USAREC TECHNIQUES PUBLICATION 3-10.2
ARMY RESERVE RECRUITING TECHNIQUES

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31 August 2020
Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725

SUMMARY of CHANGE

USAREC Techniques Publication 3-10.2
Army Reserve Recruiting Techniques

This administrative revision dated 16 June 2025

- o Complete update to Chapter 8, Army Reserve Personnel Support Systems
- o New figures throughout Chapter 8

This publication is available at the USAREC Publishing Directorate Site 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 publication is the Doctrine Division, G–3/5/7, Headquarters, United States Army Recruiting Command. Send comments and recommendations on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms (Jun 2018), to HQ USAREC, ATTN: Doctrine Division, 1307 Third Avenue, Fort Knox, KY 40121, or by email to usarmy.knox.usarec.list.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.
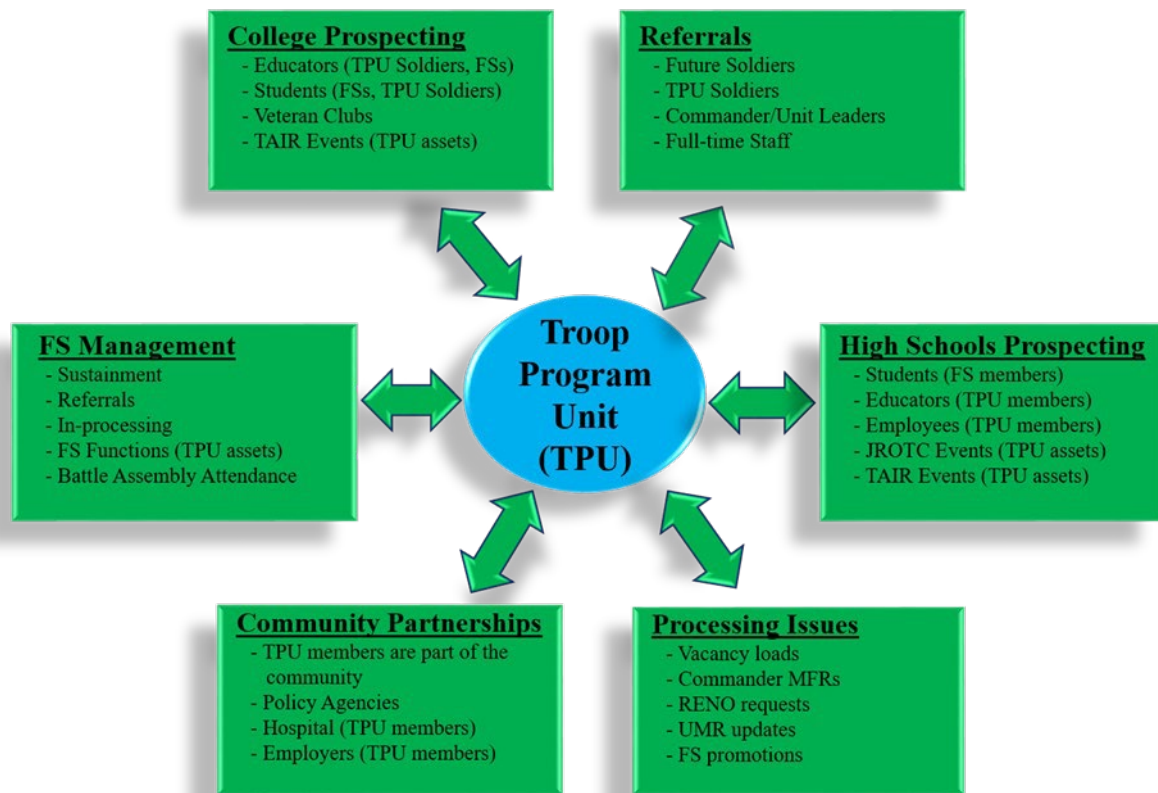
Figure 2-1. Troop Program Network and Linkages.

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 an Army fitness test of record

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: Recruiters can access the weekly vacancies list. The USARC G1 REQUEST Team compiles a spreadsheet on the first workday of every week. It is sortable by MOS, city, state, and rank. Access the USAR Weekly Vacancy List in Army Career Tracker at https://actnow.army.mil/forums/html/topic?id=5c2cd937-935e-447e-a10d-42ea18326c1e.

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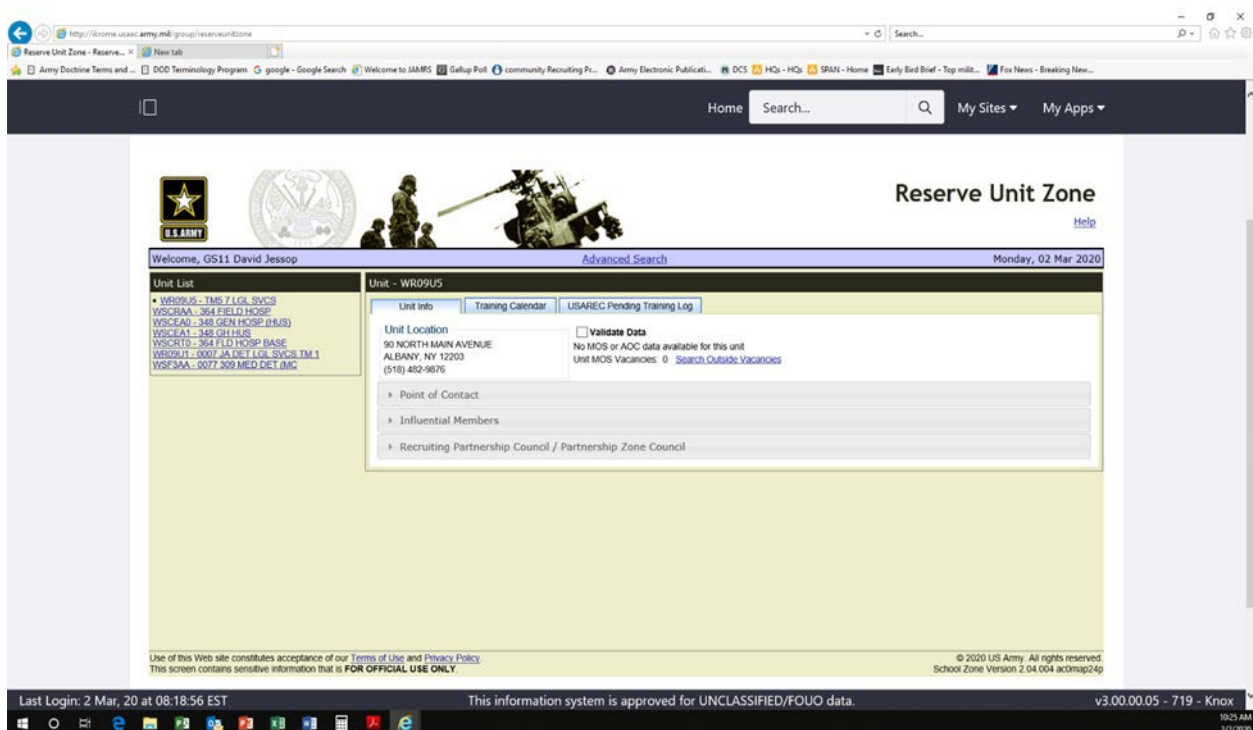
Figure 3-1. Reserve Unit Zone – Main Menu screen shot.

