RECRUITER APPLICATION CHECKLIST

(Completed, initialed and signed)
DA SELECT RECRUITER APPLICATION
CHECKLIST

(Initial each number on this checklist to verify it has been completed)

1. **Complete** the DA Select recruiter interview worksheet.

2. Privacy Act Statement, signed and included (Information in block 6 pertains to the individual Soldier not the spouse) **Include your Official (government provided) and a personal account for the email address.**

3. DA Form 5425-R (3 pages) completed accurately reflecting your income, assets, expenses and payment amounts and is **signed and dated no more than six months old at the time of submission.**

4. DA Form 5426-R completed and signed by your BN Cdr or first O-5 supervisor and CSM. **This form must be dated no more than six months old at the time of submission. Include the battalion commander’s AKO email address.** No delegation is authorized unless accompanied by assumption of command orders.

5. DA Form 5427-R (3 pages) completed and signed by your commander or first O-3 supervisor. **This form must be dated no more than six months old at the time of submission. Include the company commander’s AKO email address.** No delegation is authorized unless accompanied by assumption of command orders.

6. DA Form 7424 Sensitive Duty Assignment Eligibility Questionnaire completed and signed by your commander or first O-3 supervisor. **This form must be dated no more than six months old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.

7. Enlisted Record Brief (ERB) is included and is **dated no more than six months old at the time of submission.**

8. Most recent APFT card is included and shows a passing score. Include your Body fat worksheet signed by Cdr or 1SG, if applicable. **No more than six months old at the time of submission.**

9. Last three NCOERs. **Soldiers that do not have three due to insufficient time as an NCO will only need to send what they have or letters of recommendation.**
I have included the following documents if they apply, if not write NA.

12. Photos of ALL tattoos; to include location and an explanation of each tattoo’s meaning. The only exception is for those tattoos in private areas (Males – brief area, females – brief area and frontal bra area). The photo(s) need to be close up, clear and in color. All tattoos need to be photographed in OCP’s. Please see photo examples at the end of this packet.

13. Proof of enrollment in the EFMP that indicates the type of treatment required for your family member(s) along with a copy of the DD Form 1172-2.

14. Copy of any Article 15s, (including summarized), and any law violations (reckless driving, speeding, etc) including the final disposition. If you cannot obtain a copy, include a memo from your commander that explains the charge(s), punishment administered and disposition no matter when or where the offense occurred.

15. Copy of profile and a copy of the MMRB results (if applicable) (If you have reclassified to a new MOS within the last 12 months, you are ineligible to apply for recruiting).

16. Sole parents must provide a sole parent memorandum. Please see the following pages for example.

17. Memorandum from your commander indicating your redeployment date if you are deployed.

PAY ATTENTION TO DETAIL AND SEND ONLY COMPLETED PACKETS USING THE CHECKLIST ABOVE. ONCE COMPLETED, SCAN/EMAIL THE PACKET FOR REVIEW AND PROCESSING.

Name: Date:
RECRUITER INTERVIEW WORKSHEET

(Completed and signed by applicant.)
DA SELECT RECRUITER INTERVIEW WORKSHEET

You must complete this worksheet and return it with your application.

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PRIVACY STATEMENT

AUTHORITY: Collection of this information is authorized by 10 USC, sections 503 and 3013.
PRINCIPAL PURPOSE: Information collected will be used to expedite the selection process of recruiter applicants.
ROUTINE USES: Used by Recruiter Selection Teams when interviewing recruiter applicants.
EFFECTS OF NOT PROVIDING INFORMATION: Disclosure of this information is voluntary; however, failure to provide the requested information may delay or suspend the application.

NAME (LAST, FIRST, MI) ________________________________ SSN __________

RANK ________ PROMOTABLE Y/N ________ DOR ________ GENDER ________

MOS ________ RACE __________________________ ETHNICITY __________

CIVILIAN EDUCATION __________________________ NUMBER OF SEMESTER HOURS COMPLETED ________

MARITAL STATUS ________ DEPENDANTS (Adult) ____/(Children) ____

IS YOUR SPOUSE MILITARY? ☐ Y ☐ N

(Including Spouse and all Deers Dependents)

