

Army Regulation 601-1

Personnel Procurement

Assignment of Personnel to Army Recruiting Activities

**Headquarters
Department of the Army
Washington, DC
4 May 2023**

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-1

Assignment of Personnel to Army Recruiting Activities

This major revision, dated 4 May 2023—

- o Changes the title from “Assignment of Enlisted Personnel to the U.S. Army Recruiting Command” to “Assignment of Personnel to Army Recruiting Activities” (cover page).
- o Adds Commanding General, U.S. Army Training and Doctrine Command as the mission commander for accessions planning and execution (para 1-12).
- o Changes “Recruiting and Retention School” to “Recruiting and Retention College” (para 1-12g(5)).
- o Consolidates Regular Army/U.S. Army Reserve enlisted recruiter selection criteria into chapter 2 and removes U.S. Army Reserve enlisted recruiter selection criteria from chapter 6.
- o Removes college credit requirement for general education development holders (para 2-4a(2)).
- o Adjusts general technical and skilled-technical score requirements (para 2-4a(3)).
- o Increases maximum age (para 2-4a(4)).
- o Adds requirement to complete Basic Leader Course for sergeant/E-5 (para 2-4a(6)).
- o Adjusts physical profile requirements, including waiver consideration for Soldiers with sleep apnea (para 2-4a(10)).
- o Changes behavioral health suitability assessment to recruiting candidate assessment and revises requirements for the recruiting candidate assessment (para 2-4a(11)).
- o Changes “operational reassignment” to “unit-initiated reassignment” (para 3-6).
- o Establishes a 36-month service remaining requirement for Soldiers who reclassify to primary military occupational specialty 79R (para 4-2b(9)).
- o Prescribes DA Form 7872 (Involuntary Reassignment, Reattachment, and/or Reclassification) to process involuntary reassignment and/or reclassification of Regular Army/U.S. Army Reserve enlisted recruiters (para 5-3f).
- o Permits Department of the Army-selected recruiters to be considered for involuntary reassignment or reattachment without prejudice (para 5-4a).
- o Removes promotion and noncommissioned officer education system procedures from chapter 6.
- o Establishes U.S. Army Recruiting Command G1 responsibilities for management of Regular Army/U.S. Army Reserve 79R recruiting force (para 6-5b).
- o Changes “operational reattachment” to “unit-initiated reattachment” (para 6-6b).

- o Adds policy for selection and management of Regular Army/U.S. Army Reserve officers to recruiting activities (chap 7).
- o Updates course names, addresses, and office symbols (throughout).
- o Incorporates Army Directive 2018–16, Suitability Criteria for Military Personnel in Specified Positions (throughout).


Personnel Procurement

Assignment of Personnel to Army Recruiting Activities

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

Applicability. This regulation applies to the Regular Army and the U.S. Army Reserve, unless otherwise stated. This regulation only applies to the Army National Guard for informational purposes.

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 requirements.

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

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), 300 Army Pentagon, Washington, DC 20310–0300.

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

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Summary. This regulation covers the selection, training, and management of Soldiers serving in Army recruiting activities. Specifically, this regulation prescribes the policy and criteria for the selection, assignment, and management of Soldiers for service in Army recruiting activities.

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Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation establishes policy and procedure for the selection, training, management, assignment, and reassignment of Regular Army (RA), U.S. Army Reserve (USAR), and USAR Active Guard Reserve (AGR) Soldiers assigned or attached in specified positions as recruiting cadre, including all Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. These include Soldiers holding the primary military occupational specialty (PMOS) 79R, Department of the Army (DA)-select recruiters, recruiting officers, and recruiting warrant officers at the company level and below.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Section II

Responsibilities

1–6. The Inspector General of the U.S. Army

TIG will—

a. Upon the request of the Commanding General (CG), U.S. Army Human Resources Command (HRC) or the Director, Army National Guard, conduct screening for current and nominated recruiters (officer and enlisted) and recruiting company commanders.

b. Release to CG, HRC or Chief, National Guard Bureau (CNGB), summaries of substantiated allegations against nominated recruiters. For currently serving recruiters, HRC may release these summaries to the appropriate waiver and/or removal authorities, who may use them only to determine suitability for the specific duty, but not to support adverse action.

c. Ensure that field or local inspector generals (IGs) do not conduct any local suitability screenings or release adverse information. Field or local IGs should direct all questions and/or screening action requests to the Chief, Secretary of the Army Inspector General Records Screening and Oversight Office.

1–7. Deputy Chief of Staff, G–1

a. The DCS, G–1 will exercise staff and technical supervision of the Army recruiting program and for planning and supervising the execution of policies and programs governing personnel management for Soldiers assigned to recruiting and recruiting-related units. Further, in coordination with the DA Freedom of Information Act and Privacy Office, develop a central reporting mechanism that is in compliance with the Privacy Act and the Army Privacy Program, consolidate all results of this and future records reviews on an installation-by-installation basis, and ensure that the results include a by-name confirmation that the records review has been completed, including a listing of the

records reviewed, and the resulting suitability determination. The reporting mechanism will include the behavioral health (BH) interview process.

b. On behalf of the DCS, G-1, the CG, HRC will—

(1) Manage the selection and screening process for the RA/USAR training and recruiting cadre, conduct centralized screening for all nominated RA and USAR training and recruiting cadre, and ensure the medical records reviews are completed during the local screening process of recruiting cadre.

(2) Coordinate with the CG, U.S. Army Recruiting Command (USAREC) to establish procedures for the nomination, selection, and assignment of Soldiers from all career fields (officer/warrant officer/enlisted) for duty with USAREC.

(3) Evaluate all nominees and volunteers for USAREC duty and select the best qualified.

(4) Designate the Chief, Distribution Division, to act as the approval authority for RA and USAR recruiter/company commander nominees.

(5) Act as the appeal authority for specified positions for RA and USAR recruiter/company commander nominees. The appeal authority may reconsider the appointment of Soldiers removed from a specified position due to disqualifying criteria contained in appendix C or applicable suitability regulations.

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

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

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

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

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

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

1-8. Commanding General, U.S. Army Reserve Command

The CG, USARC will—

a. Ensure the complete local screening and centralized screening of all USAR training cadre.

b. Ensure that all USAR training cadre has a current periodic health assessment and all medical records are reviewed to make sure the Soldier is medically fit for assignment to the position.

c. Provide a quarterly consolidated report of approved suitability appeals to the Office of the DCS, G-1, Army Suitability Division.

d. Ensure the suitability screening process is included in the organizational inspection program.

e. Release summaries of screening results to the appropriate approval or removal authority, who may use it only to determine suitability for the specified position.

f. Establish guidance for the detail of USAR AGR Soldiers.

g. Approve the detail of all USAR AGR Soldiers that exceed 180 days.

1-9. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7, will provide guidance to the CG, U.S. Army Training and Doctrine Command (TRADOC) to ensure execution and support of training are provided as indicated in this regulation.

1-10. The Surgeon General

TSG will—

a. Coordinate with and request support from the Director, Defense Health Agency (DHA) to ensure medical records reviews are conducted by independently credentialed health providers for Soldiers serving in or nominated for specified positions.

b. Coordinate with and request support from the Director, DHA to ensure the Soldier has a current periodic health assessment and all medical records are reviewed to make sure the Soldier is medically fit for assignment to the position.

c. Coordinate with and request support from the Director, DHA to ensure BH interviews are conducted by independently privileged BH providers for all Soldiers being considered for full-time appointment to a specified position.

d. Provide a copy of the completed DA Form 3822 (Report of Mental Status Evaluation), documenting recommendations to the approver, removal, and/or appointing authority upon completion of the BH interview.

e. Coordinate with and request support from the Director, DHA to ensure that BH providers who conduct recruiting candidate assessments (RCAs) receive face-to-face certification training from Headquarters (HQ), USAREC, Office of the Command Surgeon and Psychologist, every 3 years.

f. Act as the appeal authority for medical recruiters/company commanders disqualified because of Type II and III (see app C) offenses discovered during rescreening.

1–11. Commanding General, U.S. Army Materiel Command

a. On behalf of the CG, AMC, the CG, U.S. Army Installation Management Command (IMCOM) will, upon the request of units, conduct Army Substance Abuse Program (ASAP) reviews for military personnel serving in or nominated for a specified position assigned to the installation or in the installation's area of responsibility.

(1) For military personnel, the program official should provide the requesting unit representative with one of the following four answers: no positive tests, one positive test more than 5 years ago, one positive test in the past 5 years, or multiple positive tests.

(2) The confidentiality of ASAP information will be maintained in accordance with AR 600–85 and provided only to individuals within the Army who have an official need to know.

b. On behalf of the CG, AMC, the CG, IMCOM will conduct police records screening.

(1) Upon the request of the unit, the provost marshal (PM) and/or Director, Directorate of Emergency Services (DES) will request local civilian police records checks of military and civilian personnel serving in or nominated for a specified position. Upon the request of CG, HRC, the PM or Director, DES will conduct screening for current and nominated recruiters.

(2) For those locations where the local PM has an agreement with the state or local police, the PM or Director, DES will request state and local civilian agencies criminal records checks upon the request of installation units or in accordance with the suitability criteria for personnel in specified positions screening policy (see app C).

(3) The PM and Director, DES will not conduct checks of the Army Law Enforcement Reporting and Tracking System (ALERTS) records for personnel assigned to or nominated for a specified position. The ALERTS check will be included in the U.S. Army Criminal Investigation Division (USACID) and/or U.S. Army Crime Records Center (USACRC) check.

(4) The PM and Director, DES will consult with their installation staff judge advocate to determine if state and local statutes permit the release of police records for background checks. For those who are unable to conduct the checks due to resources or legal limitations, and for overseas locations, the PM or DES will notify the unit of the inability to complete check and the reason (cost, law, and agreement).

(5) The PM and Director, DES will remove all information regarding anyone other than the individual being screened if included in the civilian police records report (for example, victims, witnesses, and other persons related to the report).

(6) The PM and Director, DES are prohibited from using the National Crime Information Center (NCIC) for screening recruiting personnel in specified positions. Department of Justice policy limits NCIC use for authorized criminal justice purposes.

1–12. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

a. Act as the mission commander of accessions planning and execution.

b. Designate the Deputy Commanding General (DCG), TRADOC to act as the appeal authority for RA and USAR serving recruiters.

c. Conduct training courses for Army recruiters and recruiting Soldiers.

d. Complete broadened local screening and request centralized screening of all RA and USAR recruiters. Broadened local screening for these individuals includes checking local civilian police records, ASAP records, and the Department of Justice National Sex Offender website. The BH evaluation completed during the screening process of recruiters meets the intent of the BH interview.

e. Ensure the CG, U.S. Army Combined Arms Support Command coordinates with the CG, USAREC and supports the programs of instruction for the Army Recruiter Course (ARC) and other USAREC qualification and professional development courses.

f. Designate the DCG, TRADOC, to act as the approval authority for specified positions for RA and USAR recruiter/company commander nominees.

g. Through the CG, USAREC:

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

- (2) Establish detailed procedures for the training and assignment of RA and AGR Soldiers selected for USAREC duty.
- (3) Coordinate with the CG, HRC to:
 - (a) 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.
 - (b) Establish standards for the retention or reassignment and/or reattachment of USAREC Soldiers upon completion of the initial stabilization period.
 - (c) Issue assignment instructions for USAREC Soldiers. Coordinate issuance of assignment instructions with the CG, HRC and commanders of external commands for assignment of career PMOS 79R recruiters between USAREC and their units.
- (4) Report USAREC Soldiers who have been approved for involuntary reassignment from recruiting duties to the CG, HRC for reassignment or reattachment and/or reclassification, as appropriate.
- (5) Identify, in coordination with the Commandant, Recruiting and Retention College (RRC), PMOS 79R Soldiers to serve as recruiting instructors.
- (6) Provide HRC the names of all serving recruiters who are disqualified from recruiting due to the screening requirements outlined in this publication for whom the CG, HRC has not issued a waiver. Identify and provide the names not later than 15 calendar days from the date of the disqualification decision.
- (7) Delegate authority to recruiting brigade commanders or O-6 equivalent to act as the approval authority for specified positions for RA and USAR serving recruiters. The approval authority may consider requests on Soldiers suspended from specified positions due to disqualifying criteria contained in appendix C or applicable suitability regulations.
- (8) Delegate authority to recruiting brigade commanders or O-6 equivalent to act as removal authority for specified positions for RA and USAR serving recruiters.
- (9) Delegate authority to recruiting brigade commanders to act as the authority for suspension from recruiting duty for RA and USAR serving recruiters.
- (10) Prescribe detailed procedures for the processing of cases involving recruiting improprieties (see para 5-10).

1-13. Director, U.S. Army Criminal Investigation Division and/or U.S. Army Crime Records Center
The Director, USACID/USACRC will—

- a. Upon the request of HRC or the CNGB, conduct military criminal records checks for military personnel assigned to or nominated for specified positions.
- b. Release summaries of founded allegations against current and nominated RA and/or USAR recruiters and recruiting company commanders to HRC. For serving recruiters, HRC may release these summaries to the appropriate waiver and/or approval authorities. Further release of the summaries by the waiver and/or approval authorities is not authorized.

1-14. Commanders

Commanders will—

- a. Support the HRC mission of procurement of Soldiers for USAREC.
- b. Release Soldiers selected for recruiting duty from continental United States (CONUS) and outside the continental United States (OCONUS) installations to attend the ARC on temporary duty (TDY) orders issued by servicing personnel offices.
- c. Accept USAREC Soldiers for attachment to CONUS installations when requested by the CG, USAREC.
- d. Ensure subordinate commanders—
 - (1) Read and understand selection criteria specified in this regulation for Soldiers to perform recruiting duty.
 - (2) Complete and or review applicable forms.

1-15. Brigade commanders of recruiting brigades

Recruiting brigade commanders will—

- a. Initiate and coordinate local screenings. They may delegate this responsibility to battalion-level commanders, as appropriate, for geographically dispersed units.
- b. Serve as appointing, suspension, reassignment, reattachment, and removal authorities as designated in this regulation.
- c. Complete notifications, recommendations, and endorsements for selection, reclassification, reassignment, or reattachment as required by this regulation.

Chapter 2

Selection and Training of Enlisted Soldiers to Serve in Recruiting Activities

Section I

Selection and Training of Enlisted Soldiers to Serve in U.S. Army Recruiting Command

2-1. Recruiting duty

Accomplishment of the USAREC mission requires direct contact with the American public. Recruiters include all Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. This may include Soldiers holding the PMOS 79R, DA-selected recruiters, and military occupational specialty (MOS) immaterial recruiting battalion and brigade command sergeants major (CSMs).

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

Enlisted Soldiers selected for assignment to USAREC serve either as Army recruiters or as administrative support Soldiers. As they represent the Army in civilian communities, all enlisted 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.

2-3. Selection and processing for U.S. Army recruiters

This section prescribes criteria for the selection and processing of enlisted Soldiers for service as U.S. Army recruiters. RA Soldiers, either volunteers or those nominated by their career branches, who are selected for assignment as Army recruiters will be detailed to USAREC for a 3-year stabilized assignment. USAR Soldiers currently in a Ready Reserve status may apply for active duty as a USAR AGR recruiter provided they meet the requirements of AR 135-18. USAR Soldiers selected for assignment as Army recruiters will serve an initial recruiting tour of 3 years. Chief, Distribution Division, HRC will make final selections of enlisted Soldiers to serve as recruiters.

2-4. Selection criteria

- a.* To qualify for selection as an enlisted Army recruiter, a Soldier must—
- (1) Be a United States citizen by birth or naturalization, or a lawful permanent resident alien.
 - (2) Be a high school graduate with diploma or possess a high school general education development transcript that reflects successful completion.
 - (3) Have a minimum general technical (GT) score of 90 with a skilled-technical (ST) score of 90 (CG, USAREC may grant waivers for scores below 90).
 - (4) Be at least 21 years old, but not more than 39 years old at time of selection (waiver authorized to age 45 by CG, USAREC).
 - (5) Be a sergeant (SGT), staff sergeant (SSG), or sergeant first class (SFC).
 - (6) For RA Soldiers, at time of selection have no less than 4 years of time in service and no more than 9 years of time in service if a SGT, no more than 15 years of time in service if a SSG, or no more than 20 years of time in service if a SFC (waiverable by CG, USAREC). Soldiers in the rank of SGT must have 1 year time grade (waiverable by CG, USAREC) and must be a Basic Leader Course graduate (waiver not authorized). SFC DA-selected recruiters who request retirement that would not permit them to complete 3 years of recruiting duties prior to their retirement date must have a favorable recommendation from CG, USAREC prior to favorable consideration of their request.
 - (7) Have completed 1 year of service since reclassification per AR 614-200 (waiver not authorized).
 - (8) Not have voluntarily left the AGR Program within the past 12 months (waiverable by CG, HRC).
 - (9) Meet the physical profile requirements of AR 40-501 (see medical fitness standards for retention and separation) and screening table or body fat standards of AR 600-9 (waiver not authorized).
 - (10) Have a minimum physical profile of 132321. Soldiers possessing a 3 in upper extremities must have prior Military Occupational Specialty Administrative Retention Review (MAR2) clearance. Additionally, Soldiers cannot have a shaving profile (waiver not authorized for shaving profile; other profiles, including Soldiers with sleep apnea, may be submitted for waiver consideration by CG, USAREC).
 - (11) Have an RCA completed by an independently privileged BH provider (waiver not authorized) within 6 months of arrival at RRC. If the Soldier is OCONUS, providers must complete the RCA no earlier than 4 months prior to date eligible for return from overseas (DEROS). The RCA must be based on a face-to-face personal interview and review of health records by an independently privileged BH provider certified by HQ, USAREC Office of the Command Surgeon and Psychologist to perform RCAs (waiver not authorized). While these are almost exclusively Army

providers assigned to the U.S. Army Medical Command (MEDCOM), in rare cases BH providers from sister Services may also be privileged and certified to perform the RCA. Providers are encouraged to use objective measures such as current versions of the Minnesota Multiphasic Personality Inventory, Millon Clinical Multiaxial Inventory, or the Personality Assessment Inventory, as determined by the BH provider conducting the assessment. Providers will document the RCA in the electronic medical record and address the domains as indicated in appendix B. Providers will report the results of the assessment on DA Form 3822 with a recommendation (See appendix B for detailed information). HRC/USAREC will not accept a deferred diagnosis on the DA Form 3822. Conditions that will preclude a Soldier from recruiting duties are any diagnosis or condition that causes cognitive impairment, are chronic (see paras 2–4a(11)(a) through 2–4a(11)(d)), or would result in a referral to a medical evaluation board in accordance with AR 40–501. In addition to the requirements set forth in AR 40–501 and any current Army or DoD policy impacting this section, the following should also be considered:

(a) *Temporary conditions (behavioral health)*. These are conditions that, once resolved, will not preclude a Soldier from being assigned to recruiting activities.

1. Current cognitive impairment or distress, or active treatment for any condition that carries increased risk of cognitive impairment or distress. If a Soldier is found to be experiencing a condition that may be temporary, a credentialed BH provider must indicate an expected timeframe in which the Soldier may return for reconsideration.

2. Applications will not be considered for any Soldier who has experienced psychiatric symptoms within the past 12 months.

3. Not stable on medication regimen (defined as less than 3 months with the same medication and dosage and without symptoms).

4. Post-deployment stabilization is a minimum 90 days after redeployment; the RCA should not be completed prior to the stabilization period (waiver not authorized).

(b) *Chronic or recurrent conditions (behavioral health)*. See AR 40–501 for all BH conditions that must be considered when evaluating applications (see medical fitness standards for retention). These conditions are nonwaiverable bars to consideration for recruiting activities. Typical disqualifying conditions are:

1. History of suicide attempt.

2. History of nonsuicidal self-directed violence with intent to seek help or attention, regulate mood, relieve tension, or to cope with cognitive impairment (for example, cutting, head banging, burning, and so forth).

3. History of voluntary or involuntary psychiatric admission, residential/inpatient substance use treatment, and/or psychiatric medical evacuation from theater or deployed setting.

4. Autism spectrum disorder and other pervasive neurodevelopmental disorders/conditions.

5. History of any psychosis.

6. Chronic pain that requires regular usage of narcotic medications, benzodiazepines, or medications that restrict the Soldier's ability to drive greater than 1 hour.

7. A history or current manifestation of personality disorders, disorders of impulse control not otherwise specified, transvestic disorder, voyeurism, paraphilic disorder or factitious disorders, psychosexual conditions, or any significant odd, erratic, or fearful personality traits that are likely to interfere with recruiting duties.

8. A history or current manifestation of bipolar disorders; cyclothymic disorders; and somatic symptoms and related disorders.

(c) *Temporary conditions (physical health)*. Examples of temporary conditions are:

1. Temporary pain conditions.

2. Musculoskeletal conditions requiring external support (for example, sling, bacem cast, and so forth).

3. Conditions limiting ability to drive, sit, or stand for prolonged periods of time.

4. Pseudofolliculitis barbae (PFB) should be temporary.

(d) *Chronic or recurrent conditions (physical health)*. See AR 40–501 for all conditions that must be considered when evaluating applications (see medical fitness standards for retention). These conditions are nonwaiverable bars to consideration for recruiting activities. Typical disqualifying conditions are:

1. Suspected or confirmed diagnosis of chronic pain, migraine headaches, seizures, or narcolepsy.

2. Chronic conditions that limit the ability to drive, sit, or stand for prolonged periods of time.

(e) *Questions*. For questions that surface regarding physical conditions, BH, HRC, or BH providers must consult the USAREC command psychologist at U.S. Army Recruiting Command (RCCS–CP), 1307 Third Avenue, Fort Knox, KY 40121–2725.

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

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

(14) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms. Tattoos must be in compliance with current Army policy.

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

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

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

(18) Not have a history of two or more alcohol or substance abuse program enrollments. Soldiers currently enrolled or those enrolled in an alcohol or substance abuse program in the last 36 months are temporarily ineligible for recruiting duty. Soldiers with a history of two or more alcohol or substance abuse program enrollments are permanently ineligible for recruiting duty.

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

(20) Have favorable civilian and military disciplinary records that do not contain adverse information (see glossary). Adverse information includes the disqualifying offenses in appendix C, credible evidence of drug or alcohol related incidents, credible evidence of driving under the influence or driving while intoxicated, or a positive urinalysis for a controlled substance.

(21) Have received a favorable National Agency Check with Local Records and Credit Check (NACLC) or Tier 3 investigation, and finalized cleared background screening from Commander, U.S. Army Human Resources Command, Enlisted Background Screening Section (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303, prior to attendance at ARC. Notwithstanding the disqualifying adverse information covered in paragraph 2–4a(20), not otherwise have been convicted by a civilian court or court-martial (waiver authorized).

(22) Never have been the subject of an adverse adjudication (including proceedings under the provisions of Article 15, Uniform Code of Military Justice (UCMJ, Art. 15)) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received (waiverable), or any offense under the UCMJ (10 USC Chapter 47) 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 public website (the National Sex Offender Public Website) by the agency that currently conducts background screening on potential recruiters. If the search indicates a potential match, commanders are required to conduct further investigation and communicate with the responsible jurisdiction. No adverse action or suitability determination will be made based solely on the information listed in the National Sex Offender Public Website.

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

(24) If sole parents or guardians, have their Family Care Plan reviewed and approved by CG, USAREC.

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

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

(27) Meet the following service remaining requirements (SRRs):

(a) *Regular Army Soldiers.* If assigned to CONUS or U.S. territories, Soldiers must have at least 3 years of time in service remaining from the report date to the recruiting assignment upon completion of the ARC. OCONUS Soldiers must have at least 3 years and 6 months' time in service remaining from their report date to the recruiting assignment to allow completion of the ARC after arrival in the CONUS. Enlisted Distribution and Assignment System (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 CG, HRC (waiver not authorized).

(b) U.S. Army Reserve Soldiers.

1. Soldiers must be able to serve at least 3 years in an active status prior to being eligible to receive military retired pay or be subject to mandatory removal. Soldiers must have a minimum of 3 years of service remaining on their enlistment contracts before reporting for the initial active duty tour. Soldiers requiring extension to establish simultaneous expiration term of service (ETS) and release from active duty (REFRAD) will be so extended once they are accessed and process 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.

2. Items described in this paragraph as “waiver authorized” may be considered by appropriate authority.

3. Requests for waivers for applicants with more than 17 years of active federal service will not be considered. All other waiver authorized criteria may be waived by the CG, USAREC.

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

c. Soldiers who are former recruiters may return to recruiting duty provided they meet the criteria above, and have not had their records permanently annotated under paragraph 5–12. Final approval for these requests is the CG, USAREC. All former recruiters (Soldiers who do not possess PMOS 79R) who are accepted but were reassigned outside of USAREC for over 1 year will be required to successfully complete the ARC. Personnel records of former recruiters will be checked against USAREC, IG, and Enlisted Standards Division files and rescreened to ensure compliance with all selection criteria of this paragraph. Those Soldiers having findings are prohibited from applying and returning to recruiting duties.

d. CG, HRC identifies USAR DA-selected recruiters for recruiting duty. AGR Soldiers meeting the screening criteria for recruiting duty are scheduled for attendance at the ARC and subsequent assignment to a recruiting battalion. Attachments are coordinated by USAREC G1. Director, HRC Enlisted Personnel Management Directorate (EPMD) will provide a pinpoint assignment based on priority fill and needs of USAREC. AGR Soldiers who volunteer for recruiting duty from other commands within the AGR Program are processed in the same manner as DA-selected recruiters. Upon successful completion of the ARC, all DA-selected recruiters will be awarded secondary military occupational specialty (SMOS) 79R and skill qualifications identifier (SQI) 4.

2–5. Recruiter qualification packets

a. Regular Army Soldiers.

(1) All Soldiers who volunteer or are identified by HRC to perform recruiting duty must complete a recruiter qualification packet prior to attendance at the ARC. Information on initial assignment as recruiters is available at <https://recruiting.army.mil>.

(2) The following forms and documents comprise the recruiter qualification packet:

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

(b) DA Form 5426 (Battalion Command Team Recruiter Candidate Interview and Evaluation). The first commander or supervisor in the grade of lieutenant colonel (LTC) or higher in the chain of command must complete this form; an officer in a lower grade may complete the form if the officer has assumption of command orders authorizing them to fill the higher position. The first battalion or higher level command sergeant major (CSM) in the chain of command must participate in the completion of the form. This interview and evaluation should focus on the selection criteria listed in paragraph 2–4. Battalion commanders must include in the remarks section of the form a written recommendation either supporting the assignment to recruiting duty, or stating the reasons the Soldier is not qualified to perform recruiting duty. Battalion commanders must also ensure the candidate’s Army Combat Fitness Test (ACFT) results are within 6 months of the evaluation and verify that the candidate has favorable Tier 3 investigation results. Use a continuation page, if necessary.

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

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

(e) A current copy of Enlisted Record Brief (ERB).

(f) An assignment preference map is available at <https://recruiting.army.mil>.

(g) DA Form 3822. The RCA criteria is specified in paragraph 2–4a(11).

(3) If applicable, Soldiers must provide the following documents:

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

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

(c) Custody or divorce documents.

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

(4) All volunteers will forward the completed recruiter qualification packet application to the Commander, U.S. Army Recruiting Command (RCPE), 1307 Third Avenue, Fort Knox, KY 40121–2725. DA-select nominees will forward their completed nomination packet with all enclosures through the local servicing personnel office to the Commander, U.S. Army Human Resources Command (AHRCEPD–D), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

b. U.S. Army Reserve Soldiers.

(1) Applications for initial entry into the AGR are submitted in accordance with AR 135–18. The following forms and documents comprise the application packet:

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

(b) DA Form 5426. The first commander or supervisor in the grade of LTC or higher in the chain of command must complete this form; an officer in a lower grade may only complete the form if the officer has assumption of command orders authorizing him or her to fill the higher position. The first battalion CSM or higher in the chain of command must participate in the completion of the form. This interview and evaluation should focus on the selection criteria listed in paragraph 2–4. Battalion commanders must include in the remarks section of the form a written recommendation either supporting the assignment to recruiting duty, or stating the reasons the Soldier is not qualified to perform recruiting duty. Use a continuation page, if necessary.

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

(d) A letter of recommendation from the mission support command or direct reporting unit (DRU) commander's designated representative (company grade officer) or the first LTC in the USAREC area where the mission support command or DRU is located.

(e) Application documents for AGR duty.

(f) DA Form 7424 completed by the first commander or supervisor in the grade of captain or GS–11 or above in the chain of command or supervisory chain; an officer in a lower grade may complete the form only if the officer has assumption of command orders authorizing them to fill the higher position.

