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Army Regulation 601–1

Personnel Procurement

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

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Headquarters
Department of the Army
Washington, DC
2 March 1992

SUMMARY of CHANGE

AR 601-1
Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

This revision--

- Incorporates Immediate Action Interim Change No I01, 31 May 1990.
- Replaces all previous references to the U.S. Army Military Personnel Center (MILPERCEN) with the U.S. Total Army Personnel Command (PERSCOM).
- Changes office symbols when addressing correspondence to the CG, PERSCOM or the CG, USAREC.
- Clarifies the procedures to be used for the involuntary reassignment of recruiters (para 5-3).
- Amends the procedures to use when recruiting personnel are unable to accomplish their duties due to physical or medical limitations (para 5-4).
- Amends the policies to be used in identifying recruiters, other than new recruiters, as ineffective (para 5-5).
- Clarifies the procedures to be used by Battalion Commanders when considering a recruiter for suspension of duties (para 5-7).
- Replaces AR 608-33 with AR 600-8-2 (paras 5-7, 6-8, and 6-9).
- Amends the procedures to be used when recommending recruiting personnel for involuntary reassignments from recruiting duty (para 5-9).
- Replaces the Relief-for-Cause Enlisted Evaluation Report (EER) with the Relief-for-Cause NCO Evaluation Report (NCO-ER) (para 5-13).
- Replaces DA Forms 2496 with memorandums (figs 3-1, 6-2, 6-3, and 6-7).
- Revises U.S. Army Recruiting Command Organization addresses (app b).

Headquarters
Department of the Army
Washington, DC
2 March 1992

*Army Regulation 601-1

Effective 1 April 1992

Personnel Procurement

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This Update printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation covers the selection, training, and management of personnel of the U.S. Army Recruiting Command. Specifically, this regulation prescribes the procedures, criteria, and personnel actions required for the selection and assignment of Regular Army and Reserve enlisted personnel for service as U.S. Army recruiters; outlines the policy concerning selection and assignment of enlisted personnel to USAREC administrative support positions; and prescribes the management policies applicable to all enlisted personnel while assigned to USAREC.

Applicability. This regulation applies to all Active Army and U.S. Army Reserve personnel. It applies to all enlisted personnel assigned to the U.S. Army Recruiting Command. Chapter 6 contains the applicable provisions for the U.S. Army Reserve personnel, however other specific paragraphs/procedures of this regulation may also apply. This regulation does not apply to the Army National Guard.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklists for conducting internal control review. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval form HQDA (DAPE-MPA), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPA), WASH DC 20310-0300.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2223, intended for command level B for the Active Army, the Army National Guard, and the U.S. Army Reserve.

Contents (Listed by paragraph number)

Chapter 1
Introduction
Purpose • 1-1
References • 1-2
Explanation of abbreviations and terms • 1-3
Responsibilities • 1-4

Chapter 2
Selection and Training of Regular Army Personnel for USAREC

Section I
General
Recruiting duty • 2-1
USAREC personnel • 2-2

Section II
Recruiter Selection Procedures and Criteria
Assignment procedures • 2-3
Selection criteria • 2-4
Procedures for volunteering for recruiting duty • 2-5
Nominees • 2-6
Final processing of nominations and requests for recruiting duty • 2-7

Section III
Initial Training of Recruiters
Concept • 2-8
Attendance at the Army Recruiter Course • 2-9
General provision of initial detain period with USAREC • 2-10
New recruiters • 2-11

Section IV
Selection and Assignment of Enlisted Personnel to USAREC Administrative Support Positions
Assignment procedures • 2-12
Selection procedures for support personnel • 2-13
Selection of Recruiting Exhibit Team personnel • 2-14

Chapter 3
Assignment and Reassignments within USAREC
Concept • 3-1
Overseas returnees • 3-2
CONUS selectees • 3-3
Diversion of recruiter replacements • 3-4

Section II
Stabilization and Assignment/ Reassignment Policies
Voluntary and operational assignments/reassignments • 3-5
Senior NCO Reassignment Program • 3-6
Operational recruiter reassignments • 3-7
Nominative USAREC assignments • 3-8
Voluntary reassignments • 3-9
Other reassignment requests from USAREC personnel • 3-10
Operational reassignment report • 3-11

Chapter 4
Completion of Initial Detail Period with USAREC
Concept • 4-1
Selection procedures for reclassification to PMOS OOR • 4-2
Reassignment form USAREC upon completion of detail period • 4-3

*This regulation supersedes AR 601-1, 22 April 1987.

Chapter 5
Voluntary/Involuntary Reassignment from Recruiting Duty

Section I
Overview
Concept • 5-1
Standards • 5-2

Section II
Involuntary Reassignment of Recruiters
Retention standards • 5-3
Unqualified recruiters • 5-4
Ineffective recruiters or ineffective new recruiters • 5-5
Unsuitable recruiters • 5-6
Suspension of USAREC personnel from recruiting duties • 5-7
Reinstatement to duty • 5-8
Authority to approve involuntary reassignments form recruiting duty • 5-9
Procedures • 5-10
Involuntary reassignment without prejudice of PMOS OOR recruiters • 5-10.1
MOS/SQI action • 5-11
Eligibility for return to recruiting duty • 5-12
Relief-for-cause NCO Evaluation Report (NCO-ER) • 5-13
Utilization of recruiters within USAREC pending involuntary reassignment • 5-14
Attachment of recruiters to CONUS military installations pending reassignment • 5-15

Section III
Involuntary Reassignment of USAREC Administrative Support Personnel
Concept • 5-16
Procedures • 5-17

Section IV
Voluntary Reclassification and Reassignment from Recruiting Duty
Retention consideration • 5-18
Requests • 5-19

Chapter 6
Personnel Management for Active Guard/Reserve Personnel Attached to USAREC

Section I
Overview
Concept • 6-1
AGR selection and initial training • 6-2
Selection criteria • 6-3
Procedures for AGR application • 6-4
Initial training of AGR recruiters • 6-5
Processing actions for AGR selection and training (Rescinded.) • 6-6

Section II
AGR Assignment/Reassignment Policy
Stabilization exception • 6-7
Continuation of AGR status • 6-8
Voluntary reassignment • 6-9
Operational reassignments • 6-10
AGR Senior NCO Reassignment Program • 6-10.1
Suspension and involuntary reassignment from recruiting duty • 6-11
Utilization of suspended AGR recruiters • 6-12

Appendixes

A. References

B. United States Army Recruiting Command Organization

Glossary

Index

Chapter 1
Introduction

1–1. Purpose
This regulation sets policies and procedures for the selection, assignment, and reassignment of enlisted personnel assigned to—

a. Recruiting and administrative support positions in The U.S. Army Recruiting Command (USAREC).

b. Subordinate recruiting brigades.

c. Recruiting battalions.

d. USAREC.

e. Fort Benjamin Harrison, Indiana as instructors for the Army Recruiter Course or in recruiting-related courses.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. The Deputy Chief of Staff for Personnel (DCSPER) exercises staff and technical supervision of the Army recruiting program and establishes policy governing personnel management for enlisted personnel assigned to USAREC.

b. The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)—

(1) Conducts training courses for Army recruiters and recruiting personnel as part of the curriculum of the U.S. Army Soldier Support Center (SSC), Fort Benjamin Harrison, Indiana.

(2) Coordinates with the CG, USAREC, and supports the programs of instruction for the Army Recruiter Course (ARC) and other USAREC qualification and professional development courses.

(3) Coordinates with the CG, USAREC for the replacement of Military Occupational Specialty (MOS) OOR personnel as recruiting instructors at the SSC upon completion of their periods of assignment stabilization.

c. The Commanding General, U.S. Total Army Personnel Command (PERSCOM)—

(1) Establishes procedures for the nomination and assignment of enlisted personnel from all career fields for duty with USAREC.

(2) Evaluates all nominees and volunteers for USAREC duty and selects the most qualified.

(3) In coordination with the CG, USAREC, establishes procedures for the issuance of orders for personnel assigned to USAREC and for recruiting personnel assigned to the SSC.

(4) Processes and considers requests for reclassification and/or reassignment of personnel assigned to USAREC.

(5) Monitors the personnel strength of USAREC to ensure its readiness to accomplish the recruiting mission.

d. Major commanders will—

(1) Support the PERSCOM mission of procurement of enlisted personnel for USAREC.

(2) Release personnel selected for recruiting duty from continental United States (CONUS) installations to attend the ARC on temporary duty (TDY) orders issued by the CG, USAREC

(3) Accept USAREC enlisted personnel for attachment to CONUS installations when requested by the CG, USAREC.

e. The CG, USAREC will—

(1) Propose necessary changes to selection criteria for personnel assigned to USAREC.

(2) Establish detailed procedures for the training and assignment of personnel selected for USAREC duty.

(3) Establish criteria and procedures for the selection of U.S. Army Reserve (USAR) personnel to serve as Active Guard/Reserve (AGR) recruiters.

(4) Coordinate with the Commander, Army Reserve Personnel Center (ARPERCEN) to establish procedures for issuance of all necessary orders for attachment of selected AGR personnel to USAREC and for their attendance at the ARC.

(5) Report USAREC personnel who have been suspended from recruiting duties to the CG, PERSCOM, or Commander, ARPERCEN, for reassignment and/or reclassification, as appropriate.

(6) Coordinate with the CG, PERSCOM (for Regular Army personnel), and Commander, ARPERCEN (for AGR personnel), to establish standards for the retention or reassignment of USAREC enlisted personnel upon completion of the initial stabilization period.

(7) Identify, in coordination with the CG, TRADOC, MOS OOR personnel to serve as recruiting instructors at the SSC.

f. The Commander, ARPERCEN will—

(1) Support the efforts of the CG, USAREC to evaluate applications for USAREC duty from AGR personnel by expeditiously processing requests for information, records, etc., concerning applicants.

(2) Issue necessary orders for AGR personnel, to include initial AGR orders, reclassification orders, Special Duty Assignment Pay (SDAP) orders, amendments, reassignment orders, etc. as required.

(3) Be the final approval authority for all assignments/reassignments within the AGR Program.

Chapter 2
Selection and Training of Regular Army Personnel for USAREC

Section I
General

2–1. Recruiting duty
Accomplishment of the USAREC mission requires direct contact with the American public. For enlisted personnel, an assignment to USAREC involves either the recruiting of qualified personnel for the U.S. Army or service in direct support of the recruiting mission.

2–2. USAREC personnel
Enlisted personnel selected for assignment to USAREC either serve as Army recruiters or as administrative support personnel in the skills listed in table 2–1. Because they represent the Army in civilian communities, all USAREC personnel must have high moral character, emotional and financial stability, oustanding personal appearance and bearing, and a favorable record of service in previous assignments.

Table 2–1
Support skills common to USAREC

MOS: 26T **Title:** Radio/TV Systems Specialist
MOS: 35E **Title:** Special Electrical Devices Repaired
MOS: 44E **Title:** Machinist
MOS: 51B **Title:** Carpentry and Masonry Specialist
MOS: 51T **Title:** Technical Engineer Supervisor

Table 2–1
Support skills common to USAREC—continued

MOS: 64C **Title:** Motor Transport Operator
MOS: 64Z **Title:** Transportation Senior Sergeant
MOS: 71L **Title:** Administrative Specialist
MOS: 71Q **Title:** Journalist
MOS: 71R **Title:** Broadcast Journalist
MOS: 73C **Title:** Finance Specialist
MOS: 73D **Title:** Accounting Specialist
MOS: 74D **Title:** Computer/Machine Operator
MOS: 74F **Title:** Programmer/Analyst
MOS: 74Z **Title:** Data Processing NCO
MOS: 75B **Title:** Personnel Administration Specialist
MOS: 75C **Title:** Personnel Management Specialist
MOS: 75E **Title:** Personnel Actions Specialist
MOS: 75Z **Title:** Personnel Sergeant
MOS: 76P **Title:** Material Control and Accounting Specialist
MOS: 76V **Title:** Material Storage and Handling Specialist
TOS: 76Y **Title:** Unit/Organizational Supply Specialist
MOS: 76Z **Title:** Senior Supply Sergeant
MOS: 81B **Title:** Technical Draft Specialist
MOS: 81E **Title:** Illustrator
MOS: 83F **Title:** Photolithographer
MOS: 84B **Title:** Still Photographic Specialist
MOS: 84F **Title:** Audio/TV Specialist
MOS: 84Z **Title:** Public Affairs/Audio Visual Chief
MOS: 00D **Title:** Special Duty Assignment

Section II
Recruiter Selection Procedures and Criteria

2–3. Assignment procedures

This section prescribes the procedures and criteria for the selection of active duty enlisted personnel for service as U.S. Army recruiters. Regular Army personnel selected for assignment as U.S. Army recruiters will be detailed to USAREC for a 3-year stabilized assignment. Recruiters will be selected from volunteers for recruiting duty, but to the extent necessary, they will be nominated by career branches and selected by PERSCOM.

2–4. Selection criteria

a. To qualify for selection as a U.S. Army recruiter, either as a volunteer or as a DA selected recruiter, a soldier must—

(1) Be a citizen of the United States.

(2) Be a high school graduate with diploma or have 1 year of college with a high school General Education Development (GED) (no waiver). College Level Entrance Program (CLEP), Department of the Army Non-Resident Testing Education System (DANTES) and military service credit do not apply.

(3) Have a minimum GT score of 110 waivable to 100 with an ST score of 100.

(4) Be at least 21 years old, but not more than 35 years-old at time of selection.

(5) Be a SGT, SSG, or SFC. (A SFC may not have more than 2 years time in grade at the time of selection.) SSG(P) or SFC must be an Advanced Noncommissioned Officer Course (NCO) graduate (No waiver).) (An SSG must be a BNCOC graduate.) (An SGT must be a Primary Leadership Development Course (PLDC) graduate (No waiver).)

(6) Have no less than 4 years time in service and no more than 8 years time in service if an SGT; no more than 12 years time in service if an SSG, or no more than 14 years time in service if an SFC.

(7) Have completed 1 year of service since reclassification per AR 600-200.

(8) Not be currently assigned to the Military Entrance Processing Command (MEPCOM).

(9) Meet the height and weight standards of AR 600-9 or possess a medical determination of acceptable body fat limits (no waiver).

(10) Have a minimum physical profile of 132221. (No shaving profile).

(11) Have no lost time during the current enlistment or in the past 3 years, whichever is longer (no waiver).

(12) Possess or be able to obtain a valid civilian driver's license. Assignment as a recruiter involves an extensive amount of automobile driving. Individual must have no record of careless, reckless, or unsafe driving.

(13) Possess excellent military appearance and bearing, and have no obvious distracting physical abnormalities or mannerisms. Must not have any lewd or offensive indelible marks or figures (tattoos) visible upon the exposed arm while wearing the prescribed duty uniform, to include the physical training uniform.

(14) If married to another soldier, have a spouse who will concurrently apply and be qualified for assignment with USAREC.

(15) Not currently nor have been previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type. (No waiver is authorized.)

(16) Not be pregnant at time of selection or prior to attendance at the ARC.

(17) Have completed the period of stabilization in the current assignment.

(18) Have favorable civilian and military disciplinary records. Have no unfavorable alcohol related incidents within the past 5 years upon attendance at the ARC. Examples of such disqualifying conduct are driving under the influence (DUI), driving while intoxicated (DWI), or charged with drunk and disorderly conduct.

(19) Never have been convicted by civilian court or military courts-martial.

(20) Never have had action taken (including proceedings under the provisions of Article 15, Uniform Code of Military Justice (UCMJ) by any authority for—

(a) An offense which the maximum penalty under the UCMJ is death or confinement for 6 months or more. (No waiver authorized.)

(b) Any offense that involves moral turpitude, regardless of sentence received. (No waiver authorized.)

(21) Be in receipt of EDAS assignment instruction to USAREC with TDY enroute to the Army Recruiting Course constitutes authority for eligible personnel to extend or reenlist under AR 601-280, paragraph 3-1. Approval to delete or defer a soldier from these AI is reserved for the Cdr, PERSCOM, ATTN: TAPC-EPM-A.

(22) Have no marital, emotional, or major medical problems (to include immediate family) that would hamper performance on recruiting duty. Recruiting duty involves assignment in geographic areas that are away from military medical facilities. Soldiers enrolled in the Exceptional Family Program may serve as a recruiter. Every effort will be made to assign them near a military installation or in a civilian community where definitive medical care for their family member is available.

(23) Not be a sole parent (no waiver).

(24) Not have more than two dependents (to include spouse) if an SGT, three dependents (to include spouse) if an SGT(P), four dependents (to include spouse) if an SSG, or five dependents (to include spouse) if an SFC.

(25) Be financially stable. Have not filed a petition claiming bankruptcy within 5 years and not currently responsible for making any payments as a result of any such action. The financial situation of soldiers being considered for selection will be closely scrutinized for those soldiers who submit a DA Form 5425-R (Applicant/Nominee Personal Financial Statement). In determining financial suitability, consideration should include income versus expenditures, savings and investment programs, and costs associated with separation from military installations. Also considered will be the payment of SDAP, once the recruiter qualifies for it.

(26) If a volunteer is serving a dependent restricted tour, the soldier must waive his entitlement to the home base/advance assignment program.

(27) Have a minimum TIS remaining of 3 years following the completion of the Army Recruiting Course.

b. Authority for approval of waivers rests with the CG, PERSCOM. (Unless otherwise indicated.)

c. Personnel assigned to recruiting duty represent the Army in the community in which they live and work. The actions and activities of the recruiter and the recruiter's family are often perceived as representative of the Army and the Army community. Personnel with serious family problems are not acceptable for selection as recruiters. Additionally, personnel whose family members have a history of involvement in unfavorable incidents which may impair the recruiter's performance of duty or reputation in the community are not acceptable for selection as recruiters.

d. Soldiers receiving or eligible for a Selective Reenlistment Bonus (SRB) may volunteer or be detailed for recruiting duty. They may be detailed from all SRB zones and may reenlist and retain SRB entitlements while detailed to USAREC. However, SRB personnel will be detailed to USAREC for no more than 3 years and are not eligible for reclassification into PMOS OOR, unless the soldier volunteers in writing to have the unpaid portion of their Selective Renelistment Bonus recouped.

e. Personnel who are former recruiters may apply for return to recruiting duty provided they meet the criteria above and provided they have not had their records permanently annotated under paragraph 5-12. Final approval for these requests is the CG, PERSCOM in coordination with the CG, USAREC. All former recruiters who are acceptable, but have been out of USAREC for over 1 year, will be required to successfully complete the ARC conducted at Fort Benjamin Harrison, Indiana. Effective on the graduation date from the ARC, former recruiters will be awarded the PMOS OOR.

