

**Army Regulation 601-1**

**Personnel Procurement**

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

**Rapid Action Revision (RAR) Issue Date: 6 September 2011**

**Headquarters  
Department of the Army  
Washington, DC  
12 October 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-1

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

This rapid action revision, dated 6 September 2011--

- o Implements the Don't Ask, Don't Tell Repeal Act of 2010 by deleting all references concerning homosexual acts (glossary, sec II: changes the definition of moral turpitude).
  
- o Makes administrative changes (app A: obsolete publications and forms marked; deleted "-R" from "DA Form 5646-R" in the referenced forms list; added "-R" to "DA Form 3340" in the referenced forms list; glossary: deleted unused acronyms and corrected abbreviations as prescribed by Army Records Management and Declassification Agency).


Personnel Procurement

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

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:

  
JOYCE E. MORROW  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

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

and prescribes the management policies applicable to all Soldiers while assigned to the U.S. Army Recruiting Command.

**Applicability.** This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify chapters and policies contained in this regulation.

**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 management control process.** This regulation contains internal control provisions and identifies key internal controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MPA), 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 active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 601-1, dated 18 December 2006. This edition publishes a rapid action revision of AR 601-1.

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### **Glossary**

## Chapter 1 Introduction

### 1-1. Purpose

*a.* This regulation establishes policies and procedures for the selection, training, management, assignment, and reassignment of regular Army (RA) and active guard reserve (AGR) Soldiers assigned or attached to—

- (1) The U.S. Army Recruiting Command (USAREC).
  - (2) The Recruiting and Retention School, Fort Jackson, SC, as instructors for the Army recruiter course (ARC) or in recruiting related courses.
  - (3) The U.S. Army accessions support brigade and its subordinate units.
- b.* This regulation does not apply to the Army National Guard.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Deputy Chief of Staff, G-1 will exercise staff and technical supervision of the Army recruiting program and establishes policy governing personnel management for Soldiers assigned to USAREC.

*b.* The Commanding General (CG), U.S. Army Accessions Command will conduct training courses for Army recruiters and recruiting Soldiers as part of the curriculum of the U.S. Army Soldier Support Institute (USASSI), Fort Jackson, SC.

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

*d.* The CG, U.S. Army Human Resources Command (HRC) will—

(1) Establish procedures for the nomination and assignment of Soldiers from all career fields for duty with USAREC.

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

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

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

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

*e.* Major CDRs will—

(1) Support the HRC mission of procurement of Soldiers for USAREC.

(2) Release Soldiers selected for recruiting duty from continental United States (CONUS) installations to attend the ARC on temporary duty (TDY) orders issued by local servicing personnel offices.

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

*f.* The CG, USAREC will—

(1) Propose necessary changes to and have waiver approval authority on selection criteria for Soldiers assigned to USAREC.

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

(3) Establish criteria for the selection of AGR Soldiers to serve as AGR recruiters.

(4) Coordinate with the CDR, HRC–St. Louis 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.

(5) Report USAREC Soldiers who have been approved for involuntary reassignment from recruiting duties to the CDR, HRC or CDR, HRC–St. Louis for reassignment/reattachment and/or reclassification, as appropriate.

(6) Coordinate with the CDR, HRC (for RA Soldiers) and CDR, HRC–St. Louis (for AGR Soldiers) to establish standards for the retention or reassignment/reattachment of USAREC Soldiers upon completion of the initial stabilization period.

(7) Identify, in coordination with the Commandant, Recruiting and Retention School, military occupational specialty (MOS) 79R Soldiers to serve as recruiting instructors.

(8) Coordinate issuance of assignment instructions with the CDR, HRC/CDR, HRC–St. Louis for USAREC Soldiers. Coordinate issuance of assignment instructions with the CDR, HRC/CDR, HRC–St. Louis and CDRs of external commands for assignment of career (primary military occupational specialty (PMOS) 79R) recruiters between USAREC and their units.

*g.* The CDR, HRC–St. Louis will—

- (1) 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 so on concerning applicants.
- (2) Issue necessary orders for AGR Soldiers, to include initial AGR orders, reclassification orders, special duty assignment pay (SDAP) orders, amendments, reassignment orders, and so on as required.
- (3) Be the approval authority for all attachments/reattachments within the AGR Program.
- (4) Access all AGR recruiters for the AGR Program as directed by and coordinated with the Chief, Army Reserve (CAR).
- (5) Coordinate with CG, USAREC to establish criteria and procedures for the selection of U.S. Army Reserve (USAR) recruiters, including detailed recruiters.

**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. For Soldiers, an assignment to USAREC involves either the recruiting of qualified personnel for the U.S. Army or service in direct support of the recruiting mission.

**2-2. USAREC Soldiers**

Soldiers selected for assignment to USAREC serve either as Army recruiters or as administrative support Soldiers in the skills listed in table 2-1. Because 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.

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**Table 2-1**  
**Support skills common to USAREC**

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**MOS:** 42A  
**Title:** Human Resource Specialist

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**MOS:** 56M  
**Title:** Chaplain Assistant

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**MOS:** 79S  
**Title:** Career Counselor

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**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 U.S. Army recruiters will be detailed to USAREC for a 3-year stabilized assignment. Recruiters will either volunteer or will be nominated by career branches and selected by USAHRC.

**2-4. Selection criteria**

*a.* To qualify for selection as a U.S. Army recruiter, either as a volunteer or as a Department of the Army (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 30 semester hours of college with a high school general education development (GED) transcript. College Level Entrance Program and Department of the Army Non-Resident Testing Education System (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 general technical (GT) score of 110 (waiver authorized with GT score of 100 or GT score of 95 with a skilled-technical (ST) 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 for promotable staff sergeants (SSGs) and sergeants first class (SFCs)).



(5) Be a corporal (CPL), sergeant (SGT), SSG, or SFC. (An SFC may not have more than 2 years time in grade at the time of selection.) CPL or SGT must be a Warrior Leader Course graduate (waiver not authorized). Completion of Basic Noncommissioned Officer Course (BNCO) for SSG and Advanced Noncommissioned Officers' Course (ANCO) for SFC is not a prerequisite for assignment to recruiting duty.

(6) At time of selection, have no less than 4 years time in service and no more than 10 years time in service if a SGT, no more than 12 years time in service if a SSG, or no more than 14 years time in service if a SFC (waiver authorized for CPL recruiters case by case).

(7) Have completed 1 year of service since reclassification per AR 614-200 (waiver not authorized).

(8) Not be currently assigned to a testing section in the Military Entrance Processing Command (MEPCOM) or previously assigned to a testing section within MEPCOM within the last 12 months prior to selection.

(9) Meet the screening table or body fat standards of AR 600-9 (waiver not authorized).

(10) Have a minimum physical profile of 132221. Soldiers possessing a 3 in Upper Extremities must have prior Military Occupational Specialty Medical Review Board (MMRB) clearance. Additionally, Soldiers may not have a shaving profile (waiver not authorized).

(11) Have a mental evaluation statement not older than 6 months verifying that the Soldier has no record of emotional or mental instability. This evaluation must be based on a personal interview and screening of health records by a qualified mental health care provider (waiver not authorized).

(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. Assignment as a recruiter involves an extensive amount of automobile driving. Individual must have no record of careless, reckless, or unsafe driving.

(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, paragraph 1-8e.

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

(16) If married to another Soldier, have a spouse who will concurrently apply and be qualified for assignment within USAREC or disenroll from the Married Army Couples Program (MACP) to complete 3 years of recruiting duty. Enrollment in MACP after notification of recruiter duty does not constitute disqualification for recruiting duty. HRC will consider MACP on follow-on assignment (waiver not authorized).

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

(18) Not be pregnant at time of attendance at the ARC (waiver not authorized).

(19) Have completed the period of stabilization in the current assignment or have completed 2 years' time on station (TOS) before departure for permanent change of station (PCS) movement (waiver authorized by USAHRC).

(20) Have favorable civilian and military disciplinary records. Have no unfavorable alcohol related incidents within the past 5 years upon selection. Examples of disqualifying conduct are conviction for a qualifying offense listed in AR 27-10, paragraph 24-2, and include registered sex offender, driving under the influence (DUI), driving while intoxicated (DWI), or charged with drunk and disorderly conduct (waiver not authorized).

(21) Not have been convicted by civilian court or court-martial (waiver authorized).

(22) Never been the subject of adjudication (including proceedings under the provisions of Article 15, Uniform Code of Military Justice) 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 agency that currently conducts background screening on potential recruiters.

(23) 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 in geographic areas that are away from military medical facilities. Soldiers with Family member(s) 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.

(24) Not be a sole parent or guardian.

(25) Not have more than two dependents (to include spouse) if a SGT, three dependents (to include spouse) if a SGT (promotable (P)), four dependents (to include spouse) if a SSG, or five dependents (to include spouse) if a SFC (waiver authorized with strong documentation supporting good finances).

(26) Be financially stable, have not filed a petition claiming bankruptcy within the last 3 years, and not currently be responsible for making any payments as a result of any such action. Soldiers are strongly encouraged 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.

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

(28) Have at least 3 years time in service remaining following the completion of the ARC. Enlisted Distribution and Assignment System (EDAS) 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 CDR, HRC (TAPC-EPM-A) (waiver not authorized).

(29) Not have a spouse or Family member previously or currently involved in unfavorable incidents (for example, juvenile delinquency, shoplifting, truancy, and so on). Soldiers assigned to recruiting duty represent the Army in the community in which they live and work. The actions and activities of the recruiter and the recruiter's Family are often perceived as representative of the Army and the Army community (waiver authorized).

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

*c.* Soldiers who are former recruiters may apply for return to recruiting duty provided they volunteer and meet the criteria above and provided they have not had their records permanently annotated under paragraph 5-12. Final approval for these requests is the CG, USAREC. All former recruiters who are accepted, but who have been out of USAREC for over 1 year will be required to successfully complete the ARC conducted at Fort Jackson, SC. Prior to award of the MOS 79R, former recruiters must attend the Station Commander Course conducted at Fort Jackson, SC (waiver not authorized). Personnel records will be checked against USAREC staff judge advocate, inspector general, and Enlisted Standards Division files. Those Soldiers having serious findings will not be allowed to apply/return to recruiting duties.

*d.* The CG, USAREC is the waiver approval authority for recruiter selection criteria.

## **2-5. Procedures for volunteering for recruiting duty**

*a.* Volunteers will contact the Recruit the Recruiter Team, Headquarters (HQ) USAREC, so that a telephonic interview can be conducted. Volunteers will submit requests for recruiting duty to the first commander in the grade of lieutenant colonel (LTC) or higher in the chain of command. The request for recruiting duty will include the following, completed within 6 months of the date of application:

(1) USAREC Form 1852 (Recruiting Duty Volunteer Statement).

(2) DA Form 5425.

(3) After the nominee evaluation is conducted in accordance with paragraph 2-6*b*, the DA Form 5426 (Battalion Command Team Recruiter Candidate Interview and Evaluation) will be completed by the first CDR or supervisor in the grade of LTC or higher in the chain of command (an officer in a lower grade may only complete the form if the officer has assumption of command orders authorizing him to fill the higher position). The first battalion command sergeant major (CSM) or higher in the chain of command must participate in the completion of the form.

(4) DA Form 5427 (Company Commander Recruiter Candidate Interview & Assessment) and DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire), both completed by the first CDR or supervisor in the grade of captain (CPT) in the chain of command (an officer in a lower grade may only complete the form if the officer has assumption of command orders authorizing him to fill the higher position).

(5) An updated copy of the Soldier's enlisted record brief (ERB).

(6) A DA photo (current and accurate).

(7) A copy of the latest DA Form 705 (Army Physical Fitness Test Scorecard).

(8) An Assignment Preference Statement.

(9) Mental Health Evaluation.

*b.* 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). In cases where a tattoo is one of these three areas, Soldiers must provide a facsimile drawing of the tattoo and a verbal description of the tattoo to include its location on the body.

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

(3) Custody and/or divorce documents.

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

*c.* Prior recruiters must submit all of the documents listed in paragraph 2-5*a*. In addition, they must provide all Noncommissioned Officer Evaluation Reports (NCOERs) since beginning previous recruiting tour to present, all recruiting point sheets, and orders/certificates for the highest recruiting incentive award received.

*d.* The first CDR 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 2–4.

*e.* The Soldier will forward the completed original application to the Commanding General, U.S. Army Recruiting Command (RCPER–PM–RTR), 1307 Third Ave, Fort Knox, KY 40121–2726.

## **2–6. Nominees**

Nominees (nonvolunteers) will be identified by those enlisted career branches that have enlisted authorizations in the Detailed Recruiter Force. The HRC will forward assignment notification through EDAS.

*a.* Upon receipt of tentative selection for recruiting duty, nominees will complete DA Form 5425 and return it through command channels to the first CDR or supervisor in the grade of LTC or higher in the chain of command. Completion of DA Form 5425 is voluntary under 5 USC 552a, but if not submitted, selection and assignment will be determined without specific consideration of financial status. Therefore, completion of the DA Form 5425 is in the Soldier’s best interest and is encouraged.

*b.* The company and battalion CDRs or supervisors equivalent in grade or higher along with the battalion CSM will evaluate the nominee’s qualifications for recruiting duty according to the selection criteria at paragraph 2–4. The company and battalion CDRs or supervisors will personally conduct face-to-face interviews and complete DA Form 7424, DA Form 5427, and DA Form 5426, as applicable, and will attach them, along with the ERB, as enclosures to the nomination packet. Regardless of the presence of a DA Form 5425, the CDR and the battalion CSM will evaluate the Soldier’s financial status to the extent possible, providing specific information and documentation if the evaluation is negative or questionable.

*c.* Once the CDR’s evaluation of the nominee is completed, the entire packet with all enclosures will be forwarded through the local servicing personnel office to the Commander, HRC (AHRC–EPM–A), 2461 Eisenhower Avenue, Alexandria, Virginia 22331–0400.

## **2–7. Final processing of nominations and requests for recruiting duty**

*a.* Upon receipt at HRC of the completed application or nomination packet, the Soldier’s official military personnel file (OMPF) will be evaluated with regard to final selection.

*b.* Nominees and volunteers not selected for recruiting duty by USAHRC will be notified through command channels. The application or nomination packet and CDR’s evaluations will be retained in the individual’s Career Management Individual File (CMIF) for a period of 2 years.

*c.* The application or nomination packet and CDR’s evaluations, and copies of the ERB of those nominees and volunteers selected for recruiting duty will be filed at USAHRC.

*d.* For CONUS selectees, the CDR, 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 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.

*f.* All nominees reporting to the ARC must hand-carry their entire nomination packet which includes: DA Form 5425 (Applicant/Nominee Financial Statement), DA Form 5426, DA Form 5427 (Company Commander Recruiter Candidate Interview and Evaluation), DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire), and a mental evaluation statement not older than 6 months verifying that the Soldier has no record of emotional or mental instability (this evaluation must be based on a personal interview and screening of health records by a qualified mental health care provider).

## **Section III**

### **Initial Training of Recruiters**

#### **2–8. General**

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

#### **2–9. Attendance at the Army Recruiting Course**

*a.* All Soldiers selected for initial assignment as U.S. Army recruiters will attend the ARC at Fort Jackson, SC. Successful completion of the ARC is a prerequisite for assignment as a recruiter. Soldiers will be programmed 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) Married Soldiers serving accompanied overseas tours will proceed to their USAREC assignment, then attend the ARC TDY and return.

(3) Married Soldiers serving unaccompanied overseas tours and all single Soldiers serving overseas tours will attend the ARC TDY enroute to their USAREC assignment.

(4) Soldiers reporting first to their USAREC assignment prior to attending the ARC will receive a thorough administrative screening by their USAREC battalion prior to signing in. This will ensure Soldiers who may have become disqualified during their transition to USAREC may be made immediately available for a new assignment subject to Army requirements. Report these Soldiers to HQ USAREC immediately.

(5) All volunteers and married Soldiers serving accompanied overseas tours will receive their USAREC assignment prior to attending the ARC. All other Soldiers will receive their USAREC assignment while attending the ARC.

*b.* Soldiers who fail to complete the ARC—

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

(2) Who were sent to the ARC TDY and return from USAREC assignments will be reported to the CDR, HRC as immediately available for assignment. A colonel or GS-14 from USAREC G1 must initiate or endorse a TOS waiver.

(3) Who were sent to the ARC TDY enroute upon completion of an overseas tour will be reported to the CDR, USAHRC as immediately available for assignment. USAREC does not need to initiate a TOS waiver.

*c.* 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 outprocessing 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.

(3) Soldiers who arrive at the ARC TDY enroute will proceed to their USAREC assignments.

## **2-10. General provisions of initial detail period**

*a.* Detailed 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 detail period of assignment will not be authorized to reenlist for assignments out of USAREC.

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

*d.* Upon successful completion of the ARC, all detailed recruiters will be awarded a skill qualifications identifier (SQI) of 4 to indicate basic qualification as a recruiter.

*e.* Recruiters selected for basic branch BNCOC, ANCO, or other non-USAREC schooling while serving in a detailed status will attend the schooling TDY and return from USAREC, but not during the New Recruiter Certification Program (NRCP). Soldiers in a detail status may request a deferment as applicable. Recruiters may depart after 33 months to attend ANCO or BNCOC enroute to their next assignment.

*f.* Detailed 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.

## **2-11. New recruiters**

*a.* Upon completion of the ARC, all recruiters will participate in NRCP, where Soldiers will receive intensive training and supervision designed to augment ARC training and provide comprehensive on-the-job experience. The CG, USAREC will establish detailed procedures for the conduct of the NRCP.

*b.* All Soldiers initially assigned to USAREC undergoing the NRCP are considered new recruiters. New recruiters will not normally be assigned to supervisory positions of any type or to locations, such as one-person recruiting stations, where supervision is limited.

*c.* New recruiters normally will have to complete the entire 6-month period in the NRCP.

*d.* The period of the NRCP is nonrated time per AR 623-3.

(1) The nonrated period of the NRCP commences the first day of the calendar month after the recruiter reports for duty following completion of the ARC and ends upon completion of 6 months, unless the recruiter is terminated from new recruiter status earlier.

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

(3) The combined periods described in paragraph 2-11d(1) and (2) will not exceed 12 consecutive months.

*e.* Soldiers who have had an extension of NRCP approved in writing by HQ USAREC will be in a nonrated period during the approved extension. A copy of the NRCP extension will be provided to the local servicing personnel office upon request.

*f.* 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 USAREC Administrative Support Positions**

#### **2-12. Assignment policy**

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

#### **2-13. Selection procedures for support Soldiers**

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

(1) 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 CDR, HRC (AHRC- (appropriate career branch)), 2461 Eisenhower Avenue, Alexandria, VA 22331-0400. Requests will be submitted through Assignment Satisfaction Key (ASK) and on DA Form 4187 (Personnel Action) listing a minimum of three USAREC organizations in order of preference. A list of USAREC organizations and their locations may be accessed at [www.usarec.army.mil](http://www.usarec.army.mil). Final determination of the USAREC assignment will be made through coordination between USAREC and HRC based on command needs..

(2) Applications submitted by Soldiers overseas will be submitted to arrive at USAHRC not earlier than 12 months nor later than 6 months prior to data eligible for return from overseas.

(3) Applicants will state on DA Form 4187 that they will have sufficient time remaining on 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 that assignment.

(4) A copy of the individual's ERB will accompany the application.

(5) The first CDR in the applicant's chain of command will make recommendations by memorandum, specifically addressing the applicant's potential to perform in the USAREC environment, considering 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. Procedures follow:

(1) Soldiers nominated by HRC will be identified to USAREC and losing CDRs using EDAS.

(2) For administrative support Soldiers, HRC will conduct a screen to ensure that Soldiers selected to serve in USAREC meet the same 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 CDRs will ensure unit CDRs interview Soldiers identified by HRC for assignment to USAREC. General guidance contained in paragraph 2-4 will be used to conduct the interview. Unit CDRs will request the deletion of Soldiers unqualified for USAREC service according to this regulation. Installation CDRs will use deletion procedures outlined in AR 614-200. CDR, 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.

## **Section V**

### **Selection procedures for U.S. Army Marksmanship Unit and U.S. Army Parachute Team Recruiters**

#### **2-14. Selection of U.S. Army Marksmanship Unit Soldiers**

The United States Army Marksmanship Unit selects, trains, and equips marksmen and gunsmiths to compete and win in interservice, national, and international shooting competitions. Tryouts are available year round. Eligibility extends to active Army Soldiers as well as civilians willing to enlist, if chosen. For more information, contact the Army Marksmanship Unit Personnel Administrative Center, Ft. Benning, GA 31905, or visit the Web site at [www.usamu.com](http://www.usamu.com).

#### **2-15. Selection of U.S. Army Parachute Team Soldiers**

Each fall, the U.S. Army Parachute Team conducts a tryout period for Soldiers desiring assignment to the team. The tryout period will normally take 4 to 6 weeks and will culminate in team selections. AR 215-1 governs the selection of Soldiers to the U.S. Army Parachute Team. For more information, contact the team at U.S. Army Parachute Team,

## **Chapter 3 Assignment and Reassignments**

### **Section I General**

#### **3-1. Concept**

- a.* This chapter prescribes procedures for the initial assignment of recruiters to USAREC and subsequent reassignments within USAREC for the purpose of continuing on recruiting duty.
- b.* Assignment/reassignment policies are designed to—
  - (1) Meet the needs of USAREC, distributing equitable levels of strength and experience while taking into account, when possible, the individual preferences of the recruiter.
  - (2) Promote recruiter retention and reduce training and selection costs.
  - (3) Capitalize on individual recruiting talents and experience.
  - (4) Provide career progression for the recruiting force.
  - (5) Fill key recruiter staff positions in recruiting battalions and brigades and at HQ USAREC and instructor positions at the USASSI.
  - (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/reassignments will be centrally controlled by HQ USAREC based on the needs of the command. CDR, HRC–St. Louis is the final approval authority for all AGR Soldiers attachments/reattachments.

#### **3-2. Overseas returnees**

Upon notification from HRC that a Soldier overseas has been accepted for recruiting duty, the Strength Management Branch, HQ USAREC will initiate the assignment process. Upon determination of the duty location, HQ USAREC will provide assignment information to HRC. HRC will issue the losing installation assignment instructions for orders to be published. Soldiers scheduled to attend the ARC in a TDY enroute status must also have in their possession, upon arrival at the ARC, DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) authorizing TDY travel. Soldiers with Family members will attend the ARC in a TDY/return status. Single Soldiers or those serving a without dependents tour will attend the ARC TDY/enroute. Accompanied overseas returnees will serve 36 months on recruiting duty from the ARC graduation date, not the date initially reported to the recruiting battalion.

#### **3-3. CONUS selectees**

RA Soldiers (nominees) who arrive at the ARC from CONUS installations will be notified of their recruiting battalion-level assignment prior to completion of the ARC. The following are procedures for determining the assignment:

- a.* Upon arrival at the ARC, each Soldier will complete the Recruiter Course Assignment and Sponsorship Worksheet in the Army Recruiting Information Officer's Course (ARISS–PER), which will be used during the assignment process. Soldiers must identify any issues that might affect assignments (Family members enrolled in programs such as EFMP, Family Advocacy Program participation, and so on) at this time. 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 one of the ARC. Recruiting battalions are required to make the company level of assignment within the second week and enter the 3-digit recruiting station identification code (RSID) into ARISS–PER. Company-level assignments will be announced by HQ USAREC at the end of the second week.
- c.* After completion of the ARC, recruiters will be given assignment instructions, to be provided to the losing installation personnel office to have PCS orders published. Recruiters will comply with the HRC established report date (normally the 20th day of the second month after graduation from the ARC). Requests for deferment will be coordinated through HQ USAREC to HRC.

#### **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 unprogrammed losses, HQ USAREC may divert replacements enroute to USAREC.

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/Reassignment Policies**

#### **3–5. Voluntary and operational assignments/reassignments**

The following policies apply to assignments and reassignments, both voluntary and operational, within USAREC.

a. Detailed recruiters will serve 3 years in USAREC from the date they report to the battalion at the same duty location. Overseas returnees with Family members will serve 3 years from the date of ARC graduation. (Procedures for requesting retention in USAREC beyond the initial detail period are covered in chapter 4 for RA Soldiers and chapter 6 for AGR Soldiers.) Reassignments for detailed recruiters will not be considered for operational reasons; consideration will be given only for compassionate, hardship, or humanitarian reasons. Detailed recruiters may be authorized a cost move upon HRC approval for reclassification to PMOS 79R. Tour of duty for returning detailed recruiters is 2 years.

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

c. Career recruiters must serve a minimum of 2 years in a geographical location before any cost reassignment is authorized.

d. Recommended tour length for the following key USAREC positions is 2 to 3 years: station CDRs, guidance counselors, operations noncommissioned officers (NCOs), recruiting first sergeants (1SGs), and recruiter training NCOs. This is necessary to reduce turbulence in these key positions and to maximize the additional specialized training provided. Every attempt will be made to program attendance at the appropriate course of instruction prior to assignment in a key position.

e. Recruiting and Retention School instructors assigned to the U.S. Army Soldier Support Institute are stabilized for not more than 2 years.

f. Mission Support Battalion Exhibit Team Members are stabilized for 2 years.

g. Reassignments will balance talent, experience and strength levels across the command.

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

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

j. The following outlines tour lengths for career recruiters:

(1) *Command sergeants major*. Tour length in the same recruiting brigade or in HQ USAREC will not exceed 3 years. CSMs are eligible to be moved upon the needs of the command within fiscal year PCS constraints.

(2) *Sergeants major, first sergeants, and master sergeants*. Tour length in the same recruiting battalion, brigade, or in HQ USAREC is 3 years; maximum time in the same unit (company, battalion, brigade) is 4 years. Sergeants major (SGMs), 1SGs, and MSGs are eligible to be moved between the second and fourth year on the basis of the needs of the command.

(3) *SFC and below*. Tour length in the same recruiting battalion or brigade is 4 years; maximum time in same unit is 6 years. Time in unit includes time spent as a detailed recruiter. SFC and below are eligible to be moved between the third and sixth year on the basis of on the needs of the command. Tour length in HQ USAREC is 3 years; maximum time is 4 years.

(4) *AGR*. AGR tour lengths are in accordance with AR 140–30 and subject to modification as directed by the CAR.

k. Corporal recruiters who are single and non-promotable will serve a one year tour of duty. Corporal recruiters who are married or promotable will serve a two year tour of duty.

#### **3–6. Career Recruiter Reassignment Program**

a. The maximum tour lengths prescribed in paragraph 3–5j provide the basis for the Career Recruiter Reassignment Program. The intent of this program is to ensure cross-leveling and distribution of experienced recruiters to new recruiting environments and to provide for career progression throughout the recruiting force. The Career Recruiter Reassignment Program applies only to RA career recruiting Soldiers assigned to USAREC. USAREC Enlisted Management Branch manages all enlisted Soldiers.

b. Career recruiters in the grades of SGM or 1SG/MSG must move at the completion of 3 years in a battalion/brigade or HQ USAREC, unless an extension (not to exceed 1 year) has been approved.

c. Because of the transition of maximum tour lengths from 6 years for SFC and below to 4 years for MSG and above, recruiters in the grade of SFC(P) are unique and may incur maximum tour lengths that fall between 4 and 6 years. For example, as long as a recruiter remains a SFC(P), he or she is considered to have a maximum tour length of 6 years in the same unit. However, upon actual promotion to MSG, maximum tour length becomes 4 years.

Accordingly, if a SFC(P) is promoted to MSG after 1 year in a unit, the recruiter must be reassigned at the completion of 5 years. If a SFC(P) is promoted to MSG after 2 years in the unit, the maximum tour length is 6 years. The maximum time in the same unit will not exceed 6 years, or 4 years as a MSG, whichever comes first.

*d.* In determining appropriate assignments for newly selected SFC(P) Soldiers into MSG positions, consideration must be given to ensuring that the recruiter can serve up to 2 years in the new position before reaching 6 years in the same unit. If the recruiter does not have enough time to accomplish this, he or she will be programmed for reassignment to a MSG position in another unit.

*e.* Career recruiters in the grades of SFC and below must move at the completion of 4 years in HQ USAREC. At the completion of a total of 6 years in a battalion, a recruiter must either request reassignment to another battalion within the same brigade or request reassignment (using ARISS-PER from battalion S-1 level to USAREC) outside the brigade.

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

(2) The maximum time in a battalion is 6 years. If the Soldier requests a 2 year extension in the same brigade and it is approved, then the extension must be spent in another battalion within the brigade. Brigade CDRs may request exceptions to the 4/6 year policy based upon the operational needs of the brigade, but the extension will be limited to 1 year. Exceptions will be approved only by the appropriate deputy CG or the CG. The maximum time of 6 years, or up to 8 years if extensions are approved, is based upon time in a brigade. Reassignment to another battalion within the same brigade does not start the "clock" again.

(3) At the completion of the eighth year in a brigade, the recruiter must move to another brigade or become a USAREC asset.

*f.* Career recruiters within 6 months of their maximum tour length will normally be considered for command priorities and vacancies before those who are not approaching their required reassignment dates.

*g.* If a recruiter is assigned to a station or company that is redesignated as a unit in a different recruiting battalion, the time since initial reporting date to that station or company will count as assigned time in the new recruiting battalion and will be counted toward the maximum tour length.

*h.* The Career Recruiter Reassignment Program prescribes maximum tour lengths only and does not restrict earlier reassignment if otherwise eligible. Career recruiters must move upon completion of maximum tour lengths.

### **3-7. Operational recruiter reassignments/reattachments**

*a.* Operational reassignments/reattachments of Army recruiters impact on recruiting missions and as such, are time sensitive. All operational reassignments/reattachments that involve expenditure of PCS funds must be forwarded thru the Enlisted Management Branch to the CDR, HRC for approval. A general officer must initiate or endorse a waiver if the Soldier has not completed 24 months TOS.

*b.* All cost operational reattachments for AGR Soldiers will be forwarded through Enlisted Management Branch to the CDR, HRC-St. Louis for approval.

*c.* Operational reassignments/reattachments must be based on valid requirements and sound justification. Operational reassignments/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/reattachment under AR 614-200 or as a substitute means for joint domicile or other assignments. Approval authority for these types of assignments rests with the CDR, HRC/CDR, HRC-St. Louis. Requests for compassionate reassignment/reattachment must be submitted through command channels to HQ USAREC.

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

*e.* Individuals in the NRCP (see para 2-11) will normally not be considered for operational reassignment/reattachments.

*f.* Operational reassignments/reattachments will provide for career progression. The career progression model is on the Soldier's Training Homepage ([www.train.army.mil](http://www.train.army.mil)).

(1) Examples of career progression reassignments/reattachments are—

(a) Field recruiter to station CDR.

(b) One-person station CDR to multiperson station CDR.

(c) Station CDR to a senior staff recruiter position.

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

*g.* Rehabilitative operational reassignments/reattachments typically involve recruiters who have been identified as receiving inadequate training. They are normally authorized on a no cost or low cost basis when an excellent possibility exists that a marginal or unsatisfactory recruiter will be successfully retained in USAREC as a result of the rehabilitative action. Rehabilitative reassignments/reattachments at full cost will be limited to exceptional cases that provide detailed justification and documentation, to include evidence of remedial training, counseling statements,



trainer's evaluations, recruiting records, and so on. The CG, USAREC must approve requests for rehabilitative transfers within USAREC involving PCS funds in accordance with AR 635-200, paragraph 1-16c(3). Other requirements that pertain to all requests for rehabilitative reassignments/reattachments are as follows:

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

(2) Individuals in the NRCP will not be rehabilitatively reassigned/reattached unless an exception to policy is granted for extension of the NRCP. Detailed justification and training documentation are required.

(3) Career recruiters will be rehabilitatively reassigned/reattached only to authorized 79R positions, normally to a different battalion in the same brigade.

(4) Upon approval of a rehabilitative operational reassignment/reattachment, all supporting documentation such as counseling statements and training evaluations will be forwarded to gaining unit. The recruiter will then be observed for a period of 6 months and evaluated. If sufficient improvement in performance has not occurred, action will be initiated to request involuntary reassignment/reattachment under paragraph 5-5 or separation from the Army in accordance with AR 635-200. Reassignment/reattachment requests will be forwarded to HQ USAREC for consideration.

*h.* Recruiter vacancies created by operational reassignments/reattachments normally will be filled by replacements who are newly assigned graduates of the ARC.

*i.* Operational reassignments/reattachments are categorized as either cost or no cost reassignments/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/reattachment to a permanent duty station that obligates the Government to not more than \$1,000.

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

*j.* Requests for all types of operational moves must be submitted for approval to HQ USAREC. HQ USAREC will in turn approve moves in ARISS-PER and provide a control number to brigade for no-cost moves. Low-cost and full-cost operational moves will be forwarded to HRC/HRC-St. Louis for final approval. TOS waivers, initiated or endorsed by a general officer, are required for cost operational moves unless the Soldier has completed 24 months TOS. All reassignments/reattachments, including those that involve a position change only, affect entitlements, individual records, utilization, Basic Allowance for Housing, and so on and therefore must be centrally managed. Recruiters will not be moved without the approval of HQ USAREC and not prior to issuance of reassignment orders by the local servicing personnel office. The CDR, HRC-St. Louis will issue reattachment orders on all AGR Soldiers. CDRs who direct movement of recruiters without proper authority will be personally liable for costs incurred. HQ USAREC will not backdate the authority for movement to compensate for lack of obtaining proper approval.

*k.* Requirements for submission are as follows:

(1) Operational requests through ARISS-PER will include complete gaining/losing station information, to include names of incumbents and replacements, distances between stations and distances between current residence to both gaining and losing stations, unit identification codes (UICs), RSID, city, state, and ZIP codes.

(2) Full-cost/low-cost moves will be submitted at least 120 days prior to requested reporting date and no cost moves at least 60 days, except in unusual circumstances such as involuntary reassignment/reattachment.

*l.* Operational reassignments/reattachments may be considered by HQ USAREC to balance command strength and experience levels, to fill critical recruiting vacancies, or to manage the recruiting force according to established priorities and policies. All Soldiers (except initial tour AGR) are eligible to be involuntarily reassigned/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 involuntary reassignment/reattachment will be given to recruiters within 6 months of their maximum tour lengths in accordance with the Career Recruiter Reassignment Program (para 3-6). Procedures for HQ USAREC directed operational reassignments/reattachment are as follows:

(1) Individual preference statements 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/attachments identified by HQ USAREC. Every effort will be made to offer the recruiter at least three choices. However, in isolated cases, a selection may not be offered because of a priority requirement.

(3) When a recruiter is given a choice of alternative assignments/attachments, selection must be submitted in writing by the established suspense date. If no response is received by the established suspense date, HQ USAREC will issue assignment instructions to a command priority assignment/attachment.

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

*m.* Once a recruiter has been identified in writing for an operational reassignment/ reattachment and notified by the chain of command, no voluntary request for reassignment/reattachment will be accepted from the recruiter. Recruiters with an expiration tour of service (ETS) who decline an operational move will sign DA Form 4991-R (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 CDRs are responsible for expeditiously notifying individuals of operational reassignment/reattachment actions.

### **3-8. Nominative assignments**

*a.* Selected USAREC staff, liaison NCO, Recruiting and Retention School instructor positions, training with industry positions and Recruiting Exhibit Team members require exceptionally qualified Soldiers with specialized recruiting skills. These positions are identified as nominative positions and are authorized only for career 79R Soldiers. Nominative positions are managed as follows:

(1) HQ USAREC, in coordination with units/staffs owning nominative positions, will publish qualification guidance commandwide when vacancies are projected.

(2) Recruiting brigades are responsible for providing qualified nominees for the vacancies. These positions are identified to recruiting brigades on a "fair share" basis, given the overall personnel strength of the brigade and the number of positions to be filled. Career recruiters may also volunteer for these positions.

(3) Once nominated, recruiters will undergo a screening process before final selection is made. Appropriate CDRs and recruiters are notified of the selection process.

*b.* Reassignments to nominative positions are operational in nature and do not require voluntary action on part of the Soldier. Time on station waivers must be processed, if required.

### **3-9. Voluntary reassignments/reattachments**

Recruiters who have successfully completed their initial stabilization in USAREC and have been reclassified to PMOS 79R (see chap 4) may request reassignment within USAREC to a new recruiting battalion or brigade. Detailed recruiters are not eligible to request voluntary reassignment within USAREC.

*a.* Approval of a voluntary request depends on—

(1) A position vacancy.

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

(3) Eligibility of the individual to move.

(4) Availability of operational move funds.

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

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

(1) Meet the screening table or body fat standards of AR 600-9.

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

(3) Not be pending investigation or unfavorable action.

(4) Agree to extend or reenlist to meet the 24-month TOS goal effective on the reporting date to the gaining unit.

*d.* Procedures for requesting reassignment within USAREC follow:

(1) The request for voluntary reassignment will be submitted through the chain of command using DA Form 4187 and entered into ARISS PER at the battalion S1. The recruiter will list at least three recruiting battalions in order of preference.