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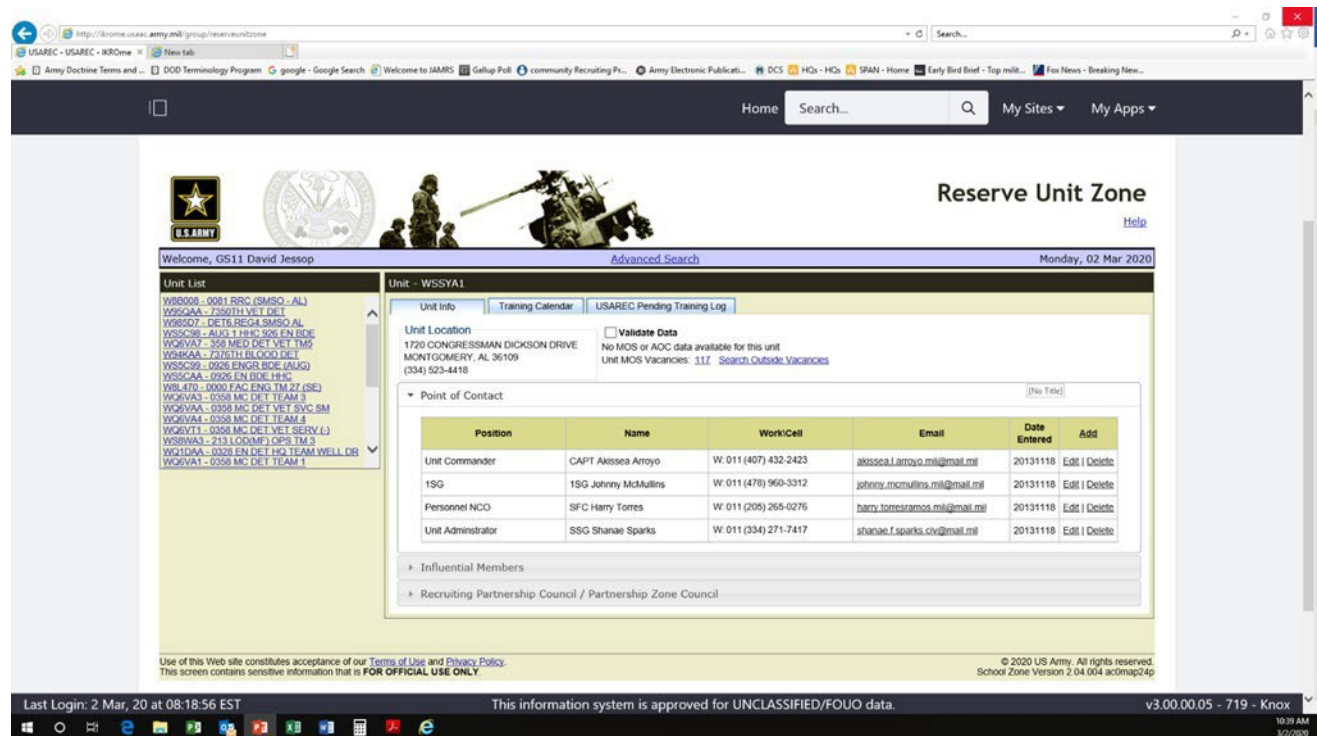
Figure 3-2. Reserve Unit Zone – Unit Info: Points of Contact screen shot.

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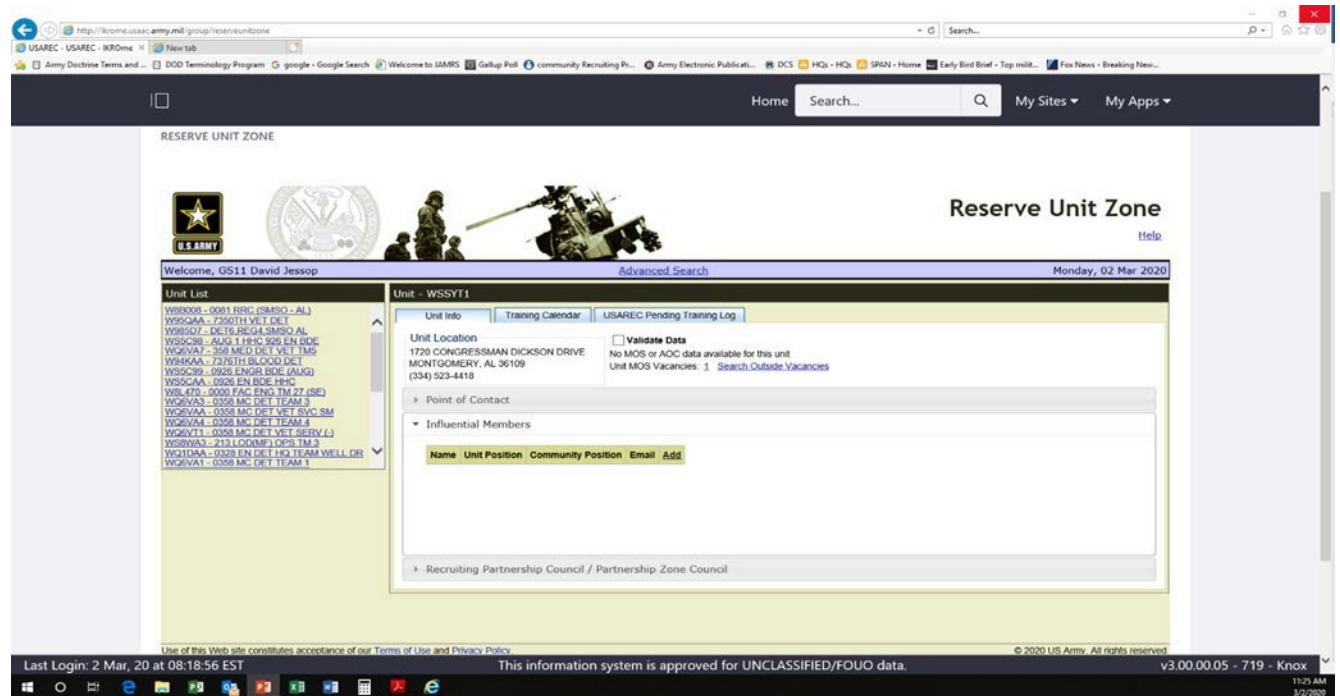
Figure 3-3. Reserve Unit Zone – Influential Members screen shot.