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

(h) 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).

(i) DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) less than 2 years old at tour start date. The physical examination must be completed under the provisions of AR 40–501 (see medical fitness standards for retention). Physicals for Soldiers 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).

(j) Updated ERB (certified true copy).

(k) DA Form 3822. The RCA will be completed prior to graduation of the ARC.

(l) Copy of DD Form 214 (Certificate of Uniformed Service), DD Form 215 (Certificate of Uniformed Service Correction to DD Form 214/214–1), NGB Form 22 (National Guard Report of Separation and Record of Service),

NGB Form 23A (ARNG Current Annual Statement), and DD Form 220 (Active Duty Report) that separated applicant from active duty (certified true copy).

- (m) DA Form 5646 (Statement of Conditions of Service—Active Guard Reserve (AGR)).
- (2) Applications will also include the following:
 - (a) Official military photograph within 5 years in accordance with AR 640–30 (waiver authorized).
 - (b) Biographical summary.
 - (c) DA Form 1059 (Service School Academic Evaluation Report) with proof of highest Noncommissioned Officer Education System completed (certified true copy).
 - (d) Latest promotion order (certified true copy).
 - (e) Latest reclassification order (certified true copy).
 - (f) DA Form 2166–9–1 (NCO Evaluation Report (SGT)), DA Form 2166–9–2 (NCO Evaluation Report (SSG–1SG/MSG)), and DA Form 2166–9–3 (NCO Evaluation Report (CSM/SGM)) (hereafter referred to collectively as DA Form 2166–9 series or Noncommissioned Officer Evaluation Reports (NCOERs)) (last three for SGT and above). Provide photocopies; original documents must not be included in the application packet (certified true copy).
 - (g) DA Form 5500 or DA Form 5501 within 3 months of application.
 - (h) If applicable, the Soldier must also provide photographs of all of their tattoos (except those located in genitalia, buttock, or female breast areas of their body).
- (3) The USAR, through execution by HRC, has sole responsibility for hiring to fill and maintain USAR recruiter strength.

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

- a. Upon receipt at HRC of the completed application or nomination packet, the Soldier’s Army Military Human Resource Record (AMHRR) will be evaluated with regard to final selection.
- b. Nominees and volunteers not selected for recruiting duty by HRC will be notified through command channels. The application or nomination packet and commander’s evaluations will be retained in the individual’s career management individual file for a period of 2 years.
- c. The application or nomination packet and commander’s evaluations, and copies of the records brief of those nominees and volunteers selected for recruiting duty will be filed at HRC.
- d. For RA CONUS recruiter candidates, the CG, HRC will issue assignment instructions and the local servicing personnel office will provide TDY orders for attendance at the ARC (for overseas returnees, see para 3–2). For USAR recruiter candidates, HRC will provide orders for attendance at the ARC and subsequent follow-on assignment. The Soldier will be advised that HRC completes a background screening on all Soldiers being considered for recruiting duty. Until HRC obtains and evaluates information received, assignment instructions to USAREC will be considered tentative. Background screenings must be finalized and cleared, including ensuring nominee has received a favorable Tier 3 investigation, prior to Soldiers’ attendance at ARC. However, on a case-by-case basis, the Director, HRC EPMD may authorize a recruiting nominee to begin training at the ARC based on a favorable interim screening determination while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the ARC only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a recruiter until a favorable background screening determination has been completed. In addition, the CG, USAREC will review any subsequent reports of potential disqualifiers pertaining to the nominee and submit a recommendation to the Director, HRC EPMD for consideration in deciding whether the candidate should be authorized an exception to policy to begin schooling in the absence of a favorable final background screening determination. Soldiers assigned to and attending ARC on interim background screening, which later receive a final background screening disqualification for such duty, may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the Director, HRC EPMD.
- e. The following applies to potentially disqualifying nominations:
 - (1) Soldiers with a civilian or military criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding involving a Type I offense or offenses established by Army policy will be permanently excluded from recruiting duty (see app C for Type I offenses). A Type I offense that does not result in a criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding will be treated as a Type II offense.
 - (2) Administrative reports that preclude initial appointment to a specified position include the following:
 - (a) Soldiers who are flagged, barred from reenlistment, or coded with any administrative information indicating an investigation is underway are prohibited from initial appointment or service in a specified position until the flag, bar, or code is removed.

(b) Soldiers pending determination by a Medical Evaluation Board, Physical Evaluation Board, or MAR2 process are not eligible for appointment as recruiting cadre unless found fit for continued duty.

(c) Soldiers with a currently revoked, denied, or suspended security clearance or who failed to attain or maintain a favorable Tier 3 investigation are not eligible for appointment to a specified position.

(3) CG, HRC will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in appendix C. In accordance with Army policy or applicable suitability regulations, HRC will screen and/or coordinate the following records for all potential recruiter candidates.

(a) TIG records.

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

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

(4) CG, HRC is the appeal authority for Soldiers disqualified because of adverse information of a Type II and Type III offense during the background screening process (see app C).

(5) Soldiers who are disqualified for recruiting duty based on background screening will be notified via official military email.

(a) The email message includes the basis of disqualification, the agency that reported the potentially disqualifying information and the agency's address, and the Soldier's right to military counsel or civilian counsel (at the Soldier's expense). The Soldier is informed that they may request appeal of the decision and that if the Soldier desires to appeal the decision; they must notify the appointing authority within 14 calendar days of receiving the notification of disqualification that they plan to submit rebuttal matters. The email will also inform the Soldier that rebuttal matters must be submitted within 45 calendar days of the date in which they received the disqualification notification. Further, the email will inform the Soldier that rebuttal matters must be submitted to the Commander, U.S. Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. The appeal request must be endorsed by the first general officer in the chain of command. The CG, HRC is the approval authority for appeals of disqualifications resulting from initial screenings.

(b) Approvals and appeals will only be granted in exceptional circumstances, when the approval/appeal authority determines that, despite the disqualifying information, the Soldier requesting the adjudication or submitting the appeal is best qualified to serve in the position. Approvals/appeals will not be granted if the disqualifying information calls into question the character, conduct, or personal integrity of the Soldier requesting the adjudication.

(c) Disqualification from a specified position is not an independent basis for disciplinary action. Commanders should consult with their servicing judge advocate regarding the underlying misconduct.

f. During the initial orientation at RRC, recruiting candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, investigated or had police involvement for any Type I or Type II report of unfavorable information listed on the form, or any unfavorable incident over the Soldier's lifetime, and Type II reports of unfavorable information within the last 5 years. Forms will be forwarded to Commander, U.S. Army Human Resources Command (AHRC-EPO-A/Special Actions Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. If a Soldier indicates possible misconduct that could be a disqualifier from recruiting duty, CG, HRC will make the final determination and notify the RRC if the Soldier will be removed from the school.

g. All nominees reporting to the ARC must hand-carry their entire recruiter qualification packet, which includes: DA Form 5425, DA Form 5426, DA Form 5427, DA Form 7424, and the DA Form 3822 as specified by paragraph 2-4a(11).

2-7. Attendance at the Army Recruiter Course

a. All Soldiers selected for initial assignment as RA/USAR enlisted recruiters will attend the ARC. Successful completion of the ARC is a prerequisite for assignment as a recruiter. Recruiter candidates must pass the ACFT as screening criteria for attendance at the ARC. Passing the ACFT is a graduation requirement for recruiter candidates.

b. DA Form 1059 must be completed on all Soldiers upon completion of the ARC and will be transmitted through HRC to the Soldier's permanent record.

c. RA Soldiers will be scheduled for attendance as follows:

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

(2) Soldiers serving in OCONUS assignments will proceed to their USAREC assignment and then attend the ARC TDY and return. OCONUS Soldiers must complete the recruiter qualification packet and have an approved recruiter background investigation, favorable Tier 3 investigation, and favorable DA Form 3822 prior to departing from OCONUS to their assignment in USAREC.

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

(4) Soldiers failing to complete the ARC who were sent to the ARC TDY and return from—

(a) CONUS installations will return to their installations.

(b) USAREC assignments will be reported to the CG, HRC as immediately available for assignment.

(5) Upon successful completion of ARC training, Soldiers who arrive at the ARC TDY and return from—

(a) CONUS installations will return to their parent units for out-processing and then proceed to their USAREC assignments.

(b) Their USAREC assignments will return to their units.

d. USAR Soldiers will be scheduled for attendance as follows:

(1) All recruiter candidates selected for initial AGR assignment as recruiters will be issued active duty for training orders to attend the ARC. Recruiter candidates and AGR Soldiers who are returning to recruiting duty may be required to attend the ARC if they have not been actively engaged in recruiting duty for 12 months or more.

(2) Soldiers currently in the AGR Program who are selected for recruiting duty will attend the ARC TDY and return to their parent unit.

(3) Upon successful completion of ARC training, AGR recruiters will normally report to their recruiting battalions. HRC will issue SDAP orders in accordance with AR 614–200. Initial AGR tour applicants who fail to complete the ARC will be returned to their home of record and active duty for training orders will be amended to end on the date they returned to their home of record. AGR Soldiers who fail to complete the ARC will be returned to their parent unit.

2–8. General provisions of initial Department of the Army-selected period

a. DA-selected recruiters and initial tour USAR recruiters will be stabilized in USAREC for 3 years from the date they report to the battalion. RA overseas returnees will be stabilized in USAREC for 3 years from ARC graduation.

b. Recruiters serving their initial period of assignment will not be authorized to reenlist for assignments out of USAREC that would not permit completion of the 3-year recruiter assignment.

c. DA-selected recruiters will retain their PMOS and will compete for promotion in their PMOS.

d. Upon successful completion of the ARC, all DA-selected recruiters will be awarded an SMOS of 79R and an SQI of 4 to indicate basic qualification as a recruiter. Soldiers will also receive a DA Form 1059 in accordance with AR 623–3.

e. Recruiters selected for basic branch Advanced Leaders Course (ALC), Senior Leaders Course (SLC), or other non-USAREC schooling while serving in a DA-selected status will attend the schooling TDY and return from USAREC. DA-selected recruiters may depart after 33 months to attend ALC or SLC en route to their next assignment.

f. DA-selected recruiters, who have been selected for promotion to master sergeant (MSG) and have been assigned to USAREC for at least 12 months, will be released to their respective branches for immediate reassignment to the needs of the Army. Those who have been assigned less than 12 months to USAREC will be released to their respective branches for assignment upon reaching 12 months.

2–9. New recruiters

a. All DA-selected recruiters (any MOS other than 79R) and initial tour USAR PMOS 79R recruiters are considered new recruiters. New recruiters will not normally be assigned to supervisory positions of any type or to locations where supervision is limited.

b. Voluntary reassignment of new recruiters is limited to compassionate, hardship, or humanitarian reasons. Involuntary reassignment of new recruiters is outlined in chapter 5.

Section II

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

2–10. Assignment policy

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

2-11. Selection procedures for administrative support Soldiers

a. Soldiers may volunteer or be selected to serve in administrative support roles within USAREC.

(1) Soldiers serving in CONUS or in overseas commands may request assignment to recruiting support duties by submitting a request through their chain of command to the CG, HRC. Final determination of the USAREC assignment will be made through coordination between USAREC and HRC based on command needs.

(2) Soldiers must have sufficient time remaining on their current enlistment or take the required action to acquire sufficient remaining service to complete a normal 3-year tour of duty in USAREC if selected for an administrative support assignment.

(3) For Soldiers who volunteer, the first commander in the applicant's chain of command will make a recommendation specifically addressing the applicant's potential to perform in the USAREC environment and will consider the same factors that apply to recruiters (see para 2-4).

b. In the absence of sufficient volunteers, Director, HRC EPMD will nominate qualified Soldiers for USAREC administrative support positions.

(1) HRC will identify Soldiers nominated to USAREC.

(2) For administrative support Soldiers, HRC will conduct a screening to ensure that Soldiers selected to serve in USAREC meet the criteria outlined in paragraph 2-4. If derogatory information surfaces concerning USAREC replacements, the information will be evaluated by the CG, HRC and CG, USAREC to either approve or delete Soldiers from assignment.

(3) Losing commanders will interview Soldiers identified by HRC for assignment to USAREC. General guidance contained in paragraph 2-4 will be used to conduct the interview. Unit commanders will request the deletion of Soldiers unqualified for USAREC service according to this regulation. The CG, HRC is the approval authority for deletion requests.

c. Administrative support Soldiers in USAREC incur a 3-year assignment stabilization, beginning the date the Soldier reports to the USAREC unit of assignment. All Soldiers selected for an assignment to USAREC will be required to extend or reenlist to complete a normal 3-year tour. Administrative support Soldiers will normally not be reassigned within USAREC.

Chapter 3

Assignment and Reassignments of Regular Army Enlisted Recruiters within the U.S. Army Recruiting Command

Section I

General

3-1. Concept

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

b. Assignment or reassignment policies are designed to:

(1) Meet the needs of USAREC by balancing personnel fill and experience while taking into account, when possible, the individual preferences of the recruiter.

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

(3) Capitalize on individual recruiting talents and experience.

(4) Provide career progression for the recruiting force.

(5) Distribute recruiting personnel fill as approved by the CG, USAREC.

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

(7) Exploit identified quality recruiting markets.

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

3-2. Overseas returnees

Upon notification from HRC that a Soldier overseas has been accepted for recruiting duty, USAREC (RCPE) will initiate the assignment process. Upon determination of the duty location, CG, USAREC will provide assignment information to CG, HRC. CG, HRC will issue the losing installation assignment instructions for orders to be published.

a. OCONUS nominees must in-process with their recruiting battalion to ensure they continue to meet the recruiter selection criteria in paragraph 2–4 prior to taking final actions to procure housing and accept delivery of household goods.

b. In cases where units identify that OCONUS nominees no longer meet recruiter selection criteria in paragraph 2–4, they will immediately contact USAREC G1. Units will identify the Soldier’s name, rank, Department of Defense identification (DoDID), and disqualifying factor (with all supporting documentation) within 72 hours. USAREC G1 will inform CG, HRC to immediately divert the Soldier to an assignment outside of USAREC. USAREC G1 will attach the Soldier to the programmed USAREC unit until HRC can divert them to an assignment outside of USAREC.

c. OCONUS nominees will serve 36 months on recruiting duty from the ARC graduation date, not the date initially reported to the recruiting battalion.

