



**USAREC Techniques  
Publication 3-10.2  
Army Reserve  
Recruiting Techniques**



# ***SUMMARY of CHANGE***

USAREC Techniques Publication 3-10.2  
Army Reserve Recruiting Techniques

This administrative revision dated 6 February 2024

- Changes out term/discussion/graphics about intelligence preparation of the battlefield (IPB) for intelligence preparation of the operational environment (IPOE).
- Changes reference to PaYS under the new naming convention 'Partnership for Your Success'.

This publication is available at the USAREC Publishing Directorate Site [https://recruiting.army.mil/forms\\_pubs/](https://recruiting.army.mil/forms_pubs/)

Headquarters  
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Fort Knox, KY, 40121  
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# Army Reserve Recruiting Techniques

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## **PREFACE**

The United States Army Recruiting Command (USAREC) publication, USAREC Techniques Publication (TP) 3-10.2, Reserve Recruiting Techniques, expands on the fundamental concepts and requirements introduced in USAREC Manuals 3-30, 3-31, 3-32 and USAREC Training Circulars (TC) 5-03.1, 5-03.2, and 5-03.3. This TP provides detailed concepts, performance steps/measures, and techniques to supplement core-recruiting tasks performed in support of achieving the Army Reserve (AR) recruiting mission. USAREC has the mission to find and recruit qualified men and women to join the United States Army Reserve (USAR). Recruiters can improve achieving mission success by adopting and employing some or all of these prescribed techniques.

## **PURPOSE**

The purpose of this USAREC TP is to provide fundamental information to conduct effective network-centric operations by identifying, developing, and integrating influencers, partnerships, and providing successful techniques that will enable recruiters to accomplish the AR recruiting mission. This TP provides recruiters with a basic understanding of the importance of reserve networking, understanding of the Army Reserve market and methods that support of the recruiting mission. It is not the intent of the TP to replace USAREC Reg. 601-2 Management of Centers of Influence Events and Educator Tours. Additionally, this TP provides a quick reference guide on enduring Army Reserve programs and nuances that recruiters must understand to achieve their Army Reserve mission.

## **SCOPE**

This USAREC TP supplements existing Training Circulars (TC) and USAREC manuals on performing recruiting functions and tasks but provided additional techniques and knowledge specifically for use by recruiters tasked with achieving the AR mission.

## **APPLICABILITY**

This manual applies to all recruiters, station commanders, and commanders at all levels in USAREC as well as supporting Soldiers and civilian staff.

## **ADMINISTRATIVE INFORMATION**

The proponent for this manual is the Recruiting and Retention College, Doctrine Division. Send comments and recommendations on DA Form 2028 (Recommended Changes to this Publication) directly to HQ RRC, ATTN: RCRC-DD, 1929 Old Ironsides Ave, Fort Knox, KY 40121 or by e-mail to [usarmy.knox.usarec.list.rrc-doctrine@army.mil](mailto:usarmy.knox.usarec.list.rrc-doctrine@army.mil)

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# Chapter 1

## Understanding the Army Reserve (AR) Mission and Market

### Section 1: Introduction

**1-1.** USAREC Techniques Publication (TP) 3-10.2 provides recruiting professionals, commanders, and staffs an understanding of the intricacies required to recruit for the US Army Reserve mission. This publication discusses and defines the roles and functions of USAR processes and environments and the fundamentals each provide to the recruiting forces. Training circulars (TCs) provides and support fundamentals, tasks, procedures, & concepts as source reference and details. The purpose of this TP is to provide tactics, techniques and procedures specific to Army Reserve (AR) recruiting operations. **Best Practices are highlighted throughout the manual.**

**1-2.** Accomplishing the AR recruiting mission is far more than conducting Army interviews with potential applicants. Reserve recruiting operations and success in achieving the reserve mission requires cultivating markets through understanding the Operational Environment, developing personal, professional, and community relationships and networks. Partnerships, as outlined in USAREC TC 5-03.3 Partnerships, require establishing relationships and applying interpersonal communication with various organizations and individuals within the recruiting area of operation (AO). These relationships are enduring and long-term and are not temporary based on a recruiter's immediate needs. They require constant care and maintenance.

### Section 2: Reserve Recruiting Operational Environment (OE)

**1-3.** Understanding your recruiting operational environment is one of several keys to success in recruiting. Likewise, success in achieving the AR mission requires understanding the nature of your mission (prior service (PS) and non-prior service (NPS)) requirements, your customers (the type of Reserve units in your footprint), and communities (recruiting markets) in your AO, and more importantly, the networks and relationships you establish within them.

**1-4.** Unlike the Regular Army mission, the AR mission has unique aspects that recruiters must have awareness of in order to achieve mission success. Unlike the AR mission, the RA mission is not subject to geographical constraints or unit vacancy requirements. These include areas like applicant's location in proximity to Army Reserve unit locations, Troop Program Unit (TPU) requirements (unit vacancies), where applicants live, and deployment cycles can affect AR recruiting efforts. Recruiting leadership must plan for and consider these aspects when conducting the AR recruiting mission.

### Summary

**1-5.** Achieving success in the AR mission requires understanding of the nuances within the recruiting area of operation and product knowledge. This includes understanding the OE, developing networks, awareness of TPU unit vacancies and AR options and benefits. Without this knowledge your AR recruiting mission is at risk.



## **Chapter 2**

### **Reserve Recruiting Networks**

#### **Section 1: Introduction to Reserve Recruiting Networks**

**2-1.** Community-based grassroots programs are particularly effective in overcoming barriers based on fear, lack of knowledge, and misinformation. A well-designed program can engage, equip, sustain, and utilize credible advocates to support your annual operation plan.

**2-2.** When properly informed and motivated, community leaders can become passionate advocates and trusted sources of information. Over time, they can positively influence local perceptions of the Army and build an environment that is more favorable to the Army's recruiting message. Because of their status within the community, advocates can also be very effective in helping overcome recruiting obstacles, such as access to schools.

**2-3.** Alignment between what the Army says and what respected and trusted community leaders are saying creates credibility and impact.

#### **Section 2: Troop Program Unit (TPU) In Network Centric Recruiting**

**2-4.** The nucleus of the Army Reserve recruiting mission is the Troop Program Unit (TPU). A strong relationship with the TPU commander, its Soldiers, and full-time staff is a vital link to the success of the Army Reserve recruiting mission.

**2-5.** Each TPU has a wealth of experience and knowledge in its Soldiers. While these individuals are soldiers during battle assemblies, the rest of the month they are educators, police officers, employers, community leaders, etc. It is these citizen-soldiers that we must identify and utilize as combat multipliers to not only achieve the AR recruiting mission but ultimately to build the strength of the Army Reserves.

**2-6.** Utilizing TPU members in the daily business of recruiting is smart business. What better way to give a presentation or conduct an Army interview than to have a respected teacher, friend, relative etc., be present to validate and give credibility to your Army story. You can find TPU Soldiers in all sectors of the civilian community that recruiters can rely on to cultivate their market. Utilizing the right people will make all the difference in your TPU partnership and your mission success.

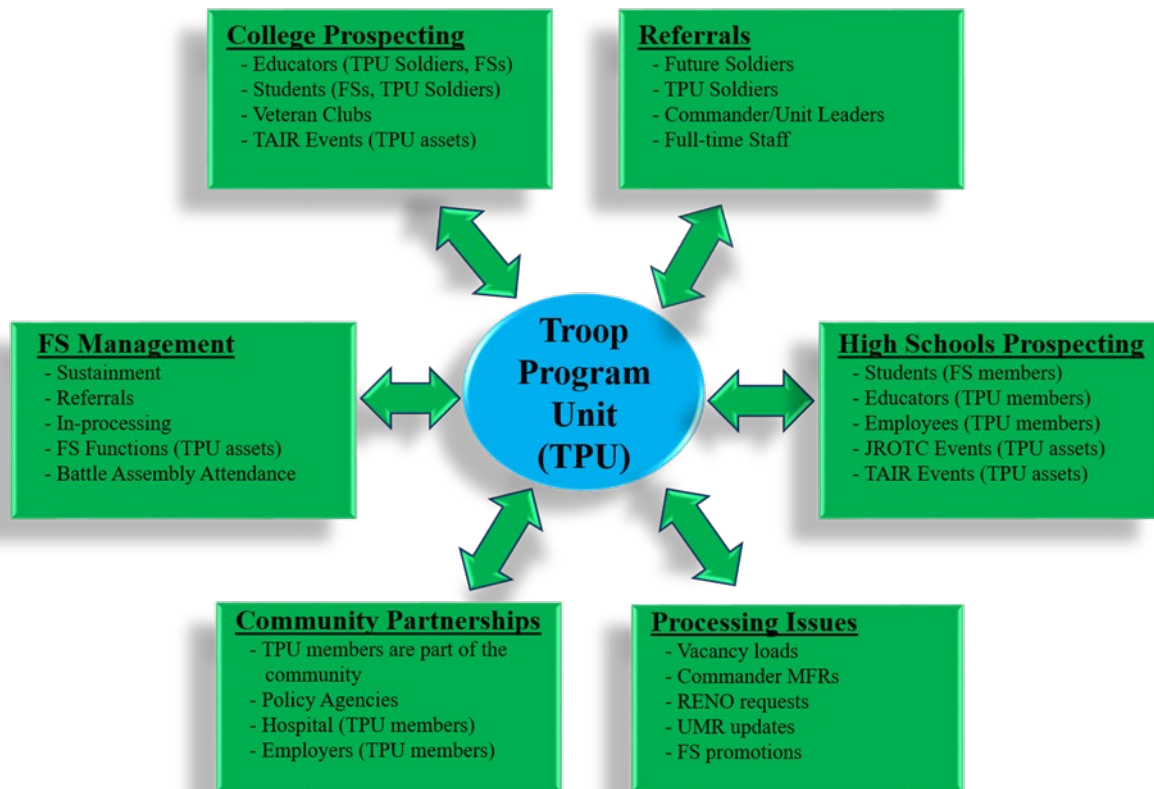


Figure 2-1. Troop Program Network and Linkages.

**2-7.** The fulltime staff of the TPU (ex: the Army Reserve Administrator, AGR NCO) is also a vital link to the TPU partnership as well as an essential part of the applicant processing cycle. TPUs have a number of full-time staff that manages the operation of the facility, the unit, and its soldiers. Each of these individuals has specific jobs in keeping the unit operational. You should know who these people are and they should know you. They should also know to refer all questions regarding enlistment into the Army Reserve to you.

**2-8.** The TPU Commander is the most important person to get to know in the unit. The commander is the approval authority for all actions involving their soldiers and resources. A recruiter, their station commander, and company leadership should meet with the unit commander as often as possible in order to maintain a constant and strong working relationship. A strong relationship will foster better cooperative efforts for applicant processing and participation in Recruiting and Reserve Partnership Council (R2PC) meetings (Refer to AR 601-2, Army Recruiting Support Programs for more details).

**2-9.** The Army Reserve Administrator (ARA) is the record manager for the unit. All personnel actions go through the ARA for approval or disapproval from the commander. The UA will help you in obtaining copies of documents needed. The ARA will also manage unit vacancies and will assist in vacancy loads as well as acceptance letters or renegotiation requests.

**2-10.** The Facility Manager and Supply NCO are good to know when needing to utilize the USAR Center and equipment for events such as Future Soldier functions, uniforms for Future Soldiers, or training. All requests for building utilization will go through the Facility Manager.

**2-11.** The Retention NCO is another full-time staff member who you must know. The Retention NCO is important because he or she has close contact with each soldier in the unit and can assist in providing referrals, writing prior service contracts, is aware of Future Soldier issues, and has access to various systems such as REQUEST and the Reserve Component Manpower System (RCMS).

**2-12.** As you visit with unit staff, think about what you are doing or what you are asking for. The perception among full-time unit staff is that recruiters are always asking for something and never giving back. Take the time to give something to the unit and develop a strong partnership with its members. Some examples are:

- a. Offer to grade Army Combat Fitness Test (ACFT)
- b. Work ranges on qualification days
- c. Offer to teach classes that you are an expert in (MRT, Master Fitness, MOS)
- d. Volunteer on Family Readiness Group (FRG) Family Days
- e. Serve food during the holidays
- f. Be the 'Platoon Sergeant' for all the unit's Reserve Delayed Training Program (DTP) Soldiers. This will unburden the unit and allow you to get some referrals.
- g. Bring ID tag machine to SRP to print new ID tags for Soldiers
- h. Find Active Duty for Operational Support (ADOS) volunteers to assist you in your recruiting efforts

**2-13.** Although you are trying to fill the TPU unit's ranks, be aware that the unit's primary focus is not to help recruiters, but to focus on their own mission essential tasks, mission, and Soldiers.

## Section 3: Developing Troop Program Unit Relations

**2-14.** Establishing TPU relationships will increase the likelihood of filling unit vacancies and increase the number of referrals from unit members. The following performance steps will assist in establishing these relationships:

- a. Conduct intelligence gathering on local units.
  - (1) Determine the number of TPUs within your assigned recruiting zone.
    - (a) USARC G-1 REQUEST via MilSuite website
    - (b) FSR2S O Reports
    - (c) Unit Retention NCOs
    - (d) Business Intelligence (BI) Zone
  - (2) Gather intelligence on assigned units.
    - (a) Unit's mission
    - (b) Equipment on hand
    - (c) Sustainable Readiness Model
    - (d) Unit Manning Roster (UMR)
    - (e) Vacancy needs
    - (f) Battle Assembly (BA) dates

**Best Practice:** NCOs can pull the Primary Vacancy list from MILSUITE every week. The USARC G1 REQUEST Team compiles a spreadsheet on the first workday of every week. It is sortable by MOS, City, State, and Rank. You can be access at the following link: <https://www.milsuite.mil/book/docs/DOC-375787>

- (3) Document findings in Reserve Unit Zone.
- b. Identify key unit members.
  - (1) Identify key unit leadership members assign.

- (a) Commander
- (b) First Sergeant
- (c) Training NCO
- (d) Army Reserve Administrator
- (e) Supply NCO
- (f) Retention NCO
- (2) Identify unit members that hold key civilian positions in local communities.
- (3) Obtain a list of Unit POCs with phone number and e-mail address.

**Best Practice:** Ensure you get the roster with cell phones. It does no good to have an office number that is used only 2 days a month.

- (4) Document findings in Reserve Unit Zone.
- c. Contact key unit leadership members and setup initial visit.
  - (1) Establish date for initial face-to-face appointment.
  - (2) Place appointment date in Recruiter Zone calendar
  - (3) Document appointment in Reserve Unit Zone
- d. Conduct scheduled TPU visits (schedule at least 75% of unit visits).
  - (1) Introduce yourself
  - (2) Discuss unit's mission
  - (3) Obtain UMR
  - (4) Determine unit's needs
    - (a) Percentage (%) fill
    - (b) DMOSQ vacancy needs
- e. Unit priority code
  - (1) Determine unit's needs.
  - (2) How can you support the unit's mission?
  - (3) How can unit support your mission?
  - (4) Make presentation to entire unit.
  - (5) Conduct training with unit.
  - (6) In-process Future Soldiers.
  - (7) Document activities in Reserve Unit Zone.

**Best Practice:** Many units have a Key Leaders meeting an hour before first formation. That is something a Recruiter and SC should attend as often as possible.

- f. Conduct unscheduled TPU visits.
  - (1) Make appearances during battle assemblies (Note: Be an asset, not a liability).
  - (2) Bring Personal Presentation Items (PPIs) to the unit.
  - (3) Make yourself available to assist if needed.
  - (4) Document activities in Reserve Unit Zone.
- g. Conduct Follow up activities.

- (1) Address issues from previous meetings.
- (2) Ensure Future Soldiers are ready to ship.
- (3) Identify new needs or issues.
- (4) Document Reserve Unit Zone.

## **Section 4: Recruiting & Reserve Partnership Council (R2PC)**

**2-15.** The R2PC is a perpetual partnership forum designed to improve communications and synchronize recruiting efforts between USAREC elements, supported USAR units, USACC detachments, and Army Reserve Careers Division (ARCD) personnel within their respective areas of operation. HQ USAREC and the DCS, G-1 guide this effort with the ultimate goal of building and sustaining unit personnel strength and readiness. (Refer to AR 601-2, Army Recruiting Support Programs, for more details).

**2-16.** An R2PC should convene annually at the recruiting brigade level, and semi-annually at the recruiting battalion level. Recruiting battalions covering large geographical areas should consider hosting additional R2PCs to meet the needs of the Army Reserve units supported. Multiple sessions would enable smaller group discussions and personal training between both the battalion and supported units. Recruiting companies may also host R2PCs, beyond the battalion semiannual requirement, to bridge the gap between battalion R2PCs.

**2-17.** The recruiting battalion commander and CSM host the semiannual recruiting battalion R2PC. Recruiting company commanders and first sergeants (1SGs), supported USAR commanders, CSM, 1SGs, and ARCD personnel must attend. Medical Recruiting Battalion commanders and CSMs will host at least one R2PC annually. Common areas of interest discussion should consist of:

- a. Active Duty for Operational Support, Reserve Component (ADOS-RC).
- b. REQUEST Vacancy System.
- c. Local advertising support.
- d. Location of recruiters and their association with specific USAR units.
- e. Market analysis in relation to force structure changes; discuss the impact on recruiting and USAR plan.
- f. Unit recruiting plans.
- g. Unit sponsorship programs; Delayed Training Program (DTP).
- h. Compliance with regulations, policies, and memorandums of agreement.
- i. Healthcare professions recruiting.
- j. Recruiting for hard-to-fill and old unit vacancies.
- k. Training seat issues and scheduling of IMT.
- l. Reserve Soldiers enlisting in the Active Army.
- m. The ROTC/SMP.
- n. New or changed USAR enlistment options.
- o. Review previously solicited agenda items and due-outs.
- p. AR commander's feedback on enlistments and transfers.
- q. HRC problems such as obtaining reenlistment eligibility codes and separation documents.
- r. Promotion opportunities for recruits before IMT.

- s. Identification of USAR personnel for involvement in the centers of influence programs.
- t. Commitments between recruiting battalion and USAR feedback from battalion-level R2PCs.
- u. Establish due-outs/deliverables.

**Best Practice:** Schedule an R2PC when a Reserve BN or higher HQ is having a training meeting or QTB. It is easier to attend a function than establish your own.

**2-18.** Although your USAREC leadership normally coordinates and attend R2PC sessions, always attempt to participate in these sessions in order to get firsthand information on requirements and issues regarding TPU units that you support. These sessions will also allow you to develop and/or strengthen your bonds and networking system. For more information, refer to AR 601-2 (Army Recruiting Support Programs).

## Section 5: Army Reserve Community Partners (CP)

**2-19.** Recruiters are the face of the Army to many within your communities and often the highest-ranking military officer or NCO some people will have ever met in person. Establishing and developing relationships with networks with Community Partners (CPs) have wide-reaching and influential contacts across your recruiting footprint. As mentioned, they could be members of the supported TPU and can provide contacts and leads with the AR market.

**2-20.** CPs are also good sources for obtaining introductions for hard-to-penetrate schools, school districts, professional groups, local communities, and organizations. Find any and every reason to recognize these individuals and officials. Accessing schools, communities, or organizations can be difficult at times; however, a community partner can make all the difference. Remember, they are respected leaders or influencers in your community. (See USAREC TC 5-03.3, Partnerships, for more details on establishing Community Partnerships)

## Summary

**2-21.** Understanding and developing an Army Reserve recruiting network is important in achieving the AR mission. These networks center on relationships with the supported TPU unit and their leaders and community partnerships. Without continuous coordination and interfacing with TPUs, strong networks, good relationships within the community, community partners, and TPU leaders, your ability to recruit for the Army Reserves will remain difficult and puts achieving your AR mission at jeopardy. Integrating into your community is not only essential to your success, but it is also beneficial to your community and TPU through your shared efforts.

# Chapter 3

## Army Reserve Recruiting Systems

### Section 1: Navigating Reserve Unit Zone

3-1. Reserve Unit Zone in IKROME allows recruiters a venue to provide detailed information of the assigned Army Reserve units within your recruiter RSID.

3-2. Access and navigating Reserve Unit Zone from IKROME (See Figure 3-1):

- a. Station and above users will be asked to choose an RSID first.
- b. The 'Unit List' provides a list of Army Reserve Units assigned to a specific RSID.
- c. A view only version of the recruiter's calendar will appear showing scheduled unit events.
- d. The "Unit Info" tab lists the unit address, phone number, and a list of MOSs that may be available in the unit.
- e. "Search Outside Vacancies" link allows users to search for vacancies outside their respective RSID, state, or ZIP code.

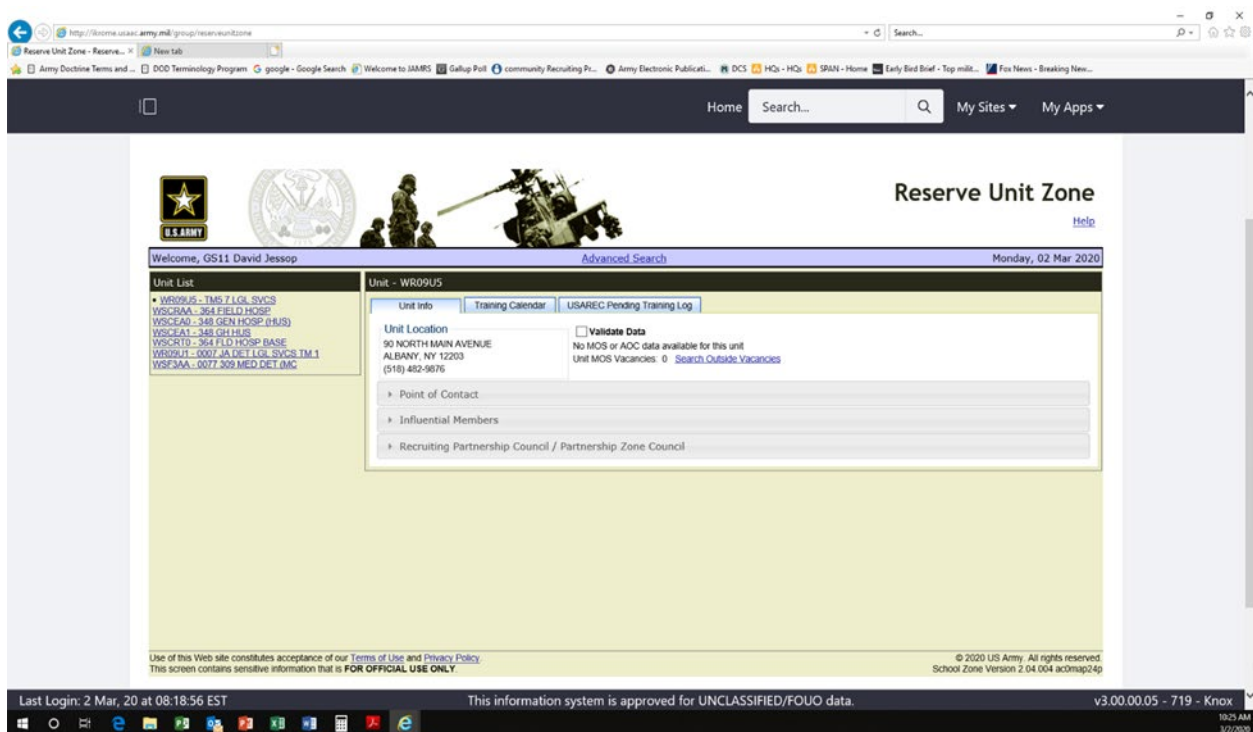


Figure 3-1. Reserve Unit Zone – Main Menu screen shot.

3-3. Input 'Point of Contact' Information:

- a. Input key unit personnel such as the commander, first sergeant, sergeant major, training NCO, and their contact information. (See Figure 3-2)
- b. Add, delete, or update as personnel change.



The screenshot displays the 'Reserve Unit Zone' interface for unit WSSVA1. The page includes a navigation bar with 'Home', 'Search...', 'My Sites', and 'My Apps'. The main content area is divided into sections: 'Unit List' on the left, 'Unit - WSSVA1' in the center, and 'Advanced Search' and 'Monday, 02 Mar 2020' at the top right. The 'Unit - WSSVA1' section contains tabs for 'Unit Info', 'Training Calendar', and 'USAREC Pending Training Log'. The 'Unit Info' tab is active, showing the unit's location at 1720 CONGRESSMAN DICKSON DRIVE, MONTGOMERY, AL 36109. Below this, there is a 'Point of Contact' section with a table listing key personnel.

| Position           | Name                 | Work/Cell            | Email                           | Date Entered | Add           |
|--------------------|----------------------|----------------------|---------------------------------|--------------|---------------|
| Unit Commander     | CAPT Akisea Arroyo   | W 011 (407) 432-2423 | akisea.l.arroyo.mil@gmail.mil   | 20131118     | Edit   Delete |
| 1SG                | 1SG Johnny McMullins | W 011 (478) 960-3312 | johnny.mcmullins.mil@gmail.mil  | 20131118     | Edit   Delete |
| Personnel NCO      | SFC Harry Torres     | W 011 (205) 265-0275 | harry.torresramos.mil@gmail.mil | 20131118     | Edit   Delete |
| Unit Administrator | SSG Shanae Sparks    | W 011 (334) 271-7417 | shanae.f.sparks.civ@gmail.mil   | 20131118     | Edit   Delete |

Below the table, there are sections for 'Influential Members' and 'Recruiting Partnership Council / Partnership Zone Council'. The footer contains copyright information for 2020 US Army and version details.

Figure 3-2. Reserve Unit Zone – Unit Info: Points of Contact screen shot.

3-4. Input influential unit members. Members of the TPU may be centers of influence or important members within the community, which can open doors or provide potential leads and prospects. (See Figure 3-3)

- a. Input identified influential community members assigned to the TPU.
- b. Examples:
  - (1) Teachers
  - (2) Community leaders (local clubs or organizations)
  - (3) Business owners
  - (4) Politicians
  - (5) Veteran's Groups

# Army Reserve Recruiting Systems

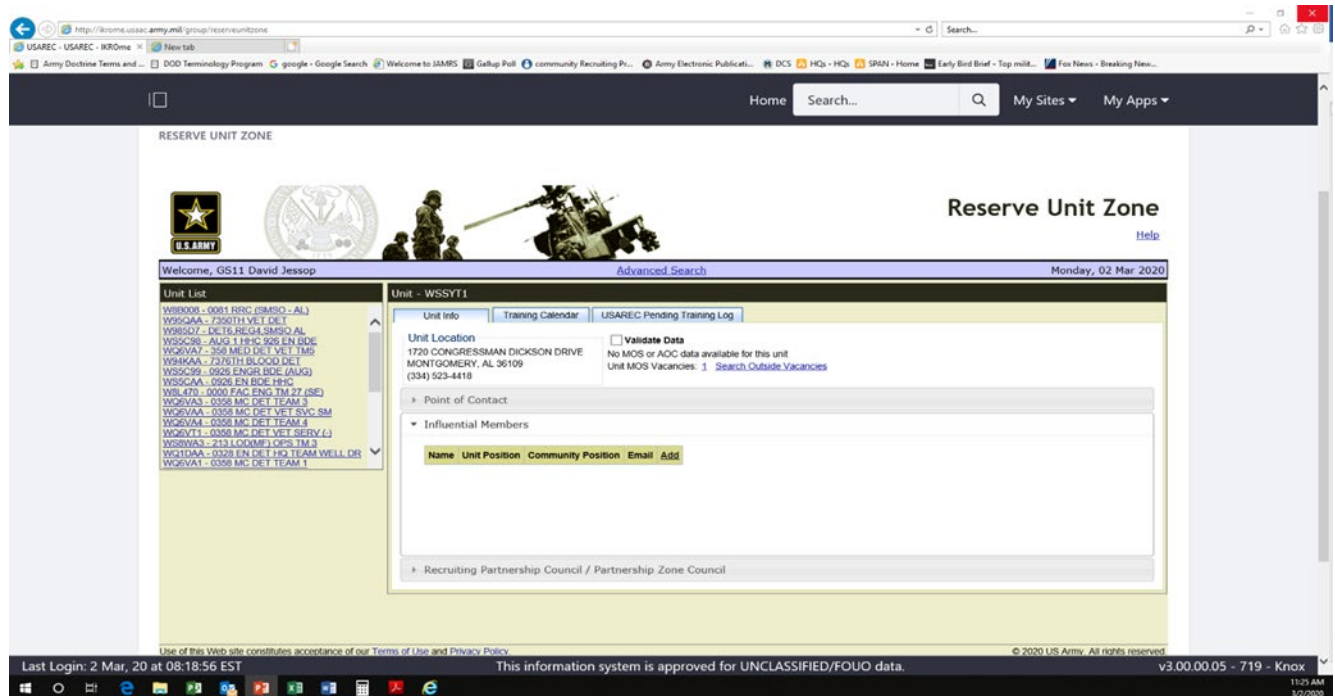


Figure 3-3. Reserve Unit Zone – Influential Members screen shot.

## 3-5. Input Reserve Recruiting Partnership Council (R2PC) information. (See Figure 3-4)

- Input R2PC dates.
- Indicate if unit attended a scheduled R2PC.

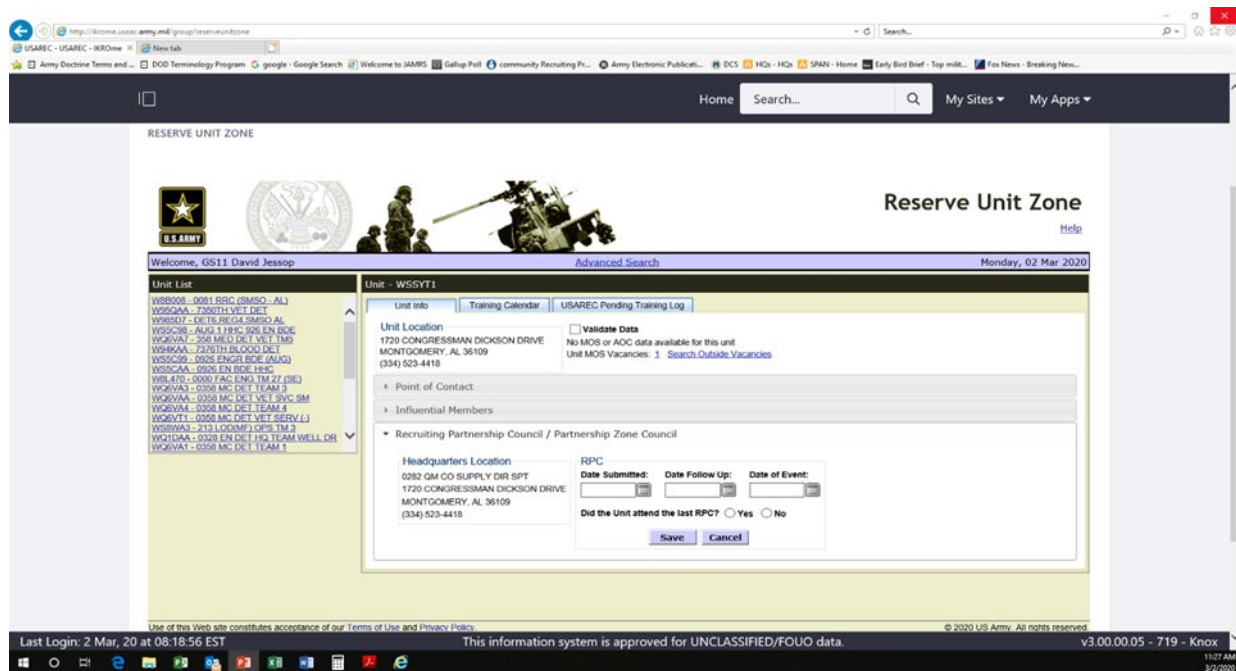


Figure 3-4. Reserve Unit Zone – Recruiting Partnership Council/Partnership Zone screen shot.

- 3-6.** Review 'USAREC Pending Training Log' for AR Future Soldiers in the DTP.
- Review the list of current Future Soldiers assigned to unit (See Figure 3-5):
- Ensure Soldiers are in-processed.
  - Ensure Soldiers are attending required Battle Assemblies.
  - Ask for referrals.

The screenshot displays the 'Reserve Unit Zone' interface. The main content area is titled 'Unit - WSOYA1' and shows the 'USAREC Pending Training Log' for this unit. The table below contains the following data:

| RSID              | Name                  | MOSAOC | Date Enlisted | Ship Date | Split | Stopper |
|-------------------|-----------------------|--------|---------------|-----------|-------|---------|
| 3H5K - MONTGOMERY | Coward, Sha kayla     | 52A1   | 20191120      | 20200811  |       |         |
| 3H1M - ALABASTER  | Robinson, Broderic    | 52A1   | 20190924      | 20200721  |       |         |
| 3H5K - MONTGOMERY | Coleman, Dequavus     |        | 20200122      | 20200526  | PH1   |         |
| 3H5E - PRATTVILLE | Blake, Cody           |        | 20191203      | 20200602  | PH1   |         |
| 3H1D - OXFORD     | Hutton-James, Kaylenn |        | 20200131      | 20200526  | PH1   |         |
| 3H5E - PRATTVILLE | FLOCCI, SAMUEL        |        | 20200131      | 20200601  | PH1   |         |

**Figure 3-5. Reserve Unit Zone – USAREC Pending Training Dates screen shot.**

- 3-7.** Input training dates and scheduled TPU visits. (See Figure 3-6)
- Annual training dates
  - Battle Assembly dates
  - Station visits
  - Company visits

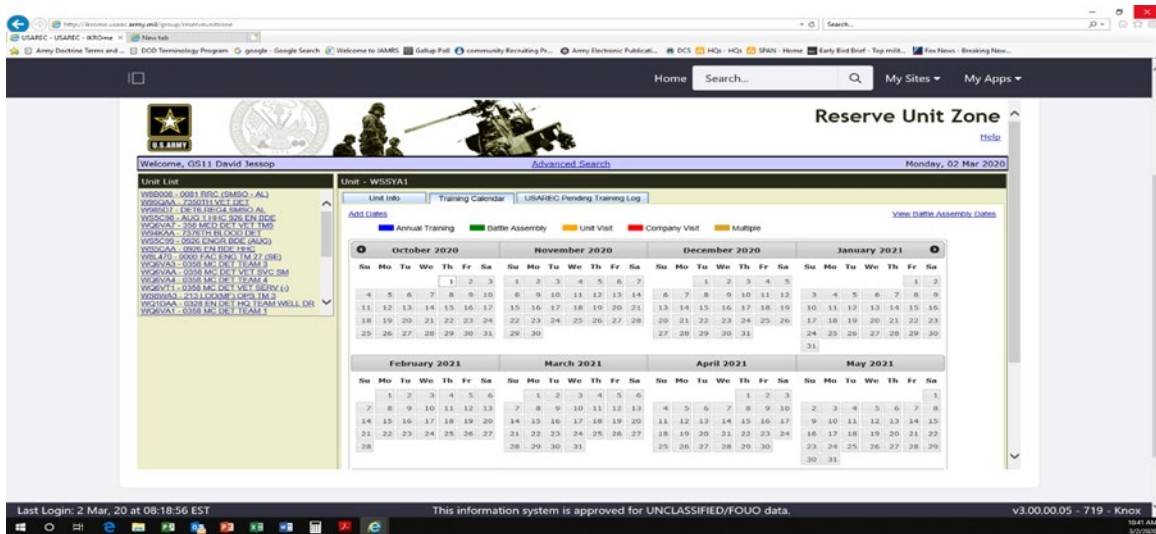


Figure 3-6. Reserve Unit Zone – Training Calendar screen shot.

## Section 2: Analyze Army Reserve Vacancies in Business Information Zone (BI Zone)

**3-8.** It is important for recruiters assigned an Army Reserve recruiting mission to know about all the AR vacancies that exist within their recruiting area of operation. Your understanding of vacancies will assist in your future recruiting plan.

**3-9.** To conduct the analysis, you must pull and analyze the Army Reserve Vacancy Report located in BI-Zone. To download the AR Vacancy Report from Business Intelligence Zone (BI Zone). Perform the following steps:

**3-10.** Log into BI-Zone. Click on the 'Intelligence' folder link (See Fig 3-7).

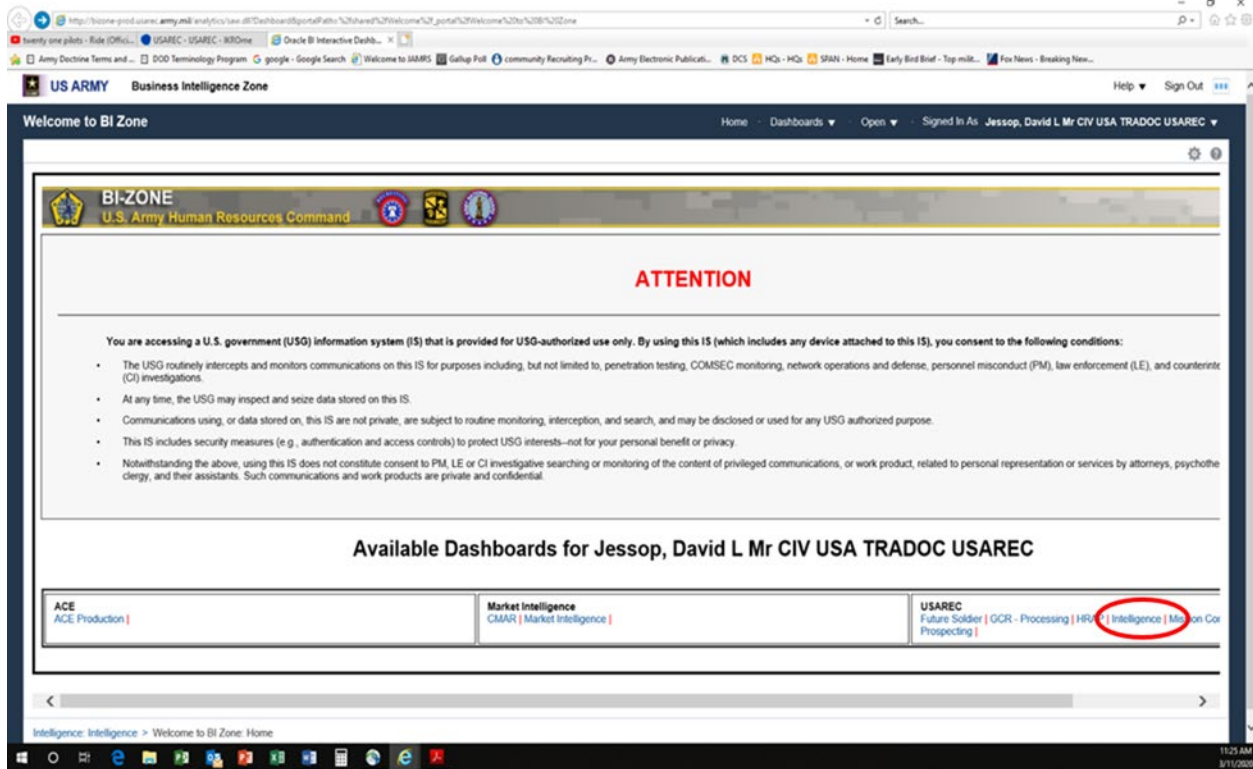


Figure 3-7. AR Intelligence Report in BI Zone – screen shot.

3-11. Click on “AR Vacancy Report” (See Fig 3-8).

3-12. Apply appropriate search criteria and parameters (See Fig 3-9):

- a. RSID
- b. PS/NP/ALL
- c. Center (Station)
- d. Company

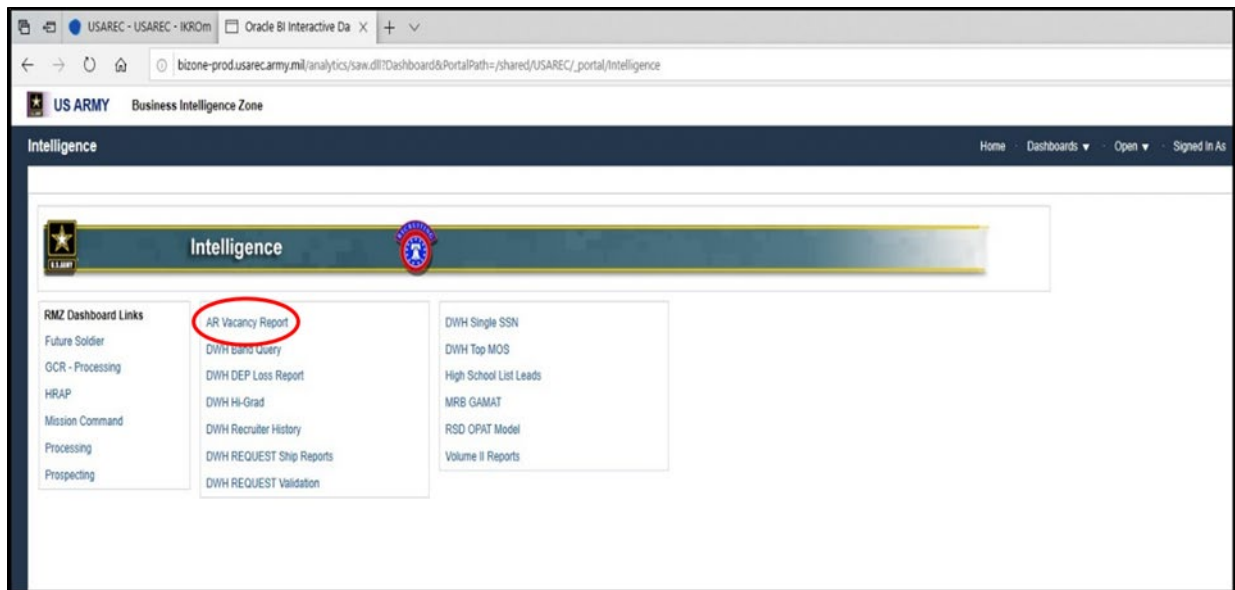


Figure 3-8. AR Vacancy Report – BI Zone AR Vacancy Report' screen shoot.

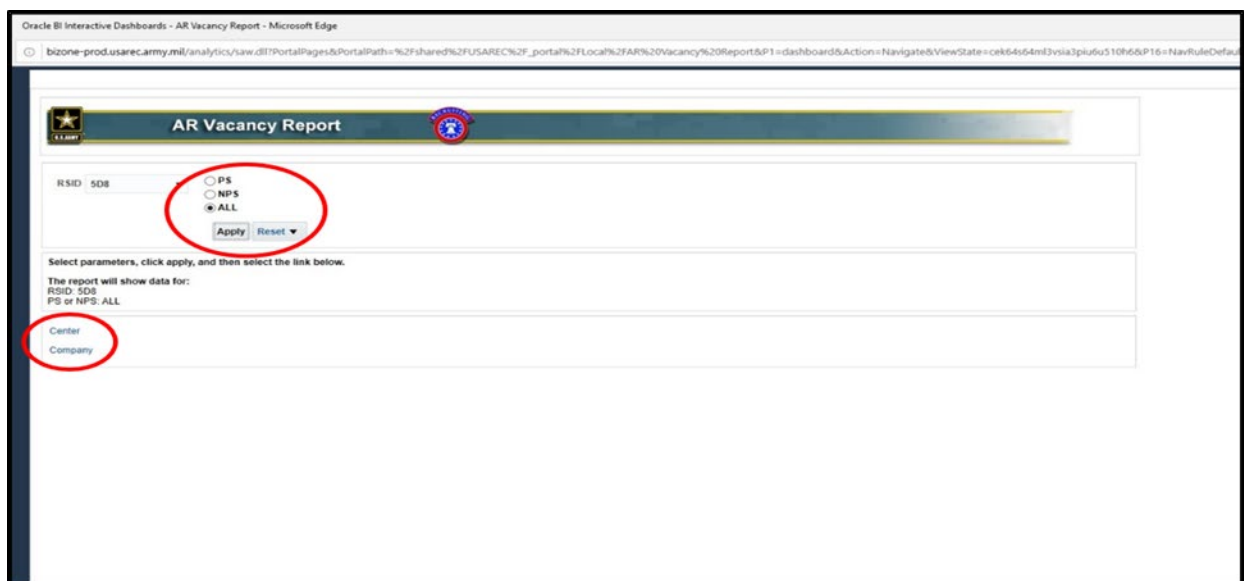


Figure 3-8. AR Vacancy Report – BI Zone criteria and parameters screen shot.

**3-13. Select required report:**

- a. Recruitable Vacancies: This report displays vacancies that the command can fill based on station territory, QMA, and available MOS training. (Fig 3-10).
- b. Raw Vacancies: This report displays actual vacancies in the TPU. (Fig 3-11).
- c. Mission Vacancies: This report compares a station's mission to distributed and recruitable vacancies. (Fig 3-12).

**3-14. Analyze 'Recruitable Vacancy' report:**

- a. 'PS ind' column shows if shows if this is a prior service or non-prior service report.



