

VOLUNTEER RECRUITER APPLICATION CHECKLIST

(**Initial** each number on this checklist to verify it has been completed)

NAME: _____

- _____ 1. **Complete** the volunteer recruiter interview worksheet.
- _____ 2. Privacy Act Statement, signed and included (Information in block 6 pertains to the individual Soldier not the spouse) **Include your Official (government provided) and a personal account for the email address.**
- _____ 3. DA Form 5425-R (3 pages) completed accurately reflects your income, assets, expenses and payment amounts and is **signed and dated no older than 6 months at the time we receive it.**
- _____ 4. DA Form 5426-R completed and signed by the BN Cdr or first O-5 supervisor. **This form must be dated no older than 6 months. Include the battalion commander's AKO email account.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 5. DA Form 5427-R (3 pages) completed and signed by commander or first O-3 supervisor. **This form must be dated no older than 6 months. Include the company commander's AKO email account.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 6. DA Form 7424 Sensitive Duty Assignment Eligibility Questionnaire completed and signed by commander or first O-3 supervisor. **This form must be dated no older than 6 months at the time we receive.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 7. Assignment Preference Map indicating your preferences for assignment as a recruiter. **Choose 3 brigades and 3 battalions per brigade. Number your choices 1-9.** You can number your choices in any order however you can choose **no more than 3 brigades and no more than 3 battalions per brigade.**
- _____ 8. Mental evaluation is less than six months old. Insure AXIS I and AXIS II are completed "N/A" is not valid for those evaluations; also your eval must be signed off by a PHD level provider. Mental evaluation date: _____. **Currently deployed Soldiers can apply with no eval; they MUST have one completed 90 days after redeployment. RECLASS Soldiers must wait until they have the eval to submit a packet.**

____9. Enlisted Record Brief (ERB) is included and is **dated no older than 6 months at the time we receive it.**

____10. Most recent APFT card is included and shows a passing score. Include your Body fat worksheet signed by Cdr or 1SG, if applicable. **No older than 6 months at the time we receive it.**

____11. DA photo is included and is **dated no older than 6 months at the time we receive it**
****If you are a SGT or a newly promoted SSG that has difficulty getting a DA photo, please send in a photo of you standing at attention in your ASU's.

____12. Last three NCOERs. (**Soldiers that do not have three due to their time as an NCO is not long enough to acquire three will only need to send what they have at the time they submit their application**).

I have included the following documents if they apply: If the item does not apply, write NA.

____13. Photos of all tattoos; to include an explanation of each tattoo's meaning. Is photo close up, **clear** in detail, and can someone tell what the tattoo represents? Other than the one ring tattoo authorized IAW AR 670-1- **Tattoos on your neck and hands are NOT authorized in USAREC.**

____14. Proof of enrollment in the EFMP that indicates the type of treatment required for your family member(s)

____15. Copy of any Article 15s, including summarized. **If you cannot obtain a copy, include a memo from your commander that explains the charge(s) and punishment administered, no matter when or where the UCMJ occurred.**

____16. Proof of 30 semester hours of college if you are not a high school graduate. ERB or Transcripts will be acceptable proof. If you do not have college but have deployment experience, **you must show proof of the deployment, using your ERB, Copy of Orders, or Verification Memo from the Commander**

____17. Copy of profile and a copy of the MMRB results (if applicable) (If you have reclassified to a new MOS within the last 12 months, you are ineligible to apply for recruiting.)

____18. DD Form 1172s (DEERS enrollment). This only applies if you will need a dependent waiver.

_____19. Memorandum from your commander indicating your redeployment date if you are deployed

**USING THE CHECKLIST ABOVE, PAY ATTENTION TO DETAIL – ONLY
SEND US A COMPLETE PACKET! PLEASE EMAIL YOUR PACKETS TO :**

usarmy.knox.usarec.mbx.hq-g1-rtr@mail.mil

I CERTIFY THAT I HAVE COMPLETED MY PACKET IAW THE APPLICATION CHECKLIST AND HAVE PERFORMED A FINAL CHECK OF MY PACKET TO ENSURE IT IS; READABLE, ALL REQUIRED DOCUMENTS ARE PRESENT, AND IT IS READY FOR SUBMISSION.

SIGNATURE: _____ **DATE:**