3–3. Selectees within the continental United States

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

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

b. Battalion-level of assignment will be announced during week two of the ARC. Recruiting battalions are required to make the station or center level assignment and identify a sponsor by the fourth week of the ARC.

c. After completion of the ARC (and completion of a favorable background screening in cases where it is incomplete prior to ARC attendance), recruiters will be given assignment instructions to be provided to the losing installation reassignment work center to have permanent change of station (PCS) orders published. Recruiters will comply with the HRC established report date.

3–4. Diversion of recruiter replacements

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

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

Section II

Stabilization and Assignment or Reassignment Policies for Regular Army Enlisted Recruiters

3–5. Assignment and reassignment policies

The following policies apply to assignments and reassignments within USAREC.

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

b. USAREC G1 is responsible for managing the recruiting force, which includes the assignment process for all Soldiers holding PMOS 79R. Director, HRC EPMD is the approval authority for all PCS moves requested by USAREC G1 for Soldiers in the ranks of SGT through MSG and first sergeant (1SG). Primary criteria used to determine assignments are unit readiness, professional development, and Soldier preferences. Communication between Soldiers and their career managers is a vital element of the assignment process. Soldiers may contact USAREC G1 any time to discuss career management and assignment opportunities.

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

d. Soldiers having 19 years and 6 months or more of active federal service when notified of PCS may request retirement in lieu of PCS in accordance with AR 635–200 upon receipt of official assignment notification. Soldiers will receive official notification via email transmitted to their official DoD enterprise email.

e. USAREC G1 will use the following criteria to manage RA reassignments for Soldiers possessing PMOS 79R in the ranks of SGT to SFC.

(1) CONUS assignments and tours will be 36 months for RA Soldiers. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements.

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

(3) USAREC G1 establishes loss dates for all Soldiers based on their last cost move date and established tour lengths.

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

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

(6) USAREC G1 will manage NCOs reclassifying into PMOS 79R. USAREC G1 will program these NCOs to fill valid 79R positions within USAREC upon reclassification.

(7) USAREC G1 will manage OCONUS assignments in accordance with AR 614–30 and the Joint Travel Regulations (JTR).

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

g. Individual preferences will be considered when possible. Soldiers who possess PMOS 79R will submit their preferences and assignment considerations within the Headquarters Support System (HSS) in order for the USAREC G1 to have a baseline of what the Soldier desires.

h. The following outlines tour lengths for career recruiters in the ranks of CSM, sergeant major (SGM), 1SG, and MSG.

(1) *Command sergeant majors and/or sergeant majors.*

(a) The normal tour length for CSM/SGM assignments is 24 months. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements. Director, HRC EPMD is the approval authority for all SGM assignments, with input provided from USAREC G1.

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

(2) *First sergeants and master sergeants.*

(a) The normal tour length of MSG assignments is 36 months. The normal tour length of 1SG assignments is 24 months. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements.

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

3–6. Recruiter reassignments

a. Reassignments of Army recruiters impact recruiting missions and, as such, are time sensitive. All unit-initiated reassignments must be forwarded through USAREC G1. USAREC G1 will forward moves that involve the expenditure of PCS funds to HRC (AHRC–EPD–D) for approval. A general officer must initiate or endorse a waiver if the Soldier has not completed 24 months' time-on-station (TOS).

b. Unit-initiated reassignments must be based on valid requirements and sound justification. Unit-initiated reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for a compassionate reassignment under AR 614–200 or as a substitute means for joint domicile or other assignments. Approval authority for these types of assignments is the CG, HRC. Requests for compassionate reassignment must be submitted through command channels to CG, USAREC.

c. The policies outlined in paragraph 3–5 apply to all unit-initiated reassignments.

d. New recruiters will normally not be considered for unit-initiated reassignment (see para 2–9).

e. In general, unit-initiated reassignments should provide for career progression.

f. Examples of career progression reassignments are as follows:

(1) Recruiter to recruiting leadership position.

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

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

g. Recruiter vacancies created by unit-initiated reassignments are normally filled by replacements who are newly assigned graduates of the ARC.

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

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

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

i. Requests for all types of unit-initiated moves must be submitted for approval to CG, USAREC. CG, USAREC will then approve no cost moves and publish no cost orders. USAREC will forward full-cost unit-initiated moves to Director, HRC EPMD for final approval and HRC will load the assignments. Term of service waivers, initiated or endorsed by a general officer, are required for cost unit-initiated moves unless the Soldier has completed 24 months TOS. All reassignments or reattachments, including those that involve a position change only, affect entitlements, individual records, use, and basic allowance for housing, and require centralized management. Recruiters will not be moved without issuance of reassignment orders by USAREC G1 for RA Soldiers or the CG, HRC for AGR Soldiers. Commanders who direct movement of recruiters without proper authority (prior to receipt of assignment orders) are approving Soldiers to work in a TDY status (as established by the JTR), which will entitle recruiters to reimbursement for travel and per diem expenses; commanders will reimburse these expenses from the unit's operating budget. HRC, IMCOM, and USAREC will not backdate the authority for movement to compensate for lack of obtaining proper approval.

j. Requirements for submission are as follows:

(1) Unit-initiated requests through HSS will include complete gaining and losing location information, to include names of incumbents and replacements, distances between locations and distances between current residence to both gaining and losing locations, unit identification codes, recruiting station identification code (RSID), city, state, and zip codes.

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

k. Unit-initiated reassignments may be considered by CG, USAREC to balance command strength and experience levels, to fill critical recruiting vacancies, or to manage the recruiting force according to established priorities and policies. All Soldiers are eligible to be involuntarily reassigned or reattached upon completion of 2 years in their current duty location, although every effort will be made to avoid such situations and allow completion of a normal 3-year tour. Priority for directed reassignment or reattachment will be given to recruiters within 6 months of their loss date in accordance with paragraph 3-5e(3). The following applies to USAREC-directed reassignments or reattachment:

(1) Individual preferences will be taken into consideration.

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

(3) Once the assignment is determined, USAREC G1 will coordinate with the gaining unit for a station or center level assignment. HRC will issue assignment instructions after determination of station or center level assignment.

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

3-7. Nominative assignments

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

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

(2) USAREC will screen potential candidates to determine assignment eligibility using input from units and/or staffs possessing nominative positions. USAREC G1 will give first consideration to Soldiers who volunteer for these positions. In cases where the number of volunteers is insufficient to fill all available positions, USAREC G1 will screen PCS-eligible Soldiers to identify eligible Soldiers to fill these positions.

(3) Once identified, USAREC G1 will notify the appropriate commanders and selected Soldiers.

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

3–8. Other reassignment requests from Soldiers

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

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

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

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

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

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

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

b. Request for compassionate reassignment will be submitted on DA Form 3739 (Application for Compassionate Actions) through USAREC G1 to CG, HRC for approval or disapproval. Chapter 6 governs AGR moves for compassionate reasons. Compassionate actions must meet requirements contained in AR 614–200. If approved by the CG, HRC, the Soldier will incur a 1-year stabilization at approved location. Upon completion of the stabilization, the Soldier may be reassigned based on the needs of the command.

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

Chapter 4

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

4–1. General

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

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

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

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

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

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

(2) Meet the requirements in paragraph 2–4 (except for GT/ST; GT/ST requirements for reclassification to PMOS 79R are established in DA Pam 611–21) regardless of last recruiting assignment or date last assigned to USAREC.

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

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

(5) Not be pending investigation or any unfavorable action.

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

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

(8) Meet requirements established in DA Pam 611–21 for MOS 79R.

(9) Meet SRR requirements. Soldiers who are reclassified to PMOS 79R incur a 36-month SRR after reclassification. Soldiers who do not have 36 months service remaining must take action to meet the SRR within 30 calendar days after reclassification.

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

(1) DA-selected recruiters will submit a request for reclassification to PMOS 79R through their chain of command.

(2) The recruiting battalion commander or acting commander will process the request and provide a recommendation based on the assessment of the recruiter according to paragraph 4–2b. A recommendation of disapproval must include specific comments.

(3) DA-selected recruiters who intend to reclassify to PMOS 79R are required to extend their recruiting tour. Individual Soldiers must request this extension between the 15th and 24th month of their DA-selected recruiting duty assignment. Units will forward the extension request on DA Form 4187 concurrently with the reclassification request to CG, USAREC (RCPE) no later than the end of the Soldier's 24th month.

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

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

(1) DA-selected recruiters will enter their assignment preferences in Assignment Satisfaction Key (ASK) by the 24th month of their DA-selected period.

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

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

c. The recruiting battalion commander will ensure the battalion S1 initiates action to terminate the DA-selected Soldier's SDAP in order to be processed and stopped prior to the Soldier's departure. Commanders will forward SDAP terminations to USAREC G1; USAREC G1 will prepare SDAP orders (for RA Soldiers) or forward termination requests to HRC (for AGR Soldiers) for issuance of SDAP termination orders.

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

4–4. Department of the Army-selected recruiter attachments for U.S. Army Reserve enlisted Soldiers

a. DA-selected AGR recruiters are attached to USAREC for 3 years. Commanders will counsel and encourage Soldiers to convert to MOS 79R. All DA-selected AGR 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.

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

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

4–5. Rescreening procedures

a. Soldiers serving in specified positions will be rescreened every 3 years from the date of their initial assignment to the position. Commands must notify the applicable screening agencies listed in DoDI 1304.33, enclosure 3 at least 120 days before the expiration of a Soldier's current screening.

b. If a Soldier is reassigned within 3 years to a different specified position, the Soldier will not undergo a new screening.

c. Rescreening will search records for the 5 years preceding the rescreening if the Soldier remains assigned to the same position. Misconduct resulting in disqualifying information between screenings will subject a Soldier to suspension and potential disqualification from a specified position.

d. Commands will maintain their screening requirements documentation while the Soldier is serving in the command. If a Soldier is going to a new specified position requiring screening, the command will forward the screening documentation to the Soldier's gaining command.

Chapter 5

Voluntary and Involuntary Reassignment or Reattachment of Enlisted Regular Army/U.S. Army Reserve Recruiters from Recruitment Duty

Section I

General

5-1. Purpose

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

5-2. Assignments and reassignments

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

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

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

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

Section II

Involuntary Reclassification, Reassignment, or Reattachment of Recruiters

5-3. Reclassification, reassignment, or reattachment

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

a. Leaders will request involuntary reassignment or reattachment as unqualified or ineffective only after a determination that adequate assistance, training, supervision, counseling, or medical rehabilitation will not be or was not effective to correct inadequacies.

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

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

d. USAREC commanders will ensure that recruiters recommended for involuntary reassignment or reattachment receive fair and equitable treatment. The potential adverse impact on the career of recruiters recommended for involuntary reassignment or reattachment with prejudice (ineffective or unsuitable) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered. Commanders must ensure that the requirements of AR 600-37 are met if they intend to file a letter of reprimand, censure, or admonition or other unfavorable information in the recruiter's AMHRR in conjunction with the involuntary reassignment or reattachment.

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

f. Commanders will use DA Form 7872 (Involuntary Reassignment, Reattachment, and/or Reclassification) to administer the involuntary reclassification process.

(1) Commanders (battalion or higher) will use this form to notify recruiters of the reason for recommendation for involuntary reassignment, reattachment, and/or reclassification; inform them if they will continue to perform recruiting duties or be suspended while the action takes place, and provide them the reason and supporting documents supporting the recommendation. Recruiters must complete and provide their acknowledgment and rebuttal within 10 calendar days of notification using DA Form 7872.

(2) Recruiters will use this form to acknowledge receipt of DA Form 7872, indicate whether they will provide a statement and supporting documents, and indicate their choice for military/civilian counsel. Recruiters must complete and return this form to the notifying commander within 14 calendar days unless granted an extension.

(3) Commanders (battalion or higher) will use this form to provide their recommendation to the next higher commander for decision; commanders will also provide a completed copy of the form to the recruiter. Commanders will ensure all administrative requirements and supporting documents are completed as required by this regulation. Commanders must also specifically address any matters of rebuttal presented by the recruiter on DA Form 7872.

(4) The commander (brigade or higher) who is the approving authority will either approve or disapprove the recommendation using this form. Commanders will ensure all administrative areas that apply are completed. Commanders within USAREC will forward approved actions with the completed packet to USAREC G1 for assignment processing. Commanders external to USAREC will forward approved actions for Soldiers holding PMOS 79R with the completed packet to the supporting retention office for reclassification processing.

5-4. Unqualified recruiter

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

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

(1) Unqualified medical reassignment under the following conditions:

(a) Soldiers unable to accomplish recruiting duties due to physical or BH medication, not the result of misconduct. Reports of medical evaluation prepared by a physician or BH care provider assigned or employed by any military treatment facility must be enclosed to justify requests for reassignment or reattachment. Reports must fully document the physical or BH medication limitation, specifically address whether the recruiter is able to accomplish recruiting duties, and clearly recommend reassignment or reattachment from recruiting duty. Recruiters normally will not be reassigned or reattached based on temporary medical conditions that are expected to be resolved within a reasonable time. In accordance with AR 635-40, Soldiers issued a DA Form 3349-SG (Physical Profile Record) with a P3/P4 in at least one of the profile serial factors (pulmonary, upper, lower, hearing, eyes, psychiatric) for conditions that meet the medical retention standards of AR 40-501 will be referred to the MAR2.

(b) Soldiers whose spouse or other immediate Family members develop medical conditions that significantly divert the recruiter from recruiting duties. These requests must be accompanied by reports of medical evaluation prepared by a physician or BH care provider assigned or employed by any military or other federal government facility and must clearly establish that the recruiter is unable to accomplish recruiting duties due to the Family member's medical condition.

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

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

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

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

(6) Soldiers who become sole parents as a result of death or divorce. Court documents awarding sole custody to the Soldier must be provided to CG, USAREC as an enclosure to the relief. Joint custody must indicate the Soldier

has physical custody and that the care requirements for the child/children would significantly divert the recruiter from recruiting duties; legal separations are not acceptable.

(7) Soldiers who lose the ability to maintain access to Army automated information systems.

5–5. Ineffective recruiters

Recruiters may be identified as ineffective for any of the following:

a. Failure to respond to training, performance counseling, and other guidance. Statements that support the recruiter's failure to respond and evidence of counseling must support these requests. Recruiters recommended for involuntary reassignment or reattachment as ineffective require recruiting technique evaluation and review of counseling or training documents indicating performance weaknesses and outlining a follow-up plan to improve performance. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented. If the chain of command determines the above evaluations cannot be accomplished because of weak or nonexistent training or due to poor leadership, then rehabilitative transfers will be considered.

b. Failure to train subordinates.

c. Failure to attain or sustain station, center, or company recruiting standards.

d. Failure to demonstrate the necessary leadership and supervisory skills to be a successful NCO in charge, senior guidance counselor, or 1SG.

