



**Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky
6 June 2019**

USAREC Supplement 1 to AR 600-8-22

**Personnel General
Military Awards**

For the Commander:

**JOSEPH L. THOMAS
Colonel, U.S. Army
Deputy Chief of Staff**

Official:

**RONNIE L. CREECH
Assistant Chief of Staff, CIO/G-6**

History. This publication is an administrative revision to USAREC Suppl 1 to AR 600-8-22, which is effective 25 January 2024. The portions affected by this revision are listed in the summary of change.

Summary. This publication supplements AR 600-8-22, dated 19 January 2024. The supplement complements the Military Awards Program.

Applicability. This supplement is applicable to Headquarters, U.S. Army Recruiting Command, and its subordinate units.

Proponent and exception authority. The proponent for this supplement is the Assistant Chief of Staff, G1. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14 or the equivalent.

Army management control process. This supplement contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Further supplementation of this Supplement is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies and procedures regarding Military Awards program within USAREC according to UR 10-1, para 3-12 c.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPE-MSA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution: This publication is available in electronic media only and is intended for command distribution level B.

SUMMARY of CHANGE

USAREC Suppl 1 to AR 600-8-22

Military Awards

This admin revision, dated 25 January 2024

- o Adds the eligibility requirements for permanent award of the Basic Recruiter Badge Executive Officers.
 - o Makes administrative changes throughout.
 - o Date of Publication changed due to the revision of the AR 600-8-22.
 - o Corrected reference for USAREC personnel from paragraph 8-43 to 8-34.
 - o Moves para 1-47 and 1-50 to Appendix B due to the update of AR 600-8-22.
 - o Moves Appendix F to Appendix M due to the update of AR 600-8-22.
 - o Updates qualifications for the Master Recruiter Badge in para 8-34 and Appendix M.
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Contents

Add appendix M after appendix L.

F. Permanent Wear of the Recruiter Badge, *page 3*

Figure List

Add figure M-1 to the end of the list.

Figure M-1: Sample memorandum of announcement, *page 4*

Paragraph 1-12, Objective and implementation

Add paragraph c after paragraph b.

c. The USAREC Military Awards Program will complement the DA Military Awards Program by ensuring:

(1) Consider all individuals for an award upon transfer or separation. Commanders will establish an administrative program, to include the use of suspense files. These files indicate that supervisors have been notified of an individual's pending duty change. Supervisors will indicate that consideration has been given to Soldiers leaving for an appropriate award, or that no award is considered appropriate. The following lists minimum level and area of responsibility:

(2) When transferring within a unit, general or special staff, or duty assignment change, at a minimum, a statement of accomplishments and achievements, if appropriate, is forwarded to the new supervisor from the previous supervisor as input for a future award recommendation.

Paragraph 1-28, Format, content, and distribution of orders

Add paragraphs c through e after paragraph b.

c. Commanders will not forward orders announcing award of a military decoration to the servicing military personnel office prior to presentation of the award. The commander presenting the award is responsible for ensuring that orders announcing the award are presented to the award recipient and uploaded into IPERMS.

d. Commanders / S1s will file the orders log and the DA Form 638's by calendar year and order number under record number 600-8-105 c. Commanders / S1s will upload the orders log and the DA Form 638's to the Army Electronic Archives annually in January or February.

e. Commanders / S1s will file certificates, DA Form 638, and any other background information by calendar year alphabetically under record number 600-8-22 b Commanders / S1s will also upload these records to the Army Electronic Archives annually in January or February.

Paragraph 3-6, Peacetime award approval authority

Add paragraph n after paragraph m.

n. Recruiting commanders are not authorized to approve military decorations (ARCOM and below) for personnel in the Hometown Recruiter Assistance Program (HRAP). These personnel are normally in a TDY status. Commanders may forward award recommendations to the commander of the Soldier's parent or gaining unit. Future Soldier's are not authorized award of any military decoration.

