

Army Regulation 601-1

Personnel Procurement

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

**Headquarters
Department of the Army
Washington, DC
11 October 2016**

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SUMMARY of CHANGE

AR 601-1

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

This major revision, dated 11 October 2016--

- o Adds appointment and waiver authority for Commanding General, U.S. Army Human Resources Command for positions of trust (paras 1-6a(2) and 1-6a(3)).
- o Adds suspension authority for recruiting battalion commander for positions of trust (para 1-6c).
- o Adds waiver and removal authority for Commanding General, U.S. Army Training and Doctrine Command for positions of trust (para 1-7a(3) and 1-7a(4)).
- o Adds new criteria and modifies existing criteria for recruiter selection and updates procedures for qualification packet processing (paras 2-4 and 2-5).
- o Revises general technical score requirement for selection of recruiter candidates (para 2-4a(3)).
- o Adds requirement for behavioral health assessments (para 2-4a(10) and app B).
- o Adds requirement that Soldiers receive a favorable National Agency Check with Local Records and Credit Check, and finalized cleared background screening prior to attendance at the Army Recruiting Course (para 2-4a(21)).
- o Adds requirements for battalion commanders to provide a Soldier evaluation memorandum with DA Form 5426 (Battalion Command Team Recruiter Candidate Interview and Evaluation) (para 2-5b(2)).
- o Adds revised Type I and Type II unfavorable information or offenses (para 2-6f).
- o Adds Army Physical Fitness Test requirement for recruiter candidates (para 2-8).
- o Adds requirement for candidates to receive a DA Form 1059 (Service School Academic Evaluation Report) (paras 2-8b and 2-9d).
- o Adds requirements for applicants who are outside the continental United States (para 2-8c(2)).
- o Adds policy to award Army Recruiting Course graduates a secondary military occupational specialty of 79R (para 2-9d).
- o Updates policy for new recruiters (para 2-10).
- o Adds new criteria and modifies existing criteria for stabilization, assignment or reassignment, and nominative assignments (paras 3-5 and 3-7).
- o Adds requirements for special duty assignment pay terminations (paras 4-3c and 5-7c).
- o Adds new criteria and modifies existing criteria for involuntary reclassification, reassignment or reattachment, and ineffective recruiters (paras 5-3 and 5-5).

- o Adds new criteria and modifies existing criteria regarding authority to approve involuntary reassignments or reattachments from recruiting duty (para 5–10).
- o Adds new criteria and modifies or updates existing criteria for Active Guard Reserve Application procedures and selection (paras 6–3a and 6-4a).
- o Adds authority matrix for appointing, waivers, suspension, removal, and screening (app C).
- o Updates references from reassignment to reassignment or reattachment (throughout).
- o Updates course names, addresses, and office symbols (throughout).


Personnel Procurement

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

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:


GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

agement policies applicable to all enlisted Soldiers while assigned to the U.S. Army Recruiting Command.

Applicability. This regulation applies to the Regular Army and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11-2 and identifies key internal controls that must be evaluated (see appendix D).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. This publication is available in electronic media only and is intended for command level B for the Regular Army and the U.S. Army Reserve.

History. This publication is a major revision.

Summary. This regulation covers the selection, training, and management of Soldiers of the U.S. Army Recruiting Command. Specifically, this regulation prescribes the policy and criteria for the selection and assignment of Regular Army and Active Guard Reserve enlisted Soldiers for service as Army recruiters; outlines the policy concerning selection and assignment of enlisted Soldiers to the U.S. Army Recruiting Command administrative support positions; and, prescribes the man-

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, page 1

- Section I*
General, page 16
Purpose • 1-1, page 1
References • 1-2, page 1
Explanation of abbreviations and terms • 1-3, page 1
Responsibilities • 1-4, page 1

- Section II*
Responsibilities, page 1
Department of the Army Inspector General • 1-5, page 1

This publication supersedes AR 601-1, dated 12 October 2007.

AR 601-1 • 11 October 2016

UNCLASSIFIED

Contents—Continued

Deputy Chief of Staff, G-1 • 1–6, *page 1*
Deputy Chief of Staff, G-3/5/7 • 1–7, *page 2*
U.S. Army Medical Command • 1–8, *page 3*
U.S. Army Installation Management Command • 1–9, *page 3*
U.S. Army Criminal Investigation Command and/or U.S. Army Crime Records Center • 1–10, *page 3*
Commanders of Army commands and U.S. Army Reserve Command • 1–11, *page 3*

Chapter 2

Selection and Training of Regular Army Soldiers, *page 4*

Section I

General, page 16

Recruiting duty • 2–1, *page 4*

U.S. Army Recruiting Command Soldiers • 2–2, *page 4*

Section II

Recruiter Selection Procedures and Criteria, page 4

Assignment procedures • 2–3, *page 4*

Selection criteria • 2–4, *page 4*

Recruiter qualification packets • 2–5, *page 6*

Final processing of nominations and requests for recruiting duty • 2–6, *page 7*

Section III

Initial Training of Recruiters, page 9

General • 2–7, *page 9*

Attendance at the Army Recruiter Course • 2–8, *page 9*

General provisions of initial Department of the Army-selected period • 2–9, *page 10*

New recruiters • 2–10, *page 10*

Section IV

Selection and Assignment of Soldiers to U.S. Army Recruiting Command Administrative Support Positions, page 10

Assignment policy • 2–11, *page 10*

Selection procedures for administrative support Soldiers • 2–12, *page 10*

Chapter 3

Assignment and Reassignments, *page 11*

Section I

General, page 16

Concept • 3–1, *page 11*

Overseas returnees • 3–2, *page 11*

Selectees within the continental United States • 3–3, *page 11*

Diversion of recruiter replacements • 3–4, *page 12*

Section II

Stabilization and Assignment or Reassignment Policies, page 12

Voluntary and operational assignments or reassignments • 3–5, *page 12*

Operational recruiter reassignments or reattachments • 3–6, *page 13*

Nominative assignments • 3–7, *page 14*

Other reassignment requests from Soldiers • 3–8, *page 15*

Contents—Continued

Chapter 4

Completion of Initial Department of the Army-Selected Period (Regular Army Only), page 15

General • 4–1, page 15

Selection procedures for reclassification to primary military occupational specialty 79R • 4–2, page 15

Reassignment upon completion of Department of the Army-selected period • 4–3, page 16

Chapter 5

Voluntary and Involuntary Reassignment or Reattachment from Recruitment Duty, page 16

Section I

General, page 16

Purpose • 5–1, page 16

Assignments • 5–2, page 16

Section II

Involuntary Reclassification, Reassignment, or Reattachment of Recruiters, page 17

Reclassification, reassignment, or reattachment • 5–3, page 17

Unqualified recruiter • 5–4, page 17

Ineffective recruiters • 5–5, page 18

Unsuitable recruiters • 5–6, page 18

Suspension from recruiting duties • 5–7, page 19

Reinstatement to duty • 5–8, page 19

Removal and waivers for recruiters suspended for Type I or II offenses • 5–9, page 19

Authority to approve involuntary reassignments or reattachments from recruiting duty • 5–10, page 20

Procedures • 5–11, page 20

Involuntary reassignment or reattachment and reclassification of primary military occupational specialty 79R
recruiters without prejudice • 5–12, page 21

Military occupational specialty and special qualifications identifier action • 5–13, page 22

Eligibility for return to recruiting duty • 5–14, page 22

DA Form 2166-9-1, DA Form 2166-9-2, and DA Form 2166-9-3 (DA Form 2166-9 series or NCOER(s)) • 5–
15, page 22

Utilization of recruiters pending involuntary reassignment or reattachment • 5–16, page 22

Attachment of recruiters to continental U.S. military installations pending reassignment • 5–17, page 23

Section III

Involuntary Reassignment of Administrative Support Soldiers, page 24

Requests • 5–18, page 24

Procedures • 5–19, page 24

Section IV

Voluntary Reclassification and Reassignment or Reattachment from Recruiting Duty, page 24

Retention consideration • 5–20, page 24

Requests • 5–21, page 24

Chapter 6

**Personnel Management for Active Guard Reserve Soldiers Attached to U.S. Army Recruiting Com-
mand, page 25**

Section I

Overview, page 25

Concept • 6–1, page 25

General • 6–2, page 25

Contents—Continued

Section II

Active Guard Reserve Selection and Initial Training, page 25

Selection criteria • 6–3, *page 25*

Procedures for Active Guard Reserve Application • 6–4, *page 27*

Initial training of Active Guard Reserve recruiters • 6–5, *page 30*

Section III

Personnel Actions, page 30

Stabilization exception • 6–6, *page 30*

Reenlistment and tour continuation • 6–7, *page 30*

Voluntary reattachments • 6–8, *page 31*

Operational reattachments • 6–9, *page 32*

Duty detailing of Active Guard Reserve Soldiers • 6–10, *page 32*

Promotion and Noncommissioned Officer Education System procedures • 6–11, *page 33*

Early release from the Active Guard Reserve Program • 6–12, *page 33*

Suspension and involuntary reattachment from recruiting duty • 6–13, *page 33*

Utilization of suspended Active Guard Reserve recruiters • 6–14, *page 34*

Appendixes

A. References, *page 35*

B. Behavioral Health Suitability Assessment of Candidates for Recruiting Duty, *page 40*

C. Positions of Significant Trust and Authority Appointing, Waiver, Removal Authority, and Screening (Military Only), *page 42*

D. Internal Control Evaluation, *page 44*

Table List

Table C–1: Position of Significant Trust and Authority appointing, waiver, and removal authority (military only), *page 42*

Table C–2: Position of Significant Trust and Authority screen, *page 42*

Glossary

Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation establishes policy for the selection, training, management, assignment, and reassignment of Regular Army (RA) and U.S. Army Reserve (USAR) Active Guard Reserve (AGR) Soldiers assigned or attached to: the U.S. Army Recruiting Command (USAREC); the Recruiting and Retention School (RRS), Fort Jackson, SC, as instructors for the Army Recruiter Course (ARC) or in recruiting related courses; the U.S. Army Accessions Support Brigade and its subordinate units; other units possessing primary military occupational specialty (PMOS) 79R authorizations. This regulation does not apply to the Army National Guard.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

Responsibilities are listed in section II of chapter 1.

Section II

Responsibilities

1–5. Department of the Army Inspector General

The DAIG will—

- a. Upon the request of U.S. Army Human Resources Command (HRC), conduct screening for current and nominated recruiters.
- b. Release summaries of substantiated allegations against nominated RA or USAR recruiters. For currently serving recruiters, HRC may release these summaries to the appropriate waiver and/or removal authorities, who may use them only to determine suitability for the specific duty, and not to support adverse action.
- c. Ensure that field or local DAIGs do not conduct any local suitability screenings, or release adverse information. Field or local IGs should direct all questions and/or screening action requests to the Chief, DAIG Records Screening and Oversight Office.

1–6. Deputy Chief of Staff, G-1

The DCS, G-1 will exercise staff and technical supervision of the Army recruiting program and establish policy governing personnel management for Soldiers assigned to USAREC and other recruiting related units. Further, in coordination with the Department of the Army (DA) Freedom of Information Act (FOIA) and Privacy Office, develop a central reporting mechanism that is in compliance with the Privacy Act and the Army Privacy Program; consolidate all results of this, and future, records reviews on an installation-by-installation basis; and ensures that the results include a by-name confirmation that the records review has been completed, a listing of the records reviewed, and the resulting suitability determination. The reporting mechanism will include the behavioral health (BH) interview process.

- a. The Commanding General (CG), HRC will—
 - (1) Coordinate with the CG, USAREC to establish procedures for the nomination, selection, and assignment of Soldiers from all career fields for duty with USAREC.
 - (2) Act as the appointing authority for positions of trust for RA and USAR recruiter nominees before assignment (see app D). The appointing authority may reconsider the appointment of Soldiers removed from a position of significant trust due to disqualifying criteria contained in this regulation.
 - (3) Act as the waiver authority for positions of trust for RA and USAR recruiter nominees.
 - (4) Evaluate all nominees and volunteers for USAREC duty and select the best qualified.

(5) In coordination with the CG, USAREC establish procedures for the issuance of orders for Soldiers assigned to USAREC and for recruiting Soldiers assigned to units outside USAREC.

(6) Process and consider requests for reclassification and/or reassignment or reattachment of Soldiers assigned to USAREC.

(7) Monitor the personnel strength of USAREC to ensure its readiness to accomplish the recruiting mission.

(8) Support the efforts of the CG, USAREC to evaluate applications for USAREC duty from AGR Soldiers by expeditiously processing monthly, or as needed, any requests for information, records, and anything else concerning applicants.

(9) Issue necessary orders for AGR Soldiers, to include initial AGR orders, reclassification orders, special duty assignment pay (SDAP) orders, amendments, reassignment orders, and other orders, as required.

(10) Be the approval authority for all attachments and/or reattachments within the AGR Program.

(11) Access all AGR recruiters for the AGR Program, as directed by and coordinated with the Chief, Army Reserve.

b. The CG, USAREC will—

(1) Establish and propose necessary changes to selection criteria for RA and AGR Soldiers assigned to USAREC.

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

(3) Coordinate with the CG, HRC to provide recruiter position paragraph and line numbers for issuance of necessary orders for attachment of selected AGR Soldiers to USAREC and for their attendance at the ARC.

(4) Report USAREC Soldiers who have been approved for involuntary reassignment from recruiting duties to the CG, HRC for reassignment or reattachment and/or reclassification, as appropriate.

(5) Coordinate with the CG, HRC to establish standards for the retention or reassignment and/or reattachment of USAREC Soldiers upon completion of the initial stabilization period.

(6) Identify, in coordination with the Commandant, RRS, PMOS 79R Soldiers to serve as recruiting instructors.

(7) Coordinate issuance of assignment instructions with the CG, HRC for USAREC Soldiers. Coordinate issuance of assignment instructions with the CG, HRC and commanders of external commands for assignment of career PMOS 79R recruiters between USAREC and their units.

c. Recruiting battalion commanders will act as the suspension from recruiting duty authority for RA and USAR serving recruiters.

1–7. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7, will provide supervisory oversight of the two commands below to ensure execution and support of training is provided as indicated.

a. The CG, U.S. Army Training and Doctrine Command (TRADOC) will conduct training courses for Army recruiters and recruiting Soldiers as part of the curriculum of the U.S. Army Soldier Support Institute, Fort Jackson, SC. Additionally, CG, TRADOC will—

(1) Complete broadened local screening of all recruiters (see app E). Broadened local screening for these individuals includes checking local civilian policy records, Army Substance Abuse Program (ASAP) records, and the Department of Justice National Sex Offender Web site. The BH evaluation completed during the screening process of recruiters meets the intent of the BH interview.

(2) Provide HRC the names of all serving recruiters who are disqualified from recruiting due to the screening requirements outlined in this publication for whom the command has not issued a waiver. Identify and provide the names not later than 15 days from the date of the disqualification decision.

(3) Act as waiver authority for positions of trust for RA and USAR serving recruiters. The waiver authority may consider requests on Soldiers removed from positions of trust due to disqualifying criteria contained in this regulation.

(4) Act as removal authority for positions of trust for RA and USAR serving recruiters who are being considered for removal.

b. The CG, U.S. Army Combined Arms Support Command will coordinate with the CG, USAREC and support the programs of instruction for the ARC and other USAREC qualification and professional development courses.

1–8. U.S. Army Medical Command

The CG, MEDCOM will—

- a. Conduct BH interviews by authorized independently credentialed BH providers for all active duty and AGR Soldiers being considered for full-time appointment to a position of significant trust.
- b. Provide a copy of the completed DA Form 3822 (Report of Mental Status Evaluation), documenting recommendations to the appropriate waiver, removal, and/or appointing authority upon completion of the BH interview.

1–9. U.S. Army Installation Management Command

The CG, IMCOM will—

- a. *Army Substance Abuse records screening.*
 - (1) Upon the request of units, conduct ASAP reviews for military personnel serving in or nominated for a position of significant trust assigned to the installation, or in the installation's area of responsibility.
 - (2) For military personnel, the program official should provide the requesting unit representative with one of the following four answers: no positive tests, one positive test more than 5 years ago, one positive test in the past 5 years or multiple positive tests.
 - (3) The confidentiality of ASAP information will be maintained in accordance with AR 600-85 and provided only to individuals within the Army who have an official need to know.
- b. *Police records screening*
 - (1) Upon the request of the unit, the provost marshal (PM) and/or Directorate of Emergency Services (DES) will request local civilian police records checks of military and civilian personnel serving in or nominated for a position of significant trust. Upon the request of HRC, conduct screening for current and nominated recruiters.
 - (2) For those locations where the local PM has an agreement with the state or local police, the PM or DES will request state and local civilian agencies criminal records checks upon the request of installation units or in accordance with the Positions of Significant Trust and Authority (POSTA) civilian screening policy.
 - (3) PM or DES will not conduct checks of the Army Law Enforcement Reporting and Tracking System records for personnel assigned to or nominated for a position of significant trust. The Army Law Enforcement Reporting and Tracking System check will be included in the Criminal Investigation Division (CID) and/or Crime Records Center (CRC) check.
 - (4) PM or DES will consult with their installation staff judge advocate to determine if state and local statutes permit the release of police records for background checks. For those who are unable to conduct the checks due to resources or legal limitations, and for overseas locations, the PM or DES will notify the unit of the inability to complete check and the reason (cost, law, and agreement).
 - (5) PM or DES will remove all information regarding anyone other than the individual being screened if included in the civilian police records report (for example, victims, witnesses, and other persons related to the report).
 - (6) PM or DES is not permitted to use National Crime Information Center (NCIC) for screening Sexual Harassment/Assault Response and Prevention Program personnel or others in positions of significant trust. Department of Justice policy limits NCIC use for authorized criminal justice purposes.