5–6. Unsuitable recruiters

In addition to Type I, Type II, or Type III disqualifications (see app C), recruiters may be identified as unsuitable for any of the following reasons:

a. Commission of improper recruiting practices that violate federal law, state law, local law, or military standards of conduct. Evidence of specific practices must accompany requests for reassignment and must have been processed through the USAREC (RCPE). Additionally, evidence of disciplinary or administrative actions taken against the recruiter or considerations that countered such actions must be provided.

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

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

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

5–7. Suspension from recruiting duties

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

b. Recruiting battalion commanders (or acting commanders in the grade of major and above) are authorized to suspend unsuitable USAREC Soldiers within their respective commands that are suspected of improper recruiting practices or other misconduct, according to the criteria specified in paragraph 5–6. Recruiting battalion commanders will immediately suspend from recruiting duties any recruiter under investigation for any of the offenses listed in appendix C or meeting any of the disqualifying conditions in paragraph 2–6. A recruiter identified as unsuitable under any of the offenses listed in appendix C will be immediately suspended from recruiting duties by the recruiting battalion commander.

c. The brigade commander (or O–6 equivalent) will give written notice to a Soldier whose service in a specified position is in jeopardy because of adverse information. The written notice must explain the basis for the proposed suspension, the Soldier's right to consult with military counsel or civilian counsel (at the Soldier's own expense), the

Soldier's right to request an adjudication and/or appeal an unfavorable adjudication, if authorized, and the Soldier's right to submit matters in defense, extenuation, or mitigation.

d. In recruiting misconduct cases, recruiters normally will not be suspended unless the battalion commander intends to recommend involuntary reassignment or reattachment.

e. Normally, recruiters identified as unqualified or ineffective under paragraph 5–4 or paragraph 5–5 will not be suspended but will continue to perform recruiting duties pending involuntary reassignment or reattachment. However, on a case-by-case basis, the recruiting battalion commander, provided detailed justification is forwarded through command channels with the reassignment or reattachment action (for example, a medical condition that prohibits recruiting), may suspend recruiters in these two categories. The SDAP will not be terminated prior to departure for recruiters being reassigned or reattached unless suspension is directed.

f. Suspended recruiters who are pending removal under paragraph 5–6 are not entitled to SDAP because they are removed from their recruiting duties. Termination of SDAP is effective on the date of suspension. Accordingly, commanders must review each case thoroughly prior to suspension to ensure that the basis for the action is adequate. When a recruiter is suspended, they must be notified, in writing, both of the basis for the suspension and of the action to terminate SDAP per AR 614–200. Commanders will forward SDAP terminations to USAREC G1; USAREC G1 will forward SDAP termination actions to the appropriate USAREC G1 (for RA Soldiers) or HRC (for AGR Soldiers) for issuance of SDAP termination orders. The recruiter will be given the opportunity to rebut the proposed action and provide statements on his or her behalf. All Soldiers who are under investigation, who are reassigned temporarily, and who are not suspended are entitled to continuation of SDAP for up to 90 days. After 90 days SDAP must be terminated in accordance with the DoD 7000–14–R, Volume 7a.

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

5–8. Reinstatement to duty

a. For cases of involuntary reassignment or reattachment, except for recruiting improprieties, authority is delegated by the CG, USAREC to each brigade commander to reinstate suspended recruiters to duty where investigated allegations or proposed basis for the involuntary reassignment or reattachment is unsubstantiated. If the Soldier is exonerated or acquitted of a disqualifying offense, or the disqualifying charge is dismissed, the suspension will be lifted and the Soldier reinstated to recruiting duty. If the Soldier is convicted of an offense that is not disqualifying, the Soldier may return to duty. Prior to taking any action to reinstate a recruiter to duty, the brigade commander will obtain a legal review.

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

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

5–9. Authority to remove Soldiers from recruiting duty

a. For USAREC units:

(1) The CG, USAREC delegates authority to each recruiting brigade commander or acting brigade commander to approve, in compliance with the procedures outlined in paragraph 5–10, removal of Soldiers within that commander's respective brigade that are not based on recruiting improprieties (see para 5–6*b*). Improprieties include, but are not limited to, violation of standards of conduct, to include involvement in incidents or commission of acts that adversely reflect on the Army and the recruiter or that violate civil law, civilian criminal law, or the UCMJ. This authority may not be further delegated.

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

(3) Authority to approve all involuntary reassignments or reattachments based on recruiting improprieties rests with the CG, USAREC (see para 5–6*a*). When such reassignment is based in part on recruiting misconduct and in part on other unsuitability as defined by paragraph 5–6, the involuntary reassignment or reattachment will be processed

under the procedures established pursuant to paragraph 5–10*a*. These procedures will afford the recruiter the right to receive notice and submit rebuttal regarding all applicable basis of reassignment or reattachment.

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

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

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

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

5–10. Processing cases involving improprieties

a. The following applies to all recruiters recommended for removal under paragraphs 5–4, 5–5, and 5–6*b* through 5–6*d*. See chapter 6 for additional procedures that apply to AGR Soldiers.

(1) The commander (normally the battalion commander) must notify the recruiter, in writing, of the intent to recommend removal (and reclassification, if appropriate) as unqualified, ineffective, or unsuitable. Notification will include the specific basis for the action, the Soldier's right to request an adjudication and/or appeal an unfavorable adjudication, and the Soldier's right to submit matters in defense, extenuation, or mitigation.

(2) Unless specifically prohibited by federal law or other regulation (for example, classified materials or reports of IG 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 apply (see referral of information). In the alternative, the removal authority must also provide the Soldier with the name and address of the agency that reported the disqualifying information.

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

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

(5) After careful review of all matters presented, the commander will forward the request for reassignment, with their recommendation and all supporting documentation, to the recruiting brigade commander. The request will include 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–SG that has been updated or issued within the preceding 2 years.

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

(*a*) In violation of law or regulation.

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

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

(7) The removal or appeal authority, as appropriate, must document a decision to remove a Soldier from a specified position in a memorandum for record. The removal or appeal authority, as appropriate, must forward a copy of the memorandum to HRC at usar-my.knox.hrc.mbx.epmdebss@mail.mil. HRC will file a copy of the memorandum in the performance folder of the AMHRR.

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

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

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

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

(12) The battalion commander will ensure that an NCOER has been completed and initiate action to terminate their SDAP.

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

c. 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 Commander, U.S. Army Recruiting Command (RCPE), 1307 Third Avenue, Fort Knox, KY 40121–2725.

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

5–11. Involuntary reassignment or reattachment and/or reclassification of recruiters without prejudice

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

b. Commanders who recommend involuntary reclassification will counsel the recruiter. This action may be initiated at any time using DA Form 4856 (Developmental Counseling Form). The recruiter will be given an opportunity to review the reclassification packet and will complete a memorandum acknowledging their right to submit a rebuttal before final action is taken. Brigade commanders and brigade CSMs will conduct face-to-face interviews with the Soldiers recommended for involuntary reclassification and include a memorandum in the packet. The memorandum must state, “The brigade CSM and I met face-to-face with the Soldier and have decided that reclassification without prejudice is the appropriate action for this Soldier.” This face-to-face counseling may be completed via video teleconference; however, it will not be done over a voice conference. The reclassification packet will not be complete without this certification.

c. All packets must include DA Form 4187, including three assignment preferences; DA Form 4856, detailing specific reasons for reassignment or reattachment and reclassification; Soldier’s acknowledgment; memorandums of justification from the battalion commander; DA Form 3349–SG; the Soldier’s ERB ; and all NCOERs and written counseling while in the current position. The approved packet will be forwarded to Headquarters, U.S. Army Recruiting Command, 1307 Third Avenue, Fort Knox, KY 401212725.

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

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

5–12. Military occupational specialty and special qualifications identifier action

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

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

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

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

5–13. Eligibility for return to recruiting duty

a. Enlisted recruiters who are reassigned or reattached in accordance with paragraphs 5–5 or 5–6 are not eligible for future assignments to USAREC.

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

5-14. DA Form 2166-9-1, DA Form 2166-9-2, and DA Form 2166-9-3

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

5-15. Utilization of recruiters pending involuntary reassignment or reattachment

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

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

(1) Recruiters pending reassignment or reattachment as unsuitable per paragraph 5-6 will be suspended and removed from the direct processing of applicants for enlistment (recruiters recommended for reassignment or reattachment as unqualified or ineffective per paras 5-4 or 5-5, or as an exception to para 5-11, may be suspended and removed from the direct processing of applicants for enlistment). SDAP will be terminated, and the individual will be given administrative or logistical duties in support of the command in a place of duty to be determined on a case-by-case basis, considering—

- (a)* The reason the recruiter was recommended for reassignment or reattachment.
- (b)* The geographical, time, and distance factors involved.

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

c. Recruiting brigade commanders are authorized to approve attachments of brigade RA Soldiers to a recruiting battalion, area, or station or center HQ within their area of responsibility. However, brigades must still submit the request for attachment to CG, USAREC for the attachment to be effective in USAREC's manning systems 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 United States military installations pending reassignment

a. RA recruiters who are pending adverse action or involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive or discreditable to the daily operation that local control is not considered manageable, may be considered for attachment to CONUS 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 pending reassignment. 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 U.S. Government.

b. All requests for attachments outside of USAREC must be submitted through the recruiting brigade HQ to the CG, USAREC (RCPE–PE) for approval. See chapter 6 for attachment of AGR recruiters. Requests will be forwarded to CG, USAREC only after a determination has been made by recruiting battalion and recruiting brigade commanders that attachment to their HQ or to another USAREC unit within their area of responsibility will not alleviate the problem. All requests for attachment will contain the following information:

- (1) Detailed justification, to include the following:
 - (*a.*) The violation(s) of the recruiter.
 - (*b.*) The date the involuntary reassignment request or adverse action was initiated.
 - (*c.*) An explanation of why the recruiter should not be used within their own unit.
- (2) Projected daily cost of the attachment and basis for the projection (within or outside commuting area, location in relation to the Soldier's permanent quarters, and mileage).
- (3) Memorandum of acceptance from unit of attachment.
- (4) Anticipated duration of the attachment.
- (5) Individual's PMOS, SMOS, and ETS.
- (6) Individual's marital and Family situation and the effect the attachment will have, if any, on that situation.
- (7) Name, location, and distance of the Army installation nearest the Soldier's permanent duty station.
- (8) Pending military or civilian criminal investigations or prosecutions and the jurisdiction.
- (9) 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 HRC and proper CONUS Army command for the attachment. The CONUS Army command will accept recruiters for attachment to installations under their jurisdiction when requested by the CG, USAREC. Once the action has been coordinated, USAREC will notify the units concerned and request attachment orders from the local servicing personnel office. Funding of any TDY cost associated with the attachment is the responsibility of the recruiting battalion or brigade concerned.

c. Attachments will normally not exceed 90 days and must be approved by USAREC G1 (RCPE). Every effort must be made to terminate the attachment as soon as possible and return the Soldier to USAREC control. If attachment beyond the initial 90 days is necessary, further detailed justification is required.

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

e. Attachments of USAREC Soldiers for the purposes of court-martial and the general administration of military justice are governed by AR 27–10.

Section III

Involuntary Reassignment of Enlisted Administrative Support Soldiers

5–17. Requests

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

5–18. Procedures

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

b. Request will cite the specific reason for reassignment or reattachment and will be referred to the Soldier for comment or rebuttal. Evidence of counseling and remedial training will support these requests. Specific infractions of civilian law or the UCMJ that prompt requests will be fully described. Evidence of either disciplinary or administrative actions taken against the individual or mitigating or extenuating circumstances that affected such actions must be enclosed or described in the request for reassignment or reattachment.

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

d. Each request for reassignment or reattachment will be accompanied by the Soldier's ERB and DA Form 3349–SG, if applicable.

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

Section IV

Voluntary Reclassification and Reassignment or Reattachment of Enlisted Recruiters from Recruiting Duty

5–19. Retention consideration

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

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 commander detailing reasons for requesting reclassification and reassignment from PMOS 79R duties. Three choices of MOS will be listed per the guidance in paragraph 5–19. The Soldier's ERB and copies of DA Form 3349–SG, if applicable, and any other documentation needed to support assignment limitations will be attached.

(2) The recruiting battalion commander will recommend approval or disapproval of the recruiter's request and will forward all documentation through the brigade HQ to the CG, USAREC (RCPE). In determining the proper recommendation, the commander will consider the career recruiter strength level and overall operational needs of the unit. A recommendation of disapproval must be accompanied by rationale.

(3) CG, USAREC will review the recruiter's request for verification of eligibility, command MOS 79R strength levels by grade, and other information as presented. The CG, USAREC may forward the request to the CG, HRC for issuance of assignment instructions or may disapprove the request based on ineligibility, operational necessity, or shortage of career recruiters. If the request is disapproved by CG, USAREC, it will be returned through command channels to the recruiter, authorizing him or her to resubmit the request after completion of 12 additional months in the command.

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

b. Recruiters recommended for reassignment under this section will retain MOS 79R as their SMOS. Recruiters will be reclassified as required to permit their use outside USAREC, with primary consideration of reclassification to the PMOS they held immediately prior to becoming a recruiter. To permit the Soldier maximum input concerning their eventual use, they will be allowed to select three MOSs listed as shortages in the most recent HRC Reenlistment or Reclassification In-Out Call Message. Soldiers will consult AR 614–200 and DA Pam 611–21 with regard to reclassification and eligibility for any requested MOS. When the CG, HRC is unable to accommodate the desires of the Soldier, the Soldier will be reclassified according to the needs of the Army.

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

Chapter 6

Personnel Management for Enlisted U.S. Army Reserve Active Guard Reserve Soldiers Attached to the U.S. Army Recruiting Command

Section I

Overview

6–1. Concept

a. The AGR Program provides for voluntary active duty of qualified Reservists for the purpose of organizing, administering, recruiting, instructing, or training the USAR. AGR Soldiers are assigned to a USAR Control Group (AGR) and centrally managed by the CG, HRC as directed by the Chief, Army Reserve (CAR). AGR Soldiers selected for recruiting duty are attached to USAREC to support the mission of recruiting for the USAR.

b. In accordance with AR 135–18, a job description must be maintained for each approved AGR position and submitted to the CAR.

c. This chapter prescribes the personnel management procedures to be used in the attachment, training, reattachment (to include operational transfer), and release of all AGR Soldiers attached to USAREC. These management procedures are supported by AR 135–18.