Paragraph 8-34, U.S. Army recruiter identification badges

Add paragraphs e through j after paragraph d.

d. The permanent wear of the U.S. Army Basic Recruiter Badge is awarded to the personnel listed below upon successful graduation from the from the following Recruiting and Retention College course Army Recruiter Course, Health Care Recruiting Course, and USAREC Pre-command Course.

- (1) DA Select Recruiters (non-79R) and AGR Recruiters (Army Recruiter Course).
- (2) USAREC band liaisons (attendance at Army band audition course required).
- (3) Warrant officers (No course requirement).
- (4) Army Medical Department recruiting officers (no course requirement).
- (5) Chaplain Recruiters (no course requirement).
- (6) Inter-service Physician Assistant Program officer (no course requirement).
- (7) Brigade dental officer Recruiters (no course requirement).
- (8) USAREC Commanding General.
- (9) Deputy Commanding General.
- (10) Recruiting Brigade Commanders (USAREC Pre-command Course).
- (11) Recruiting Battalion Commanders (USAREC Pre-command Course).
- (12) Recruiting Brigade Executive Officer (If they complete the USAREC Pre-Command Course).
- (13) Recruiting Brigade S3 Officer (If they complete the USAREC Pre-Command Course).

e. The permanent wear of the U.S. Army Basic Recruiter Badge is awarded to the personnel listed below upon completion of the required Recruiting and Retention College course and successfully passing the required certification exam in accordance with UR 350-1 appendix F.

- (1) Recruiting Company Commander (Recruiting Company Commander/First Sergeant Course).
- (2) Recruiting Company Executive Officer (Recruiting Company Executive Officer Course)
- (3) Battalion Executive Officer (USAREC Executive Officer Course).
- (4) Battalion S3 Officer (Recruiting Operations Officer Course).
- (5) Company Executive Officer (Company Executive Officer Course).
- (6) Recruiting Brigade Executive Officers may compete for permanent wear of the recruiter badge by completing the USAREC Executive Officer Course and achieving a passing score of 80% or complete the USAREC Pre-Command Course.

(7) Recruiting Brigade S3 Officers may compete for permanent wear of the Recruiter Badge by completing the Recruiting Operations Officer Course and achieving a passing score of 80% or complete the USAREC Pre-Command Course.

f. Other personnel authorized by the USAREC CG and announced by memorandum of announcement for temporary wear may wear the Basic Recruiter Badge while assigned or attached to USAREC; however, upon reassignment or release from attachment from USAREC, the badge may be retained only as a memento.

g. Criteria and procedures for permanent wear of the Basic Recruiter Badge are found in appendix M.

h. Criteria for award of the Gold Recruiter and Master Recruiter Badge are at Appendix M.

i. HQ, USAREC will issue a memorandum revoking the U.S. Army Basic Recruiter Badge, U.S. Army Gold Recruiting Badge, and the Master Recruiter Badge if involuntarily reassigned due to misconduct / poor performance, regardless of the amount of time the individual has served in the position in a satisfactory manner.

Appendix A, References

Add the following to Section II, Related Publications:

DA Form 4612-R

Number and Type of Decoration Awards. (Prescribed in para B-9 e.)

USAREC Form 600-8-22.1

Military Awards Information. (Prescribed in para 3-19 u (8).)

Appendix B-7, Requisitions

Add paragraph d after paragraph c.

c. The commanders of recruiting brigades and recruiting battalions will requisition and stock Army Achievement Medals, ARCOMs, and Oak Leaf Clusters necessary to meet projected 90-day requirements. Submit requisitions for medals and clusters through normal supply channels. Necessary control procedures are established to ensure the safeguarding of military awards. Fiscal year funding is budgeted and requested by recruiting brigade commanders for their brigade and subordinate recruiting battalions.

Appendix B-9, Reports, number, and types of decorations awarded

Add paragraph f after paragraph e.

f. The only element allowed to report to Headquarters, Training and Doctrine Command (HQ, TRADOC) is HQ, USAREC. HQ, USAREC will submit one consolidated report to HQ, TRADOC. Brigades will send reports to HQ, USAREC, via e-mail or through SharePoint to arrive not later than the 1st day of the first week of January of each year. DA Form 4612-R (Number and Types of Decorations Approved) is used to submit consolidated reports. Negative reports are required.