1–10. U.S. Army Criminal Investigation Command and/or U.S. Army Crime Records Center

The Commander, USACIDC and/or USACRC will—

- a. Upon the request of HRC, conduct military criminal records checks for military personnel assigned to or nominated for positions of significant trust.
- b. Release summaries of founded allegations against current and nominated Active Component and/or USAR recruiters to HRC. For current recruiters, HRC may release these summaries to the appropriate waiver and/or approval authorities.

1–11. Commanders of Army commands and U.S. Army Reserve Command

The Commanders of ACOMs and USARC will—

- a. Support the HRC mission of procurement of Soldiers for USAREC.
- b. Release Soldiers selected for recruiting duty from continental United States (CONUS) installations to attend the ARC on temporary duty (TDY) orders issued by servicing personnel offices.
- c. Accept USAREC Soldiers for attachment to CONUS installations when requested by the CG, USAREC.
- d. Ensure subordinate commanders—

- (1) Read and understand selection criteria specified in this regulation for Soldiers to perform recruiting duty.
- (2) Complete and or review applicable forms.

Chapter 2

Selection and Training of Regular Army Soldiers

Section I

General

2-1. Recruiting duty

Accomplishment of the USAREC mission requires direct contact with the American public. Recruiters include all Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. This may include Soldiers holding the primary military occupational specialty (MOS) 79R, Department of the Army select recruiters, recruiting officers, recruiting warrant officers, recruiting company, battalion, and/or brigade commanders, and MOS immaterial recruiting battalion and brigade command sergeants major.

2-2. U.S. Army Recruiting Command Soldiers

Soldiers selected for assignment to USAREC serve either as Army recruiters or as administrative support Soldiers. As they represent the Army in civilian communities, all USAREC Soldiers must have high moral character, emotional and financial stability, outstanding personal appearance and bearing, and a favorable record of service in previous assignments.

Section II

Recruiter Selection Procedures and Criteria

2-3. Assignment procedures

This section prescribes the procedures and criteria for the selection of RA Soldiers for service as U.S. Army recruiters. Soldiers selected for assignment as Army recruiters will be detailed to USAREC for a 3-year stabilized assignment. Recruiters will volunteer or be nominated by career branches, and will be selected by HRC.

2-4. Selection criteria

a. To qualify for selection as an Army recruiter, either as a volunteer or as a DA selected recruiter, a Soldier must—

- (1) Be a United States citizen by birth or naturalization, or a permanent resident alien.
- (2) Be a high school graduate with diploma or have 15 semester hours of college with a high school general education development transcript. College Level Entrance Program and Department of the Army Non-Resident Testing Education System (DANTES) credits may apply to 15 semester hours of college.
- (3) Have a minimum general technical (GT) score of 95 with a skilled-technical score of 95.
- (4) Be at least 21 years old, but not more than 35 years old at time of selection (waiver authorized to age 45).
- (5) Be a sergeant (SGT), staff sergeant (SSG), or sergeant first class (SFC). (A SFC may not have more than 4 years of time in grade at the time of selection). A SGT must be a Basic Leader Course graduate (waiver not authorized).
- (6) At time of selection have no less than 4 years of time in service and no more than 9 years of time in service if a SGT, no more than 15 years of time in service if a SSG, or no more than 16 years of time in service if a SFC (waiver by CG, USAREC authorized).
- (7) Have completed 1 year of service since reclassification per AR 614-200 (waiver not authorized).
- (8) Meet the physical profile requirements of AR 40-501 (see medical fitness standards for retention and separation) and screening table or body fat standards of AR 600-9 (waiver not authorized).
- (9) Have a minimum physical profile of 132221. Soldiers possessing a 3 in upper extremities must have prior MOS administrative retention review (MAR2) clearance. Additionally, Soldiers cannot have a shaving profile (waiver not authorized).
- (10) Have a behavioral health suitability assessment (BHSA) completed by an authorized and credentialed Army BH provider (waiver not authorized) within 6 months of arrival at RRS. If the Soldier is outside the conti-

mental United States (OCONUS), the BHSA must be completed no earlier than 4 months prior to date eligible for return from overseas. The BHSA must be based on a personal interview and review of health records by a BH care provider credentialed to perform the BHSA (waiver not authorized), and is recommended to include the use of objective measures in the current versions of the Minnesota Multiphasic Personality Inventory, Milon Clinical Multiaxial Inventory, or the personality assessment Inventory, as determined by the BH provider conducting the assessment. The BHSA will be documented in the electronic medical record and address the domains as indicated in appendix B. The results of the assessment will be reported on DA Form 3822 with a brief synopsis of the evaluation and recommendations. See appendix B for detailed information. A deferred diagnosis is not accepted on any axis.

(11) Not have conditions that will preclude the Soldier from recruiting duties, such as any diagnosis or condition that causes emotional instability, is chronic (see below), or would result in a referral to a medical evaluation board in accordance with AR 40-501 (see medical fitness standards for retention). In addition to the requirements set forth in AR 40-501 and any current Army or DOD policy impacting this section, the following should also be considered:

(a) *Temporary conditions.* These are conditions that, once resolved, will not preclude a Soldier from applying to be a recruiter.

1. Current emotional instability or distress, or active treatment for any condition that carries increased risk of emotional instability or distress (for example adjustment disorders or post-traumatic stress disorder (PTSD)). If a Soldier is found to be experiencing a condition that may be temporary, a credentialed BH care provider must indicate an expected timeframe in which the Soldier may be reevaluated for recruiting duty.

2. Applications will not be considered for any Soldier who has been treated in the past 12 months for PTSD, depression, anxiety, or other significant BH condition. At least 12 months must have passed from the last time the Soldier was treated for these conditions in order for the Soldier to be considered.

(b) *Chronic or recurrent conditions.* See AR 40-501 for all behavioral health conditions that must be considered when evaluating applications (see medical fitness standards for retention). These conditions are nonwaiverable bars to consideration for recruiter positions.

(c) *Questions.* For questions that surface regarding BH, HRC or BH providers must consult the CG, USAREC psychologist at Commanding General, U.S. Army Recruiting Command (RCCS-CP), 1307 Third Avenue, Fort Knox, KY 40121-2725.

(12) Have no lost time during the current enlistment or in the past 3 years, whichever is longer (waiver not authorized).

(13) Possess a valid civilian driver's license (waiver not authorized).

(14) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms. Tattoos must be in compliance with AR 670-1.

(15) Not be in violation of AR 600-20 regarding participation in extremist organizations and activities (waiver not authorized).

(16) Not have previously been relieved from duty with USAREC (waiver by CG, USAREC authorized).

(17) If married to another Soldier, have a spouse who will concurrently apply and is qualified for assignment within USAREC or request a nondomicile assignment to complete 3 years of recruiting duty. If the non-commissioned officer (NCO) has custody (dual or sole custody) of minor age dependents at time of disenrollment from the Married Army Couples Program (MACP), a sole parent waiver must be granted by the CG, USAREC. Enrollment in the MACP after notification of recruiter duty does not constitute disqualification for recruiting duty. HRC will consider MACP on follow-on assignment (waiver not authorized).

(18) Not currently be, or have not been, in the past 36 months, enrolled in a drug or alcohol dependency intervention program of any type (waiver not authorized).

(19) Not be pregnant at time of selection. If it is discovered that the Soldier is pregnant or becomes pregnant while attending the ARC, Soldier will be withdrawn from the ARC and returned to parent unit.

(20) Have favorable civilian and military disciplinary records, to include no credible evidence (see glossary) of drug or alcohol related incidents within the 5 years prior to selection. Examples of disqualifying conduct include, but are not limited to, conviction for a qualifying offense listed in AR 27-10 (see covered offenses), registration as a sex offender (see AR 27-10), credible evidence of driving under the influence or driving while intoxicated, or credible evidence of a positive urinalysis for a controlled substance (waiver not authorized).

(21) Have received a favorable National Agency Check with Local Records and Credit Check (NACLC), and finalized cleared background screening from Commander, U.S. Army Human Resources Command, Enlisted Background Screening Section (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303, prior to attendance at ARC.

(22) Notwithstanding the disqualifying records covered in paragraph 2–4a(20), not otherwise have been convicted by civilian court or court-martial (waiver authorized).

(23) Never have been the subject of an adverse adjudication (including proceedings under the provisions of Article 15, Uniform Code of Military Justice (UCMJ, Art. 15)) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received, or any offense under the UCMJ for which confinement of 2 years or more may be adjudged (waiver not authorized). All Soldiers must be screened against the National Sex Offender Registry database by the agency that currently conducts background screening on potential recruiters.

(24) Have no history of domestic violence or assault, or marital, emotional, or major medical problems (to include immediate Family) that would hamper performance on recruiting duty (waiver authorized). Recruiting duty involves assignment to geographic areas that may be away from military medical facilities. Soldiers with a Family member enrolled in the Exceptional Family Member Program (EFMP) may serve as recruiters. Every effort will be made to assign them near a military installation or in a civilian community where appropriate medical care for their Family member is available.

(25) Sole parents or guardians may serve as recruiters upon review and approval of their Family Care Plan by CG, USAREC.

(26) Be financially stable, have not filed a petition claiming bankruptcy within the last 3 years, and not currently responsible for making any payments as a result of any such action. Soldiers will submit a DA Form 5425 (Applicant/Nominee Personal Financial Statement) to ensure their financial situation is considered in their assignment. In determining financial suitability, consideration will include income versus expenditures, savings, and investment programs, and costs associated with being separated from military installations. Financial suitability will consider the payment of SDAP upon qualification.

(27) If serving on a dependent restricted tour at the time of selection for recruiting duty, Soldiers must waive any entitlement to the home base or advance assignment program and not have moved their Family on their advanced assignment instructions.

(28) If CONUS, Soldiers must have at least 3 years of time in service remaining from the report date to the recruiting assignment upon completion of the ARC. OCONUS Soldiers must have at least 3 years and 6 months time in service remaining from their report date to the recruiting assignment to allow completion of the ARC after arrival in the CONUS. Enlisted Distribution and Assignment System instructions constitute authority for eligible Soldiers to extend or reenlist under AR 601-280 and must be completed prior to attending the ARC. Approval to delete or defer a Soldier from assignment instructions is reserved for the CG, HRC (waiver not authorized).

b. Soldiers receiving or eligible for a selective reenlistment bonus (SRB) may volunteer for or be detailed to recruiting duty. They may be detailed from all SRB zones and may reenlist and retain SRB entitlements while detailed to USAREC. Detailed recruiters who are SRB recipients may request to reclassify to PMOS 79R in accordance with current SRB policy as established by HRC.

c. Soldiers who are former recruiters may apply for return to recruiting duty provided they volunteer, meet the criteria above, and have not had their records permanently annotated under paragraph 5–12. Final approval for these requests is the CG, USAREC. All former recruiters (Soldiers who do not possess PMOS 79R) who are accepted but were reassigned outside of USAREC for over 1 year will be required to successfully complete the ARC conducted at Fort Jackson, SC. Personnel records of former recruiters will be checked against USAREC staff judge advocate, inspector general, and enlisted standards division files and re-screened to ensure compliance with all selection criteria of paragraph 2–4. Those Soldiers having serious findings are prohibited from applying and returning to recruiting duties.

2–5. Recruiter qualification packets

a. All Soldiers who volunteer or are identified by HRC to perform recruiting duty must complete a recruiter qualification packet prior to attendance at the ARC. Information on initial assignment as recruiters is available at <http://www.usarec.army.mil/hq/recruiter/index.aspx>.

b. The following forms and documents comprise the recruiter qualification packet:

(1) DA Form 5425. Each volunteer and/or nominated Soldier must complete this form to determine financial suitability for recruiting duty.

(2) DA Form 5426 (Battalion Command Team Recruiter Candidate Interview and Evaluation). The first commander or supervisor in the grade of lieutenant colonel (LTC) or higher in the chain of command must complete this form; an officer in a lower grade may complete the form if the officer has assumption of command orders authorizing them to fill the higher position. The first battalion or higher level command sergeant

major (CSM) in the chain of command must participate in the completion of the form. This interview and evaluation should focus on the selection criteria listed in paragraph 2–4. Battalion commanders must include in the remarks section of the form a written recommendation either supporting the assignment to recruiting duty, or stating the reasons the Soldier is not qualified to perform recruiting duty. Battalion commanders must also ensure the candidate's Army Physical Fitness Test (APFT) results are within 6 months of the evaluation and verify that the candidate has favorable NACLCLC results. Use a continuation page, if necessary.

(3) DA Form 5427 (Company Commander Recruiter Candidate Interview and Assessment). The first commander or supervisor in the grade of captain in the chain of command must complete this form; an officer in a lower grade may complete the form if the officer has assumption of command orders authorizing him or her to fill the higher position.

(4) DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire). The first commander or supervisor in the grade of captain in the chain of command must complete this form; an officer in a lower grade may complete the form if the officer has assumption of command orders authorizing him or her to fill the higher position.

(5) A current copy of the Soldier's enlisted record brief (ERB).

(6) An assignment preference map is available at <http://www.usarec.army.mil/hq/recruiter/packet.aspx>.

(7) BHSA as specified in paragraph 2–4a(11).

c. If applicable, Soldiers must provide the following documents:

(1) Photographs of all of their tattoos (except those located in genitalia/buttock/female breast areas of their body).

(2) DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)).

(3) Custody or divorce documents.

(4) DA Form 5863 (Exceptional Family Member Program Information Sheet) is voluntary under Section 552a, Title 5, United States Code (5 USC 552a), but if it is not submitted, selection, and assignment will be determined without specific consideration of Family member status. Therefore, completion of the DA Form 5863 is in the Soldier's best interest and is highly encouraged.

d. All volunteers will forward the completed recruiter qualification packet application to the Commanding General, U.S. Army Recruiting Command (RCPE), 1307 Third Avenue, Fort Knox, KY 40121-2725. DA select nominees will forward their completed nomination packet with all enclosures through the local servicing personnel office to the Commanding General, U.S. Army Human Resources Command (AHRC-EPD-D), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. Once a DA select or volunteer nominee has been selected, notified through the Army Training Requirements and Resources System (ATRRS) of the school date, and has a cleared background check, they may contact the recruit the recruiter team for assignment assistance and mentorship.

2–6. Final processing of nominations and requests for recruiting duty

a. Upon receipt at HRC of the completed application or nomination packet, the Soldier's Army Military Human Resource Record (AMHRR) will be evaluated with regard to final selection.

b. Nominees and volunteers not selected for recruiting duty by HRC will be notified through command channels. The application or nomination packet and commander's evaluations will be retained in the individual's career management individual file for a period of 2 years.

c. The application or nomination packet and commander's evaluations, and copies of the ERB of those nominees and volunteers selected for recruiting duty will be filed at HRC.

d. For CONUS selectees, the CG, HRC will issue assignment instructions and the local servicing personnel office will provide TDY orders for attendance at the ARC (for overseas returnees, see para 3–2).

e. The Soldier will be advised that HRC completes a background screening on all Soldiers being considered for recruiting duty. Until HRC obtains and evaluates information received, assignment instructions to USAREC will be considered tentative. Background screenings must be finalized and cleared, including ensuring nominee has received a favorable NACLCLC, prior to Soldiers' attendance at ARC. However, on a case-by-case basis, the HRC (EPMD) may authorize a recruiting nominee to begin training at the ARC based on a favorable interim screening determination while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the ARC only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a recruiter until a favorable background screening determination has been completed. In addition, the CG, USAREC will review any subsequent reports of potential disqualifiers pertaining to the nominee and submit a recommendation to the HRC (EPMD) for con-

sideration in deciding whether the candidate should be authorized an exception to policy to begin schooling in the absence of a favorable final background screening determination. Soldiers assigned to and attending recruiting school based on interim background screening, which later receive a final background screening disqualification for such duty, may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the HRC (EPMD).

f. Soldiers with Type I reports of unfavorable information or offenses will be permanently excluded from recruiting duty. Soldiers with Type II reports of unfavorable information have no time limitation and unless otherwise specified, waivers are permitted.