(2) Recruiting battalion CDRs will—

*(a)* Verify eligibility per paragraph 3-9c.

*(b)* Recommend approval/disapproval. If disapproval is recommended, detailed justification must be provided with the action.

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

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

*f.* Requests for reassignment will be reviewed in ARISS-PER by HQ USAREC to ensure that eligibility criteria and the needs of the command are met. If none of the individual's choices can be accommodated, the request will be returned to the Soldier listing three available command priority units. The individual may select one of the alternative units or may withdraw the request and resubmit at a later date, provided he or she is not eligible for reassignment under the Career Reassignment Program (see para 3-6). If the Soldier is eligible for reassignment under the Career Recruiter Reassignment Program, he or she may not withdraw the request and must choose one of the units offered. In all cases, if no response is received by an established suspense date, CG, USAREC will issue operational assignment instructions to a command priority unit.

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

*h.* Requests may be disapproved by HQ USAREC on the basis of applicable policies. Requests recommended for approval will be forwarded to CDR, HRC/CDR, HRC-St. Louis for final determination.

*i.* Once an assignment is approved, coordination will be made with the gaining unit to determine station level assignment. Assignment instructions will be published.

*j.* An individual may not withdraw an approved reassignment request unless the provisions for deletion are met. Such requests must be submitted to HQ USAREC (RCPER-PM-E). Requests for withdrawal for AGR Soldiers will be forwarded through HQ USAREC (RCPER-PM-E) to CDR, HRC-St. Louis (AHRC-ARE).

*k.* Requests for deferments or changes of reporting dates must be submitted with justification to HQ USAREC (RCPER-PM-E) within 10 working days of receipt of reassignment instructions.

### **3-10. Other reassignment requests from Soldiers**

*a.* Married couples desiring to be considered for joint domicile will enroll in the MACP.

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

(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 detail period.

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

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

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

(6) Career and detailed 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 may be considered after 12 months as exception to policy.

*b.* Request for compassionate reassignment will be submitted on DA Form 3739 (Application for Compassionate Actions) to HQ USAREC (RCPER-PM-E). The final approval authority is the CDR, HRC. See chapter 6 for AGR moves for compassionate reasons.

(1) If approved by the CDR, HRC, the Soldier will incur a 1-year stabilization at approved location. Upon completion of the stabilization, the Soldier may be reassigned, in coordination with the recruiting battalion and brigade within the needs of the command or HQ USAREC may reassign based on the needs of the command.

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

*c.* Soldiers with special Family problems will enroll in the EFMP to avoid future reassignment difficulties. Procedures and requirements for enrollment are outlined in AR 608-75.

## **Chapter 4**

### **Completion of Initial Detailed Period (Regular Army only)**

#### **4-1. General**

*a.* The initial period of detail to recruiting duties in USAREC is 3 years. At the completion of this period, a recruiter must either return to duties in his or her PMOS (or another MOS within the needs of the service) or he or she must be reclassified to PMOS 79R and join the career recruiting force. Detailed recruiters selected for reclassification to PMOS 79R may anticipate career assignments and management in accordance with chapter 3.

*b.* Each detailed recruiter must be counseled 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.* Although detailed recruiters will be counseled no later than the 15th month, normal reclassification to 79R will be accomplished after the 24th month on recruiting duty. Any request for reclassification submitted between the 15th and 24th month will be submitted as an exception to policy. The earliest authorized effective date of reclassification is the 15th 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 of paragraph 4-1 regardless of last recruiting assignment or time spent away from 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 CDR, HRC to be 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.

(8) Must be a graduate of the Station Commanders Course.

c. A request for reclassification to PMOS 79R is voluntary on the part of the recruiter. Approval requires the recommendation of approval from the recruiting battalion and brigade CDRs and the final approval of the CDR, HRC. Procedures for submission of requests for reclassification to PMOS 79R are as follows:

(1) Detailed recruiters who intend to reclassify to 79R are required to extend their detailed recruiting tour. The extension is to be requested by the individual Soldier between their 15<sup>th</sup> and 24<sup>th</sup> month of their detailed recruiting duty assignment. The extension request, DA Form 4187, must be received by the Soldier's servicing personnel service center no later than the end of the Soldier's 24th month.

(2) Upon approval of extension, the recruiter must submit a request for reclassification to PMOS 79R on a DA Form 4187 through the battalion and brigade CDRs to HQ USAREC G-1, Enlisted Management Branch. 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 ANCOC but has not yet attended.

(b) Individual has not been selected for ANCOC.

(c) Individual has attended ANCOC.

(3) The recruiting battalion CDR or acting CDR must sign the DA Form 4187, recommending approval based on the assessment of the recruiter according to paragraph 4-2b. A recommendation of disapproval must include specific comments.

(4) An ERB on the recruiter concerned must accompany the request for reclassification.

#### **4-3. Reassignment upon completion of detail period**

a. Recruiters who do not voluntarily elect reclassification to PMOS 79R will be reassigned from USAREC after completion of their 3-year detail period in accordance with ASK and the Detailed Recruiter Assignments Preference Program.

(1) Upon the decision not to reclassify to PMOS 79R, detailed recruiters will enter their assignment preferences through ASK and the Detailed Recruiter Assignments Preference Program by the 24th month of their detail period.

(2) Subsequently, once assignment instructions are issued by the CDR, HRC, the Soldier will not normally be permitted to extend voluntarily the detailed period or reclassify to PMOS 79R.

b. Recruiters who are reassigned from USAREC after successful completion of their detail period will normally be considered eligible to return to recruiting duty at a later date, provided eligibility criteria in paragraph 2-4 are maintained. Successful recruiters reassigned out of USAREC will retain the SQI (SQI 4).

c. The recruiting battalion CDR will ensure that action to terminate the detailed Soldier's SDAP has been initiated and completed prior to the Soldier's departure.

d. Extensions to continue to serve as a detailed recruiter may be considered case by case. Extensions normally will not exceed 1 year in duration and must have battalion and brigade CDR endorsements. CDR, HRC is the approval authority.

## **Chapter 5**

### **Voluntary/Involuntary Reassignment/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 U.S. 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 CDRs. Final action on requests for reassignment from USAREC rests with the CDR, HRC/CDR, HRC-St. Louis. Requests for involuntary reassignment will be expeditiously forwarded through command channels to the CDR, HRC/CDR, HRC-St. Louis. 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 leadership team.
- c. Reassignments without prejudice rest with the CG, USAREC in accordance with specifications in 5-11.

## **Section II**

### **Involuntary Reclassification and/or Reassignment of Regular Army Recruiters**

#### **5-3. Reclassification and/or reassignment**

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

*a.* Involuntary reassignment as unqualified or ineffective will be requested 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 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, paragraph 5-15. Soldiers on their initial AGR tour must be notified of impending separation when being relieved from recruiting duty (see figs 5-1, 5-2, and 5-3).

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(Letterhead)

S: (Suspense date)

OFFICE SYMBOL (ARMS Number)

(Date)

MEMORANDUM THRU Commander, Recruiting Company, Address

FOR Rank, Name, SSN, Recruiting Station, Address

SUBJECT: (Suspension and) Reassignment/Reattachment from Recruiting Duty

(Paragraph 1 for unsuitable recruiter.)

1. Under AR 601-1, paragraph . . . , I am suspending your pending reassignment/reattachment as an unsuitable recruiter.

(Paragraph 1 for ineffective, failure to complete NRCP, and unqualified recruiter.)

1. Under AR 601-1, paragraph . . . , I recommend your reassignment/reattachment as an . . . recruiter. You will continue to perform recruiting duties until your departure.

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

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

4. In accordance with AR 600-37, paragraph 3-6, I am giving you this opportunity to review the comments and the documents relating to you, attached to this correspondence. You must acknowledge, in writing, that you have, in fact, reviewed this memorandum and its enclosures. You have 15 calendar days to respond to this action. I will direct provision of clerical assistance to you in preparation of your response, if required.

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

Figure 5-1. Basic memorandum format of (suspension and) reattachment from recruiting duty (initial AGR Program tour recruiter)

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OFFICE SYMBOL  
SUBJECT:

(Paragraph 6 for career PMOS 79R Soldiers)

6. In connection with this action, I am recommending you for reclassification and withdrawal of PMOS 79R. Accordingly, you will complete, sign, and date the MOS preference and physical limitations statement, enclosure....

(Paragraph 6 for detailed Soldiers)

6. In connection with this action, I will recommend you for reassignment/reattachment in PMOS. . . and withdrawal of SQI 4. Accordingly, you will complete, sign, and date the physical limitations statement, enclosure....

(Paragraph 7, if suspended from recruiting duty while pending assignment/attachment.)

7. Your entitlement to special duty assignment pay terminated effective (date) in accordance with AR 614-200.

...Encl  
(List all enclosures  
sequentially)

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

Figure 5-1. Basic memorandum format of (suspension and) reattachment from recruiting duty (initial AGR Program tour recruiter)—Continued

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Letterhead)

S: (Suspense date)

OFFICE SYMBOL (ARMS Number)

(Date)

MEMORANDUM THRU Commander, Recruiting Company, Address

FOR Rank, Name, SSN, Recruiting Station, Address

SUBJECT: (Suspension and) Reattachment from Recruiting Duty

(Paragraph 1 for unsuitable recruiter.)

1. Under AR 601-1, paragraph...., I am suspending your pending reattachment as an unsuitable recruiter.

(Paragraph 1 for ineffective, failure to complete NRCP, and unqualified recruiter.)

1. Under AR 601-1, paragraph...., I recommend your reattachment as an .... recruiter. You will continue to perform recruiting duties until your departure.

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

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

4. Under the provisions of AR 635-200, chapter 5, I am notifying you of your possible release from active duty for the convenience of the Government. The reason for this proposed action is your involuntary reattachment from recruiting duty as an (ineffective, unsuitable, or unqualified) recruiter.

a. This is a release from active duty only. If it is approved, you will be transferred to the Individual Ready Reserve to complete your contractual obligation. Your characterization of service will be honorable.

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Figure 5-2. Memorandum from individual acknowledging (suspension and) reattachment from recruiting duty (initial AGR Program tour recruiters)

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OFFICE SYMBOL  
SUBJECT:

b. You have the right to consult with military counsel, and/or civilian counsel at no expense to the Government, within a reasonable time frame. Contact the trial defense service at your nearest Army installation for assignment of military consulting counsel. If you wish to consult with counsel and cannot make an appointment within 3 duty days, notify my office and request assistance.

c. You may submit written documents/statements in your behalf.

d. You are not entitled to a hearing before an administrative separation board.

e. You may request to undergo a complete medical examination in accordance with AR 40-501. Your local commander will make arrangements for you to undergo this examination.

f. Execute (sign) the enclosed acknowledgement memorandum (fig 5-4) and the Privacy Act Notice (fig 5-5) and return them to me within fifteen (15) calendar days from the date of receipt of this memorandum. Any document/statement you submit must reach me within fifteen (15) calendar days after you receive this memorandum, unless you request and receive an extension for good cause shown. Unless an extension is granted, failure to respond within fifteen (15) calendar days will constitute a waiver of the rights explained above. Necessary clerical assistance will be provided you in preparation of your response, upon request.

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

(Paragraph 6, is suspended from recruiting duty while pending attachment.)

6. Your entitlement to special duty assignment pay terminated effective (date) in accordance with AR 614-200.

...Encl  
(List all enclosures  
sequentially)

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

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**Figure 5-2. Memorandum from individual acknowledging (suspension and) reattachment from recruiting duty (initial AGR Program tour recruiters)—Continued**

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OFFICE SYMBOL (ARMS Reference)

Date

MEMORANDUM FOR Commander, Recruiting Battalion, Address

SUBJECT: Relief and Reassignment from Recruiting Duties

1. Receipt acknowledged.

(Paragraph 2, if rebuttal is not submitted.)

2. In accordance with AR 600-37, paragraph 3-6, I have read and understand the unfavorable information presented against me in the basic correspondence and enclosures and elect not to make a statement.

(Paragraph 2, if rebuttal is submitted.)

2. In accordance with AR 600-37, paragraph 3-6, I have read and understand the unfavorable information presented against me in the basic correspondence and enclosures and submit statements/documents at enclosures . . . in my behalf.

3. My assignment preferences and qualifications/limitations are at enclosure....

...Encl  
nc

(Signature)  
Name  
SSN

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

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Figure 5-3. Privacy Act Statement (initial AGR Program tour recruiters only)

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

e. CDRs will use USAREC Form 1140 to monitor timeliness of involuntary reassignment actions.

