

EIS Message 07-04(C2)

31 May 2007

**SUBJECT: Enlistment Contract Validations (Defective/ Unfulfilled/ Fraudulent/ Erroneous)**

1. Submit all requests for validation of enlistment / reenlistment contracts through the servicing Career Counselor.

a. Soldiers enlisted or reenlisted in the wrong grade, or MOS, or for the incorrect number of years may submit request for correction as an Enlistment Contract Validation.

b. Submit hotline to category ENVAL using EIS hot form followed by a scanned and emailed hardcopy packet the EIS address. Packets consist of a DA Form 4187 endorsed through the LTC or higher, an ERB, and additional supporting documents, for example:

(1) DD Form 4 series and annexes.

(2) Informal memorandum from the Soldier detailing request.

c. For validation of an enlisted MOS where the Command feels that a Prior Service Soldier was enlisted in an MOS in which they are not qualified, include a recommendation from the Commander stating he/she desires one of the following: formal training in current MOS; mandatory reclassification; or Separation.

d. Date of Rank changes (DOR) are processed by EMILPO.

2. Requests for Defective/ Unfulfilled/ Fraudulent / Erroneous enlistments/ reenlistments will be submitted through the servicing Career Counselor. These include requests for contract cancellation for Soldiers who reenlisted for Option 1 to meet a service remaining requirement and who were subsequently deleted.

a. Submit to category DUFE using EIS hot form followed by a hardcopy packet.

(1) Include DA Form 4187 endorsed through the LTC or higher, an ERB, and the Chain of Command recommendation.

(2) Request must be IAW AR 635-200 chapter 7. The HRC separation authority is the same for EPF-P and EPF-M. In an effort to streamline processing and eliminate the need for multiple requests to different offices, all requests in this category will be handled by EIS and coordinated within AHRC-EPF.

3. Process all cases involving BSSRB, SRB or BEAR bonuses to Mrs. Carroll see SRB Tab on RETAIN for contact information.

4. POC for this message is MSG Shepard DSN 221-6999, AHRCEPFP@conus.army.mil

End EIS Message 07-04(C2)

Mr. Bragg, Chief RMB