(1) Type I offenses or reports of unfavorable information (no time limitation or waivers) include the following:

- a.* Sexual harassment (see AR 600-20).
- b.* Sexual assault (including, but not limited to violations of UCMJ, Arts. 80, 120, 120b, and 125).
- c.* Domestic violence or a criminal offense against a child or children (see AR 608-18).
- d.* Pandering (see UCMJ, Arts. 120 or 134).
- e.* Possession, distribution, receiving, or viewing child pornography (see UCMJ, Art. 134).
- f.* Incest (as defined by the state in which the act occurred).
- g.* Bestiality (see UCMJ, Art. 125).
- h.* Stalking (as defined in UCMJ, Art. 120a).
- i.* Previous separation from any Service for any type I conviction.
- j.* Conduct in violation of Army's policy regarding participation in extremist organizations or activities (see AR 600-20).
- k.* Fraternalization of a sexual nature with a subordinate (see AR 600-20 and DODI 1304.33, Enclosure 3, Para 1(a)(1)(a)).
- l.* Prohibited activities with a subject of recruiting efforts, future Soldier, or initial entry trainee that falls under DODI 1304.33, Enclosure 3, Paragraph 1(a)(1)(a-e).

(2) Type II offenses or reports of unfavorable information (no time limitation and unless otherwise specified, waivers are permitted) includes the following:

- a.* Drunken operation of a vehicle, aircraft, or vessel (as defined in UCMJ, Art. 111), drunk on duty (as defined in UCMJ, Art. 112), drunk and disorderly conduct (as defined in UCMJ, Art. 134, disorderly conduct), or drunkenness (as defined in UCMJ, Art. 134, UCMJ).
- b.* Larceny (as defined in UCMJ, Art. 121), burglary (as defined by UCMJ, Art. 129), or fraud against the United States (as defined in UCMJ, Art. 132) provided that the suspension authority initiates the suspension within 5 years from the date of the conduct.
- c.* Assault (as defined in UCMJ, Art. 128, when the victim is a nonrelative or nondomestic partner) provided that the suspension authority initiates the suspension within 5 years from the date of the conduct.
- d.* Adultery provided that the suspension authority initiates the suspension within 5 years from the date of conduct (as defined in UCMJ, Art. 134).
- e.* Prostitution or patronizing a prostitute (as defined by UCMJ, Art. 134).
- f.* Wrongful use or possession of a controlled substance, to include prescription medication and synthetic drugs (as defined in UCMJ, Art. 112a).

(3) Admin reports that preclude initial appointment to a position of trust includes the following:

- a.* Soldiers who are flagged, barred to reenlist, or coded with any administrative information indicating legal investigation is underway are prohibited from initial appointment or service in a position of trust until the flag, bar, or code is removed.
- b.* Soldiers with a currently revoked, denied, or suspended security clearance or who failed to attain or maintain a favorable NACLC investigation are not eligible for appointment to a position of significant trust.

(4) CG, HRC, will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in paragraphs 2-6f(1) and (2). In accordance with appendix C, HRC will screen and/or coordinate the following records for all potential recruiter candidates.

- a.* Department of the inspector general's records.
- b.* Personnel security and criminal records indexed in the Defense Clearance Investigations Index as present in the U.S. Army Central Personnel Security Clearance Facility, Army Investigative Records Registry, the Army CRC, the Defense Security System, and other Federal agencies and military departments.
- c.* Official military personnel file restricted files, HRC (AHRC-PDR-R).

(5) CG, HRC has waiver authority for designated Type II unfavorable information disqualifiers during the background screening process.

(6) Soldiers who are disqualified for recruiting duty based on background screening will be notified via Army Knowledge Online (AKO) email. The email message includes the agency that reported the potentially disqualifying information and the agency's address. The Soldier is informed that they may request appeal of the decision and that if the Soldier desires to appeal the decision; they must notify the appointing authority within 7 calendar days of receiving the notification of disqualification that they plan to submit rebuttal matters. Also inform the Soldier that rebuttal matters must be submitted within 30 calendar days of the date in which they received the disqualification notification. Further, inform the Soldier, the rebuttal matters must be submitted to the Commanding General, U.S. Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. The appeal request must be endorsed by the first general officer in the chain of command. The CG, HRC is the approval authority for all waivers.

g. During the initial orientation at RRS, recruiting candidates will fill out DA Form 7424 indicating whether they have been arrested or apprehended for any Type I or Type II reports of unfavorable information within the previous 12 months (see para 2-6f(1) and 2-6f(2)). Forms will be forwarded to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A/Special Actions Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. If a Soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, HRC will make the final determination and notify the RRS if the Soldier will be removed from the school.

h. All nominees reporting to the ARC must hand-carry their entire recruiter qualification packet which includes: DA Form 5425, DA Form 5426, DA Form 5427, DA Form 7424, and the BHSA as specified by paragraph 2-4a(11) within 6 months verifying that the Soldier has no record of emotional or mental instability.

Section III

Initial Training of Recruiters

2-7. General

The following procedures for the initial training of Soldiers selected for duty as Army recruiters is in accordance with AR 350-1.

2-8. Attendance at the Army Recruiter Course

a. All Soldiers selected for initial assignment as Army recruiters will attend the ARC at Fort Jackson, SC. Successful completion of the ARC is a prerequisite for assignment as a recruiter. Recruiter candidates must pass the APFT as screening criteria for attendance at the ARC. Passing the APFT is a graduation requirement for recruiter candidates.

b. A DA Form 1059 (Service School Academic Evaluation Report) must be completed on all Soldiers upon completion of the ARC and will be transmitted through HRC to the Soldiers' permanent record.

c. Soldiers will be scheduled for attendance as follows:

(1) Soldiers serving in CONUS assignments will attend the ARC TDY and return to their parent unit, then proceed to their USAREC assignment.

(2) Soldiers serving in OCONUS assignments will proceed to their USAREC assignment then attend the ARC TDY and return. OCONUS Soldiers must complete the recruiter qualification packet and have an approved recruiter background investigation and favorable NACLIC prior to departing from OCONUS to their assignment in USAREC.

(3) All volunteer Soldiers serving overseas tours and Soldiers under the Recruiter Mentorship Program will receive their USAREC assignment prior to attending the ARC. All other Soldiers will receive their USAREC station or center level assignments while attending the ARC.

d. Soldiers who fail to complete the ARC—

(1) Who were sent to the ARC TDY and return from CONUS installations will return to their installations.

(2) Who were sent to the ARC TDY and return from USAREC assignments will be reported to the CG, HRC as immediately available for assignment.

e. Upon successful completion of ARC training—

(1) Soldiers who arrive at the ARC TDY and return from CONUS installations will return to their parent units for out-processing and then proceed to their USAREC assignments.

(2) Soldiers who arrive at the ARC TDY and return from their USAREC assignments will return to their units.

2–9. General provisions of initial Department of the Army-selected period

- a. DA-selected recruiters will be stabilized in USAREC for 3 years from the date they report to the battalion. Overseas returnees will be stabilized in USAREC for 3 years from ARC graduation.
- b. Recruiters serving their initial period of assignment will not be authorized to reenlist for assignments out of USAREC that would not permit completion of the 3-year recruiter assignment.
- c. DA-selected recruiters will retain their PMOS and will compete for promotion in their PMOS.
- d. Upon successful completion of the ARC, all DA-selected recruiters will be awarded a secondary military occupational specialty (SMOS) of 79R and a skill qualification identifier (SQI) of 4 to indicate basic qualification as a recruiter. Soldiers will also receive a DA Form 1059 in accordance with AR 623-3.
- e. Recruiters selected for basic branch Advanced Leaders Course (ALC), Senior Leaders Course (SLC), or other non-USAREC schooling while serving in a DA-selected status will attend the schooling TDY and return from USAREC. Recruiters may depart after 33 months to attend ALC or SLC en route to their next assignment.
- f. DA-selected recruiters, who have been selected for promotion to master sergeant (MSG) and have been assigned to USAREC for at least 12 months, will be released to their respective branches for immediate reassignment to the needs of the Army. Those who have been assigned less than 12 months to USAREC will be released to their respective branches for assignment upon reaching 12 months.

2–10. New recruiters

- a. All DA-selected recruiters (any MOS other than 79R) and initial tour USAR PMOS 79R recruiters are considered new recruiters. New recruiters will not normally be assigned to supervisory positions of any type or to locations where supervision is limited.
- b. Voluntary reassignment of new recruiters is limited to compassionate, hardship, or humanitarian reasons. Involuntary reassignment of new recruiters is outlined in chapter 5.

Section IV

Selection and Assignment of Soldiers to U.S. Army Recruiting Command Administrative Support Positions

2–11. Assignment policy

Soldiers identified to serve in authorized administrative support Soldier positions in USAREC will be assigned by the CG, HRC.

2–12. Selection procedures for administrative support Soldiers

- a. Soldiers may volunteer to serve in administrative support roles within USAREC.
 - (1) Soldiers serving in CONUS or in overseas commands may request assignment to recruiting support duties by submitting a request through their chain of command to the CG, HRC. Requests will be submitted through both the assignment satisfaction key (ASK) available at <https://www.ask.army.mil/ask> and DA Form 4187 (Personnel Action). Final determination of the USAREC assignment will be made through coordination between USAREC and HRC based on command needs.
 - (2) Applicants will state on DA Form 4187 that they will have sufficient time remaining on their current enlistment 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 an administrative support assignment.
 - (3) A copy of the individual's ERB will accompany the application.
 - (4) The first commander in the applicant's chain of command will make recommendations by memorandum specifically addressing the applicant's potential to perform in the USAREC environment and will consider the same factors that apply to recruiters (see para 2–4).
- b. In the absence of sufficient volunteers, HRC will nominate qualified Soldiers for USAREC administrative support positions.
 - (1) Soldiers nominated by HRC will be identified to USAREC and losing commanders using the Enlisted Distribution and Assignment System.
 - (2) For administrative support Soldiers, HRC will conduct a screening to ensure that Soldiers selected to serve in USAREC meet the criteria outlined in paragraph 2–4. If derogatory information surfaces concerning USAREC replacements, the information will be evaluated by HRC and USAREC to either approve or delete Soldiers from assignment.

(3) Losing installation commanders will ensure unit commanders interview Soldiers identified by HRC 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 Soldiers unqualified for USAREC service according to this regulation. Installation commanders will use deletion procedures outlined in AR 614-200. The CG, HRC is the approval authority for deletion requests.

c. Administrative support Soldiers in USAREC incur a 3-year 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. Administrative support Soldiers will normally not be reassigned within USAREC.

Chapter 3 Assignment and Reassignments

Section I

General

3–1. Concept

a. The information below concerns the initial assignment of recruiters to USAREC and subsequent reassignments within USAREC for the purpose of continuing on recruiting duty.

b. Assignment or reassignment policies are designed to-

(1) Meet the needs of USAREC by balancing personnel fill 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) Distribute recruiting personnel fill as approved by the CG, USAREC.

(6) Provide rehabilitative reassignments for recruiters who are deemed to possess a high level of potential for further recruiting duty.

(7) Exploit identified quality recruiting markets.

c. All assignments or reassignments will be centrally managed by CG, USAREC based on the needs of the command. The CG, HRC is the final approval authority for all RA Soldier assignments and AGR Soldier reattachments.

3–2. Overseas returnees

Upon notification from HRC that a Soldier overseas has been accepted for recruiting duty, USAREC (RCPE) will initiate the assignment process. Upon determination of the duty location, CG, USAREC will provide assignment information to HRC. HRC will issue the losing installation assignment instructions for orders to be published. OCONUS nominees will serve 36 months on recruiting duty from the ARC graduation date, not the date initially reported to the recruiting battalion.

3–3. Selectees within the continental United States

RA Soldiers (candidates) who arrive at the ARC from CONUS installations will be notified of their recruiting battalion-level assignment prior to completion of the ARC. Assignments are determined as follows:

a. Upon arrival at the ARC, each Soldier will complete the ARC assignment and sponsorship worksheet that will be used during the assignment process. Soldiers must identify any issues that might affect their assignment such as Family Advocacy Program participation or Family members enrolled in EFMP. Individual preferences will be considered; however, the needs of the command will ultimately determine the duty location.

b. Battalion level of assignment will be announced during week two of the ARC. Recruiting battalions are required to make the station and/or center level assignment and identify a sponsor in the Army Career Tracker Sponsorship Module within the fourth week and enter the 4-digit or 5-digit recruiting station identification code (RSID) into the Headquarters Support System - Personnel Module. Station and/or center level assignments will be announced by CG, USAREC at the end of the fourth week.

c. After completion of the ARC, recruiters will be given assignment instructions to be provided to the losing installation reassignment work center to have permanent change of station (PCS) orders published. Recruiters will comply with the HRC established report date.

3-4. Diversion of recruiter replacements

a. To respond to operational requirements, distribute the recruiting force, preclude personal hardships for recruiter replacements, and quickly offset unplanned losses. CG, USAREC may divert replacements en route to USAREC, after coordination and approval by HRC (EPD-D).

b. Diversion actions must be justified by clearly established operational necessity. Due consideration will be given to the potential adverse personal impact that diversions will have on replacements and their Families.

Section II

Stabilization and Assignment or Reassignment Policies

3-5. Voluntary and operational assignments or reassignments

The following policies apply to operational assignments and regular reassignments within USAREC.

a. DA-selected recruiters will serve 3 years in USAREC from the date they report to the battalion at the same duty location. Overseas recruiter candidates with Family members will serve 3 years from the date of ARC graduation. (Procedures for requesting retention in USAREC beyond the initial DA-selected period are covered in chap 4 for RA Soldiers and chap 6 for AGR Soldiers.) Reassignments for DA-selected recruiters will not be considered for operational reasons; consideration will be given only for compassionate, hardship, or humanitarian reasons. DA-selected recruiters are eligible for full-cost reassignment upon HRC approval for reclassification to PMOS 79R.

b. USAREC G-1 is responsible for managing the recruiting force, which includes the assignment process for all Soldiers holding PMOS 79R; HRC (EPMD), HRC is the approval authority for all PCS moves requested by USAREC G-1 for Soldiers in the ranks of SGT through MSG and first sergeant (1SG). Primary criteria used to determine assignments are unit readiness, professional development, and Soldier preferences. Communication between Soldiers and their career managers is a vital element of the assignment process. Soldiers may contact USAREC G-1 anytime to discuss career management and assignment opportunities.

c. Career recruiters in PMOS 79R who are reassigned at no cost within a battalion or brigade headquarters or Headquarters, USAREC will not be further stabilized. They must have at least 1 year remaining on their current stabilized tour upon reassignment.

d. Soldiers having 19 years and 6 months or more of active Federal service when notified of PCS may request retirement in lieu of PCS in accordance with AR 635-200 (see retirement in lieu of PCS) upon receipt of official assignment notification. Soldiers will receive official notification via email transmitted to their Department of Defense (DOD) enterprise email (mail.mil account).

e. USAREC G-1 will use the following criteria below to manage RA and AGR reassignments and/or reattachments for Soldiers possessing PMOS 79R in the ranks of SGT to SFC.

(1) CONUS assignments and tours will be 36 months for RA Soldiers and 48 Months for USAR Soldiers. USAREC G-1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements.

(2) Soldiers do not require 36 months remaining in service to be reassigned.

(3) USAREC G-1 establishes loss dates for all Soldiers based on their last cost move date and established tour lengths.

(4) Soldiers will move outside of their current battalion and geographic area at their loss date.

(5) Soldiers will serve no more than two consecutive tours (72 months for RA Soldiers and/or 96 months for USAR Soldiers) within a brigade. Extension of an initial tour within a brigade negates the possibility of a consecutive tour within the same brigade.

(6) USAREC G-1 will manage NCOs reclassifying into PMOS 79R. USAREC G-1 will program these NCOs to fill valid 79R positions within USAREC upon reclassification.

(7) USAREC G-1 will manage OCONUS assignments in accordance with AR 614-30 and the Joint Travel Regulations (JFTRs).

f. Rehabilitative reassignments will not be authorized as cost reassignments without detailed justification (see para 3-6g).

g. Individual preferences will be considered when possible. Soldiers who possess PMOS of 79R must go to their "My Profile" module of the Headquarters Support System - Personnel Module and update their preferences and assignment considerations in order for the USAREC G-1 to have a baseline of what the Soldier desires.

h. The following outlines tour lengths for career recruiters in the ranks of SGMs, 1SGs, and MSGs:

(1) CSMs and/or SGMs:

(a) The normal tour length for SGM assignments is 24 months. USAREC G-1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements. HRC (AHRC-EPD-D) is the approval authority for all SGM assignments, with input provided from USAREC G-1.

(b) CSMs and/or SGMs selected to become CSMs via the command selection list process will receive assignment instructions to units identified by HRC on the CSM command selection list slate. CSMs and/or SGMs selected to become CSMs must either proceed on assignment instructions or submit for retirement in lieu of PCS.

(2) 1SGs and MSGs:

(a) The normal tour length of 1SG/MSG assignments is 36 months. USAREC G-1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements.

(b) Soldiers selected for promotion to MSG will normally be assigned to a 1SG position as their first assignment following selection for promotion.