#### **5–4. Unqualified recruiter**

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

b. Recruiters, including recruiters serving in the NRCP where appropriate, 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 mental health care provider assigned or employed by any military or other Federal government facility must be enclosed to justify requests for reassignment. Reports must fully document the physical or medical limitation, specifically address whether the recruiter is able to accomplish recruiting duties, and clearly recommend reassignment from recruiting duty. Recruiters normally will not be reassigned based on temporary medical conditions that are expected to be resolved within a reasonable time, normally 120 days or less. 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 MMRB.

(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 mental health care provider (see Glossary) 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. Also required is a statement from the counselor recommending reassignment from recruiting duty.

(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 on recruiting duty 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 detailed recruiter prior to reassignment. 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 service member must be provided to HQ USAREC as an enclosure to the relief. Joint custody must indicate the service member has primary responsibility for the care of a child (children). Legal separations are not acceptable.

#### **5–5. Ineffective recruiters or recruiters who fail to complete the New Recruiter Certification Program**

a. Recruiters (other than new recruiters) may be identified as ineffective for one or more of the following:

(1) *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 as ineffective require recruiting technique evaluation, and Prospecting and Processing Performance Statistics evaluation with counseling and training. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented. If the chain of command determines the above evaluations cannot be accomplished because of weak or nonexistent training or to poor leadership, then rehabilitative transfers will be considered.

(2) *Failure to attain or sustain assigned recruitment standards for Army enlistments, unsatisfactory performance*

according to established objectives and standards, or failure to develop the necessary recruiting abilities to be a successful recruiter. Objective evidence of recruiting failure and statements that show remedial performance counseling must support these requests. Involuntary reassignments based exclusively on a lack of recruiting ability are restricted to recruiters in the NRCP.

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

(4) *Failure to train subordinates, attain or sustain station or company recruiting standards, or failure to demonstrate the necessary leadership and supervisory skills to be a successful station CDR, senior guidance counselor, or ISG.*

b. Recruiters who fail to complete the NRCP will be subject to the following:

(1) New recruiter certification is governed by policy set by the CG, USAREC. New recruiters must be identified as ineffective during the first 6 months on recruiting duty or during any approved extension to the NRCP (not to exceed 3 months).

(2) Normally, new recruiters will not be recommended for involuntary reassignment before they have completed at least 5 months in the NRCP.

(3) Because of the unique requirements of recruiting duty, reassignment while serving as a new recruiter (except for reasons of unsuitability) will not be construed as a reflection on an NCO's overall ability as a Soldier. The ineffective new recruiter relief is not documented in the individual's OMPF.

## **5-6. Unsuitable recruiters**

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

a. *Commission of improper recruiting practices that violate Federal, State, or local law, DOD or DA regulations, or USAREC regulations, directives or policies.* Evidence of specific practices must accompany requests for reassignment and must have been processed through the Enlistment Standards Division, HQ USAREC. 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 and/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 CDR'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/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.

## **5-7. Suspension from recruiting duties**

a. The provision for suspension exists to prevent recurrence of incidents of impropriety and misconduct involving recruiters and to minimize the adverse impact such incidents or suspected incidents have on the public image of the U.S. Army. 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 and recruiting brigade CDRs (or an acting CDR in the grade of major and above) are authorized to suspend USAREC Soldiers within their respective commands who are suspected of improper recruiting practices or other misconduct, according to the criteria specified in paragraph 5-6. In recruiting impropriety cases, recruiters normally will not be suspended unless the battalion CDR intends to recommend involuntary reassignment. Normally, recruiters identified as unqualified or ineffective under paragraph 5-4 or 5-5 will not be suspended but will continue to perform recruiting duties pending involuntary reassignment. However, on a case-by-case basis, the recruiting battalion or brigade CDR, provided detailed justification is forwarded through command channels with the reassignment action (that is, 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 unless suspension is directed.

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

suspension to ensure that the basis for the action is adequate. When a recruiter is suspended, he or she must be notified in writing, both of the basis for the suspension and of the action to terminate SDAP per AR 614–200 or AR 135–205 for AGR Soldiers. The recruiter will be given the opportunity to rebut the proposed action and provide statements in his or her 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 Department of Defense Financial Management Regulation (DOD FMR), vol 7a.

*d.* Prior to suspending a recruiter, CDRs 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, except for recruiting improprieties, authority is delegated by the CG, USAREC to each brigade CDR to reinstate suspended recruiters to duty where investigated allegations and/or proposed bases for the involuntary reassignment are adequately refuted by a preponderance of credible evidence through a recruiter’s rebuttal or by objective evidence provided by CDRs in the chain of command. Prior to taking any action to reinstate a recruiter to duty, the brigade CDR 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 information provided by CDRs 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 assignment, provided all other eligibility requirements are met per AR 614–200.

#### **5–9. Authority to approve involuntary reassignments from recruiting duty**

*a.* Authority is delegated to the accessions support brigade CDR, and each recruiting brigade CDR or acting brigade CDR, to approve, in compliance with the procedures outlined in paragraph 5–10, involuntary reassignments within that CDR’s respective brigade that are not based on recruiting improprieties (para 5–6a). This authority may not be further delegated.

*b.* Authority to approve all involuntary reassignments based on recruiting improprieties (para 5–6a) rests with the CG, USAREC. When such reassignment is based in part on recruiting impropriety and in part on other unsuitability as defined by paragraphs 5–6b, *c*, or *d*, the involuntary reassignment 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.

#### **5–10. Procedures**

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

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

(1) The CDR (normally the battalion CDR) must notify the recruiter in writing of the intent to recommend involuntary reassignment (and reclassification, if appropriate) as either unqualified, ineffective, or unsuitable. The memorandum will include the specific basis for the action (see figs 5–1 and 5–4 for the basic memorandum format for notification to the Soldier).

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OFFICE SYMBOL (ARMS Number)

Date

MEMORANDUM FOR Commander, Recruiting Battalion, Address

SUBJECT: Acknowledgement/Election of Rights under AR 635-200

(Paragraph 1 for unsuitable recruiter.)

1. Under AR 601-1, paragraph...., I acknowledge my suspension pending reattachment as an unsuitable recruiter.

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

1. Under AR 601-1, paragraph...., I acknowledge my pending reattachment as an .... recruiter but will continue to perform recruiting duties pending departure.

2. My commander has advised me of the basis for the contemplated action to release me from active duty under AR 635-200, chapter 5, and its effects, and of the rights available to me and the effect of any action taken by me in waiving my rights. I acknowledge receipt of the release notification memorandum and its enclosures. I understand that I am not entitled to have my case heard by an administrative separation board.

3. I (request) (waive) consulting military counsel or a civilian counsel at my own expense.

4. I (will) (will not) submit statement in my own behalf.

5. I understand that I have ten (10) days after receipt of the notification memorandum to make a written response to this proposed action, if any. I understand that my commander must receive my written response within the allowable timeframe. I understand that failure to respond in an allowable timeframe waives my right to respond.

6. I have retained a copy of all applicable documents.

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Soldier's Signature Block

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Date

Figure 5-4. Memorandum from individual acknowledging (suspension and) reattachment from recruiting duty (initial AGR Program tour recruiters)

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(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, paragraph 3-6 apply.

(3) The Soldier will acknowledge receipt of the proposed action by return memorandum (memorandum to the CDR's notification) and submit a response within 15 calendar days of receipt (see figs 5-2, 5-3, and 5-5). The CDR may extend the response period for an additional 15 calendar days at his or her discretion.

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Data Required by the Privacy Act of 1974 (5 USC 552a)

AUTHORITY: Section 301, Title 5, United States Code, and Section 3013, Title 10, United States Code.

PURPOSE: To be used by the commander exercising separation authority over you to determine approval or disapproval of your request and in case of disapproval to indicate the Soldier's options as pertain to the rights available to him or her in contemplated administrative separation cases.

ROUTINE USES: Information provided in the statement is used by processing activities and the approval authority to determine what rights the Soldier desires to exercise and the offering of such rights as indicated. Upon completion of processing actions, the statement is filed in the MPRJ. So long as filed in the MPRJ, the personal information may be used by other appropriate Federal agencies and State and local government authorities where the use of the information is compatible with the purpose for which the information is collected.

Disclosure is voluntary. If the information is not provided, the Army will complete processing using information available.

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Soldier's Signature Block

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Date

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**Figure 5-5. Memorandum from individual acknowledging (suspension and) reassignment/reattachment from recruiting duty (RA/AGR less initial AGR Program tour recruiters)**

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(4) Any rebuttal, allegations, or other comments furnished by the Soldier will be reviewed and acknowledged by the CDR who initiated the action. Additionally, in cases of unsuitability, the CDR 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 CDR will forward the request for reassignment, with his or her recommendation and all supporting documentation, to the recruiting brigade CDR (see fig 5-6). 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.

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OFFICE SYMBOL (ARMS Number)

Date

MEMORANDUM FOR Commander, Recruiting Brigade, Address:

SUBJECT: (Suspension and) Reassignment/Reattachment from Recruiting Duty

1. Under AR 601-1, paragraph . . . , I recommend the reassignment/reattachment of (grade, name) as an . . . recruiter.

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

3. I agree with the determination that further training, counseling, guidance, and supervision will not correct the Soldier's inadequacies to permit continued service on recruiting duty.

(Paragraph 3, if rebuttal/statement is submitted, will also be used to address the rebuttal. "I have reviewed the rebuttal/statement date ...")

(Paragraph 4 for detailed Soldiers.)

4. I recommend the Soldier for reassignment into PMOS . . . and withdrawal of SQI 4.

[Paragraph 4 for career (PMOS 79R) Soldiers.]

4. I recommend the Soldier for reclassification, reassignment, and withdrawal of PMOS 79R.

5. The Soldier (is) (is not) on a current recommended promotion list. (If on list, include a statement as to whether action under AR 600-8-19/AR 140-158 has been initiated. If not, furnish the rationale for not initiating such action.)

6. The Soldier (is) (is not) flagged under provision AR 600-8-2. (If flagged, provide explanation and status of suspension of favorable personnel actions.)

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

8. The Soldier (is) (is not) suspended and (is) (is not) therefore entitled to SDAP.

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

...Encl

I. M. COMMANDER  
LTC, IN  
Commanding

Figure 5-6. Memorandum from recruiting battalion to recruiting brigade recommending reassignment/reattachment from recruiting duty (RA/AGR)

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

(a) In violation of law or regulation.

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

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

(7) Approved involuntary reassignment requests will be forwarded by the recruiting brigade CDR, with the individual's ERB, DA Form 4187, and DA Form 3349 (if applicable) to the CG, USAREC (RCPER-PM-E), with a recommended availability date and other administrative information. The memorandum from the brigade CDR to the CG, USAREC states the recommendation based on the investigation findings. Figure 5-7 provides the proper format. For AGR recruiters, brigade CDRs must also notify the Soldier of the recommendation and advise them of their administrative due process rights (fig 5-8). In accordance with AR 614-200, all 79R recruiters relieved as unsuitable pursuant to paragraph 5-6a or 5-6b must be processed for separation (AR 635-200, para 3-18a(3)(c)). A copy of the separation approval authority's decision must be included with the involuntary reassignment/reclassification action.

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OFFICE SYMBOL (ARMS Number)

Date

MEMORANDUM FOR Commander, USAREC, ATTN: RCPER-PM-E, Address

SUBJECT: (Suspension and) Reassignment/Reattachment from Recruiting Duty

1. I hereby direct the involuntary reassignment of . . . as an . . . recruiter under AR 601-1, paragraph (list paragraph).
2. Request that you take action to reassign/reattach (him/her). Soldier is immediately available for assignment.
3. The recruiting battalion commander will initiate a NCO Enlisted Evaluation Report (DA Form 2166-8) and will enclose a copy of this memorandum. (For unsuitable, normally a relief-for-cause, all others, characterization of service.)
4. The Soldier—
  - a. Was assigned/attached: (date)
  - b. Completed ARC: (date)
  - c. Was suspended from recruiting duty (if applicable): (date)
  - d. Has been in recruiting: (total months)
  - e. Had SDAP terminated (if applicable): (date)
5. The Soldier's PMOS is (list PMOS) .
6. The Soldier (is) (is not) on the promotion/ANCOC list.
7. The Soldier is currently performing duties as (type duty) (location).