2-5. Procedures for volunteering for recruiting duty

a. Volunteers will submit requests for recruiting duty on DA Form 4187 (Personnel Action) to the first commander in the grade of LTC or higher in the chain of command. The request for recruiting duty will include a completed DA Form 5426-R (Commander's Evaluation) and DA Form 5425-R. (DA Form 5425-R, and DA Form 5426-R are located at the back of this regulation and will be locally reproduced on 8½ by 11-inch paper.) Completion of the DA Form 5425-R is voluntary under the Privacy Act of 1974, but if it is not submitted, selection and assignment will be determined without specific consideration of financial status. Therefore, completion of the DA Form 5425-R is in the soldier's best interest and is encouraged.

b. Once the individual's application is complete, the commander will determine the volunteer's qualifications for recruiting duty according to the selection criteria described in paragraph 2-4 and will forward to Cdr, PERSONS, ATTN: TAPC-EPM-A, with appropriate recommendations for consideration.

c. The battalion Commander or first LTC supervisor in the soldier's chain of command will personally interview the selectee (this may not be delegated), complete DA Form 5427-R (Commander's Assessment of Recruiter Candidate), and attach a copy of the individual's DA Form 2A (Personnel Qualification Record Part I), and DA Form 2-1 (Personnel Qualifcation Record Part II). (DA Form 5427-R is located at the back of this regulation and will be locally reproduced on 8½ by 11-inch paper). The commander will then endorse the DA Form 4187, providing a statement of the volunteer's suitability for duty as a U.S. Army recruiter. Regardless of the presence of a DA Form 5425-R, the commander will evaluate the soldier's financial status to the extent possible. Negative evaluations will include specific comments and justification.

d. The completed application for recruiting duty will be forwarded through the servicing personnel office to Commander, PERSCOM, ATTN: TAPC-EPM-A, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.

2-6. Nominees

Nominees (nonvolunteers) will be identified by those Enlisted Career Branches which have enlisted authorizations in the Detailed Recruiter Force. PERSCOM will forward assignment notification through the EDAS System.

a. Upon receipt of tentative selection for recruiting duty, the nominee will complete DA Form 5425-R and return it through command channels to the Battalion Commander or first LTC supervisor in the soldier's chain of command. Completion of the DA Form 5425-R is voluntary under the Privacy Act of 1974 but if not submitted, selection and assignment will be determined without specific consideration of financial status. Therefore, completion of the DA Form 5425-R is in the soldier's best interest and is encouraged.

b. The commander in the grade of LTC or higher will evaluate the nominee's qualifications for recruiting duty according to the selection criteria at paragraph 2-4. The commander will personally interview (this may not be delegated) and complete a DA Form 5427-R and will attach it as an enclosure with the individual's DA Form 2A and DA Form 2-1. Regardless of the presence of a DA Form 5425-R, the commander will evaluate the soldier's financial status to the extent possible, providing specific information and documentation if the evaluation is negative or questionable.

c. Once the commander's evaluation of the nominee is completed, the entire packet with all enclosures will be forwarded through the servicing personnel office to Commander,

PERSCOM, ATTN: TAPC-EPM-A, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.

2-7. Final processing of nominations and requests for recruiting duty.

a. Upon receipt at PERSCOM of the completed application or nomination packet (to include DA Forms 5425-R, 5426-R, and 5427-R, DA Forms 2A and 2-1), the soldier's Official Military Personnel File (OMPF) will be evaluated with regard to final selection.

b. Nominees and volunteers not selected for recruiting duty by PERSCOM will be notified through command channels. The DA Forms 5425-R, 5426-R, and 5427-R and commander's endorsements will be retained in the individual's Career Management Individual File (CMIF) for a period of 2 years.

c. The DA Forms 5425-R, 5426-R, and 5427-R, commander's indorsements, and copies of DA Forms 2A and 2-1 of those nominees and volunteers selected for recruiting duty will be filed at PERSCOM. For those selectees in CONUS, the CG, USAREC, will issue TDY orders for attendance at the ARC. Procedures for determination of USAREC assignments are outlined in chapter 3.

d. The soldier should be advised that HQ USAREC requests a complete BI on all soldiers being considered for recruiting duties. Until such time that Headquarters (HQ) USAREC obtains and evaluates information received, assignment instructions to USAREC should be considered tentative.

Section III
Initial Training of Recruiters

2-8. General

This section prescribes procedures for the initial training of personnel selected for duty as U.S. Army recruiters.

2-9. Attendance at the ARC

a. All personnel selected for initial assignment as U.S. Army recruiters will attend the ARC at Fort Benjamin Harrison. Successful completion of the ARC is a prerequisite for assignment as a recruiter. Individuals will be programmed for attendance as follows:

(1) Married personnel serving unaccompanied overseas tours and all single personnel serving overseas tours will attend the ARC on TDY en route to their USAREC assignments. Applicants who volunteer for recruiting duty from dependent restricted 12-13 month short tours must waive entitlements to home based assignment.

(2) Accompanied soldiers serving in a European overseas area will proceed to their assigned Recruiting Battalion upon completion of their permanent change of station (PCS) leave. Soldiers will attend the Army Recruiter Course in a TDY status and return to their Recruiting Battalion. Upon receipt of a pinpoint assignment, soldiers will contact the USAREC Liaison NCO at 1st PERSCOM, Rheinau Military Koserne, to schedule a final administrative screen prior to departing en route to their assigned Recruiting Battalion. Unaccompanied soldiers serving in an overseas area will attend the Army Recruiter Course at Fort Benjamin Harrison, Indiana, TDY en route to their assigned Recruiting Battalion.

(3) Accompanied soldiers serving overseas in other than European assignment areas will report directly to their assigned Recruiting Battalion upon completion of their PCS leave. The administration screen will be conducted by the gaining commander. Unaccompanied soldiers serving overseas in other than European assignment areas will attend the Army Recruiter Course at Fort Benjamin Harrison, Indiana TDY en route to their assigned Recruiting Battalion.

(4) Selectees from CONUS locations will be placed on TDY to the ARC and return to their parent unit upon completion. Determination of specific USAREC assignments will be made for these individuals during attendance at the ARC.

b. Personnel who fail to complete the ARC—

(1) Who were sent to the ARC, TDY enroute upon completion of an overseas tour will be reported to the CG, PERSCOM as immediately available in accordance with AR 614-200. USAREC does not need to initiate a time-on-station (TOS) waiver.

(2) Who were sent to the ARC, TDY and return from a USAREC Recruiting Battalion upon completion of an overseas tour will be reported to the CG, PERSCOM as immediately available for assignment according to AR 614-200. A general officer in USAREC must initiate or endorse a TOS waiver.

c. Upon successful completion of ARC training—

(1) Personnel who arrive at the ARC upon completion of an overseas tour will proceed to their USAREC assignment according to orders issued by PERSCOM.

(2) Personnel who arrive at the ARC pursuant to TDY orders issued by the CG, USAREC, will return to their parent unit for outprocessing.

2-10. General provisions of initial detail period with USAREC.

a. Personnel assigned to recruiting duty will be stabilized with USAREC as follows:

(1) Detailed recruiters in Space Imbalanced Military Occupational Specialties (SIMOS) or who are drawing an SRB upon assignment to USAREC; 36 months from date of arrival.

(2) All other recruiters; 36 months from date of arrival.

b. Recruiters in their initial detail period of assignment will not be authorized to reenlist for assignments out of USAREC.

c. Detailed recruiters will retain their PMOS and will compete for promotion in their PMOS.

d. Upon successful completion of the ARC, active Army personnel will be awarded a Special Qualification Identifer (SQI) of four to indicate basic qualification as a recruiter.

e. Detailed recruiters will be exempt from the PMOS skill qualification test (SQT) from the time they depart their last duty station until the end of the fiscal year in which they complete their detail to USAREC (AR 350-7).

f. Individuals selected for Advanced NCO Course (ANCOC) or other non-USAREC schooling while serving in a detailed status will attend the schooling TDY and return from USAREC. The individual selected may request a deferment.

2-11. New recruiters.

a. Upon completion of the ARC, all recruiters will participate in the Transitional Training and Evaluation Program (TTE), also known as the New Recruiter Program. This program begins the day the candidate reports to USAREC after ARC training. During the TTE, which is normally a 9-month program, personnel will receive intensive training and supervision designed to augment ARC training and provide comprehensive on-the-job experience. The CG, USAREC, will establish detailed procedures for the conduct of the TTE.

b. All personnel undergoing the TTE program are considered new recruiters. New recruiters will not normally be assigned to supervisory positions of any type or to locations, such as one-person recruiting stations, where supervision is restricted or limited.

c. New recruiters have to complete the entire 9-month period in the New Recruiter Program.

d. The period of the New Recruiter Program is nonrated time per DA CIRC 623-88-1.

(1) The nonrated period of the New Recruiter Program commences when the recruiter first reports for duty following completion of the ARC and ends upon completion of 9 months, unless the recruiter is terminated from new recruiter status earlier.

(2) For overseas returnees reporting directly to the recruiting battalion, the period between arrival at the unit and attendance at the Army Recruiter Course will also be nonrated.

(3) The combined periods described in (1) and (2) above will not exceed 15 consecutive months.

e. Voluntary reassignment of new recruiters is limited to compassionate and humanitarian reasons specified in AR 614-200. Involuntary reassignment of new recruiters is outlined in chapter 5.

f. Soldiers who have had an extension of TTE approved in writing, will be in a nonrated period during the approved extension. A copy of the TTE extension will be provided to the supporting personnel service center (PSC) upon request.

Section IV
Selection and Assignment of Enlisted Personnel to USAREC Administrative Support Positions.

2-12. Assignment policy

Personnel to serve in authorized administrative support personnel positions in USAREC, to include the Recruiting Support Command, will be assigned by the CG, PERSCOM. Table 2-1 lists support MOS common in USAREC.

2-13. Selection procedures for support personnel

a. To the maximum practical extent, administrative support positions in USAREC will be filled with volunteers returning from overseas service. USAREC experience shows that highly qualified volunteers serve well in these positions. Volunteers are normally better prepared for the demands of USAREC service and the relatively high cost of living they will experience through assignment to metropolitan areas that characterize the USAREC environment. Procedures for volunteers are as follows:

(1) Personnel serving in CONUS or in overseas commands may request assignment to recruiting support duties by submitting a request through their chain of command to Commander, PERSCOM, TAPC (appropriate career branch), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0400 (see AR 614-200, table 1-1). Requests will be submitted on DA Form 4187 listing a minimum of three USAREC organizations in order of preference. USAREC organizations and their locations are listed in appendix B. Final determination of the USAREC assignment will be made through coordination between USAREC and PERSCOM based on command needs.

(2) Applications submitted by personnel overseas will be submitted to arrive at PERSCOM not earlier than 12 months nor later than 6 months prior to DEROS.

(3) Applicants will state on the DA Form 4187 that they have sufficient time remaining on current enlistment (as of DEROS, if overseas) or will take the required action to acquire sufficient remaining service to complete a normal 3 year tour of duty in USAREC if selected for that assignment.

(4) One copy of the individual's DA Forms 2A and 2-1 will accompany the application.

(5) The immediate commander of the applicant will make recommendations by indorsement, specifically addressing the applicant's probable ability to perform in the USAREC environment, considering the same factors that apply to recruiter personnel (see para 2-4).

b. In the absence of sufficient volunteers, PERSCOM will direct the assignment of qualified personnel for USAREC administrative support positions. Procedures are as follows:

(1) Personnel ordered to USAREC will be identified to USAREC and losing commanders using existing EDAS.

(2) For administrative support personnel, PERSCOM and USAREC will conduct a screen to ensure that soldiers selected to serve in USAREC meet the same criteria outlined in paragraph 2-4, except as indicated in *c* below. If derogatory information surfaces concerning USAREC replacements, it will be evaluated by PERSCOM and USAREC. If it appears that the individual's duty performance in USAREC will be impaired, the CG, PERSCOM, exercises decision authority for deletion.

(3) Losing installation commanders will ensure unit commanders interview personnel identified by PERSCOM for assignment to USAREC. General guidance contained in paragraph 2-4 will be used to conduct the interview. Unit commanders will request the deletion of personnel unqualified for USAREC service according to this regulation. Installation commanders will use deletion procedures outlined in AR 614-200, paragraph 7-6 and table 7-1. Rule 1 of the table will be used for CONUS replacements; rule 5 for replacements in oversea commands.

c. Administrative support personnel in USAREC incur a 36 month assignment stabilization, beginning the date the soldier reports to the USAREC unit of assignment. All soldiers selected for an assignment to USAREC will be required to extend or reenlist to complete a normal 3-year tour before departing on assignment instructions to USAREC. Administrative support personnel will not normally be reassigned within USAREC.

2-14. Selection of Recruiting Exhibit Team personnel

a. The Recruiting Support Command contributes to the recruiting effort by organizing, managing, and fielding exhibit teams that represent the U.S. Army throughout the continental United States. These exhibit teams support recruiters in the field by obtaining names of interested young men and women for enlistment. The exhibit teams are comprised of outstanding Army soldiers who desire and are qualified to travel extensively and present the Army story to the American public. Exhibit team members retain duty MOS OOR.

b. Volunteers for the Recruiting Exhibit Team must meet the selection criteria in paragraph 2-4 and must additionally—

(1) Be qualified to perform duties on extended TDY (up to 11 months annually).

(2) Have the desire to meet the public.

(3) Have excellent communication skills.

(4) Not be pending an overseas tour, special assignment, or have other assignment limitations.

(5) Not be receiving an enlistment/reenlistment bonus.

(6) Preferably not be in a shortage MOS.

(7) Not possess any temporary or permanent profile that limits lifting, driving, extended standing, or other moderately stressful physical exertion.

(8) Not have been a recruiter who was relieved for ineffectiveness, impropriety, unsuitability, or lack of qualification—unless the lack of qualification factor has been resolved.

c. Applications for duty as an exhibit team member should be submitted on DA Form 4187 and must include DA Forms 2A and 2-1, an official photograph, and a letter of recommendation from a field grade officer in the chain of command. Applications should be mailed to the Commander, Recruiting Support Command, Building 6, Cameron Station, Alexandria, VA 22314-5050.

d. Qualified applicants will normally be interviewed by Commander, Recruiting Support Command prior to final approval and selection by CG, PERSCOM.

e. The stabilization period for members of the Recruiting Exhibit Team is 2 years from the date of assignment. Extension for a period not to exceed 1 year may be recommended by Commander, Recruiting Support Command with the concurrence of the individual. Final approval rests with CG, PERSCOM.

Chapter 3
Assignment and Reassignments within USAREC

Section I
General

3–1. Concept

a. This chapter prescribes procedures for the initial assignment of recruiters to USAREC and subsequent reassignments within USAREC for the purpose of continuing on recruiting duty.

b. Assignment/reassignment policies are designed to—

(1) Meet the needs of USAREC, distributing equitable levels of strength and experience while taking into account, when possible, the individual preferences of the recruiter.

(2) Promote recruiter retention and reduce training and selection costs.

(3) Capitalize on individual recruiting talents and experience.

(4) Provide career progression for the recruiting force.

(5) Fill key recruiter staff positions in recruiting battalions, brigades, HQ USAREC, or at the SSC in ARC instructor positions.

(6) Rehabilitatively reassign recruiters who are deemed to possess a high level of potential for further recruiting duty.

(7) Exploit identified quality recruiting markets.

c. All assignments/reassignments will be centrally controlled by HQ, USAREC, based on the needs of the command. Commander, ARPERCEN is the final approval authority for all AGR personnel assignments/reassignments.

d. Monthly reports of operational assignments approved by the CG, USAREC, will be furnished the CG, PERSCOM, per paragraph 3–11.

3–2. Overseas returnees

Upon notification from PERSCOM that a soldier overseas has been accepted for recruiting duty, USAREC will immediately send a welcome letter and an assignment worksheet to the soldier. The letter will request prompt return of the worksheet to USAREC as it contains necessary information to be used as a basis for establishing a specific USAREC assignment. The soldier's command and PERSCOM will be notified by USAREC immediately upon determination of the duty location. Personnel scheduled to attend the ARC upon completion of their overseas tour will be given orders to a recruiting battalion assignment prior to departure from the overseas area.

3–3. CONUS selectees

a. Regular Army personnel who arrive at the ARC from CONUS installations will receive a recruiting battalion and station level assignment prior to completion of ARC schooling. Procedures for determination of the assignment are as follows:

(1) During the first week of the ARC, each individual will be interviewed and will complete an assignment worksheet which will be utilized during the assignment process. Individual preferences will be honored, when possible, provided the primary considerations of command distribution and priorities can be met.

(2) Recruiting battalion assignments will be announced by USAREC during the ARC.

(3) Once the initial assignments to recruiting battalions have been established, recruiter assignment worksheets will be sent by USAREC to the gaining units. Gaining units will then determine station level assignments (considering the assignment limitations outlined in paragraph 3-3*b* and notify HQ USAREC by an established suspense date.

(4) HQ USAREC will report station assignments to PERSCOM and appropriate assignment instructions will be forwarded to servicing personnel offices for publishing of orders. Reporting dates of ARC graduates will normally be established 45 days after graduation from the ARC.

(5) The station level assignment program is intended to—

(a) Facilitate reassignment processing and sponsorship programs by allowing soldiers to ship household goods direct to a station area.

(b) Aid in making sound and logical plans/decisions about family issues early in the tour with USAREC.

(c) Develop an identity with and commitment to the gaining organization and station.

(d) Allow gaining personnel adequate opportunity to assist the new recruiter and family members in their transition to the recruiting environment.

(6) Once a station level assignment has been made and reported to PERSCOM, the assignment remains firm. In extraordinary circumstances when a change in station assignment appears necessary, a request may be forwarded to HQ USAREC in writing with complete justification for the change. Facsimile or electronic mail capabilities may be used to request a change in station assignments.

b. New recruiters should not be considered for the following station level assignments:

(1) To one-person recruiting stations in which vacancies are filled by the operational reassignment of experienced recruiters.

(2) To multi-person recruiting stations in which all assigned recruiters are new recruiters.

(3) To a multi-person recruiting station in which the station commander is junior in grade or date of rank to the new recruiter.

(4) To any cadre (MOS OOR) position.

c. Exceptions to the assignment limitations in *b* above may be approved by HQ, USAREC for new recruiters who are former successful recruiters and who have been awarded the PMOS OOR upon graduation from the ARC.

3–4. Diversion of recruiter replacements

a. To respond to operational requirements, better distribute the recruiting force, preclude personal hardship on recruiter replacements, and quickly offset unprogrammed losses, the CG, USAREC, may divert overseas replacements en route to USAREC recruiting battalions. This authority may not be further delegated below HQ, USAREC level.

b. Diversion action must be justified by clearly established operational necessity. Due consideration will be given to the potential adverse personal impact of short notice relocation of duty stations on replacements and their families.

c. The CG, USAREC, will report all approved diversions to the CG, PERSCOM.

Section II
Stabilization and Assignment/Reassignment Policies

3–5. Voluntary and operational assignments/reassignments

General

The following policies apply to assignments and reassignments, both voluntary and operational, within the U.S. Army Recruiting Command.

a. Detailed recruiters will be established in USAREC for 36 months. (Procedures for requesting retention in USAREC beyond the initial detail period are covered in chapter 4 and chapter 6 for AGR personnel.)

b. Individuals (PMOS OOR) who are reassigned to a new recruiting battalion, brigade headquarters, or HQ USAREC will not be further stabilized. They must have at least 12 months stabilization remaining upon reassignment.

c. Recruiters must serve a minimum of 24 months in a geographical location before any cost reassignment is authorized. Detailed recruiters must also have approval from PERSCOM for reclassification to PMOS OOR before a cost move is authorized. PMOS OOR is not currently authorized for AGR recruiters.

d. Station commanders, guidance counselors, operations NCOs, recruiting first sergeants, and professional development NCOs will be stabilized for 36 months in their duty position as well as their duty location. This is necessary to reduce turbulence in these key positions and to maximize the specialized training provided. Every attempt should be made to program attendance at the appropriate course of instruction prior to assignment to the key position.

e. ARC instructors assigned to the Soldier Support Center are stabilized for 3 years.

f. Reassignments should balance talent, experience, and strength levels across the command.

g. Rescinded.

h. Rehabilitative reassignments will not be authorized as cost reassignments without detailed justification (see para 3-7*g*).

i. Individual preferences will be considered when possible. Preference statements may be updated and submitted to HQ USAREC as often as an individual desires for use in the event that reassignment is necessary to meet the needs of the command.

j. Normal and maximum tour lengths for career recruiting personnel are outlined below:

(1) Command sergeant majors. Normal tour in the same recruiting brigade or in HQ USAREC is 30 months. CSM personnel are eligible to be moved upon the needs of the command within fiscal year PCS constraints.