3-6. Operational recruiter reassignments or reattachments

a. Operational reassignments or reattachments of Army recruiters impact on recruiting missions and, as such, are time sensitive. All operational reassignments (RA Soldiers) or reattachments (AGR Soldiers) must be forwarded through USAREC G-1. USAREC G-1 will forward moves that involve the expenditure of PCS funds to HRC (AHRC-EPD-D) for approval. A general officer must initiate or endorse a waiver if the Soldier has not completed 24 months time-on-station (TOS).

b. Operational reassignments or reattachments must be based on valid requirements and sound justification. Operational reassignments or reattachments 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 and/or reattachment under AR 614-200 or as a substitute means for Joint domicile or other assignments. Approval authority for these types of assignments is the CG, HRC. Requests for compassionate reassignment and/or reattachment must be submitted through command channels to CG, USAREC.

c. The policies outlined in paragraph 3-5 apply to all operational reassignments and reattachments.

d. New recruiters will normally not be considered for operational reassignment or reattachments (see para 2-10).

e. Operational reassignments or reattachments will provide for career progression. The career progression model is available at <https://actnow.army.mil/wps/myportal>.

f. Examples of career progression reassignments and/or reattachments are as follows:

(1) Recruiter to recruiting leadership position.

(2) Assignment from a current recruiting leadership position to a recruiting leadership position with increased supervisory requirements.

(3) Recruiting leadership position to a senior staff recruiter position.

g. Recruiter vacancies created by operational reassignments or reattachments are normally filled by replacements who are newly assigned graduates of the ARC.

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

(1) *Cost move (full or low)*. A full cost move is a fully funded PCS. Relocation of household goods and Family members is authorized at Government expense. A low cost move is a reassignment or reattachment to a permanent duty station that obligates the Government to no more than \$1,000. USAREC will only request full cost moves for relocation of Soldiers on funded PCSs.

(2) *No cost move*. A change in permanent duty station that involves no cost at all to the Government. Relocation of household goods and Family members at Government expense is not authorized with a no cost move.

i. Requests for all types of operational moves must be submitted for approval to CG, USAREC. CG, USAREC will then approve moves in the Headquarters Support System - Personnel Module and publish no cost orders. Full cost operational moves will be forwarded to Director, EPMD HRC for final approval and HRC will load the assignments into the Enlisted Distribution and Assignment System. Term of service waivers, initi-

ated or endorsed by a general officer, are required for cost operational moves unless the Soldier has completed 24 months TOS. All reassignments or reattachments, including those that involve a position change only, affect entitlements, individual records, use, and basic allowance for housing, and require centralized management. Recruiters will not be moved without issuance of reassignment orders by USAREC G-1 for RA Soldiers or the CG, HRC for AGR Soldiers. Commanders who direct movement of recruiters without proper authority (prior to receipt of assignment orders) are approving Soldiers to work in a TDY status (as established by the Joint Travel Regulations (JTRs)), which will entitle recruiters to reimbursement for travel and per-diem expenses; commanders will reimburse these expenses from the unit's operating budget. HRC, IMCOM, and USAREC will not backdate the authority for movement to compensate for lack of obtaining proper approval.

j. Requirements for submission are as follows:

(1) Operational requests through the Headquarters Support System - Personnel Module will include complete gaining and losing station or center information, to include names of incumbents and replacements, distances between stations or centers and distances between current residence to both gaining and losing stations or centers, unit identification codes, RSID, city, state, and zip codes.

(2) Full cost moves will be submitted at least 180 days prior to the requested report date and no cost moves at least 90 days prior, except in unusual circumstances such as involuntary reassignment or reattachment.

k. Operational reassignments or reattachments may be considered by CG, 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 Soldiers (except initial tour AGR) are eligible to be involuntarily reassigned or reattached 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 directed operational reassignment or reattachment will be given to recruiters within 6 months of their loss date in accordance with paragraph 3-5e(3). Procedures for USAREC directed operational reassignments or reattachment are as follows:

(1) Individual preferences loaded in a Soldier's "My Profile" module located on AKO will be taken into consideration.

(2) If the individual's preferences cannot be honored, then the Soldier will be notified of available command priority assignments or attachments identified by CG, USAREC.

(3) Once the assignment or attachment is determined, USAREC G-1 will coordinate with the gaining unit for a station or center level assignment or attachment. HRC will issue assignment instructions after determination of the station or center level assignment or attachment.

l. Recruiters with an expiration term of service (ETS) who decline an operational move will sign DA Form 4991 (Declination of Continued Service Statement) or request for retirement, if eligible. Recruiters on indefinite enlistment who decline an operational reassignment must request separation within 30 days of notification of assignment instructions or request for retirement, if eligible. Deletion and deferment requests may also be submitted for consideration and must be fully justified. Local commanders are responsible for expeditiously notifying individuals of operational reassignment or reattachment actions.

3-7. Nominative assignments

a. Selected PMOS 79R positions within USAREC and in other non-USAREC units require exceptionally qualified Soldiers with specialized recruiting skills. These positions are identified as nominative positions and are authorized only for career PMOS 79R Soldiers. Nominative positions are managed as follows:

(1) CG, USAREC, in coordination with units or staffs that possess nominative positions, will publish qualification guidance command wide when vacancies are projected.

(2) USAREC will screen potential candidates to determine assignment eligibility using input from units and/or staffs possessing nominative positions. USAREC G-1 will give first consideration to Soldiers who volunteer for these positions. In cases where the number of volunteers is insufficient to fill all available positions, USAREC G-1 will screen PCS eligible Soldiers to identify eligible Soldiers to fill these positions.

(3) Once identified, USAREC G-1 will notify the appropriate commanders and selected Soldiers.

b. TOS waivers will be approved in cases when it is determined that specific Soldier skills are needed to meet operational requirements.

3–8. Other reassignment requests from Soldiers

a. Married couples desiring to be considered for a Joint domicile assignment will enroll in the MACP. Both Soldiers must be assigned to USAREC or on assignment to USAREC.

(1) Request for joint domicile assignment within USAREC must be submitted on DA Form 4187 to USAREC. Request must include a copy of the marriage certificate and a current ERB for both Soldiers.

(2) Consideration will be given to Joint domicile requests based on valid vacancies at the gaining unit and other factors (such as stabilization and status of DA-selected period).

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

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

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

(6) In accordance with AR 614-200, career and DA-selected recruiters may request permissive assignment for the purpose of establishing Joint domicile. Minimum TOS at current duty location must be greater than 24 months, but exceptions to policy may be considered after 12 months TOS.

b. Request for compassionate reassignment will be submitted on DA Form 3739 (Application for Compassionate Actions) through USAREC, G-1 to CG, HRC for approval or disapproval. Chapter 6 governs AGR moves for compassionate reasons. If approved by the CG, HRC, the Soldier will incur a 1-year stabilization at approved location. Upon completion of the stabilization, the Soldier may be reassigned based on the needs of the command.

c. Soldiers with special needs Family members will enroll in the EFMP to support assignment consideration to a location that can support the exceptional Family member's special needs. Procedures and requirements for enrollment are outlined in AR 608-75.

Chapter 4

Completion of Initial Department of the Army-Selected Period (Regular Army Only)

4–1. General

a. The initial assignment to recruiting duties in USAREC is 3 years. At the completion of this period, a recruiter must either return to duties in their PMOS (or another MOS within the needs of the Service), or be reclassified to PMOS 79R and join the career recruiting force. DA-selected recruiters selected for reclassification to PMOS 79R may anticipate career assignments and management in accordance with chapter 3.

b. Leaders must counsel each DA-selected recruiter between the 12th and 15th month of recruiting duty regarding reclassification to PMOS 79R.

4–2. Selection procedures for reclassification to primary military occupational specialty 79R

a. Normal reclassification to PMOS 79R will take place between the 15th and the 24th month on recruiting duty.

b. To be eligible for reclassification to PMOS 79R, a recruiter—

(1) Must have completed a minimum of 15 months on recruiting duty.

(2) Must meet the requirements in paragraph 2–4 regardless of last recruiting assignment or date last assigned to USAREC.

(3) Must meet criteria stated in latest SRB message from HRC if the recruiter is an SRB recipient.

(4) Must not hold a PMOS designated by the CG, HRC as a restricted MOS because of its criticality Armywide.

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

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

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

c. Voluntary requests for reclassification require the recommendation from the recruiting battalion and brigade commanders and final approval of the CG, HRC. Submit requests for reclassification to PMOS 79R as follows:

(1) DA-selected recruiters will submit a request for reclassification to PMOS 79R on a DA Form 4187 through the battalion and brigade commanders to CG, USAREC (RCPE). The DA Form 4187 must confirm that Soldier is in compliance with the screening table or body fat standards of AR 600-9 and also include one of the statements below:

- (a) Individual has been selected for SLC but has not yet attended.
- (b) Individual has not been selected for SLC.
- (c) Individual has attended SLC.
- (2) The recruiting battalion commander or acting commander must sign the DA Form 4187, with a recommendation based on the assessment of the recruiter according to paragraph 4–2b. A recommendation of disapproval must include specific comments.
- (3) Units should include the recruiter's ERB with the request for reclassification.
- (4) DA-selected recruiters who intend to reclassify to PMOS 79R are required to extend their recruiting tour. Individual Soldiers must request this extension between their 15th and 24th month of their DA-selected recruiting duty assignment. Units will forward the extension request on a DA Form 4187 concurrently with the reclassification request to CG, USAREC (RCPE) no later than the end of the Soldier's 24th month.

4–3. Reassignment upon completion of Department of the Army-selected period

a. Recruiters who do not request voluntarily reclassification to PMOS 79R will be reassigned from USAREC after completion of their 3-year detail period.

(1) DA-selected recruiters will enter their assignment preferences through ASK that is available at <https://www.ask.army.mil/ask> by the 24th month of their DA-selected period.

(2) Once assignment instructions are issued, HRC will not normally permit the Soldier to voluntarily extend the DA-selected period or reclassify to PMOS 79R.

b. Recruiters who are reassigned from USAREC after successful completion of their DA-selected period will normally be considered eligible to return to recruiting duty at a later date, provided eligibility criteria in paragraph 2–4 are maintained. Successful recruiters reassigned out of USAREC will retain SMOS 79R and SQI 4.

c. The recruiting battalion commander will ensure the battalion S1 initiates action to terminate the DA-selected Soldier's SDAP in order to be processed and stopped prior to the Soldier's departure. Commanders will forward SDAP terminations to USAREC G-1; USAREC G-1 will forward SDAP termination actions to the appropriate military personnel division (for RA Soldiers) or HRC (for AGR Soldiers) for issuance of SDAP termination orders.

d. Extensions to continue to serve as a DA-selected recruiter may be considered on a case-by-case basis. Extensions normally will not exceed 1 year in duration, and require battalion and brigade commander endorsements. The CG, HRC is the approval authority for these extensions.

Chapter 5

Voluntary and Involuntary Reassignment or Reattachment from Recruitment Duty

Section I

General

5–1. Purpose

This chapter prescribes guidance for the involuntary reassignment of RA recruiters from recruiting duty and the voluntary release of career recruiters upon completion of stabilization periods. This chapter also applies to AGR Soldiers with additional reattachment policies and procedures listed in chapter 6.

5–2. Assignments

a. Soldiers assigned to recruiting duty represent the Army and the USAR in the civilian community. Such assignments require high standards of knowledge, effectiveness, physical appearance, fitness, honesty, and integrity. Each Soldier assigned to recruiting duty must possess and maintain these standards.

b. Reassignments may be requested by the CG, USAREC on the basis of approved actions by subordinate commanders. Decision authority on requests for reassignment from USAREC is the CG, HRC. Requests for involuntary reassignment will be expeditiously forwarded through command channels to the CG, HRC. Priority for prompt reassignment will be for those Soldiers who—

- (1) Fail to maintain acceptable standards of personal and professional conduct.
- (2) Violate prescribed regulations or procedures.
- (3) Fail to sustain desired levels of proficiency as determined by the battalion commander.

c. Reassignments without prejudice rest with the CG, USAREC in accordance with specifications in paragraph 5–11.

Section II

Involuntary Reclassification, Reassignment, or Reattachment of Recruiters

5–3. Reclassification, reassignment, or reattachment

The CG, USAREC may recommend the involuntary reclassification or reassignment or reattachment of recruiters whose performance or conduct does not meet USAREC retention standards. Recruiters may be considered for involuntary reassignment or reattachment as unqualified, ineffective, or unsuitable. The provisions for involuntary reassignment apply to all recruiters, DA-selected and career, whether serving as recruiters or in leadership and staff positions. Involuntary reclassification applies only to recruiters who hold PMOS 79R. These procedures do not apply to recruiters who have been relieved for cause but are not being involuntarily reassigned from USAREC.

a. Leaders will request involuntary reassignment or reattachment as unqualified or ineffective only after a determination that adequate assistance, training, supervision, 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 unqualified or ineffective recruiters is not applicable to recommendations for the involuntary reassignment or reattachment of unsuitable recruiters except as indicated in paragraph 5–6.

c. All AGR Soldiers who do not complete their initial 3-year obligation in the AGR Program are subject to separation under AR 635-200 (see early release of Reserve Component personnel serving AGR tours). Soldiers on their initial AGR tour must be notified of impending separation when recommended for involuntary reclassification and reattachment.

d. USAREC commanders will ensure that recruiters recommended for involuntary reassignment or reattachment receives fair and equitable treatment. The potential adverse impact on the career of recruiters recommended for involuntary reassignment or reattachment with prejudice (ineffective or unsuitable) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered. 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 AMHRR in conjunction with the involuntary reassignment or reattachment.

e. Commanders will monitor timeliness of involuntary reassignment or reattachment actions to ensure expedient processing of these actions.

5–4. Unqualified recruiter

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

b. Recruiters may be identified as unqualified for the following reasons:

(1) Unqualified medical reassignment.

(a) Soldiers unable to accomplish recruiting duties due to physical or medical limitations, not the result of misconduct. Reports of medical evaluation prepared by a physician or BH care provider assigned or employed by any military or other Federal Government facility must be enclosed to justify requests for reassignment or reattachment. Reports must fully document the physical or medical limitation, specifically address whether the recruiter is able to accomplish recruiting duties, and clearly recommend reassignment or reattachment from recruiting duty. Recruiters normally will not be reassigned or reattached based on temporary medical conditions that are expected to be resolved within a reasonable time, normally 120 days or less. In accordance with AR 600-60, all Soldiers who are issued a permanent physical profile with a numerical factor of "3" in one or more of the physical profile serial (physical, upper, lower, hearing, eyes, psychiatric) factors will be mandatorily referred for evaluation to a MAR2.

(b) Soldiers whose spouse or other immediate Family members develop medical conditions that significantly divert the recruiter from recruiting duties. These requests must be accompanied by reports of medical evaluation prepared by a physician or BH care provider assigned or employed by any military or other Federal

Government facility and must clearly establish that the recruiter is unable to accomplish recruiting duties due to the Family member's medical condition.

(2) Soldiers who incur financial hardship resulting directly from their assignment to recruiting duties and not mismanagement of personal income. Statements that compare personal income against validated obligations prepared by a financial counselor assigned or employed by any military or other Federal Government facility must accompany the request for reassignment or reattachment. A statement from the counselor recommending reassignment or reattachment from recruiting duty is also required.

(3) Soldiers 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) Soldiers serving as DA-selected recruiters who marry another Soldier who is not on recruiting duty. Soldiers identified as unqualified under this provision must serve at least 2 years as a DA-selected recruiter prior to reassignment or reattachment. If a Soldier desires to remain on recruiting duty, the Soldier must sign a statement indicating Joint domicile is declined for current assignment.

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

(6) Soldiers who become sole parents as a result of death or divorce. Court documents awarding sole custody to the Soldier must be provided to CG, USAREC as an enclosure to the relief. Joint custody must indicate the Soldier has physical custody and that the care requirements for the child (children) would significantly divert the recruiter from recruiting duties; legal separations are not acceptable.

5-5. Ineffective recruiters

Recruiters may be identified as ineffective for one or more of the following:

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. Recruiters recommended for involuntary reassignment or reattachment as ineffective require recruiting technique evaluation and review of counseling or training documents indicating performance weaknesses and outlining a follow-up plan to improve performance. 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. If the chain of command determines the above evaluations cannot be accomplished because of weak or non-existent training or due to poor leadership, then rehabilitative transfers will be considered.

b. Failure to train subordinates, attain or sustain station, center, or company recruiting standards, or demonstrate the necessary leadership and supervisory skills to be a successful station or center commander, senior guidance counselor, or 1SG.

5-6. Unsuitable recruiters

In addition to POSTA screening requirements, recruiters may be identified as unsuitable for any of the following reasons:

a. Commission of improper recruiting practices that violate Federal, State, local law, or official military guidance. Evidence of specific practices must accompany requests for reassignment and must have been processed through the USAREC (RCPE). Additionally, evidence of disciplinary or administrative actions taken against the recruiter or considerations that 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 that adversely reflect on the Army and the recruiter and that violate civil law, civilian criminal law, or the UCMJ. Description and evidence of specific incidents or acts must support these requests. Either evidence of disciplinary or administrative action taken against the recruiter or considerations that countered such actions must be provided with these requests.

c. Failure to maintain acceptable standards of personal appearance, including maintenance of Army physical fitness and screening table or body fat standards of AR 600-9. Separation action is the commander's decision and will be initiated on a case-by-case basis. Documented evidence of specific deficiencies and remedial action taken to correct the Soldier's inadequacies must be provided.

d. Failure to pay just debts (after proper counseling) that can only be alleviated or remedied by reassignment from recruiting duties. The impact of financial mismanagement on a recruiter's reputation in the civilian community where he or she resides and performs duties will be reported. Statements that compare personal income against validated obligations prepared by a financial counselor assigned or employed by any military or other Federal Government facility must accompany the request for reassignment or reattachment.