DOB ________ POB __________________________

CITIZENSHIP ________ ARE YOU NATURALIZED? ☐ Y ☐ N ☐ N/A

SPOUSE'S CITIZENSHIP __________________________ IS YOUR SPOUSE NATURALIZED? ☐ Y ☐ N ☐ N/A

BASD ________ ETS ________ DEROS ________ NCOES ________ (Highest Completed)

ARE YOU CURRENTLY DEPLOYED? ☐ Y ☐ N IF YES, WHAT IS YOUR REDEPLOYMENT DATE ________

PULHES ________ HT ________ WT ________ BF% ________ GT ________ ST(Tech) ________

LANGUAGE (Based on DLPT) __________________________

CURRENT UNIT ASSIGNED __________________________ TIME ON STATION ________

INSTALLATION __________________________ CURRENT MAILING ADDRESS __________________________

CITY __________________________ STATE ________ ZIP/APO/FPO ________

MOBILE NUMBER ________ WORK NUMBER ________ UNIT NUMBER ________

PERSONAL EMAIL ADDRESS __________________________

AKO/ENTERPRISE EMAIL ADDRESS __________________________

ARE YOU A PRIOR RECRUITER ☐ Y ☐ N IF YES THEN DATE FROM ________ DATE TO ________
INTERVIEW QUESTIONS

- ☐ Y ☐ N I CURRENTLY HAVE MORE THAN 4 YEARS TIME IN SERVICE AND LESS THAN 16 YEARS. (MUST BE WITHIN THE TIS GUIDELINES, WAIVERABLE) THIS IS A BASE REQUIREMENT. FURTHER REQUIREMENTS ARE GRADE SPECIFIC AND WILL BE REVIEWED ON A CASE BY CASE BASIS IAW AR 601-1.

- ☐ Y ☐ N I CURRENTLY HOLD THE GRADE OF E5, E6, OR E7 AND HAVE AT LEAST BLC COMPLETED. (E7 MUST HAVE LESS THAN 4 YEARS TIME IN GRADE, RANK REQUIREMENTS ARE WAIVERABLE)

- ☐ Y ☐ N I HAVE BEEN AT MY CURRENT DUTY LOCATION FOR 12 MONTHS (CONUS) OR 24 MONTHS (OCONUS). (APPLICANTS IN KOREA CAN SUBMIT A PACKET AS SOON AS THEY ARRIVE IN KOREA)

- ☐ Y ☐ N I UNDERSTAND THAT I MAY WORK LONG HOURS AND WEEKENDS. IF APPLICABLE, MY FAMILY ALSO UNDERSTANDS THAT I MAY WORK LONG HOURS AND WEEKENDS.

- ☐ Y ☐ N I HAVE FAMILY MEMBERS ENROLLED IN THE EXCEPTIONAL FAMILY MEMBERS PROGRAM (EFMP)? IF YES, WHO AND WHAT IS THEIR CONDITION? ____________________________________________________________

- ☐ Y ☐ N HAVE YOU EVER HAD ANY AWOL TIME? IF YES, WHEN AND HOW MANY DAYS?________________________________________

- ☐ Y ☐ N, DO YOU NOW OR HAVE YOU EVER EXPERIENCED ANY FINANCIAL DIFFICULTIES THAT RESULTED IN COLLECTION AGENCIES CONTACTING YOU, YOU FILING BANKRUPTCY OR YOU RECEIVING LETTERS OF INDEBTNESS OR JUDGMENTS AGAINST YOU? IF YES, EXPLAIN. ____________________________________________________________

- ☐ Y ☐ N DO YOU CURRENTLY HAVE A VALID CIVILIAN DRIVERS LICENSE?

- ☐ Y ☐ N DO YOU OWN A VEHICLE?

- ☐ Y ☐ N HAVE YOU EVER BEEN CHARGED OR CONVICTED OF CARELESS, RECKLESS OR UNSAFE DRIVING? IF YES, EXPLAIN. ____________________________________________________________

- ☐ Y ☐ N HAVE YOU EVER RECEIVED ANY TYPE OF UCMJ? IF YES LIST THE DATE, CHARGE, PUNISHMENT AND DISPOSITION? ____________________________________________________________

- ☐ Y ☐ N HAVE YOU EVER RECEIVED ANY TYPE OF UCMJ? IF YES LIST THE DATE, CHARGE, PUNISHMENT AND DISPOSITION? ____________________________________________________________

- ☐ Y ☐ N HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF ANY ALCOHOL OR DRUG RELATED OFFENSE BY MILITARY OR CIVILIAN AUTHORITIES? IF YES, LIST THE DATE, CHARGE, PUNISHMENT AND DISPOSITION?