- b. 'Vacancy MOS ASI' column shows the specific recruitable MOS.
- c. 'Will Train' indicates "P" for yes and "N" for no.
- d. 'USAREC Training Seats' indicates how many AIT seats exist for this MOS.
- e. 'Rc Raw Vacancies' shows the actual number of vacancies a unit has, fillable and non-fill able.
- f. 'Rc Recrutable Vacancies' indicates the number of vacancies needing filled.
- g. 'CO's Recrutable Vacancies' indicates the recruiting company's share of the unit's recruitable vacancies.

| RSID | PS Ind | RC Zip | RC City     | RC State | Vacancy MOS ASI | Will Train | Vac Type | Miles Out | Drive Time | USAREC Training Seats | RC Raw Vacancies | RC Recrutable Vac | RSID Recrutable Vacancies |
|------|--------|--------|-------------|----------|-----------------|------------|----------|-----------|------------|-----------------------|------------------|-------------------|---------------------------|
| 5D8  | N      | 41075  | FORT THOMAS | KY       | 12B100          | N          | M        | 16.3      | 32         | 102                   | 27               | 5.8609            | 5.8609                    |
|      |        |        |             |          |                 | P          | P        | 16.3      | 32         | 102                   | 8                | 1.7366            | 1.7366                    |
|      |        |        |             |          | 12T100          | P          | P        | 16.3      | 32         | 10                    | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          |                 | N          | M        | 16.3      | 32         | 10                    | 2                | 0.43414           | 0.43414                   |
|      |        |        |             |          | 42A100          | N          | M        | 16.3      | 32         | 212                   | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 68W100          | N          | M        | 16.3      | 32         | 129                   | 3                | 0.65121           | 0.65121                   |
|      |        |        |             |          | 88M100          | N          | M        | 16.3      | 32         | 158                   | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 91B1H8          | N          | M        | 16.3      | 32         | 7                     | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 91D100          | P          | P        | 16.3      | 32         | 35                    | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 91H100          | P          | P        | 16.3      | 32         | 4                     | 2                | 0.43414           | 0.43414                   |
|      |        |        |             |          |                 | N          | M        | 16.3      | 32         | 4                     | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 91L100          | N          | M        | 16.3      | 32         | 15                    | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 92A100          | N          | M        | 16.3      | 32         | 110                   | 1                | 0.21707           | 0.21707                   |
|      |        |        |             |          | 92G100          | N          | M        | 16.3      | 32         | 111                   | 2                | 0.43414           | 0.43414                   |
|      |        |        |             |          |                 | P          | P        | 16.3      | 32         | 111                   | 3                | 0.65121           | 0.65121                   |

Figure 3-9. Example 'Center/Station Recrutable Vacancies Report'.

**3-15.** Analyze 'Raw Vacancies' report:

- a. 'MOS' is the total number of unit vacancies regardless of the number of AIT training seats.
- b. 'SQI' and 'ASI' indicate if those vacancies require ASIs or SQIs.
- c. 'Language Code' indicates if those vacancies require specific languages.
- d. 'Sec Cd' indicates if the vacancy requires a secret clearance.
- e. PS ind' shows if this is a prior service vacancy or not.
- f. 'Will Train' indicates "P" for yes and "N" for no.
- g. 'Total Vacancies' shows the number of vacancies that exist for that specific MOS.



Recruitable Raw Mission

### Center/Station Raw Vacancies

Run date: Feb 10, 2020

| RSID | Zip   | AR Unit           | AR UIC | Street             | City        | State | AR Unit Phone | MOS  | SQI | ASI | Language Code | Sec Cd | PS Ind | Will Train | Vac Type | Miles Out | Drive Time | Total Vacancies |    |   |
|------|-------|-------------------|--------|--------------------|-------------|-------|---------------|------|-----|-----|---------------|--------|--------|------------|----------|-----------|------------|-----------------|----|---|
| 5D8  | 41075 | SPT CO, 478 EN BN | WRJ9A0 | 75 CARMEL MANOR DR | FORT THOMAS | KY    | 9107713163    | 88M1 | O   | 00  | YY            | Y      | N      | N          | M        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 88M2 | O   | 00  | YY            | Y      | Y      | N          | M        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 88M3 | O   | 00  | YY            | Y      | Y      | P          | P        | 16        | 32         | 3               |    |   |
|      |       |                   |        |                    |             |       |               | 91B2 | O   | 00  | YY            | Y      | Y      | P          | P        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 91D1 | O   | 00  | YY            | Y      | N      | P          | P        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 91H2 | O   | H8  | YY            | Y      | Y      | P          | P        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 91H3 | O   | H8  | YY            | Y      | Y      | P          | P        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 92A1 | O   | 00  | YY            | Y      | N      | N          | M        | 16        | 32         | 1               |    |   |
|      |       |                   |        |                    |             |       |               | 92F2 | O   | 00  | YY            | Y      | Y      | P          | P        | 16        | 32         | 2               |    |   |
|      |       |                   |        |                    |             |       |               | 92G1 | O   | 00  | YY            | Y      | N      | P          | P        | 16        | 32         | 3               |    |   |
|      |       |                   |        |                    |             |       |               |      |     |     |               |        |        |            |          | N         | M          | 16              | 32 | 2 |
|      |       |                   |        |                    |             |       |               | 92G2 | O   | 00  | YY            | Y      | Y      | P          | P        | 16        | 32         | 2               |    |   |
|      |       |                   |        |                    |             |       |               | 92G3 | O   | 00  | YY            | Y      | Y      | P          | P        | 16        | 32         | 1               |    |   |
| 94F1 | O     | 00                | YY     | Y                  | N           | N     | M             | 16   | 32  | 1   |               |        |        |            |          |           |            |                 |    |   |
|      |       | HHC, 478TH EN BN  | WRJ9T0 | 75 CARMEL MANOR DR | FORT THOMAS | KY    | 9107713141    | 12B1 | O   | 00  | YY            | Y      | N      | P          | P        | 16        | 32         | 1               |    |   |

Figure 3-10. Example 'Center/Station Raw Vacancies Report'.

**3-16. Analyze 'Mission Vacancy Report':**

- a. 'PS ind' is "N" for NPS and "P" for PS.
- b. 'Cur PL Msn/Vac' indicates the number of vacancies by RSID for the current month. Note: Red indicates that the RSID's mission exceeds the number of vacancies.
- c. 'AR Cur PL Msn' shows the RSID's current mission.
- d. 'AR Recruitable Vac' indicated the total number of distributive vacancies the RSID can fill based on training seats, QMA, and 50miles.

Recruitable Raw Mission

### Mission and Recruitable Vacancies

Run date: Feb 10, 2020

| RSID  | Company ID | Battalion ID | Brigade ID | PS Ind | Cur PL Msn / Vac | Next PL Msn / Vac | AR Cur PL Msn | AR Cur PL Vol Msn | AR Cur PL Achvd | AR Cur PL Vol Achvd | AR Next PL Msn | AR Next PL Vol Msn | AR Recruitable Vac |
|-------|------------|--------------|------------|--------|------------------|-------------------|---------------|-------------------|-----------------|---------------------|----------------|--------------------|--------------------|
| 5D8A  | 5D8        | 5D           | 5          | Y      | 0                | 0                 | 0             | 1                 | 0               | 0                   | 0              | 1                  | 16.6264            |
|       |            |              |            | N      | 0.064            | 0.064             | 1             | 1                 | 0               | 0                   | 1              | 1                  | 15.6327            |
| 5D8B  | 5D8        | 5D           | 5          | N      | 0.1416           | 0                 | 1             | 1                 | -1              | -1                  | 0              | 1                  | 14.1241            |
|       |            |              |            | Y      | 0                | 0.0701            | 0             | 1                 | 0               | -1                  | 1              | 1                  | 14.2622            |
| 5D8M  | 5D8        | 5D           | 5          | N      | 0.1366           | 0.1366            | 1             | 1                 | 0               | 0                   | 1              | 1                  | 7.3222             |
|       |            |              |            | Y      | 0                | 0                 | 0             | 1                 | 0               | 0                   | 0              | 0                  | 1                  |
| 5D8P  | 5D8        | 5D           | 5          | N      | 0                | 0.0644            | 0             | 1                 | 0               | 0                   | 1              | 1                  | 15.5232            |
|       |            |              |            | Y      | 0.0709           | 0                 | 1             | 1                 | 0               | 0                   | 0              | 0                  | 1                  |
| 5D8W  | 5D8        | 5D           | 5          | N      | 0                | 0.1387            | 0             | 0                 | 0               | 0                   | 1              | 1                  | 7.2076             |
|       |            |              |            | Y      | 0                | 0                 | 0             | 0                 | 0               | 0                   | 0              | 0                  | 1                  |
| Total |            |              |            |        |                  |                   | 4             | 8                 | -1              | -2                  | 5              | 10                 | 119.0614           |

Page 1

**Figure 3-11. Example 'Center/Station Recruitable Vacancies Report'**

## **Summary**

**3-17.** Recruiters tasked with an AR recruiting mission know the importance of understanding what kind and composition of AR units that reside in their AO, who are the points of contact, and what those units are doing. Additionally, understanding what AR vacancies exist within those units greatly assists in both planning and executing the AR mission. Understanding how to access reports using recruiting systems (Reserve Unit Zone, MilSuite Primary Vacancy, G2 Vacancy by ZIP Code tool, and BI Zone) and understanding what the reports mean and the information they provide is vital to mission success.

# Chapter 4

## Army Reserve Enlistment Programs, Incentives, and Benefits

### Section 1: Introduction

**4-1.** Understanding and then applying knowledge of Army Reserve options, incentives, and benefits during the conduct of reserve recruiting operations or the Army Interview is critical to achieving the AR mission. Whether it is the RA or AR mission, having a firm grasp and understanding of Army programs and product knowledge will lead to success during any phase of the recruiting or enlistment process.

### Section 2: Army Reserve Enlistment Programs

**4-2.** Army Reserve Enlistment Program - Standard Training Program.

a. Standard Training Program is a program for Non-Prior Service (NPS) applicants that will complete Individual Active Duty for Training (IADT); this includes both Basic Combat Training (BCT) and Advanced Individual Training (AIT) back to back. The majority of Army Reserve enlistments are in this program. Every enlistment in the Army requires a Military Service Obligation (MSO) of 8 years. The 8-year MSOs will normally split into two parts, part one is your time as a current drilling member of a TPU and part two is your time in the Individual Ready Reserve (IRR). Here are some examples:

(1) 6 X 2 is a 6 year enlistment in a Selected Reserve unit with a 2 year obligation in the IRR.

(2) 4 X 4 is a 4 year enlistment in a Selected Reserve unit with a 4 year obligation in the IRR.

(3) 3 X 5 is a 3 year enlistment in a Selected Reserve unit with a 5 year obligation in the IRR.

b. Most incentives require a 6-year enlistment.

**4-3.** Army Reserve Enlistment Program - Alternate Training Program.

a. Alternate Training Program allows AR NPS applicants to break up BCT and AIT into two different periods. This program is design for applicants that are juniors in high school but seniors, college students, teachers, and seasonal employees can enlist under this program. Only MOSs with an AIT less than 13 weeks are eligible (USAREC puts out an official list yearly). Applicants enlisting under this program must ship to BCT within 270 days of enlistment. They are authorized 36 individual paid periods (Battle Assembly days) prior to BCT (9 months). They also must attend AIT within one year of BCT graduation.

b. Soldier attends Basic Combat Training one summer and Advanced Individual Training the following summer (within 365 days).

c. Open to select MOSs.

d. Obtains bonuses, MGIB, etc. immediately upon award of MOS completion of AIT, within two years of enlistment.

**4-4.** Army Reserve Prior Service (PS) Training Program.

a. Prior Service applicants 18 through 57 years of age who have fulfilled their MSO and who can qualify for retired pay by age may enlist in the Selected Reserve for at least 1 year, but no more than 8 years; or they may enlist in the Selected Reserve for a period of 3 through 8 years. Exceptions may be considered. However, the enlistment period may not exceed the last day of the month in which the member attains age 60. It is beneficial to enlist prior service soldiers into units for which they are MOS qualified.

b. Prior Service applicants who are MOS qualified for the position in which they are enlisting must enlist in whole year increment for 1 but not more than 8 years.

c. Prior Service applicants who are enlisting into a “will train” position are authorized to enlist for 3 but not more than 8 years. This allows the Soldier the required time to obtain the MOS for which they enlisted.

d. For more information AR 601-210, Chapter 3 and 5 also reference the G3-EEPD-PS Page for quick reference material at: <https://recruiting.rsn.army.mil/hq/G3/EEPD/SitePages/PS.aspx>

#### **4-5. Army Reserve Enlistment Program – Army Civilian Acquired Skills Program (ACASP).**

a. The ACASP allows Army Reserve Non-Prior and Prior service applicants to use a professional skill that they have previously acquired from either formal education or on-the-job training in the civilian sector. The basic qualifications for ACASP are listed in AR 601-210, Chapter 7. Prior Service applicants cannot use their previous MOS to join under the ACASP. Non-Prior Service applicants MUST attend at least 12 weeks of IADT.

b. For more information AR 601-210, Chapter 7 and the G3 ROC site and the MOS Qualification Quick Look and ACASP MOS List <https://recruiting.rsn.army.mil/hq/G3/EEPD/SitePages/ROC.aspx>

#### **4-6. Army Reserve Enlistment Program –Officer Candidate School (OCS).**

a. Army Reserve applicants holding their bachelor’s degree may enlist OCS. Army Reserve OCS applicants will need a letter of acceptance from the unit they are joining, therefore will also know their branch prior to enlistment. Applicants must pass a selection board at the Recruiting Battalion level in order to qualify. AR OCS applicants enlist for 6 years TPU and are commissioned as a second lieutenant after OCS graduation.

b. For more information AR 601-210, Chapter 9.

#### **4-7. Simultaneous Membership Program (SMP).**

a. There are two different types of applicants for this program: Participant and potential participant. A participant is someone currently in ROTC under contract (DD Form 4) with ROTC. These applicants do not attend BCT. A potential participant is someone who is not currently in ROTC, but has the potential to be. These applicants do attend BCT. High School Seniors are eligible for this program. (Figures 4-1 and 4-2).

b. If accepted and enlisted into this program, SM will be non-deployable until they have finished their degree and receive their commission to Second Lieutenant. The basic requirements for this program are:

- (1) U.S. Citizen
- (2) Between the ages of 17-30
- (3) Valid MEPS physical
- (4) SF86 to obtain secret security clearance
- (5) Pass a valid Army fitness test of record
- (6) Be in compliance with AR 600-9 HT/WT standards
- (7) Official University/College acceptance letter
- (8) ASVAB score of 31 or higher
- (9) 2.5 College GPA or higher (also in last semester)

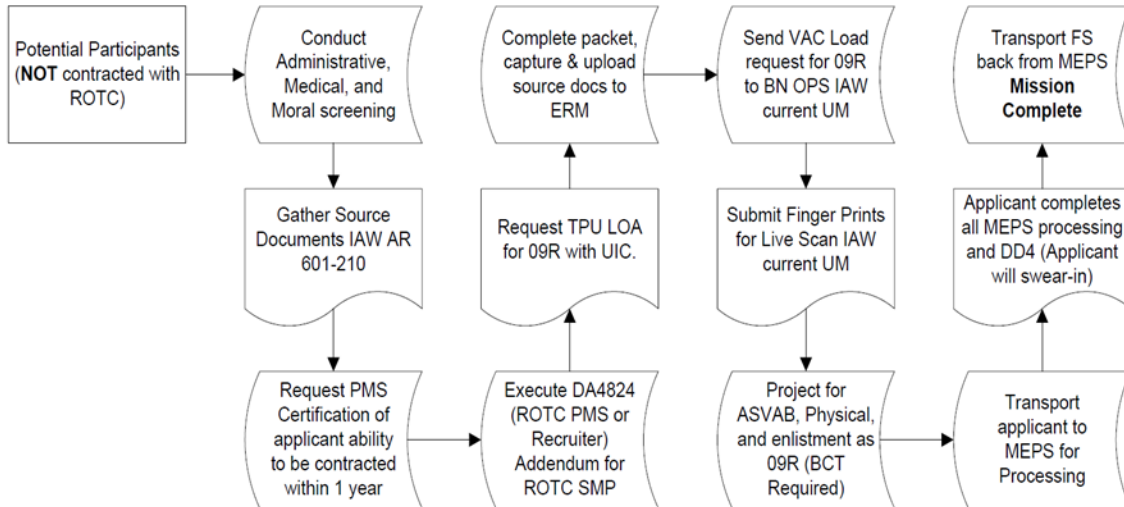


Figure 4-1. Processing non-contracted SMP.