5-7. Suspension from recruiting duties

a. The provision for suspension exists to prevent recurrence of incidents of irregularity and misconduct involving recruiters and to minimize the adverse impact such incidents or suspected incidents have on the public image of the Army. 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.

b. Recruiting battalion commanders (or an acting commander in the grade of major and above) are authorized to suspend USAREC Soldiers within their respective commands that are suspected of improper recruiting practices or other misconduct, according to the criteria specified in paragraph 5-6. However, a Recruiter identified as unsuitable under any of the offenses listed in paragraph 2-6f will be immediately removed from recruiting duties by the recruiting battalion commander. In recruiting irregularity cases, recruiters normally will not be suspended unless the battalion commander intends to recommend involuntary reassignment or reattachment. Normally, recruiters identified as unqualified or ineffective under paragraph 5-4 or paragraph 5-5 will not be suspended but will continue to perform recruiting duties pending involuntary reassignment or reattachment. However, on a case-by-case basis, the recruiting battalion commander, provided detailed justification is forwarded through command channels with the reassignment or reattachment action (for example, a medical condition that prohibits recruiting), may suspend recruiters in these two categories. The SDAP will not be terminated prior to departure for recruiters being reassigned or reattached unless suspension is directed.

c. Suspended recruiters who are pending removal under paragraph 5-6 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 suspension to ensure that the basis for the action is adequate. When a recruiter is suspended, they must be notified, in writing, both of the basis for the suspension and of the action to terminate SDAP per AR 614-200. Commanders will forward SDAP terminations to USAREC G-1; USAREC G-1 will forward SDAP termination actions to the appropriate military personnel division (for RA Soldiers) or HRC (for AGR Soldiers) for issuance of SDAP termination orders. The recruiter will be given the opportunity to rebut the proposed action and provide statements on their behalf. All Soldiers who are under investigation and reassigned temporarily are entitled to continuation of SDAP for up to 90 days. After 90 days SDAP must be terminated in accordance with the DOD 7000-14-R, Volume 7a.

d. Prior to suspending a recruiter, battalion commanders will seek legal guidance and refer to AR 600-8-2 to determine when submission of DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)) is required.

5-8. Reinstatement to duty

a. For cases of involuntary reassignment or reattachment, except for recruiting improprieties, authority is delegated by the CG, USAREC to each brigade commander to reinstate suspended recruiters to duty where investigated allegations or proposed bases for the involuntary reassignment or reattachment are adequately refuted by a preponderance of credible evidence. Credible evidence may be based on a recruiter's rebuttal or by other objective evidence provided through commanders in the chain of command. Prior to taking any action to reinstate a recruiter to duty, the brigade commander will obtain a legal review.

b. The CG, USAREC is the approval authority to reinstate suspended recruiters in cases of alleged recruiting improprieties where the allegations made against them are adequately refuted by a preponderance of credible evidence through rebuttal or by other objective evidence provided through commanders in the chain of command. Legal review will be obtained prior to reinstatement.

c. A memorandum of notification will be furnished to the recruiter concerned when reinstatement is approved. The memorandum of notification will provide the effective date of the reinstatement, if different from the date of the basic memorandum. The recruiter's SDAP will be reinstated effective the date of reinstatement to the special duty, provided all other eligibility requirements are met per AR 614-200.

5-9. Removal and waivers for recruiters suspended for Type I or II offenses

For recruiters suspended in accordance with paragraph 5-6a for Type I or II offenses, the command will track the matter to a final adjudication while the suspension remains in force.

a. If the investigation is unsubstantiated or the Soldier is exonerated, acquitted, subsequently convicted of an offense not listed in paragraph 2-6f or the disqualifying charge is dismissed, the suspension will be lifted and the Soldier reinstated to recruiting duty.

b. Soldiers who are disqualified for a Type I offense listed in paragraph 2-6f (who are either found guilty at a nonjudicial punishment proceeding, court-martial, or civilian criminal trial; or the subject of an investigation

that was substantiated by a preponderance of the evidence by the authority that appointed the investigating officer that is not otherwise further adjudicated) are not eligible for a waiver but may request an exception to policy from the Assistant Secretary of the Army (Manpower and Reserve Affairs). If the exception to policy is not granted, then the Soldier must be removed from serving as a recruiter or in any other POSTA.

c. Soldiers who are subject to removal from recruiting duty for a Type II offense listed paragraph 2–6f are eligible to request a waiver from the CG, TRADOC to be reinstated to recruiting duty. If the waiver is not granted, then the Soldier must be removed from serving as a recruiter or in any other POSTA.

(1) Once a particular incident of Type II conduct has been waived, it remains waived so long as the Soldier is a recruiter.

(2) Waivers should only be granted to Soldiers, who despite the conduct under review, have served honorably and demonstrated exemplary conduct in military service by living the seven Army values.

d. All waiver and removal decisions for Type II offenses must be reviewed by CG, TRADOC.

5–10. Authority to approve involuntary reassignments or reattachments from recruiting duty

a. For USAREC units—

(1) The CG, USAREC delegates authority to each recruiting brigade commander or acting brigade commander to approve, in compliance with the procedures outlined in paragraph 5–10, involuntary reassignments or reattachment of Soldiers within that commander's respective brigade that are not based on recruiting improprieties (see para 5–6b). This authority may not be further delegated.

(2) Soldiers facing removal from recruiting duty for a Type I or II offense in accordance with paragraph 5–6a will be served with written notice of the intent to remove. At a minimum, the notice will provide the Soldier with the basis for removal, an opportunity to consult with legal counsel, and an opportunity to respond. Soldiers will have at least 15 days to submit a response to the first commissioned officer in the chain of command. The CG, USAREC will establish procedures to ensure suspended Soldiers are provided appropriate due process.

(3) Authority to approve all involuntary reassignments or reattachments based on recruiting improprieties rests with the CG, USAREC (see para 5–6a). When such reassignment is based in part on recruiting irregularity and in part on other unsuitability as defined by paragraphs 5–6c, 5–6d or 5–6e, the involuntary reassignment or reattachment will be processed under the procedures established pursuant to paragraph 5–10a. These procedures will afford the recruiter the right to receive notice and submit rebuttal regarding all applicable basis of reassignment or reattachment.

b. For non-USAREC units with Soldiers possessing PMOS 79R assigned—

(1) The brigade commander or acting brigade commander may approve, in compliance with the procedures outlined in paragraph 5–10, involuntary reassignments or reattachment for Soldiers possessing PMOS 79R within that commander's respective brigade.

(2) Units will forward a copy of these actions to Commanding General, U.S. Army Recruiting Command, 1300 Third Avenue, Fort Knox KY 40121-2725 for coordination and tracking.

c. Units must forward a copy of the approved action to the HRC (Director, EPMD) for final disposition, reclassification, reassignment, or reattachment.

5–11. Procedures

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

b. The following procedures apply to all recruiters recommended for involuntary reassignment or reattachment under paragraphs 5–4, 5–5, and 5–6b, 5–6c, and 5–6d. See chapter 6 for additional procedures that apply to AGR Soldiers.

(1) The commander (normally the battalion commander) must notify the recruiter, in writing, of the intent to recommend involuntary reassignment or reattachment (and reclassification, if appropriate) as unqualified, ineffective, or unsuitable. Notification will include the specific basis for the action.

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

(3) The Soldier will acknowledge receipt of the proposed action by memorandum and submit a response within 10 calendar days of receipt. The commander may extend the response period for an additional 5 calendar days at their discretion.

(4) Any rebuttal, allegations, or other comments furnished by the Soldier will be reviewed and acknowledged by the commander who initiated the action. Additionally, in cases of unsuitability, the commander will indicate the specific disciplinary or administrative actions taken. If none is taken, the specific consideration that 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 their recommendation and all supporting documentation, to the recruiting brigade commander. The request will include a DA Form 4187 listing assignment preferences and supporting documentation of any assignment limitations. If applicable, the Soldier must include a copy of DA Form 3349 (Physical Profile) that has been updated or issued within the preceding 2 years.

(6) Provided the proposed action meets all regulatory requirements and is determined to be appropriately within command policies, the recruiting brigade commander will either approve or disapprove the request. Before acting on any case, 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. All actions will be reviewed for completeness, documentation, and validity of reassignment or reattachment and reclassification recommendations. The legal review will determine whether the involuntary reassignment or reattachment was—

(a) In violation of law or regulation.

(b) Beyond the legitimate authority of the person approving the involuntary reassignment or reattachment.

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

(7) Approved involuntary reassignment or reattachment requests will be forwarded by the recruiting brigade commander, with the individual's ERB, DA Form 4187, and DA Form 3349 (if applicable) to the CG, USAREC (RCPE), with a recommended availability date and other administrative information. For AGR recruiters, brigade commanders must also notify the Soldier of the recommendation and advise the Soldier of their administrative due process rights.

(8) Approved actions will be forwarded by CG, USAREC (RCPE) to the CG, HRC for final processing, issuance of assignment instructions, and reclassification action.

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

(10) Upon receipt of instructions from CG, USAREC, the recruiting battalion commander will ensure that all required out-processing requirements are initiated and executed promptly. The commander will ensure compliance with assignment instructions and the established reporting date to the gaining organization.

(11) The battalion commander will ensure that a Soldier's DA Form 2166-9-1 (NCO Evaluation Report (SGT)), DA Form 2166-9-2 (NCO Evaluation Report (SSG-1SG/MSG)), and DA Form 2166-9-3 (NCO Evaluation Report (CSM/SGM)) (hereafter referred to collectively as "DA Form 2166-9 series or "NCOER(s)) has been completed and initiate action to terminate their SDAP.

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

d. Deferment and deletion requests must be in strict compliance with AR 600-8-11. These requests will be forwarded through the chain of command to Commanding General, U.S. Army Recruiting Command (RCPE), 1307 Third Avenue, Fort Knox, KY 40121-2725.

e. If the Soldier refuses to extend or reenlist to comply with assignment instructions, DA Form 4991 will be prepared per AR 601-280.

5-12. Involuntary reassignment or reattachment and reclassification of primary military occupational specialty 79R recruiters without prejudice

a. CG, USAREC may approve the involuntary (nonadverse) release or reclassification of PMOS 79R recruiters who are no longer an asset to the recruiting effort, yet who do not warrant involuntary reassignment or reattachment as unqualified, ineffective, or unsuitable as outlined in paragraphs 5-4, 5-5, or 5-6.

b. Commanders who recommend involuntary reclassification will counsel the recruiter. This action may be initiated at any time using a DA Form 4856 (Developmental Counseling Form). The recruiter will be given an opportunity to review the reclassification packet and will complete a memorandum acknowledging their right to submit a rebuttal before final action is taken. Brigade commanders and brigade CSMs will conduct face-to-face interviews with the Soldiers recommended for involuntary reclassification and include a memorandum in the packet. The memorandum must state, "The brigade CSM and I met face-to-face with the Soldier and have decided that reclassification without prejudice is the appropriate action for this Soldier." This face-to-face

counseling may be completed via video teleconference; however, it will not be done over a voice conference. The reclassification packet will not be complete without this certification.

c. All packets must include DA Form 4187, including three assignment preferences; DA Form 4856, detailing specific reasons for reassignment or reattachment and reclassification; Soldier's acknowledgement; memorandums of justification from the battalion commander; DA Form 3349; an ERB; and all noncommissioned officer evaluation reports (NCOERs) and written counseling while in the current position. The approved packet will be forwarded to Headquarters, U.S. Army Recruiting Command, 1307 Third Avenue, Fort Knox, KY 40121-2725.

d. Commanders will ensure that recruiters who are selected for reassignment, reattachment, or reclassification from recruiting duty, receive a nonadverse NCOER. Commanders will further ensure the recruiter does not receive a negative memorandum of counseling, concern, reprimand, censure, or other unfavorable information that can be contained in the recruiter's ERB or AMHRR in conjunction with early release under this paragraph. Commanders will ensure that recruiters recommended for reassignment or reattachment receives fair and equitable treatment.

e. USAREC commanders will not use the provisions of this paragraph to reclassify or reassign or reattach recruiters whose conduct or performance warrants reclassification, or reassignment or reattachment as unqualified, ineffective, or unsuitable as outlined in paragraph 5-4, 5-5, or 5-6.

5-13. Military occupational specialty and special qualifications identifier action

a. Recruiters holding PMOS 79R recommended for reassignment or reattachment under paragraphs 5-4, 5-5, 5-6, and 5-11 will be reclassified per AR 614-200. Commanders must follow the procedures specified in AR 614-200 (see mandatory reclassification when submitting these requests).

b. DA-selected recruiters who are involuntarily reassigned or reattached will have SMOS 79R and SQI 4 withdrawn.

c. If a recruiter has acquired a physical limiting profile while on recruiting duty, a copy of DA Form 3349 and MAR2 results, if appropriate, will be included with the reassignment or reattachment action. Determination will be made by HRC regarding reclassification.

d. The CG, HRC is the final approval authority on all reclassifications.

5-14. Eligibility for return to recruiting duty

a. Recruiters who are reassigned or reattached in accordance with paragraphs 5-5, 5-6, or 5-11 are not eligible for future assignments to USAREC.

b. The reassignment or reattachment packet for ineffective or unsuitable recruiters will be filed in the Soldier's career management individual file and AMHRR. The reassignment or reattachment packet for an unqualified recruiter will be filed in the career management individual file only.

5-15. DA Form 2166-9-1, DA Form 2166-9-2, and DA Form 2166-9-3 (DA Form 2166-9 series or NCOER(s))

Normally, recruiters involuntarily reassigned or reattached from recruiting duty will receive an NCOER that characterizes their duty performance during the rating period. However, recruiters who are involuntarily reassigned or reattached as unsuitable will normally receive a "Relief for Cause" NCOER in accordance with AR 623-3 (see para 5-6). For ineffective recruiters, the brigade commander has the option of directing a "Relief for Cause" or "Change of Rater" NCOER that characterizes the Soldier's duty performance. Recruiters who are rehabilitative reassigned or reattached will receive a "Change of Rater" NCOER.

5-16. Utilization of recruiters pending involuntary reassignment or reattachment

a. All recruiters recommended for involuntary reassignment or reattachment 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 or reattachment as unqualified or ineffective per paragraph 5-4 or 5-5 will remain on positive mission performing normal duties until their departure unless prohibited (for example, by a medical condition). This policy is based on the need to use all Soldiers productively. Recruiters used in this manner will continue to be authorized SDAP and will continue to work in their assigned duty station so that TDY expenses are not incurred. Exceptions to this policy are the prerogative of the recruit-

ing battalion commander but must be documented with supporting justification in the forwarding correspondence to the recruiting brigade commander.

(2) Recruiters pending reassignment or reattachment as unsuitable per paragraph 5–6 (and recruiters recommended for reassignment or reattachment as unqualified or ineffective per paras 5–4 or 5-5, as an exception to para 5–15, may), will be suspended and removed from the direct processing of applicants for enlistment. SDAP will be terminated, and the individual will be given administrative or logistical duties in support of the command, in a place of duty to be determined on a case-by-case basis, considering—

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

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

(3) Recruiters pending involuntary reassignment or reattachment will be used within their own units in USAREC, if possible. The first priority for utilization location must always be the recruiter's permanent duty station. If the recruiter cannot be used productively in the assigned duty station or if the nature of their conduct makes retention in the assigned station counterproductive to mission accomplishment, the recruiter may be directed to perform TDY at the closest practicable station or center, company, or USAREC location within the recruiting battalion. Because travel and other entitlements are involved when TDY arrangements are directed, commanders must ensure adequate funding is available and that the TDY is properly administered.

b. Recruiting brigade commanders are authorized to approve attachments of brigade RA Soldiers to a recruiting battalion, area, or station or center headquarters within their area of responsibility. However, brigades must still submit the request for attachment to CG, USAREC for the attachment to be effective in Headquarters Support System - Personnel Module and for attachment orders to be issued. Furthermore, this authority does not extend to attachments of brigade Soldiers to other brigades, installations, arsenals, Reserve units, or any other unit that is not a USAREC unit.

5–17. Attachment of recruiters to continental U.S. military installations pending reassignment

a. RA recruiters who are pending involuntary reassignment or other adverse action 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 military 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 Soldiers productively for USAREC.

(2) Ensure Soldiers 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 the CG, USAREC (RCPER-PMD-EMB) for approval. See chapter 6 for attachment of AGR recruiters. Requests will be forwarded to CG, 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 the following:

(a) The violations of the recruiter.

(b) The date the involuntary reassignment request or adverse action was initiated.

(c) An explanation of why the recruiter should not be used within their 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, and mileage).

(3) Memorandum of acceptance from unit of attachment.

(4) Anticipated duration of the attachment.

(5) Individual's PMOS, SMOS, and ETS.

(6) Individual's marital and Family situation and the effect the attachment will have, if any, on that situation.