(2) Sergeant majors, and master sergeants. Normal tour in the same recruiting battalion, brigade, or in HQ USAREC is 3 years; maximum time in the same unit is 4 years. SGM and MSG personnel are eligible to be moved between the 2d and 4th year based upon the needs of the commands.

(3) Sergeant first class (P) and below. Normal tour in the same recruiting battalion, brigade, or in HQ USAREC is 4 years; maximum time in the same unit is 6 years. SFC(P) and below are eligible to be moved between the 2d and 6th year based on the needs of the command.

(4) Active Guard/Reserve. AGR tour lengths will be as directed by HQDA OCAR and Cdr, ARPERCEN.

3–6. Senior NCO Reassignment Program

a. The maximum tour lengths prescribed in paragraph 3-5*j* provide the basis for the Senior NCO Reassignment Program (4/6-year program). The intent of this program is to ensure cross-leveling and distribution of experienced recruiters to new recruiting environments and to provide for career progression throughout the recruiting force. The Senior NCO Reassignment Program applies to al career (SGT through SGM) recruiting personnel assigned to USAREC.

b. Career recruiters in the grades of SGM or MSG/1SG must move at the completion of four years in a battalion/brigade or 3 years at HQ, USAREC.

c. Due to the transition of maximum tour lengths from 6 years for SFC and below to 4 years for MSG and above, individuals in the grade of SFC(P) are unique and may incur maximum tour lengths that fall between 4 and 6 years. For example, as long as an individual remains an SFC(P), he or she is considered to have a maximum tour length of 6 years in the same unit. However, upon actual promotion to MSG, maximum tour length becomes 4 years. Accordingly, if an SFC(P) is promoted to MSG after 1 year in the unit, the individual must be reassigned at the completion of 5 years. If an SFC(P) is promoted to MSG after 2 years in the unit, the maximum tour length is 6 years. The maximum time in the same unit will not exceed 6 years, or 4 years as an MSG, whichever comes first.

d. In determining appropriate assignments for newly-selected SFC(P) personnel into MSG positions, consideration must be given to ensuring that the individual can serve up to 24 months in the new position before reaching 6 years in the same unit. If the individual does not have enough time remaining to accomplish this, he or she will be programmed for reassignment to an MSG position in another unit.

e. Individuals must move at the completion of their maximum tour lengths, regardless of time served in the current duty location. USAREC will initiate TOS waivers if required.

f. Career recruiters in the grades of SFC and below must move at the completion of 4 years in HQ USAREC. Additionally, at the completion of a total of 6 years in a battalion, the soldier must take one of two options. Request reassignment to another battalion within the same brigade, or request reassignment (using DA Form 4187) to a different brigade.

(1) A career recruiter may, at the end of his or her first 3 years in a battalion, request a 3-year extension to remain with the battalion. If the brigade battalion does not concur with a 3-year extension or if no vacancy exists for reassignment to a unit of choice (maximum of three), the soldier becomes a USAREC asset and will be assigned based on the needs of the command.

(2) At the completion of the 9th year in a brigade, the soldier must move to a unit of choice in another brigade, if a vacancy exists, or become a USAREC asset if no vacancy exists

(3) The maximum time of 6 years, or 9 years if a 3-year extension is approved, is based upon time in a brigade. Reassignment to another battalion within the same brigade does not start the "clock" again. The maximum time in a battalion is 6 years. If the soldier requests a 3-year extension in the same brigade and it is approved, then these 3 years must be spent in another battalion within the brigade. Brigade commander may request exceptions to the 4/6 year policy based upon the operational needs of the brigade, but the extension will be limited to 1 year. Exception will only be approved by the appropriate DCG or the CG.

g. Individuals within 6 months of their maximum tour length will normally be considered for command priorities and vacancies before individuals who are not approaching their required reassignment dates.

h. If a recruiter is assigned to a station or company that is redesignated as a unit in a different recruiting battalion, the initial reporting date to that station or company counts as assigned time in the new recruiting battalion. The total time assigned to the station or company is considered toward the maximum tour length under the Senior NCO Reassignment Program.

i. The Senior NCO Reassignment Program prescribes maximum tour lengths only and does not restrict earlier reassignment if otherwise eligible.

3–7. Operational recruiter reassignments

a. Operational reassignments of Army recruiters impact on production capability and as such, are time sensitive. All operational assignments which involve expenditure of PCS funds must be forwarded to the CG, PERSCOM for approval. A general officer must initiate or endorse a waiver if the soldier has not completed 48 months TOS.

b. All operational reassignments for AGR personnel will be forwarded through command channels. All assignments/reassignments for AGR personnel will be forwarded to Cdr, ARPERCEN for approval.

c. Operational reassignments must be based on valid requirements and sound justification. Operational reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for a compassionate reassignment under AR 614-200 or as a substitute means for joint domicile or other assignments. Approval authority for these types of assignments rests with the CG, PERSCOM/Cdr, ARPERCEN. Requests for compassionate reassignments must be submitted through the servicing personnel service center (PSC).

d. The policies outlined in paragrah 3-5 apply to all operational reassignments.

e. Individuals in the TTE Program (see para 2-11) will not be considered for operational reassignment.

f. Operational reassignments should provide for career progression.

(1) Examples of career progression reassignments are—

(a) Field recruiter to station commander.

(b) One-person station commander to multi-person station commander.

(c) Station commander to a staff recruiter position.

(2) Reassignments to identical positions, such as field recruiter to field recruiter, will not be supported unless they are submitted due to station openings or closures or as rehabilitative operational reassignments.

g. Rehabilitative operational reassignments are authorized on a no cost or low cost basis when an excellent possibility exists that a marginal or unsatisfactory recruiter will be successfully retained in USAREC as a result of the rehabilitative action. Rehabilitative reassignments at full cost will be limited to exceptional cases which provide detailed justification and documentation, to include evidence of remedial training, counseling statements, trainer's evaluations, production records, etc. Other requirements that pertain to all requests for rehabilitative reassignments are as follows:

(1) Requests for rehabilitative reassignments must include a statement from the recruiter acknowledging that he or she has been advised of the basis for the proposed rehabilitative reassignment.

(2) Individuals in the New Recruiter Program should not be rehabilitatively reassigned unless an exception to policy is granted for extension of the New Recruiter Program. Detailed justification and training documentation is required.

(3) Cadre personnel will only be rehabilitatively reassigned to authorized OOR positions.

(4) Upon approval of a rehabilitative operational reassignment, all supporting documentation such as counseling statements and training evaluations will be forwarded to the gaining unit. The recruiter will then be observed for a period of 6 months and evaluated. If sufficient improvement in performance has not occurred, action should be initiated to request involuntary reassignment under paragraph 5–5 or 5–6.

h. Recruiter vacancies created by operational reassignments normally will be filled by replacements who are newly assigned graduates of the Army Recruiter Course.

i. Operational reassignments are categorized as either cost, low cost, or no cost reassignments. Determination of the specific category will be made using the following criteria:

(1) Cost move. A fully funded permanent PCS. Relocation of household goods and family members is authorized at Government expense.

(2) Low cost move. Reassignment to a permanent duty station which obligates the Government to not more than $250. Relocation of household goods and family members at Government expense is not authorized with a low cost move.

(3) No cost move. A change in duty station or duty position that involves no cost whatsoever to the Government.

j. Requests for all types of operational moves must be submitted for approval to HQ, USAREC. HQ USAREC will in turn endorse request for cost or low cost operational moves to PERSCOM for final approval. TOS waivers, initiated or endorsed by a general officer, are required for cost or low cost operational moves unless the soldier has completed 48 months TOS. All reassignments, including those that involve a position change only, affect individual records, utilization, variable housing allowance (VHA) etc., and, therefore, must be centrally managed. Recruiters will not be moved without the approval of HQ, USAREC, and not prior to issuance of reassignment orders by the servicing PSC. The Cdr, ARPERCEN will issue reassignment orders on all AGR personnel. Commanders who direct movement of recruiters without proper authority may be personally liable for costs incurred. HQ, USAREC, will not backdate the authority for move-ment in order to compensate for lack of obtaining proper approval.

k. The format for submission of operational reassignments is at figure 3–1. The subject line on the request will reflect the specific type of move requested (cost, low cost, or no cost). Requirements for submission are as follows:

(1) Operational requests will include complete gaining/losing station information, to include names of incumbents and replacements, unit identification codes (UIC), Recruiting Station Identification Codes (RSID), city, State, and ZIP Codes.

(2) Cost/low cost moves should be submitted at least 60 days prior to requested reporting date and low cost/no cost moves at least 45 days, except in unusual circumstances such as relief.

l. Operational reassignments may be considered by HQ, USAREC to balance command strength and experience levels, to fill critical recruiting vacancies, or to manage the recruiting force according to established priorities and policies. All personnel are eligible to be involuntarily reassigned upon completion of 2 years in their current duty location, although every effort will be made to avoid such situations and allow completion of a normal 3 year tour. Priority for involuntary reassignment will be given to individuals within 6 months of their maximum tour lengths in accordance with the Senior NCO Reassignment Program (para 3–6). Procedures for HQ, USAREC-directed operational reassignments are as follows:

(1) Individual preference statements will be taken into consideration, if previously submitted.

(2) If the individual's preference cannot be honored, then the soldier will be notified of available command priority assignments identified by HQ, USAREC. Every effort will be made to offer the individual at least three choices. However, in isolated cases, a selection may not be offered due to a priority requirement.

(3) When the individual is given a choice of alternative assignments, selection must be submitted in writing by the established suspense date. If no response is received by the established suspense date, CG, PERSCOM, will issue assignment instructions to a command priority assignment.

(4) Once the assignment is determined, coordination will be made with the gaining unit for a station level assignment. The request for orders will be published accordingly.

m. Once an individual has been identified in writing for an operational reassignment and notified by the chain of command, no voluntary request for reassignment will be accepted from the individual. Local commanders are responsible for expeditiously notifying individuals of operational reassignment actions.

3–8. Nominative USAREC assignments

a. Selected USAREC staff, liaison NCO, and instructor positions require exceptionally qualified personnel with specialized recruiting skills. These positions are identified as nominative positions and are authorized only for career OOR personnel. The exception will be for AGR positions with career OOE personnel who are not currently authorized MOS OOR. Nominative positions are managed as follows:

(1) Recruiting brigades are responsible for providing qualified nominees for a selected number and type of positions. These positions are identified to recruiting brigades on a "fair-share" basis, given the overall personnel strength of the brigade and the number of positions to be filled.

(2) Once nominated, individuals undergo a detailed screening process before final selection is made. Appropriate commanders and individuals are notified concerning the selection process.

b. Reassignments to nominative positions are operational in nature. TOS waivers must be processed if required. Selected soldiers will not be further stabilized upon reassignment.

3–9. Voluntary reassignments

Recruiters who have successfully completed their initial stabilization in USAREC and have been reclassified to PMOS OOR (see chap 4) may request reassignment within USAREC to a new recruiting battalion or brigade. Detailed recruiters are not eligible to request voluntary reassignment within USAREC.

(Letterhead)

(Office Symbol) *(Date)*

MEMORANDUM FOR: *(Addressee)*

SUBJECT: Request for Operational Reassignment *(Cost/No Cost/Low Cost)*

1. Under AR 614-200 (para 1-5) and AR 601-1 (para 3-7), request the operational reassignment of . . . , assigned to ***(Current assignment),*** with duty as. . . .

2. Request that authority be granted to operationally reassign ***(SM's name)*** to the ***(Rctg Bn & Duty Station)*** with duty as. . . . The following information is furnished:

a. Gaining station: (Name of gaining station, UIC, RSID, address, and Zip Code).

AUTH ADGD PARA & LINE 90 DAY PROJ GAINS/LOSSES PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

b. Losing station: (Name of losing station, UIC, RSID, address, and Zip Code).

AUTH ASGD PARA & LINE 90 DAY PROJ GAINS/LOSSES PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

c. Date assigned to current position:

d. Distance from losing station to gaining station:

e. Distance from domicile to current station:

f. Distance from domicile to new duty station:

3. Justification:

4. Date of last cost PCS:

5. Indicate if SM has attended any USAREC schools, and if so, what schools and date(s) attended.

6. Indicate if SM requires an NCO-ER if move is approved.

7. Indicate requested reporting date.

Signature block of requesting official (i.e., Cdr, XO, Adj)

Figure 3-1. Sample of a request for operational reassignment

a. Approval of a voluntary request depends on—

(1) A position vacancy.

(2) The experienced recruiter levels in both the losing and gaining units.

(3) Eligibility of the individual to move.

(4) PERSCOM approval of the reassignment.

b. The policies outlined in paragraph 3-5 apply to voluntary reassignments within USAREC.

c. At the time of submission for voluntary reassignment, the recruiter must—

(1) Meet the height and weight standards in AR 600-9.

(2) Be within 6 months of completing the normal tour in the current geographical location since the last cost move.

(3) Not be pending investigation or unfavorable action.

(4) Agree to extend or reenlist to meet the 48 month TOS goal effective on the reporting date to the gaining unit.

d. Procedures for requesting reassignment within USAREC are as follows:

(1) The request for voluntary reassignment will be submitted through the chain of command using DA Form 4187. The recruiter should list at least three recruiting battalions in order of preference.

(2) Recruiting battalion commanders will—

(a) Verify eligibility per paragraph c above.

(b) Recommend approval/disapproval. If disapproval is recommended, the reason must be provided.

(c) Recommend a reporting date (generally between 90 and 180 days from the date of submission).

(d) Provide the date of the last cost PCS.

(e) Ensure that the request arrives at HQ USAREC with updated copies of DA Forms 2A and 2-1.

e. All requests for assignment will be forwarded to HQ USAREC regardless of the commander's recommendation.

f. Requests for reassignment will be reviewed at HQ USAREC to ensure that eligibility criteria and the needs of the command are met. If none of the individual's choices can be accommodated, the request will be returned to the soldier listing three available command priority units. The individual may select one of the three alternative units or may withdraw the request and resubmit at a later date, provided he or she is not eligible for reassignment under the Senior NCO Reassignment Program (see para 3-6). If the soldier is eligible for reassignment under the Senior NCO Reassignment Program, he or she may not withdraw the request and must choose one of

the three units offered. In all cases, if no response is received by an established suspense date, CG, PERSCOM, will issue operational assignment instructions to a command priority unit.

g. Once an individual has submitted a voluntary request, commanders are precluded from submitting an operational request for reassignment until a final decision has been reached on the voluntary request.

h. Requests may be disapproved by HQ, USAREC based on applicable policies. Requests recommended for approval will be forwarded to CG, PERSCOM for final determination.

i. Once an assignment is approved, coordination will be made with the gaining unit to determine station level assignment and the request for orders will read as such.

j. An individual may not withdraw an approved reassignment request unless the provisions for deletion prescribed in AR 614-200 are met. Such requests must be submitted to the servicing PSC with a copy furnished to Commander, USAREC, ATTN: RCPER-PM-E. Requests for withdrawal of AGR personnel will be forwarded through USAREC channels to Cdr, ARPERCEN, (DARP-FSE).

k. Requests for deferments or changes of reporting dates must be submitted with justification to Commander, USAREC, ATTN: RCPER-PM-E, within 10 working days of receipt of reassignment instructions.

3-10. Other reassignment requests from USAREC personnel

a. Couples desiring to be considered for joint domicile should enroll in the Army's Married Couple Program.

(1) Request for joint domocile assignment within USAREC must be submitted on DA Form 4187 to Commander, USAREC, ATTN: RCPER-PM-E. Requests must include a copy of the marriage certificate and current copies of DA Forms 2A and 2-1.

(2) Consideration will be given to a joint domocile request based on valid vacancies at the gaining unit and other factors such as stabilization and status of detail period.

(3) Married Army couples may be assigned to the same geographical location when a valid vacancy exists for both members.

(4) Couples will not be assigned to the same recruiting station or duty station.

(5) Assignments must not place either member in the direct line of supervision of the other.

b. Request for compassionate reassignment will be submitted on DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems) through the servicing PSC to PERSCOM. An information copy must be forwarded to Commander, USAREC, ATTN: RCPER-PM-E. The final approval authority is the CG, PERSCOM.

(1) If approved by the CG, PERSCOM, the soldier will incur a 1-year stabilization. Upon completion of the stabilization, the soldier may be reassigned, in coordination with the recruiting battalion and brigade within the needs of the command.

(2) In cases where the compassionate situation severely restricts the recruiter's ability to accomplish the mission and resolve the hardship problem, commanders may consider terminating the recruiter's SDAP and withdrawing the mission for a period not to exceed 1 year. Assignment to other duties commensurate with grade and experience would be appropriate.

c. Personnel with special family problems should enroll in the Exceptional Family Member Program to avoid future reassignment difficulties. Procedures and requirements for enrollment are outlined in AR 614-203.

3-11. Operational reassignment report

a. HQ, USAREC will submit a no cost operational reassignment report to Cdr, PERSCOM, ATTN: TAPC-EPM-A, Alexandria, Virginia 22331-0400.

b. The report will be submitted by the 10th of each month.

c. The report will contain the brigade; name, grade, and social security number of individual; and the location of the previous and reassigned station.

Chapter 4
Completion of Initial Detail Period with USAREC

4-1. General

a. The initial period of detail to recruiting duties in USAREC is 36 months. At the completion of this period, a recruiter must either return to duties in his or her PMOS (or another MOS within the needs of the service) or he or she must be reclassified to PMOS OOR and join the career recruiting force. Selectees for reclassification to PMOS OOR may anticipate a career assignment rotation schedule per chapter 3.

b. Each detailed recruiter must be counseled not later than the 18th month of recruiting duty regarding reclassification to PMOS OOR.

4-2. Selection procedures for reclassification to PMOS OOR.

a. Although detailed recruiters will be counseled at the 18th month, normal reclassification to OOR will be accomplished after the 24th month on recruiting duty. Any request for reclassification submitted between the 18th and 24th month will be submitted as an exception to policy. The earliest authorized effective date of reclassification is the 18th month on recruiting duty.

b. To be eligible for reclassification to PMOS OOR, a recruiter—

(1) Must have completed a minimum of 24 months on recruiting duty if a detailed recruiter, or must graduate from the ARC if a former successful recruiter.

(2) Must not be an SRB recipient, unless concurrently volunteering to have unearned portion of SRB recouped.

(3) Must not hold a PMOS designated by CG, PERSCOM to be a restricted MOS due to its criticality Army-wide.

(4) Must not be pending investigation or any unfavorable action.

(5) Must be a successful recruiter and be qualified to represent the command in leadership, staff, and positions of increasing responsibility.

(6) Must be emotionally and financially stable, possess outstanding bearing, and exhibit a professional attitude toward career recruiting and retention duties.

c. A request for reclassification to PMOS OOR is voluntary on the part of the recruiter. Approval requires the recommendation of approval from the recruiting battalion commander and the CG, USAREC, and the final approval of the CG, PERSCOM. Procedures for submission of requests for reclassification to PMOS OOR are as follows:

(1) The recruiter must submit a request on DA Form 4187 through the recruiting battalion commander to Commander, USAREC, ATTN: RCPER-PM-E. The DA Form 4187 must include current height and weight information and one of the statements below.