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

a. Input R2PC dates.

b. Indicate if unit attended a scheduled R2PC.
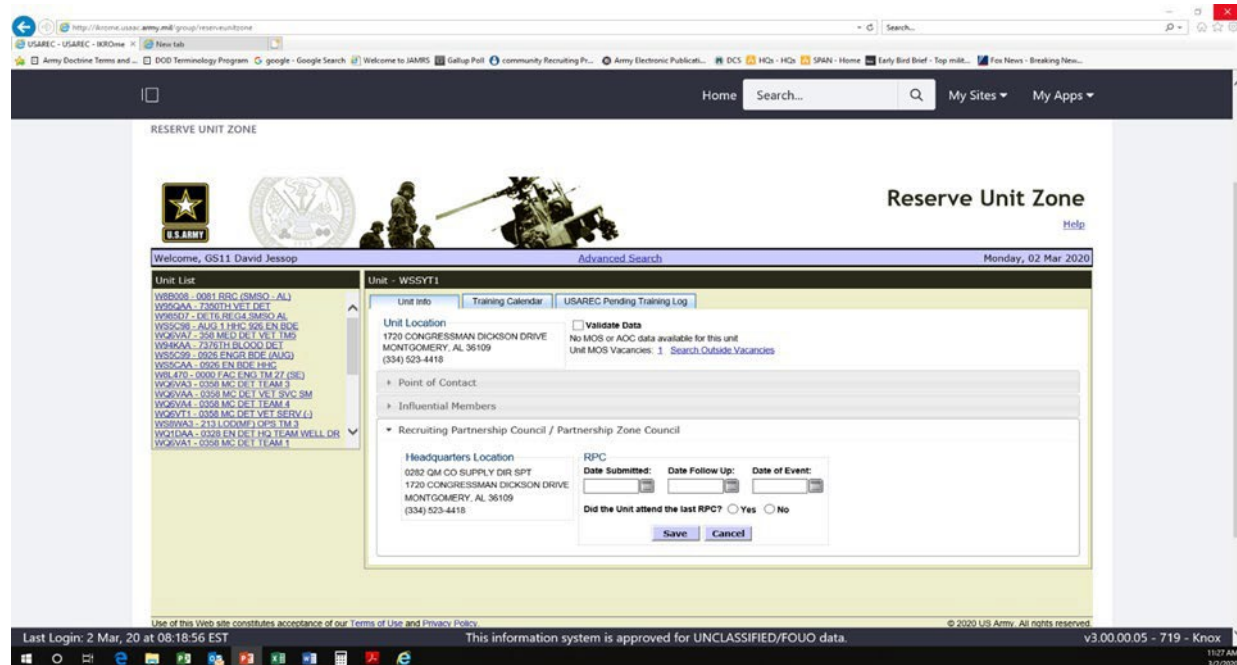
Figure 3-4. Reserve Unit Zone – Recruiting Partnership Council/Partnership Zone screen shot.

3-6. Review 'USAREC Pending Training Log' for AR Future Soldiers in the DTP.

a. Review the list of current Future Soldiers assigned to unit (See Figure 3-5):

(1) Ensure Soldiers are in-processed.

(2) Ensure Soldiers are attending required Battle Assemblies.

(3) Ask for referrals.
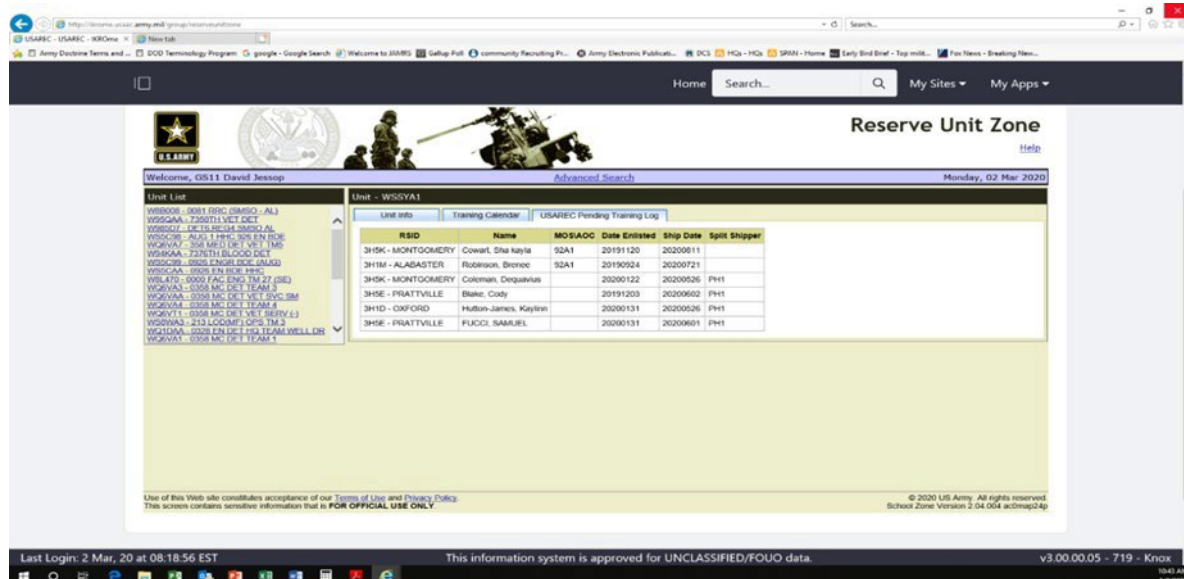
Figure 3-5. Reserve Unit Zone – USAREC Pending Training Dates screen shot.

3-7. Input training dates and scheduled TPU visits. (See Figure 3-6)

a. Annual training dates

b. Battle Assembly dates

c. Station visits

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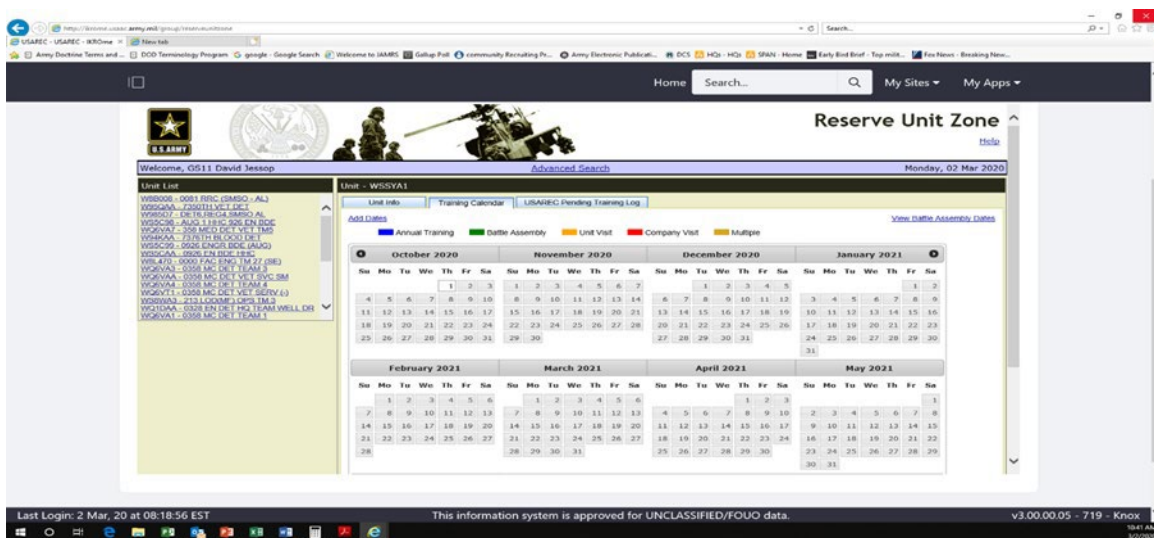
Figure 3-6. Reserve Unit Zone – Training Calendar screen shot.