6–2. General

The CG, HRC will continue to have access to USAR recruiters' files as directed by the CAR in accordance with selection criteria established by the CG, USAREC, who retains waiver approval authority for selection criteria unless specified otherwise in paragraph 2–4.

Section II

Personnel Actions

6–3. Stabilization exception

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

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

6–4. Reenlistment and tour continuation

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

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

c. Eligibility and determination is outlined in paragraphs 6–4c(1) through 6–4c(6).

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

(2) USAREC G1 will validate the individual's position, process the request for continuation and/or reenlistment, and forward it to the CG, HRC (ARPC–ARE) no later than 3 months prior to REFRAD or ETS.

(3) The brigade career counselor will prepare DD Form 4, using the effective date shown on the reenlistment orders. The reenlistment packet will then be forwarded to the recruiting battalion for action on the effective date indicated.

(4) If approved by CG, HRC, HRC will issue reenlistment and tour continuation orders.

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

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

d. AGR members who are recommended for and concur with continuation of AGR status, but who desire to leave recruiting duty, must indicate this on the DA Form 4187 when counseled 6 months prior to REFRAD or ETS. All other requirements for processing continuation/reenlistment outlined in paragraph 6–4c apply.

e. The decision by a recruiting battalion commander not to extend an AGR member in the current duty position must be justified, in writing, and be provided to the individual no later than 6 months prior to REFRAD or ETS. Such recommendation constitutes a recommendation for termination of AGR status and must be processed per AR 140–111 as a bar to reenlistment or under AR 635–200 as a removal from active duty. The CG, USAREC is the approval authority for all AGR Soldiers barred to reenlist or processed for separation under AR 635–200. The CG, HRC will be provided an information copy of all actions 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.

6–5. Voluntary reattachments

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

b. USAREC G1 is responsible for managing the recruiting force, which includes the assignment process for all Soldiers holding PMOS 79R; Director, HRC EPMD is the approval authority for all PCS moves requested by USAREC G1 for Soldiers in the ranks of SGT through MSG. Primary criteria used to determine assignments are unit readiness, professional development, and Soldier preferences. Communication between Soldiers and their career managers is a vital element of the assignment process. Soldiers may contact USAREC G1 any time to discuss career management and assignment opportunities.

c. CONUS assignments and tours will be 48 months for USAR Soldiers. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements. Recruiters voluntarily reattached (cost PCS) incur a 4-year stabilization in the gaining unit (subject to exceptions in para 6–3).

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

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

f. USAREC G1 will use the following criteria to manage USAR reattachments for Soldiers possessing PMOS 79R in the ranks of SGT to SFC.

(1) USAREC G1 establishes loss dates for all Soldiers based on their last cost move date and established tour lengths.

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

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

(4) USAREC G1 will manage NCOs reclassifying into PMOS 79R.

(5) USAREC G1 will manage OCONUS assignments in accordance with AR 614–30 and the JTR.

g. Rehabilitative reattachments will not be authorized as cost reattachments without detailed justification (see para 3–6*h*).

h. Individual preferences will be considered when possible. Soldiers who possess PMOS 79R may submit their preferences and assignment considerations to the USAREC G1 to have a baseline of what the Soldier desires.

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

(1) *Command sergeant majors and/or sergeant majors.*

(a) The normal tour length for SGM assignments is 24 months. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements. HRC (AHRC–EPD–D) is the approval authority for all SGM assignments, with input provided from USAREC G1.

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

(2) *First sergeants and master sergeants.*

(a) The normal tour length of MSG assignments is 36 months. USAREC G1 may curtail or extend tours, generally no more than 12 months, to meet operational requirements. CG, HRC is the approval authority for all 1SG and MSG PCS moves.

(b) MSGs may compete for 1SG position as announced by HRC. Normal tour length for a 1SG assignment is 24 months.

(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, or within 12 months of their loss date if not on their initial tour.
2. Meet medical standards per AR 40–501 and screening table or body fat standards of AR 600–9.
3. Not be under suspension of favorable personnel action under AR 600–8–2.
4. Have 1 year or more remaining on their enlistment contract as of the report date to their new duty station. Soldiers with fewer than 12 months remaining will be processed for reenlistment in accordance with AR 140–111 prior to departure from their losing unit. Soldiers who decline to reenlist will not be allowed to PCS. The reattachment order will be revoked and Soldier will be separated from active duty at the REFRAD or ETS.
5. Immediately reenlist for at least 3 years prior to PCS if he or she is a Soldier scheduled for a PCS OCONUS and has less than 1 year remaining on his or her current enlistment or reenlistment agreement, 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.
- j.* Acceptance of a cost PCS constitutes acceptance of the 4-year stabilization effective from the reporting date in the gaining unit.
- k.* The following are procedures for requesting reattachment:
 - (1) The request for voluntary reattachment will be submitted through command channels to the CG, USAREC (RCPE) using DA Form 4187. The individual will indicate three areas of preference for reattachment.
 - (2) Recruiting battalion commanders will—
 - (a)* Recommend approval or disapproval. If disapproval is recommended, the reason for recommending disapproval must be provided.
 - (b)* Verify the individual’s eligibility per paragraph 6–5*i*.
 - (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.
 - l.* All requests for reattachment will be expeditiously forwarded to CG, USAREC regardless of the commander’s recommendation.
 - m.* Upon receipt by CG, USAREC, all requests for reattachment will be verified to ensure they meet eligibility criteria and the needs of the command. All AGR Soldier requests for reattachment within USAREC will be approved or disapproved by CG, USAREC and coordinated with HRC to publish orders. All AGR Soldier requests outside USAREC will be forwarded through command channels with recommendations to HRC (ARPC–ARE) for final determination, regardless of grade or command recommendation. All requests for Soldier actions that have not been forwarded through command channels will be returned to CG, USAREC by HRC without action.
 - n.* Requests for compassionate reattachment, joint domicile, or for discharge may be submitted at any time according to the following procedures:
 - (1) Request for compassionate reattachment will be submitted on DA Form 3739 with supporting documentation and will be forwarded to the HRC (RCPE). Requests for joint domicile will be submitted on DA Form 4187, accompanied by a copy of the marriage certificate, and will be forwarded to HRC.
 - (2) Movement of Soldiers based on compassionate reasons and joint domicile will be contingent upon AGR position vacancies commensurate with the individual’s grade and MOS.
 - (3) Request for hardship discharge must be submitted per AR 635–200 and will be forwarded from the recruiting brigade to CG, USAREC. The CG, USAREC will coordinate with HRC for separation orders and to begin the process of identifying a potential backfill.
 - o.* Soldier requests for reattachment not meeting the criteria for voluntary reattachment, compassionate (extreme family problems) reattachment, or joint domicile will be forwarded through command channels to the CG, USAREC (RCPE). Such requests will be reviewed based on the justification provided, needs of the command, and the good of the Service. The CG, USAREC will make the final recommendation to HRC.

6–6. Unit-initiated reattachments

- a.* Reattachments of USAR Army recruiters impact the recruiting missions and, as such, are time sensitive. All unit-requested reattachments must be forwarded through USAREC G1. USAREC G1 will forward moves that involve the expenditure of PCS funds to HRC (AHRC–EPD–D) for approval. A general officer must initiate or endorse a waiver if the Soldier has not completed 24 months TOS.
- b.* Unit-initiated reattachments for AGR Soldiers will provide for managing critical vacancies, career progression, or exploiting confirmed recruiting markets. Unit-initiated 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.
- c.* Determination of the cost category of operational reattachments for AGR Soldiers will be the same as outlined in paragraph 3–6*j*.

d. Specific requirements for submission are as follows:

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

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

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

f. Recruiters will not be moved without the approval of the CG, USAREC and CG, HRC. Commanders who direct the movement of individuals without proper authority will utilize unit operating funds to reimburse Soldiers for costs incurred. The CG, USAREC will not backdate the authority for movement in order to compensate for lack of having gained proper approval.

g. All unit-directed attachments, regardless of cost or entitlement to a dislocation allowance, will be forwarded by the CG, USAREC to the CG, HRC for approval.

h. Recruiters reattached at cost incur a 4-year stabilization in the new position.

i. 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. AGR recruiters who meet stabilization will be considered for attachment in accordance with the 79R AGR Recruiter Career Professional Development Model. The attachment and/or reattachment of these Soldiers will be directed by CG, USAREC (RCPE).

6–7. Duty detailing of Active Guard Reserve Soldiers

a. AGR recruiters may be duty detailed as follows:

(1) Detail will be within commuting distance according to the JTR.

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

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

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

(1) State the reason for the duty detail.

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

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

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

d. The request for duty detail will be submitted to the CG, USAREC (RCPE) for processing. Requests will be approved as specified by guidance from the CG, USARC. USAREC G1 will notify the requesting brigade of the final disposition of the request.

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

f. Duty detail requests exceeding 180 days will be submitted to the CAR for approval or disapproval.

6–8. Early release from the Active Guard Reserve Program

a. AGR recruiters may request voluntary release from the AGR Program in accordance with AR 135–18.

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

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

6–9. Suspension and involuntary reattachment from recruiting duty

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

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

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

6–10. Utilization of suspended Active Guard Reserve recruiters

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

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

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

(2) Anticipated duration of the temporary assignment.

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

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

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

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

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

Chapter 7

Selection of Officers and Warrant Officers to Specified Positions in Recruiting Activities

Section I

General

7–1. Recruiting duty

Performing duties within recruiting activities requires direct contact with the American public. For officers, an assignment to specified positions within USAREC requires these officers and warrant officers to directly interact with future officers and Soldiers to recruit qualified personnel for the U.S. Army.

7–2. Recruiting company commanders, officer recruiters, and warrant officer recruiters

These officers perform in specified positions and must possess exceptional character, integrity, professionalism, leadership, and values. These officers represent the Army in civilian communities; due to the nature of their duties, they must have exceptional leadership and discipline, high moral character, strong emotional and financial stability, unquestionable integrity, outstanding personal appearance and bearing, and a favorable record of service in previous assignments.

Section II

Company Commander, Officer Recruiter, and Warrant Officer Recruiter Selection Procedures and Criteria for U.S. Army Recruiting Command

7–3. Guidance

This section prescribes the procedures and criteria for the selection of company commanders, officer recruiters, and warrant officer recruiters for assignments within USAREC.

7-4. Selection criteria

a. To qualify for selection for assignment as a company commander, officer recruiter, or warrant officer recruiter within USAREC, an officer/warrant officer must meet the screening criteria in appendix C and must—

- (1) Meet screening table or body fat standards of AR 600-9 (waiver not authorized).
- (2) Meet Army criteria to perform in specified positions as established by the Secretary of the Army.
- (3) Not possess a shaving profile (waiver not authorized).
- (4) Have an RCA completed by an authorized and credentialed military treatment facility BH provider (waiver not authorized) within 6 months of arrival at RRC. If the Soldier is OCONUS, providers must complete the RCA no earlier than 4 months prior to DEROS. The RCA must be based on a face-to-face personal interview and review of health records by a military treatment facility-credentialed BH care provider certified by HQ, USAREC Office of the Command Surgeon and Psychologist to perform RCAs (waiver not authorized). While these are almost exclusively Army BH providers, in rare cases BH providers from sister services may also be authorized and certified by HQ, USAREC Office of the Command Surgeon and Psychologist to perform the RCA. Providers are encouraged to include the use of objective measures such as in the current versions of the Minnesota Multiphasic Personality Inventory, Millon Clinical Multiaxial Inventory, or the Personality Assessment Inventory, as determined by the BH provider conducting the assessment. Providers will document the RCA in the electronic medical record and address the domains as indicated in appendix B. Providers will report the results of the assessment on DA Form 3822 with a recommendation (see app B for detailed information). HRC/USAREC will not accept a deferred diagnosis on the DA Form 3822. Conditions that will preclude a Soldier from recruiting duties are any diagnosis or condition that causes cognitive impairment, are chronic (see paras 7-4a(4)(a) through 7-4a(4)(d)), or would result in a referral to a medical evaluation board in accordance with AR 40-501. In addition to the requirements set forth in AR 40-501 and any current Army or DoD policy impacting this section, the following should also be considered:

(a) *Temporary conditions (behavioral health)*. These are conditions that, once resolved, will not preclude a Soldier from being assigned to recruiting activities.

1. Current cognitive impairment or distress, or active treatment for any condition that carries increased risk of cognitive impairment or distress. If a Soldier is found to be experiencing a condition that may be temporary, a credentialed BH provider must indicate an expected timeframe in which the Soldier may return for reconsideration.
2. Has not demonstrated stabilization on medication regimen (defined as less than 6 months with same medication and dosage, and without symptoms).
3. Post-deployment stabilization is a minimum 90 days after redeployment; the RCA should not be completed prior to the stabilization period (waiver not authorized).

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

1. History of suicide attempts or ideations.
2. History of nonsuicidal self-directed violence with intent to seek help or attention, regulate mood, relieve tension or to cope with cognitive impairment (for example, cutting, head banging, burning, and so forth).
3. History of involuntary or voluntary psychiatric admissions, residential/inpatient substance use treatment, and/or psychiatric medical evacuation from theater or deployed setting.
4. Autism spectrum disorder and other pervasive neurodevelopmental disorders/conditions.
5. History of any psychosis.
6. Chronic pain that requires regular usage of narcotic medications, benzodiazepines, or medications that restrict the Soldier's ability to drive greater than 1 hour.
7. A history or current manifestation of personality disorders, disorders of impulse control not otherwise specified, transvestic disorder, voyeurism, paraphilic disorder, or factitious disorders, psychosexual conditions, or any significant odd, erratic, or fearful personality traits that are likely to interfere with recruiting duties.
8. A history or current manifestation of bipolar disorders, cyclothymic disorders, and somatic symptom and related disorders.

(c) *Temporary conditions (physical health)*.

1. Temporary pain condition.
2. Musculoskeletal conditions requiring external support (for example, sling, brace, cast, and so forth).
3. Conditions limiting ability to drive, sit, or stand for prolonged periods of time.
4. PFB should be temporary.

