



Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky

USAREC Regulation 601-106

Effective 10 July 2024

Personnel Procurement
Active Duty for Operational Support-Reserve Component Program

For the Commander:

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History. This publishes a revised USAREC Reg 601-106, which is effective 10 July 2024.

Summary. This regulation establishes procedures and provides guidance for the conduct and management of the Active Duty for Operational Support-Reserve Component Program as it applies to recruiting.

Applicability. This regulation is applicable to all military and civilian members of the U.S. Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the Deputy G3 within the proponent agency in the grade of GS-14.

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

Supplementation. Supplementation of this regulation is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies, procedures and directs the operations of the ADOS-RC Program as it relates to Recruiting Command. It supports the USAREC Reg 10-1 in the following areas: Para. 3-210 c(5). Manage the operation of sustainment resources; HRAP/ADOC-RC/Referrals. Para. 3-210 c(7) Plan and develop projects and activities that support recruiting activities and initiatives. Para. 3-210 c (16) Train the recruiting force.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-PPR, 1307 3rd Avenue, Fort Knox, KY 40121-2725; or by email to USARMY Fort Knox USAREC mailbox G3 RCRO PP.

Distribution: Distribution of this regulation is available in electronic media only and is intended for command distribution level A.

SUMMARY of CHANGE

AR 601-106

Active Duty for Operational Support-Reserve Component (ADOS-RC) Program

This major revision, dated 10 July 2024

- Incorporates the New USAREC SharePoint website for processing Justification Memorandums (Chapter 2).
- Changes the reporting timelines from a phase line to a monthly report.
- Makes administrative changes throughout.

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Glossary

Chapter 1

General

Section I

Introduction

1-1. Purpose

This regulation establishes procedures and provides guidance for the conduct and management of the Active Duty for Operational Support-Reserve Component (ADOS-RC) Program as it applies to recruiting. All guidance prescribed in this regulation is subject to inspection under the Organizational Inspection Program.

1-2. References

For required and related publications and prescribed and referenced forms see appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

Section II

Control Procedures

1-4. General

The ADOS-RC Program is designed to assist the U.S. Army Recruiting Command (USAREC) with the recruitment of qualified individuals for the U.S. Army Reserve (AR). This is accomplished by:

- a. Achieving the Chief of the Army Reserve's guidance on AR support to recruiting.
- b. Allowing Soldiers the opportunity to bridge the gap with local communities while sharing their AR story.
- c. Allowing Soldiers, officers, warrant officers (WOs), and enlisted from all communities (to include Army Medical Department (AMEDD) and the Chaplain Corps) the opportunity to further enforce the AR's commitment to excellence.
- d. Encouraging the AR's officer, WO, and noncommissioned officer (NCO) corps to participate in the ADOS-RC Program as a means to assist and experience recruiting within USAREC.

1-5. Command responsibilities

- a. Commanding General, USAREC, will:
 - (1) Exercise overall responsibility of the ADOS-RC Program within USAREC.
 - (2) Coordinate ADOS-RC issues with Headquarters, U.S. Army Reserve Command; U.S. Army Human Resources Command; regional support commands; and operational and functional commands. In coordination with the U.S. Army Reserve Command (USARC), Deputy Chief of Staff, Comptroller, determine the distribution of ADOS-RC funding resources.
 - (3) Ensure ADOS-RC recruiting funds are only used to support AR recruiting goals.
- b. Brigade commanders will:
 - (1) Appoint the AR operations officer or other designee as the brigade ADOS-RC manager. If an AR operations officer is not assigned, a Regular Army (RA) operations officer may be appointed.
 - (2) Appoint the AR operations sergeant major or other designee as the alternate brigade ADOS-RC manager. If an AR operations sergeant major is not assigned, an RA operations sergeant major may be appointed as the alternate ADOS-RC manager.
- c. Battalion commanders will:
 - (1) Appoint the AR operations officer or other designee as the battalion ADOS-RC manager. If an AR operations officer is not assigned, an RA operations officer may be appointed.
 - (2) Appoint the AR operations NCO or other designee as the alternate battalion ADOS-RC manager. If an AR operations NCO is not assigned, an RA senior operations NCO may be appointed.