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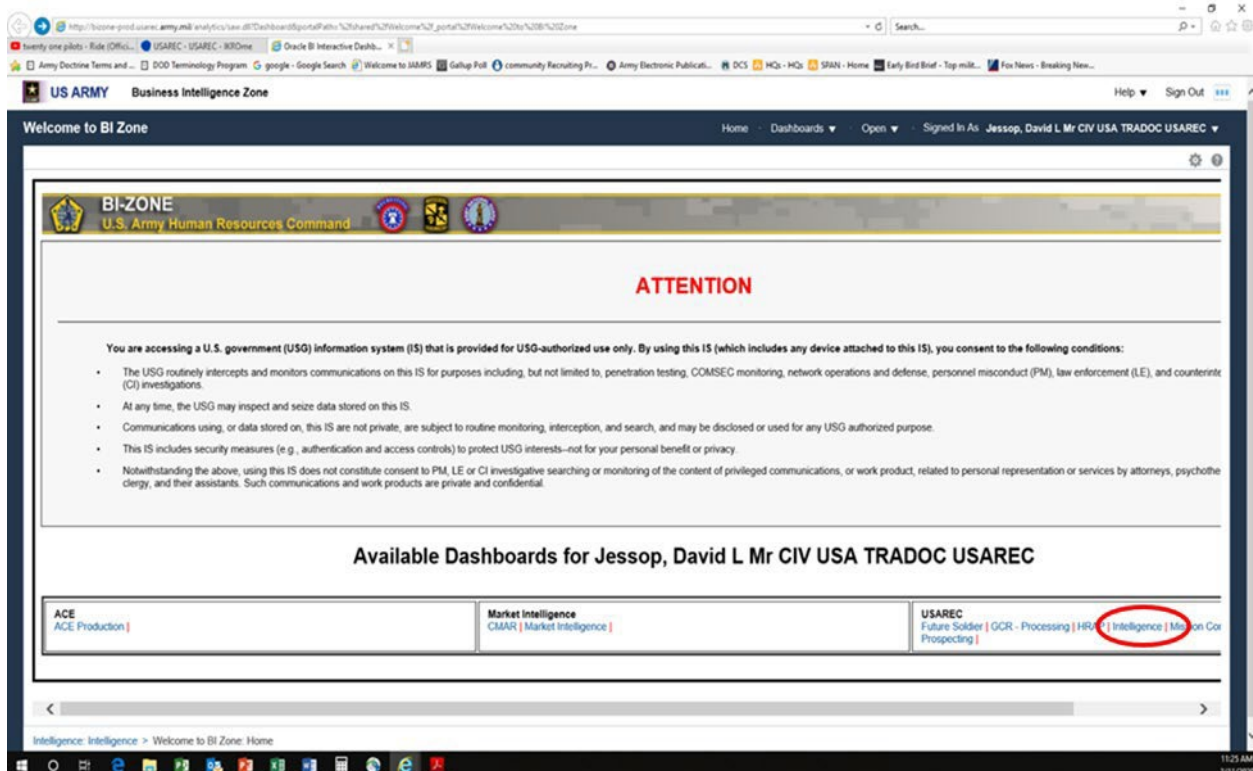
Figure 3-7. AR Intelligence Report in BI Zone – screen shot.

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
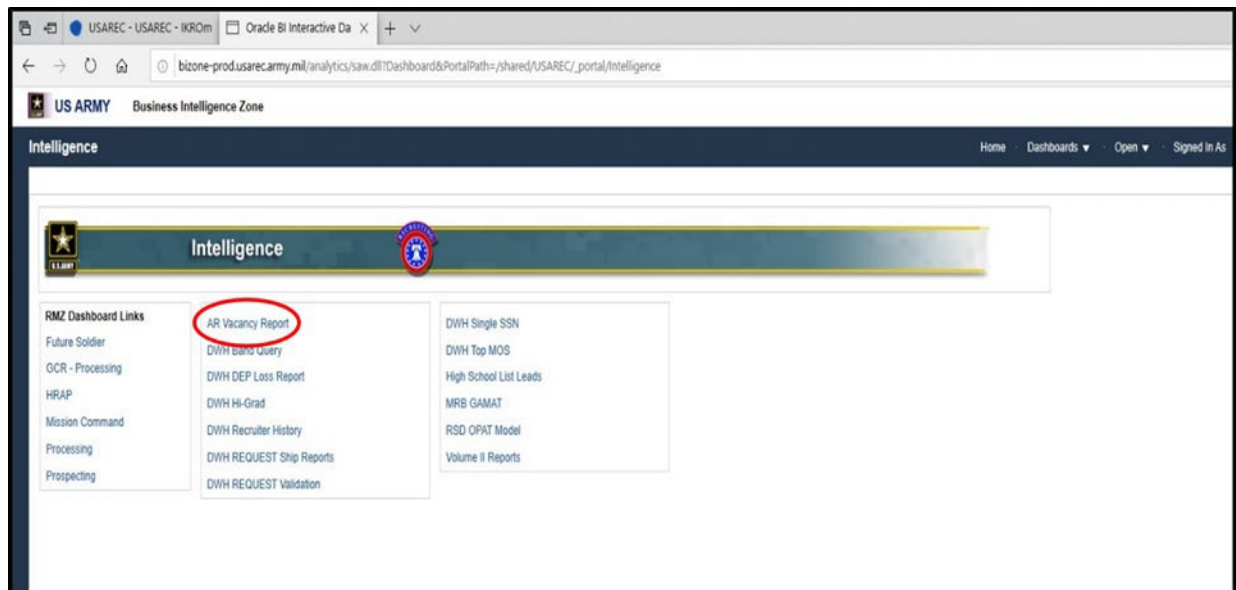
Figure 3-8. AR Vacancy Report – BI Zone AR Vacancy Report' screen shoot.
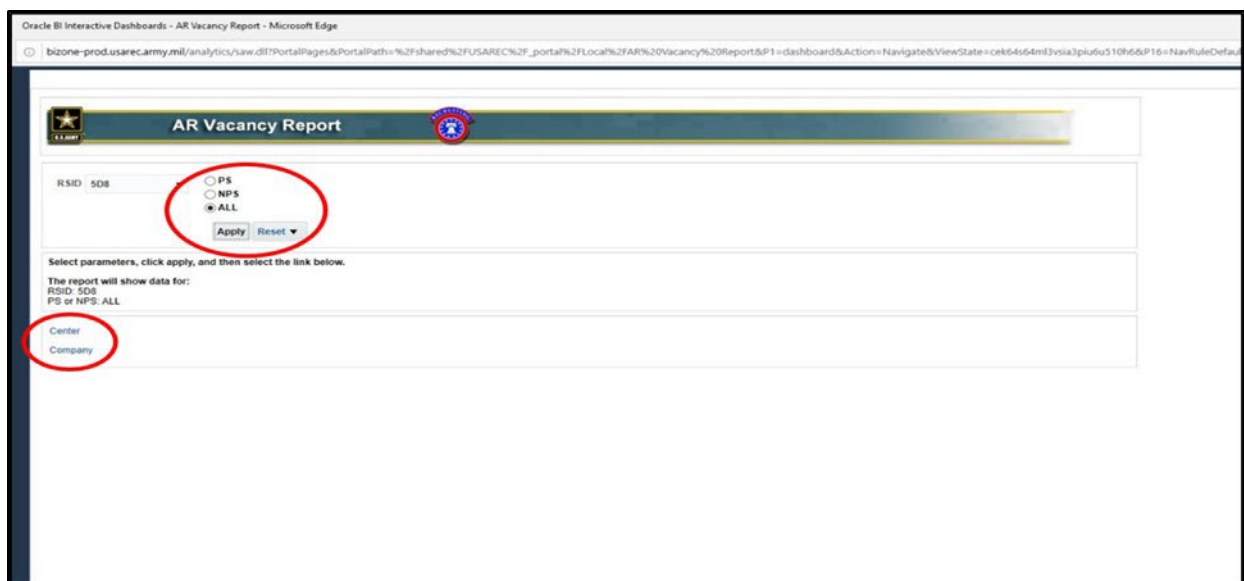
Figure 3-9. AR Vacancy Report – BI Zone criteria and parameters screen shot.