(a) Individual has been selected for ANCOC but has not yet attended.

(b) Individual has not been selected for ANCOC.

(c) Individual has attended ANCOC.

(2) The recruiting battalion commander, or acting commander, must sign the DA Form 4187, recommending approval or disapproval based on the assessment of the recruiter according to paragraph *b* above. A recommendation of disapproval must include specific comments.

(3) DA Forms 2A and 2-1 on the individual concerned must accompany the request for reclassification to HQ USAREC.

4–3. Reassignment from USAREC upon completion of detail period

a. Recruiters who do not voluntarily elect reclassification to PMOS OOR will be reassigned from USAREC after completion of their 36 month detail period.

(1) Detailed recruiters upon their decision not to reclassify to PMOS OOR should forward DA Form 4187 with current DA Form 2A and 2–1, through USAREC to PERSCOM (TAPC–EPM–A), to arrive not later than (NLT) the 30th month of their detail period.

(2) Subsequently, once assignment instructions are issued by the CG, PERSCOM, the soldier will not normally be permitted to voluntarily extend the detailed period or reclassify to PMOS OOR.

b. Recruiters who are reassigned from USAREC after successful completion of their detail period will normally be considered eligible to return to recruiting duty at a later date, provided eligibility criteria in paragraph 2–4 are maintained. Recruiters reassigned under this provision will retain the special qualification identifier (SQI 4).

c. AGR personnel are not currently authorized to hold MOS OOR. The SQI 4 is not authorized with MOS OOE at any level; however, those AGR personnel who have successfully completed the Guidance Counselor Course at Fort Ben Harrison may be awarded ASI V7.

d. The Recruiting Battalion Commander will ensure that action to terminate the detailed soldier's SDAP has been initiated and completed prior to the soldier's departure.

Chapter 5
Voluntary/Involuntary Reassignment from Recruiting Duty

Section I
General

5–1. Purpose

This chapter prescribes guidance for the involuntary reassignment of individuals from recruiting duty and the voluntary release of cadre recruiters upon completion of stabilization periods. Reassignment policies and procedures for AGR personnel are in chapter 6.

5–2. Assignments

a. Individuals assigned to recruiting duty represent the United States Army in the civilian community. Such assignments require high standards of knowledge, effectiveness, physical appearance, fitness, honesty and integrity. Each individual assigned to recruiting duty must maintain these standards.

b. Any Army member, civilian employee, or other person who has knowledge or information concerning alleged or suspected recruiting improprieties by recruiting personnel, will transmit such information to the Commander, USAREC, ATTN: RCES–RI, Ft Sheridan, IL 60037–6000, for appropriate action. The CG, USAREC, will prescribe detailed procedures for the reporting, processing, investigation, and disposition of allegations of improper recruiting practices.

c. Reassignments may be requested by the CG, USAREC based on approved actions by subordinate commanders. Final action on requests for reassignment from USAREC rests with the CG, PERSCOM. With due regard for administrative due process (see para 5–10), requests for involuntary reassignment will be expeditiously forwarded through command channels to the CG, PERSCOM. Priority for prompt reassignment will be for those personnel who—

(1) Fail to maintain acceptable standards of personal and professional conduct.

(2) Intentionally violate or negligently ignore a prescribed regulation or procedure to obtain an enlistment.

(3) Fail to sustain desired levels of efficiency.

Section II
Involuntary Reassignment of Recruiters

5–3. Reclassification or reassignment

The CG, USAREC may recommend the involuntary reclassification and/or reassignment of Army recruiters whose performance does not meet USAREC retention standards. Recruiters may be considered for involuntary reassignment either as unqualified, ineffective, or unsuitable at any time or upon completion of stabilization. The provision for involuntary reassignment applies to all recruiters, detailed and cadre, whether serving as production field recruiters, or in leadership or staff positions. These procedures do not apply to recruiters who have been relieved-for-cause but are not being involuntarily reassigned.

a. Involuntary reassignment as unqualified or ineffective will be requested only after a determination that adequate assistance, training, supervision, and counseling, or medical rehabilitation will not be or was not effective to correct inadequacies.

b. The requirement for remedial training, assistance, and counseling procedures specified for ineffective or unqualified recruiters is not applicable to recommendations for the involuntary reassignment of unsuitable recruiters except as indicated in paragraph 5–6.

c. USAREC commanders will ensure that individuals recommended for reassignment receive fair and equitable treatment. The potential adverse impact on the career of recruiters recommended for reassignment for cause (ineffective, unsuitable) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered.

5–4. Unqualified recruiter

a. A recruiter's reassignment as unqualified is without prejudice. It does not, in other words, entail the potential adverse career impact as do unsuitable or ineffective reassignments. Individuals reassigned as unqualified may be considered for future assignment to recruiting duty upon satisfactory presentation of information to the CG, USAREC and CG, PERSCOM that disqualifying conditions have been corrected.

b. Recruiters, including recruiters serving in the New Recruiter Program where appropriate, may be identified as unqualified for the following reasons:

(1) Personnel unable to accomplish recruiting duties due to physical or medical limitations, not the result of misconduct. Reports of medical evaluation prepared by a physician assigned or employed by any military or other Federal Government facility must be enclosed to justify requests for reassignment. Personnel normally will not be reassigned based on temporary medical conditions that are expected to be resolved within a reasonable time, normally 120 days or less.

(2) Personnel who incur financial hardship that results directly from their assignment to recruiting duties and does not involve mismanagement of personal income. Statements that compare personal income against validated obligations will be inclosed to justify these requests.

(3) Personnel whose spouse or family members become involved in unfavorable incidents that impair the recruiter's performance of duty or reputation in civilian communities. These requests must be justified by sufficient documentation of unfavorable incidents.

(4) Personnel on recruiting duty who marry another soldier, who is not on recruiting duty. Should a soldier desire to remain on recruiting duty, disenrollment from the MACP is required.

(5) Personnel assigned to USAREC in the MACP whose spouse is relieved from recruiting duty.

5–5. Ineffective recruiters or ineffective new recruiters

a. Recruiters (other than new recruiters).

(1) Recruiters may be identified as ineffective for—

(a) Failure to respond to training, performance counseling, and other guidance. Statements that support the recruiter's failure to respond and evidence of counseling must support these requests. Ineffective relief candidates require sales technique evaluation and PMS evaluation with counseling and training. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented. Should the chain of command determine the above evaluations cannot be accomplished due to weak or nonexistent training, or to poor leadership, then rehabilitative transfers should be considered.

(b) Failure to attain or sustain assigned production standards for Army enlistments; unsatisfactory performance according to established objectives and standards; or failure to develop the necessary sales ability to be a successful recruiter. Objective evidence of production failure and statements that show remedial performance counseling must support these requests. Reassignments based exclusively on a lack of sales ability are restricted to new recruiters serving their first 12 months on recruiting duty.

(c) Failure to attain or sustain adequate knowledge of regulations, programs, policies, and procedures related to recruiting. This includes, but is not limited to, repeated recruiter errors during enlistment processing which do not constitute recruiting improprieties. The supporting documentation must clearly establish that training, performance counseling, or other guidance would not likely prevent continued mistakes.

(d) Failure to train subordinates; attain or sustain station or company production standards; or failure to demonstrate the necessary leadership and supervisory skills to be a successful station commander senior guidance counselor, or first sergeant.

b. New recruiters.

(1) New recruiters may be identified as ineffective during the first 12 months on recruiting duty, or during any approval extension to the TTE program for the following reasons:

(a) Failure to demonstrate possession of the necessary attributes to become successful field recruiters. These attributes include, but are not limited to, sales ability, attention to detail, self-expression, effective time management, forcefulness, and positive attitude and motivation. Statements from supervisors and training personnel that document the specific failure must accompany these requests.

(b) Failure to demonstrate satisfactory progress in the Transitional Training and Evaluation Program (TTE). Progress in the TTE program includes developing an ability to absorb and achieve increased recruiting objectives, apply recruiting techniques, increase technical knowledge of recruiting, and learn the peculiarities of the local environment. Objective and documented evidence of failure to achieve these recruiting objectives will accompany these requests. Statements from supervisors also document unsatisfactory progress and add justification to requests for reassignments. Ineffective relief candidates require sales technique evaluation and PMS evaluation with counseling and training. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented. For TTE recruiters, the earliest start date will be at the completion of 3 months of TTE. Should the chain of command determine the above evaluations cannot be accompanished due to weak or nonexistent training, or to poor leadership, then rehabilitative transfers should be considered.

(2) Normally, new recruiters will not be recommended for involuntary reassignment before they have completed at least 6 months of USAREC service.

(3) Due to the unique requirements of recruiting duty, reassignment while serving as a new recruiter (except for reasons of unsuitability) will not be construed as a reflection on a noncommissioned officer's overall ability as a soldier. These reassignments will not be documented in detail in the individual's Official Military Personnel File (OMPF).

5–6. Unsuitable recruiters

Recruiters, including new recruiters, may be identified as unsuitable for any of the following reasons.

a. Commission of improper recruiting practices that violate Federal, State, or local law, DOD or DA regulations, or USAREC regulations, directives or policies. Evidence of specific practices must accompany requests for reassignment and must have been processed through the Enlistment Standards Branch, Personnel Directorate, HQ USAREC. Additionally, evidence of disciplinary or administrative actions taken against the recruiter or considerations which countered such actions must be provided.

b. Failure to meet or maintain acceptable standards of conduct, to include involvement in unfavorable incidents or commission of acts which adversely reflect on the Army and the recruiter and which violate civil law or (UCMJ). Description and evidence of specific incidents and/or acts must support these requests. Either evidence of disciplinary ot administrative action taken against the recruiter or considerations which countered such actions must be provided with these requests.

c. Failure to maintain acceptable standards of personal appearance, including maintenance of physical fitness and weight standards according to AR 350–15 and AR 600–9. Documentary evidence of specific deficiencies and remedial action taken to correct the soldier's inadequacies must be provided.

d. A failure to pay just debts after proper counseling or evidence of financial hardship on family members that can only be alleviated or remedied by reassignment from recruiting duty, must be demonstrated. The impact of financial mismanagement on recruiters' reputations in the civilian communities where they reside and perform duty should be reported. Statements that compare personal income with liabilities must accompany these requests.

5–7. Suspension of USAREC personnel from recruiting duties

a. Suspension from recruiting duty is the removal of a recruiter from all contact with prospects and applicants for enlistment and from the processing of any documentation concerning active applications for enlistment. The provision for suspension exists to prevent recurrence of incidents of impropriety and misconduct involving recruiters and to minimize the adverse impact such incidents or suspected incidents have on the public image of the U.S. Army.

b. Recruiting battalion and recruiting brigade commanders (or an acting commander in the grade of major and above) are authorized to suspend USAREC personnel within their respective commands who are suspected of improper recruiting practices or who are identified as unsuitable, according to the criteria specified in paragraph 5–6. In recruiting impropriety cases, recruiters normally will not be suspended unless the battalion commander intends to recommend relief. Normally, recruiters identified as unqualified or ineffective under paragraph 5–4 or 5–5 will not be suspended but will continue to perform recruiting duties pending involuntary reassignment. SDAP will not be terminated prior to departure for individuals being reassigned unless suspension is directed as an exception to policy. However, on a case-by-case basis, recruiters in these two categories may be suspended by the recruiting battalion or brigade commander, provided detailed justification is forwarded through command channels with the reassignment action.

c. Suspended recruiters are not entitled to SDAP because they are removed from their recruiting duties. Termination of SDAP is effective on the date of suspension. Accordingly, commanders must review each case thoroughly prior to suspen-

sion to ensure that the basis for the action is adequate. When a recruiter is suspended, he or she must be notified in writing, both of the basis for the suspension and of the action to terminate SDAP per AR 600-200, paragraphs 5-4 or AR 135-205, paragraph 2-5, for AGR personnel. The recruiter will be given the chance to rebut the proposed action and provide statements in his or her behalf.

d. Commanders imposing suspension will refer to AR 600-8-2 to determine when submission of DA Form 268 is required.

5-8. Reinstatement to duty

a. For cases of involuntary reassignment, except for recruiting improprieties, authority is delegated to each brigade commander to reinstate suspended recruiting personnel to duty where investigated allegations and/or the proposed basis for the involuntary reassignment is adequately refuted by an individual's rebuttal or by objective evidence provided by commanders in the chain of command. Prior to taking any action to reinstate an individual to duty, the brigade commander will obtain a legal review.

b. Authority is delegated to each USAREC Deputy Commanding General (East and West) to reinstate suspended recruiting personnel in cases of alleged recruiting improprieties where the allegations made against them are adequately refuted by rebuttal or by information provided by commanders in the chain of command. Legal review will be obtained prior to reinstatement.

c. A letter of notification will be furnished to the recruiter concerned when reinstatement is approved. The letter of notification will provide the effective date of the reinstatement, if different from the date of the basic letter. The recruiter's SDAP will be refinstated effective the date of reinstatement to the special duty assignment, provided all other eligibility requirements are met per AR 600-200, paragraph 5-2.

5-9. Authority to approve involuntary reassignments from recruiting duty

a. Authority is delegated to Commander, Recruiting Support Command and each recruiting brigade commander or acting commander in the grade of major and above to approve, in compliance with the procedures outlined in paragraph 5-10, involuntary reassignments within that commander's respective brigade that are not based on recruiting improprieties (see para 5-6*a*). This authority may not be further delegated.

b. Authority to approve all involuntary reassignments based on recruiting improprieties (para 5-6*a*) rests with the CG, USAREC.

5-10. Procedures

a. The CG, USAREC will prescribe detailed procedures for the processing of cases involving recruiting improprieties (para 5-6*a*).

b. The following procedures apply to all recruiters recommended for involuntary reassignment under paragraphs 5-4, 5-5, and 5-6*b*, *c*, and *d*. See paragraph 6-11 for additional procedures that apply to AGR personnel.

(1) The recruiter must be notified in writing of the intent to involuntarily request reassignment (and reclassification, if appropriate) as either an ineffective, unsuitable or unqualified recruiter. The letter will include the specific basis for the action. Figures 5-1(RA), 5-2 (AGR other than IRP), and 5-3 (AGR-IRP) provide the proper format for this letter.

(2) Unless specifically prohibited by Federal law or other regulation (e.g., classified materials or reports of inspector general investigation), copies of reports, statements, and other documents on which the action is based will be furnished the recruiter for use in preparing a statement and offering a rebuttal to the proposed action. The provisions of AR 600-37, paragraph 2-6, apply.

(3) The soldier will acknowledge receipt of the proposed action by return endorsement and submit a response within 10 calendar days of receipt (see fig 5-4). The commander may extend the response period at his or her discretion, for cogent reasons.

(4) Any rebuttal, allegations, or other comments furnished by the soldier will be reviewed and specifically addressed by the commander who initiated the action. Additionally, in cases of unsuitability, the commander will indicate the specific disciplinary or administrative action taken. If none is taken, the specific consideration which kept such actions from being taken will be furnished.

(5) After careful review of all matters presented, the commander will forward the request for reassignment, with his or her recommendation and all supporting documentation, to the recruiting brigade commander (see fig 5-4). The request will include an updated DA Form 2635 and supporting documentation of any assignment limitations. If applicable, an individual must include a copy of a physical profile (DA Form 3349 Physical Profile Board Proceedings), that has been updated or issued within the preceding 2 years. In cases where TOS waiver is required or some other action is pending, this information will also be indicated in forwarding endorsements.

(6) Provided the proposed action meets all regulatory requirements and is determined to be appropriate within command policies, the recruiting brigade commander will either approve or disapprove the request. Before acting on any case involving misconduct, the recruiting brigade commander will refer the case for legal review. Disapproved or incomplete requests will be returned to the recruiting battalion commander citing specific reasons for disapproval.

(7) Approved involuntary requests will be forwarded by the recruiting brigade commander, with the individual's DA Forms 2A and 2-1 and DA Form 2635, to Commander, USAREC, ATTN: RCPER-PM-E, with a recommended availability date and other administrative information. Figure 5-6 provides the proper format.

(8) HQ, USAREC will review the action for completeness, documentation, and validity of reassignment and reclassification recommendations. Legal review of relief actions for ineffectiveness of recruiters holding PMOS OOR, and recruiters who submit a rebuttal; and all relief actions for unsuitability, shall determine whether the relief was—

(a) In violation of law or regulation.

(b) Beyond the legitimate authority of the person performing the relief.

(c) Arbitrary, capricious, or an abuse of discretion.

(d) Materially unfair.

(9) Approved actions will be forwarded to CG, PERSCOM, for final processing, issuance of assignment instructions, and reclassification action.

(10) Upon receipt of assignment instructions, HQ, USAREC, will provide them to the recruiting battalion and brigade concerned.

(11) The recruiting battalion commander will, upon receipt of instructions from HQ, USAREC, ensure that all required outprocessing requirements are initiated and executed promptly per AR 612-2 and DA Pam 600-8-10. The commander will ensure compliance with assignment instructions and the established reporting date to the gaining organization.

(12) USAREC will ensure that a detailed soldier's SEER has been completed and action to terminate his SDAP has been initiated.

c. Availability and reporting dates will not be changed without coordination with HQ USAREC, and approval from PERSCOM.

d. Deferment and deletion requests must be in strict compliance with either AR 614-30, chapter 3 or AR 614-200, chapter 3. These requests will be forwarded to the servicing PSC and a copy of each request and final action will be furnished to Commander, USAREC, ATTN: RCPER-PM-E.

e. If assignment instructions are received that contain a service remaining requirement for a soldier who has 4 years of service, or who will have more than 4 years of service for pay purposes at ETS, and the soldier refuses to extend or reenlist, a statement of declination will be prepared per AR 601-280, paragraph 3-2*c*.

5-10.1. Involuntary reassignment without prejudice of PMOS OOR recruiters

a. Battalion and brigade commanders will recommend the involuntary (non-adverse) release/reclassification of career recruiters who are no longer an asset to the recruiting effort, yet who do not warrant relief as unqualified, ineffective, or unsuitable as outlined in paragraphs 5-4, 5-5, or 5-6.

b. Commanders who recommend involuntary release/reclassification will counsel the recruiter. This action may be initiated at any time using a Record of Counseling (fig 5-7). A copy of the DA Form 2A, DA Form 2-1, and current DA Form 2635 must accompany the DA Form 4187. The recruiter will be given an opportunity to review the reclassification packet and will complete an endorsement (fig 5-8) acknowledging his or her right to submit a rebuttal before final action is taken. However, notification is not required in cases where notification of involuntary reassignment has already been provided under paragraphs 5-4, 5-5, or 5-6. Commanders must ensure that the requirements of AR 600-37 are met if they intend to file a letter of counseling, concern, reprimand, or other unfavorable information in the recruiter's MPRJ or OMPF in conjunction with the involuntary reclassification.

c. USAREC commanders will ensure that individuals recommended for reassignment receive fair and equitable treatment. The potential adverse impact on the careers of recruiters recommended for reclassification (even non-adverse) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered.

d. USAREC commanders will not use the provisions of this paragraph to reclassify or reassign recruiters whose conduct or performance warrants reclassification or reassignment as unqualified (para 5-4), ineffective (para 5-5), or unsuitable (para 5-6.)