1-6. Program

ADOS-RC tours in support of recruiting will be used by AR enlisted Soldiers, WOs, and commissioned officers to generate referrals that will result in enlistments for the AR. Recruiting Stations (RSs) that have only RA recruiters may use the ADOS-RC Program if the RC has an assigned AR mission. No more than one AR Soldier should be used in support of the AR mission under these circumstances.

- a. Multiple weeklong tours are encouraged to facilitate command and control of Soldiers performing ADOS-RC duty. Multiple tours are used as a means of regulating work schedules and ensuring continued performance.
- b. Requests for multiple weeklong tours structured solely to save the cost of paying an AR Soldier for a weekend will not be used.
- c. ADOS-RC recruiting tours will not be used to supplement manpower for administrative actions and/or duties.
- d. Recruiting ADOS-RC tours will be used in support of local RCs in addition to Total Army Involvement in Recruiting (TAIR) events.

1-7. Policies

a. An AR Soldier may not serve more than 139 cumulative days of ADOS-RC duty in a fiscal year (FY). Recruiting battalion commanders may approve ADOS-RC tours not to exceed 30 cumulative days in one FY. Exceptions to serve 31 days or more of ADOS-RC during an FY will be sent through the brigade ADOS-RC manager to Headquarters, U.S. Army Recruiting Command, Assistant Chief of Staff, G3, Plans and Programs Division, who will consider such requests on a case by case basis.

b. Soldiers must serve their tours within a 50-mile radius of their residence or AR unit and provide their own transportation to the tour site. Travel or per diem are not authorized.

Note: AMEDD and chaplain participants are exempt from the 50-mile radius restriction. (If travel is required the fiscal responsibility is to the Unit)

Chapter 2 Procedures

2-1. ADOS-RC queries available in the Report Management Zone

a. ADOS-RC managers may use either the Contact a Soldier or Find a Person (To utilize find a person set record status to Shipped, Component Code to Reserve, and include terminate records. This will show all USAR soldiers shipped from your AO) to identify Soldiers to support planned recruiting events.

2-2. Request for ADOS-RC tours and orders

a. A request for ADOS-RC tours will be initiated using the ADOS-RC SharePoint site (<https://armyeitaas.sharepoint-mil.us/sites/TR-USAREC-HQ/SitePages/Directorates/G3/ADOS-RC.aspx>) at least 45 days prior to the anticipated start date. Additional training and guidance can also be found on the ADOS-RC SharePoint site. To initiate a request for ADOS select the "ADOS Requests" button. On the next page select the "New" button.

b. Recruiters will complete sections 1-3 of the ADOS-RC Request and then submit the form to the battalion ADOS-RC manager for processing.

c. The battalion manager will complete section 4-7 of the request on the SharePoint Site. Once the request is complete, it is sent to the Soldier's troop program unit (TPU) for approval.

d. Upon approval of the TPU commander, Battalion ADOS-RC manager will mark the ADOS-RC record in SharePoint BN_Supported, add the soldier to the USAREC Form 601-106.1 (ADOS-RC Management Log) and notify the Brigade ADOS-RC manager.

e. Brigade ADOS-RC managers will verify the ADOS-RC request is complete and mark the SharePoint record BDE-Supported.

f. USAREC ADOS-RC Manager will compile all ADOS-RC requests bi-monthly and submit to USARC POC prior to the 1st and 15th of the month in order to initiate funds transfers.

g. Upon USARC notification that fund transfers are complete the USAREC ADOS-RC manager will notify the O&F and Brigade ADOS-RC manager that ADOS-RC funds have been allocated for the identified by name soldiers. Brigade ADOS-RC managers will notify the appropriate Battalion ADOS-RC Managers.

h. USAREC ADOS-RC manager will mark each funded soldier as funded on the ADOS-RC SharePoint.

i. Once funding has been allocated the battalion ADOS-RC manager or the Recruiting Station will contact the soldiers TPU to initiate the RFO (Request for Orders). At no time will orders be requested within 5 days of the start of the ADOS-RC tour. Tours must serve a valid military purpose and tour length will be structured for the duration of the entire mission. The processing of ADOS-RC orders at the TPU level constitutes the TPU commander's approval for the ADOS-RC tour.