(d) *Chronic or recurrent conditions (physical health)*. See AR 40-501 for all conditions that must be considered when evaluating applications (see medical fitness standards for retention). These conditions are nonwaiverable bars to consideration for recruiting activities. Typical disqualifying conditions are:

1. Suspected or confirmed diagnosis of chronic pain, migraine headaches, seizures, or narcolepsy.
2. Chronic conditions that limit the ability to drive, sit, or stand for prolonged periods of time.

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

(5) Not be currently enrolled in a substance or alcohol dependency intervention program. Soldiers currently enrolled in a substance or alcohol dependency intervention program of any type are temporarily ineligible for recruiting duty. Soldiers enrolled in a substance or alcohol dependency intervention program of any type within the past 36 months are also temporarily ineligible for recruiting duty (waiver not authorized). In both of these instances, the Soldier becomes eligible for recruiting duty once they are 36 months post treatment and must not have had a return to a maladaptive substance and alcohol use pattern.

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

(7) Have favorable civilian and military disciplinary records that do not contain adverse information as defined in the glossary of this regulation. Adverse information includes the disqualifying offenses in appendix C, credible evidence of drug or alcohol related incidents, credible evidence of driving under the influence or driving while intoxicated, or credible evidence of a positive urinalysis for a controlled substance (waiver not authorized).

(8) Have received a favorable Tier 3 investigation and finalized cleared background screening from CG, HRC.

(9) Company commanders/officer recruiters must have completed the Captain Career Course.

b. The CG, USAREC is the waiver approval authority for officer and warrant officer selection criteria for assignment to USAREC.

7-5. Screening and selection procedures

a. The following procedures will be used to nominate and screen company commanders for assignment to USAREC.

(1) HRC will screen company commander candidates to ensure they meet selection criteria in paragraph 7-4 and appendix C of this regulation.

(2) HRC will provide USAREC with DA Form 5427, completed DA Form 3822 completed by a USAREC-trained provider as required in paragraph 7-4, and copy of the officer's DA Form 4037 (Officer Record Brief).

(3) USAREC Office of the Command Surgeon and Psychologist will review the RCA and provide an assignment recommendation.

(a) USAREC will identify individuals who receive a favorable review of their RCA, and they will continue the assignment process.

(4) USAREC will also identify individuals who do not receive a favorable review on their RCA. HRC will delete assignments for individuals that do not receive a favorable recommendation on the RCA. USAREC Office of the Command Surgeon and Psychologist will also notify the RCA provider and HRC. USAREC will have 14 working days to complete battalion and brigade assessment of the officers. Battalion and brigade commanders will provide their concurrence/nonconcurrence for the company commander candidate to USAREC G1.

(a) USAREC G1 will forward all concurrences to HRC. USAREC G1 will vet concurrence of initial company commanders with the CG, USAREC prior to final approval by the Chief, Distribution Division, HRC. HRC will issue a request for orders and schedule attendance at the Recruiting Company Commanders Course.

(b) USAREC G1 will forward all nonconcurrences for initial company commanders to the CG, USAREC for final decisions. DCG, USAREC will make final decisions of nonconcurrence for second time company commanders. CG, HRC will provide another company commander candidate in cases where USAREC nonconcurs with the identified officer.

b. The following procedures will be used to nominate and screen officer recruiters and warrant officer recruiters for assignment to USAREC.

(1) HRC will screen candidates to ensure they meet selection criteria in paragraph 7-4 and appendix C.

(2) USAREC Office of the Command Surgeon and Psychologist will review the RCA and provide an assignment recommendation.

(a) USAREC will identify individuals who receive a favorable review of their RCA, and they will continue the assignment process.

(b) USAREC will also identify individuals who do not receive a favorable review on their RCA. HRC will delete assignments for individuals that have RCA issues and will not permit a favorable recommendation to serve in a recruiting assignment. USAREC Office of the Command Surgeon and Psychologist will also notify the RCA provider and HRC.

7-6. Assignment processing

a. HRC will create and transmit the request for orders for the Soldier required to match the assignment to validated recommendation. HRC Branch Assignment Officers will work as required to synchronize reporting dates of arriving and departing company commanders to permit attendance at the Recruiting Company Commander Course (RCCC) whenever possible and permit a 10 working day physical overlap within USAREC for officer assignments to company commander positions.

b. In cases where circumstances may create an underlap between arriving and departing company commanders, HRC will notify USAREC in order to mitigate the potential for underlap.

c. HRC will notify USAREC of all cases where circumstances may not allow an inbound company commander to attend RCCC prior to arrival to USAREC. CG, USAREC may approve exceptions to this requirement.

d. HRC and USAREC will coordinate to identify replacements for officers and warrant officers relieved by USAREC or who choose to resign/REFRAD prior to completion of their tour on a case-by-case basis. HRC will begin working the backfill once HQ, USAREC receives the documentation and forwards it to the HRC Officer Personnel Management Directorate (OPMD) account manager. Commanders must use great discretion when considering resignation or REFRAD requests as the timing of the replacement will depend on numerous circumstances to include Armywide requirements and available officer/warrant officer population. HRC OPMD may not always be able to fill these requirements in the same manning cycle as the loss and will require a minimum of 90 to 120 days on unforecasted loss cases of this nature.

e. HRC will coordinate with USAREC in cases where there is potential to curtail an officer prior to the unprojected loss (year-month availability for assignment in the system of record) due to professional development requirements. In these cases, HRC must develop a plan to replace these officers that will ensure that whenever possible the officer can complete RCCC (if replacing a company commander), and permit a 10 working day physical overlap within USAREC.

f. USAREC will coordinate with HRC as required to divert the inbound Soldiers to new locations to meet operational requirements or Soldier needs. Circumstances that may require consideration of a diversion are fill of higher priority USAREC requirements or exceptional personal circumstances such as EFMP, MACP, financial hardships, and so forth.

g. The normal tour length for RA officers and warrant officers is 24 months. The normal tour for USAR officers and warrant officers is 36 months. HRC or USAREC may request involuntary extension of tours these Soldiers for up to 6 months. These extensions will be handled on a case-by-case basis through coordination between USAREC and HRC.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, DA publications are available at <https://armypubs.army.mil/>.

AR 40–501

Standards of Medical Fitness (Cited in para 2–4a(9).)

AR 135–18

The Active Guard Reserve Program (Cited in para 2–3.)

AR 140–111

U.S. Army Reserve Reenlistment Program (Cited in para 6–4b.)

AR 600–8–2

Suspension of Favorable Personnel Actions (FLAG) (Cited in para 5–7g.)

AR 600–9

The Army Body Composition Program (Cited in para 2–4a(9).)

AR 600–20

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

AR 601–280

Army Retention Program (Cited in para 2–4a(27)(a).)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 2–4a(7).)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in para 3–5d.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, DA publications are available at <https://armypubs.army.mil/>. DoD issuances are available at <https://www.esd.whs.mil/dd/>. The USC is available at <https://uscode.house.gov/>.

AR 11–2

Managers' Internal Control Program

AR 15–6

Procedures for Administrative Investigations and Boards of Officers

AR 25–30

Army Publishing Program

AR 27–10

Military Justice

AR 40–66

Medical Record Administration and Health Care Documentation

AR 215–1

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

AR 350–1

Army Training and Leader Development

AR 600–8–8

The Total Army Sponsorship Program

AR 600–8–11

Reassignment

AR 600–8–19

Enlisted Promotions and Reductions

AR 600–8–104

Army Military Human Resource Records Management

AR 600–37

Unfavorable Information

AR 600–85

The Army Substance Abuse Program

AR 608–18

The Army Family Advocacy Program

AR 608–75

Exceptional Family Member Program

AR 614–30

Overseas Service

AR 623–3

Evaluation Reporting System

AR 635–40

Disability Evaluation for Retention, Retirement, or Separation

AR 640–30

Official Army Photographs

AR 670–1

Wear and Appearance of Army Uniforms and Insignia

ATRRS Course Catalog

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

DA Pam 25–403

Guide to Recordkeeping in the Army

DA Pam 611–21

Military Occupational Classification and Structure

DoD 7000.14–R, Volume 7A

Department of Defense Financial Management Regulation: Military Pay Policy-Active Duty and Reserve Pay (Available at <https://comptroller.defense.gov/fmr.aspx>.)

DoDI 1304.33

Protecting Against Inappropriate Relations During Recruiting and Entry Level Training

Joint Travel Regulations

(Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.)

5 USC 552a

Records maintained on individuals

10 USC

Armed Forces

10 USC 972

Members: effect of time lost

10 USC Chapter 47

Uniform Code of Military Justice

Section III

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

DA Form 5425

Applicant/Nominee Personal Financial Statement (Prescribed in para 2–4a(25).)

DA Form 5426

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

DA Form 5427

Company Commander Recruiter Candidate Interview and Assessment (Prescribed in para 2–5a(2)(c).)

DA Form 7872

Involuntary Reassignment, Reattachment, and/or Reclassification (Prescribed in para 5–3f.)

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>; DD Forms are available on the Office of the Secretary of Defense website at <https://www.esd.whs.mil/directives/forms>; and NGB Forms are available on the National Guard Bureau website at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>.

DA Form 11–2

Internal Control Evaluation Certification

DA Form 268

Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166–9–1

NCO Evaluation Report (SGT)

DA Form 2166–9–2

NCO Evaluation Report (SSG–1SG/MSG)

DA Form 2166–9–3

NCO Evaluation Report (CSM/SGM)

DA Form 3340

Request for Continued Service in the Regular Army

DA Form 3349–SG

Physical Profile Record

DA Form 3739

Application for Compassionate Actions

DA Form 3822

Report of Mental Status Evaluation

DA Form 4037

Officer Record Brief

DA Form 4187

Personnel Action

DA Form 4836

Oath of Extension of Enlistment or Reenlistment

DA Form 4856

Developmental Counseling Form

DA Form 4991

Declination of Continued Service Statement

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DA Form 5646

Statement of Conditions of Service—Active Guard Reserve (AGR)

DA Form 5863

Exceptional Family Member Program Information Sheet

DA Form 7424

Sensitive Duty Assignment Eligibility Questionnaire

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 214

Certificate of Uniformed Service

DD Form 215

Certificate of Uniformed Service Correction to DD Form 214/214-1

DD Form 220

Active Duty Report

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

NGB Form 22

National Guard Report of Separation and Record of Service

NGB Form 23A

ARNG Current Annual Statement

Appendix B

Recruiting Candidate Assessment

B-1. General

An RCA is required for recruiter candidates (enlisted, warrant officer, and officer), recruiting company commander nominees, and those being considered for assignment to USAREC as administrative support staff. An RCA helps to ensure that the geographically dispersed environment can support the physical and BH needs of the Soldier identified in the assessment and that the individual can perform essential recruiting activities. These activities include, but are not limited to: driving for extended periods of time; standing for extending periods of time; face-to-face and telephone interactions with prospective applicants; establishing appointments; educating applicants and Family members on job opportunities, benefits, and responsibilities in the Army; executing school visits and presentations; developing relationships with influential community and school leaders; transporting applicants to the Military Entrance Processing Station; preparing paperwork and processing administrative records to establish qualifications for military service, to include police checks; training subordinates in a variety of administrative and recruiting tasks; maintaining weekly contacts with future Soldiers, and participating in periodic weekend and holiday activities, such as parades, color guards, public speaking engagements, and marketing events.

B-2. Requirements

- a. First LTC or higher commander in Soldier's chain of command will—
 - (1) Ensure DA Form 3822 is completed and submitted with the recruiter qualification packet.
 - (2) Complete a memo stating the Soldier was not deployed in a combat zone at the time of the application.
- b. Clinician (independently privileged BH provider) will—
 - (1) Ensure the recruiter candidate has provided informed consent for evaluation.
 - (2) Record details of the RCA into the electronic health record. See paragraph B-3 for specific details.
 - (3) Use DA Form 3822 to make an appropriate recommendation for a recruiting assignment.
 - (4) Provide a psychiatric diagnosis, if warranted.
 - (5) Return DA Form 3822 to the commander.
- c. Soldiers who deployed to a combat zone are required to have completed a minimum of 90 days stabilization upon returning from a deployment prior to initiating the RCA.
- d. HRC and USAREC G1 will store and secure the RCA in accordance with AR 40-66.

B-3. Outline of a recruiting candidate assessment

Clinicians should use the following guidelines to conduct the RCA:

- a. Include the following details: date, clinic name and location, name of the evaluator, time spent completing the evaluation (clinical interview and objective testing); and informed consent for the evaluation.
- b. Assessment tools used (review of clinical records, review of performance evaluations and/or DA Form 4037 or ERB, clinical interview, and psychological testing, if warranted).
- c. Testing results of objective measures, when applicable.
- d. Full psychiatric diagnostic work up in accordance with the current Diagnostic and Statistical Manual of Mental Disorders (available at <https://medlinet.amedd.army.mil/subject/bh.htm>, under PsychiatryOnline).
- e. Evaluation summary.
- f. Statement about Soldier's current emotional and psychological stability and recommendation for recruiting duty.
- g. Review background information. Include identifying information with a physical description of the Soldier and Soldier's military history (MOS, location, date(s) of deployment(s), and leadership roles).
- h. Review Soldier's medical record. Focus on medical history and include documented pain conditions.
- i. Review Soldier's psychiatric history. Provide historical information on Soldier's health status that has bearing on current behavioral status and relevant to current recommendation.
- j. Psychiatric history review should include current psychiatric symptoms or diagnosed condition (for example, sleep problems and Deficit Disorder or Attention Deficit Hyperactivity Disorder).
- k. Current psychotropic medications.
- l. History of outpatient BH treatment to include any psychopharmacological and therapy interventions and treatment outcomes.
- m. History of psychiatric hospitalization or medical evacuations out of theater of operation.
- n. History of suicidal behaviors.
- o. Drug and alcohol abuse and any treatment outcomes.

- p.* History and treatment of traumatic brain injury along with current status of any such injury.
- q.* History and treatment of post-traumatic stress disorder along with reported outcome.
- r.* Review Soldier's social history. Include relationship history and discuss Family members who may be enrolled in the EFMP.
- s.* Review Soldier's education and work history.

Appendix C

Suitability Criteria for Military Personnel in Specified Positions

C-1. Disqualifying offenses

a. Adverse information is defined in the glossary.