- ☐ Y ☐ N HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF LYING, CHEATING, STEALING, OR FRAUD? IF YES, WHEN, AND WHAT WAS IT FOR? ____________________________________________________________

- ☐ Y ☐ N HAVE YOU EVER BEEN CHARGED OR CONVICTED OF ASSAULT, DOMESTIC VIOLENCE OR ANY MISDEMEANOR OR FELONY OFFENSE? F YES, LIST THE DATE, CHARGE, PUNISHMENT AND DISPOSITION?
• ☐ Y ☐ N HAVE YOU EVER HAD A SECURITY CLEARANCE DENIED OR REVOKED? IF YES, EXPLAIN.

• ☐ Y ☐ N DO YOU HAVE ANY TATTOOS? IF YES, LIST YOUR TATTOOS (GIVE THE LOCATION AND AN EXPLANATION, OF ALL TATTOOS) YOU MUST LIST ALL OF YOUR TATTOOS NO MATTER THE LOCATION?

• ☐ Y ☐ N HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A SEXUAL OFFENSE? IF YES, PLEASE EXPLAIN

• ☐ Y ☐ N ARE YOU AWARE OF ANY PERSONAL, PROFESSIONAL, OR EMOTIONAL ISSUES OR OBLIGATIONS THAT MAY HAMPER YOUR PERFORMANCE AS AN ARMY RECRUITER? IF YES, EXPLAIN.

• BEGINNING WITH THE STATE YOU CURRENTLY RESIDE IN, LIST ALL STATES THAT YOU HAVE LIVED OR BEEN STATIONED IN FOR MORE THAN 30 DAYS TO INCLUDE BASIC, AIT, AND THE POINT OF ENTRY INTO THE MILITARY

SIGNATURE: ________________________________   DATE: ____________________

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:
PRIVACY ACT STATEMENT

(Completed and signed by applicant)
PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by 10 USC, sections 503 and 3013.
PRINCIPAL PURPOSE: Information collected will be used to expedite the selection process of recruiter applicants.
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RCRO-SM-RT

MEMORANDUM FOR Commander, USAREC, ATTN: RCPER-PM-RTR, 1307 3d Ave, Fort Knox, KY 40121-2726

SUBJECT: Recruiting Duty Statement

1. I understand that I will be on recruiting duty for a minimum of 36 months, provided I successfully complete the New Recruiter Program.

2. I am aware that TAPERSCOM will request a complete Background Investigation on me and my approval for recruiting duty is tentative until the information received is boarded and evaluated.

3. I understand that if I am married to another soldier, my spouse must also volunteer for recruiting duty.

4. Have you ever applied for or been nominated for recruiting duty and were disapproved?

☐ YES  ☐ NO  If YES, explain:


5. I provide the following information:

LAST NAME: __________________________  FIRST NAME: __________________________  MI: ______

RANK: __________________________________  SSN: _________________________________

CURRENT UNIT OF ASSIGNMENT AND INSTALLATION: ______________________________

EMAIL ADDRESS: _______________________________________________________________

DUTY PHONE #:  DSN:______________________COMM: (_______)________________________

CURRENT MAILING ADDRESS: ______________________________________________________

HOME PHONE #:  (_______)________________________

SIGNATURE: ________________________________________________________________
SRB

(<6 months old)
## ENLISTED RECORD BRIEF

### Section I - Assignment Information

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### Section II - Security Data

- **BASD**: [Value]
- **PEBD**: [Value]
- **BESD**: [Value]
- **Date of Birth**: [Value]
- **Birthplace**: [Value]
- **Country of Citizen**: [Value]
- **Sex/Race**: [Value]
- **Religion**: [Value]

### Section III - Service Data

- **PMOS**: [Value]
- **SMOS**: [Value]
- **SQI**: [Value]
- **SMQ**: [Value]
- **GTS**: [Value]
- **IDEMS**: [Value]
- **Other MOS**: [Value]
- **Technical Certification**: [Value]