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

c. In those cases of attachments outside USAREC, battalions or brigades must coordinate with the CONUS unit for a memorandum of acceptance. USAREC will coordinate with the proper CONUS Army command for the attachment. The CONUS Army command 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 local servicing personnel

office. Funding of any TDY cost associated with the attachment is the responsibility of the recruiting battalion or brigade concerned.

d. Attachments will normally not exceed 90 days and must be approved by USAREC G-1 (RCPE). Every effort must be made to terminate the attachment as soon as possible and return the Soldier to USAREC control. If attachment beyond the initial 90 days is necessary, further detailed justification is 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. Attachments of USAREC Soldiers for the purposes of court-martial and the general administration of military justice are governed by AR 27-10 (see procedures for courts-martial).

Section III

Involuntary Reassignment of Administrative Support Soldiers

5-18. Requests

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

5-19. Procedures

a. Soldiers whose personal conduct or performance of duty is unsatisfactory may be recommended for involuntary reassignment or reattachment by a memorandum request forwarded through command channels to CG, USAREC.

b. Request will cite the specific reason for reassignment or reattachment and will be referred to the Soldier for comment or rebuttal. 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 of disciplinary or administrative actions taken against the individual or mitigating or extenuating circumstances that affected such actions must be enclosed or described in the request for reassignment or reattachment.

c. Recommendations for reassignment or reattachment of administrative support Soldiers will be prepared and endorsed in the same format, appropriately modified, as that prescribed for the involuntary reassignment or reattachment of recruiters in paragraph 5-10, and will be forwarded to the CG, USAREC (RCPEP-PMD-EMB).

d. Each request for reassignment or reattachment will be accompanied by an ERB and DA Form 3349, if applicable.

e. Involuntary reassignments or reattachments of administrative support Soldiers under this paragraph constitute evidence that these Soldiers are ineligible for future USAREC service.

Section IV

Voluntary Reclassification and Reassignment or Reattachment from Recruiting Duty

5-20. Retention consideration

It is expected that a Soldier holding PMOS 79R will complete the remainder of their career as a recruiter. However, the special demands of recruiting duty warrant a provision for honorable release and reclassification, conditional upon MOS 79R strength posture by grade and the operational needs of USAREC. A PMOS 79R SRB recipient may be subject to partial or complete bonus recoupment if released under this paragraph.

5-21. Requests

a. A recruiter with PMOS 79R may request voluntary reclassification and reassignment from USAREC upon completion of all current stabilization periods. AGR recruiters will follow the procedures outlined in chapter 6.

(1) The request will be submitted on DA Form 4187 to the recruiting battalion commander detailing reasons for requesting reclassification and reassignment from PMOS 79R duties. Three choices of MOS will be listed per the guidance in paragraph 5-19b. An ERB and copies of DA Form 3349, if applicable, 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 through the brigade headquarters to the CG, USAREC (RCPE). In determining the proper recommendation, the commander will consider the career recruiter strength level and overall operational needs of the unit. A recommendation of disapproval must be accompanied by rationale.

(3) CG, USAREC will review the recruiter's request for verification of eligibility, command MOS 79R strength levels by grade, and other information as presented. The CG, USAREC may forward the request to the CG, HRC for issuance of assignment instructions or may disapprove the request based on ineligibility, operational necessity, or shortage of career recruiters. If the request is disapproved by CG, 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 CG, USAREC to the CG, HRC for decision.

b. Recruiters recommended for reassignment under this paragraph will retain MOS 79R as their SMOS. 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 input concerning their eventual use, they will be allowed to select three MOSs listed as shortages in the most recent HRC Reenlistment or Reclassification In-Out Call Message. Soldiers will consult AR 614-200 and DA Pam 611-21 with regard to reclassification and eligibility for any requested MOS. When the CG, HRC is unable to accommodate the desires of the Soldier, the Soldier will be reclassified according to the needs of the Army.

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

Chapter 6 Personnel Management for Active Guard Reserve Soldiers Attached to U.S. Army Recruiting Command

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 USAR. AGR Soldiers are assigned to a USAR Control Group (AGR) and centrally managed by the CG, HRC. AGR Soldiers selected for recruiting duty are attached to USAREC to support the mission of recruiting for the USAR.

b. In accordance with AR 140-30, a job description must be maintained for each approved AGR position at the unit level; DA Form 5648 (AGR Job Authorization (Request/Change)) will be used.

c. 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 Soldiers attached to USAREC. These management procedures are supported by AR 140-30.

6-2. General

The CG, HRC will continue to access USAR recruiters as directed by the CAR in accordance with selection criteria established by the CG, USAREC, who retains waiver approval authority for selection criteria unless specified otherwise in paragraph 6-3.

Section II

Active Guard Reserve Selection and Initial Training

6-3. Selection criteria

a. Soldiers currently assigned in the RA or USAR currently in troop program units as individual mobilization augmentees or in the Individual Ready Reserve may apply for active duty as a USAR AGR recruiter provided they meet the requirements of AR 135-18 and AR 140-30 and the following criteria:

- (1) Be a U.S. citizen by birth or naturalization or a permanent resident alien.

(2) Be a high school graduate with diploma or have 15 semester credits of college with a high school general education development transcript. College Level Entrance Program and DANTES credits may apply to 30 semester hours of college. Military service credit does not apply (waiver authorized with deployment experience).

(3) Have a minimum GT score of 95 with a skilled-technical score of 95.

(4) Be at least 21 years old, but not more than 35 years old at time of selection (waiver authorized to age 45).

(5) Be a SGT (and meet time in service and time in grade requirements) through SFC.

(6) Have fewer than 15 years of active Federal service upon entry into AGR status (waiver may be authorized by the CAR).

(7) Not have voluntarily left the AGR Program within the past 12 months (waiver by CG, HRC authorized).

(8) Meet the physical profile requirements of AR 40-501 (see medical fitness standards for retention), and the screening table or body fat standards of AR 600-9.

(9) Have a minimum physical profile of 132221; if Soldiers possess a 3 in upper extremities, must have prior MAR2 clearance; and have no shaving profiles.

(10) Have a BHSA completed by an authorized and credentialed Army BH provider (waiver not authorized) within 6 months of arrival at RRS. The BHSA must be based on a personal interview and review of health records by a BH care provider credentialed to perform the BHSA (waiver not authorized), and must include the use of current objective measures such as the Minnesota Multiphasic Personality Inventory, Million Clinical Multiaxial Inventory, or the Personality Assessment Inventory, as determined by the BH provider that is conducting the assessment. The BHSA will be documented in the electronic medical record and address the domains as indicated in appendix B and on DA Form 3822 with a brief synopsis of the evaluation and recommendations. See appendix B for detailed information. A deferred diagnosis is not accepted on any axis.

(11) Not have conditions that will preclude the Soldier from recruiting duties, such as any diagnosis or condition that causes emotional instability, is chronic (see below), or would result in a referral to a medical evaluation board in accordance with AR 40-501 (see medical fitness standards for retention). In addition to the requirements set forth in AR 40-501 501 and any current Army or DOD policy impacting this section, the following should also be considered:

(a) *Temporary conditions.* These are conditions that, once resolved, will not preclude a Soldier from applying to be a recruiter.

1. Current emotional instability or distress, or active treatment for any condition that carries increased risk of emotional instability or distress (for example adjustment disorders or post-traumatic stress disorder (PTSD)). If a Soldier is found to be experiencing a condition that may be temporary, a credentialed BH care provider must indicate an expected timeframe in which the Soldier may be reevaluated for recruiting duty.

2. Applications will not be considered for any Soldier who has been treated in the past 12 months for PTSD, depression, anxiety, or other significant BH condition. At least 12 months must have passed from the last time the Soldier was treated for these conditions in order for the Soldier to be considered.

(b) *Chronic or recurrent conditions.* See AR 40-501 for all behavioral health conditions that must be considered when evaluating applications (see medical fitness standards for retention). These conditions are nonwaiverable bars to consideration for recruiter positions.

(c) *Questions.* For questions that surface regarding BH, HRC or BH providers must consult the CG, USAREC psychologist at Commanding General, U.S. Army Recruiting Command (RCCS-CP), 1307 Third Avenue, Fort Knox, KY 40121-2725.

(12) Have no lost time under 10 USC 972 during the current enlistment or in the last 3 years, whichever is longer (waiver not authorized).

(13) Possess a valid civilian driver's license and be qualified for a military driver's license (waiver not authorized).

(14) Have no record of careless, reckless, or unsafe driving (waiver may be authorized).

(15) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms. Tattoos must be in compliance with AR 670-1.

(16) Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities.

(17) Not have been previously relieved from duty with USAREC (waiver authorized by CG, USAREC).

(18) Not currently nor have been previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type (waiver not authorized).

(19) Not be pregnant at time of selection. If it is discovered that the Soldier is pregnant or becomes pregnant while attending the ARC, Soldier will be withdrawn from the ARC and returned to parent unit.

(20) Have a minimum of 3-years of service remaining on their enlistment contracts before reporting for the initial active duty tours. Soldiers requiring extension to establish simultaneous ETS and release from active duty (REFRAD) will be so extended once they are accessed and processed at the unit. 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.

(21) Have favorable civilian and military disciplinary records, without records of Type I or Type II offenses as listed in paragraphs 2–6f(1) and 2–6f(2). Have received a finalized and cleared background screening from Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303, prior to attendance at ARC.

(22) Notwithstanding the disqualifying records covered in paragraph 6–3a(21), not otherwise have been convicted by civilian court or court-martial (waiver authorized).

(23) All Soldiers must be screened against the National Sex Offender Registry Database by the agency that currently conducts background screening on potential recruiters.

(24) Be able to serve at least 3 years in an active duty status prior to becoming eligible to receive military retired pay or be subject to mandatory removal (waiver not authorized).

(25) Have no history of domestic violence or assault, or 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 EFMP may serve as recruiters. Every effort will be made to assign them near a military installation or in a civilian community where definitive medical care for the Family member is available.

(26) Sole parents or guardians may serve as recruiters upon review and approval of their Family Care Plan by CG, USAREC.

(27) Be financially stable, not have filed a petition claiming a bankruptcy within 3 years, and not currently be 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 using DA Form 5425. In determining financial suitability, consideration includes income versus expenditures, savings, and investment programs, and costs associated with separation from military installations. Financial suitability will consider the payment of SDAP upon qualification.

b. Items described in above paragraphs stated as waiver authorized may be considered by appropriate authority. All waivers considered must be recommended, in writing, by the regional support command (RSC) or direct reporting unit (DRU) through the chain of command to the waiver authority (waiver authority outlined below).

(1) Applicants with more than 15 years of active Federal service may have a waiver granted by the DCS, G-1. Requests for waivers for applicants with more than 17 years of active Federal service will not be considered.

(2) All other waiver authorized criteria may be waived by the CG, USAREC.

c. DA-selected recruiters are identified for recruiting duty by HRC in accordance with chapter 6. AGR Soldiers meeting the screening criteria for recruiting duty are scheduled for attendance at the ARC and subsequent attachment to a recruiting battalion. Attachments are coordinated by USAREC G-1. The CG, USAREC will provide a pinpoint assignment based on priority fill and needs of the command. AGR Soldiers who volunteer for recruiting duty from other commands within the AGR Program are processed in the same manner as DA-selected recruiters. Upon successful completion of the ARC, all DA-selected recruiters will be awarded SMOS 79R and SQI 4.

6–4. Procedures for Active Guard Reserve Application

a. Applications for initial entry into the AGR Program as a recruiter are submitted to the local RSC or DRU through the USAR chain of command. The following documents make up the recruiter qualification packet:

(1) DA Form 5425. Each volunteer and/or nominated Soldier must complete this form to determine financial suitability for recruiting duty.

(2) DA Form 5426. The first commander or supervisor in the grade of LTC or higher in the chain of command must complete this form; an officer in a lower grade may only complete the form if the officer has assumption of command orders authorizing him or her to fill the higher position. The first battalion CSM or higher in the chain of command must participate in the completion of the form. This interview and evaluation should focus on the selection criteria listed in paragraph 2–4. Battalion commanders must include in the remarks section of the form a written recommendation either supporting the assignment to recruiting duty, or

stating the reasons the Soldier is not qualified to perform recruiting duty. Use a continuation page, if necessary.

(3) DA Form 5427. The first commander or supervisor in the grade of captain in the chain of command must complete this form; an officer in a lower grade may only complete the form if the officer has assumption of command orders authorizing him or her to fill the higher position.

(4) A letter of recommendation from the RSC or DRU commander's designated representative (company grade officer) or the first LTC in the USAREC area where the RSC or DRU is located.

(5) Application documents for AGR duty.

(6) DA Form 7424 completed by the first commander or supervisor in the grade of captain in the chain of command; an officer in a lower grade may complete the form only if the officer has assumption of command orders authorizing them to fill the higher position.

(7) The first commander in the grade of LTC or higher in the chain of command will conduct a personal interview with emphasis on the selection criteria listed in paragraph 6–3.

(8) A current DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States) and, if applicable, DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) (certified true copy).

(9) A DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) less than 2 years old at tour start date. The physical examination must be completed under the provisions of AR 40-501 (see medical fitness standards for retention). Physicals for Soldier over age 40 must contain all medical information required for an over 40 physical. All physical requirements for entry onto active duty must be met to include current human immunodeficiency virus and drug/alcohol tests (certified true copy).

(10) Updated ERB (certified true copy).

(11) Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214), National Guard Bureau (NGB) Form 22 (Report of Separation and Record of Service), NGB Form 23A (ARNG Current Annual Statement), and DD Form 220 (Active Duty Report) that separated applicant from active duty (certified true copy).

(12) DA Form 5646 (Statements of Conditions of Service - Active Guard Reserve (AGR)).

b. Applications will include the following:

(1) Official military photograph within 5 years in accordance with AR 640-30 (waiver authorized).

(2) Biographical summary.

(3) DA Form 1059 with proof of highest Noncommissioned Officer Education System (NCOES) completed (certified true copy).

(4) Latest promotion order (certified true copy).

(5) Latest reclassification order (certified true copy).

(6) NCOER (last three for SGT and above). Photocopies are required. Original documents must not be included in the application packet (certified true copy).

(7) DA Form 5500 or DA Form 5501 within 3 months of application.

(8) If applicable, the Soldier must also provide photographs of all of their tattoos (except those located in genitalia, buttock, or female breast areas of their body).

c. The Soldier will be advised that HRC completes a background screen on all Soldiers being considered for recruiting duty. Until HRC obtains and evaluates information received, assignment instructions to USAREC will be considered tentative. Background screenings must be finalized and cleared prior to Soldiers' attendance at ARC. To reduce processing time, battalions may submit information required for recruiter background investigations by electronic mail systems before submitting applications. The following information is required:

(1) Name (last, first, middle) to include maiden name and former married names of female applicants.

(2) Social security number.

(3) Date of birth.

(4) Place of birth.

(5) Name of requesting official and organization.

(6) Grade.

d. On a case-by-case basis, the HRC (EPMD) may authorize a recruiting nominee to begin training at the ARC based on a favorable interim screening determination while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the ARC only. Soldiers granted interim screening approval will not be reattached or authorized to perform duties as a recruiter until a favorable background screening determination has been completed. In addition the CG, USAREC will review any subsequent reports of potential disqualifiers pertaining to the nominee and submit a recommendation to HRC (EPMD) for consideration in deciding whether the candidate should be authorized an exception to policy to

begin schooling in the absence of a favorable final background screening determination. Soldiers attached to and attending recruiting school based on interim background screening, which later receive a final background screening disqualification for such duty, may not be approved for accession to perform recruiting duties upon completion of the ARC. Reattachment determination or waiver for Soldiers in this category is the HRC (EPMD).

e. In accordance with paragraph 2–6f, Soldiers with records of Type I offenses will be permanently excluded from recruiting duty, with no time limitation or waiver permitted. Soldiers with records of Type II offenses that occurred within 5 years before the initiation of the initial screening will be excluded as well. However, waivers are permitted for Type II offenses. Disqualifying records consist of a finding of guilt at a nonjudicial punishment proceeding, court-martial, or civilian criminal trial, as well as an investigation (where the Soldier was the subject) that was substantiated by a preponderance of the evidence by the authority that appointed the investigating officer.

f. In accordance with paragraph 2–6f, Soldiers with records of Type I offenses will be permanently excluded from recruiting duty, with no time limitation or waiver permitted. Soldiers with records of Type II offenses that occurred within five years before the initiation of the initial screening will be excluded as well. However, waivers are permitted for Type II offenses. Disqualifying records consist of a finding of guilt at a nonjudicial punishment proceeding, court-martial, or civilian criminal trial, as well as an investigation (where the Soldier was the subject) that was substantiated by a preponderance of the evidence by the authority that appointed the investigating officer.

(1) CG, HRC will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in paragraphs 2–6f. HRC will screen and coordinate the following records for all potential recruiter candidates based on criteria listed in paragraph 2–6f.

(a) Department of the inspector general's records.

(b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index as present in the Army Investigative Records Registry, the Army CRC, the Defense Security System, and other Federal agencies and military departments U.S. Army Central Personnel Security Clearance Facility.

(c) Official military personnel file restricted files-HRC (AHRC-PDR-R).

(2) CG, HRC has waiver authority for designated Type II unfavorable information disqualifiers reported during the background screening process.

