USAREC Regulation 27-2

Legal Services

Legal Services Support for the U.S. Army Recruiting Command

Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky
1 March 2019

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Reg 27-2

Legal Support Services for the U.S. Army Recruiting Command This revision, dated 1 March 2019

- o Adds the requirement for all OBJAs to use the Sharepoint site and Military Justice Online (MJO) for tracking and uploading actions (para B-12(a)).
- o Technically, the commander does not have the authority to "temporarily reassign" a soldier since the OPORD and FY18 manning guidance doesn't allow them to do it without orders from the G1 approved by the CG.
- o Remove "is provided by the BJA or OSJA".
- o "Area Support Responsibilities" should read "Installation Agreements"
- o Remove "DoD" Directive 6490.1 Mental Health Evaluations of Members of the Armed Forces."
- o "USAREC Reg 190-3" changed to "USAREC Reg 27-3".
- Removed "USAREC Reg 601-45 Recruiting Improprieties Policies and Procedures." and replace with "USAREC Reg 601-210 Enlistment and Accessions Processing."
- o Delete "USAREC Reg 715-1 Procurement Management and Control."
- o Delete "USAREC Form 713-1 Notification and Rebuttal of Adverse Action."

Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
1 March 2019

*USAREC Regulation 27-2

Effective 1 March 2019

Legal Services

Legal Services Support for the United States Army Recruiting Command

For the Commander:

WAYNE R. HERTEL Colonel, AG Chief of Staff

Official:

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

History. This publishes a revised USAREC Reg 27-2, which is effective 1 March 2019.

Summary. This regulation provides information about legal services available to commanders

and Soldiers in the United States Army Recruiting Command.

Applicability. This regulation is applicable to all military and civilian personnel assigned, attached or detailed to the United States Army Recruiting Command.

Supplementation. Supplementation of this regulation is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies and procedures regarding legal support in USAREC according to UR 10-1, para 2-7a.

Suggested improvements.

The propo- nent agency of this regulation is the Office of the Staff Judge Advocate. Users are invited to send comments and suggested improve- ments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCSJA), Fort Knox, Kentucky 40121-2725.

Distribution. This regulation is available in electronic media only and is intended for command level A.

^{*}This regulation supersedes USAREC Regulation 27-2, dated 1 June 2014.

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Glossary

1. Purpose

Governs the delivery of legal services to United States Army Recruiting Command (USAREC) personnel.

2. Policy

- a. Legal actions should be handled at the lowest level commensurate with authorized jurisdiction and expertise. Commanders and their legal advisors must be cognizant of and abide by the current Commanding General's (CG's) withholding of Military Justice Authority.
- b. While Judge Advocates and civilian attorney advisors (excepting legal assistance providers and Trial Defense Services (TDS) attorneys) support their respective commands, their primary client is the US Army.
 - c. Brigade judge advocates (BJA) have specific responsibilities that are described in appendix B.

3. Military justice

- a. Within each recruiting brigade, the BJA is the principal legal advisor on military justice matters. Commanders will coordinate with the BJA before undertaking Non-judicial punishment (NJP) or Courts-Martial.
- b. Commanders will report felony-level offenses to the servicing United States Army Criminal Investigation Command (CID) office.
- c. Withholding of Military Justice Authority. CG, USAREC withholds disciplinary authority over certain offenses and certain offenders through command policy. When disciplinary authority is withheld to a certain level that authority includes a reservation to unsubstantiate or take no action on allegations pertaining to that class of offender or that class of offense unless specifically stated otherwise. This does not limit the authority of a commander, subordinate to the withholding authority, to investigate allegations of misconduct, flag a subject, issue no-contact orders, temporarily reassign the subject or prefer charges.
 - d. Courts-martial.
- (1) USAREC commanders may not prefer any charges, convene any court-martial, or forward any case for trial to a non-USAREC commander without prior coordination with the USAREC Office of the Staff Judge Advocate (OSJA). The BJA does this coordination. No BJA will participate in the preferral of charges over the objection of the Staff Judge Advocate (SJA).
- (2) Courts-martial are convened by the Commanding General, USAREC. In rare circumstances, it may be appropriate to transfer jurisdiction to another General Courts-Martial Convening Authority (GCMCA) in accordance with AR 27-10, paragraph 5-2b. Attachments prior to the preferral of charges are processed in accordance with AR 601-1, paragraph 5-16 (Regular Army) or paragraph 6-14 (Active Guard Reserve), as appropriate. Such requests for attachment are coordinated through the BJA to the SJA, USAREC and G1, USAREC.
- (3) Recruiting battalion commanders are Summary Courts-Martial convening authorities, and recruiting brigade commanders are Special Courts-Martial convening authorities for all administrative purposes. The Commander, U.S. Army Medical Recruiting Brigade (MRB) is the Special Courts-Martial convening authority for Headquarters, USAREC (HQ, USAREC). Additionally, MRB is the Article 15 appellate authority for HQ, USAREC and the Special Operations Recruiting Battalion (SORB).
- (4) USAREC is responsible for funding all witness fees, travel fees, other temporary duty costs, and Department of the Army (DA) civilian court-reporter overtime for courts-martial.
- e. Non-Judicial Punishment (NJP).
- (1) Reduction authority. Active Guard Reserve (AGR) personnel in grades E-6 and above cannot be reduced under Article 15, UCMJ. Regular Army personnel in grades E-7 and above cannot be reduced under Article 15, UCMJ.
- (2) Commanders will reduce to writing any additional limitation or withdrawal of Article 15 authority with copies furnished to the appropriate BJA and OSJA.
- f. USAREC units that are located on a military installation must provide nominees for consideration as members for courts-martial, if asked. Similar requests for members on administrative boards will not be granted without coordination with OSJA.

4. Enlistment eligibility

Legal questions that arise are addressed by brigade operations to the BJA or by G3 to OSJA. Installation SJA offices will not be consulted on enlistment eligibility questions.

5. Standards of conduct

- a. UF 27-2.1 (Standards of Conduct for USAREC Personnel) (see figure 1) is used by battalions to document awareness training of assigned personnel. The BJA and the brigade attorney-advisor as appointed are the ECs for the brigade and subordinate units. The SJA is the EC for HQ USAREC and will appoint another attorney at HQ USAREC as deputy EC.
- b. Military personnel assigned or attached to USAREC wishing to engage in outside employment (including self-employment) will submit UF 27-2.2 (Outside Employment Permission Request) (see figure 2) through their chain of command to the appropriate commander for approval.
- c. Battalion executive officers (XOs) must submit to the brigade ethics counselor a list of persons who received travel payments from a non-federal entity. XOs will submit this report no later than 15 April and 15 October of each year using SF 326.

6. Administrative law

The BJA or OSJA will provide all legal advice concerning administrative law matters that involve USAREC procedures, policies, or personnel. Legal issues that may depend on state or local law such as environmental or fiscal law may be referred to an installation SJA office by the BJA only after proper coordination with the OSJA. Table 3 outlines the processing of adverse administrative actions.

7. Litigation

The SJA, USAREC, or in his or her absence, the Deputy SJA, shall accept service of process for USAREC or the CG, USAREC, in his or her official capacity.

8. Labor and civilian personnel law

BJAs and brigade attorney-advisors have primary responsibility for civilian personnel matters. The USAREC labor counselor will represent brigades in labor proceedings as necessary (that is, Merit System Protection Board appeals, Equal Employment Opportunity appeals, and arbitrations). The BJA and USAREC labor counselor are required to inform the USAREC SJA of all labor proceedings to ensure that HQ USAREC is aware of all civilian personnel actions. Battalions must coordinate all disciplinary actions they intend to impose against civilian employees with the servicing civilian personnel office and BJA.

9. Environmental law

Environmental law problems are referred to the supporting installation SJA after coordination with the OSJA.

10. Mental health evaluations

Commanders must consult their brigade psychologist and BJA prior to directing a mental health exam.

STANDARDS OF CONDUCT FOR USAREC PERSONNEL

(For use of this form see USAREC Reg 27-2)

- The Joint Ethics Regulation (JER), DOD 5500.7-R, is a punitive regulation. It provides guidance concerning standards of conduct, gifts, conflicts of interest, outside employment, misuse of position, and outside activities that all military and civilian USAREC personnel must follow.
- 2. USAREC Reg 27-4, Prohibited and Regulated Activities, is a punitive regulation. It contains requirements that all military and civilian USAREC personnel must follow. It includes: Unauthorized relationships, other prohibited practices, sexual harassment, pornographic material, misuse of alcohol, weapons, misuse of Government equipment, demonstrations, gambling, dress and appearance, misuse of government credit and charge cards, misrepresentations, computer security, and voluntary services.
- 3. USAREC Reg 601-210, Enlistment & Accessions Processing, chapter 7, Recruiting Standard Program, is a punitive regulation which prohibits the commission of recruiting improprieties. It contains requirements that all military and civilian USAREC personnel must follow, including procedures for reporting and investigating recruiting improprieties. It identifies specific prohibited recruiting practices, and outlines procedures for disposition of recruiting impropriety cases by commanders and HQ USAREC.
- 4. I have read USAREC Reg 27-2, USAREC Reg 27-4; and USAREC Reg 601-210. If I have any questions concerning standards of conduct issues, I should call my brigade judge advocate or, if assigned to HQ USAREC, the Office of the Staff Judge Advocate

NOTE: The above USAREC publications can be found on the USAREC Enterprise Portal.

INITIAL REVIEW						
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I have reviewed USAREC Reg 27-2; USAREC Reg 27-4; and USAREC Reg 601-210.						
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USAREC Form 27-2.1 1 May 2014

THIS FORM REPLACES USAREC FORM 1114

V1.00

Figure 1. Sample of a completed USAREC Form 27-2.1

OUTSIDE EMPLOYMENT PERMISSION REQUEST (For use of this form see USAREC Reg 27-2)								
DATA REQUIRED BY THE PRIVACY ACT OF 1974								
AUTHORITY: Title 5, United States Code, Section PRINCIPAL PURPOSE: To collect information to ROUTINE USES: To ensure that outside employ	o evaluate your reque				=		or to contact you	
during off-duty employment.								
DISCLOSURE: Is voluntary but failure to disclose this information may result in permission to engage in outside employment being denied.								
LAST NAME - FIRST NAME - MIDDLE NAME: Smith, John A.				2. GRADE: E-6				
3. UNIT:		4. DUTY POS	SITION:					
Smalltown Rctg Co., Metro Rctg Bn RA Recruiter, Anytown, RS								
		EMPLOYER	DATA					
5. NAME OF PROPOSED EMPLOYER:	6. NATUR	RE OF BUSINES	S:	Children Children			SOLD, MANUFACTURED,	
Anytown Times	mes			OR PROVIDED: Town Weekly Paper				
8. PLACE OF EMPLOYMENT (list all sites who	ere work will be perfor	rmed):	9. ANTICIPAT	ED HOU	RS:			
		Day		Start Time		End Time	Number of Hours	
a.			Sunday					
11 Main St., Anytown			Monday					
b.			Tuesday	-				
			Wednesday	-				
C.			Thursday	40.00.00		22-00-00		
d.			Friday Saturday	18:00:00 13:00:00		22:00:00 17:00:00	4	
u.			548	13.00.00		17.00.00	_	
Total Hours 8								
I have read USAREC Reg 27-2, appendix C and my proposed employment will not violate that guidance. I understand that permission to engage in this outside employment may be revoked by the approval authority or higher authority upon determination that the employment is prohibited by statute or regulation. Permission may also be revoked if my duty performance falls below acceptable standards, or for other reasons in the best interest of the U.S. Army Recruiting Command.								
10. DATE: 12 Mar 2012	11. SIGNATURE:				GN//			
APPROVAL/DISAPPROVAL								
12. The request is: 13. NAME OF COMM.	DMMANDER: 14. TITLE:				15. SIGNATURE:			
X Approved Disapproved A.A. Adams		Smalltown Rctg Co. Commander			//SIGN//			
16. SPECIFIC REASONS FOR DISAPPROVAL:								
USAREC Form 27-2.2 1 May 2014 THIS FORM REPLACES USAREC FORM 808 V1.00								

Figure 2. Sample of a completed USAREC Form 27-2.2

PRIVACY ACT STATEMENT

(For use of this form see USAREC REG 27-2)

DATE: NAM	<u>=</u>	SIGNATURE:	

- 1. AUTHORITY FOR THE COLLECTION OF PERSONAL INFORMATION: Title 10, United States Code, Section 3013.
- 2. <u>PRINCIPAL PURPOSES</u>: To obtain facts and make recommendations to assist the U.S. Army Recruiting Command (USAREC) commanders in determining whether the alleged acts have been committed by and/or against USAREC personnel.
- 3. <u>ROUTINE USES</u>: Information provided is disclosed to members of the Department of Defense who have a need for the information in the performance of their duties. In addition, the information may be disclosed to government agencies outside the Department of Defense as follows:
 - a. To federal, state, or local law enforcement agencies if the record indicates a violation or potential violation of law;
- b. To members of the U.S. Department of Justice when necessary in the defense of litigation brought against the Department of Defense, or against members of that department as a result of actions taken in their official capacity;
- c. To members of the U.S. Department of Justice when necessary for the further investigation of criminal misconduct; and
- d. Limited information may be made available to third parties such as members of the public as consistent with 5 U.S.C. 552 and AR 340-21.
- 4. DISCLOSURE MANDATORY OR VOLUNTARY; THE EFFECT OF NOT PROVIDING INFORMATION:
- a. For Military Personnel: The disclosure of social security account numbers is voluntary. Disclosure of other personal information is mandatory subject to the limitations of Article 31, Uniform Code of Military Justice and the Fifth Amendment to the U.S. Constitution. Failure to provide mandatory disclosure information may subject you to disciplinary action.
- b. For Department of Defense Civilian Employees: The disclosure of social security account number is voluntary; however, failure to disclose other information not protected under the Fifth Amendment to the U.S. Constitution in relation to your position responsibilities may subject you to adverse personnel action.
- c. For All Other Personnel: The disclosure of social security account number, where requested, and other personal information is voluntary and no adverse action can be taken against you for refusing to provide information about yourself.
- d. For Individuals Warned of Their Rights Under Article 31, Uniform Code of Military Justice, or the Fifth Amendment to the U.S. Constitution: Providing the information is voluntary. There will be no adverse effect on you for not furnishing the information other than that certain information might not otherwise be available to the commander for his or her decision in this matter.

USAREC Form 27-2.3. 1 June 2014 (THIS FORM REPLACES USAREC FORM 722)

V1.00

Figure 3. Sample of a blank USAREC Form 27-2.3

Appendix A References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

AR 5-9

Installation Agreetments.

AR 15-6

Procedures for Investigating Officers and Boards of Officers.

AR 27-10

Military Justice.

AR 27-40

Litigation.

AR 190-5

Motor Vehicle Traffic Supervision.

AR 380-67

Personnel Security Program.

AR 600-8-4

Line of Duty Policy Procedures, and Investigations.

AR 600-8-19

Enlisted Promotions and Reductions.

AR 600-8-24

Officer Transfers and Discharges.

AR 600-9

The Army Body Composition Program.

AR 600-20

Army Command Policy.

AR 600-37

Unfavorable Information.

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command.

AR 601-210

Regular Army and Reserve Components Enlistment Program.

AR 601-280

Army Retention Program.

AR 623-3

Evaluation Reporting System.

AR 635-200

Active Duty Enlisted Separations.

AR 735-5

Property Accountability Policies.

DA Pam 27-162

Claims Procedures.

DoD 5500.07-R

Joint Ethics Regulation.

DoD Instruction 1344.09

Indebtedness of Military Personnel.

DoD Instruction 6490.4

Requirements for Mental health Evaluations of member of the Armed forces

JFTR, Volume I

Uniformed Service Members.

USAREC Reg 27-3

Procedures in Drunk Driving Cases.

USAREC Reg 27-4

Prohibited and Regulated Activities.

USAREC Reg 601-210

Enlistment and Accessions Processing.

Section II

Prescribed Forms

UF 27-2.3

Privacy Act Statement.

UF 27-2.2

Outside Employment Permission Request.

UF 27-2.1

Standards of Conduct for USAREC Personnel.

Section III Related Forms

OGE 450

Executive Branch Confidential Financial Disclosure Report Form.

OGE 278

Public Financial Disclosure Form.

Appendix B

Responsibilities of Brigade Judge Advocates

B-1.

Purpose

This appendix establishes policies, responsibilities, functions, and procedures for BJA offices within USAREC.

B-2.

Policy

The BJA is the primary legal action officer for the brigade and subordinate elements. The duties assigned to the BJA are consistent with their functions as legal officers and personal staff members.

B-3.

Responsibilities

- a. Officer evaluation report (OER). The BJA serves under dual supervision. The BJA is rated by the brigade XO. The brigade commander is the senior rater. The SJA is the intermediate rater when senior to the brigade XO and junior to the brigade commander. In all other cases, the SJA will render an evaluation by letter-report enclosures to the OER as authorized by AR 623-3.
 - b. Backup support of BJA offices. OSJA assists the BJA offices and provides support as necessary.

B-4. Functions and procedures

The BJA is the legal counsel to the brigade commander, his or her staff, and subordinate units. As such the BJA provides advice on all legal issues involving enlistment eligibility, military justice, administrative law, RI cases, and standards of conduct. In addition, the BJA must effectively organize and supervise the administration and personnel assigned to the brigade legal office.

B-5. Enlistment eligibility

- a. AR 601-210 sets out the criteria for enlistment eligibility. Typically requests to help determine the enlistment eligibility of applicants will come from brigade operations personnel. Individual recruiters are required to work through their chain of command and their operations section. The BJA will be aware of, and prevent, possible forum-shopping from field recruiters.
- b. In the absence of the BJA, brigade operations personnel will contact HQ USAREC operations and, if necessary, that office will contact SJA for legal advice.
- c. The BJA will not, as a general principle, render telephonic opinions unless immediately followed by an email to document the provided facts and the opinion rendered. BJAs will request and review copies of pertinent documents before providing a legal opinion in writing. Because enlistment eligibility questions often entail matters of policy rather than legal interpretation, the BJA will only address legal issues and refer policy questions to brigade operations or other appropriate authority for decision.

B-6. Recruiting Improprieties (RI)

The BJA has primary responsibility for monitoring and tracking RI cases within the Brigade. When necessary, those cases are referred to the brigade XO for action. All open cases are tracked by using the OSJA Share Point site.

B-7. Misconduct and military justice

- a. Administrative separation boards. The BJA normally serves as the recorder on all administrative separation actions arising in the brigade. HQ USAREC provides funding for all CG-directed boards and courts-martial.
- b. Once completed and certified by the board members, BJAs will forward records of proceedings to OSJA for final action.
- c. USAREC will use standing boards. Brigades will periodically, but not less than annually, submit nominees for the CG's appointment of board members.
- d. Upon receipt of positive results, the BJA will immediately request the laboratory litigation packet and the subject's Army Military Human Resource Record (AMHRR).

B-8: Administrative law

Processing of involuntary reassignments from USAREC under AR 601-1 is a personnel function. The BJA will review these cases, particularly unsuitable reliefs, to ensure they are legally sufficient and that the command adequately addresses the Soldier's rebuttal. Preparation of the action documents in these cases is the responsibility of the battalion and brigade adjutants. The BJA will review all reliefs and rehabilitative reassignments of 79R recruiters to ensure compliance with AR 601-1.

B-9. Office administration

- a. The BJA office (OBJA) will keep a log of all actions forwarded to it for action. The primary means of tracking actions that are forwarded to the OBJA is the USAREC SharePoint website. The SharePoint site will keep track of the type of action; dates received and completed, and the action taken. In cases where the BJA is the primary action officer, the log will also contain the name of the individuals involved and the battalion from which the action originated, along with the status of the case and any other necessary information.
- (1) The OBJA/OSJA is responsible for preparing a number of reports. The Military Justice report must be submitted on the last day of the month. The USAREC OSJA will submit this report. To ensure that the report is accurate, all BJAs will ensure that their respective staff has closed-out all actions in MJO the month of completion. The OSJA prepares a monthly disciplinary report listing courts-martial, criminal actions, administrative separation actions, and serious misconduct investigations. The OBJA is responsible for providing updated information for each entry to the OSJA no later than the first day of the following month. This update is accomplished via the SharePoint site listed above. In addition to the SharePoint site, the BJA is responsible for ensuring the consistent use of Military Justice Online (MJO) for processing all disciplinary documents.
 - (2) The BJA has direct supervision of the BJA office staff.

Glossary Section I Abbreviations

ACS

Assistant Chief of Staff

AGR

Active Guard Reserve

AMHRR

Army Military Human Resource Record

BJA

Brigade Judge Advocate

CG

Commanding General

CID

United States Army Criminal Investigation Command

CLE

Continuing Legal Education

CoS

Chief of Staff

DA

Department of the Army

DCG

Deputy Commanding General

DoD

Department of Defense

EC

Ethics Counselor

FLIPL

Financial Liability Investigation of Property Loss

FOIA

Freedom of Information Act

GCMCA

General Court-Martial Convening Authority

GO

General Officer

GOV

Government-Owned Vehicle

HQ USAREC

Headquarters, United States Army Recruiting Command

Ю

Investigating Officer

JA

Judge Advocate

MOS

Military Occupational Specialty

NCO

Non-Commissioned Officer

N.IP

Non-judicial Punishment

OER

Officer Evaluation Report

OGE

Office of Government Ethics

OSJA

Office of the Staff Judge Advocate (HQ, USAREC)

OTH

Other than Honorable

PA

Privacy Act

PIF

Personnel Information File

Rctg Bde

Recruiting Brigade

Rctg Bn

Recruiting Battalion

Rctg Co

Recruiting Company

RI

Recruiting Impropriety

SJA

Staff Judge Advocate

SPCMCA

Special Court Martial Convening Authority

TDS

Trial Defense Service

UCMJ

Uniform Code of Military Justice

USAF

United Stated Air Force

USAREC

United States Army Recruiting Command

USCG

United States Coast Guard

USMC

United States Marine Corps

USN

United States Navy

XO

Executive Officer

Section II

Terms

Preferral

The action taken when an accuser is sworn to charges, by a commissioned officer of the armed forces authorized to administer oaths, that the accuser has personal knowledge of the charges set forth in the charge sheet or has investigated the same and that they are true in fact to the best of the accuser's knowledge and belief. The accuser then signs the DD Form 458 in block 11d.

USAREC

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