### Section IV - Personal/Family Data

- **CITZ**: [Value]
- **No of Dependent Adults/Children**: [Value]
- **Sex/Race**: [Value]
- **Religion**: [Value]
- **Marital Status**: [Value]
- **Ethnicity**: [Value]
- **Spouse Birthplace/City**: [Value]

### Section V - Foreign Language

- **Language Read**: [Value]
- **Listen**: [Value]
- **Speak**: [Value]

### Section VI - Military Education

- **MEL/MES**: [Value]
- **Bonus Enlist Elig Mos**: [Value]
- **Bonus MOS ASI**: [Value]

### Section VII - Civilian Education

- **Level Completed Yr**: [Value]
- **Institution Yr**: [Value]
- **Discipline**: [Value]
- **Institution Yr**: [Value]
- **Discipline**: [Value]

### Section VIII - Awards and Decorations

- **ARCOM**: [Value]
- **AAM**: [Value]
- **VUA**: [Value]
- **AGCM**: [Value]
- **NDSM**: [Value]
- **GWTEM**: [Value]
- **GWTSM**: [Value]
- **KDSM**: [Value]
- **NOPDR**: [Value]

### Section IX - Assignment Information

- **Date of Last PCS**: [Value]
- **Date of Last NCOER**: [Value]

### Section X - Remarks

- **Date of Loss**: [Value]
- **Date of Last PCS**: [Value]

### Section XI - CIVILIAN Education

- **Level Completed Yr**: [Value]
- **Institution Yr**: [Value]
- **Discipline**: [Value]
- **Institution Yr**: [Value]
- **Discipline**: [Value]

### Section XII - Technical Certification

- **Course Name**: [Value]
- **DT Certified Dt**: [Value]
- **DT Expires**: [Value]

### Section XIII - Military Education

- **MEL/MES**: [Value]
- **Bonus MOS ASI**: [Value]

### Section XIV - Personal/Family Data

- **CITZ**: [Value]
- **No of Dependent Adults/Children**: [Value]
- **Sex/Race**: [Value]
- **Religion**: [Value]
- **Marital Status**: [Value]
- **Ethnicity**: [Value]
- **Spouse Birthplace/City**: [Value]

### Section XV - Foreign Language

- **Language Read**: [Value]
- **Listen**: [Value]
- **Speak**: [Value]
DA Form 5426 must be signed by the first CSM and LTC/O-5 in your chain of command and dated within 6 months of submission.
# Battalion Command Team Recruiter Candidate Interview and Evaluation

**INSTRUCTION:** Battalion commander or first commander in the grade of LTC or higher must physically interview candidate and complete form.

**NAME (Last, First, Middle)**

<table>
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<tr>
<th>PMOS</th>
<th>GRADE</th>
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## SECTION I - QUALIFIED

After physically interviewing the candidate, I verify the following *(All statements must be completed and verified. In the first column, use "X" for verification or "NA" for not applicable):*

- I have reviewed the Company Commander's DA Form 5427 *(Company Commander Interview and Assessment of Recruiter Candidate)* of this candidate and I consider the candidate qualified to perform a three-year tour as a recruiter.

- Candidate possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Candidate is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment. Candidate has a positive, upbeat demeanor, is confident, takes initiative, is able to read people and situations accurately, is creative, innovative, persistent, energetic, and has the knack for talking to anyone. This NCO will be successful in recruiting.

- Candidate has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.

- Candidate has CAC card, a favorable NAC or higher suitability investigation as validated by the Joint Personnel Adjudication System, and AKO account.

- Meets Army HT/WT Standards IAW AR 600-9; Y/N Current HT: WT: Body fat percentage (if over table weight):

- Candidate currently has dependents *(to include spouse)*.

- Candidate is is not sole parent.

- Candidate is not currently enrolled in the Army's drug and alcohol abuse program.

- Candidate has no family or emotional problems which could hamper his or her performance.

- Mental Health Evaluation was completed on Date

- Candidate is not pregnant *(female)*.

- Candidate is not married to another service member.

- Candidate is married to the following service member:

<table>
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<th>NAME (Last, First, Middle)</th>
<th>GRADE</th>
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## SECTION II - UNQUALIFIED

**REMARKS** *(I consider the candidate unqualified for recruiting duty for the following reason(s). Please be specific. Use reverse if you need more space.)* :

NAME and REMARKS section only to be completed if NCO is deemed UNQUALIFIED by CoC.