...Encl  
Added ...Encl

I. M. COMMANDER  
COL, IN  
Commanding

CF:  
Recruiting Bn (1)

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Figure 5-7. Memorandum to USAREC recommending reassignment/reattachment from recruiting duty (RA/AGR)

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(Letterhead)

OFFICE SYMBOL (ARMS Number)

(Date)

MEMORANDUM THRU Bn Cdr

FOR Rank, Name, SSN, Recruiting Station, Address

SUBJECT: Memorandum of Notification

1. I have carefully reviewed the attached documentation concerning your reattachment per AR 601-1, paragraph (use paragraph that applies), as an (ineffective, unsuitable, or unqualified) recruiter.
2. In view of the evidence provided, I direct your reattachment as an (use type of reattachment) recruiter per AR 601-1, paragraph (use paragraph that applies).
3. Should HRC-STL be unable to find you another Active Guard/Reserve (AGR) position, I am also recommending your release from the AGR program within 90 days from the date of this letter of notification. If your release is approved, you will receive a confirmation of your release date from HQ, HRC-STL.

...Encl

I. M. COMMANDER  
COL, IN  
Commanding

CF:  
HRC-STL (ATTN: ARPC-ARE)

**Figure 5-8. Memorandum of (suspension and) reattachment from recruiting duty back to the recruiter (AGR less recruiting impropriety)**

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(8) Approved actions will be forwarded to CDR, HRC or CDR, HRC–St. Louis, for final processing, issuance of assignment instructions, and reclassification action.

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

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

(11) The battalion CDR will ensure that a Soldier's NCOER has been completed and action to terminate his or her SDAP has been initiated.

*c.* Availability and reporting dates will not be changed without coordination with HQ USAREC and approval from HRC or HRC–St. Louis.

*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 the CG, USAREC (RCPER–PM–E), 1307 Third Avenue, Fort Knox, KY 40121–2726.

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

**5–11. Involuntary reassignment and reclassification of primary military occupational specialty 79R recruiters without prejudice**

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

*b.* CDRs who recommend involuntary release/reclassification will counsel the recruiter. This action may be initiated at any time using a DA Form 4856 (Development Counseling Form). The recruiter will be given an opportunity to review the release packet and will complete a memorandum (see fig 5–9) acknowledging his or her right to submit a rebuttal before final action is taken. Brigade CDRs and brigade command sergeants major will conduct face-to-face interviews with the Soldiers recommended for release 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 Release without Prejudice is the appropriate action for this Soldier" (see fig 5–10) This face-to-face counseling may be completed via video teleconference; however, it will not be done over a voice conference. The release packet will not be complete without this certification.

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OFFICE SYMBOL (ARMS Number)

Date

MEMORANDUM FOR Commander, USAREC, ATTN: RCPER-PM-E, Address

SUBJECT: Involuntary Reclassification and Reassignment/Reattachment without Prejudice from Recruiting Duty

1. I hereby direct the involuntary reclassification and reassignment/reattachment without prejudice of . . . as a 79R recruiter under AR 601-1, paragraph 5-11.
2. Request that you take action to reassign/reattach (him/her). Soldier is immediately available for assignment.
3. The Brigade CSM and I met face-to-face with the Soldier and have decided that reclassification and reassignment/reattachment without prejudice is the appropriate action for this Soldier.
4. The Soldier—
  - a. Was assigned/attached: (date)
  - b. Completed ARC: (date)
  - c. Was suspended from recruiting duty (if applicable): (date)
  - d. Has been in recruiting: (total months)
  - e. Had his or her SDAP terminated (if applicable): (date)
5. The Soldier's PMOS is 79R.
6. The Soldier (is) (is not) on a promotion/ANCOC list.
7. The Soldier is currently performing duties as (type duty) (location).

...Encl  
Added ...Encl

I. M. COMMANDER  
COL, IN  
Commanding

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Figure 5-9. Memorandum from individual acknowledging involuntary reclassification and reassignment/reattachment without prejudice

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OFFICE SYMBOL (ARMS Number)

Date

MEMORANDUM FOR Commander, Recruiting Brigade, Address.

SUBJECT: Involuntary Reclassification and Reassignment/Reattachment without Prejudice from Recruiting Duty

1. Receipt acknowledged.

(Paragraph 2, if rebuttal is not submitted.)

2. I have read the basic correspondence and enclosures. I understand my pending involuntary reclassification and reassignment/reattachment from recruiting duty (and my pending change of MOS from primary 79R to secondary 79R). I elect not to make a statement.

(Paragraph 2, if rebuttal is submitted.)

2. I have read the basic correspondence and enclosures. I understand my pending involuntary reclassification and reassignment/reattachment from recruiting duty (and my pending change of MOS from primary 79R to secondary 79R). I submit statements/documents at enclosures . . . in my behalf.

3. I indicated my assignment preferences and qualifications/limitations at enclosure. . . .

...Encl  
nc

(Signature)  
Name  
SSN

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

---

Figure 5-10. Memorandum directing involuntary reclassification and reassignment/reattachment without prejudice

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c. All packets must include DA Form 4187, including three assignment preferences; DA Form 4856, detailing specific reasons for release; Soldier's acknowledgement; memorandums of justification from the battalion CDR; DA Form 3349; an ERB; and all NCOERs and written counseling while in the current position. The approved packet will be forwarded to HQ USAREC (RCPER-PM-E), 1307 Third Avenue, Fort Knox, KY 40121-2726.

d. CDRs will ensure that recruiters who are selected for early release from recruiting duty receive a nonadverse NCOER. CDRs 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 OMPF in conjunction with early release under this paragraph. CDRs will ensure that recruiters recommended for reassignment/reattachment receive fair and equitable treatment.

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

#### **5-12. Military occupational specialty/special qualifications identifier action**

a. Recruiters holding PMOS 79R recommended for reassignment under paragraphs 5-4, 5-5, 5-6, and 5-11 will be reclassified per AR 614-200. MOS 79R will be withdrawn. In accordance with AR 614-200, paragraph 3-18a(3)(c), Soldiers who lose their qualification to hold PMOS 79R because of their own misconduct will be processed for separation. A copy of the separation authority's decision will accompany the reclassification action.

b. Detailed recruiters who are involuntarily reassigned will have SQI 4 withdrawn.

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

d. CDR, HRC/CDR, HRC-St. Louis are the final approval authorities on all reclassifications.

#### **5-13. Eligibility for return to recruiting duty**

a. Recruiters who are relieved in accordance with paragraphs 5-5, 5-6, or 5-11 of this regulation are not eligible for future assignments to USAREC.

b. The reassignment packet for ineffective or unsuitable recruiters will be filed in the Soldier's CMIF and OMPF. The reassignment packet for an unqualified recruiter will be filed in the CMIF only.

#### **5-14. Noncommissioned Officer Evaluation Report**

Normally, recruiters involuntarily reassigned from recruiting duty will receive an NCOER that characterizes their duty performance during the rating period. However, recruiters who are involuntarily reassigned as unsuitable (para 5-6) will normally receive a relief for cause NCOER in accordance with AR 623-3. For ineffective recruiters, the brigade CDR has the option of directing a relief-for-cause or change-of-rater NCOER that characterizes the Soldier's duty performance. Recruiters who are rehabilitatively reassigned will receive a change of rater NCOER.

#### **5-15. Utilization of recruiters pending involuntary reassignment**

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

(1) Recruiters recommended for reassignment as unqualified or ineffective per paragraph 5-4 or 5-5 will remain on positive mission performing normal duties until their departure unless prohibited (for example, 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 temporary duty expenses are not incurred. Exceptions to this policy are the prerogative of the recruiting battalion CDR but must be documented with supporting justification in the forwarding correspondence to the recruiting brigade CDR.

(2) Recruiters pending reassignment as unsuitable per paragraph 5-6 (and unqualified and ineffective recruiters suspended as an exception to paragraph 5-14a(1)) will be suspended and removed from the direct processing of applicants for enlistment. SDAP will be terminated, and the individual will be given administrative/logistical duties in support of the command, in a place of duty to be determined case by case, considering—

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

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

(3) Recruiters pending involuntary reassignment will be used within their own units in USAREC if possible. The first priority for utilization location must always be the recruiter's permanent duty station. If the recruiter cannot be used productively in his or her assigned duty station or if the nature of his or her conduct makes retention in the assigned station counterproductive to mission accomplishment, the recruiter may be directed to perform temporary duty

at the closest practicable station, company, or USAREC location within the recruiting battalion. Because travel and other entitlements are involved when temporary duty arrangements are directed, CDRs must ensure adequate funding is available and that the temporary duty is properly administered.

*b.* Recruiting brigade CDRs are authorized to approve attachments of brigade Soldiers to a recruiting battalion, area, or station headquarters within their area of responsibility. However, brigades must still submit the request for attachment to HQ USAREC for the attachment to be effective in ARISS-PER 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.

#### **5-16. Attachment of recruiters to continental U.S. military installations pending reassignment**

*a.* 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-PM-E) for approval. See chapter 6 for attachment of AGR recruiters. Requests will be forwarded to HQ USAREC only after a determination has been made by recruiting battalion and recruiting brigade CDRs that attachment to their headquarters or to another USAREC unit within their area of responsibility will not alleviate the problem. All requests for attachment will contain the following information:

- (1) Detailed justification, to include—
  - a.* The violations of the recruiter.
  - b.* The date the involuntary reassignment request or adverse action was initiated.
  - c.* An explanation of why the recruiter should not be used within his or her own unit.
- (2) Projected daily cost of the attachment and basis for the projection (within or outside commuting area, location in relation to the Soldier's permanent quarters, mileage, and so on).
- (3) Memo of acceptance from unit of attachment.
- (4) Anticipated duration of the attachment.
- (5) Individual's PMOS, secondary military occupational specialty (SMOS), and ETS.
- (6) Individual's marital/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 serving personnel office. Funding is the responsibility of the recruiting battalion or brigade concerned.

*d.* Attachments will normally not exceed 90 days and must be approved by the USAREC G1, Chief, Personnel Management Division. 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 CDRs 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, chapter 5.

### **Section III Involuntary Reassignment of Administrative Support Soldiers**

#### **5-17. Requests**

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



## **5-18. Procedures**

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

*b.* Request will cite the specific reason for reassignment 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.

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

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

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

## **Section IV**

### **Voluntary Reclassification and Reassignment from Recruiting Duty**

#### **5-19. Retention consideration**

It is expected that a Soldier holding PMOS 79R will complete the remainder of his or her 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 79R SRB recipient may be subject to partial or complete bonus recoupment if released under this paragraph.

#### **5-20. 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 CDR detailing reasons for requesting reclassification and reassignment from PMOS 79R duties. Three choices of MOS will be listed per the guidance in paragraph 5-19*b*. 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 CDR will recommend approval or disapproval of the recruiter's request and will forward all documentation through the brigade headquarters to the CG, USAREC (RCPER-PM-E). In determining the proper recommendation, the CDR will consider the career recruiter strength level and overall operational needs of the unit. A recommendation of disapproval must be accompanied by rationale.

(3) HQ USAREC will review the recruiter's request for verification of eligibility, command 79R strength levels by grade and other information as presented. HQ USAREC may forward the request to the CDR, 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 HQ USAREC, it will be returned through command channels to the recruiter authorizing him or her to resubmit the request after completion of 12 additional months in the command.

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

*b.* Recruiters recommended for reassignment under this paragraph will retain MOS 79R as their secondary MOS. Recruiters will be reclassified as required to permit their use outside USAREC, with primary consideration of reclassification to the PMOS they held immediately prior to becoming a recruiter. To permit the Soldier maximum voice concerning his or her eventual use, he or she will be allowed to select three MOS listed as shortages in the most recent HRC Reenlistment/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 CDR, 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 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 USAREC**

### **Section I Overview**

#### **6–1. Concept**

*a.* The AGR Program provides for voluntary active duty of qualified reservists for the purpose of organizing, administering, recruiting, instructing, or training the USAR. AGR Soldiers are assigned to a USAR Control Group (AGR) and centrally managed by the CDR, HRC–St. Louis. 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 Authorizations) 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.

#### **6–2. General**

CDR, HRC–St. Louis, will continue to hire USAR recruiters as directed by the CAR in accordance with selection criteria established by HQ USAREC. HQ USAREC retains waiver approval authority for selection criteria unless specified otherwise in paragraph 6–3.