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 Recruitable Vacancies' indicates the number of vacancies needing filled.

g. 'CO's Recruitable Vacancies' indicates the recruiting company's share of the unit's recruitable vacancies.

Figure 3-10. Example 'Center/Station Recruitable 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.

Figure 3-11. 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.

Figure 3-12. 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 and what those reports 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)
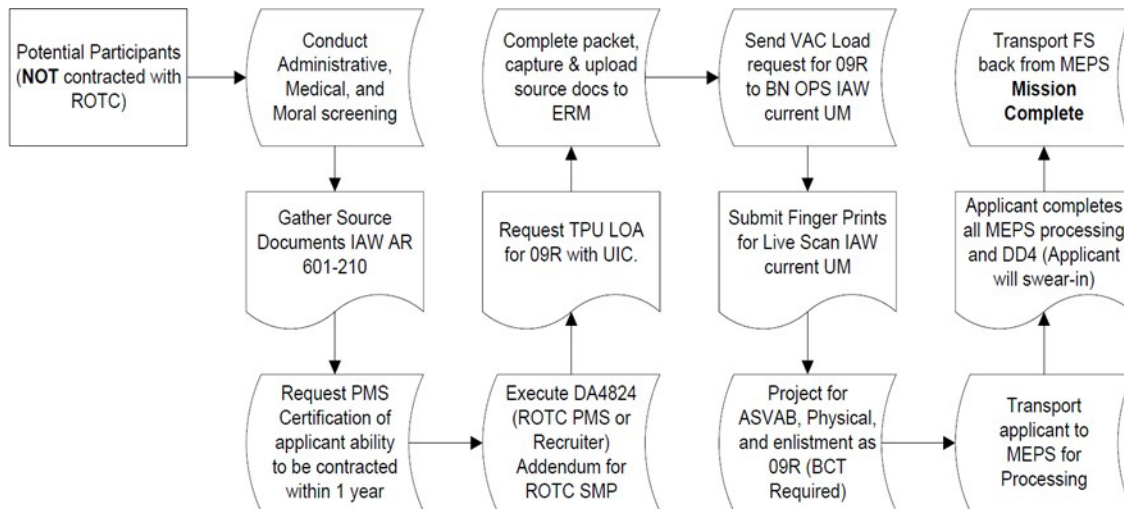
Figure 4-1. Processing non-contracted SMP.
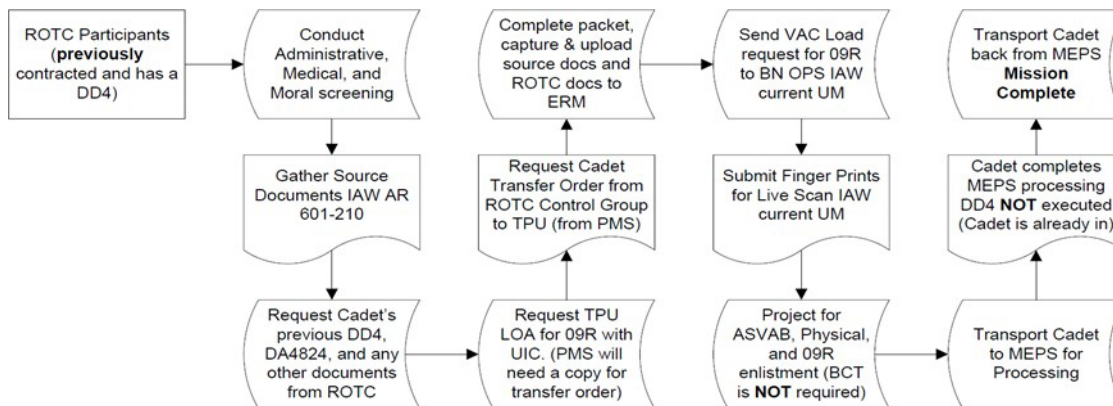
Figure 4-2. Processing for previously contracted SMP

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/
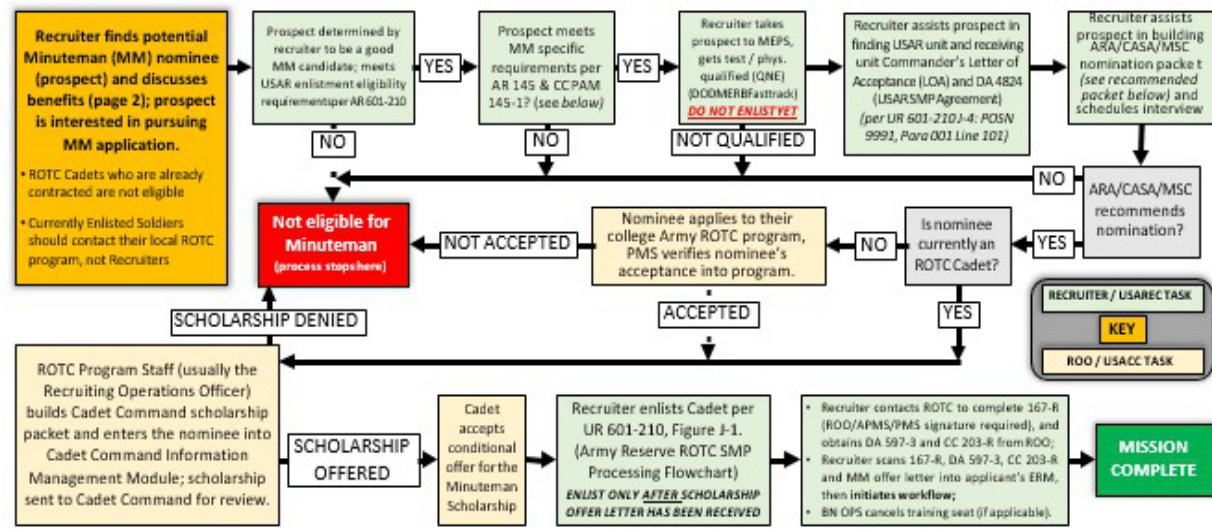
Figure 4-3. Minuteman scholarship process.

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

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

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'.

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.

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"

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 APPLEMDT:

- 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 APPLEMDT.

   - 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% x Years Served x 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 the Army Reserve Administrator for current USAR policy.

Chapter 8
Army Reserve Personnel Support Systems

Section 1 – Understanding the Army Reserve Vacancies Management Systems

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

8-2. Integrated Personnel and Pay System—Army (IPPS-A). IPPS-A is the system used by the Army for managing Soldier personnel actions. TPUs use IPPS-A to manage their Human Resources Authorization Report (HRAR). The HRAR is used to identify and confirm vacancies.

8-3. Automated Vacancy Entry (AVE). AVE automates the process of identifying vacant Reserve positions and sends validated and well-formed vacancy load files to REQUEST.

8-4. Recruit Quota System (REQUEST). REQUEST is a real-time automated accessioning system that facilitates Soldier recruitment by matching prioritized TPU manpower requirements, displayed as vacancies, with qualified applicants and available training.

8-5. Temporary Reservation. Temporary Reservation, located in the Person Profile in RZ, is an access point to REQUEST where recruiters can pull jobs for applicants. Jobs (MOSs) will only show if the applicant is qualified for the MOS, training is available during the search timeframe, and a vacancy exists within 50 miles.

8-6. Force Management System Website (FMSWeb). FMSWeb is the authoritative source for Army requirement and authorization data, and it serves as the repository of all Army organizational structures, such as TDAs (Tables of Distribution and Allowances) and MTOEs (Modified Tables of Organization and Equipment). TPUs view and validate their force structure using FMSWeb.
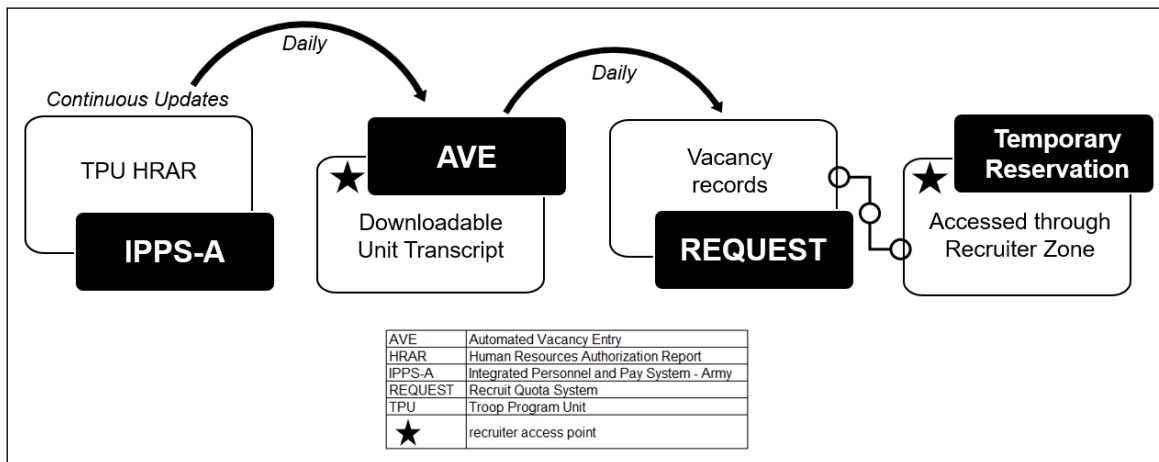

Figure 8-1. Army Reserve Personnel/Recruiting Systems Linkages

Section 2 – Understanding and Accessing the Army Reserve Vacancies Process

8-7. TPUs confirm vacancies on the HRAR in IPPS-A and make corrections as needed. IPPS-A automatically feeds AVE. AVE uses the data from IPPS-A to match structure against assigned personnel and unfilled positions and ensures that a valid vacancy record is listed in REQUEST.

8-8. Additionally, Recruiters can find Reserve vacancies by

- accessing AVE (see paragraph 8-23).
- downloading the weekly primary vacancies list from S1NET on Army Career Tracker at https://actnow.army.mil/forums/html/topic?id=5c2cd937-935e-447e-a10d-42ea18326c1e.
- using the "USAR Vacancy Status" search in REQUEST Reports in BI Zone, accessed through IKROme.
- accessing the USARC HQ G–1 "USAR Vacancy Map within 150 Miles of Selected ZIP Code" report at https://app.mil.powerbigov.us/groups/me/apps/a5077dcb-cc56-4167-96cf-8aa47f7c6a42/reports/6fa10298-1486-47f3-92d9-f650a89bd26e/ReportSection185bf969bc00371d0461.

8-9. AVE provides commanders and personnel managers with the ability to enter vacancies in REQUEST through an automated method in lieu of, or in addition to, the manual entry process available in REQUEST. It incorporates unit commander–level review with concurrent review and management of vacancies by the AVE manager. AVE ensures vacancy accuracy by matching proposed vacancy entries to current and valid unit structure positions. It also ensures vacancy adequacy by identifying all personnel needs subject to routine entry for recruiting and assignment agencies and offices.

8-10. AVE provides users with the ability to view vacancies. AVE runs daily to identify primary vacancies where shortfalls exceed unit resources for MOSs for load into REQUEST and allows users to verify the status of vacancies (Open, Hold, Reserved, Filled).

8-11. AVE identifies and deletes open primary vacancies containing material error where reservation processing would result in the improper assignment of a Soldier. AVE establishes an assignment and training pipeline through centralized management and entry of vacancies representing projected attrition.

8-12. AVE takes IPPS-A structure and personnel data and creates a Unit Transcript, a document that shows structure, personnel, reservation, and vacancy data. AVE will not advertise a primary vacancy if there is a Duty Military Occupational Specialty Qualified (DMOSQ) Soldier in a standard excess templet position that has an MOS and grade match. Templet is the IPPS-A term for a standard excess position (overstrength).

Automated Vacancy Entry System Dependencies

8-13. Position management is the unit's responsibility. Units are responsible for personnel positioning, full-time position indicators—ensuring to review IPPS-A and FMSWeb for accuracy—and weekly position maintenance.

8-14. Automated data processing flow:

- TPU data managers enter data into IPPS-A.
- IPPS-A provides a daily feed of structure and personnel data to AVE.
- AVE updates REQUEST within 24 hours.
- Reserve G–1 augments vacancy availability in REQUEST as needed.

Troop Program Unit System Rules for Recruiting

8-15. System rules for the activation, inactivation, relocation, reorganization, and accession suspension of TPUs affect what vacancies are available and visible on REQUEST to recruiting personnel. REQUEST managers at Reserve G–1 activate TPU unit identification codes (UICs) for recruiting 12 months in advance (earlier at major subordinate command discretion), allowing recruiting personnel to start filling those positions. REQUEST managers can also inactivate TPU UICs in REQUEST and block them from recruiting 12 or more months in advance from an effective inactivation date, which prevents recruiting personnel from filling positions in that unit.

8-16. For a TPU relocation, there is a timeframe for the temporary suspension of recruiting and a timeframe to return to normal recruiting. These timeframes vary depending on several factors. Local recruiting personnel who have a good relationship with the TPU will have a good understanding of the timeframe for the pause. During a TPU reorganization, a Soldier is assigned to a standard excess templet, unit derivatives can be activated and inactivated, and the authorized strength of the unit can increase or decrease.

8-17. In some cases, there is even a TPU accession suspension. Accession suspension types include:
- Unit Pending Mobilization Within 180 Days—Qualified PS gains only (Priority Code 10)
- Unit Mobilization (Priority Code 80)
- Unit Relocation or Temporary Relocation (Priority Code 81)
- Temporary Hold—Command Driven (Priority Code 82)
- Unit Inactivation /Inactivated (Priority Codes 91, 97, or 98)

When units are tagged with these codes, recruiting personnel will not be able to place applicants in these units.

Vacancies Troubleshooting

8-18. When vacancies fail to display or cannot be reserved, it is usually because of qualification or data error. For example, an applicant may not have qualifying ASVAB line scores, may be missing or have too low Defense Language Aptitude Battery (DLAB) scores, or does not have a security clearance.

