

# DA SELECT RECRUITER APPLICATION CHECKLIST

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

1. **Complete** the DA Select recruiter interview worksheet.
2. Privacy Act Statement, signed and included (Information in block 6 pertains to the individual Soldier not the spouse) **Include your Official (government provided) and a personal account for the email address.**
3. DA Form 5425-R (3 pages) completed accurately reflecting your income, assets, expenses and payment amounts and is **signed and dated no more than six months old at the time of submission.**
4. DA Form 5426-R completed and signed by your BN Cdr or first O-5 supervisor and CSM. **This form must be dated no more than six months old at the time of submission. Include the battalion commander's AKO email address.** No delegation is authorized unless accompanied by assumption of command orders.
5. DA Form 5427-R (3 pages) completed and signed by your commander or first O-3 supervisor. **This form must be dated no more than six months old at the time of submission. Include the company commander's AKO email address.** No delegation is authorized unless accompanied by assumption of command orders.
6. DA Form 7424 Sensitive Duty Assignment Eligibility Questionnaire completed and signed by your commander or first O-3 supervisor. **This form must be dated no more than six months old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.
7. DA Form 3822 Mental evaluation (2 pages) has to be no more than six months old at the time of submission. Ensure AXIS I and AXIS II are completed (N/A" is not valid for those evaluations). Also, your evaluation must be signed by a PHD level provider. **Currently deployed Soldiers can apply with no evaluation however, they MUST have one completed 90 days after redeployment.**
8. Enlisted Record Brief (ERB) is included and is **dated no more than six months old at the time of submission.**
9. Most recent APFT card is included and shows a passing score. Include your Body fat worksheet signed by Cdr or 1SG, if applicable. **No more than six months old at the time of submission.**
10. Most recent DA photo is included at the time of submission. (**Photo in OCPs if deployed is acceptable**).
11. Last three NCOERs. (**Soldiers that do not have three due to insufficient time as an NCO will only need to send what they have or letters of recommendation**).

**I have included the following documents if they apply, if not write NA.**

**12.** Photos of **ALL** tattoos; to include location and an explanation of each tattoo's meaning. The only exception is for those tattoos in private areas (Males – brief area, females – brief area and frontal bra area). **The photo (s) need to be close up, clear and in color. All tattoos need to be photographed in OCP's. Please see photo examples at the end of this packet.**

**13.** Proof of enrollment in the EFMP that indicates the type of treatment required for your family member(s) along with a copy of the DD Form 1172-2.

**14.** Copy of any Article 15s, (including summarized), and any law violations (reckless driving, speeding, etc) including the final disposition. **If you cannot obtain a copy, include a memo from your commander that explains the charge(s), punishment administered and disposition no matter when or where the offense occurred.**

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

**16.** Sole parents must provide a sole parent memorandum. **Please see the following pages for example.**

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



**PAY ATTENTION TO DETAIL AND SEND ONLY COMPLETED PACKETS USING THE CHECKLIST ABOVE. ONCE COMPLETED, SCAN/EMAIL THE PACKET FOR REVIEW AND PROCESSING.**

Name:

Date: