

## HRAP, SRAP, AND ADOS-RC SOLDIERS INPROCESSING CHECKLIST

(For use of this form see USAREC Reg 601-106 and USAREC Reg 601-2)

SOLDIER'S NAME (print): \_\_\_\_\_

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.)

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).

Commanders will ensure within 24 hours of arrival that all newly assigned HRAP, SRAP, and ADOS-RC Soldiers:

- ☐ Validated soldier has on hand a valid HRAP Absence Request/DA 31 or ADOS-RC Orders.
- ☐ Receive a safety orientation briefing (USAREC Form 1279 (HRAP, SRAP, and ADOS-RC Soldiers Inprocessing Checklist)).
- ☐ Have their POV and/or motorcycle inspected using USAREC Form 1176 (POV Inspection Checklist). (Kept on file until 2 years after Soldier leaves unit.)
- ☐ Are briefed on the Army's Six-Point POV Program (<https://crc.army.mil>).
- ☐ Are briefed on special motorcycle safety requirements and POV operations in accordance with AR 385-10.
- ☐ 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.
- ☐ Understand that alcohol, excessive speed, not using seatbelts, and operator fatigue are the leading causes of POV injuries and fatalities in the Army.
- ☐ 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.
- ☐ Recruiting station (RS) commanders along with the unit commander are directly responsible for ensuring the safety mentoring of each Soldier.
- ☐ All GOV drivers are prohibited from using a cell phone while driving.
- ☐ 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.

In addition to the items listed above, remind all HRAP, SRAP, and ADOS-RC Soldiers:

- ☐ Soldiers are responsible for each other on- and off-duty; indiscipline is not acceptable.
- ☐ To obtain the RS commander's and assigned recruiters' contact information and keep it available at all times.
- ☐ To inform their assigned recruiters of their contact information, living arrangements, and transportation situation.
- ☐ Stay away from high-crime areas and known drug areas.
- ☐ 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.
- ☐ They are required to wear seatbelts at all times, on or off a Department of Defense installation (DODI 6055.4).
- ☐ Don't drink and drive.
- ☐ Use a designated driver.
- ☐ Obey all traffic laws.

- ☐ HRAP Soldiers, home on HRAP duty, often are passengers in vehicles driven by others. As a passenger, they have an opportunity to contribute to the safety of the occupants by being another set of eyes to warn the driver of danger. Inform Soldiers to do everything they can to contribute to the overall safety of the vehicle.
- ☐ On the importance of maintaining situational and handling awareness while riding motorcycles.
- ☐ How speed affects their ability to maintain situational awareness and handling while riding motorcycles.
- ☐ About wearing a Department of Transportation approved helmet and required personal protective equipment.
- ☐ To be aware of water recreation safety as Soldiers and their families prepare for recreational activities.
- ☐ To take boating safety courses prior to operation of any watercraft.
- ☐ Of proper use of life jackets. It only works if you wear it.
- ☐ Always have one personal flotation device per person on the boat and ensure all small children wear theirs at all times. Wearing life preservers is the best course of action, whether you are a swimmer or nonswimmer.
- ☐ Don't overload the boat. Know the limitations of your boat before you go. Keep the proper safety equipment aboard and ready for immediate use.
- ☐ Ensure they understand the tenants of composite risk management and how it applies to all their activities (on- and off-duty).
- ☐ Plan your trips well in advance. Know the route you will be taking. Pass route information on to someone in your work center so someone will know your whereabouts in case of emergency.
- ☐ Inspect POV prior to taking long trips.
- ☐ Have travel routes planned to avoid unnecessary driving.
- ☐ Take breaks during long trips. DO NOT sleep in vehicles or at roadside stops. Find a motel to rest overnight or take power naps.
- ☐ Have plans in case of emergencies or vehicle breakdowns. Have emergency numbers, emergency repair kit, and emergency supplies available.
- ☐ Avoid driving between 2300 and 0400. Personnel are highly susceptible to falling asleep at the wheel during these hours.

**Regular seatbelt use is the single most effective way to protect people and reduce fatalities in motor vehicle crashes.** USAREC's goal is simple: To save more lives by convincing our drivers and passengers, in the front and the back seats, to **always buckle up - every trip, every time!**

REMARKS:

It is the responsibility of not only the commander to ensure HRAP, SRAP, and ADOS-RC Soldiers reduce the risk to themselves, but also those who work with them to foster an environment that is conducive to safety mentorship. Preventing an accident before it can occur is the goal of accident prevention. This agreement is between the commander and the Soldier.

I, \_\_\_\_\_, will inform my commander anytime the information on this form changes to ensure the trust my commander places in me is well-founded. I also agree to assess all risks prior to and during any activity while performing HRAP, SRAP, or ADOS-RC duty and furthermore abide by all laws, regulations, and rules of conduct on the highways, roads, and installations. I will ensure all documentation is current and available at all times.

As the RS or Unit Commander, I, \_\_\_\_\_, will ensure all regulatory guidance is followed and take full responsibility when it is not. I will ensure the safety and well-being of my Soldiers come first. A fatally injured Soldier hampers the command mission and I will do my best to ensure mission success. I will always be available to mentor and assist those that sign this agreement.

INDIVIDUAL'S SIGNATURE AND DATE:

UNIT COMMANDER'S SIGNATURE AND DATE: