

INSTRUCTIONS FOR THE COMPLETION OF THE ARMS SUPPLEMENTAL DATA SHEET

BLOCKS 1 through 4 - Self-explanatory.

5. Extracted from DOD High School Codes provided by HQMC (MRRP-2).

6. Self-explanatory.

7. If Regular, Reserve or Non-prior Service enter A or G as appropriate. If non-prior Service, General Contract, enter G.

9. Self-explanatory.

8. Enter RS MCC plus 2 digit alpha or numeric RSS code and single digit numeric (0 to 9) PCS code. RSS and PCS code are locally assigned.

10. 2 Digit codes to be promulgated by each RS to indicate special interest, e.g., football, class officer. This will allow further ad hoc data retrieval for RS use.

11. ACTIVITY

HV - Home Visit
AC - Area Canvass
OT - Office Traffic
TC - Telephone Con.

SOURCE

CAN - Canvassing
WKI - Walk-in
REF - Referral
MCR - SMCR

LOC - Local Letters
OTH - Other
LIS - List
DEP - Pool

CDR - Command Rec.
PPC - Priority Prospect Card
REC - Reenlistment Card

12. ARMS unique codes: (2 digits)

1F - Felony.
2A - Probation in excess of two years and/or court imposed incarceration.
2B - Probation for greater than 1 year but not more than 2 years.
2C - Probation for 1 year or less.
3D - Drug involvement, non-felony.
3E - Drug involvement, marijuana use exceeded 10 times or occurred during 90 days preceding application for enlistment.
3F - Drug involvement, felony.
CC - Clean.
See MPPM page J-12 for last 3 digits

13. See MPPM pages J-11 and J-12 for other waiver codes.

15. Only when another poolee has referred.

16. Self-explanatory.

17. Utilized by Fulfillment Center to track leads.

14 ARMS unique codes:

K1 - Prior service male and female exempt from recruit training.
K2 - Prior service USMCR who have completed recruit training (not chargeable).
K3 - Prior service, other service (E-4 and above) exempt from recruit training (MCO 1130.55).
K4 - Prior service, other service, (E-3 and below) not exempt from recruit training (MCO 1130.55).
K5 - NPS regular USMC exempt from recruit training, e.g., PLC, Marine Band.
NO - No prior service, recruit training required.
Other categories not covered, contact HQMC (MRRP-2).

18. Utilized for changes and additions. Initial last block after review of daily transaction log. Awards for poolees such as jacket (J), promotion (P), or shirt (S) list here and enter on Screen #2 as a change transaction. Recommendations for recruiter assistant should be entered in Item 18 and on Screen #2 as a change transaction.