(3) Soldiers who are disqualified for recruiting duty based on background screening will be notified via AKO email. The email message includes the agency that reported the potentially disqualifying information and the agency's address. The Soldier is informed that they may request appeal of the decision and that if the Soldier desires to appeal the decision; they must notify the appointing authority within seven calendar days of receiving the notification of disqualification that they plan to submit rebuttal matters. Also inform the Soldier that rebuttal matters must be submitted within 30 calendar days of the date in which they received the disqualification notification. Further, inform the Soldier, the rebuttal matters must be submitted to the Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. The appeal request must be endorsed by the first general officer in the chain of command. The CG, HRC is the approval authority for all waivers.

(4) During the initial orientation at the RRS, recruiting candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months (see para 2–6f). Forms will be forwarded to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A/Special Actions Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. If a Soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, CG, HRC will make the final determination and notify the RRS if the Soldier will be removed from the school.

g. All applications for AGR recruiting duty, either digital or hard copy, will be sent through the RSC or DRU to U.S. Army Reserve Command (USARC) (OCAR-RTD), 4710 Knox Street, Fort Bragg, NC 28310-5010. If complete, USARC (OCAR-RTD) will screen for final approval and publication of appropriate orders for AGR status. No commitments will be made to the Soldier by RSC or DRU, USARC (OCAR-RTD), HRC, or USAREC personnel prior to receipt of acceptance and issuance of orders by HRC.

h. All applicant packets will be sent through each brigade's local support RSC or DRU to USARC. The USAR has sole responsibility for hiring to fill and maintain USAR recruiter strength. Recruiting battalions will continue to contribute with packet referrals.

6–5. Initial training of Active Guard Reserve recruiters

a. All recruiter candidates selected for initial assignment as recruiters will be issued active duty for training orders to attend the ARC. Recruiter candidates and AGR Soldiers 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 by HRC per AR 135-205. Initial tour applicants who fail to complete the ARC will be returned to home of record and active duty for training orders amended to end on the date they failed the ARC.

Section III

Personnel Actions

6–6. Stabilization exception

Initial reattachment of AGR Soldiers constitutes a 3-year stabilization, except in the event of-

- a. Position relocation or abolishment.
- b. Promotion to a grade that requires relocation.
- c. Failure to meet height and weight standards of AR 600-9 upon initially reporting to duty.
- d. Involuntary termination.

6–7. Reenlistment and tour continuation

a. Recruiting battalion commanders must make every effort to retain qualified AGR recruiters beyond their initial 3-year tour.

b. Recruiting battalions will maintain a roster of all AGR Soldiers attached, which will include REFRAD and ETS dates. Commanders will interview Soldiers 6 to 12 months before REFRAD or ETS. Retention personnel will refer to AR 140-111 for specific guidance regarding counseling and processing. AGR Soldiers will be counseled concerning the recruiting battalion commander's recommendation to extend or terminate AGR status. Soldiers that desire to separate will indicate this on DA Form 4187. A copy of the memorandum will be forwarded through the chain of command to Commanding General, U.S. Army Human Resource Command (ARPC-ARE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

c. Eligibility and determination.

(1) Recruiting battalions will forward requests to the USAREC career counselor to verify correctness and completeness of DA Form 3340 (Request for Reenlistment or Extension in the Regular Army) to determine eligibility under AR 600-8-2 and determine the Soldier's eligibility to reenlist or extend in the AGR Program under AR 140-111. The request will then be forwarded to the CG, USAREC (RCCSM-R), to arrive no later than 4 months before the Soldier's current REFRAD or ETS.

(2) USAREC G-1 will validate the individual's position, process the request for continuation and/or reenlistment and forward it to the CG, HRC (ARPC-ARE), no later than 3 months prior to REFRAD or ETS.

(3) The brigade career counselor will prepare the DD Form 4, 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.

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

(5) Recruiting battalions will administer the reenlistment oath on the date specified and return the packet to the USAREC career counselor.

(6) The USAREC career counselor will review documents for accuracy and completeness and distribute the documents per AR 140-111.

d. AGR members who are recommended for 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 REFRAD or ETS. All other requirements for processing continuation/reenlistment outlined in paragraph 6–7c 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 be provided to the individual no later than 6 months prior to REFRAD or ETS. Such recommendation constitutes a recommendation for termination of AGR status and must be processed per AR 140-111 as a bar to reenlistment or under AR 635-200 as a removal from active duty. The CG, USAREC is the approval authority for all AGR Soldiers barred to reenlist or processed for separation under AR 635-200. The CG, HRC will be provided an information copy of all action taken under AR 140-111 or AR 635-200 to separate AGR Soldiers. Soldiers cannot be disapproved for extension in USAREC (current duty position) and also recommended for extension in the AGR Program.

6–8. Voluntary reattachments

a. After completion of 3 years stabilization in USAREC, recruiters may request reattachment or transfer to another command. The CG, USAREC will determine command needs concerning the reattachment of AGR Soldiers in the grade of SGT through MSG promotable within USAREC. Reattachment of MSG and SGM AGR Soldiers within USAREC is a joint responsibility of the USAREC and USAR Senior Officer Enlisted Management Office. Reattachment of AGR recruiting Soldiers outside USAREC who have met all eligibility requirements will be based on the needs of the AGR Program and the approval authority resting with the CG, HRC. The CG, USAREC will provide input based on the command needs concerning all AGR reattachments.

b. Recruiters voluntarily reattached (cost PCS) incur a 3-year stabilization in the gaining unit (subject to exceptions in para 6–6).

c. To be eligible for reattachment, AGR Soldiers 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 screening table or body fat standards of AR 600-9.

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

(4) Have 1 year or more remaining on their enlistment contract as of the report date to their new duty station. Soldiers with fewer than 12 months remaining will be processed for reenlistment in accordance with AR 140-111 prior to departure from their losing unit. Soldiers who decline to reenlist will not be allowed to PCS. The reattachment order will be revoked and Soldier will be separated from active duty at the REFRAD or ETS.

(5) A Soldier scheduled for a PCS outside CONUS (Alaska, Hawaii, Germany, or Puerto Rico) and having less than 1 year remaining on their current enlistment or reenlistment agreement must immediately reenlist for at least 3 years prior to PCS, provided the term of service will not exceed the Soldier's retention control point by more than 29 days in accordance with AR 140-111.

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 reattachment:

(1) The request for voluntary reattachment will be submitted through command channels to the CG, USAREC (RCPE), using DA Form 4187. The individual will indicate three areas of preference for reattachment.

(2) Recruiting battalion commanders will—

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

(b) Verify the individual's eligibility per paragraph 6–8c.

(c) Recommend a release date normally not to exceed 180 days from the date of submission.

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

f. All requests for reattachment will be expeditiously forwarded to CG, USAREC regardless of the commander's recommendation.

g. Upon receipt by CG, USAREC, all requests for reattachment will be verified to ensure they meet eligibility criteria and the needs of the command. All AGR Soldier requests for reattachment within USAREC will be approved or disapproved by CG, USAREC and coordinated with HRC to publish orders. All AGR Soldier requests outside USAREC will be forwarded through command channels with recommendations to HRC (ARPC-ARE) for final determination, regardless of grade or command recommendation. All requests for Soldier actions that have not been forwarded through command channels will be returned to CG, USAREC by HRC without action.

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

(1) Request for compassionate reattachment will be submitted on DA Form 4187 with supporting documentation per AR 140-30 and will be forwarded to the HRC (RCPE). Requests for joint domicile will be submitted on DA Form 4187, accompanied by a copy of the marriage certificate, and will be forwarded to HRC.

(2) Movement of Soldiers based on compassionate reasons and joint domicile 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 brigade to CG, USAREC. The CG, USAREC will coordinate with HRC for separation orders and to begin the process of identifying a potential backfill.

i. Soldier requests for reattachment not meeting the criteria for voluntary reattachment, compassionate (extreme Family problems) reattachment, or joint domicile will be forwarded through command channels to the CG, USAREC (RCPE). Such requests will be reviewed based on the justification provided, needs of the command, and the good of the Service. The CG, USAREC will make the final recommendation to HRC.

j. DA-selected recruiter attachments are processed in the following way:

(1) DA-selected recruiters are attached to USAREC for 3 years. Commanders will counsel and encourage Soldiers to convert to MOS 79R. All DA-selected recruiters must be counseled not later than their 30th month on recruiting duty and recommended for conversion to MOS 79R or processed for reattachment outside of USAREC.

(2) Soldiers converting to MOS 79R will submit DA Form 4187 requesting reclassification from their PMOS to MOS 79R and those Soldiers desiring reattachment upon conversion will list three recruiting battalions of preference. This action must be processed through the chain of command to CG, USAREC (RCPE). The Soldier approved for reattachment will be reattached upon completion of stabilization at his or her current duty assignment.

(3) Soldiers who do not convert to MOS 79R must submit a DA Form 4187 indicating their assignment preferences upon reattachment outside of USAREC. This action will be processed through the chain of command to the CG, HRC. These Soldiers will be reattached upon completion of 3 years in USAREC.

6–9. Operational reattachments

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

b. Determination of the cost category of operational reattachments for AGR Soldiers will be the same as outlined in paragraph 3–6i.

c. Specific requirements for submission are as follows:

(1) Request will include justification, gaining and losing station or center information, to include names of incumbents and replacements, unit identification codes, RSID, city, state, and ZIP codes.

(2) The requested reporting date will not be fewer than 180 days from the date of submission by the CG, USAREC to HRC. However, Soldiers may request an earlier report date for valid reasons by submitting a DA Form 4187. This will allow processing time at both CG, USAREC and HRC for the reattachment orders and backfilling the current position.

d. Requests for all operational moves will be submitted directly from the recruiting battalion, through the brigade, to the CG, USAREC (RCPE). The CG, USAREC will make the final determination concerning an operational move within the guidelines of the individual's remaining Service requirements. Request may be disapproved by the CG, USAREC on the basis of applicable policies.

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

f. All operational attachments, regardless of cost or entitlement to a dislocation allowance, will be forwarded by the CG, USAREC to the CG, HRC for approval.

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

h. Recruiters on their initial AGR attachment will not be considered for operational reattachment at cost unless—

(1) The position is abolished or relocated.

(2) The Soldier is no longer eligible for recruiting duty.

(3) The Soldier meets the criteria for a compassionate reattachment in accordance with AR 614-200 and AR 140-30. AGR recruiters who meet stabilization will be considered for attachment in accordance with the 79R AGR Recruiter Career Professional Development Model. The attachment and/or reattachment of these Soldiers will be directed by CG, USAREC (RCPE).

6–10. Duty detailing of Active Guard Reserve Soldiers

a. AGR recruiters may be duty detailed as outlined below.

(1) Detail must be within 50 miles of their current duty attachment.

(2) Detail must be for not more than 180 days during a 1-year period.

(3) Recruiters will not have two consecutive periods of duty detail to the same location or for the same purpose without justification from battalion commander.

b. Commanders may request that a Soldier be duty detailed from their present duty attachment for valid reasons. This request may be submitted by memorandum or by email. The request must—

(1) State the reason for the duty detail.

(2) Give the number of days the Soldier will be duty detailed and the duty detail start date.

(3) Give the mileage from the present duty attachment to the duty detailed location.

c. The commander who requests the detail of a Soldier is responsible for providing transportation in accordance with the JFTRs and local policy for the Soldier or reimbursement of mileage cost to the Soldier from the current duty attachment to the duty detailed location.

d. The request for duty detail will be submitted to the CG, USAREC (RCPE) for processing. Requests will be approved as specified by guidance from the Chief, Army Reserves. USAREC G-1 will notify the requesting brigade of the final disposition of the request.

e. Details will not occur without written approval from USAREC.

6–11. Promotion and Noncommissioned Officer Education System procedures

a. AGR Soldiers, who are subsequently selected for promotion will be promoted conditionally, provided their sequence numbers have been reached and they have been placed against a position calling for the higher grade, but not have completed or attended the appropriate NCO school.

b. Conditional promotions will be revoked for any of the following reasons:

(1) Soldier is denied enrollment in appropriate NCOES (for example, fails to meet height and weight or physical training requirements).

(2) Soldier academically fails NCOES, fails to make academic progress, or is eliminated for cause (conduct, disciplinary, motivation, or other deficiency).

(3) Soldier does not meet all graduation requirements (for example, physical training, common task, academic, and leadership).

(4) Soldier is on orders and does not report to school as ordered by HRC (no show).

(5) Soldier fails to attend during the fiscal year for which scheduled (without approval of waiver).

(6) Soldier does not attend RA resident training as scheduled by HRC. Exceptions must be approved by the CAR. Conditional promotions will be revoked upon removal from NCOES. Soldiers whose conditional promotions are revoked may be granted "de facto status." This allows the Soldier to retain pay received from the effective date of promotion to the date released from training. It is the responsibility of the Soldier to provide HRC with a copy of the DA Form 1059. Soldiers who are relieved from training and do not forward a copy of the DA Form 1059 will incur a debt to the Government for any promotion pay received after the date relieved from school. The Soldier will be removed from the promotion list. Entries will be made in the Soldier's official file. The Soldier will then have to compete for promotion in subsequent headquarters, DA promotion selection boards during the next eligibility period.

c. Soldiers released from NCOES for reasons considered no fault of their own (for example, medical, compassionate, hardship) will be reviewed on a case-by-case basis by HRC.

d. HRC will identify Soldiers as soon as possible for NCOES. All Soldiers and commanders will continue to receive a school notification memorandum once orders are published by HRC.

e. Because of limited AGR training seats, commanders are encouraged not to request changes in school dates unless their mission will be severely impacted by the Soldier's absence. All requests for deferment must be fully justified and will be routed through the Soldier's chain of command to arrive at HRC no later than 90 days before the scheduled school start date. HRC will attempt to send the majority of Soldiers en route to NCOES before their new assignments. Commanders are not authorized to replace Soldiers scheduled for NCOES with designated substitutes.

6–12. Early release from the Active Guard Reserve Program

a. AGR recruiters may request voluntary release from the AGR Program in accordance with AR 140-30.

b. The request will be submitted through the chain of command to HRC with supporting documentation.

c. Soldiers approved for early release will be released in accordance with AR 635-200.

6–13. Suspension and involuntary reattachment from recruiting duty

a. AGR Soldiers are subject to the guidelines of paragraphs 5–2 through 5-13, except that approved AGR cases will be forwarded by the CG, USAREC to the CG, HRC (for reassignment or tour termination).

b. AGR recruiters recommended for involuntary reattachment under paragraph 5-4, 5-5, or 5-6 will have PMOS 79R withdrawn. Reclassification action will be determined by the CG, HRC.

c. AGR Soldiers who do not complete their initial 3-year obligation in the AGR Program are subject to separation under AR 635-200 (see AGR Soldiers serving on an initial tour as recruiters). Soldiers on their initial AGR tour must be notified of impending separation when being relieved from recruiting duty. Soldiers on subsequent tours as recruiters and DA-selected are subject to AR 600-37.

6-14. Utilization of suspended Active Guard Reserve recruiters

a. AGR Soldiers suspended pending involuntary reattachment 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 reattachment 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 the CG, USAREC (RCPE). Recruiting brigade commanders will review the request and will recommend approval only after determining that further attachment is the only way to alleviate the problem. Recruiting brigade commanders will 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 or reassignment was initiated, and an explanation as to why the recruiter will not be used at their 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 or nonconcurrence with further attachment. An individual nonconcurring must also indicate reasons. DA Form 4187 must further include the following:

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

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

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

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all publications are available at <http://www.apd.army.mil>.

AR 40–501

Standards of Medical Fitness (Cited in para 2-4a(8).)

AR 140–111

U.S. Army Reserve Reenlistment Program (Cited in para 6-7b.)

AR 140–30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program (Cited in para 6-1b.)

AR 600–9

The Army Body Composition Program (Cited in para 2-4a(8).)

AR 600–20

Army Command Policy (Cited in para 2-4a(15).)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flag) (Cited in para 5-7d.)

AR 601–280

Army Retention Program (cited in para 2-4a(27).)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in paras 2-4a(7).)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in paras 3-5d.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. USCs are available at <http://uscode.house.gov/ucmj>, articles are available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.

AD 2013–17

Sexual Harassment/Assault Response and Prevention Program in Initial Military Training

AR 11–2

Managers' Internal Control Program

AR 25–30

The Army Publishing Program

AR 27–10

Military Justice

AR 40–66

Medical Record Administration and Health Care Documentation

AR 135–18

The Active Guard Reserve (AGR) Program

AR 135–205

Enlisted Personnel Management

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 350-1

Army Training and Leader Development

AR 600-37

Unfavorable Information

AR 600-60

Physical Performance Evaluation System

AR 600-8-104

Army Military Human Resource Records Management

AR 600-8-11

Reassignment

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-85

The Army Substance Abuse Program

AR 600-8-8

The Total Army Sponsorship Program

AR 614-30

Overseas Service

AR 623-3

Evaluation Reporting System

AR 640-30

Photographs for Military Human Resources Records

AR 608-18

The Army Family Advocacy Program

AR 608-75

Exceptional Family Member Program

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

ATRRS Course Catalog

(Available at <http://www.atrrs.army.mil>.)