### **Section II AGR 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 meet 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 30 semester credits of college with a high school GED transcript (waiver authorized). 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 110 (waiver authorized with GT score of 100, or GT score of 95 with a ST 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 SPC (and meet time-in-service and TIG requirements, and be a Warrior Leader Course graduate) through SFC (MSG may apply, but must take voluntary grade reduction to SFC prior to coming on active duty) (waiver not authorized).
- (6) Have fewer than 15 years active Federal service upon entry into AGR status (waiver authorized by the CAR).
- (7) Not have voluntarily left the AGR Program within the past 12 months (waiver authorized).
- (8) Not be currently assigned to a testing section in the MEPCOM or previously assigned to a testing section within MEPCOM within the last 12 months prior to selection.
- (9) Meet the physical profile requirements of AR 40–501, chapter 3, and the screening table or body fat standards of AR 600–9.
- (10) Have a minimum physical profile of 132221; if Soldiers possess a 3 in Upper Extremities, must have prior MMRB clearance; have no shaving profiles; and have a mental evaluation statement not older than 6 months verifying that the Soldier has no record of emotional or mental instability. This evaluation must be based on a personal interview and a screening of health records by a qualified mental health care provider.
- (11) Have no lost time under 10 USC during the current enlistment or in the last 3 years, whichever is longer (waiver not authorized).
- (12) Possess a valid civilian driver's license and be qualified for a military driver's license (waiver not authorized) and must have no record of careless, reckless or unsafe driving.
- (13) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms (tattoos must be in compliance with the Army tattoo policy) and must not be in violation of AR 600–20 regarding participation in extremist organizations and activities.
- (14) Not have been previously relieved from duty with USAREC (waiver authorized by USAREC).
- (15) Not currently nor have been previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type (waiver not authorized).
- (16) Not be pregnant at time of selection or prior to entry on active duty (waiver not authorized).

(17) Have a minimum of 3 years 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.

(18) Have favorable civilian and military disciplinary records; have no unfavorable alcohol related incidents within the past 3 years upon attendance at the ARC; have received a finalized and cleared background screening from Enlisted Background Screening Section, HRC (AHRC-EPO-A), ATTN: EBSS, Alexandria, VA 22331-0450, prior to attendance at ARC.

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

(20) Never have had action taken (including proceedings under the provisions of UCMJ, Art. 15, 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 or any offense listed in AR 27-10, chapter 24-2. Examples of disqualifying conduct are conviction for a qualifying offense listed in AR 27-10, chapter 24-2, such as registered sex offender, DUI, DWI, or drunk and disorderly conduct (waiver not authorized). All Soldiers must be screened against the National Sex Offender Registry database (waiver not authorized).

(21) 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).

(22) 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.

(23) Not be a sole parent or guardian.

(24) Not have more than two dependents (to include spouse) if a SGT, three dependents (to include spouse) if a SGT(P), four dependents (to include spouse) if a SSG, or five dependents (to include spouse) if a SFC (waiver authorized with strong documentation to support good finances).

(25) Not have a spouse or Family members previously or currently involved in unfavorable incidents (for example, juvenile delinquency, shoplifting, truancy, and so on). Soldiers assigned to recruiting duty represent the Army in the community in which they live and work. The actions and activities of the recruiter and the recruiter's Family are often perceived as representative of the Army and the Army community.

(26) 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. Also considered will be the payment of SDAP, once the recruiter qualifies for it.

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 command (DRC) through the chain of command to the waiver authority (waiver authority outlined below).

(1) Applicants with more than 15 years' active Federal service may have a waiver granted by the Deputy Chief of Staff, 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 CDR, HRC-St. Louis, in coordination with the CG, USAREC.

c. Detailed recruiters are identified for recruiting duty by HRC-St. Louis in accordance with chapter 6 of this regulation. 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 HQ USAREC, AGR Management Division, with the recruiting battalions on the basis of priority of fill and needs of the command and recruiting brigade. AGR Soldiers who volunteer for recruiting duty from other commands within the AGR Program are processed in the same manner as detailed recruiters. Upon completion of the ARC, all detailed recruiters will be awarded 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 DRC through the USAR chain of command and will include as a minimum—

(1) A letter of recommendation from the RSC or DRC CDR's designated representative (company grade officer) or the first LTC in the USAREC chain of command.

(2) Application for AGR duty.

(3) DA Form 7424 completed by the first CDR or supervisor in the grade of CPT 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 him to fill the higher position).

(4) The first CDR 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.

(5) 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).

(6) 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, chapter 3. 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).

(7) Updated DA Forms 2a (Personnel Qualification Record, Part I) and 2-1 (Personnel Qualification Record) or ERB (Certified True Copy).

(8) Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214), NGB Form 22, NGB Form 23, and DD Form 220 (Active Duty Report) that separated applicant from active duty (Certified True Copy).

(9) DA Form 5646-R (Statements of Conditions of Service - Active Guard/Reserve (AGR) and/or Statement of Acceptance of Recruiting Duty).

*b.* Applications will include—

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

(2) Biographical summary.

(3) DA Form 1059 (Service School Academic Evaluation Report) 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) NCOERs (last 3 for E-5 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) DA Form 705 within 6 months of application.

(9) If applicable, the Soldier must also provide photographs of all of their tattoos (except those located in genitalia/buttock/female breast areas of their body). In cases where a tattoo is one of these three areas, Soldiers must provide a facsimile drawing of the tattoo and a verbal description of the tattoo to include its location on the body.

*c.* HRC-St. Louis will process recruiter background investigations. 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) SSN

(3) Date of birth.

(4) Place of birth.

(5) Name of requesting official and organization.

(6) Grade.

*d.* All applications for AGR recruiting duty, either digital or hard copy, will be sent thru the RSC or DRC to HQ U.S. Army Reserve Command (USARC) (OCAR-RTD), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000. If complete, HQ 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 DRC, HQ USARC (OCAR-RTD), HRC-St. Louis, or USAREC personnel prior to receipt of acceptance and issuance of orders by HRC-St. Louis.

*e.* All applicant packets will be sent through each brigade's local support RSC or DRC to HQ USARC. The USAR has sole responsibility for hiring to fill and maintain USAR recruiter foxhole 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 ADT 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-St. Louis per AR 135-205. Initial tour applicants who fail to complete the ARC will be returned to Home of Record and ADT orders amended to end of the date they failed the ARC.

*c.* Upon reporting to the recruiting battalion after completion of the ARC, all AGR recruiters will participate in the NRCP, as prescribed in chapter 2, this regulation.

## Section III Processing Personnel Actions

### 6-6. Stabilization exception

Initial assignment 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/weight standards upon initially reporting to duty.
- d. Involuntary termination.

### 6-7. Reenlistment and tour continuation

a. Recruiting battalion CDRs 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. Six months before REFRAD/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 CDR'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 the Director, HRC-St. Louis (ARPC-ARE), 1 Reserve Way, St. Louis, MO 63132-5200.

c. If the CDR recommends continuation of AGR status and the individual concurs, the individual must reenlist or extend to meet the requirements for a new 3-, 4-, 5- or 6-year AGR tour. AGR continuation/reenlistment will be accomplished using the following procedures:

(1) Soldiers will initiate DA Form 4187 requesting continuation and DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army). A copy of the results of the most current physical will be included with the request for continuation. AGR Soldiers may request reenlistment for 3, 4, 5, or 6 years or indefinitely in accordance with AR 140-111, provided they do not exceed their retention control point. Other required enclosures to the request for reenlistment are DA Form 705 and the most current DD Form 2808 and DD Form 2807-1 (complete over-40 physical, if applicable).

(2) Recruiting battalions will forward requests to the USAREC Career Counselor to verify correctness and completeness of DA Form 3340 to determine eligibility under AR 600-8-2 and determine the Soldier's eligibility to reenlist/extend in the AGR program under AR 140-111. The request will then be forwarded to the CG, USAREC (RCCSM-R), to arrive not later than 4 months before the Soldier's current REFRAD/ETS.

(3) HQ USAREC, will validate the individual's position, process the request for continuation/reenlistment and forward it to the CDR, HRC-St. Louis (ARPC-ARE), not later than 3 months prior to REFRAD/ETS.

(4) 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.

(5) HRC-St. Louis will issue reenlistment and tour continuation orders.

(6) Recruiting battalions will administer the reenlistment oath on the date specified and return the packet to the USAREC Career Counselor.

(7) 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/ETS. All other requirements for processing continuation/reenlistment outlined in paragraph 6-7c apply.

e. The decision by a recruiting battalion CDR not to extend an AGR member in the current duty position must be justified in writing and be provided to the individual not later than 6 months prior to REFRAD/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. CDR, HRC-St. Louis, 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 within USAREC or transfer to another command. Approval of such requests remains contingent on an authorized vacancy, recruiter experience level in the gaining unit, and the needs of the AGR Program. HQ 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 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 CDR, HRC–St. Louis. The CG, USAREC will provide input based on the command needs concerning all AGR reattachments.

*b.* Recruiters voluntarily reattached 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 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/ETS.

(5) A Soldier scheduled for a PCS outside the continental United States (Alaska, Hawaii, Germany, or Puerto Rico) and having less than 1 year remaining on his/her 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 (RCPER–PM–E), using DA Form 4187. The individual will indicate three areas of preference for reattachment.

(2) Recruiting battalion CDRs will—

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

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

(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 HQ USAREC regardless of the CDR's recommendation.

*g.* Upon receipt at HQ 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/disapproved at HQ USAREC and coordinated with HRC–St. Louis to publish orders. All AGR Soldier requests outside USAREC will be forwarded thru command channels with recommendations to HRC–St. Louis (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 HQ USAREC by HRC–St. Louis 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–St Louis Special Actions Branch. 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–St Louis.

(2) Movement of Soldiers based on compassionate reasons and joint domicile will be contingent upon AGR positions 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 HQ USAREC. HQ USAREC will coordinate with HRC–St. Louis 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 (RCPER–PM–E). 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 determination in those cases.

*j.* Detailed recruiter attachments are processed in the following way:

(1) Detailed recruiters are attached to USAREC for 3 years. CDRs will counsel and encourage Soldiers to convert to MOS 79R. All detailed 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 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 HQ USAREC, ATTN: RCPER-PM-E. The Soldier approved for reattachment will be reattached upon completion of stabilization at his/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 CDR, HRC–St. Louis. 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 3–7*i*(1) and (2).

*c.* The format for submission of all operational moves is at figure 6–1. Specific requirements are as follows:

(1) Request will include justification, gaining/losing station information, to include names of incumbents and replacements, UIC, RSID, city, state, and zip codes.

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

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(Letterhead)

OFFICE SYMBOL (MARKS Number)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCPER-PM-E, Address

SUBJECT: Request for Operational Reattachment (Cost/NoCost/)—Last Name, First Name, Middle Initial, Rank, Social Security Number

1. Request the operational reattachment of (Soldier's name, rank, SSN) to the (Rctg Bn, to include duty station, paragraph and line number).
2. Date assigned to current position:
3. Soldier's last cost move was:
4. Distance from losing station to gaining station:
5. Justification: The position is encumbered by Rank Name, who has an approved (personnel action—PCD, retirement, REFRAD, and so on) effective date of (DATE).
6. Point of contact is Rank Name (telephone number).

Signature block of requesting official  
(that is, Commander, XO, Adjutant)

CF:  
CDR,...Rctg Bde

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**Figure 6–1. Sample format of request for operational reattachment of AGR Soldiers (cost/no cost)**

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*d.* Requests for all operational moves will be submitted directly from the recruiting battalion, through the brigade, to the CG, USAREC (RCPER–PM–E). HQ USAREC will make the final determination concerning an operational move within the guidelines of the individual's Acknowledgement of Service Requirements. Request may be disapproved by HQ USAREC on the basis of applicable policies.

*e.* Recruiters will not be moved without the approval of HQ USAREC and HRC–St. Louis. CDRs who direct the movement of individuals without proper authority may be personally liable for costs incurred. HQ USAREC will not backdate the authority for movement in order to compensate for lack of having gained proper approval.

*f.* All operational attachments regardless of cost/entitlement to a dislocation allowance will be forwarded by HQ USAREC, to the CDR, HRC–St. Louis 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 (fig 6-1). The attachment/reattachment of these Soldiers will be directed by HQ USAREC (RCPER-PM-E).

