-----
Alpha	-----	No. 61	53-55	53-55
Code	-----	No. 61	56-57	-----
j. Number of months between date of discharge and date of reenlistment (see Note 8)	-----	-----	58	42 L
k. Term of enlistment	-----	No. 3	59	59
l. Longevity (see Note 2):	-----	-----	-----	-----
Years	-----	-----	60-61	12-13 L
Months	-----	-----	62	15 L
m. Source (see Note 3)	-----	No. 6	63	45 L
n. Nativity	-----	No. 70	64-65	17-18 L
o. Year of birth	-----	-----	66-67	20-21 L
p. Race	-----	No. 18	68	23 L
q. Education	-----	No. 31	69	25 L
r. M.C.O. (see Note 4)	-----	TM 12-426	70-72	27-29 L
s. Marital status	-----	No. 19	73	31 L
t. M.O.S. (see Note 5)	-----	TM 12-427	74-77	53-56 L
u. Major force of initial assignment (see Note 6)	-----	-----	78	-----
v. Component	-----	No. 4	79	40 L
w. Enlisted under WD Pamphlet 12-16, 1946 (see Note 7)	-----	-----	80	-----

Note 1. If place of enlistment is outside continental U.S. punch applicable country code from Code No. 70 in columns 38-39, leaving columns 40-41 blank.

Note 2. 1 to 9 months will be punched 1 to 9; 10 months will be punched "X" (11 punch); 11 months will be punched "J."

Note 3. Forms 21 will be reviewed to determine whether the individual's last military service was in an officer or enlisted status. Where the last service

was in an officer status, such data should be reflected in item 18 of the Form 21. When the block "Last Enlisted Service" does not reflect any previous service and no previous service as an officer is indicated, the source will reflect "civil life." Source "civil life" is also applicable when the item "State National Guard" is checked and there is no indication of prior service as an officer or enlisted man in the AUS.

Note 4. MCO will be the SSN from TM 12-426. The