5-11. MOS/SQI action

a. Recruiters holding PMOS OOR recommended for assignment under paragraph 5-4, 5-5, and 5-6 will be reclassified per AR 600-200, chapter 2, section VII. MOS OOR will be withdrawn. Reclassification boards, normally required per AR 600-200 chapter 2, section IX, will not be appointed except for recruiters who acquire a physical profile with assignment limitations that disqualify them from performing duties in combat in an MOS in which they are recommended for reclassification attendant to involuntary reassignment. A statement will be signed by all other individuals as follows: "I have no significant assignment limitations or medical conditions that will be a limiting factor in performing duties in any MOS in the Army Inventory of Skills, worldwide. I understand that this statement cannot be withdrawn unless later medical evaluation indicates a change in my medical condition."

b. Detailed recruiters involuntarily reassigned per paragraph 5-4, 5-5, and 5-6, will have SQI 4 withdrawn. If an individual has acquired a physical limiting profile while on recruiting duty, a copy of the DA Form 3349 and MOS Medical Retention Board (MMRB) results, if appropriate will be included with the reassignment action and determination will be made by PERSCOM regarding reclassification.

c. Personnel reclassified under paragrah 5-10.1 will retain OOR as SMOS.

5-12. Eligibility for return to recruiting duty

a. Recruiter reassignments per paragraph 5-5 or 5-6 as ineffective or unsuitable constitute evidence that individuals are ineligible for future USAREC service. Before reassignment, the custodian of the MPRJ will make a permanent entry in Item 4 of the individual's DA Form 2-1 according to AR 640-2-1, table 2-3, which states, "Involuntarily reassigned from recruiting duty according to (enter applicable paragraph), AR 601-1 not eligible for future USAREC assignment."

b. The reassignment packet for unsuitable or ineffective recruiters will be filed in the soldier's Career Management Individual File (CMIF) and the Official Military Personnel File (OMPF). The reassignment packet for an unqualified recruiter will be filed in the CMIF only.

5-13. Relief-for-cause NCO Evaluation Report (NCO-ER)

Normally, recruiters released from recruiting duty will receive an NCO Evaluation Report (NCO-ER) that characterizes their duty performance during the rating period; however, those recruiters who are involuntarily released for cause, ineffective (excluding new recruiters) or unsuitable (para 5-5*a* or 5-6), and are formally relieved from recruiting duty, will be evaluated, paragraph 2-10.

5-14. Utilization of recruiters within USAREC pending involuntary reassignment

a. All recruiters recommended for involuntary reassignment will continue to work normal duty hours in an authorized Government place of duty according to the guidelines below. Under no conditions will a recruiter's domicile be designated or considered a place of duty pending receipt of assignment instructions.

(1) Recruiters recommended for reassignment as unqualified or ineffective per paragraph 5-4 or 5-5 should remain on positive mission performing normal duties until their departure. This policy is based on the need to use all personnel productively. Recruiters used in this manner will continue to be authorized SDAP and should continue to work in their assigned duty station so that temporary duty expenses are not incurred. Exceptions to this policy are the prerogative of the recruiting battalion commander but must be documented with supporting justification in the forwarding correspondence to the recruiting brigade commander.

(2) Recruiters pending reassignment as unsuitable per paragraph 5-6 (and ineffective and unqualified recruiters suspended as an exception to paragraph (1) above) will be suspended and removed from the direct processing of applicants for enlistment. SDAP will be terminated, and the individual will be given administrative/logistical duties in support of the command in a place of duty that will be determined on a case-by-case basis, considering—

(a) The reason the recruiter was recommended for reassignment.

(b) The geographical, time, and distance factors involved.

(3) Recruiters pending involuntary reassignment will be used within their own units in USAREC if possible. The first priority for utilization location must always be the individual's permanent duty station since no funding is involved. If the recruiter cannot be used productively in his or her assigned duty station, or if the nature of his or her conduct makes retention in the assigned station counterproductive to mission accomplishment, the recruiter may be directed to perform temporary duty at the closest practicable station, company, or USAREC location within the recruiting battalion. Because travel and other entitlements are involved when temporary duty arrangements are directed, commanders must ensure adequate funding is available and that the temporary duty is properly administered.

b. Recruiting brigade commanders are authorized to approve attachments of brigade personnel to a recruiting battalion, area, or station headquarters within their area of responsibility. This authority does not extend to attachments of brigade personnel to other brigades, installations, arsenals, reserve units, or any other unit that is not a USAREC unit, regardless of location.

5–15. Attachment of recruiters to CONUS military installations pending reassignment

a. Recruiters who are pending involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive or discreditable to the daily operation that local control is not considered manageable, may be considered for attachment to CONUS installations. Attachments of this nature are to be requested only as a last resort and must be fully justified. A request for reassignment of a recruiter under this regulation does not in itself provide evidence that the recruiter should be attached outside the command. Every effort must be made to—

(1) Use personnel productively for USAREC.

(2) Ensure personnel are available for necessary processing of personnel actions.

(3) Minimize unnecessary hardship on soldiers and family members.

(4) Minimize costs to the Government.

b. All requests for attachments outside of USAREC must be submitted through the recruiting brigade headquarters to Cdr, USAREC, ATTN: RCPER-PM-E, for approval. Requests should be forwarded to HQ, USAREC only after a determination has been made by recruiting battalion and recruiting brigade commanders that attachment to their headquarters or to another USAREC unit within their area of responsibility will not alleviate the problem. All requests for attachment will contain the following information:

(1) Detailed justification, to include—

(a) The violations of the recruiter.

(b) The date the relief packet was initiated.

(c) An explanation of why the recruiter should not be used within his or her own unit.

(2) Projected daily cost of the attachment and basis for the projection (within or outside commuting area, location in relation to the soldier's permanent quarters, mileage, etc.)

(3) Anticipated duration of the attachment.

(4) Individual's PMOS, SMOS and ETs.

(5) Individual's marital/family situation and the effect that attachment will have, if any, on that situation.

(6) Name, location, and distance of the Army installation nearest the individual's permanent duty station.

c. In those cases of attachments outside USAREC that appear justified, the CG, USAREC will coordinate with the proper CONUS MACOM for the attachment. The CONUS MACOM will accept recruiters for attachment to installations under their jurisdiction when requested by the CG, USAREC. Once the action has been coordinated USAREC will notify the units concerned and request attachment orders from the servicing personnel office. Funding is the responsibility of the recruiting battalion or brigade concerned

d. Attachments will normally not exceed 60 days. Every effort must be made to terminate the attachment as soon as possible and return the individual to USAREC control. If attachment beyond the initial 60 days is necessary, detailed justification is again required.

e. Recruiting battalion and brigade commanders must ensure that soldiers attached to CONUS installations are monitored and that all actions are processed promptly.

f. The Cdr, ARPERCEN, will be the final approval authority on attachment of AGR personnel outside USAREC. (See paragraph 6–12 for attachment of AGR recruiters.)

Section III
Involuntary Reassignment of USAREC Administrative Support Personnel

5–16. Requests

The CG, USAREC, may request the involuntary reassignment of administrative support enlisted personnel in USAREC whose performance or conduct has been unsatisfactory. The CG, PERSCOM, approves or disapproves these reassignments and issues reassignment instructions for approved requests.

5–17. Procedures

a. Personnel whose personal conduct or performance of duty is unsatisfactory may be recommended for involuntary reassignment by a letter request forwarded through command channels to the proper career management branch in PERSCOM. Reassignment which requires a TOS waiver will be initiated or endorsed by a general officer.

b. Requests will cite the specific reason for reassignment and will be referred to the individual for comment or rebuttal according to AR 600–37, paragraph 2–6. Evidence of counseling and remedial training will support these requests. Specific infractions of civil law or the UCMJ that prompt requests will be fully described. Either evidence or disciplinary or administrative actions taken against the individual or considerations which countered such actions must be enclosed or described in the request for reassignment.

c. Recommendations for reassignment of administrative support personnel will be prepared and endorsed in the same format, appropriately modified, as that prescribed for the involuntary reassignment of recruiters in paragraph 5–10, and will be forwarded to Cdr, USAREC, ATTN: RCPER-PM-E.

d. Each request for reassignment will be accompanied by updated copies of the soldier's DA Forms 2A and 2–1 and DA Form 2635.

e. Involuntary reassignments of administrative support personnel under this paragraph constitute evidence that individuals are ineligible for future USAREC service. Before reassignment, the custodian of the MPRJ will make a permanent entry in Item 4 of the individual's DA Form 2–1 per AR 640–2–1, table 2–3, which states "Involuntarily reassigned from recruiting duty according to paragraph 5–16—not eligible for future USAREC assignment."

Section IV
Voluntary Reclassification and Reassignment from Recruiting Duty

5–18. Retention consideration

As career recruiters with PMOS OOR approach completion of each stabilization period within USAREC (minimum of 36 months in each recruiting battalion, brigade, or HQ USAREC), consideration of further retention in USAREC may be made. While it is expected that an individual holding PMOS OOR will complete the remainder of his or her career as a Recruiting and Retention NCO, the special demands of recruiting duty warrant a provision for honorable release and reclassification, conditional upon MOS OOR strength posture by grade and the operational needs of USAREC.

5–19. Requests

a. A recruiter with PMOS OOR or AGR OOE personnel may request voluntary reclassification and reassignment from USAREC upon completion of all current stabilization periods.

(1) The request will be submitted on DA Form 4187 to the recruiting battalion commander detailing reasons for requesting reclassification and reassignment from PMOS OOR duties. Three choices of MOS will be listed per the guidance in paragraph *b* below. DA Form 2635, copies of the current physical profile (if applicable), DA Forms 2A and 2–1, and any other documentation needed to support assignment limitations will be attached.

(2) The recruiting battalion commander will recommend approval or disapproval of the recruiter's request and will forward all documentation to Cdr, USAREC, ATTN: RCPER-PM-E. In determining the proper recommendation, the commander should consider the cadre strength level and overall needs of the unit. A recommendation of disapproval must be accompanied by rationale.

(3) HQ, USAREC, will review the recruiter's request for verification of eligibility, command OOR strength levels by grade and other information as presented, HQ, USAREC may forward the request to the CG, PERSCOM, for issuance of assignment instructions or may disapprove the request based on ineligibility, operational necessity, or shortage of cadre recruiters. If the request is disapproved by HQ USAREC, it will be returned through command channels to the recruiter authorizing him or her to resubmit the request after completion of 12 additional months in the command.

(4) Requests to involuntarily retain recruiters for more than 12 months beyond their current stabilization period will be forwarded from HQ, USAREC, to CG, PERSCOM, for decision.

b. Recruiters recommended for reassignment under this paragraph will retain MOS OOR as their secondary MOS. Recruiters will be reclassified as required to permit their use outside USAREC, with primary consideration of reclassification to the PMOS they held immediately prior to becoming a recruiter. To permit the soldier maximum voice concerning his or her eventual use, he or she will be allowed to select three MOSs, listed as shortages in DA Circular 611-82-3, in which he or she desires consideration. When the CG, PERSCOM is unable to accommodate the desires of the soldier, the individual will be reclassified according to the needs of the service. Reclassification board proceedings or waiver statements from the soldier are required.

c. Reassignments under this paragraph are voluntary. Procedures outlined above will not be used to circumvent procedures for the involuntary reassignment of recruiters determined to be unqualified, ineffective, or unsuitable according to section II, of this chapter.

(Letterhead)

S: *(Suspense date)*

(Office Symbol) (MARKS Number) *(Date)*

MEMORANDUM THRU: Commander, . . . ***(Recruiting Company)***

FOR: SSG Joe P. Recruiter, 000-00-0000, . . . Recruiting Station

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

(Para 1 for unsuitable recruiter.)

1. Under AR 601-1, paragraph . . . , you are suspended pending reassignment as an unsuitable recruiter.

(Para 1 for ineffective, ineffective new, and unqualified recruiter.)

1. Under AR 601-1, paragraph . . . , I recommend your reassignment as an . . . recruiter. You will remain on production pending departure.

(Para 1 for a reassignment directed by a higher headquarters.)

1. You are hereby notified that your suspension from duty and reassignment have been directed by the . . . ***(enter commander and headquarters)*** . . . , under AR 601-1 paragraph . . . , as an . . . recruiter.

2. The basis for this action is ***(enter a synopsis of the incidents/actions which rendered the recruiter unqualified, ineffective, or unsuitable).***

3. The documentation in support of this action is at enclosures . . . through . . . Based on the contents of the cited enclosures, it has been determined that further training, counseling, guidance, and supervision would not correct your inadequacies and permit your continued service on recruiting duty.

4. In accordance with AR 600-37, paragraph 2-6, you are given this opportunity to review the comments and the documents relating to you, attached to this correspondence. You must acknowledge, in writing, that you have, in fact, reviewed this memorandum and its enclosures. You have 10 calendar days to respond to this action. Necessary clerical assistance will be provided you in preparation of your response, should it be required.

5. After reviewing and considering any statements or other information you may submit in rebuttal of this action, a decision will be rendered as to whether or not to forward this action to the recruiting brigade commander. You will be notified of my decision.

(Para 5, if reassignment action is directed by higher headquarters.)

5. After reviewing and considering any statements or other information you may submit in rebuttal of this action, appropriate comments will be made in the forwarding endorsement to the recruiting brigade together with the data you submit. You will be informed of the recruiting brigade commander's decision.

Figure 5-1. Format for a memorandum of (suspension and) reassignment from recruiting duty (RA)

(Office Symbol)

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

(Para 6 for cadre PMOS OOR personnel)

6. In connection with this action, you will be recommended for reclassification and withdrawal of PMOS OOR. . . . Accordingly, you will complete, sign, and date the MOS preference and physical limitations statement, enclosure. . . .

(Para 6 for detailed personnel)

6. In connection with this action, you will be recommended for reassignment in PMOS . . . and withdrawal of SQI 4. Accordingly, you will complete, sign, and date the MOS preference and physical limitations statement, enclosure. . . .

(Para 7, if suspended from recruiting duty while pending assignment.)

7. Your entitlement to special duty assignment pay (SDAP) terminated effective *(date)* in accordance with AR 600-200, chapter 6.

. . . Encl
(List all enclosures sequentially)

(Signature)
I. M. Commander
LTC, IN
Commanding

Except for the first page of this memorandum, each page of the basic correspondence and the endorsements will be numbered sequentially beginning with 2.

Figure 5-1. Format for a memorandum of (suspension and) reassignment from recruiting duty (RA)—Continued

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(Letterhead)

USARCLC *(MARKS Number)*

MEMORANDUM THRU: Bn Cdr

FOR: Soldier

SUBJECT: Memorandum of Notification

1. I have carefully reviewed the attached documentation concerning your reassignment per AR 601-1, paragraph (use para that applies), as an (use basis for reassignment, i.e., ineffective, unsuitable, or unqualified) recruiter.

2. In view of the evidence provided, I am directing your reassignment as an (use type of reassignment) recruiter per AR 601-1, paragraph (use para that applies).

3. Should ARPERCEN be unable to find you another Active Guard/Reserve (AGR) position. I am also recommending that you be released from the AGR within 90 days from the date of this letter of notification. If your release is approved by competent authority, you will receive a confirmation of your release date from HQ, ARPERCEN.

4. The documentation in support of this adverse action is attached at enclosure 1 to this letter.

5. In accordance with AR 600-37, paragraph 2-6, you are given the opportunity to review the matters relating to you in the attached documents. You may submit additional statements or any other written materials to support your rebuttal.

6. You must acknolwedge receipt of this correspondence using one of the two statements detailed at AR 600-37, paragraph 2-6.

Encl

Bde Cdr

CF:
ARPERCEN (ATTN: DARP-FSE)

Figure 5-2. Format for a memorandum of (suspension and) reassignment from recruiting duty (AGR—less IRP)

(Letterhead)

USARCLC *(MARKS Number)*

MEMORANDUM THRU: Bn Cdr

FOR: Soldier

SUBJECT: Memorandum of Notification

1. I have carefully reviewed the ***(Report of Investigation (ROI) (documentation) (dated)***, concerning your enlistment processing of . . . . This case file documentation establishes that you committed improper recruiting practice by . . . . .

2. In view of this evidence against you, I am recommending to the Commanding General, USAREC that you be released from recruiting duty as an unsuitable/unqualified recruiter, (use AR 601-1, para that applies).

3. Should ARPERCEN be unable to find you another Active Guard/Reserve (AGR) position,I am also recommending that you be released from the AGR within 90 days from the date of this memorandum of notification. If your release from AGR is approved by competent authority, you will receive a confirmation of your release date from HQ, ARPERCEN.

4. Your SDAP is terminated effective ***(date).***

5. The documentation in support of this adverse action is attached at enclosure 1 to this letter.

6. In accordance with AR 600-37, paragraph 2-6, you are given the opportunity to review the matters relating to you in the attached ***(ROI) (case file).*** You may submit additional statements or any other written materials to support your rebuttal.

7. You must acknowledge receipt of this correspondence using one of the two statements detailed at AR 600-37, paragraph 2-6.

Encl. Bde Cdr

CF:
ARPERCEN (ATTN: DARP-FSE)

Figure 5-3. Format for a letter of (suspension and) reassignment from Recruiting Duty IRP (AGR)

(Memo endorsement heading as prescribed in AR 25-50)

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

FROM SSG Joe P. Recruiter, 000-00-0000, . . . *(Recruiting Station)*

FOR: CDR, . . . *(Recruiting Battalion)* . . .

1. Receipt acknowledged.

(Para 2, if rebuttal is not submitted.)

2. In accordance with AR 600-37, paragraph 2-6, I have read the basic correspondence and enclosures, understand the allegations, and elect not to make a statement.

(Para 2, if rebuttal is submitted.)

2. In accordance with AR 600-37, paragraph 2-6, I have read the basic correspondence and enclosures, understand the allegations made, and submit statements/documents at enclosures . . . in my behalf.

3. Assignment preferences and qualifications/limitations are indicated at enclosure. . . .

(Signature)
JOE P. RECRUITER
000-00-0000

. . .Encl
nc

(If individual submits rebuttal, use the following)
. . .Enclo
Added . . . Encl
(Number sequentially)

Figure 5-4. Endorsement from individual acknowledging (suspension and) reassignment from recruiting duty (RA/AGR)

(Memo endorsement heading as prescribed in AR 25-50)

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

FROM Cdr, U.S. . . . *(Recruiting Battalion)* . . . *(Date)*

FOR: Cdr, . . . *(Rctg Bde, ATTN:)* . . .

1. Under AR 601-1, paragraph . . . , recommend the reassignment of *(grade, name) (SSN)* as an . . . recruiter.

2. The basis for this section is contained in paragraph 2, basic letter, and enclosures . . . through . . . .

3. It has been determined that further training, counseling, guidance, and supervision will not correct the soldier's inadequacies to permit continued service on recruiting duty.

(Para 3, if rebuttal is submitted, will also be used to address the rebuttal.)

(Para 4 for detailed personnel.)

4. Recommend the soldier be reassigned into PMOS . . . and that SQI 4 be withdrawn.

(Para 4 for cadre (PMOS OOR) personnel.)

4. Recommend the soldier be reassigned into PMOS . . . and that SQI 4 be withdrawn.

(Para 4 for cadre (PMOS OOR) personnel.)

4. Recommend the soldier be reclassified and reassigned into PMOS . . . and that OOR . . . be withdrawn.

5. The soldier *(is) (is not)* on a current recommended promotion list. (If on list, include a statement as to whether action under AR 600-200, para 7-45, has been initiated. If not, furnish the rationale for not initiating such action.