#### **6-10. Detailing of U.S. Army Reserve Active Guard/Reserve Soldiers**

- a.* AGR recruiters may be 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 2 consecutive periods of details to the same location or for the same purpose without justification from battalion CDR.
- b.* CDRs may request that a Soldier be detailed from his/her present duty attachment for valid reasons. This request may be submitted by memorandum or by electronic mail. The request must—
  - (1) State the reason for the detail.
  - (2) Give the number of days the Soldier will be detailed and the detail start date.
  - (3) Give the mileage from the present duty attachment to the detailed duty location.
- c.* The CDR who requests the detail of a Soldier is responsible for providing transportation in accordance with the Joint Federal Travel Regulations (JFTR) and local policy for the Soldier or reimbursement of mileage cost to the Soldier from the current duty attachment to the detailed location.
- d.* The request for detail will be submitted to the CG, USAREC (RCPER-PM-E) for approval. HQ USAREC will approve/disapprove the request and notify the requesting brigade of the action.
- e.* Details will not occur without written approval from USAREC.
- f.* Details outside of USAREC will be approved by the Chief of Staff, 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, leadership, etc).
  - (4) Soldier is on orders and does not report to school as ordered by HRC-St. Louis (no show).
  - (5) Soldier fails to attend during the fiscal year for which scheduled (without approval of waiver).
  - (6) Soldier does not attend Active Army resident training as scheduled by HRC-St. Louis. Exceptions must be approved by the CAR.
- c.* 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-St. Louis 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 HQDA promotion selection boards during the next eligibility period.
- d.* Soldiers released from NCOES for reasons considered no fault of their own (for example, medical, compassionate, hardship) will be reviewed case by case by HRC-St. Louis.
- e.* HRC-St. Louis will identify Soldiers as soon as possible for NCOES. All Soldiers and CDRs will continue to receive a school notification memorandum once orders are published by HRC-St. Louis.
- f.* Because of limited AGR training seats, CDRs 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-St. Louis no later than 90 days before the scheduled school start date. HRC-St. Louis will attempt to send the majority of Soldiers' enroute to NCOES before their new assignments. CDRs 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-St. Louis with supporting documentation.
- c.* Soldiers approved for early release will be released in accordance with AR 635-200.

## **6-13. Active Guard/Reserve conversion to Regular Army**

- a.* Brigades must insure that Soldier is eligible to convert at time of submission (that is, needed waivers have been processed).
- b.* Conversion is not an automatic process from AGR to RA. Soldier will be released from AGR and must be eligible to enlist in the RA the day after separation.
- c.* The request for RA conversion will be processed as follows:
  - (1) Recruiting battalion CDRs will use USAREC guidance when requesting conversion from AGR to RA Status to process the RA conversion packet.
  - (2) Submit the request on DA Form 4187 with all required documentation attached as enclosures. In addition, the packet must contain the following statements from the Soldier, which will read "I understand that if I am selected for active duty, I will be available for worldwide assignment to any duty required for my MOS and grade and that a specific assignment cannot be promised" and "I understand that I could be subject to a reduction in grade at time of conversion." (*c.*) The complete RA conversion packet will be submitted through the chain of command from HQ USAREC and HRC-St. Louis to the CAR for approval.
  - (3) Initial tour AGR recruiters are ineligible for RA conversion.

## **6-14. 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 CDR, HRC-St. Louis (ARPC-ARE) for reassignment or tour termination.
- b.* AGR recruiters recommended for involuntary reassignment under paragraph 5-4, 5-5, or 5-6 will have PMOS 79R withdrawn. Reclassification action will be determined by the CDR, HRC-St. Louis.
- 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, paragraph 5-15a(2). Soldiers on their initial AGR tour must be notified of impending separation when being relieved from recruiting duty (figs 5-1 and 5-2). Soldiers on subsequent tour recruiters and detailed recruiters (not on an initial tour in the AGR Program) are subject to AR 600-37.

## **6-15. Utilization of suspended Active Guard/Reserve recruiters**

- a.* AGR Soldiers suspended pending involuntary reassignment will not be further attached to another duty location without the prior approval of the CG, USAREC. Further attachment will be authorized only for recruiters pending involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive or discreditable to the daily operation that local control is not considered practical. Further attachment of AGR recruiters will be considered only as a last resort. Therefore, detailed justification must be submitted with each request for further attachment.
- b.* Requests for further attachment of AGR recruiters will be forwarded through the recruiting brigade CDR to the CG, USAREC (RCPER-PM-E). Recruiting brigade CDRs will review the request and will recommend approval only after determining that further attachment is the only way to alleviate the problem. Recruiting brigade CDRs 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/reassignment was initiated, and an explanation as to why the recruiter will not be used at his or her present duty location.
  - (2) Anticipated duration of the temporary assignment.
  - (3) Name and location of the nearest unit proposed for further attachment and written consent from this unit if outside the brigade CDR's jurisdiction.
  - (4) DA Form 4187 from the AGR member indicating concurrence/nonconcurrence with further attachment. An individual nonconcurring must also indicate reasons. DA Form 4187 must further include—
    - (a)* The individual's PMOS/SMOS and ETS.
    - (b)* The individual's marital status/Family situation and the effect, if any, that further attachment will have on that situation.
- c.* The CDR, HRC-St. Louis, will make the final determination on further attachment of the AGR member and publish the orders.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness (Cited in paras 6-3a, 6-4a, and 6-8c.)

#### **AR 140-111**

U.S. Army Reserve Reenlistment Program (Cited in paras 6-7, and 6-8b.)

#### **AR 140-30**

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program (Cited in paras 3-5j, 6-1b, 6-3a, 6-8h, 6-9h, and 6-12a.)

#### **AR 600-9**

The Army Weight Control Program (Cited in paras 2-4a, 3-9c, 4-2c, 5-6c, 6-3a, and 6-8c.)

#### **AR 600-8-2**

Suspension of Favorable Personnel Actions (FLAGS) (Cited in paras 5-7d, 6-7c, and 6-8c.)

#### **AR 600-20**

Army Command Policy (Cited in paras 2-4a, 6-3a.)

#### **AR 601-280**

Army Retention Program (Cited in paras 2-4a, 5-10e.)

#### **AR 614-200**

Enlisted Assignments and Utilization Management (Cited in paras 2-4a, 2-13b, 3-7c, 5-7c, 5-8c, 5-10b, 5-12a, 5-20b, and 6-9h.)

#### **AR 635-200**

Active Duty Enlisted Administrative Separations (Cited in paras 3-7g, 5-3c, 5-10b, 6-7e, 6-8h, 6-12c, and 6-14c.)

### **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.

#### **AR 27-10**

Military Justice

#### **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 600-8-8**

The Total Army Sponsorship Program

#### **AR 600-8-11**

Reassignment

#### **AR 600-8-19**

Enlisted Promotions and Reductions

**AR 600–37**

Unfavorable Information

**AR 600–60**

Physical Performance Evaluation System

**AR 608–75**

Exceptional Family Member Program

**AR 614–6 (obsolete)**

Permanent Change of Station Policy

**AR 614–30**

Overseas Service

**AR 623–3**

Evaluation Reporting System

**AR 640–30**

Photographs for Military Human Resources Records

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia

**DA Pam 611–21**

Military Occupational Classification and Structure

**ATRRS Course Catalog**

U.S. Army Formal Schools Catalog (Available at <http://www.atrrs.army.mil>)

**UCMJ, Art. 15**

Commanding Officer's Non-Judicial Punishment (Available at <http://www.army.mil/references/UCMJ>)

**DOD FMR 7000–14–R, vol. 7**

Military Pay Policy and Procedures–Active Duty and Reserve Pay (Available at <http://www.dod.mil/comptroller/fmr>)

**JFTR**

Volume 1, Uniformed Service Members (Available at <https://secureapp2.hqda.pentagon.mil/perdiem>)

**5 USC 552a**

Information about individuals (Available at <http://www.gpoaccess.gov/uscode>)

**10 USC**

Armed Forces (Available at <http://www.gpoaccess.gov/uscode>)

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>). Department of Defense forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

**DA Form 5425**

Applicant/Nominee Personal Financial Statement. (Prescribed in paras 2–4, 2–5, 2–6, 6–3.)

**DA Form 5426**

Battalion Command Team Recruiter Candidate Interview and Evaluation. (Prescribed in paras 2–5, 2–6.)

**DA Form 5427**

Company Commander Recruiter Candidate Interview & Assessment. (Prescribed in paras 2–5, 2–6.)

## **Section IV**

### **Referenced Forms**

**DA Form 2–A (obsolete)**

Personnel Qualification Record, Part 1

**DA Form 2–1**

Personnel Qualification Record

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166–8**

Noncommissioned Officer Evaluation Report

**DA Form 3340–R**

Request for Reenlistment or Extension in the Regular Army

**DA Form 3349**

Physical Profile

**DA Form 3739**

Application for Compassionate Actions

**DA Form 4187**

Personnel Action

**DA Form 4836**

Oath of Extension of Enlistment or Reenlistment

**DA Form 4856**

Developmental Counseling Form

**DA Form 4991–R**

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 Authorizations

**DA Form 5863**

Exceptional Family Member Program Information Sheet

**DA Form 7424**

Sensitive Duty Assignment Eligibility Questionnaire

**DD Form 4-series**

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 1610**

Request and Authorization for TDY Travel of DOD Personnel

**DD Form 2807-1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

## **Glossary**

### **Section I Abbreviations**

#### **AGR**

Active Guard/Reserve

#### **ANCOC**

Advanced Noncommissioned Officer's Course

#### **AR**

Army regulation

#### **ARC**

Army Recruiting Course

#### **ARISS-PER**

Army Recruiting Information Support System-Personnel

#### **ASK**

assignment satisfaction key

#### **BNCOC**

Basic Noncommissioned Officer Course

#### **CAR**

Chief, Army Reserve

#### **CDR**

commander

#### **CG**

commanding general

#### **CLEP**

College Level Entrance Program

#### **CMIF**

career management individual file

#### **CONUS**

continental United States

#### **CPL**

corporal

#### **CPT**

captain

#### **CSM**

command sergeant major

#### **DA**

Department of the Army

#### **DANTES**

Department of the Army Non-Resident Testing Education System

#### **DRC**

direct reporting command

**DUI**

driving under the influence

**DWI**

driving while intoxicated

**EDAS**

Enlisted Distribution and Assignment System

**EFMP**

Exceptional Family Member Program

**ERB**

enlisted record brief

**ETS**

expiration term of service

**1SG**

first sergeant

**GED**

general education development

**GS**

general schedule

**GT**

general technical

**HQ**

headquarters

**HRC**

Human Resources Command

**LTC**

lieutenant colonel

**MACP**

Married Army Couples Program

**MEPCOM**

Military Entrance Processing Command

**MOS**

military occupational specialty

**MMRB**

Military Occupational Specialty Medical Retention Board

**MSG**

master sergeant

**NCO**

noncommissioned officer

**NCOER**

Noncommissioned Officer Evaluation Report



**NCOES**

Noncommissioned Officer Education System

**NRCP**

New Recruiter Certification Program

**OMPF**

official military personnel file

**(P)**

promotable

**PCS**

permanent change of station

**PMOS**

primary military occupational specialty

**RA**

regular Army

**REFRAD**

release from active duty

**RSC**

regional support command

**RSID**

recruiting station identification code

**SDAP**

special duty assignment pay

**SFC**

sergeant first class

**SGM**

sergeant major

**SGT**

sergeant

**SMOS**

secondary military occupational specialty

**SQI**

skill qualifications identifier

**SRB**

selective reenlistment bonus

**SSG**

staff sergeant

**ST**

skilled-technical

**TDY**

temporary duty

**TOS**

time on station

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USAR**

United States Army Reserve

**USARC**

United States Army Reserve Command

**USAREC**

United States Army Recruiting Command

**USASSI**

U.S. Army Soldier Support Institute

**Section II****Terms****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.

**Detailed recruiter**

A U.S. 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 he or she is 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 (AR 600–20, para 4–12).

**Mental 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.

**Moral turpitude**

Including, but not limited to, child abuse, incest, indecent exposure, soliciting prostitution, embezzlement, check fraud, and any felony or other offense against the mores of society.

**MOS reclassification**

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

**New recruiter**

A graduate of the ARC serving his or her initial 6 months in the command or a period less than 6 months if he or she is removed earlier by determination of the recruiting battalion CDR that he or she has successfully completed all training requirements.

**New Recruiter Certification Program**

A developmental period of not more than 6 months commencing the first day of the calendar month after the recruiter reports for duty following completion of the ARC.

**Operational reassignment**

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

**Performance counseling**

A discussion between supervisors and Army Soldiers designed to evaluate past performance and provide specific guidance for future performance.

**Voluntary reassignment**

The PCS assignment of an individual from one location to another within or from USAREC processed at the request of the individual.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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