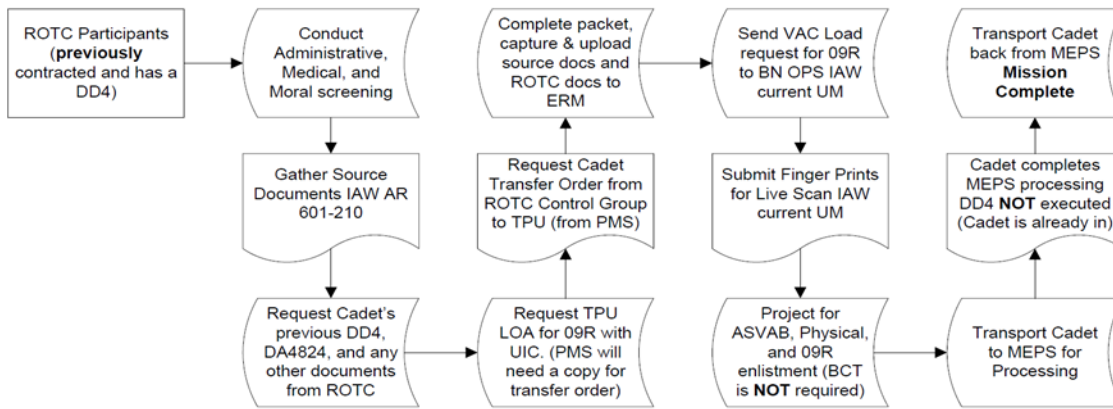


Figure 4-2. Processing for previously contracted SMP

4-8. Minuteman Scholarship Program.

a. The U.S. Army Reserve Minuteman Scholarship was introduced in 2015 to enhance the Army Reserve’s ability to recruit highly qualified cadets every year. All qualified applicants for ROTC scholarships may apply for consideration for the 4-year Minuteman Scholarship. Each Army Reserve major subordinate command (MSC) has the ability to award six Minuteman Scholarships per year.

b. The Minuteman Scholarship covers full tuition and fees (uncapped) or \$10,000 per year toward room and board at any college or university served by an Army Reserve Officer’s Training Corps (ROTC) program. Scholarship recipients also receive a yearly book allowance of \$1,200 and a monthly stipend of \$300 while attending school. Minuteman Scholarship recipients must serve in the Simultaneous Membership Program (SMP), in which they participate in an Army Reserve unit’s monthly drills and a 14-day annual training for which they are paid at the Grade E5. After graduation and commissioning, scholarship recipients are guaranteed placement in the Army Reserve.

c. For more information: <https://www.usar.army.mil/MinutemanScholarship/>

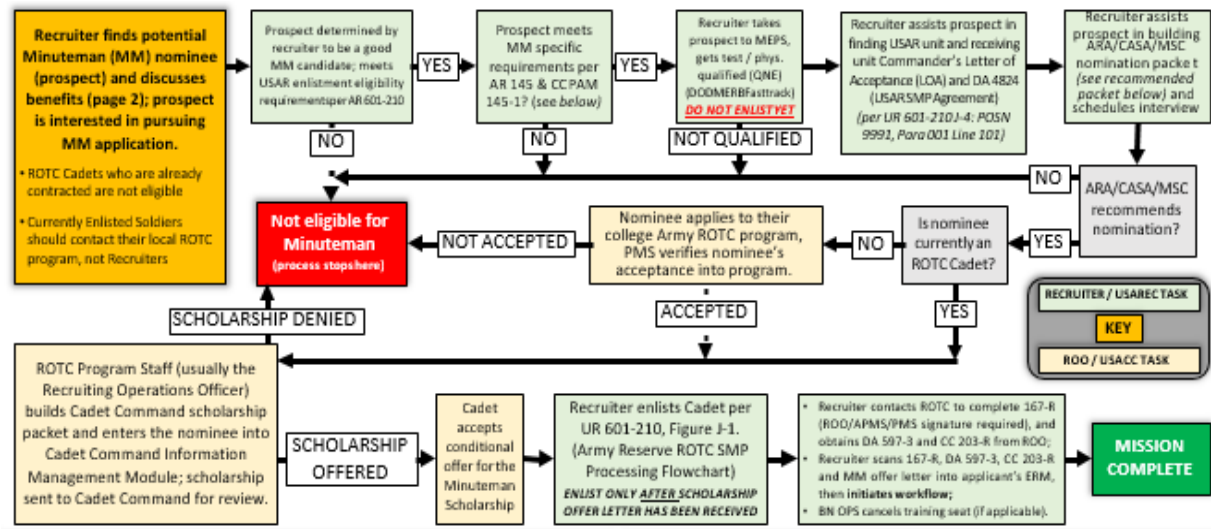


Figure 4-3. Minuteman scholarship process.

#### 4-9. Army Reserve Bands Enlistment Program.

a. This program is modified ACASP program available to qualified NPS and PS applicants for enlistment in the USAR. Must pass an audition with the unit and have an acceptance letter for vacancy load.

b. For processing AR 601-210 Chapter 9.

## Section 3: Army Reserve Enlistment Incentives

#### 4-10. Education Incentives-Student Loan Repayment.

a. SLRP is an Army Reserve incentive program that helps pay off student loans. When used properly, this program allows you to greatly reduce your educational debts. To qualify for SLRP you must:

- (1) Be eligible to enlist as an Army Reserve member.
- (2) Complete a DA Form 5261-4-R, SLRP Addendum, when you sign your enlistment/reenlistment contract.
- (3) Enlist or reenlist in the SELRES in a bonus unit or critical Military Occupational Skill (MOS)
- (4) Be a secondary school graduate (AR 601-210).
- (5) Not be contracting to qualify for a permanent civilian position where membership in the Reserve is a condition of employment.
- (6) Enlist for a 6X2 option
- (7) Score 50 or higher on the ASVAB
- (8) SLRP is currently paid back at \$1,500 or 15% of principal per year, whichever is greater.

b. The total amount of money available to you under SLRP depends on your MOS. Most MOSs qualify for \$10,000 to \$50,000 in loan repayment. However, some critical MOSs qualify for \$20,000. You should know whether your MOS qualifies for the \$10,000, \$20,000, \$30,000, \$40,000 or \$50,000 in student loan payments at the time the contract is signed.

#### 4-11. GI Bill Kicker.

a. Montgomery GI Bill – Select Reserve Kicker (MGIB-SR Kicker): Qualified applicants may be

eligible for the MGIB-SR Kicker. Eligible applicants must enlist into a qualifying primary or mobilization vacancy. NPS applicants must enlist for a 6x2 Term of Service (TOS) PS applicants must enlist for 6 years. MGIB-SR Kicker is offered in three increments, \$100, \$250, or \$350 per month for 36 academic months while enrolled as a full time student. Soldiers must meet basic MGIB eligibility in order to qualify for the MGIB-SR Kicker.

b. For more information: <https://www.usar.army.mil/Educational-Benefits/> or DoDI 1322.17

#### **4-12. Enlistment Bonus.**

a. Qualified non-prior and prior service applicants who enlist for a minimum of 3 years in the Army Reserve could qualify for an enlistment bonus. The unit and/or MOS selected as well as the time of year have an effect on the bonus amount.

b. Refer to current USAREC messages on current enlistment bonuses.

## **Section 4: Types of Army Reserve Benefits**

#### **4-13. Montgomery GI Bill-Select Reserve (MGIB-SR).**

a. MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments.

b. Assistance may be used for college degree and certificate programs, co-op training, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses.

c. For more information: [https://www.benefits.va.gov/gibill/mgib\\_sr.asp](https://www.benefits.va.gov/gibill/mgib_sr.asp)

#### **4-14. Tuition Assistance.**

a. Available to all members of the Army Reserve. Tuition cap is \$4000, but tuition and expenses are capped at \$4500.

b. For more information: <https://www.usar.army.mil/Educational-Benefits/>

#### **4-15. Credential Assistance.**

a. The Army Credentialing Assistance (CA) Program can pay for courses and exams that lead to industry-recognized civilian credentials in an occupational area of your choice. You may use this program to enhance your skills, either in your current MOS, or in an occupation you would like to pursue when you leave military service. You can request CA funding for any credential listed on Army COOL.

b. The Credential Assistance Program utilizes and funds the Tuition Assistance Program through Go Army Ed to pay for the Soldiers' certifications. Soldiers can pick from three different lists: MOS-related, Degree-related, or Civilian Occupation-related certifications.

c. For more information: <https://www.cool.osd.mil/army/index.htm>

#### **4-16. Veteran Administration (VA) Home Loan.**

a. Army Reserve Soldiers qualify for the VA Home Loan with a statement of service from their Unit Commander. Soldiers can apply online or through their mortgage lender.

b. For more information: <https://www.benefits.va.gov/homeloans/>

#### **4-17. Public/Private Partnerships (P3) – P3 Office (P3O).**

a. The P3 program exists to assist Army Reserve Soldiers with finding civilian employment opportunities by offering resume development and interview tips.



b. The P3O works to properly align your military skills with civilian sector jobs. They are able access exclusive hiring events and connect the Soldier to exclusive career opportunities offered by P3 partner organizations.

c. For more information: <https://www.usar.army.mil/P3/>

#### 4-18. TRICARE Reserve Select (TRS).

a. TRICARE Reserve Select (TRS) is a premium-based plan that is available worldwide for qualified Selected Reserve members and their families.

**Best Practice:** Compare TRS to plans on Healthcare.gov to show applicants how great of a value this is. Also, use this as a lead off for the 25+ age group as this matters more.

b. For more information: <https://tricare.mil/Costs/HealthPlanCosts/TRS>

#### 4-19. Partnership for Your Success (PaYS).

a. The Partnership for Your Success (PaYS) Program is a strategic partnership between the US Army and a cross section of corporations, companies, and public sector agencies. PaYS serves Soldiers as they transition from the Army to the civilian workforce by guaranteeing them up to five job interviews with the partner companies of their choice. It serves as the bridge between Soldiers and industry. By guaranteeing interviews, the program works to reduce uncertainty for Soldiers as they leave the Army.

**Best Practice:** Introduce your AR FS to their PaYS partner shortly after enlistment. This allows the partnership to build and confirm the commitment of the FS to the AR.

b. For more information: <https://www.armypays.com>

#### 4-20. Concurrent Admission Program (ConAP).

a. ConAP is a partnership between Army Recruiting Command and over 1900 participating colleges to mutually advance the goals of lifelong learning and postsecondary education for Future Soldiers. Key program features:

- Creates a plan for Future Soldiers to attend college after enlistment and use Army education benefits
- Links Future Soldiers to a participating post-secondary institution of higher learning at time of enlistment
- Assists colleges in identifying future veterans interested in attending their institution
- Provides colleges that have a current Department of Defense (DOD) Voluntary Education Partnership (VEP) Memorandum of Understanding (MOU) participation in ConAP. Participating colleges must be accredited and recognized by one of the accrediting organizations of the United States Department of Education or the Council for Higher Education Accreditation (CHEA).

b. Automates the process of establishing prospective relationships between Future Soldiers in the U.S. Army and Army Reserve and over 1,900 colleges nationwide through an Electronic ConAP College Referral and Intent to Enroll Form.

c. For more information: [https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Concurrent-Admissions-Program-\(ConAP\)?serv=122](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Concurrent-Admissions-Program-(ConAP)?serv=122)

#### 4-21. Troops to Teachers (TTT).

a. All current and former members of the U.S. Armed Forces may participate in the program for counseling and employment facilitation services. Those who meet certain education, military service and application requirements may also be eligible for TTT financial assistance of up to 10K to support their transition to the classroom. Requirements vary, but program application within 3 years after retirement or separation from service is required for many members.

b. Financial assistance in the form of a stipend or a bonus may be available to participants who

meet military service, education and application requirements and have an honorable discharge if separated or retired. Additional conditions and restrictions apply.

c. For more information: <https://dantes.doded.mil/EducationPrograms/become-a-teacher/troopsto-teachers.html>

**4-22.** Service members Civil Relief Act (SCRA).

a. Army Reservists are eligible for SCRA benefits which provides important safeguards to members on active duty status in the area of financial management, including rental agreements, security deposits, evictions, installment contracts, credit card interest rates, mortgages, civil judicial proceedings, and income tax payments.

b. For more information: <https://scra.dmdc.osd.mil/>

**4-23.** Basic Allowance for Housing (BAH).

a. All Soldiers in the Army Reserve are authorized BAH during any period of Active Duty, to include Individual Active Duty for Training (IADT) periods. They must provide their lease agreement or mortgage during in-processing for said Active Duty period.

b. For more information: ALARACT 158/2009.

**4-24.** The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Employer Support of the Guard and Reserve (ESGR).

a. USERRA is a Federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services are not disadvantaged in their civilian careers because of their service, are promptly reemployed in their civilian jobs upon their return from duty, and are not discriminated against in employment based on past, present, or future military service.

b. ESGR is the lead U.S. Defense Department program promoting cooperation and understanding between civilian employers and their National Guard and Reserve employees. ESGR operates within the Office of the Assistant Secretary of Defense for Reserve Affairs. ESGR develops and promotes supportive work environments for service members in the Reserve Components through outreach, recognition, and educational opportunities that increase awareness of applicable laws and resolves employer conflicts between the service members and their employers.

c. For more information: <https://www.esgr.mil/USERRA/What-is-USERRA>

## Summary

**4-25.** It is important for recruiters to understand the various enlistment program options, incentives, and benefits. Understanding these unique Army Reserve programs not only assist recruiters in providing information to potential applicants so they can make informed decisions but it ensures they are aware of the benefits they will earn.

# Chapter 5

## Prior Service Market and Processing

### Section 1: Introduction

**5-1.** The prior service market is important for the Army Reserves. It provides a source of already trained or needing little additional training Soldiers that have experience. It is important for recruiters to identify the prior service market and target this critical market in achieving the AR recruiting mission.

### Section 2: Prior Service Target Planning

**5-2.** By employing the eight recruiting functions, recruiters can develop operational plans to target the prior service market:

- a. Intelligence. Identify and locate the market. (Veteran's organizations, VA, etc.)
- b. Prospecting. How am I going to reach out to the prior service market? (Telephone, face-to-face, email) When is the best time? Where am I going to post the area? (VA, American Legion, Post Retentions office, college veterans clubs, etc.)
- c. Interviewing. Will I have time to conduct an on-the-spot interview? What message will I deliver?
- d. Processing. What documents will I need for processing a prior service?
- e. Future soldiers. Do they know any veterans in their area? Do any of their influencers have prior service?
- f. Training. Do I need assistance on how to prospect for and process prior service applicants? When are scheduled training events?
- g. Sustainment. Do I have assets (TAIR, MRB, ADOS) that I can use in conjunction with my prospecting efforts?
- h. Mission Command. What are command directives and policies regarding to the prior service mission?

**Best Practice:** Utilize SM platform LinkedIn. You can easily identify PS members on this site since they are there for career enhancement opportunities. Crafted messages about benefits like Tricare Reserve Select and key vacancies are an excellent way to tap into this market in a professional manner.

- 5-3.** Utilize Recruiting Systems – Recruiter Zone can assist in developing a leads list.
- a. Gain access to Recruiter Zone. Search prior service by name. (Fig 5-1).
  - b. Select "Quick Search" from the RZ main screen and type lead's name.
  - c. If you do not know the exact spelling of the lead, insert the first three letters of the last name followed by an asterisk.
  - d. Select 'Go'.

Welcome, SFC Jose Garza

My Work Zone    Calendar    People    Reports    Support

**Quick Search**

Search All My Records By:

Last Name

Email

SSN

Search RSID

More search options

Beg Next Act Dt:

YYYYMMDD

End Next Act Dt:

YYYYMMDD

Include Terminated Records.