6. The soldier *(is) (is not)* in contravention of AR 600-8-2. (If in contravention, provide explanation and status of suspension of favorable personnel actions.)

7. The soldier is performing *(type of duty)* duty at *(location)* pending involuntary reassignment.

8. The soldier *(has been) (has not been)* suspended and *(is) (is not)* therefore entitled to SDAP.

Note: Termination of SDAP is effective on the date of suspension.

. . .Encl

I. M. COMMANDER
LTC, IN
Commanding

Figure 5-5. Endorsement from recruiting battalion to recuriting brigade recommending reassignment from recruiting duty (RA/AGR)

(Memo endorsement heading as prescribed in AR 25-50)

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

FROM Cdr, U.S. . . . *(Recruiting Battalion)* . . .*(Date)*

FOR: Cdr, USAREC, ATTN: RCPER-PM-E *(as applicable)*, Ft Sheridan, IL 60037

1. I hereby direct the relief of . . . as an . . . recruiter under AR 601-1, paragraph . . . .

2. Request that you take action to reassign *(him/her)*

3. The recruiting battalion commander will initiate a relief-for-cause Enlisted Evaluation Report (DA Form 2166-6) and will enclose a copy of this endorsement. (Not applicable for reassignment of new recruiters.)

4. The soldier—

a. Was assigned: *(date)*

b. Completed ARC: *(date)*

c. Was suspended from recruiting duty (if applicable): *(date)*

d. Has been in recruiting *(total months)*

e. Had his or her SDAP terminated (if applicable): *(date)*

5. The soldier's PMOS is . . .

6. The soldier *(is) (is not)* on promotion/ANCOC list.

7. The soldier is currently performing duties as *(type duty) (location)*

FOR THE COMMANDER:

_____ Enclo
Added _____ Encl
_____ Cy DA Fm 2A
_____ Cy DA Fm 2-1

(Signature of Rctg Bde Cdr or Acting Cdr)

Figure 5-6. Endorsement to USAREC recommending reassignment from recruiting duty (RA/AGR)

Record of Counseling for Cadre Recruiters

I *(name)* have been counselled by *(name)*, *(title)*, on *(date)* relative to my continuation on recuriting duty.

. . . I understand that I have been selected for retention on recruiting duty, but I request reassignment under AR 601-1, paragraph 5-18, I understand that this decision is irrevocable.

. . . I understand that I have not been selected for retention on recruiting duty and that I will be reassigned from recruiting duty under AR 601-1, paragraph 5-11, as soon as I am released from HQ USAREC.

Counselee *(typed name & grade)*

(date)

Counselor *(typed name & grade)*

(date)

Figure 5-7. Counseling statement for cadre recruiters

(Memo endorsement heading as prescribed in AR 25-50)

SUBJECT: Involuntary Release from Recruiting Duty

FROM SSG Joe P. Recruiter, 000-00-0000, . . . ***(Recruiting Station)***

FOR: Cdr, . . . ***(Recruiting Battalion,)*** . . .

1. Receipt acknowledged.

(Para 2, if rebuttal is not submitted.)

2. I have read the basic correspondence and enclosures. I understand I will be involuntarily released from recruiting duty (and that my MOS will be changed from primary to secondary OOR). I elect not to make a statement.

(Para 2, if rebuttal is submitted.)

2. I have read the basic correspondence and enclosures. I understand I will be involuntarily released from recruiting duty (and that my MOS will be changed from primary OOR to secondary OOR). I submit statements/documents at enclosures . . . in my behalf.

3. Assignment preferences and qualifications/limitations are indicated at enclosure. . . .

. . .Encl
nc

(Signature)
JOE P. RECRUITER
000-00-0000

(If individual submits
rebuttal, use the
following)
. . .Encl
Added . . . Encl
(Number sequentially)

Figure 5-8. Endorsement from individual Acknowledging Involuntary Release from Recruiting Duty

Chapter 6
Personnel Management for Active Guard/Reserve Personnel Attached to USAREC

Section I
Overview

6–1. Concept

a. The AGR program provides for voluntary active duty of qualified reservists for the purpose of organizing, administering, recruiting, instructing, or training the Army Reserve Component. AGR personnel are assigned and centrally managed by Commander, ARPERCEN and are members of the AGR Management Program. AGR personnel selected for recruiting duty are attached to USAREC to support the mission of recruiting for the Army Reserve Component.

b. This chapter prescribes the personnel management procedures to be used in the selection, attachment, training, reattachment (to include operational transfer), and release of all AGR personnel attached to USAREC.

6–2. AGR selection and initial training

Recruiting battalion commanders are responsible for soliciting applications from qualified volunteers to maintain fill of all AGR authorizations. Initial screening and selection procedures are accomplished at the recruiting battalion level with final active duty tour approval retained by Cdr, ARPERCEN. Recruiting battalion commanders should constantly screen applicants for recruiting duty even when no current vacancies exist in their own command.

6–3. Selection criteria

a. Current Reserve members of either a Troop Program Unit (TPU) or the Individual Ready Reserve (IRR) may apply for active duty as an AGR recruiter, provided they meet the following criteria and the requirements of AR 135–18. They must—

(1) Be in ranks of SGT through SFC (nonwaivable).

(2) Possess a GT score of at least 110 or an ST score of at least 100 (GT waivable to 100).

(3) Be a high school graduate with diploma or have 1 year of college with a high school GED (waivable).

(4) Have less than 13 years Active Federal Service upon entry into AGR status (waivable).

(5) Be at least 21 and not older than 35 years of age (waivable).

(6) Meet the physical profile requirements of AR 40–501, chapter 3, and the height/weight standards of AR 600–9 or possess a medical determination of acceptable body fat limits (no waiver).

(7) Be able to serve at least 5 years in an active duty status prior to becoming eligible to receive military retired pay or be subject to mandatory removal (nonwaivable).

(8) Not have been previously relieved from duty with USAREC (no waiver).

(9) Be eligible for a favorable security check from HQ, USAREC (nonwaivable).

(10) Not have voluntarily left the AGR program within the past 12 months (waivable).

(11) Have a minimum physical profile of 232221 (nonwaivable).

(12) Have no lost time under Title 10, U.S. Code during the current enlistment or in the past 3 years, whichever is longer (nonwaivable).

(13) Possess a valid civilian driver's license and be qualified for a military driver's license (no waiver).

(14) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms.

(15) Not currently, nor previously have been (in the last 12 months) enrolled in a drug and/or alcohol dependency intervention program of any type (nonwaivable).

(16) Not be pregnant at time of selection or prior to entry on active duty (no waiver).

(17) (Rescinded.)

(18) Have favorable civilian and military disciplinary records (nonwaivable).

(19) Never have been convicted by civilian court or military courts-martial (nonwaivable).

(20) Never have had action taken (including proceedings under the provisions of Article 15, UCMJ) by any authority for—

(a) An offense for which the maximum penalty under UCMJ is death or confinement for 1 year or more (nonwaivable).

(b) Any offense that involved moral turpitude regardless of the sentence received (nonwaivable).

(21) Have no marital, emotional, financial, or major medical problems (to include immediate family) that would hamper performance on recruiting duty.

(22) Not be a sole parent (nonwaivable).

(23) Have a minimum of 3 months of service remaining on their enlistment contract before reporting for their initial active duty tour. Soldiers requiring extension to establish simultaneous ETS and REFRAD will be so extended once they are accessed and processed at PSCs. Normally, only one extension is allowed on a current enlistment or reenlistment agreement. If a subsequent extension is granted, the combined total of these extensions and all previous extensions of the current agreement will not exceed 4 years.

(24) Be interviewed and recommended for recruiting duty by recruiting battalion personnel (no waiver).

b. Waiver authority is outlined below.

(1) Applicants with more than 13 years' Active Federal service may have a waiver granted by the Office of the Deputy Chief of Staff for Personnel (ODCSPER). Requests for waivers for applicants with more than 17 years of Active Federal service will not be considered.

(2) All other waivable criteria may be waived by CG, USAREC.

c. (Rescinded.)

6–4. Procedures for AGR application

a. Applications for initial entry into the AGR Program as a recruiter will include as a minimum—

(1) A letter of recommendation from a recruiting battalion, to include proposed paragraph/line number, request for any required waiver and information for dossier check.

(2) Application for AGR Duty, (DARP Form 2370–R), dated 1 August 1986 or later.

(3) Acknowledgement of Service Requirements, (DARP Form 2370–1–R) dated 1 August 1984 or later.

(4) A current DD Form 4-series and, if applicable, DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

(5) An SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) less than 18 months old at tour start date.

(6) Updated DA Forms 2A and 2–1.

(7) DA Form 1058, Application for Active Duty for Training and Annual Training for Members of the Army National Guard and U.S. Army Reserve (DA Form 1058), dated August 1985, or later.

(8) Statement of Acceptance of Recruiting Duty (fig 6–1).

b. Applications will include—

(1) Current official military photograph.

(2) Personal resume.

c. Security checks will be initiated by USAREC upon receipt of completed applications. To reduce processing time, battalions may submit information required for security checks by electronic mail systems (EMS) before submitting of applications to HQ, USAREC.

d. DA Form 5428-R (AGR Recruiter Application Checklist) will be used by recruiting battalion personnel in processing applicants. A copy of DA Form 5428-R is located at the back of this regulation and will be locally reproduced on 8 1/2 by 11-inch paper.

e. All applications for AGR recruiting duty will be sent to Cdr, USAREC, ATTN: RCPER-AGR, through brigade headquarters. Once received at HQ, USAREC, the application will be reviewed for completeness and verification of eligibility. If complete, HQ, USAREC, will forward the application to Cdr, ARPERCEN for final approval for AGR status. No commitments will be made to the soldier prior to receipt of acceptance and issuance of orders by ARPERCEN.

6-5. Initial training of AGR recruiters

a. All recruiter candidates selected for initial assignment as recruiters will be issued ADT orders to attend the ARC, and will receive AGR orders upon completion of the ARC. Additionally, recruiter candidates and AGR personnel who are returning to recruiting duty may be required to attend the ARC if they have not been actively engaged in recruiting duty for 12 months or more.

b. Upon successful completion of ARC training, AGR recruiters will normally report to their recruiting battalions. SDAP orders will be issued per AR 135-205.

c. ADT personnel who fail to complete the ARC will be terminated from ADT status; however, they may be rescheduled for ARC attendance at the request of the Recruiting Battalion Commander, Battalions desiring to reschedule an individual will submit the request in writing through the brigade to Cdr, USAREC, ATTN: USARCPA-PS-AGR.

d. Upon reporting to the recruiting battalion after completion of the ARC, all AGR recruiters will participate in the New Recruiter Program, as prescribed in paragraph 2-11.

6-6. Processing actions for AGR selection and training (Rescinded.)

Section II
AGR Assignment/Reassignment Policy

6-7. Stabilization exception

a. Initial assignment of AGR personnel constitutes a 3-year stabilization, except in the event of—

(1) Position relocation or abolishment.

(2) Promotion to a grade that requires relocation.

(3) Failure to meet height/weight standards upon initially reporting for duty.

(4) Involuntary termination.

b. AGR personnel are authorized for the exclusive purpose of supporting the Reserve Components. Consequently, AGR personnel are prohibited from performing the functions of recruiting for the Regular Army, to include serving as station commanders in recruiting stations where Regular Army personnel are assigned, or in recruiting staff positions authorized for supporting the Regular Army, AGR personnel will not be used in any position other than an AGR position.

6-8. Continuation of AGR status

a. Recruiting battalion commanders must make every effort to retain qualified AGR recruiters beyond their initial 3-year tour. CG, USAREC, is the approving authority for retention of MOS OOE. Cdr, ARPERCEN, is the final approving authority for continuation of AGR tours.

b. Recruiting battalions will maintain a roster of all AGR personnel attached, which will include tour termination dates (TTD) and ETS. Six months before TTDs, AGR personnel will be counseled concerning the recruiting battalion commander's recommendation to extend or terminate AGR status. The AGR member will be notified in writing of the commander's decision using either the format at figure 6-2 or figure 6-3.

c. If the commander recommends continuation of AGR status and the individual concurs, the individual must reenlist or extend to meet the requirements for a new 3-year AGR tour. AGR continuation/reenlistment will be accomplished using the following procedures:

(1) Soldiers will initiate a DA Form 4187 requesting continuation (see fig 6-4) and a DA Form 3340 (Request for Regular Army Reenlistment or Extension, fig 6-5). DA Form 3340 is not required in those cases when the current ETS extends to, or beyond, the new TTD. A copy of the results of the most current physical will be included with the request for continuation.

(2) Recruiting battalions will forward requests through the brigade reenlistment NDO for coordination with the servicing personnel office to verify correctness/completeness of DA Form 3340, and to determine eligibility under AR 600-8-2, and determine the soldier's eligibility to reenlist/extend in the AGR program under AR 140-111, chapter 8. A copy of the soldier's DA Forms 2A and 2-1 will be attached to the reenlistment/extension request.

These copies should be obtained from the servicing personnel office to ensure the information is current. The request will then be forwarded to Cdr, USAREC, ATTN: RCPER—AGR, to arrive not later than 5 months before the soldier's current TTD.

(3) HQ USAREC, will validate the individual's position, process the request for continuation/reenlistment and forward it to Cdr, ARPERCEN, ATTN: DARP-ARE, not later than 4 months prior to TTD.

(4) ARPERCEN will issue reenlistment and tour continuation orders.

(5) The Brigade reenlistment NCO will prepare the DD Form 4 series (Enlistment/Reenlistment Document) using the effective date shown on the reenlistment orders. The reenlistment packet will then be forwarded to the recruiting battalion for action on the effective date indicated.

(6) Recruiting battalions will administer the reenlistment oath on the date specified and return the packet to the brigade reenlistment NCO.

(7) The Brigade reenlistment NCO will review documents for accuracy and completeness. The Brigade AGR PSNCO will distribute the documents per AR 140-111.

d. AGR members who are recommended and concur with continuation of AGR status but who desire to leave recruiting duty must indicate this on the DA Form 4187 when counseled 6 months prior to TTD. All other requirements for processing continuation/reenlistment outlined in paragraph *c* above apply.

e. The decision by a recruiting battalion commander not to extend an AGR member in the current duty position must be justified in writing and provided to the individual not later than 6 months prior to TTD. Such recommendation constitutes a recommendation for termination of AGR status and must be processed per AR 140-111, chapter 1 and 8, as a bar to reenlistment or under 635-200 as a removal from active duty. CG, USAREC is the final approval authority for all AGR personnel barred to reenlist or processed for separation under AR 635-200. Cdr, ARPERCEN will be provided an information copy of all action taken under AR 140-111 or AR 635-200 to separate AGR personnel. Personnel cannot be disapproved for extension in USAREC (current duty position) and recommended for extension in the AGR Program.

6-9. Voluntary reassignments

a. After completion of 3 years stabilization in USAREC, recruiters may request reassignment within USAREC or transfer to another command. Approval of such requests remains contingent on an authorized vacancy, recruiter experience level in the gaining unit, and the needs of the AGR Management Program. HQ, USAREC will determine command needs concerning the reassignment of AGR SGT through SFC personnel within USAREC. Reassignment of MSG and SGM AGR

personnel within USAREC is a joint responsibility of USAREC and ARPENCEN. Reassignment of AGR recruiting personnel outside USAREC who have met all eligibility requirements will be based on the needs of the AGR program and the approval authority resting with Cdr, ARPERCEN, CG, USAREC, will provide input based on the command needs concerning all AGR reassignments.

b. Recruiters voluntarily reassigned incur 3-year stabilization in the gaining unit.

c. To be eligible for reassignment, AGR personnel must—

(1) Be at least within 6 months of completing the initial 3-year tour stabilization in the current recruiting battalion.

(2) Meet medical standards per AR 40-501 and height/weight standards per AR 600-9.

(3) Not be under suspension of favorable personnel action under AR 600-8-2.

d. Acceptance of a cost PCS constitutes acceptance of the 3-year stabilization effective from the reporting date in the gaining unit.

e. The following are procedures for requesting reassignment:

(1) The request for voluntary reassignment will be submitted through command channels to Cdr, USAREC, ATTN: RCPER-AGR, using DA Form 4187. The individual should indicate three areas of preference for reassignment (fig 6-6). DA Form 2735, (Enlisted Preference Statement) will be attached to DA Form 4187.

(2) Recruiting battalion commanders will—

(a) Recommend approval/disapproval. If disapproval is recommended, the reason for recommending disapproval must be provided.

(b) Verify the individual's eligibility per paragraph *c* above.

(c) Recommend a release date normally not to exceed 120 days from the date of submission.

(d) Provide the date of the individual's last cost PCS.

f. All requests for reassignment will be forwarded to HQ, USAREC, regardless of the commander's recommendation.

g. Upn receipt at HQ, USAREC, all requests for reassignment will be verified to ensure they meet eligibility criteria and the needs of the command. All AGR personnel request for reassignment will be forwarded thru command channels to ARPERCEN, DARP-ARE, for final determination, regardless of grade or command recommendation. All requests for personnel action that have not been forwarded through command channels will be returned to HQ, USAREC, by ARPERCEN without action.

h. Requests for compassionate reassignment, joint domicile, or for discharge may be submitted at any time according to the procedures below:

(1) Request for compassionate reassignment will be submitted on DA Form 3739 per AR 614-200, chapter 3, and will be forwarded to Commander, USAREC, ATTN: RCPER-AGR. Requests for joint domicile will be submitted on DA Form 4187, accompanied by a copy of the marriage certificate, and will be forwarded to the same address as above.

(2) Movement of personnel based on joint domicile and compassionate reasons will be contingent upon AGR position vacancies commensurate with the individual's grade and MOS.

(3) Request for hardship discharge must be submitted per AR 635-200 and will be forwarded from the recruiting battalion to the servicing PSC, with an information copy to Commander, USAREC, ATTN: RCPER-AGR. The information copy of the request to HQ USAREC, is critical based on the need to coordinate with ARPERCEN for accountability of personnel, and to begin the process of identifying a potential backfill.

i. Personnel requests for reassignment not meeting the criteria for voluntary reassignment, compassionate reassignment, or joint domicile, will be forwarded through command channels to Commander, USAREC, ATTN: RCPER-AGR. Such requests will be reviewed based on the justification provided, needs of the command, and the good of the service. Commander, ARPERCEN, will make the final determination in those cases.

6-10. Operational reassignments

a. Operational reassignments for AGR personnel should provide for managing critical vacancies, career progression, or exploiting confirmed recruiting markets. Operational reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for compassionate reassignment, joint domicile, or other type of reassignment.

b. Determination of the cost category of operational reassignments for AGR personnel will be the same as outlined in paragraphs 3-7i(*1*) and (3).

c. The format for submission of all operational moves is at figures 6-7 and 6-8. Specific requirements are as follows:

(1) Requests will include justification, gaining/losing station information, to include names of incumbents and replacements, UIC, RSID, city, State and ZIP Codes.