8-19. For specially built positions, it takes 24 to 48 hours to process and populate in REQUEST. Examples of this include the upgrade or downgrade of a position or if the position is an overstrength build or double slot. When requesting the upgrade or downgrade of a primary or mobilization position, a position is generally authorized for one rank level up or down.

8-20. Note: To put an E4 into an E7 position, a letter of acceptance is required from the unit commander. This does not apply to standard excess slots.

8-21. Standard excess templets take 24 to 96 hours for approval and update. The REQUEST team builds excess templets, and then the Army Organization Server—the Army's authoritative force structure database— team reviews and approves. Once the build is approved, FMSWeb updates REQUEST, IPPS-A, and AVE.

8-22. Note: Failure to position a Soldier into the correct incentivized primary vacancy for the entirety of the bonus-related service obligation period will result in problems obtaining bonus payments, Student Loan Repayment Program (SLRP), and other incentives.

Section 3 – Automated Vacancy Entry Access and Use

8-23. To use AVE, users must request access through the AR Reserve Component Manpower System website at https://rcms.usar.army.mil/v3/Portal/Default.aspx. First, users will see an Army Enterprise Management System notification and then enter their CAC personal identification number. Once the RCMS home page opens, select the AVE icon or link on the left-hand side in the Product column (see figure 8-2).
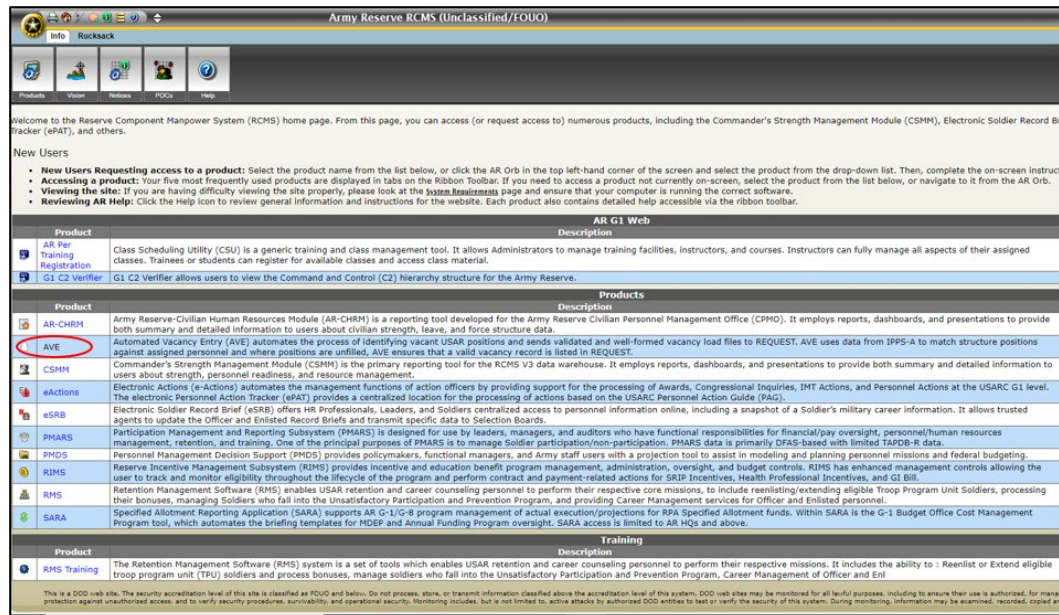
Figure 8-2. Army Reserve RCMS

8-24. Click the "RCMS Access Request Form" button in the top left-hand corner (see figure 8-3).
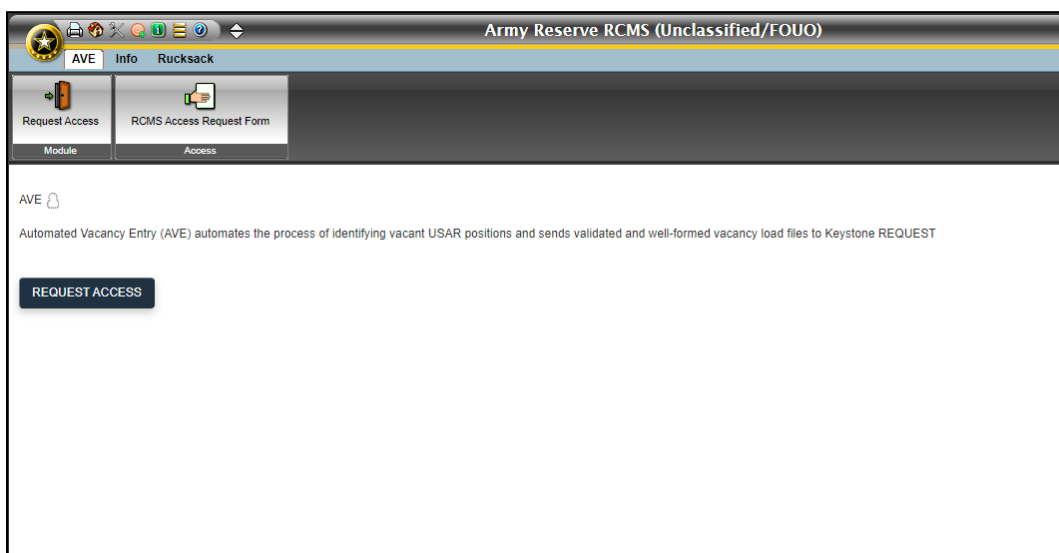
Figure 8-3. Requesting AVE access

8-25. Fill out the form as required and submit it. Once access is granted, open AVE using the same website and link (see figure 8-2).
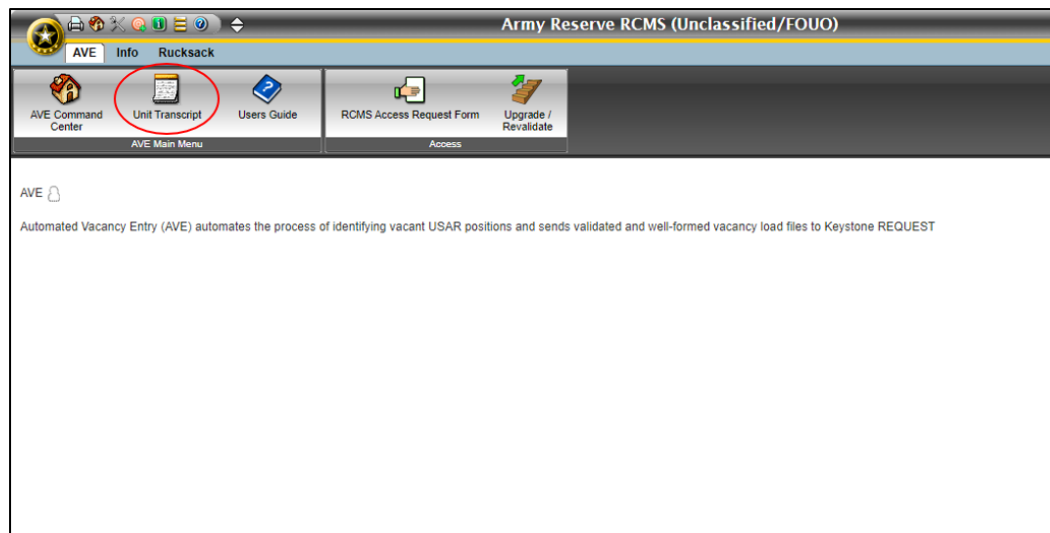
Figure 8-4. Automated Vacancy Entry