DA Pam 611-21

Military Occupational Classification and Structure

DOD 7000.14-R, Volume 7A

Military Pay Policy - Active Duty and Reserve Pay (Available at http://comptroller.defense.gov/portals/45/documents/fmr/volume_07a.pdf.)

DODI 1304.33

Protecting Against Inappropriate Relations During Recruiting and Entry Level Training (Available at <http://www.dtic.mil/whs/directives/corres/pdf/130433p.pdf>.)

DODI 1402.2

Background Checks on Individuals on DoD Child Care Services Programs (Available at <http://dtic.mil/whs/directives/corres/pdf/140205p.pdf>.)

Joint Travel Federal Regulations

Uniformed Service Members and DOD Civilian Employees (Available at <https://www.defensetravel.dod.mil/docs/perdiem/jtr.pdf>.)

UCMJ, Art. 120

Rape and Carnal Knowledge

UCMJ, Art. 120a

Any person subject to this chapter who commits an act of sexual intercourse with a female not his wife, by force and without consent, is guilty of rape and shall be punished by death or such other punishment as a court-martial may direct.

UCMJ, Art. 120b

Any person subject to this chapter who, under circumstances not amounting to rape, commits an act of sexual intercourse with a female not his wife who has not attained the age of sixteen years, is guilty of carnal knowledge and shall be punished as a court-martial may direct.

UCMJ, Art. 134

General Article

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 80

Attempts

UCMJ, Art. 125

Sodomy

10 USC

Armed Forces

10 USC 972

Members: effect of time lost

5 USC 552a

Records maintained on individuals

Section III**Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>).

DA Form 5425

Applicant/Nominee Personal Financial Statement (Prescribed in para 2-4a(26).)

DA Form 5426

Battalion Command Team Recruiter Candidate Interview and Evaluation (Prescribed in para 2-5b(2).)

DA Form 5427

Company Commander Recruiter Candidate Interview and Assessment (Prescribed in para 2-5b(3).)

Section IV**Referenced Forms**

Unless otherwise indicated, DA Forms are available on the APD Web site (<http://www.apd.army.mil>); DD Forms are available on the Office of the Secretary of Defense (OSD) Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 268

Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166–9–1
NCO Evaluation Report (SGT)

DA Form 2166–9–2
NCO Evaluation Report (SSG-1SG/MSG)

DA Form 2166–9–3
NCO Evaluation Report (CSM/SGM)

DA Form 3340
Request for Reenlistment or Extension in the Regular Army

DA Form 3349
Physical Profile

DA Form 3739
Application for Compassionate Actions

DA Form 3822
Report of Mental Status Evaluation

DA Form 4187
Personnel Action

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

DA Form 4856
Developmental Counseling Form

DA Form 4991
Declination of Continued Service Statement

DA Form 5500
Body Fat Content Worksheet (Male)

DA Form 5501
Body Fat Content Worksheet (Female)

DA Form 5646
Statement of Conditions of Service - Active Guard Reserve (AGR)

DA Form 5648
AGR Job Authorization (Request/Change)

DA Form 5863
Exceptional Family Member Program Information Sheet

DA Form 7424
Sensitive Duty Assignment Eligibility Questionnaire

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

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 215
Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 220
Active Duty Report

DD Form 2807–1
Report of Medical History

DD Form 2808
Report of Medical Examination

NGB Form 22

Report of Separation and Record of Service (Available at <http://www.ngbpdc.ngb.army.mil/form.htm>.)

NGB Form 23A

ARNG Current Annual Statement (Available at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

Appendix B

Behavioral Health Suitability Assessment of Candidates for Recruiting Duty

B–1. General

BHSAs of recruiter candidates are necessary to ensure emotionally stable individuals are selected for recruiting duty. Recruiter responsibilities include face-to-face and telephone interactions with prospective applicants; establishing appointments; educating applicants and Family members on job opportunities, benefits, and responsibilities in the Army; executing school visits and presentations; developing relationships with influential community and school leaders; transporting applicants to the Military Entrance Processing Station; preparing paperwork and processing administrative records to establish qualifications for military service, to include police checks; training subordinates in a variety of administrative and recruiting tasks; maintaining weekly contacts with future Soldiers, and participating in periodic weekend and holiday activities, such as parades, color guards, public speaking engagements, and marketing events.

B–2. Requirements

- a. First LTC or higher commander in Soldier's chain of command will—
 - (1) Ensure that the BHSA is completed.
 - (2) Sign DA Form 5426.
- b. Clinician (authorized and credentialed BH provider) will—
 - (1) Ensure the Recruiter candidate has provided informed consent for evaluation.
 - (2) Record details of BHSA into the Armed Forces Health Longitudinal Technology Application (AHLTA) electronic health record. See paragraph B–3 for specific details.
 - (3) Use DA Form 3822 to report the results of the BHSA. All elements of patient identification section must be fully completed. If "None" is the appropriate response then indicate "None;" otherwise, indicate the appropriate information.
 - (4) Provide a brief synopsis of the information that has a bearing on stability and suitability recommendations for Recruiter candidate assignment in the "Remarks" section (page 3). See paragraph B–4c for additional guidance. Complete all sections of DA Form 3822.
 - (5) Provide an axis psychiatric diagnosis.
 - (6) In the patient's identification section, provide the clinician's identifying and contact information (name, address, location, and phone number) to include qualifications (for example, Warrior Clinic, Schofield Barracks, HI, phone (808) 123–4567, Ima Doctor, MD, Staff Psychiatrist).
 - (7) Return DA Form 3822 to the commander.
- c. HRC, TRADOC Assignments Branch, USAREC Recruit-the-Recruiter Team, and USAREC G-1 will store and secure the BHSA in accordance with AR 40-66.

B–3. Outline of a behavioral health assessment

Clinicians should use the following guidelines to conduct the BHSA.

- a. Details will include: date, clinic name and location, name of the evaluator, time spent completing the evaluation (clinical interview and objective testing);
- b. Assessment tools used (review of clinical records, review of performance evaluations and/or ERB, clinical interview, and psychological testing, if warranted);
- c. Testing results of objective measures, when applicable;
- d. Full psychiatric diagnostic work up in accordance with the current Diagnostic and Statistical Manual of Mental Disorders.
- e. Evaluation summary.
- f. Statement about Soldier's current emotional and psychological stability and suitability for the duties of a recruiter.
- g. Review background information. Include: identifying information with a physical description of the Soldier; Soldier's military history (MOS, location, and date(s) of deployment(s), and leadership roles).
- h. Review Soldier's medical record. Focus on medical history and include documented pain conditions.
- i. Review Soldier's psychiatric history. Provide historical information on Soldier's health status that has bearing on current behavioral status and relevant to current recommendation.
- j. Psychiatric history review should include: current psychiatric symptoms or diagnosed condition (for example, sleep problems and Deficit Disorder or Attention Deficit Hyperactivity Disorder).

- k. Current psychotropic medications;
- l. History of outpatient BH treatment to include any psychopharmacological and therapy interventions and treatment outcomes;
- m. History of psychiatric hospitalization or medical evacuations out of theater of operation.
- n. History of suicidal behaviors.
- o. Drug and alcohol abuse and any treatment outcomes.
- p. History and treatment of traumatic brain injury along with current status of any such injury.
- q. History and treatment of PTSD along with reported outcome.
- r. Review Soldier's social history. Include relationship history and discuss Family members who may be enrolled in the EFMP.
- s. Review Soldier's education and work history.
- t. Review Soldier's legal history. Include history of misconduct resulting in UCMJ and behaviors listed in paragraph 2–6f.
- u. Review Soldier's financial status. Include history of bankruptcy, debt, and loan defaults.

B–4. Examples of suitability statements for recruiting duty

a. Soldiers must be screened for substance use disorders (that is, alcohol and drugs). Clinician will check the appropriate box on DA Form 3822 (page 3) and provide one of the following statements:

- (1) Records review and interview show no indication that this Soldier has a substance use disorder.
- (2) Records review and interview suggest that this Soldier is currently experiencing a substance use disorder which requires further evaluation or treatment.

b. Provide a statement verifying complete review of AHLTA, electronic health record. Select one of the following statements and check the box next to "Other" on DA Form 3822 (page 3):

(1) I have reviewed the Soldier's AHLTA record in its entirety and find no documentation of behavioral health or ASAP history.

(2) I have reviewed the Soldier's AHLTA record in its entirety and find documentation of behavioral health, ASAP, and/or FAP (specify which) history. In accordance with current official military guidance, this documentation disqualifies and/or does not disqualify (specify which) this Soldier from assuming duties in USAREC.

c. Provide a statement of Recruiter candidate suitability. Select one of the following statements and type it into the "Remarks" section on DA Form 3822 (page 3):

- (1) Soldier is suitable for recruiting duty at the present time.
- (2) Soldier is temporarily disqualified or unsuitable for recruiting duty. Recommend reconsideration in (specify number of months and years).
- (3) Soldier is permanently disqualified for recruiting duty. Provide a brief synopsis of information bearing on your recommendation.

Appendix C

Positions of Significant Trust and Authority Appointing, Waiver, Removal Authority, and Screening (Military Only)

This appendix shows POSTA screening for the military. See tables C-1 and C-2.

Table C-1
Position of Significant Trust and Authority appointing, waiver, and removal authority (military only)

Centralized screening				
	Appointing authority (nominees)	Suspension authority (assigned)	Waiver or removal authority (nominees assigned)	Waiver or removal reviewer authority (nominee assigned)
Recruiters, recruiting commanders and 1SGs (Active Component and USAR)	CG, HRC	Battalion commander	NOMINEE: CG, HRC ASSIGNED: CG, TRADOC	NOMINEE: CG, HRC ASSIGNED: CG, TRADOC

Table C-2
Position of Significant Trust and Authority screen

Positions	Governance	AMHRR folder (HRC)	AMHRR with R folder (ANG)	DAIG files	DCII (DOD Consolidated Adjudication Facility (DODCAF))	CID	Family advocacy (Army Central Registry)
Lead agent or agency	Regulation, policy or directive	HRC	ARNG	IG	DODCAF	Military police or CID	HRC

POSTA

Recruiters (79R, 79T, Recruit Sustainment Program cadre (ARNG) and detailed recruiters)	AD 2013-17 initial military training, Secretary of the Army, 28 May 2013, AR 600-8-104	X	X	X	X	X	
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LOCAL SCREENING

Table C-2
Position of Significant Trust and Authority screen—Continued

			Installation Records checks (DODI 1402.5 re- quire- ments)	Special agency check- periodic review (SAC			
Recruiters (79R, 79T, RSP Cadre (ARNG) and de- tailed recruit- ers) re- cruiters	AD 2013-17 initial military training, Secretary of the Army, 28 May 2013, AR 600-8- 104	X	X	X	X	X	

Appendix D

Internal Control Evaluation

D-1. Function

The function covered by this evaluation is the assignment of enlisted personnel to USAREC.

D-2. Purpose

The purpose of this evaluation is to assist commanders, supervisors, and other personnel in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

D-3. Instructions

Answers must be based upon the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or others). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These internal controls must be evaluated at least once every year. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

D-4. Test questions

- a. Has a BHSA been completed on each applicant?
- b. Does each recruiter candidate have a completed recruiter qualification packet?
- c. Are procedures in place to ensure leaders counsel DA-selected recruiters about reclassifying to PMOS 79R between their 15th and 24th month of assignment to USAREC?
- d. Were SMOS 79R and/or SQI 4 withdrawn from all DA-selected recruiters involuntarily reassigned/reattached from USAREC under the provisions of chapter 5?
- e. Were PMOS 79R and/or SQI4 withdrawn from MOS 79R recruiters that HRC-approved for involuntary reassignment/reattachment and reclassification?
- f. Were Soldiers who were involuntarily reassigned and/or reattached under the provisions of paragraphs 5-5 or 5-6 for cause (as defined by receipt of a "Relief for Cause" NCOER) processed for removal of all recruiter badges or appurtenances?
- g. Are units forwarding reparation and/or retention actions for USAR AGR recruiters to USAREC G-1 at least 3 months prior to REFRAD or ETS?
- h. Are commanders submitting requests to change SDAP level to USAREC G-1 upon Soldier's arrival to a position that has a different level of SDAP?
- i. Are commanders submitting request to terminate SDAP to USAREC G-1?
- j. Is USAREC G-1 forwarding SDAP requests to the military personnel division for RA Soldiers for issuance of SDAP award or termination orders?
- k. Is USAREC G-1 forwarding SDAP requests to HRC for USAR Soldiers for issuance of SDAP award or termination orders?
- l. Are recruiters moved without the approval of the CG, USAREC and HRC?
- m. Are commanders who direct movement of recruiters without proper authority (prior to receipt of assignment orders) approving Soldiers to work in a TDY status (as established by the JFTRs reimbursing these expenses from the unit's operating budget)?

D-5. Supersession

Not applicable.

D-6. Comments

Help make this a better review tool. Submit comments to the DCS, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I

Abbreviations

ACOM

Army command

AGR

Active Guard Reserve

AHLTA

Armed Forces Health Longitudinal Technology Application

AKO

Army Knowledge Online

ALC

Advanced Leader Course

AMHRR

Army Military Human Resource Record

APFT

Army Physical Fitness Test

ARC

Army Recruiter Course

ASAP

Army Substance Abuse Program

ASCC

Army service component command

ASK

assignment satisfaction key

ATRRS

Army Training Requirements and Resources System

BH

behavioral health

BHSA

behavioral health suitability assessment

CAR

Chief, Army Reserve

CG

commanding general

CID

Criminal Investigation Division

CONUS

continental United States

CRC

Crime Records Center

CSM

command sergeant major

DA

Department of the Army

DAIG

Department of the Army Inspector General

DANTES

Department of the Army Non-Resident Testing Education System

DCS

Deputy Chief of Staff

DES

Directorate of Emergency Services

DOD

Department of Defense

DRU

direct reporting unit

EFMP

Exceptional Family Member Program

EPMD

Enlisted Personnel Management Directorate

ERB

enlisted record brief

ETS

expiration term of service

FOIA

Freedom of Information Act

GT

general technical

HRC

U.S. Army Human Resources Command

IMCOM

U.S. Army Installation Management Command

LTC

lieutenant colonel

MACP

Married Army Couples Program

MAR2

MOS Administrative Retention Review

MEDCOM

U.S. Army Medical Command

MOS

military occupational specialty

MSG

master sergeant

NACLC

National Agency Check with Local Records and Credit Check

NCIC

National Crime Information Center

NCO

noncommissioned officer

NCOER
noncommissioned officer evaluation report

NCOES
Noncommissioned Officer Education System

OCONUS
outside continental United States

PCS
permanent change of station

PM
provost marshal

PMOS
primary military occupational specialty

POSTA
Position of Significant Trust and Authority

PTSD
post-traumatic stress disorder

RA
Regular Army

REFRAD
release from active duty

RRS
Recruiting and Retention School

RSC
regional support command

RSID
recruiting station identification code

SDAP
special duty assignment pay

SFC
sergeant first class

SGM
sergeant major

SGT
sergeant

SLC
Senior Leaders Course

SMOS
secondary military occupational specialty

SQI
skill qualifications identifier

SRB
selective reenlistment bonus

SSG
staff sergeant

TDY
temporary duty

TOS

time-on-station

TRADOC

U.S. Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

USACIDC

U.S. Army Criminal Investigation Command

USACRC

U.S. Army Crime Records Center

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

1SG

first sergeant

Section II**Terms****Behavioral health care provider**

A psychiatrist, doctoral-level clinical psychologist, or doctoral-level clinical social worker with necessary and appropriate professional credentials who is privileged to conduct mental health evaluations for DOD components.

Career recruiter

Any individual serving in USAREC or in an instructor position in the ARC or other recruiting-related course who holds the PMOS 79R. Also referred to as an experienced recruiter.

Contiguous recruiting battalion

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

Credible evidence

A founded law enforcement investigation (as defined in AR 190-45); a substantiated allegation contained in an inspector general or other administrative investigation; or other unfavorable information (as defined in AR 600-37) documented in a Soldier's AMHRR or, for recruiters only, in the recruiter impropriety database or serious incident reporting database maintained by the USAREC.

Detailed recruiter

An 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 3 years, or when they are reclassified to PMOS 79R, whichever comes sooner. AGR detailed recruiters are awarded the SQI 4 upon ARC graduation.

Extremist organizations and activities

Advocators of racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, sex, religion, or national origin; advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States constitution or the laws of the United States, or any state, by unlawful means (see AR 600-20).

Military occupational specialty reclassification

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

Moral turpitude

A person convicted or sentenced to confinement in a Federal or State penitentiary or other correctional institution for a period of more than 1 year for a crime or moral turpitude. Crimes of moral turpitude include but are not limited to, child abuse, incest; indecent exposure; soliciting prostitution; embezzlement; check fraud; forgery; fraud; larceny; arson; blackmail; extortion; malicious destruction of property; receiving or transporting stolen property with guilty knowledge; assault with intent to kill, intent to commit rape, intent to commit robbery, intent to inflict serious bodily harm, or with a deadly weapon; kidnapping; manslaughter; murder; rape and any felony or other offense against the mores of society.

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

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