Only Show Records with Addresses.

Only Show Records with Email Addresses.

**Today's Goals**

|              | My Goal | # of Attempts | # of Contacts |
|--------------|---------|---------------|---------------|
| Phone        | 0       | 0             | 0             |
| Face-to-Face | 0       | 0             | 0             |
| Email        | 0       | 0             | 0             |
| Campaign     | 0       | 0             | 0             |

**Route Map**

[Go to Map](#)

Addresses selected: 0 of 25 total

[Clear Addresses](#)

Figure 5-1. Recruiter Zone – Quick Search Prior Service by name.

5-4. Search for prior service by lead source (Fig 5-2).

- a. Select “Find People” in RZ.
- b. Select “Lead” in record status.
- c. Search by specific criteria when and if required.

Record Origin Date:   YYYYMMDD     Search Company

Record Status:\* LEAD

Last School:

Graduation Yr.:

Highest Education Level:  Years:

Select an ADM to pop ADM:

Source Base Code:

ZIP Code:

Lead Source:

Component Code:

First Name:

Last Name:

SSN:

Citizenship:

**Search Results:**

- DMDC AIR FORCE WITH MSO
- DMDC AIR FORCE WITHOUT MSO
- DMDC ARMY WITH MSO
- DMDC ARMY WITHOUT MSO
- DMDC COAST GUARD WITH MSO
- DMDC COAST GUARD WITHOUT MSO
- DMDC MARINE CORPS WITH MSO
- DMDC MARINE CORPS WITHOUT MSO
- DMDC NAVY WITH MSO
- DMDC NAVY WITHOUT MSO
- DMDC NO SERVICE WITH MSO**
- DMDC NO SERVICE WITHOUT MSO
- FACE TO FACE
- FUTURE SOLDIER REFERRAL

Figure 5-2. Recruiter Zone – Find People by Lead Source.

- 5-5. Search for all prior service in RZ using additional parameters. (Fig 5-3).
  - a. From RZ, select “Find people”
  - b. Select “Lead”
  - c. Select “Prior Service”
  - d. Select “Honorable”
  - e. Select other required search criteria such as grade, MOS, etc.
  - f. Select “Find”

**Prior Service**

Prior Service Search Option

Reenlistment Code:

Accession Date:  YYYYMMDD

ETS Date:  YYYYMMDD

MOS:

Discharge Type: **HONORABLE**

Pay Grade:

---

Save Search Criteria

Enter a name here to add this search to the list above for later use.

Search Name:

---

Record Origin Date:  YYYYMMDD  Search Company

Record Status:\* **LEAD**

Last School:  **Lookup School**

Graduation Yr.:

---

Highest Education

Level:

Years:

Figure 5-3. Search for PS leads using other parameters.

- 5-6. Contact required leads for appointments and processing.
  - a. Annotate results in Recruiter Zone.
  - b. Processing dates.
  - c. Follow-up activities.

## Section 3: Prior Service Processing Into the Army Reserve

**5-7.** After successfully prospecting and engendering a commitment for enlistment from a PS applicant, several processes must occur.

**5-8.** Determine eligibility in accordance with Army Regulation 601-210.

a. Determine eligibility using APPELMDT:

- Age
- Physical
- Prior Service
- Law Violations
- Education
- Marital Status
- Dependents
- Testing

b. Verify prior service IAW AR 601-210, Chapter 3, Paragraph 3-20.

c. Review DD 214:

- Block 6 – Reserve Obligation Term Date
- Block 9 – Command to which transferred
- Block 12 – Record of Service
- Block 18 – Remarks
- Block 26 – Separation Code
- Block 27 – Reentry Code
- Block 28 – Narrative Reason for Separation

d. Access REDD Report if required IAW USAREC Reg 601-210.

**5-9.** Gather all required documents.

- a. DD 214
- b. DD368 if still in IRR
- c. Birth Certificate
- d. Marriage License (if applicable)
- e. Divorce Decree (if applicable)
- f. Dependent Birth Certificates (if applicable)
- g. Police checks
- h. Unit vacancy/will train letter (if required)

**5-10.** Process a prior service applicant into the Army Reserve by determining eligibility, gathering required documents, passing packet validation, and transmit source documents to MEPS.

- 5-11.** Determine Pay Grade IAW AR 601-210, paragraph 3-18 and if waiver is required.
- a. Prior grade E-1 through E-4 and completed IADT is eligible to maintain pay grade held at discharge.
  - b. E-5 and higher and enlist within 48 months from last separation will maintain pay grade.
  - c. E-5 through E-9 and enlists after 48 months from last separation with no MSO will enlist one grade lower.
  - d. Former commissioned officers and warrant officers can enlist with a grade determination waiver.

**5-12.** Determine approval authority.

- a. Grades E-1 through E-5, Recruiting Battalion Commander or executive officer, or equivalent members of the ARNG: grade of E-5, when assignment is for a TPU or ARNG of the Selected Reserve and enlistment is within 48 months.
- b. Grades E-6 through E-9, CG USAREC
- c. Former commissioned and warrant officer, CG, USAREC

**5-13.** Prepare waiver packet.

- a. Gather all documents substantiating all periods of prior service.
- b. DD 214
- c. DD 215
- d. DD 220
- e. NGB 22
- f. MSO Discharge orders
- g. DA 1696 (Enlistment/Reenlistment Qualifying Application) (Specially Recruited Personnel).
- h. USMEPCOM PCN 680-3ADP or other authorized document that clearly displays applicant's ASVAB date and results.
- i. Letter from TPU acknowledging break in Service over 48 months. Letter must also state accepted grade, MOS, paragraph, line, and position number the applicant is being accepted into. If applicant is enlisting into an MOS that they have not previously held, TPU must also acknowledge their agreement that the applicant possesses the technical or administrative skills needed for the enlistment MOS.
- j. Letter from applicant stating why their grade should be maintained.
- k. For determinations in the grade of SSG or higher, request must also include all Noncommissioned Officer Professional Development System (NCOPD) completion certificates and any other supporting documentation.
- l. Last promotion order

**5-14.** Complete all necessary forms for an enlistment packet with 100% accuracy in Recruiter Zone.

- a. IAW AR 601-210
- b. Applicable USAREC Messages

**5-15.** Perform validation and transmit packet to MEPS.

- a. Station Commander QC
- b. Must pass e-validation.

**5-16.** Conduct follow-up activities.



- a. Coordinate with TPU for in-processing.
- b. Gather all required documents for unit in-processing.
- c. Escort Soldier to unit

## Summary

**5-17.** The PS market is an important market to fill AR unit vacancies. In addition to the previous training and experience, a PS applicant can provide a quick and easily processed contract. Recruiters must know how to find and prospect in the PS market using USAREC recruiting systems. Once engendering a commitment, processing PS applicants must occur quickly and efficiently.

# Chapter 6

## Transfer of Army National Guard (ARNG)

### Section 1: Introduction to Transfer Process

**6-1.** During prospecting, you may identify an individual that is currently in the Army National Guard and wants to transfer into a Troop Program Unit. This is a relatively easy process.

### Section 2: Steps to Processing ARNG Transfers

**6-2.** Step 1: Determine eligibility in accordance with Army Regulation 601-210.

a. Determine eligibility using the acronym APPEMDT.

- Age
- Physical
- Prior Service
- Law Violations
- Education
- Marital Status
- Dependents
- Testing

b. Verify prior service IAW AR 601-210, Chapter 3, Paragraph 3-19.

c. Access REDD Report if required IAW USAREC Message (UM) 16-032.

d. Access REDD at <https://www.dmdc.osd.mil/mris>.

**6-3.** Step 2: Gather all required documents.

a. Enlisted Record Brief (ERB).

b. All DD 214s and NGB 22s.

c. Most recent DD 4 or extension.

d. DA 5500 or 5501 (if applicable).

e. Last promotion order.

f. Current Physical (Or Periodic Health Assessment (PHA) or Individual Medical Readiness (IMR) within the last 15 months).

g. Citizenship.

**6-4.** Step 3: Request conditional release for ARNG (DD Form 368)

a. Request through the ARNG unit.

b. Ensure the proper approval authority approves it.

**6-5.** Step 4: Complete all necessary forms for an enlistment packet with 100% accuracy in Recruiter Zone.

a. DD Form 4.

b. DA Form 3540.

- 6-6.** Step 5: Perform validation and transmit packet to MEPS.
  - a. Station commander performs quality control (QC) validation.
  - b. Must pass e-validation in GCRc.
- 6-7.** Step 6: Conduct follow-up activities.
  - a. Coordinate with TPU for in-processing.
  - b. Gather all required documents for unit in-processing.
  - c. Escort Soldier to unit.

## Summary

**6-8.** The Army Reserves can provide a National Guard transfer the opportunity for promotion or training that they could not get while serving in the guard. Transfers can and should be an easy and efficient process.

## Chapter 7

### After Enlistment – Integration into the TPU

#### Section 1 – In-Processing

7-1. You should escort newly enlisted Army Reserve Soldiers to their new unit within 3-10 days of their enlistment. This amount of time allows their information to hit the unit's systems, as well as DMDC. Your Army Reserve Soldier should get a Common Access Card (CAC) prior to in-processing. Bringing a Direct Deposit form (SF 1199) will allow the unit to input the new Soldier into the pay system. Reserve Soldiers pay comes from a different funding stream than that of Active Duty Soldiers, so the Soldier still needs one for IADT.

7-2. There are two different options for the newly enlisted Soldier: Training Pay Category (TPC) P (with Pay) and TPC P (without pay). TPC P (with pay) is for those that will attend Battle Assembly prior to attendance of IADT. TPC P (without pay) is for those that will not be attending Battle Assembly prior to IADT. With either option, the Soldier will incur monthly debts for selected options such as the Service member's Group Life Insurance (SGLI) or the initial buy in for the Montgomery G.I. Bill. (AR 601-210, Chapter 5.)

7-3. Newly enlisted Soldiers with more than 60 days in the Delayed Training Program (DTP) are authorized a limited uniform issue of one OCP uniform (coat and trousers), one riggers belt, one pair of combat boots (hot weather or temperate), three pairs of socks, one OCP patrol cap, and one duffel bag. (AR 700-84, Chapter 5). SMP Soldiers are authorized a full issue (AR 700-84, Chapter 14).

7-4. If the unit authorizes, retain newly enlisted Soldiers at your recruiting station until they ship. You can submit 1380s for rescheduled training and pay while teaching the Soldiers all the critical skills they will need at basic training.

#### Section 2 – Retirement

7-5. Reserve retirement is sometimes called non-regular retirement. Members who accumulate 20 or more years of qualifying service are eligible for reserve retirement when they reach age 60 or, in some cases, a lesser qualifying age. There is only one non-disability retirement plan currently in effect for reserve-qualified retirees. This is The U.S. Uniformed Service Blended Retirement System. There is no REDUX retirement plan under non-regular (reserve) retirement.

7-6. The basic retirement formula is:  $2\% \times \text{Years Served} \times \text{Retired Pay Base}$

7-7. For more information: <https://www.usar.army.mil/Retirement/BRS/>

#### Section 3 – Missionary (Religious) or Employment Obligation

7-8. Members of the Army Reserve may find themselves requiring time away to fulfill religious missionary, employment or educational requirements. Army Reserve members may be placed into the Standby Reserve to fulfill their obligation and return to being a drilling member after completion.

7-9. For more information: AR 135-91, Chapter 5, AR 140-10, Chapter 8.

## **Section 4 – Active Duty for Operational Support (ADOS) Tours**

**7-10.** Tour of Duty (TOD) is a system for advertising active duty (AD) opportunities. AR Soldiers can look for available AD tours that match their skills if they desire to serve. Soldiers can volunteer for consideration for specific available tours and the hiring command can screen and recommend interested candidates.

**7-11.** For more information: <https://mobcop.aoc.army.pentagon.mil>

## **Section 5 – Inactive Duty for Training Travel Reimbursement Program (IDT TRP) and Lodging In Kind (LIK)**

**7-12.** During weekend Battle Assembly (BA), SM may be authorized reimbursement up to \$500 per round-trip travel expenses if they are outside the normal commuting distance. In addition, Reserve units may reimburse lodging expenses or provide lodging during IDT training.

**7-13.** For more information: Contact Army Reserve Administrator for current USAR policy and at <https://www.milsuite.mil/book/docs/DOC-409905> .

# Chapter 8

## Army Reserve Personnel Support Systems and Programs

### Section 1 - Understanding the Army Reserve Vacancy Systems

**8-1.** It is important for recruiters to have a fundamental understanding of Army Reserve manning and management systems since they do have an impact on AR recruiting efforts.

**8-2.** Unit vacancies that exist in Recruit Quota System (REQUEST) or Future Soldier Remote Reservation System (FSR2S) for fill by prior service and non- prior service applicants feed into REQUEST through the Automated Vacancy Entry (AVE) process from a system called the Reserve Components Manpower System (RCMS). RCMS is linked to Regional Level Application Software (RLAS) which is the system used by the Army Reserve units for managing soldier personnel actions. This is an electronic Unit Manning Roster (UMR). The link between RCMS and REQUEST is a one-way feed through AVE. RCMS feeds REQUEST, REQUEST DOES NOT feed into RCMS. Therefore, only TPUs can fix their vacancies that feed into REQUEST by requesting changes through the AVE process. It is important for both recruiting and AR unit system managers to update system information both quickly and accurately.

#### Army Reserve Personnel and Recruiting Systems Linkages

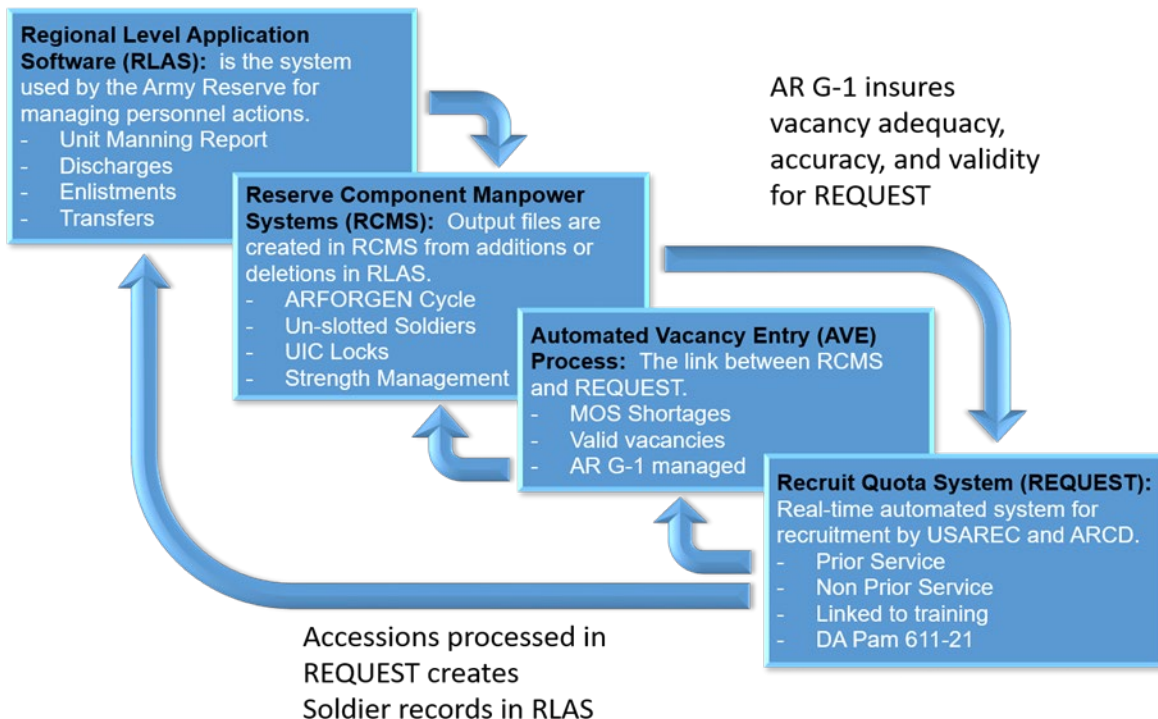


Figure 8-1. Army Reserve Personnel/Recruiting system linkages.

## Section 2: Reserve Component Manpower Systems (RCMS)

**8-3.** Vacancy input files are created for adds and deletes based on the individual UMR's. If a position is unencumbered and there is no underlying vacancy, an ADD record is created. If there is a vacancy loaded against an encumbered position, a DELETE record is created. Vacancy files of ADDS and DELETES are then staged for automated processing on REQUEST.

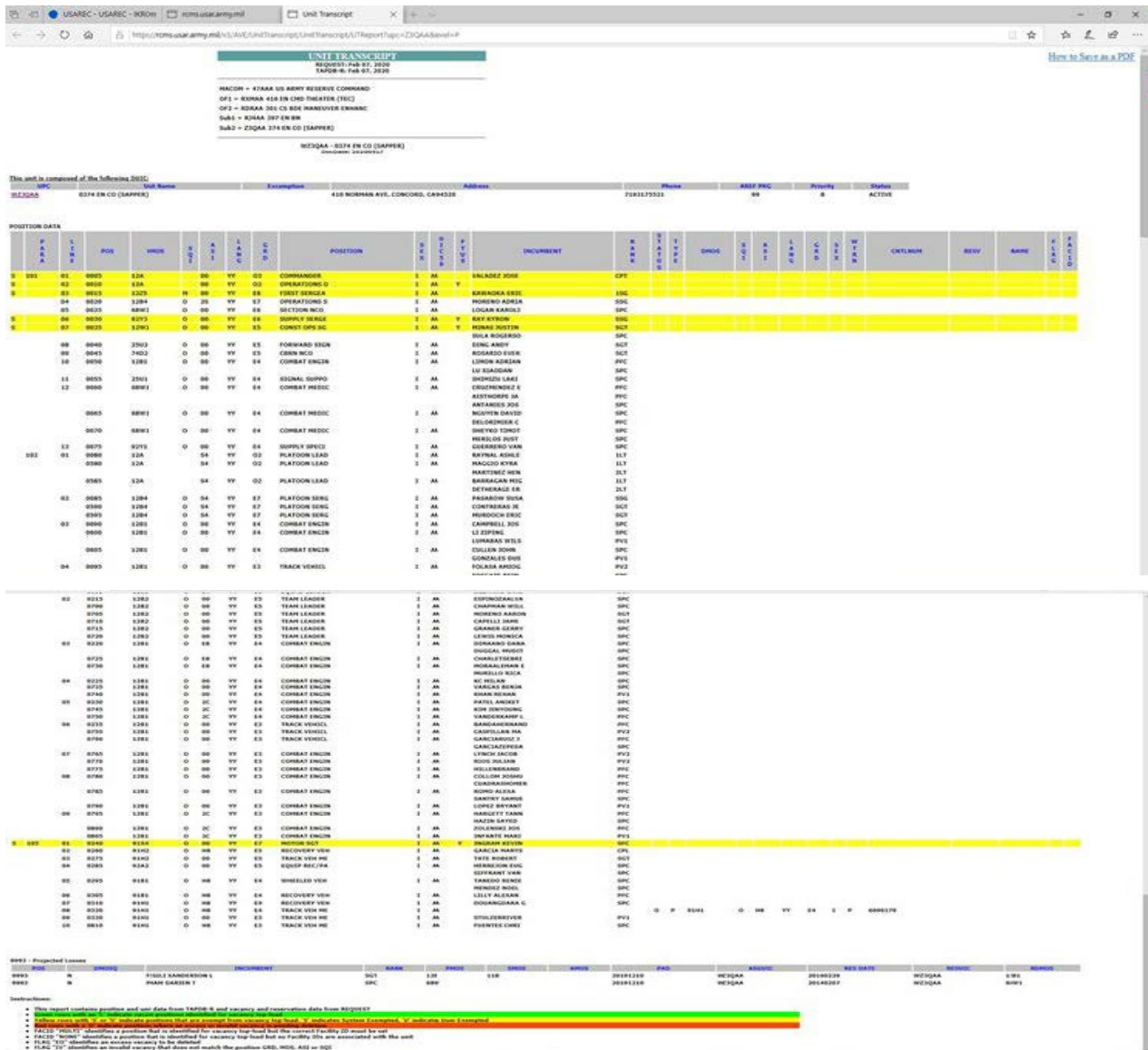


Figure 8-2. RCMS Unit Transcript screen shot

**8-4.** Additionally, unit vacancies in RCMS may be completely locked out of REQUEST depending on where the unit is within the deployment window. Units that are 24 months out from deployment are open. Units within 12 months of deployment are open only to prior service DMOSQ only. Units deployed are completely blocked.



- 8-5.** To pull a reservation on an applicant the following must be met:
- Applicant must be test, physical, and morally qualified for the MOS IAW DA Pam 611-21.
  - There must be a training path for the MOS (basic training and AIT seat or will-train position for prior service).
  - There must be an open TPU vacancy in REQUEST.

**8-6.** Major reasons a job does not show up in REQUEST:

- Applicant is not qualified for MOS.
- Training for a specific MOS is not available.
- Vacancy is blocked by similar MOS with higher priority.
- System or process setting:
  - Security clearance
  - Unit priority
  - Annual program met
  - Incorrect Zip Code

## Section 3: Automated Vacancy Entry (AVE) Process

**8-7.** To access AVE to go to the Army Reserve G-1 website at

<https://rcms.usar.army.mil/v3/Portal/Default.aspx>. The user will get an AKO logon and password prompt. Once obtaining access, select the AVE link on the left hand side under products. In the middle of the page, the user will see

Welcome to the Reserve Component Manpower System (RCMS) home page. From this page, you can access (or request access to) numerous products, including the Commander's Strength Management Module (CSMM), Electronic Soldier Record Actions Tracker (ePAT), and others.

**\*\*\*\*\* RCMS USERS --- YOU MAY HAVE TO TURN OFF "COMPATIBILITY MODE" WHEN USING SOME RCMS Modules\*\*\*\*\***

If some Modules are viewed with compatibility mode, it will cause some pages to not display or function as expected. Therefore, please ensure you have turned off "Compatibility Mode" as follows:  
 Navigate to your workstation's web browser "Tools" > Select "Compatibility View Settings" > Select "army.mil" in the "Websites you have added to Compatibility View:" > Select the "Remove" button > Select the "Close" button.  
 In addition, please ensure the "Display intranet sites in Compatibility View" checkbox is unchecked.

**New Users**

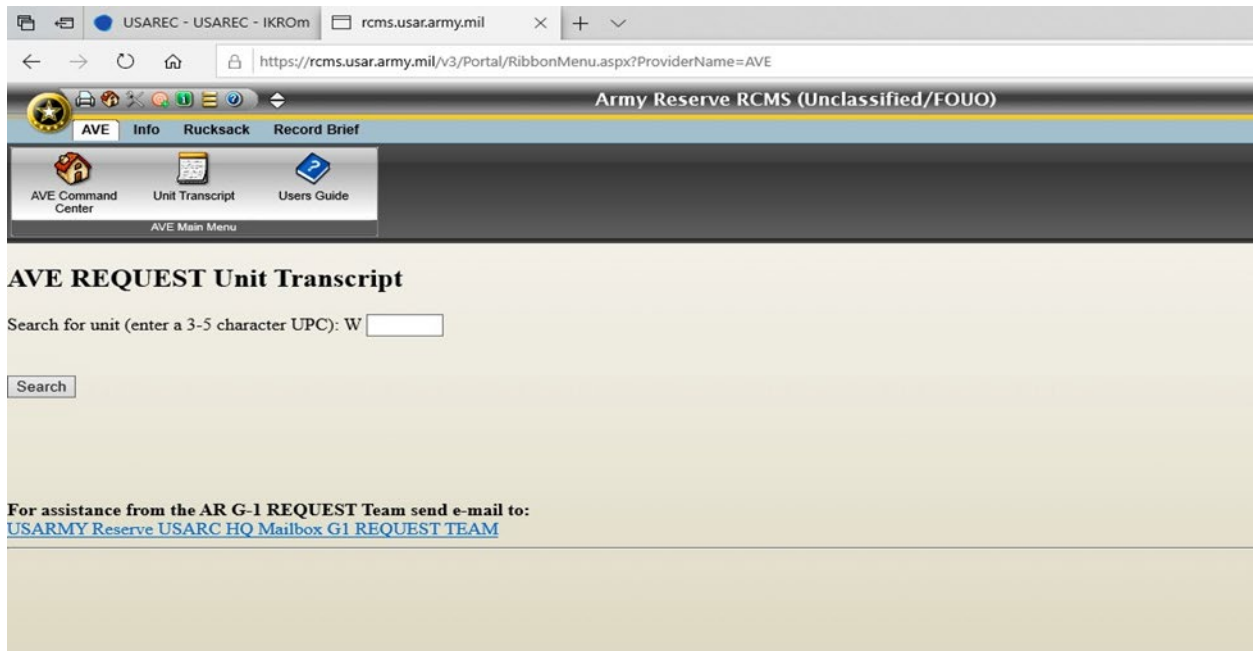
- New Users Requesting access to a product:** Select the product name from the list below, or click the AR Orb in the top left-hand corner of the screen and select the product from the drop-down list. Then, complete the on-screen Instruct
- Accessing a product:** Your five most frequently used products are displayed in tabs on the Ribbon Toolbar. If you need to access a product not currently on-screen, select the product from the list below, or navigate to it from the AR Orb.
- Viewing the site:** If you are having difficulty viewing the site properly, please look at the [System Requirements](#) page and ensure that your computer is running the correct software.
- Reviewing AR Help:** Click the Help icon to review general information and instructions for the website. Each product also contains detailed help accessible via the ribbon toolbar.

If you are having difficulty viewing the site properly, please look at the [System Requirements](#) page and ensure that your computer is running the correct software.

| AR G1 Web                    |   |
|------------------------------|---|
| Product                      | Description   |
| AR Per Training Registration | Class Scheduling Utility (CSU) is a generic training and class management tool. It allows Administrators to manage training facilities, instructors, and courses. Instructors can fully manage all aspects of their assigned classes. Trainees or students can register for available classes and access class material.  |
| Products                     |   |
| Product                      | Description   |
| AVE                          | Automated Vacancy Entry (AVE) automates the process of identifying vacant USAR positions and sends validated and well-formed vacancy load files to REQUEST. AVE uses data from TAPDB-R to match structure positions against assigned personnel and where positions are unfilled. AVE ensures that a valid vacancy record is listed in REQUEST.  |
| CLI                          | Command List Integration (CLI) allows users to view Army Reserve TPU Junior Enlisted Soldiers who have met selective promotion eligibility criterion and are eligible for integration onto the Permanent Promotion Recommended List (PPRL). Users with the requisite permissions may also take action on Soldiers who appear on the CLI.  |
| CSMM                         | Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It employs reports, dashboards, and presentations to provide both summary and detailed information to users about strength, personnel readiness, and resource management.   |
| eActions                     | Electronic Actions (e-Actions) automates the tracking of management actions performed by action officers at USAR. It supports Congressional Inquiries, Personnel Actions, JMT Actions, and Awards.  |
| eSRB                         | Electronic Soldier Record Brief (eSRB) offers HR Professionals, Leaders, and Soldiers centralized access to personnel information online, including a snapshot of a Soldier's military career information. It allows trusted agents to update the Officer and Enlisted Record Briefs and transmit specific data to TAPDB-R and Selection Boards.  |
| PMARS                        | Participation Management and Reporting Subsystem (PMARS) is designed for use by leaders, managers, and auditors who have functional responsibilities for financial/pay oversight, personnel/human resources management, retention, and training. One of the principal purposes of PMARS is to manage Soldier participation/non-participation. PMARS data is primarily DFAS-based with limited TAPDB-R data. |
| PMDS                         | Personnel Management Decision Support (PMDS) provides policy makers, functional managers, and Army staff users with a projection tool to assist in modeling and planning personnel missions and federal budgeting.  |
| PPRL                         | Permanent Promotion Recommended List (PPRL) provides a way for promotion-eligible enlisted TPU Soldiers from the four Regional Support Commands (RSCs) to be matched to PPRL vacancies. Eligible candidates include Soldiers recommended by the promotion boards (grades E4 to E8) and Soldiers (grades E4 and E5) approved by the Command List Integration process.  |
| RMS                          | The Retention Management Software (RMS) system is a set of tools which enables USAR retention and career counseling personnel to perform their respective core missions.  |
| SARA                         | Specified Allotment Reporting Application (SARA) supports AR G-1/G-8 program management of actual execution/projections for RPA Specified Allotment funds. Within SARA is the G-1 Budget Office Cost Management Program tool, which automates the briefing templates for MDEP and Annual Funding Program oversight. SARA access is limited to AR HQs and above.   |

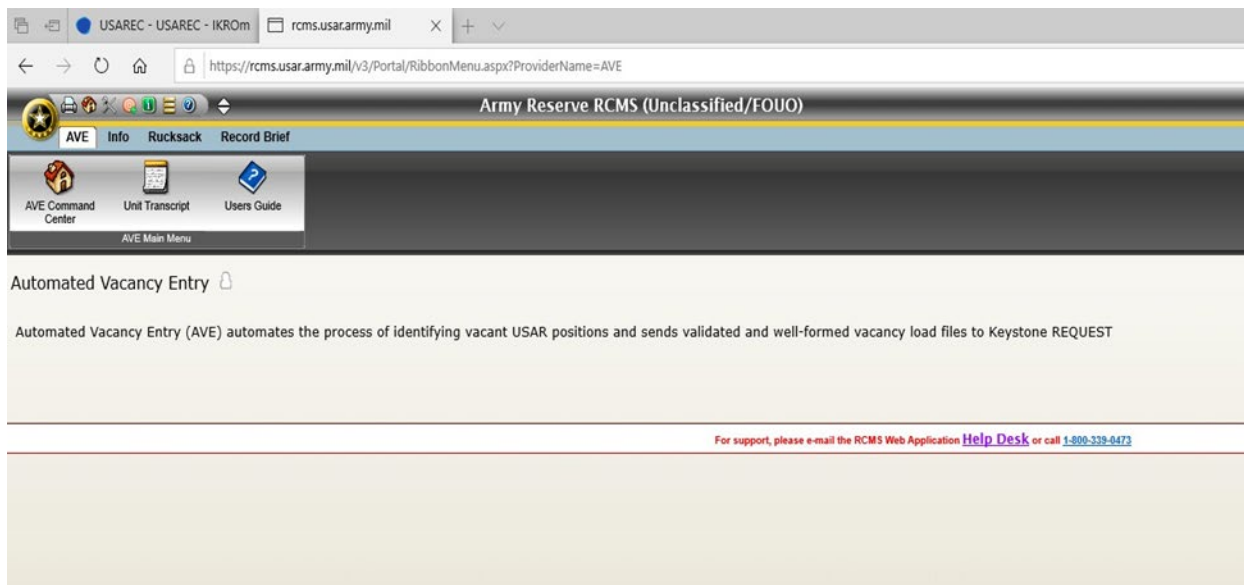
Figure 8-3. Army Reserve Screen

**8-8.** Select the AVE icon. The following panel will appear:



**Figure 8-4. AVE Request Screen**

**8-9.** Select Unit Transcripts, producing the following panel:



**Figure 8-5. Vacancy Entry Screen**

**8-10.** The user enters 3 to 5 characters of the UIC and presses the search button. The report will return in PDF file format.