8-26. Select Unit Transcript (see figure 8-4) to enter the AVE REQUEST Unit Transcript screen (see figure 8-5).
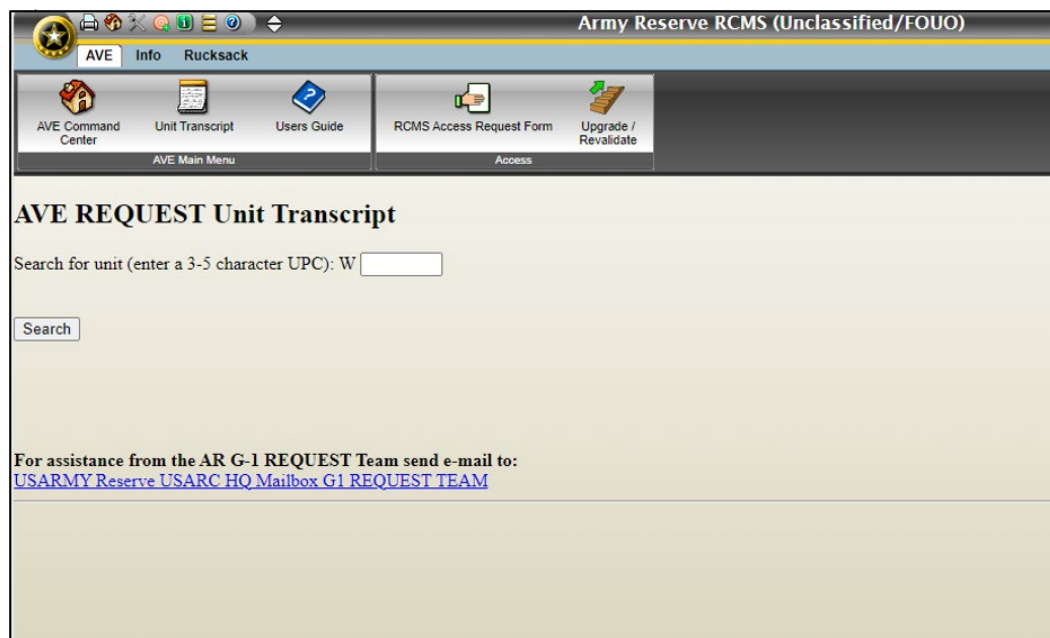
Figure 8-5. AVE REQUEST Unit Transcript Search

8-27. Enter three to five characters of the UIC (AVE calls it UPC) and press the search button to produce unit information (see figure 8-6).
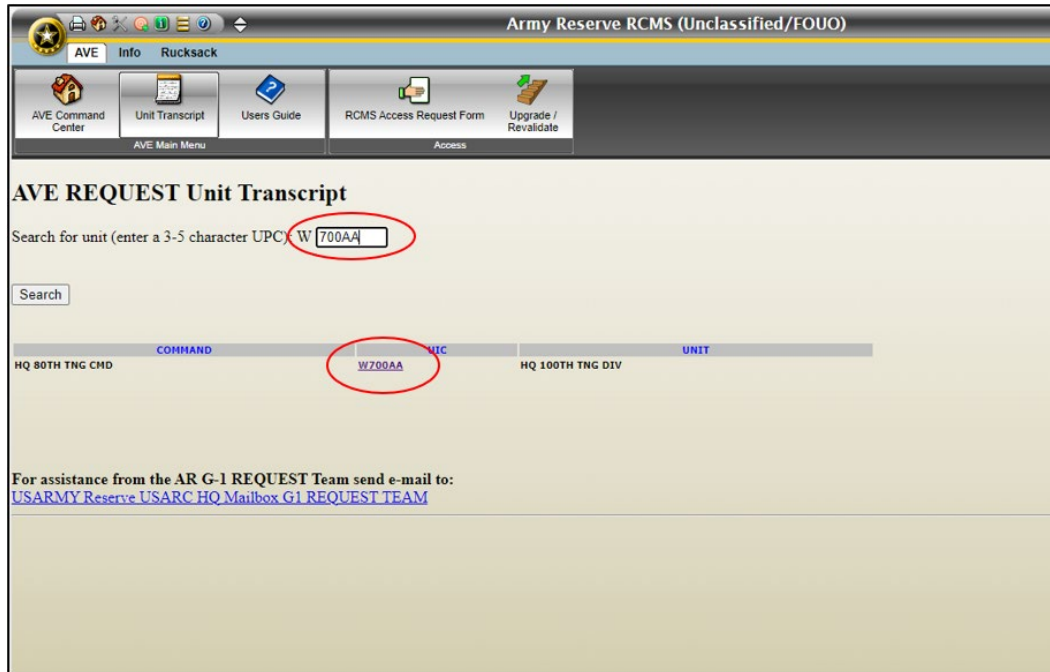
Figure 8-6. AVE REQUEST Unit Transcript Screen with Unit Search Results

8-28. Click on the UIC link (see figure 8-6) to produce the Unit Transcript. The report is in a PDF file.

Figure 8-7. AVE REQUEST Unit Transcript

8-29. Email the Reserve G–1 REQUEST Team by clicking on the link on the AVE REQUEST Unit Transcript screen (figure 8-5) or the AVE REQUEST Unit Transcript with Unit Information screen (figure 8-6).

Summary

8-30. Familiarity with Reserve personnel systems will allow recruiters to have greater understanding of how best to support the TPU units within their area of operations. It helps explain differentiations and variations between system vacancies, assigned Reserve recruiting missions, and known vacancy problems 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.

Performance Measures:	**Go**	**No Go**
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:

_____

_____

_____

_____

Performance Measures – Navigate Reserve Unit Zone:

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

Performance Measures:	**Go**	**No Go**
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:

_____

_____

_____

_____

Performance Measures – Army Reserve Programs and Options:

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

Performance Measures:	Go	No Go
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:

_____

_____

_____

_____

Performance Measure: Process Prior Service for Army Reserve

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

Performance Measures:	**Go**	**No Go**
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. Performa validation and transmit packet to MEPS.	_____	_____
5. Conduct follow-up activities.	_____	_____

Date: _____

Evaluator: _____   Soldier: _____

Comments:

_____

_____

_____

_____

Performance Measure: National Guard Transfers

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

Performance Measures:	Go	No Go
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. Performa validation and transmit packet to MEPS.	_____	_____
6. Conduct follow-up activities.	_____	_____

Date: _____

Evaluator: _____   Soldier: _____

Comments:

_____

_____

_____

Appendix B.
Additional Army Reserve Links

B-1. <u>O*Net</u>

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. <u>Mil2FedJobs</u>

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.dllr.state.md.us/mil2fedjobs/mil_search.aspx

B-3. <u>Tour of Duty</u>

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. <u>GI Bill Comparison Tool</u>

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. <u>VA WEAMS and Yellow Ribbon</u>

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

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

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

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

Prescribed Forms

None

Referenced Forms

DA Form 2028 (Recommended Changes to this Publication)

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FOR THE COMMANDER:

ERIC L. LOPEZ
Colonel, GS Chief
of Staff

Official:

Ronnie L. Creech
Ronnie L. Creech
Assistant Chief of Staff, CIOIG6

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