All other blocks need to be completed if QUALIFIED or UNQUALIFIED.

<table>
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<tr>
<th>NAME OF PSNCO OR POC</th>
<th>PSNCO OR POC TELEPHONE</th>
<th>TYPED OR PRINTED NAME OF CSM</th>
<th>TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER</th>
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**SIGNATURE OF CSM** *(CSM must sign)* **SIGNATURE OF INTERVIEWING OFFICER** *(First O-5 or higher must sign here. It does not DQ you)* **DATE (YYYYMMDD)**
DA Form 5427 must be signed by your commander in the grade of O-3 or higher and dated within 6 months of submission.
### SECTION I - INTERVIEW

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>GRADE</th>
<th>LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE</th>
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**NOTE:** If yes to any of the below, explanation must be given.

1. Have you ever filed bankruptcy? If so, when ____________

2. Have you ever been charged with or convicted of careless, reckless, or unsafe driving? If so, when ____________

3. Have you ever received any type UCMJ? If so, when ____________

4. Have you ever been charged with or convicted of any alcohol or drug related offense by military or civilian authorities? If so, when ____________

5. Have you ever been charged with or convicted of assault, domestic violence, or any felony offenses? If so, when ____________

6. Have you ever been charged or convicted of a sexual offense? If so, when ____________

7. Do you have tattoos?

8. Do you have a CAC card, a favorable NAC or higher suitability investigation as validated by the Joint Personnel Adjudication System and AKO account?

### SECTION II - ASSESSMENT

In items 9 through 22 below, there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate. Any ratings 3 or below must be explained in the remarks section.

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9. Other than combat operations, recruiting future Soldiers is our Army’s highest priority. Our Army and Nation depend on you, or field commanders, to encourage, identify, and recommend your finest caliber NCOs for recruiting duty. In addition to having our Army values well engrained into their daily lives, the NCOs you recommend must have other intrinsic qualities in order to succeed. We are looking for NCOs that have a positive, upbeat demeanor, are confident, persistent, energetic, and who have the knack for talking to anyone. These are the NCOs that will be successful in recruiting. does this candidate exhibit these qualities?

10. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires and combine team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?

11. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself or herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he or she seek responsibility and display initiative?
12. Recruiters must be good communicators. They will interact daily in person, telephonically, and by email with people of various backgrounds and of different education levels. They must be able to communicate thoughts and ideas easily to individuals as well as to groups consisting of educators, civic leaders, and students. Can the NCO you recommend for recruiting duty maintain a credible dialogue that represents our Army appropriately?

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13. Recruiters counsel future Soldiers daily on their passions and goals, and engender a commitment from them to join the US Army. Recruiters also counsel future Soldiers’ loved ones on what the Army has to offer. Does the NCO you recommend demonstrate compassion, enthusiasm, and a willingness to help others with their personal and professional goals?

14. Recruiters should represent the best the Army has to offer in terms of past performances and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?

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</table>

15. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he or she may presently be an outstanding NCO, without a solid family support structure, duty performance could rapidly decline. A Soldier's family support structure is the cornerstone of his or her morale. Does the candidate have a stable family support structure?

16. Recruiters represent our Army in their communities and must maintain a professional appearance at all times, both physically and morally. Does the NCO that you recommend to recruit our Nation's future Soldiers maintain a professional appearance? Are his or her morals above reproach?

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</tbody>
</table>

17. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?

18. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?

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</table>

19. Due to the wide-spread geographic assignments with USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he or she motivated and enthusiastic?

20. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Off duty education?

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</table>

21. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preference or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?

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</table>

22. An assignment to recruiting duty will afford your NCOs the opportunity to excel in small unit operations, often in distant locations from parent units, in ambiguous and complex environments, and with responsibility for their own operational success. While challenging, it is immensely rewarding. Is your candidate the right NCO for one of our Army's highest priorities?