(1) *Type I offenses.* Type I offenses that result in a civilian or military criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding are automatic disqualifiers for appointment to, or retention in, a designated position. Type I offenses have no expiration and the disqualification may not be appealed. For a Type I offense, commanders will coordinate with their command legal counsel to initiate elimination proceedings in accordance with applicable law, regulation, and policy. Information in the Soldier's record suggestive of a Type I offense that does not result in a criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding will be treated as a Type II offense and reviewed by the approval authority. Type I offenses (over the Soldier's lifetime) are:

(a) Possessing, receiving, or viewing child pornography (UCMJ, Art. 134).

(b) Rape or sexual assault (UCMJ, Art. 120 or 134).

(c) Any offense punishable under UCMJ Arts. 80, 120, 120b, 128, 134, and 130 similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child), or any attempt to commit such acts (UCMJ, Art. 88).

(d) Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees (DoDI 1304.33, enclosure 3/UCMJ, Art. 93).

(e) Domestic violence or child abuse as described by DoDI 6400.06 (UCMJ, Art 128), child abuse, or any violent crime under the UCMJ.

(f) A requirement to be registered as a sex offender.

(g) Previous separation from any Service for any Type I offense listed above.

(2) *Type II offenses.* Type II offenses meeting the definition of adverse information will also result in automatic disqualification for appointment to, or retention in, a designated position and are limited to those that occurred during the Soldier's military career. A disqualification determination based on a Type II offense may be appealed. Type II offenses (over a Soldier's military career, including sister Services) are:

(a) Sexual harassment to include influencing and/or threatening a person's career, pay, or job (UCMJ, Art. 93 or 132).

(b) Prostitution or pandering (UCMJ, Art. 134).

(c) Fraternalization (UCMJ, Art. 134).

(d) Participation in extremist organizations and activities by Army personnel inconsistent with the responsibilities of military service (as defined in AR 600-20).

(e) Special, general court-martial conviction that results in any civilian criminal felony convictions.

(f) Criminal offense involving a child.

(g) Extramarital sexual conduct or inappropriate relationship (UCMJ, Art. 134).

(h) Wrongful broadcast or distribution of intimate visual images (UCMJ, Art. 117a).

(i) Wrongful use possession, distribution, importation, and exportation of a controlled substance (UCMJ, Art. 112a).

(j) Initial enlistment waivers for derogatory information related to any Type I offense.

(k) Type I offenses for which a Soldier was not convicted in a court of law or did not receive UCMJ, Art. 15 or higher UCMJ action.

(l) Alcohol abuse (UCMJ, Art. 112a).

(3) *Type III offenses.* Type III offenses meeting the definition of adverse information and committed within 5 years of the date of a Soldier's nomination, unless otherwise stated, may be disqualifying for appointment to, or retention in, a designated position. An approval authority may favorably adjudicate a Type III offense. A disqualification determination based on a Type III offense may be appealed. Type III offenses (within the last 5 Years unless otherwise stated) are:

(a) Relief for cause NCOERs or officer evaluation reports in current grade.

(b) Previous separation from any Service for any Type III offense.

(c) Initial enlistment waivers for derogatory information (not related to an offense listed in paragraph C-1a(2)).

(d) Assault (other than categories listed in paragraph C-1a(1)).

(e) Larceny, fraud, or robbery (UCMJ, Art. 121, 122, and 132).

(f) Burglary (UCMJ, Art. 129).

(g) Prohibited activities with a subject of recruiting efforts, future Soldier, or initial entry trainee that fall under DoDI 1304.33.

(h) Prohibited activities with military recruits or trainees that fall under DoDI 1304.33 (UCMJ, Art. 93a).

b. Conduct may be considered regardless if issues resulted in formal charges or administrative or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of not guilty by a court or other entities in the civilian or military justice system may still be considered for suitability and fitness adjudications using the preponderance of the evidence standard, but will be adjudicated as a Type II or Type III offense.

c. Favorable adjudications granted prior to this issuance based on policy in previous issuances will remain in effect. Offenses committed after a previous adjudication but prior to this issuance will be adjudicated based on the requirements of this regulation.

d. Administrative reports that prevent initial appointment to these positions:

(1) Soldiers who are flagged, barred from reenlistment, or coded with any administrative information indicating legal investigation is underway are prohibited from initial appointment to these positions until the flag, bar, or code is removed.

(2) Soldiers pending determination by a Medical Evaluation Board, Physical Evaluation Board, or MAR2 process are not eligible for appointment as training or recruiting cadre or Sexual Harassment/Assault Response and Prevention professionals unless found fit for continued duty.

(3) Soldiers with a current revoked, denied, or suspended security clearance, who failed to attain or maintain a favorable Tier 3 investigation or higher, are not eligible for appointment to these positions.

C-2. Suitability screening criteria

a. “Adverse information” is defined in the glossary for the purpose of this policy.

b. Type I offenses that result in a civilian or military criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding are automatic disqualifiers for appointment to, or retention in, a specified position. Type I offenses have no expiration and the disqualification may not be appealed. Upon discovery of a Type I offense listed in paragraph C-1a as either a 1, 2, 3, or 7 Type I offense, commanders will coordinate with their command legal counsel to initiate elimination proceedings in accordance with applicable law, regulation, and policy. Information in the Soldier’s record suggestive of a Type I offense that does not result in a criminal conviction or a finding of guilty in a field grade UCMJ, Art. 15 proceeding will be treated as a Type II offense and reviewed by the approval authority (see para C-1b).

c. Type II offenses meeting the definition of adverse information will also result in automatic disqualification for appointment to, or retention in, a specified position and are limited to those that occurred during the Soldier’s military career (see para C-1b). A disqualification determination based on a Type II offense may be appealed.

d. Type III offenses meeting the definition of adverse information and committed within 5 years of the date of a Soldier’s nomination, unless otherwise stated, may be disqualifying for appointment to, or retention in, a specified position (see para C-1c). An approval authority may favorably adjudicate a Type III offense. A disqualification determination based on a Type III offense may be appealed.

e. See table C-1 for a screening criteria matrix, table C-2 for an authority matrix for Type II offenses, and table C-3 for an authority matrix for Type III offenses.

Table C-1
Screening criteria matrix

Screening Criteria	Recruiting Cadre
Minimum rank	Not applicable
Deployable	Not applicable
Recommendation letter	Not applicable
NACLC/Tier 3 investigation	HRC
ASAP	RA/USAR: Unit
National Sex Offender Public Website	Unit
Medical records review	Unit
OMPF including R-fiche review	RA/USAR: HRC
IG files	RA/USAR: HRC

Table C-1
Screening criteria matrix—Continued

Screening Criteria	Recruiting Cadre
USACID/USACRC databases	RA/USAR: Not applicable ¹
DoD Central Adjudication Facility	RA/USAR: HRC

Note:

¹ Checks performed at DoD Consolidated Adjudication Facility.

Legend:

OMPF = Official Military Personnel File

Table C-2
Authority matrix for Type II offenses

	Appointing Authority	Removal Authority	Approval Authority	Appeal Authority
Recruiting cadre (RA/USAR)	BDE CDR or O-6 equivalent	Initial ¹ : Not applicable Current ² : BDE CDR or O-6 equivalent	Automatically disqualifying	Initial ¹ : CG, HRC ³ Current ² : DCG, TRADOC or CG, MEDCOM

Notes:

¹ Initial pre-assignment screening conducted at HRC.

² Current: Soldier currently serving in a position when an offense occurs.

³ Authorities for initial assignment of RA/USAR and recruiting cadre.

Legend

BDE = Brigade

CDR = Commander

Table C-3
Authority matrix for Type III offenses

	Appointing Authority	Removal Authority	Approval Authority	Appeal Authority
Recruiting cadre (RA/USAR)	Recruiting BDE CDR or O-6 equivalent	Initial ¹ : Not applicable Current ² : BDE CDR or O-6 equivalent	Initial ¹ : Chief, Distribution Div, HRC ³ Current ² : BDE CDR or O-6 equivalent	Initial ¹ : CG, HRC ³ Current ² : DCG, TRADOC or CG, MEDCOM

Notes:

¹ Initial pre-assignment screening conducted at HRC.

² Current: Soldier currently serving in a position when an offense occurs.

³ Authorities for initial assignment of RA/USAR recruiting cadre.

Legend

BDE = Brigade

CDR = Commander

Appendix D

Internal Control Evaluation

D–1. Function

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

D–2. Purpose

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

D–3. Instructions

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

D–4. Test questions

- a. Has an RCA been completed on each applicant?
- b. Does each recruiter candidate have a completed recruiter qualification packet?
- c. Are procedures in place to ensure leaders counsel DA-selected recruiters about reclassifying to PMOS 79R between their 15th and 24th month of assignment to USAREC?
- d. Were SMOS 79R and/or SQI 4 withdrawn from all DA-selected recruiters involuntarily reassigned/reattached from USAREC under the provisions of chapter 5?
- e. Were PMOS 79R and/or SQI 4 withdrawn from MOS 79R recruiters that HRC approved for involuntary reassignment/reattachment and reclassification?
- f. Were Soldiers who were involuntarily reassigned and/or reattached under the provisions of paragraphs 5–5 or 5–6 for cause (as defined by receipt of a “Relief for Cause” NCOER) processed for removal of all recruiter badges or appurtenances?
- g. Are units forwarding reparation and/or retention actions for USAR AGR recruiters to USAREC G1 at least 3 months prior to REFRAD or ETS?
- h. Are commanders submitting requests to change SDAP level to USAREC G1 upon Soldier’s arrival to a position that has a different level of SDAP?
- i. Are commanders submitting requests to terminate SDAP to USAREC G1?
- j. Is USAREC G1 forwarding SDAP requests to the military personnel division for RA Soldiers for issuance of SDAP award or termination orders?
- k. Is USAREC G1 forwarding SDAP requests to HRC for USAR Soldiers for issuance of SDAP award or termination orders?
- l. Are recruiters moved without the approval of the CG, USAREC and HRC?
- m. Are commanders who direct movement of recruiters without proper authority (prior to receipt of assignment orders) approving Soldiers to work in a TDY status (as established by the JTR reimbursing these expenses from the unit’s operating budget)?

D–5. Supersession

This evaluation replaces the evaluation previously published in AR 601–1, dated 11 October 2016.

D–6. Comments

Help make this a better review tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

ACFT

Army Combat Fitness Test

AGR

Active Guard Reserve

ALC

Advanced Leaders Course

ALERTS

Army Law Enforcement Reporting and Tracking System

AMC

U.S. Army Materiel Command

AMHRR

Army Military Human Resource Record

AR

Army regulation

ARC

Army Recruiter Course

ARIMS

Army Records Information Management System

ASAP

Army Substance Abuse Program

ATRRS

Army Training Requirements and Resources System

BH

behavioral health

CAR

Chief, Army Reserve

CG

commanding general

CNGB

Chief, National Guard Bureau

CONUS

continental United States

CSM

command sergeant major

DA

Department of the Army

DCG

deputy commanding general

DCS

Deputy Chief of Staff

DD Form

Department of Defense form

DEROS

date eligible for return from overseas

DES

Directorate of Emergency Services

DHA

Defense Health Agency

DoD

Department of Defense

DRU

direct reporting unit

EFMP

Exceptional Family Member Program

EPMD

Enlisted Personnel Management Directorate

ERB

Enlisted Record Brief

ETS

expiration term of service

GT

general technical

HQ

headquarters

HRC

U.S. Army Human Resources Command

HSS

Headquarters Support System

IG

inspector general

IMCOM

U.S. Army Installation Management Command

JTR

Joint Travel Regulations

LTC

lieutenant colonel

MACP

Married Army Couples Program

MAR2

Military Occupational Specialty Administrative Retention Review

MEDCOM

U.S. Army Medical Command

MOS

military occupational specialty

MSG

master sergeant

NACLC

National Agency Check with Local Records and Credit Check

NCIC
National Crime Information Center

NCO
noncommissioned officer

NCOER
noncommissioned officer evaluation report

OCONUS
outside the continental United States

OPMD
Officer Personnel Management Directorate

PCS
permanent change of station

PFB
pseudofolliculitis barbae

PM
provost marshal

PMOS
primary military occupational specialty

RA
Regular Army

RCA
recruiting candidate assessment

RCCC
Recruiting Company Commander Course

REFRAD
release from active duty

RRC
Recruiting and Retention College

RRS–A
Army Records Retention Schedule–Army

RSID
recruiting station identification code

SDAP
special duty assignment pay

SFC
sergeant first class

SGM
sergeant major

SGT
sergeant

SLC
Senior Leaders Course

SMOS
secondary military occupational specialty

SQI
skill qualifications identifier

SRB

selective reenlistment bonus

SRR

service remaining requirement

SSG

staff sergeant

ST

skilled-technical

TDY

temporary duty

TIG

The Inspector General of the U.S. Army

TOS

time-on-station

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

UCMJ

Uniform Code of Military Justice

USACID

U.S. Army Criminal Investigation Division

USACRC

U.S. Army Crime Records Center

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

1SG

first sergeant

Section II**Terms****Adverse information**

Substantiated adverse finding or conclusion from an officially documented investigation or inquiry, or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgement on the part of the Soldier.

Behavioral health provider

A psychiatrist, doctoral-level clinical psychologist, or licensed clinical social worker (doctoral-level or masters level) with necessary and appropriate professional credentials who is privileged to conduct RCAs.

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.

Credible evidence

Resolved information that is supported by a preponderance of the evidence.

Department of the Army-selected recruiter

An Army recruiter selected by DA serving the initial stabilized assignment with USAREC. Period of assignment expires when the recruiter is reassigned to PMOS duties at the completion of 3 years or when they are reclassified to PMOS 79R, whichever comes sooner. DA-selected recruiters are awarded SMOS 79R and SQI 4 upon ARC graduation.

Military occupational specialty reclassification

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

Moral turpitude

This offense consists of either a fraudulent act, or conduct which is inherently base, vile, or depraved, and contrary to the accepted rules of morality and the duties owed between persons or to society in general. Crimes of moral turpitude include, but are not limited to, child abuse; incest; indecent exposure; soliciting prostitution; embezzlement; check fraud; forgery; fraud; larceny; arson; blackmail; extortion; malicious destruction of property; receiving or transporting stolen property with guilty knowledge; assault with intent to kill, intent to commit rape, intent to commit robbery, intent to inflict serious bodily harm, or with a deadly weapon; kidnapping; manslaughter; murder; rape; and any felony or other offense against the mores of society.

Specified positions

Recruiting cadre, including all Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. These positions include Soldiers holding the PMOS 79R, DA-select recruiters, recruiting officers, and recruiting warrant officers at the company level and below.

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PIN 004348-000