**8-11.** Inside any report, the user may email the REQUEST Management Team by clicking on the link in the center left hand side of the AVE Request unit transcript page.

**8-12.** The unit can address issues and concerns to the REQUEST Management Team at

usarcg1request@usar.army.mil. Changes made to RCMS will reflect in REQUEST the following Monday.

## Summary

**8-13.** Understanding AR personnel systems will allow recruiters to have greater understanding on how best to support the TPU units within their area of operations. It can help explain differentiations and variations between system vacancies, assigned AR recruiting mission and known vacancy issues that exist within the supported TPU.

# Appendix A. Performance Measures

**Performance Measures – Developing TPU Relationships:**

**Evaluation Preparation** – Evaluated this task using the evaluation guide or administered on the job.

| <b>Performance Measures:</b>                         | <b>Go</b> | <b>No Go</b> |
|--|-----------|--------------|
| 1. Conduct intelligence gathering on local units.    | _____     | _____        |
| 2. Identify key unit members.                        | _____     | _____        |
| 3. Contact key unit members and setup initial visit. | _____     | _____        |
| 4. Conduct scheduled TPU visits.                     | _____     | _____        |
| 5. Conduct unscheduled TPU visits.                   | _____     | _____        |
| 6. Conduct Follow-up activities.                     | _____     | _____        |

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Soldier: \_\_\_\_\_

Comments:

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**Performance Measures – Navigate Reserve Unit Zone:**

**Evaluation Preparation** – Evaluated this task using the evaluation guide or administered on the job.

**Performance Measures:**

|   | <b>Go</b> | <b>No Go</b> |
|---|-----------|--------------|
| 1. Access and navigate Reserve Unit Zone from IKROME. | _____     | _____        |
| 2. Input point of contact information.                | _____     | _____        |
| 3. Input influential unit members.                    | _____     | _____        |
| 4. Input R2PC information.                            | _____     | _____        |
| 5. Input training dates and scheduled TPU visits.     | _____     | _____        |
| 6. Review assigned Future Soldiers (DTP).             | _____     | _____        |

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Soldier: \_\_\_\_\_

Comments:

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**Performance Measures – Army Reserve Programs and Options:**

**Evaluation Preparation:** Evaluate this task using the evaluation guide and/or administered on the job.

| <b>Performance Measures:</b>                                | <b>Go</b> | <b>No Go</b> |
|---|-----------|--------------|
| 1. Explain the Army Reserve Standard Training Program.      | _____     | _____        |
| 2. Explain the Army Reserve Alternate Training Program.     | _____     | _____        |
| 3. Explain the Army Reserve Prior Service Training Program. | _____     | _____        |
| 4. Explain the Simultaneous Membership Program.             | _____     | _____        |
| 5. Describe the Army Reserve Enlistment Bonus.              | _____     | _____        |
| 6. Describe the Army Reserve Montgomery G.I. Bill.          | _____     | _____        |
| 7. Explain the Army Reserve Student Loan Repayment Program. | _____     | _____        |
| 8. Explain the Partnership for Youth Success Program.       | _____     | _____        |
| 9. Describe the benefits of Army Reserve Service.           | _____     | _____        |

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Soldier: \_\_\_\_\_

Comments:

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**Performance Measure: Process Prior Service for Army Reserve**

**Evaluation Preparation:** Evaluate this task using the evaluation guide and/or administered on the job.

| <b>Performance Measures:</b>   | <b>Go</b> | <b>No Go</b> |
|--|-----------|--------------|
| 1. Determine eligibility in accordance with AR 601-210.  | _____     | _____        |
| 2. Gather all required documents.  | _____     | _____        |
| 3. Complete all necessary forms for an enlistment packet with 100% accuracy in Recruiter Zone. | _____     | _____        |
| 4. Perform a validation and transmit packet to MEPS.   | _____     | _____        |
| 5. Conduct follow-up activities.   | _____     | _____        |

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Soldier: \_\_\_\_\_

Comments:

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**Performance Measure: National Guard Transfers**

**Evaluation Preparation:** Evaluate this task using the evaluation guide and/or administered on the job.

| <b>Performance Measures:</b>   | <b>Go</b> | <b>No Go</b> |
|--|-----------|--------------|
| 1. Determine eligibility in accordance with AR 601-210.  | _____     | _____        |
| 2. Gather all required documents.  | _____     | _____        |
| 3. Request conditional release (DD 368)  | _____     | _____        |
| 4. Complete all necessary forms for an enlistment packet with 100% accuracy in Recruiter Zone. | _____     | _____        |
| 5. Perform a validation and transmit packet to MEPS.   | _____     | _____        |
| 6. Conduct follow-up activities.   | _____     | _____        |

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Soldier: \_\_\_\_\_

Comments:

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## Appendix B.

# Additional Army Reserve Links

### B-1. O\*Net



This site allows you to show applicants what their Army and AIT training will “crosswalk” to in the civilian sector. It allows you to drill right down to the zip code you are recruiting out of or where they will be stationed. It shows career outlook and has links to actual job applications

<https://www.onetonline.org/crosswalk/MOC/>

### B-2. Mil2FedJobs



This site, which is similar to O\*Net, shows what federal jobs are available. The job listings link you to USAjobs.gov which is another great resource. Utilizing this site shows potential Soldiers and their families that jobs are available to veterans in their local community.

[https://www.dlrr.state.md.us/mil2fedjobs/mil\\_search.aspx](https://www.dlrr.state.md.us/mil2fedjobs/mil_search.aspx)

### B-3. Tour of Duty



This site allows current Reserve Soldiers to “apply” to full-time positions worldwide. The Soldier posts their resume or applies for individual jobs after searching by MOS, rank, start and end dates, and location. Duty served on these orders allows a Reserve Soldier to accumulate AD time towards their Post 9/11 benefit.

<https://mobcop.aoc.army.pentagon.mil/TOD/Default.aspx#>

### B-4. GI Bill Comparison Tool



This site shows the total amount that the GI Bill will fund for any particular school that the Soldier chooses to attend. Once you select the military status, GI Bill chapter benefit and total cumulative active duty service, the tool will show an actual dollar amount that they will be eligible for.

<https://www.va.gov/gi-bill-comparison-tool>

### B-5. VA WEAMS and Yellow Ribbon



Use VA's WEAMS Institution Search tool to locate the colleges and universities, vocational institutions, flight schools, and other educational facilities with programs that are approved for VA benefits. You can also locate institutions of higher education participating in the Yellow Ribbon Program.

<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

# Glossary

## Section I - Acronyms and Abbreviations

|                |   |
|----------------|---|
| <b>ACASP</b>   | Army Civilian Acquired Skills Program                   |
| <b>ADOS</b>    | Active Duty for Operational Support                     |
| <b>ADOS-RC</b> | Active Duty for Operational Support – Reserve Component |
| <b>AO</b>      | Area of Operations                                      |
| <b>AR</b>      | Army Reserve  |
| <b>ARA</b>     | Army Reserve Administrator                              |
| <b>ARCD</b>    | Army Reserve Careers Division                           |
| <b>ARISS</b>   | Army Recruiting Information Support System              |
| <b>ARNG</b>    | Army National Guard                                     |
| <b>ASI</b>     | Additional Skill Identifier                             |
| <b>ASVAB</b>   | Armed Services Vocational Aptitude Battery              |
| <b>AVE</b>     | Automated Vacancy Entry                                 |
| <b>BA</b>      | Battle Assembly   |
| <b>BCT</b>     | Basic Combat Training                                   |
| <b>BI Zone</b> | Business Intelligence Zone                              |
| <b>COI</b>     | Centers of Influence                                    |
| <b>ConAP</b>   | Concurrent Admission Program                            |
| <b>CP</b>      | Community Partner                                       |
| <b>CSM</b>     | Command Sergeant Major                                  |
| <b>DMOSQ</b>   | Duty Military Occupational Specialty Qualification      |
| <b>DTP</b>     | Delayed Training Program                                |
| <b>ESGR</b>    | Employer Support of the Guard and Reserve               |
| <b>FSR2S</b>   | Future Soldier Remote Reservation System                |
| <b>IDT</b>     | Inactive Duty for Training                              |
| <b>IMT</b>     | Initial Military Training                               |

|                |  |
|----------------|--|
| <b>MSC</b>     | Major Subordinate Command                    |
| <b>MEPS</b>    | Military Entrance Processing Station         |
| <b>MGIB</b>    | Montgomery GI Bill                           |
| <b>MOS</b>     | Military Occupational Specialty              |
| <b>MOU</b>     | Memorandum of Understanding                  |
| <b>NPS</b>     | Non Prior Service                            |
| <b>OCS</b>     | Officer Candidate School                     |
| <b>PaYS</b>    | Partnership for Your Success                 |
| <b>PS</b>      | Prior Service                                |
| <b>P3</b>      | Private and Public Partnerships              |
| <b>P3O</b>     | Private Public Partnership Office            |
| <b>REDD</b>    | Re-Enlistment Eligibility Data Display       |
| <b>REQUEST</b> | Recruit Quota System                         |
| <b>RCMS</b>    | Reserve Component Manpower System            |
| <b>RSID</b>    | Recruiting Station Identification Designator |
| <b>RZ</b>      | Recruiter Zone                               |
| <b>R2PC</b>    | Recruiting and Reserve Partnership Council   |
| <b>SLRP</b>    | Student Loan Repayment Program               |
| <b>SMP</b>     | Simultaneous Membership Program              |
| <b>SQI</b>     | Secondary Qualification Identifier           |
| <b>TPU</b>     | Troop Program Unit                           |
| <b>TPC</b>     | Training Pay Category                        |
| <b>UM</b>      | USAREC Message                               |
| <b>UMR</b>     | Unit Manning Roster                          |
| <b>VEP</b>     | Voluntary Education Partnership              |

## Section II - Terms

### **Advocate**

One who supports or promotes the interests of a group.

### **Army Recruiting Information Support System (ARISS)**

An administrative automation system that supports recruiting operations in USAREC.

### **Army Civilian Acquired Skills Program (ACASP)**

ACASP allows Army Reserve Non-Prior and Prior service applicants to use a professional skill that they have previously acquired from either formal education or on-the-job training in the civilian sector.

### **Centers of Influence (COI)**

A COI is defined as individuals or groups that can influence or impact recruiting operations. These are primarily educators (principals, teachers, guidance counselors, and coaches), community leaders, business leaders, and others who are in a position to influence other influencers and prospects.

### **Community Partner (CP)**

A person other than Active Army or Army Reserve members who, by their relationship with and access to enlistment age youths, are capable and willing to directly or indirectly influencing today's youth to seek more information about Army enlistment opportunities.

### **Community Partner Advocates**

Those identified as 'community partners' that are willing to directly support, lead, and/or advocate Army service.

### **Concurrent Admission Program (ConAP)**

A partnership between Army Recruiting Command and over 1900 participating colleges to mutually advance the goals of lifelong learning and postsecondary education for Future Soldiers.

### **Educator Tour Program**

A national tour program managed by each of the five recruiting brigades. Its purpose is to bring into focus the opportunities in today's Army for educational and other Employer

Employer Support of the Guard and Reserve (ESGR)

A Department of Defense agency that promotes promote public and private understanding of the National Guard and Reserve in order to gain employer and community support.

### **Market**

The population in a geographic region who physically and mentally qualify for service.

### **Memorandum of Understanding (MOU)**

A non-legally binding agreement between two or more parties outlined in a formal document that signals the willingness between all parties to move forward with a contract or agreement.

### **Montgomery GI Bill-Select Reserve (MGIB-SR)**

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Determination of eligibility for this program is by the Selected Reserve components and VA makes the payments.

### **Network**

A formal or informal interconnected group or association of persons (such as friends or professional colleagues).

### **Partnership for Your Success (PaYS)**

A program in which employers partner with the Army to provide quality jobs to enrolled veterans after they have served their country.

**Private and Public Partnerships (P3)**

P3, like PaYS, is a program that collaborates with private and public industry and agencies. P3 is a 'jobs now' program focuses on newly enlisted Army Reserve (AR) Soldiers as well as transitioning Regular Army (RA) Soldiers. The Private and Public Partnerships Office (P3O), Office of the Chief of Army Reserve (OCAR) manage it.

**Program Manager (PM)**

A program manager is the actual title of the individual who is responsible for the cost, schedule, and performance of a specific project.

**Recruiting Station Identification Designator (RSID)**

A set of alphanumeric characters (up to four) that denotes each recruiting station, company, battalion, and brigade.

**Service members Civil Relief Act (SCRA)**

Army Reservists are eligible for SCRA benefits which provides important safeguards to members on active duty status in the area of financial management, including rental agreements, security deposits, evictions, installment contracts, credit card interest rates, mortgages, civil judicial proceedings, and income tax payments.

**The Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services are not disadvantaged in their civilian careers because of their service, are promptly reemployed in their civilian jobs upon their return from duty, and are not discriminated against in employment based on past, present, or future military service.

# **References**

## **Required Publications**

AR 360-1, "The Army Public Affairs Program", (dated 25 May 2011)

AR 601-2, "Army Recruiting Support Programs", (dated 27 Sep 2016)

AR 601-210, "Regular Army and Reserve Components Enlistment Program", (dated 31 Aug 2016)

USAREC Reg 601-2 "Management of Centers of Influence Events and Educator Tours", (dated 25 Jun 2015, Updated (V3))

USAREC Reg 601-210, "Enlistment and Accessions Processing", (dated 18 Dec 2019 (v7.6))

USAREC Manual 3-0 "Recruiting Operations" (dated 12 Aug 2022)

USAREC Manual 3-30 "Recruiting Company Operations" (dated 16 Mar 2022)

USAREC Manual 3-31 "Recruiting Station Operations" (dated 25 Oct 2022)

USAREC Manual 3-32 "The Army Recruiter" (dated 25 Oct 2022)

USAREC Training Circular 5-3.1 "Prospecting"

USAREC Training Circular 5-3.2 "Influencing and Interviewing"

USAREC Training Circular 5-3.3 "Partnerships"

## **Related Publications**

AR 1-15 "Civilian Aides to the Secretary of the Army" (dated 11 Apr 2008)

AR 140-1 "Army Reserve – Mission, Organization, and Training" (dated 20 Jan 2004) USAREC Training Circular 5-01 Mission Command (dated 28 Feb 2017)

## **Websites**

IKROme Home – USAREC Intranet "My Apps": Reserve Unit Zone

IKROme Home – USAREC Intranet "My Apps": BI Zone

IKROme Home – USAREC Intranet "My Apps": Recruiter Zone

IKROme Home – USAREC Intranet "My Sites": USAREC Messages

Reference

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US Army Reserve Official Website “Minuteman Scholarship” - <https://www.usar.army.mil/MinutemanScholarship/>

US Army Reserve Official Website “Educational-Benefits” - <https://www.usar.army.mil/Educational-Benefits/>

Veterans Affairs Official Website “MGIB” - [https://www.benefits.va.gov/gibill/mgib\\_sr.asp](https://www.benefits.va.gov/gibill/mgib_sr.asp)

## Prescribed Forms

None

## Referenced Forms

DA Form 2028 (Recommended Changes to this Publication)



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**USAREC TP 3-10.2**

**31 August 2020**

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