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</tbody>
</table>
23a. CANDIDATE'S HEIGHT  
b. WEIGHT

24a. DATE OF LAST PT TEST (YYYYMMDD)

25a. DATE OF LAST PHYSICAL (YYYYMMDD)  
b. SCORE OF LAST PT TEST

b. PROFILE

<table>
<thead>
<tr>
<th></th>
<th>Push Ups</th>
<th></th>
<th>Sit Ups</th>
<th></th>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td></td>
<td>NO</td>
<td></td>
<td></td>
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</tbody>
</table>

26. Does the candidate or his or her family have medical problems? (If yes, explain in remarks below.)

27. REMARKS

Ensure your Commander completes the remarks for any areas that require an explanation.
ASSUMPTION
OF
COMMAND
ORDERS
(If Applicable)
DA 705

(Most Recent)
# Army Physical Fitness Test Scorecard

For use of this form, see TC 3-22.20; the proponent agency is TRADOC.

<table>
<thead>
<tr>
<th>NAME (Last, First, Mi)</th>
<th>GENDER</th>
<th>UNIT</th>
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<table>
<thead>
<tr>
<th>TEST ONE</th>
<th>TEST TWO</th>
<th>TEST THREE</th>
<th>TEST FOUR</th>
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</thead>
<tbody>
<tr>
<td>DATE</td>
<td>GRADE</td>
<td>AGE</td>
<td>DATE</td>
</tr>
<tr>
<td>HEIGHT (IN INCHES)</td>
<td>BODY COMPOSITION</td>
<td>WEIGHT: lbs</td>
<td>BODY FAT: %</td>
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<td>WEIGHT: lbs</td>
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<tr>
<th>COMMENTS</th>
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<th>COMMENTS</th>
</tr>
</thead>
</table>

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN
SU - SIT UPS APFT - ARMY PHYSICAL FITNESS TEST

DA FORM 705, MAY 2010

PREVIOUS EDITIONS ARE OBSOLETE.
DA 5500
OR
DA 5501
(If Applicable)
PROFILE

(If Applicable with MMRB results)
NCOERS

Last three NCOERs
Photos of ALL tattoos; to include location and an explanation of each tattoo’s meaning. The only exception is for those tattoos in private areas (Males brief area, females – brief area and frontal bra area). The photo(s) need to be close up, clear and in color. All tattoos need to be photographed in OCP’s
LOCATION: RIGHT SIDE CHEST
DESCRIPTION: SKULL AND TORII
MEANING: UNIT PRIDE
LOCATION: RIGHT CALVE
DESCRIPTION: SKULL AND BERET “US ARMY”
MEANING: MY FIRST TATTOO AFTER BASIC TRAINING
TOP
LOCATION: LEFT OUTER FOREARM
DESCRIPTION: “FATHER”
MEANING: BEING A PARENT

BOTTOM
LOCATION: LEFT INNER FOREARM
DESCRIPTION: DAUGHTER’S NAME
MEANING: MY DAUGHTER’S NAME
TOP
LOCATION: RIGHT OUTER FOREARM
DESCRIPTION: “FIGHTER”
MEANING: USE TO BE A FIGHTER

BOTTOM
LOCATION: RIGHT INNER FOREARM
DESCRIPTION: DAUGHTER’S NAME
MEANING: DAUGHTER’S NAME
UCMJ

(Copy of Article 15s, including summarized or CDR’s memo explaining the charge(s) and punishment administered, no matter when or where occurred)
MEMORANDUM FOR RECORD

SUBJECT: Record of Article 15 Proceedings; [REDACTED]

1. [REDACTED] was administered a Company Grade Article 15 on 05 October 2015, for failing to report for duty on several occasions.

2. Incidents: During [REDACTED] integration into the 520th Support Maintenance Company, 194th CSSB, he was late to physical training formation several times resulting in a recommendation for non-judicial punishment.

3. Disposition: For his actions, [REDACTED] was given a Company Grade Article 15 and served 14 days on extra duty.

4. Result: It is my opinion that [REDACTED] had a tough time initially acclimating to life overseas. After [REDACTED] Article 15, I noticed a distinct difference in his punctuality, professionalism and initiative.

5. The point of contact for this memorandum is [REDACTED]
REDEPLOYMENT MEMORANDUM

(If applicable, a memorandum from your commander indicating redeployment date)
EXAMPLE REDEPLOYMENT MEMORANDUM

101SB-STB-101FMC

03 NOVEMBER 2011

MEMORANDUM FOR RECORD

SUBJECT: Redeployment Date

1. 101st Financial Management Company Soldiers under UIC WH2ST1 will be redeploying on or about April 2012.