Appendix M

Award and Permanent Wear of the Basic, Gold and Master Recruiter Badges

M-1. Eligibility requirements.

a. Personnel identified in paragraph 8-34 e. (1-13) and 8-34 f are eligible for permanent wear of the Basic Recruiter Badge upon completion of all the following criteria:

(1) Completion of the required course conducted by the Recruiting and Retention College: Army Recruiter Course, Health Care Recruiting Course, Recruiting Company Commander Course, Company Executive Officer Course, USAREC Executive Officer Course, Recruiting Operations Officer Course, and USAREC Pre-command Course. (Band liaisons must attend an approved Army Band Audition Course).

(2) Performing recruiting operations in support of the assigned recruiting mission.

(3) Successfully completed all required certification programs in accordance with UR 350-1 appendix F.

b. Personnel in paragraph 8-34 e and 8-34 f who meet the following criteria are eligible for award of the Gold Recruiter Badge:

(1) Must be an NCO, Warrant Officer, or Officer who have been awarded the Basic Recruiter Badge for permanent wear.

(2) Achieve 2400 production points while assigned to USAREC.

(3) Not currently flagged IAW AR 600-8-2.

(4) Not be, or have been a subject of a substantiated intentional recruiting impropriety.

(5) Not be, or have been a subject of an investigation for substantiated misconduct and have any UCMJ actions.

(6) Pass the ACFT; meet standards IAW AR 600-9

c. Personnel in paragraph 8-34 e and 8-34 f who meet the following criteria are eligible for award of the Master Recruiter Badge:

(1) Must be an NCO, Warrant Officer, or Officer who have been awarded the Basic Recruiter Badge for permanent wear.

(2) Must be assigned to USAREC for a minimum of 12 months.

(3) Must successfully pass the Master Recruiter Badge Competency Test (MRBCT).

(4) Must be recommended for an award by the command leadership team.

- (5) Must score 80 percent or higher on the MRBCT to move to the Hands-On.
- (6) Must successfully pass the Hands-On Performance Test.
- (7) Not currently flagged IAW AR 600-8-2
- (8) Cannot have any substantiated intentional improprieties, pending investigations, or commander inquiries within the previous 24 months.

M-2. Approval authority

The Commandant of the Recruiting and Retention College or the USAREC G1 will authorize permanent wear of the Basic Recruiter Badge to eligible personnel and will issue a memorandum of announcement to document permanent award of the Basic Recruiter Badge (see fig F-1).

M-3. Exceptions to policy

Requests for permanent wear of the Army Basic Recruiter Badge for personnel not listed in paragraph 8-34 e and 8-34 f is not authorized and will not be considered unless there are unique circumstances warranting an exception. Requests for exception to policy must be submitted to the USAREC CG for a decision.

Glossary

Add the following term alphabetically to section I:

HQ USAREC

Headquarters, U.S. Army Recruiting Command

(Appropriate letterhead)

ATSG-RR

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Permanent Award of the Basic Recruiter Badge

DOE, John A. 000-00-0000 CPT U.S. Army Recruiting Battalion Oklahoma City (W185AA),
Oklahoma City, OK 73102-3202

AWARD: Basic Recruiter Badge

EFFECTIVE DATE:

AUTHORITY: AR 600-8-22, paragraph 8-34 and USAREC Suppl 1 there to

SPECIAL INSTRUCTIONS: The award of the Army Basic Recruiter Badge is authorized to be worn as a permanent part of the officer's or noncommissioned officers uniform.

Commandant's Name

COL, AV

Commandant

DISTRIBUTION:

3-Indiv

1-Cdr, U.S. Army Rctg Bn Oklahoma City

1-U.S. Army 5th Rctg Bde, ATTN: Awards

1-Cdr, HRC, ATTN: AHRC-PDP-A,

1600 Spearhead Division Avenue, Fort Knox, KY 40122 1-RCPE-MSA

Figure M 1 Sample memorandum of announcement

USAREC

ELECTRONIC PUBLISHING SYSTEM

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