(2) The requested reporting date will be not less than 90 days from the date of submission to brigade. This will allow processing time at both HQ, USAREC, and HQ, ARPERCEN, for the reassignment orders.

d. Requests for all operational moves should be submitted directly from the recruiting battalion, through the brigade, to Commander, USAREC, ATTN: RCPER-AGR, with DA Form 4187 (fig 6-8) from the individual concurring or nonconcurring with the move. (The format for submission of operational reassignment is shown at fig 6-7.) HQ, USAREC will make the final determination concerning an operational movement within the guidelines of the individual's Acknowledgement of Service Requirements.

e. Recruiters will not be moved without the approval of HQ, USAREC. Commanders who direct the movement of individuals without proper authority may be personally liable for costs incurred. HQ, USAREC will not backdate the authority for movement in order to compensate for lack of having gained proper approval.

f. All operation reassignments regardless of cost/entitlement to a dislocation allowance will be forwarded by HQ, USAREC, to Commander, ARPERCEN, for approval.

g. Recruiters operationally reassigned at cost incur a 3-year stabilization in the new position.

h. Recruiters participating in the New Recruiter Program will not be considered for operational reassignment.

6-10.1 AGR Senior NCO Reassignment Program (4/6 Year Program)

The 4/6 year program applies to all USAREC assets. This rule will be applied for AGR recruiters as it is with all Active Army recruiters in paragraph 3-6 except that soldiers will be identified for movement only upon submission of a personnel action request that affects his or her current TTD. Upon submission of either a request for reenlistment or a voluntary/involuntary request for a cost/no cost move, the soldier's records will be screened for applicability of the 4/6 year rule.

6-11. Suspension and involuntary reassignment from recruiting duty

a. AGR personnel are subject to the guidelines of paragraphs 5-2 through 5-13 (excluding 5-11), except that approved AGR cases will be forwarded by Commander, USAREC, to Commander, ARPERCEN, ATTN: DARP-ARE, for reassignment or tour termination.

b. AGR personnel approved for involuntary reassignment who are on the HQDA Promotion Standing List will not be terminated from recruiting duty by Commander, ARPERCEN, unless a DA Form 268 (Report to Suspend Favorable Personnel Actions) has been initiated. If this action is not taken, AGR members are eligible to be promoted in the selected MOS and

may be retained in USAREC for a period of 1 year in order to meet the requirements for the promotion.

c. AGR recruiters recommended for involuntary reassignment under paragraph 5-4, 5-5, or 5-6, will have PMOS OOE withdrawn. Reclassification action will be determined by Commander, ARPERCEN.

6-12. Utilization of suspended AGR recruiters

a. AGR personnel suspended pending involuntary reassignment will not be further attached to another duty location without the prior approval of the CG, USAREC. Further attachment will be authorized only for recruiters pending involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive, or discreditable to the daily operation that local control is not considered practical. Further attachment of AGR recruiters will be considered only as a last resort. Therefore, detailed justification must be submitted with each request for further attachment.

b. Requests for further attachment of AGR recruiters will be forwarded through the recruiting brigade commander to Commander, USAREC, ATTN: RCPER—AGR. Recruiting brigade commanders will review the request and should recommend approval only after determining that further attachment is the only way to alleviate the problem. Recruiting brigade commanders should also recommend the closest unit for further attachment and obtain agreement in writing from that unit for acceptance of the AGR member. Specific requirements for submission of these requests are as follows:

(1) Complete justification, to include the violations of the recruiter, the date the suspension/reassignment was initiated, and an explanation as to why the recruiter should not be used at his or her present duty location.

(2) Anticipated duration of the temporary assignment

(3) Name and location of the nearest unit proposed for further attachment and written consent from this unit if outside the brigade commander's jurisdiction.

(4) DA Form 4187 from the AGR member indicating concurrence/nonconcurrence with further attachment. An individual nonconcurring must also indicate reasons. DA Form 4187 must further include—

(a) The individual's PMOS/SMOS and ETS.

(b) The individual's marital status/family situation and the effect, if any, that further attachment will have on that situation.

c. The Commander, ARPERCEN, will make the final determination on further attachment of the AGR member and publish the orders.

d. Further attachment of AGR personnel will usually not exceed 60 days in duration. Requests for extension of this timeframe must be submitted to HQ, USAREC, with justification.

Statement of Acceptance of USAR Recruiting Duty

FROM *(soldier's name, SSN, office symbol, unit)* *(Date)*

FOR: Cdr, USAREC, ATTN: RCPER-AGR, Ft Sheridan, IL 60037-6000

1. In support of my application for USAR recruiting duty in an Active Guard and Reserve (AGR) status, I agree to . . .

a. Accept assignment in accordance with the needs of the U.S. Army Recruiting Command.

b. Successfully complete the Army Recruiter Course while in an ADT status prior to being accepted for assignment in an AGR status.

2. Should I fail to complete the Army Recruiting Course while in an ADT status, I understand that I will not be allowed to enter AGR status as a USAR recruiter. In addition, any orders that may have been issued to place me in that status will be terminated. I further understand that orders published to place me in an ADT and/or AGR status will be terminated if I fail to meet any of the prerequisites established by the Army at the time I am ordered to active duty.

(Signature)

Figure 6-1. Format for Statement of Acceptance of USAR Recruiting Duty

(Letterhead)

Office Symbol) *(Date)*

MEMORANDUM FOR: *(Addressee)*

SUBJECT: Continued Service on Active/Guard/Reserve (AGR) Duty

1. Your current tour of AGR duty terminates on (date)

2. This command has decided to recommend you for continuation on AGR duty either by renewal of your current tour, or by extension of your current tour.

3. Please indicate your preference in the endorsement below.

4. Should you desire to continue on AGR status, please complete the attached DA Form 4187 and DA Form 3340 (Request for Reenlistment), and attach them to this memorandum upon return to this office.

5. Return this memorandum, regardless of your preference to remain on AGR status or to be released, to this office within 30 days of receipt. Failure to return the memorandum and these forms within the prescribed period will be considered as a refusal to continue on AGR status and you will be released from AGR status on the termination date of your current orders.

FOR THE COMMANDER:

Encl

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

(Preparing Office's Symbol) 1st End Action
officer/typist/extension

(Endorsing Office's Address) *(Date)*

For *(Address)*

1. I *(do) (do not)* desire to continue on AGR status.

2. Completed forms *(are) (are not)* attached as enclosures.

FOR THE COMMANDER:

Encl

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

Figure 6–2. Sample format of a recommendation of continuation of service on active guard/reserve (AGR) duty

(Letterhead)

(Office Symbol) *(Date)*

MEMORANDUM FOR: *(Addressee)*

SUBJECT: Discontinuance of Service on Active Guard/Reserve (AGR) Duty

1. You will be released from AGR duty at this command when your tour expires on . . . , since *(Reasons)*

2. You may ask the CDR, ARPERCEN to consider you for another agency, provided there is a need for your skills and qualifications. Should you desire such a determination by ARPERCEN, please so indicate in the endorsement below by completing DA Form 2635 and DA Form 3340 (Request for Reenlistment), and return them, with this memorandum, to this office. Be advised that ARPERCEN may not be able to place you because of your AGR grade and MOS qualifications.

3. Return this memorandum, together with any enclosures, to this office within 30 days of receipt regardless of your preference. Failure to return the endorsement, with enclosures, within the prescribed period, will be considered as a negative response for any determination by the CDR, ARPERCEN.

FOR THE COMMANDER:

Encl

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

(Preparing Office's Symbol) 1st End Action officer/typist/extension

(Endorsing Office's Symbol) *(Date)*

For (Address)

1. I *(do) (do not)* desire to continue on AGR status. IAW AR 600-37, I *(do) (do not)* elect to provide statements in my behalf.

2. Completed forms *(are) (are not)* attached as enclosures.

FOR THE COMMANDER:

Encl

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

Figure 6-3. Sample format of discontinuation of service on active guard/reserve (AGR) duty

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
Commander _____ Rctg Bn _____ Rctg Bde	Cdr, ARPERCEN ATTN: DARP-FSE 9700 Page Boulevard St. Louis, MO 63132-5200	COMMANDER _____ Company _____

SECTION I - PERSONAL IDENTIFICATION

NAME *(Last, first, MI)*	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School *(Enl only)*			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Oversea Service			Officer Candidate School	
	Ranger Training			Asgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment *(Enl only)*			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training *(Enl only)*			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		xx	Other *(Specify)* Continuation/Reenlistment	

SIGNATURE OF MEMBER *(When required)*	DATE

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. Per AR 601-1, request tour continuation/reenlistment of my current AGR duty as a field recruiter at the _____ Recruiting Battalion with duty at _____ _____ Recruiting Station. My current tour terminates on _____.

2. My current mailing address is:

3. Duty station is _____ RS, _____. (city, state, ZIP code, para/line no)

4. Duty phone is:

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ IS APPROVED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE

DA FORM DEC 82 4187 EDITION OF FEB 81 WILL BE USED. COPY 1

Figure 6–4. Sample of a DA 4187—continuation/reenlistment

REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION

For use of this form, see AR 601-280: the proponent agency is DCSPER.

SECTION I - SOLDIER'S REQUEST

TO:	FROM:
Cdr, _____ Rctg Bn Cdr, _____ Rctg Bn Cdr, USAREC (USARCPA-PS-AGR) TO: cdr, ARPERCEN (DARP-FSE) St. Louis, MO 631-32-5200	Frank J. Recruiter 111-11-1111 _____ Rctg Bn

1. REQUEST THAT I, BE AUTHORIZED TO *(Complete as appropriate):*

[X] Reenlist in the Regular Army for Table F- 1 , Regular Army Reenlistment Option for a period of 4 years.

[ ] Reenlist in the Regular Army for Table F-1, the Regular Army Reenlistment Option, for a period of _____ years, to satisfy the service remaining requirement for _____.
(Specific Reason for Reenlistment)

[ ] Extend my current enlistment in the Regular Army for a period of _____ months _____ weeks _____ days, thereby Increasing the term of my enlistment to a total of _____ years _____ months _____ weeks _____ days for

_____.
(Specific Reason for Extension)

2. PERTINENT PERSONNEL DATA

a. DATE OF ENTRY ON CURRENT ENLISTMENT *(YYMMDD)*	b. LENGTH OF CURRENT PERIOD OF ENLISTMENT	c. CURRENT ETS *(YYMMDD)*
840510	4	880510
d. PERIOD OF EXTENSION(S) *(as appropriate)*	e. CURRENT STATUS RA X USAR _____ ARNG _____	f. PMOS

3. REQUEST A WAIVER FOR THE FOLLOWING DISQUALIFICATION(S) *(Complete as appropriate)*

a. SPECIFIC DISQUALIFICATION *(specific paragraph per AR 601-280)*

b. SOLDIER'S STATEMENT *(use continuation sheet per AR 340-15, as required)*

4. REMARKS

I UNDERSTAND THAT DISCHARGE FOR THE PURPOSE OF IMMEDIATE REENLISTMENT EARLIER THAN 3 MONTHS BEFORE ETS WILL DISQUALIFY ME FROM PAYMENT OF ACCRUED LEAVE AND I DO _____ DO NOT X *(Check as appropriate)* DESIRE TO CASH IN ACCRUED LEAVE.

DATE	FULL SIGNATURE OF SOLDIER

SECTION II - COMMANDER'S REVIEW

I HAVE REVIEWED THE ABOVE REQUEST AND:

[X] APPROVED. The soldier meets the standards for retention per AR 601-280, received HIV screening on February 1988 *(date)*, and is eligible for the requested reenlistment option or extension.

[ ] Recommend approval. Based upon the soldier's disqualification outlined above I have initiated the waiver action on DA Form 3072-R. Further, the soldier is otherwise qualified for retention per AR 601-280. HIV screening date _____.

[ ] Disapproved. Based on the soldier's disqualification, I have officially counseled the soldier in writing on the implications of this action. One copy of this form has been provided to the soldier and this copy is forwarded to the PSC for permanent posting and filing in the Military Personnel Record Jacket *(MPRJ)*.

[ ] Disapproved based upon the soldier's performance. I have counseled the soldier in writing on the implications of this action, and have initiated DA Form 4126-R *(Bar to Reenlistment)*.

TYPED NAME, RANK AND BRANCH OF COMMANDER	SIGNATURE	DATE

DA FORM 3340-R, MAY 88 EDITION OF JAN 88 IS OBSOLETE.

Figure 6-5. Sample of a completed DA Form 3340

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
Commander _____ Rctg Bn _____ Rctg Bde	Commander HQ, USAREC ATTN: USARCPA-PS-AGR Fort Sheridan, IL 60037-6000	COMMANDER _____ Company _____

SECTION I - PERSONAL IDENTIFICATION

NAME *(Last, first, MI)*	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School *(Enl only)*			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Oversea Service			Officer Candidate School	
	Ranger Training			Asgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment *(Enl only)*			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training *(Enl only)*			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		XX	Other *(Specify)* Voluntary Reassignment	

SIGNATURE OF MEMBER *(When required)*	DATE

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. IAW AR 601-1, I request reassignment within USAREC. My units of preference are:

a. _____ b. _____ c. _____

2. My current mailing address is:

3. My current phone number is: ( )

4. My duty phone number is:

COMPANY COMMANDER

1. Soldier's height _____ weight _____

2. If recommending disapproval, full justification is required.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

☐ IS APPROVED ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE

DA FORM DEC 82 4187 EDITION OF FEB 81 WILL BE USED. COPY 1

Figure 6-6. Sample of a DA Form 4187—voluntary reassignment

(Letterhead)

(Appropriate Office Symbol) *(Date)*

MEMORANDUM FOR COMMANDER, U.S. ARMY RECRUITING COMMAND,
ATTN: RCPER-AGR, FORT SHERIDAN, ILLINOIS 60037-6000

SUBJECT: Request for Operation Reassignment of AGR Personnel (Cost/No Cost/Low Cost)

1. Under AR 614-200 (para 1-5) and AR 601-1 (para 6-10), request the operational reassignment of ***(SM's name, rank SSN)*** to the ***(Rctg Bn, to include duty station)*** with duty as ***furnished:*** The following information is

a. Gaining station: (Name, UIC, RSID, address, Zip code)

AUTH	ASGD	PARA & LINE	90 DAY PROJ GAINS/LOSSES	PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

b. Losing station: (Name, UIC, RSID, address, Zip code)

AUTH	ASGD	PARA & LINE	90 DAY PROJ GAINS/LOSSES	PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

c. Date assigned to current position:
d. Distance from losing station to gaining station:
e. Distance from domicile to current station:
f. Distance from domicile to new duty station:

3. Justification:

4. Date of last cost PCS:

5. Indicate if soldier has attended any USAREC schools, and if so, what schools and dates attended.

6. Indicate if soldier requires an NCO-ER if move is approved.

7. Indicate requested reporting date.

1 Encl
DA Form 4187

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

CF:
CDR, . . . Rctg Bde

Figure 6-7. Sample format of a request for operational reassignment of AGR personnel (cost/no cost/low cost)

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
Commander _____ Rctg Bn _____ Rctg Bde	Commander HQ, USAREC ATTN: USARCPA-PS-AGR Fort Sheridan, IL 60037-6000	COMMANDER _____ Company _____

SECTION I - PERSONAL IDENTIFICATION

NAME *(Last, first, MI)*	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School *(Enl only)*			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Oversea Service			Officer Candidate School	
	Ranger Training			Asgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment *(Enl only)*			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training *(Enl only)*			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		xx	Other *(Specify)* Operational Reassignment	

SIGNATURE OF MEMBER *(When required)*	DATE

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. I concur/nonconcur with my reassignment from _____ RS to _____ RS. (If nonconcurrence, state reasons)
2. My current mailing address is:
3. My duty phone is:

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL
☐ IS APPROVED ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE

DA FORM DEC 82 4187 EDITION OF FEB 81 WILL BE USED. COPY 1

Figure 6–8. Sample of a DA Form 4187—Operational reassignment

Appendix A
References

Section I
Required Publications

AR 40-501
Standards of Medical Fitness. (Cited in paragraphs 5-4*b*(1), 6-3*a*(8), and 6-9*c*(2).)

AR 140-111
US Army Reserve Reenlistment Program. (Cited in paragraph 6-8*c*(7).)

AR 350-15
Army Physical Fitness Program. (Cited in paragraphs 5-6*c* and 6-3*a*(10).)

AR 600-9
The Army Weight Control Program. (Cited in paragraphs 2-4*a*(10), 3-9*c*(1), 5-6*c*, 6-3*a*(8), and 6-9*c*(2).)

AR 600-31
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in paragraphs 5-7*d* 6-8*c*(2), and 6-9*c*(3).)

AR 600-200
Enlisted Personnel Management Systems. (Cited in paragraphs 2-4*a*(8), 5-7*c*, 5-8*c*, and 5-11*a*)

AR 601-280
Army Renlistment Program. (Cited in paragraphs 2-4*a*(20) and 5-10*e*.)

DA Pamphlet 600-8-10
Management and Administrative Procedures—Individual Assignment and Reassignment Procedures. (Cited in paragraph 5-10*b*(11).)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 10-24
U.S. Army Recruiting Command Organizations & Functions

AR 135-205
Enlisted Personnel Management

AR 600-15
Indebtedness of Military Personnel

AR 601-209
The In-Service Recruiting Program

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialties

AR 612-10
Reassignment Processing and Army Sponsorship (and Orientation) Program

AR 614-5
Stabilization of Tours

AR 614-6
Permanent Change of Station Policy

DA Pamphlet 351-4
The Army Formal Schools Catalog

Section III
Prescribed Forms

DA Form 5425-R
Applicant/Nominee Personal Financial Statement

DA Form 5426-R
Commander's Evaluation

DA Form 5427-R
Commander's Assessment of Recruiter Candidate

DA Form 5428-R
AGR Recruiter Application Checklist

Section IV
Referenced Forms

DA Form 2A
Personnel Qualification Record, Part I (Reserve)

DA Form 2-1
Personnel Qualification Record, Part II

DA Form 268
Report for Suspension of Favorable Personnel Actions

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2496
Disposition Form

DA Form 2635
Enlisted Preference Statement

DA Form 3340
Request for Regular Army Reenlistment or Extension

DA Form 3349
Physical Profile Board Proceedings

DA Form 3739
Application for Assignment/Deletion/Deferment for Extreme Family Problems

DA Form 4187
Personnel Action

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

DD Form 4-series
Enlistment/Reenlistment Document—Armed Forces of the United States

SF 88
Report of Medical Examination

SF 93
Report of Medical History

Appendix B
United States Army Recruiting Command Organizations

Headquarters, U.S. Army Recruiting Command
Building 48A
Fort Sheridan, IL 60037-6000

U.S. Army Recruiting Support Command
Cameron Station
Alexandria, VA 22314-5050

U.S. Army 1st Recruiting Brigade (Northeast)
Building 618
Fort George G. Meade, MD
20755-5000

U.S. Army Recruiting Battalion Albany
21 Aviaton Rd.
Albany, NY 12205-1131

U.S. Army Recruiting Battalion Baltimore
Building T-563
Fort George G. Meade, MD
20755-5199

U.S. Army Recruiting Battalion Brunswick
33 Canan Dr.
Topshan, ME 04086-1117

U.S. Army Recruiting Battalion Harrisburg
Building 507 and 511
P.O. Box 608
New Cumberland, PA 17070-5099

U.S. Army Recruiting Battalion New York
408 Pershing Loop South
Fort Hamilton, NY 11252-5000

U.S. Army Recruiting Battalion Newburgh
Building 1708
Stewart Army Post
Newburgh, NY 12550-9999

U.S. Army Recruiting Battalion Philadelphia
U.S. Custom House
Second and Chestnut Street, Rm 401
Philadelphia, PA 19106-2990

U.S. Army Recruiting Battalion Pittsburgh
Room 1404, Federal Building
1000 Libery Avenue
Pittsburgh, PA 15222-4197

U.S. Army Recruiting Battalion Syracuse
Room 1457, U.S. Courthouse & Fed Bldg
100 South Clinton Street
Syracuse, NY 13260-0001

U.S. Army 2nd Recruiting Brigade (Southeast)
Building 101, Fort Gillem
Forest Park, GA 30050-5000

U.S. Army Recruiting Battalion Atlanta
Suite B
612 Tinker Street
Marietta, GA 30060-2712

U.S. Army Recruiting Battalion Beckley
21 Mallard Ct.
Beckley, WV 25801-3615

U.S. Army Recruiting Battalion Columbia (Includes Panama)
Room 733
Strom Thurmond Federal Building
1835 Assembly Street
Columbia, SC 29201-2491

U.S. Army Recruiting Battalion Jacksonville
1851 Executive Ctr Dr.
Suite 130
Jacksonville, FL 32207-2350

U.S. Army Recruiting Battalion Miami
8685 NW Terrace, Suite 200
Miami, FL 33156-2857

U.S. Army Recruiting Battalion Montgomery
Building 1010
Gunter Air Force Station
Montgomery, AL 36114-0001

U.S. Army Recruiting Battalion Nashville
2620 Elm Hill Pike, Suite 410
Nashville, TN 37203-2484

U.S. Army Recruiting Battalion Raleigh
Room 218, Cypress Building
3117 Poplarwood Court
Raleigh, NC 27625-1008

U.S. Army Recruiting Battalion Tampa
3350-W Busch Blvd.
Suite 140
Tampa, FL 3618-4447

U.S. Army Recruiting Battalion Chicago
Building 108
Fort Sheridan, IL 60037-6700

U.S. Army Recruiting Battalion Cincinnati
Room 8007, Federal Office Building
550 Main Street
Cincinnati, OH 45202-3215

U.S. Army Recruiting Battalion Cleveland
Room 300, Standard Building
1370 Ontario Street
Cleveland, OH 44113-1774

U.S. Army Recruiting Battalion Columbus
Room 114, New Federal Building
200 North High Street
Columbus, OH 43215-2483

U.S. Army Recruiting Battalion Des Moines
Room 557, Federal Building
210 Walnut Street
Des Moines, IA 50309-2108

U.S. Army Recruiting Battalion Detroit
428 Clinton Street
Detroit, MI 48226-2395

U.S. Army Recruiting Battalion Indianapolis
Room 501, Federal Building
Suite F
Indianapolis, IN 46204-1903

U.S. Army Recruiting Battalion Lansing
300 East Michigan Avenue
Room 304
Lansing, Michigan 48933-1486

U.S. Army Recruiting Battalion Milwaukee
Henry S. Reuss Federal Plaza
310 W. Wisconsin Ave., Suite 300
Milwaukee, WI 53202-2211

U.S. Army Recruiting Battalion Minneapolis
Room 117, Federal Office Building
212 Third Avenue South
Minneapolis, MN 55401-2525

U.S. Army 5th Recruiting Brigade (Southwest)
Building 2006
(MAIL: PO Box 8277
Wainwright Station,
San Antonio, TX 78208-0277)
Fort Sam Houston, TX 78234

U.S. Army Recruiting Battalion Albuquerque
320 Central Avenue SW, Suite 21
Wainwright Station
Albuquerque, NM 87102-3238

U.S. Army Recruiting Battalion Dallas
Empire Commerce Centr, Suite 112
1140 Empire Central Place
Dallas, TX 75247-4308

U.S. Army Recruiting Battalion Denver
144 New Customhouse
19th and California Streets
Denver, CO 80202-2513

U.S. Army Recruiting Battalion Houston
Suite 600
1415 North Loop West
Houston, TX 77008-1647

U.S. Army Recruiting Battalion Jackson
3d Floor, Suite 101-C
Jackson Mall
300 W Woodrow Wilson
(MAIL: PO Box 9186
Jackson, MS 39206)
Jackson, MS 39213-7649

U.S. Army Recruiting Battalion Kansas City
Armed Forces Building
2420 Broadway
Kansas City, MO 64108-2489

U.S. Army Recruiting Battalion New Orleans
Building 602-2-C
4400 Dauphine Street
New Orleans, LA 70146-1699

U.S. Army Recruiting Battalion Oklahoma City
Room 422, Federal Building
200 Northwest Fifth Street
Oklahoma City, OK 73102-3202

U.S. Army Recruiting Battalion San Antonio
Dean Building
8630 Broadway
San Antonio, TX 78217-6341

U.S. Army Recruiting Battalion St Louis
1222 Spruce St.
St. Louis, MO 63103-2815

U.S. Army 6th Recruiting Brigade (Western)
Fort Baker, CA 94129-7600

U.S. Army Recruiting Battalion Los Angeles
Armed Forces Building
4727 Wilshire Boulevard
Los Angeles, CA 90010-3893

U.S. Army Recruiting Battalion Phoenix
215 N. 7th St.
Room 118
Phoenix, AZ 85034-1012

U.S. Army Recruiting Battalion Portland
Suite 100
4110 Northeast 122d Avenue
Portland, OR 97230-1399

U.S. Army Recruiting Battalion Sacramento
Howe Plaza South
2222 Sierra Boulevard, Building F
Sacramento, CA 95825-4786

U.S. Army Recruiting Battalion Salt Lake City
Building 100
Fort Douglas
Salt Lake City, UT 84113-5005

U.S. Army Recruiting Battalion San Francisco
Federal Building 3
620 Central Avenue
Alameda, CA 94501-3894

U.S. Army Recruiting Battalion Santa Ana
Suite 4-L-150, Federal Building
24000 Avila Road
Laguna Niguel, CA 92677-1001

U.S.Army Recruiting Battalion Seattle
P.O. Box 3957
4735 E. Marginal Way South
Seattle, WA 98134-2325

Glossary

Section I
Abbreviations

AGR
Active Guard/Reserve

ANCOC
Advanced NCO Course

ARC
Army Recruiting Course

ARNG
Army National Guard

ARPERCEN
US Army Reserve Personnel Center

ASI
additional skill identifier

CLEP
College Level Entrance Program

CMIF
Career Management Individual File

CONUS
continental United States

DANTES
Department of the Army Non-Resident Testing Education System

DEROS
date eligible for return from overseas

EDAS
Enlisted Distribution and Assignment System

EER
enlisted evaluation report

ETS
expiration term of service

GED
general education development

GT
general technical aptitude area

IRR
Individual Ready Reserve

MEPCOM
Military Entrance Processing Command

MILPERCEN
United States Army Military Personnel Center

MILPO
military personnel office

MOS
military occupational specialty

MPRJ
military personnel records jacket

NCO
noncommissioned officer

OCONUS
outside continental United States

OMPF
official military personnel file

PCS
permanent change of station

PSC
personnel service center

RSID
Recruiting Station Identification Codes

PSDAP
Special Duty Assignment Pay

SQI
special qualifications identifiers

SRB
Selective Reenlistment Bonus

SSC
U.S. Army Soldier Support Center

ST
skilled technical aptitude area

TIS
time in service

TDY
temporary duty

TPU
troop program unit

TTD
tour termination date

TTE
transitional training and evaluation

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

VHA
Variable housing allowance

Section II
Terms

Cadre recruiter
Any individual serving in USAREC or in an instructor position in the Army Recruiter Course or other recruiting-related course who holds the PMOS OOR. A cadre recruiter is also referred to as an experienced recruiter.

Contiguous recruiting battalion
Any recruiting battalion whose defined boundaries border on those of another.

Detailed recruiter
A US Army recruiter serving the initial stabilized assignment with USAREC. Period of detail expires when the recruiter is reassigned to PMOS duties at the completion of 36 months, or when he or she is reclassified to PMOS OOR, whichever comes sooner.

Full-Time Support Management Program
A program designed to provide a highly qualified corps of ARNG and USAR enlisted and officer personnel to meet support requirements for USAR and ARNG projects and programs. The program provides a centralized management system for personnel on full-time duty for 180 days or more.

Moral turpitude
This term, though normally applied to many offenses, herein applies to individuals convicted or disposed of as juvenile offenders whose offense involves narcotics violations or sexual perversions, including, but not limited to—

a. Lewd and lascivious acts.
b. Homosexual acts.
c. Sodomy.
d. Indecent exposure.
e. Indecent acts with, or assault upon, a child.
f. Other offenses that are considered related acts of sexual perversion.

MOS reclassification
Action by a reclassification authority with or without board action, resulting in a change of awarded MOS or in a redesignation of a primary or secondary MOS.

New recruiter
A graduate of the ARC serving his or her initial 9 months in the command or a period less than 9 months if he or she is removed earlier by determination of the recruiting battalion commander that he or she has successfully completed all training requirements.

New Recruiter Program
A developmental period of not more than 9 months commencing the day a new ARC graduate reports or returns to the recruiting battalion for initial assignment as an Army recruiter. During this period, an EER is not required. Also referred to as TTE Program (see below).

Operational reassignment
A command-initiated request for PCS movement of a recruiter from one recruiting location to another or from one duty position to another based on operational necessity.

Performance counseling
A discussion between supervisors and Army enlisted personnel designed to evaluate past performance and provide specific guidance for future performance.

Transitional Training and Evaluation Programs
A developmental period of not more than 9 months commencing the day a new ARC graduate reports or returns to the recruiting battalion for initial assignment as an Army recruiter. During this period, an EER is not required. Also referred to as the New Recruiter Program.

Voluntary Reassignment
The PCS assignment of an individual from one location to another within or from USAREC, processed at the request of the individual.

Index

This index is organized alphabetically by topic and by subtopic. Topics and subtopics are identified by paragraph number.

Active Guard/Reserve recruiters
Continuation of status, 6-8
Reassignment of, 6-9, 6-10, 6-11
Selection of, 6-3, 6-4
Termination of status, 6-8
Training of, 6-5

Administrative support personnel
Assignment of, 2-12
Criteria for, 2-13
Involuntary reassignment of, 5-16, 5-17
Procedures for selection of, 2-13

Army Recruiter Course
Attendance at, 2-9, 6-5

Assignment policy
New recruiters, 3-2, 3-3, 3-5

Detail period
Completion of, 4-1
Provisions of, 2-10

Former recruiters
Return of, 2-4
Training of, 2-4

Involuntary recruiter reassignment. (*See* Reassignment of recruiters, Involuntary)

New recruiters
Involuntary reassignment of, 5-5
Rating of, 2-11
Selection of, 2-4
Traiing of, 2-9, 2-11

Nominations
For cadre staff assignments, 3-8
For recruiting duty, 2-6

Operational recruiter reassignment. (*See* Reassignment of recruiters, Operational)
Overseas returnees
Assignment of, 3-2
Processing of, 2-9, 3-2
Training of, 2-9

Reassignment of recruiters. (*See also* Active Guard/Reserve recruiters)
Compassionate, 3-10
Involuntary, 5-3, 5-10
Operational, 3-7
Policies for, 3-5
Purpose of, 3-1
Voluntary, 3-9, 4-3

Reclassification
Procedures for cadre recruiters, 5-18, 5-19
Procedures for detailed recruiters, 4-2

Recruiter selection
Criteria and processing for RA, 2-4, 2-7
Criteria and processing for USAR (AGR), 6-3, 6-4

Recruiting Exhibit Team
Application for, 2-14
Selection of, 2-14

Relief. (*See* Reassignment of recruiters, Involuntary)

Stabilization
Administrative support personnel, 2-13
Recruiting personnel, 3-5, 3-6

Suspension
Administration of, 5-7
Authority for, 5-7

Training
Initial recruiter training, 2-9. (*See also* Army Recruiter Course Voluntary reassignment.)(*See* Reassignment of recruiters, Voluntary)

Volunteers
For administrative support positions, 2-13
For recruiting duty as AGR recruiters, 6-4
For recruiting duty as RA recruiters, 2-5

APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT

For use of this form, see AR 601-1; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority for Collection of Information: 5 USC 301.

PRINCIPAL PURPOSES: PERSCOM - To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.

USAREC - To ascertain financial status of recruiter selectee; to develop assignment for the individual relative to the varying cost in certain geographical locations.

ROUTINE USES: Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment

DISCLOSURE: Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME *(Last, First, Middle)*	2. GRADE	3. SSN

4. Are you now or have you ever filed for bankruptcy? *(If yes, state when, where, and why.)*	YES	NO

5. Have you ever received a letter(s) of indebtedness? *(If yes, enter month and year below.)*	YES	NO
_____MONTH _____YEAR _____MONTH _____YEAR		

6. MONTHLY INCOME	AMOUNT	TOTAL
a. Basic Pay		
b. Separate Rations		
c. Clothing Allowance		
d. Total Military Income Before Taxes *(Total of a thru c above)*		
e. Subtract FICA and Income Taxes	*(Subject)*	
f. Total After Tax Income	*(Equal*	
g. Any other Monthly Income *(Do not include Spouse's income)*	*(Add)*	
TOTAL MONTHLY SPENDABLE INCOME	*(Equal*	

ADDITIONAL INFORMATION OR REMARKS

7. ASSETS	YES	NO	AMOUNT
a. Do you have a savings account? *(Enter approximate balance)*			
b. Do you own stocks, bonds, or benefit from a trust? *(Enter approximate value)*			
c. Do you own *(with no payments)*: (1) Vehicles MAKE MODEL YEAR _____ _____ *(Enter total estimated value)*			
(2) _____ Home _____ Trailer *("x" one)* *(Enter total estimated value)*			
(3) Furniture *(Enter estimated value)*			
(4) Land *(Enter estimated value)*			
TOTAL ASSETS			

8. MONTHLY EXPENDITURES/LIABILITIES	MONTHLY PAYMENT
a. Cost of food *(Include meals eaten out, school lunches, etc.)*	
b. Clothing *(Dry cleaning/laundry)*	
c. Medical *(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)*	
d. Insurance *(Life, auto, homeowner, other)*	
e. Vehicle expenses (1) MAKE MODEL YEAR _____ _____ _____ *(Enter total of vehicle payments)*	
(2) Gas, Oil, maintenance	

f. List charge cards or credit cards for which you have an outstanding balance:	BALANCE OWED	
NAME		

8. MONTHLY EXPENDITURES/LIABILITIES *(Continued)*			BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan: NAME				
h. Alimony or child support.				
i. Any allotments for purposes not listed above? *(If yes, state for what purpose.)*	YES	NO		
j. Any other indebtedness or financial obligation not listed above? *(Use remarks section to explain if necessary.)*				
TOTAL MONTHLY EXPENDITURES/LIABILITIES				

REMARKS

9. SIGNATURE OF VOLUNTEER/NOMINEE	10. DATE

M TAB TAB TAB TAB

COMMANDER'S EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCSPER.

INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain of Command in the Grade of LTC or higher.

PART I – QUALIFIED

After interviewing:

NAME *(Last, First, Middle)* GRADE SSN

I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:

(All statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

	Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.
	Soldier's current _____ Height; _____ Weight
	Soldier currently has _____ dependents *(to include spouse).*
	Soldier _____ Is _____ Is Not a sole parent.
	Soldier is not currently enrolled in the Army's drug and alcohol abuse program.
	Soldier has no family or emotional problems which could hamper his/her performance.
	Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.
	Soldier is not pregnant *(female).*
	Soldier is not married to another service member.
	Soldier is married to the following service member:
	NAME *(Last, First, Middle)* GRADE SSN

PART II – UNQUALIFIED

After interviewing:

NAME *(Last, First, Middle)* GRADE SSN

I consider the soldier unqualified for recruiting duty for the following reasons: *(Be specific. Use reverse if more space is necessary.)*

NAME OF PSNCO/POC	TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER
AUTOVON TELEPHONE NUMBER OF PSNCO/POC	SIGNATURE OF INTERVIEWING OFFICER DATE

M TAB TAB TAB

COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE *(Last, First, Middle)* | GRADE | SSN | LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE *(Months)*

In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.	*("X" Appropriate block)*				
	LOW DEGREE				HIGH DEGREE
	1	2	3	4	5
1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?					
2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?					
3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conversational dialogue with school officials, civic leaders, etc.?					
4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?					
5. Recruiters should represent the best the Army has to offer in terms of past performance and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?					
6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the candidate have a stable family home life?					
7. The recruiter is the Army in the community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in uniform? Physical condition?					
8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?					
9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?					
10. Due to the wide-spread geographic assignments within USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?					

M TAB TAB TAB

(See Instructions on first page.)	*("X" Appropriate block)*				
	LOW DEGREE				HIGH DEGREE
	1	2	3	4	5
11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?					
12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?					

13a. CANDIDATE'S HEIGHT b. WEIGHT	14a. DATE OF LAST PT TEST
15a. DATE OF LAST PHYSICAL	b. SCORE OF LAST PT TEST
b. PROFILE PULHES: _____	_____ _____ Push Ups _____ Sit Ups _____ Run

16. Does the candidate or his/her family have medical problems? *(If yes, explain in Remarks section below.)*	YES	NO

REMARKS:

NAME OF COMMANDER *(Last, First, Middle)* GRADE

UNIT OF ASSIGNMENT DATE *(Day, Month, Year)*

TELEPHONE NUMBER *(AUTOVON)* *(Commercial)*

SIGNATURE OF COMMANDER DATE

M TAB TAB

AGR RECRUITER APPLICATION CHECKLIST

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF APPLICANT *(Last, First, Middle)* GRADE SSN

QUALIFICATIONS	YES	NO	WAIVER
1. Does applicant hold grade of E-5 through E-7?			
2. Does applicant possess a GT score of at least 110 or an ST score of at least 100?			*No waiver authorized*
3. Is applicant a High School Diploma Graduate or does applicant have 1 year of college with a GED?			*No waiver authorized*
4. Does applicant have less than 15 years of Active Federal Service?			
5. If applicant is in the grade of E-6 or E-7 does he/she have at least 2 years in a USAR unit within the last 5 years?			
6. Is applicant between the ages of 21 and 35?			
7. Does applicant have more than the following number of dependents? Grade — Number of Dependents E-5 — 2 E-6 — 4 E-7 — 5			
8. Does applicant have a military physical that is less than 10 months old?			*No waiver authorized*
9. Does physical show that applicant meets standards of AR 40-501 for Active Duty?			*No waiver authorized*
10. Does applicant meet height/weight standards of AR 600-9?			*No waiver authorized*
11. Will applicant be eligible to draw military retired pay within the next 5 years?			
12. Is applicant a formerly relieved recruiter?			
13. Has applicant voluntarily left the AGR Program within the last 12 months?			
14. Does applicant have any lost time under Title 10, U.S. Code within the past 3 years?			
15. Does applicant possess a valid driver's license?			*No waiver authorized*
16. Is applicant eligible to hold a military driver's license?			*No waiver authorized*
17. If applicant is a female, is she pregnant?			*No waiver authorized*
18. Has applicant passed the basic physical fitness test in the last 12 months?			
19. Will applicant have a minimum of 36 months remaining on current enlistment, after reporting for active duty?			*No waiver authorized*
20. Has applicant received approval for recruiting duty by a recruiting battalion?			*No waiver authorized*
21. Does applicant or his or her immediate family have any marital, emotional, financial, or major medical problems that would hamper performance on recruiting duty?			
22. Is applicant a sole parent?			

CERTIFICATION BY RECRUITING BATTALION

TYPED OR PRINTED NAME OF CERTIFIER SIGNATURE DATE

* U.S. G.P.O.:1992-311-827:40129