j. The battalion ADOS-RC manager will ensure a copy of the AR Soldier's order is scanned into SharePoint upon receipt and on hand before duty is performed. In the event an order has not been received, the Soldier's tour will be revoked or amended to reflect new tour dates. The battalion ADOS-RC manager will obtain revoked orders from the TPU for all tours that orders were published, and the Soldier did not perform the duty. Any changes to the original request need to be annotated on the USAREC Form 1253 in the remarks section.

k. Personnel will not perform recruiting ADOS-RC tours without orders issued by the appropriate issuing authority. This precludes liability issues for the Army should the Soldier performing ADOS-RC be injured. Valid orders also ensure timely payment for the Soldier who has performed the tour. Soldiers not performing to the standards provided during the in-brief (see section e (1)) will be released from duty early. The recruiter or RS commander will immediately inform the battalion ADOS-RC manager that the Soldier's tour is being terminated early. The battalion ADOS-RC manager will ensure that the Soldier's ADOS-RC orders are amended by the unit to reflect the new tour end date. The order is then scanned into the ADOS- RC SharePoint site by the battalion ADOS-RC manager.

2-3. Qualifications and prohibitions

a. Qualifications to participate in recruiting ADOS-RC:

- (1) Volunteer to participate on a recruiting ADOS-RC tour.
- (2) Be a member of an AR TPU, Individual Ready Reserve, or Individual Mobilization Augmentee.
- (3) Have completed initial active duty for training, Phase I of the Alternate Training Program (basic training), Army Civilian Acquired Skills Program basic training, Officer Basic Course, Warrant Officer Basic Course, or Reserve Officers' Training Corps Advanced Camp (if Reserve Officers' Training Corps or Simultaneous Membership Program participant).
- (4) Meet the standards of AR 600-9.
- (5) Meet the appearance standards of AR 670-1.
- (6) Not currently flagged.
- (7) Wear appropriate uniform as directed.

b. Prohibitions:

- (1) Soldiers performing ADOS-RC duty will not be used to:
 - (a) Perform duties normally done by RS personnel, other than recruiting. This includes routine administration, carrying distribution, transporting applicants to military entrance processing stations, requesting police checks and/or court checks, or for the enhancement of manpower where a shortage of personnel exists.
 - (b) Perform any duty that does not meet the provisions of AR 135-200, chapter 6.
 - (c) Attend meetings, briefings, conferences, and other activities that do not directly support prospecting activities.
 - (d) Prospect solely by telephone. Telephone prospecting does not increase AR visibility.
- (2) Soldiers who report for ADOS-RC will not use USAREC Government-owned vehicles in the performance of official duties. Assigned recruiters must provide transportation in support of official business. However, ADOS-RC Soldiers may use their unit's Government-owned vehicles with the TPU commander's approval. TPU vehicles will not be stored at the recruiting station overnight. TPU vehicles will be returned to the unit motor pool or secured as directed by the unit commander.

2-4. Duty requirements

a. Requirements for Soldiers performing ADOS-RC duty.

- (1) Bring a copy of ADOS-RC orders to the duty location. If orders are not received within 5 working days before the anticipated start date, notify the recruiter and the AR unit commander.

(2) Provide a minimum of three referrals every 5 days for enlisted recruiting or one referral every 5 days for medical and chaplain recruiting to be considered a satisfactory participant.

Note: A referral is defined as a person who has agreed to an appointment.

(3) Attend functions such as:

- (a) Conventions.
- (b) Demonstrations.
- (c) TAIR events.
- (d) Booths and exhibits.
- (e) High school career days.
- (f) Area canvassing.
- (g) College campuses and seminars.
- (h) Open-house events.
- (i) Guest speakers.

(j) Logistical duties. For movement of equipment for use in TAIR events, booths, exhibits, or high school career days.

(4) Provide a copy of the ADOS-RC orders to the AR unit for processing pay and computation of retirement points.

b. Duties of USAREC ADOS-RC manager. The ADOS-RC manager has operational control of the ADOS-RC Program for USAREC and is responsible for:

(1) Receiving FY ADOS-RC funding notification from Office of the Chief, Army Reserve.

(2) Obtaining the assigned AR mission data from the Assistant Chief of Staff, G2.

(3) Notification to brigades of fund distribution. This will be done by e-mail once funding is determined. The funds will be broken down to the appropriate battalions and returned to the HQ USAREC ADOS-RC manager no later than 5 days after notification.

(4) Fund distribution requests. Requests will be e-mailed to the USARC point of contact after approval by HQ USAREC, G3, Chief of Plans and Programs Division. The Chief of Plans and Programs Division or appointed representative will approve all fund requests for the ADOS-RC Program. The HQ USAREC ADOS-RC manager will ensure that the allocated funds are sent to the operational and functional commands by contacting the USARC point of contact.

(5) Maintaining a file of all fund requests for the current and previous 5 FYs.

(6) The HQ USAREC ADOS-RC manager will submit fund transfer requests to the USARC point of contact for action.

(7) Generating ADOS-RC usage reports within 5 days after the completion of the recruiting calendar month. The report will consist of funding balance from the previous month, dollars used, number of referrals, appointments, contracts, ADOS-RC days used, orders issued, and number of AR Soldiers that performed duty. This information will be consolidated by the HQ USAREC ADOS-RC manager. The Chief of Plans and Programs Division will send this report to any agency requesting a copy.

c. Duties of brigade ADOS-RC managers:

(1) Review their subordinate units ADOS-RC requests in the SharePoint for completeness and correctness.

(2) Ensure to mark the BDE Supported button within the SharePoint on each record they support for ADOS-RC.

(3) Review for completeness and accuracy and then consolidate battalion USAREC Form 601-106.1's. Forward the complete and accurate USAREC Form 601-106.1's to the HQ USAREC ADOS-RC manager within 5 days of the end of the quarter.

d. Duties of battalion ADOS-RC manager:

(1) Complete within the SharePoint site ADOS-RC request and e-mail pertinent information (Soldiers name, rank, DODID, and requested dates) to the TPU, applicable operational and functional command, and RS commander. Once an order is received from the TPU or operational and functional command, the ADOS-RC manager will scan it into the AR Soldier's SharePoint record and add it to the ADOS-RC management binder.

(2) When a revocation of orders or amendments is requested by the RS commander, coordinate with the TPU and applicable operational and functional command of the Soldier performing ADOS-RC duty. Assist the order publishing authority in resolving outstanding ADOS-RC orders which have not been processed for pay or revoked. Brigade assistance will be requested once all approaches with the AR TPU chain of command have been exhausted. Once an amended order or revoked order is received from the TPU or operational and functional command, the ADOS-RC manager will scan it into the AR Soldier's SharePoint record and notify the USAREC ADOS-RC Manager.

(3) Maintain the ADOS-RC management binder. The ADOS-RC management binder will consist of two sections:

(a) By-name log:

1. Will include data on all personnel who have requested or completed an ADOS-RC tour.

2. Will be maintained on USAREC Form 601-106.1 (Active Duty for Operational Support-Reserve Component Management Log) (see fig 4-1).

(b) Management section (will be separated by month). This section will include all ADOS-RC orders.

(4) Forward the complete and accurate USAREC Form 601-106.1's to Brigade ADOS-RC Managers NLT 3 days after the end of the Quarter.

e. Recruiting company commanders will:

(1) Ensure all Soldiers performing ADOS-RC receive a thorough briefing concerning their duties, specific projects, and responsibilities while on tour. The Soldier and recruiter will complete USAREC Form 601-2.5 (HRAP, SRAP, and ADOS- RC Soldier In-processing Checklist), and will review DA Form 7566 (Composite Risk Management Worksheet) in accordance with USAREC Reg 385-2.

(2) Ensure that RS commanders and recruiters maintain supervision of Soldiers performing ADOS-RC.

(3) Verify ADOS-RC order was scanned into SharePoint by the battalion ADOS-RC manager or Recruiting Station Commander.

(4) Assist in resolving outstanding ADOS-RC orders that have not been processed for pay or revoked when required.

(5) Ensure the Soldier does not perform duty without ADOS-RC orders.

(6) Recommend an impact award through the TPU commander for Soldiers who exceed referral requirements or who otherwise distinguish themselves.

(7) Conduct inspections to ensure ADOS-RC resources are being used effectively and that each RC's ADOS- RC program is being administered in accordance with this guidance.

f. Duties of RS commanders and AR recruiters. RS commanders or AR recruiters will maintain operational control of Soldiers performing ADOS-RC and be responsible for:

(1) Identifying and screening AR Soldiers who may be eligible to perform ADOS-RC duty.

(2) Initiating the ADOS-RC request within SharePoint. Coordinating with the battalion operations ADOS-RC manager for submission of the justification memorandum to the TPU and applicable operational and functional command. This must be done not less than 5 days prior to the projected duty dates.

(3) Brief Soldiers performing ADOS-RC on their duties and responsibilities, to include:

(a) Completing USAREC Form 601-25.

(b) The aspects of recruiting.

(c) The topics of sexual harassment, fraternization, and standards of conduct.

(d) Overview of the recruiting chain of command.

(e) Mission requirements for specified area.

(f) Job responsibilities and explaining referral requirements. (Provide a minimum of three referrals every 5 days for enlisted recruiting or one referral every 5 days for medical and chaplain recruiting to be considered a satisfactory participant.)

(g) Method of obtaining referrals for recruiters. A limited prescreening technique should be taught.

(h) Prospecting and recruiter aids.

(i) Recruiting improprieties (USAREC Reg 601-45, para 2-2).

(j) Uniform Code of Military Justice (jurisdiction remains with the AR unit commander).

(k) Prohibited and regulated activities (USAREC Reg 600-25).

(l) USAREC terminology, abbreviations, and acronyms.

(m) Appearance standards.

(n) Retaining responsibility for Soldiers performing ADOS-RC and ensuring satisfactory performance of duties for which the orders are based on a day-to-day basis. Monitoring the Soldier's performance and recommending revocation or amendment of orders when a Soldier's appearance or duty performance is substandard.

(o) Ensuring all ADOS-RC referrals are entered into the Soldier Referral Program (SRP) portal at <https://www.goarmy.com/refer> IAW current SRP guidance or entered utilizing Service Member Referral in Recruiter Zone.

(p) Notifying the battalion ADOS-RC manager immediately of ADOS-RC orders that require amending or revocation.

2-5. 14 Day Plan

a. The key to maximizing ADOS-RC soldiers effectively is establishing a plan of action to utilize your ADOS-RC attachment. Below you will find an example 14-day plan (Figure 2-1) that will assist you in your own planning. This is the recommended deployment of ADOS-RC soldiers, but you may adjust and include more to best fit your need from the ADOS-RC soldiers.

b. The most critical task for ADOS-RC soldiers while performing duty for you is to establish and maintain an Army Social Media presence. This should include a minimum of 3 posts per day. Include testimonials about basic training, AIT, hold Q&A sessions, and tell their Army Story. This methodology is critical to using ADOS-RCs successfully in shaping your future operation and enhances the Soldier Referral Program long after their tour. Remember, referrals convert to enlistments much more frequently than leads from any other source.

Phase 1 (Day 1- Day 4)	Phase 2 (Day 5-Day 8)	Phase 3 (Day 9- Day 11)	Phase 4 (Day 12 – Day 14)
<ul style="list-style-type: none"> • <u>Inprocessing</u> <ul style="list-style-type: none"> • Receive initial counseling from the Station Commander • Establish your duties and responsibilities • <u>Establish a social media presence</u> <ul style="list-style-type: none"> • Upload photos and videos from your training onto the Station Facebook page. • Complete DA Form 2266 and submit to BN A&PA for a Hometown News Release • Provide 3 Referrals per day • Participate in Future Soldier Training • Follow up with Social Media interactions for referrals 	<ul style="list-style-type: none"> • <u>School visits</u> <ul style="list-style-type: none"> • Introduce Recruiter to faculty members • Tell your Army story • Schedule classroom presentations • Introduce the Recruiter to your friends/fellow students • <u>Continue social media presence</u> <ul style="list-style-type: none"> • Maintain social media presence with various information about your training experiences. • Provide 3 Referrals per day • Participate in Future Soldier Training • Follow up with Social Media interactions for referrals 	<ul style="list-style-type: none"> • <u>Conduct classroom presentations</u> <ul style="list-style-type: none"> • Demonstrate Army PRT to a gym class (with RCTR assistance) • Talk about your training experiences • <u>Conduct Army interviews</u> <ul style="list-style-type: none"> • Assist Recruiters by answering questions from potential applicants • Tell your Army story • Provide 3 Referrals per day • Participate in Future Soldier Training • Follow up with Social Media interactions for referrals 	<ul style="list-style-type: none"> • <u>Future Soldier Function</u> <ul style="list-style-type: none"> • Discuss your Army training to Future Soldiers • Answer questions from the Future Soldiers • Provide 3 Referrals per day • Participate in Future Soldier Training • Follow up with Social Media interactions for referrals • <u>Out-Brief</u> <ul style="list-style-type: none"> • Receive a safety brief from the Station Commander before traveling to your duty station. • Complete your DA Form 31 with the Station Commander

Figure 2-1: Example of a 14-day Plan

Chapter 3

Training

3-1. Management

ADOS-RC managers at all levels will serve as the primary trainer for their subordinate units. Managers will ensure their subordinate personnel are trained in skills necessary to effectively perform their assigned duties and support the ADOS- RC mission.

3-2. Responsibilities for Training

- a. The USAREC ADOS-RC manager will:
 - (1) Serve as the subject matter expert and primary trainer on all aspects of the ADOS-RC Program.
 - (2) Assess training needs and update programs as necessary to meet organizational requirements.
- b. The brigade ADOS-RC manager will:
 - (1) Serve as the primary trainer to battalion ADOS-RC managers.
 - (2) Identify training needs at the brigade level and request training, as required, from the USAREC ADOS-RC manager.
- c. The battalion ADOS-RC manager will:
 - (1) Serve as the primary trainer to all battalion personnel.
 - (2) Conduct battalion level ADOS-RC training annually.
 - (3) Identify battalion S3 level training deficiencies and request training from the brigade ADOS-RC manager.

Appendix A References

Section I Required Publications

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in para 2-3b(1)(b)).

AR 600-9

The Army Weight Control Program. (Cited in para 2-3a(4)).

AR 670-1

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 2-3a(5)).

USAREC Reg 385-2

Safety Program. (Cited in paras 2-4e(1))

USAREC Reg 600-25

Prohibited and Regulated Activities. (Cited in para 2-4f(3)(k)).

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures. (Cited in para 2-4f(3)(i)).

Section II Related Publications

DODI 1215.06

Uniform Reserve, Training, and Retirement Categories.

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

UR 10-1

Org and Functions of USAREC

USAREC Manual 3-0

Recruiting Operations.

USAREC Manual 3-29

Recruiting Brigade and Recruiting Battalion Operations.

USAREC Manual 3-30

Recruiting Company Operations.

USAREC Manual 3-31

Recruiting Station Operations.

Section III Prescribed Forms

USAREC Form 601-106.1

Active Duty for Operational Support-Reserve Component Management Log. (Prescribed in para 2-4d(5)(a)2.)

USAREC Form 601-2.5

HRAP, SRAP, and ADOS-RC Soldier In-processing Checklist. (Prescribed in paras 2-4e(1), 2-4e(3), and 2-4f(3)(a).)

Section IV**Referenced Forms****DA Form 7566**

Composite Risk Management Worksheet.

Glossary**Section I****Abbreviations****ADOS-RC**

Active Duty for Operational Support-Reserve Component

AMEDD

Army Medical Department

AR

U.S. Army Reserve

FY

Fiscal Year

NCO

Non-Commissioned Officer

O&F

Operational and Functional Command

RA

Regular Army

RMZ

Report Management Zone

RS

Recruiting Station

SRP

Soldier Referral Program

TAIR

Total Army Involvement in Recruiting

TPU

Troop Program Unit

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

WO
Warrant Officer

Section IV

Form Examples

[illegible]

USAREC Form 601-106.1, 29 Nov 2023

(This form replaces the UF 1253)

Figure 4-1: USAREC Form 601-106.1 Example

HRAP, SRAP, AND ADOS-RC SOLDIERS INPROCESSING CHECKLIST <small>(For use of this form see USAREC Reg 601-106 and USAREC Reg 601-2)</small>
SOLDIER'S NAME <i>(print)</i> :
To be kept on file for 2 years after Soldier leaves unit. The recruiting company commander is held accountable for the recordkeeping of this form.
The Soldier received a safety brief on this date: _____ (To be given within 24 hours of signing into the unit.)
<p>The purpose of this briefing is to inform Hometown Recruiter Assistance Program (HRAP), Special Recruiter Assistance Program (SRAP), and Active Duty for Operational Support-Reserve Component (ADOS-RC) Soldiers of the hazards they may face during their brief tour. These hazards may include but are not limited to: vehicle travel (privately-owned vehicle (POV) and motorcycle), driving under the influence, inclement weather hazards, seasonal hazards, water and recreational activities. A safety orientation briefing is required upon arrival and departure of the United States Army Recruiting Command (USAREC).</p> <p>Commanders will ensure within 24 hours of arrival that all newly assigned HRAP, SRAP, and ADOS-RC Soldiers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Validated soldier has on hand a valid HRAP Absence Request/DA 31 or ADOS-RC Orders. <input type="checkbox"/> Receive a safety orientation briefing (USAREC Form 1279 (HRAP, SRAP, and ADOS-RC Soldiers Inprocessing Checklist)). <input type="checkbox"/> Have their POV and/or motorcycle inspected using USAREC Form 1176 (POV Inspection Checklist). (Kept on file until 2 years after Soldier leaves unit.) <input type="checkbox"/> Are briefed on the Army's Six-Point POV Program (https://crc.army.mil). <input type="checkbox"/> Are briefed on special motorcycle safety requirements and POV operations in accordance with AR 385-10. <input type="checkbox"/> Motorcycle riders must complete USAREC Form 1236 (Commander's Motorcycle Rider Agreement) and an Army-approved Motorcycle Safety Foundation Course prior to operating a motorcycle. (Must provide proof and both kept on file.) No Soldier is allowed to operate any motorcycle vehicle without proper training (approved Army motorcycle course) and protective gear. Caution all terrain vehicle riders to exercise good judgment and wear protective gear. <input type="checkbox"/> Understand that alcohol, excessive speed, not using seatbelts, and operator fatigue are the leading causes of POV injuries and fatalities in the Army. <input type="checkbox"/> No HRAP or ADOS-RC Soldier will be allowed to operate a USAREC Government-owned vehicle (GOV) under any circumstance. SRAP are authorized use of a GOV in accordance with AR 601-2. ADOS-RC Soldiers may use Troop Program Unit GOVs with the Troop Program Unit commander's approval. <input type="checkbox"/> Recruiting station (RS) commanders along with the unit commander are directly responsible for ensuring the safety mentoring of each Soldier. <input type="checkbox"/> All GOV drivers are prohibited from using a cell phone while driving. <input type="checkbox"/> All Soldiers are aware of the mandatory requirement to complete the online TRIPS (Travel Risk Planning System) Risk Assessment tool prior to signing out of USAREC. <p>In addition to the items listed above, remind all HRAP, SRAP, and ADOS-RC Soldiers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soldiers are responsible for each other on- and off-duty; indiscipline is not acceptable. <input type="checkbox"/> To obtain the RS commander's and assigned recruiters' contact information and keep it available at all times. <input type="checkbox"/> To inform their assigned recruiters of their contact information, living arrangements, and transportation situation. <input type="checkbox"/> Stay away from high-crime areas and known drug areas. <input type="checkbox"/> Exercise extreme caution when participating in high-risk activities while assigned to HRAP, SRAP, or ADOS-RC duties. (Sky diving, rappelling, bunji jumping, etcetera.) Check with the commander regarding any questionable activity. Hunting is considered high-risk; ensure you have met state hunting education guidelines and inform your supervisor of intentions. <input type="checkbox"/> They are required to wear seatbelts at all times, on or off a Department of Defense installation (DODI 6055.4). <input type="checkbox"/> Don't drink and drive. <input type="checkbox"/> Use a designated driver. <input type="checkbox"/> Obey all traffic laws.

USAREC Form 601-2.5, 27 Nov 2023

(This form replaces the UF 1279)

Figure 4-2: USAREC Form 601-2.5 Example

USAREC Form 601-2.5, 27 Nov 2023 (Reverse)

UR 601-106 10 July 2024

USAREC

ELECTRONIC PUBLISHING SYSTEM

DATE: 10 July 2024
DOCUMENT: USAREC REG 601-106
SECURITY: UNCLASSIFIED
DOC STATUS: REVISION