2. Point of Contact for this memorandum is SFC Carrizo, Otto at otto.carrizo@afghan.swa.army.mil or DSN: 318-431-2201.

LES A. BARNETT
LTC, FM
Commanding
EFMP

(If applicable, proof of enrollment that indicates the type of treatment required)
### PRIVACY ACT STATEMENT

**AUTHORITY:**

**PRINCIPAL PURPOSES:**
To verify that the individual meets financial criteria and is suitable for selection and assignment for recruiting duty. This form will be used during inprocessing at the Army Recruiter Course to confirm continued eligibility for

**ROUTINE USES:**
None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilations of System of Records Notices apply to this system.

**DISCLOSURE:**
Voluntary. However, failure to provide the requested information may result in selection and assignment made without consideration of your financial status.

### 1. NAME (Last, First, Middle)

Public, John Quincy

### 2. GRADE

E-6

### 3. Are you now or have you ever filed for bankruptcy? (If yes, state when, where, and why.)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Please give details on what lead to the decision to file bankruptcy**

### 4. Have you ever received a letter(s) of indebtedness? (If yes, enter month and year below.)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This includes any bills that may have gone to collections

### 5. MONTHLY INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Basic Pay</td>
<td>2,876.10</td>
<td></td>
</tr>
<tr>
<td>b. Separate Rations</td>
<td>BAS Only</td>
<td>367.92</td>
</tr>
<tr>
<td>c. Clothing Allowance</td>
<td>36.60</td>
<td></td>
</tr>
<tr>
<td>d. Total Military Income Before Taxes</td>
<td>3,280.62</td>
<td></td>
</tr>
<tr>
<td>e. Subtract FICA and Income Taxes</td>
<td>Include Federal, Medicare, SSN and State</td>
<td>536.00</td>
</tr>
<tr>
<td>f. Total After Tax Income</td>
<td>(Equal)</td>
<td>2,744.62</td>
</tr>
<tr>
<td>g. Any other Monthly Income</td>
<td>Do not add your BAH</td>
<td>(Add)</td>
</tr>
</tbody>
</table>

TOTAL MONTHLY SPENDABLE INCOME (Equal) 2,744.62

### ADDITIONAL INFORMATION OR REMARKS

5g. You can add Child Support or alimony you or your spouse receives. Rental income from a home you are renting out from a previous installation or back home.

Any income you receive that will not change from a PCS may be added in this section.

As a note. Your BAH will go nowhere on this form.
6. ASSETS

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10,500.00</td>
</tr>
</tbody>
</table>

a. Do you have a savings account?  (Enter approximate balance)  

b. Do you own stocks, bonds, or benefit from a trust?  (Enter approximate value)  

TSP is included in this Section

c. Do you own (with no payments):  

   (1) Vehicles
   
<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
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</thead>
<tbody>
<tr>
<td>Nissan</td>
<td>Altama</td>
<td>2006</td>
</tr>
</tbody>
</table>

   This section is for vehicles that are paid off

   (Enter total estimated value)  

   - (2) Home Trailer  ("x" one)
   
   (Enter total estimated value)  

   This section is for homes that are paid off

   - (3) Furniture  
   
   (Enter estimated value)  

   - (4) Land  
   
   (Enter estimated value)  

   This section is for land that is paid off

   TOTAL ASSETS  19,500.00

7. MONTHLY EXPENDITURES/LIABILITIES

<table>
<thead>
<tr>
<th>MONTHLY PAYMENT</th>
</tr>
</thead>
</table>
| a. Cost of food  (Include meals eaten out, school lunches, etc.)  

   350.00 |

| b. Clothing  (Dry cleaning/laundry)  

   0.00 |

| c. Medical  (Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)  

   Add Dental from your LES in this Section  

   11.00 |

| d. Insurance  (Life, auto, homeowner, other)  

   Include SGLI and Dependent SGLI  

   200.00 |

| e. Vehicle expenses  

   (1) MAKE | MODEL | YEAR |
   
   | Nissan | Frontier | 2012($12,000) |

   If you have a car payment it goes here. Do not put your car payment anywhere else on this form

   (Enter total estimated value)  

   300.00 |

   (2) Gas, Oil, maintenance  

   250.00 |

| f. List charge cards or credit cards for which you have an outstanding balance:  

<table>
<thead>
<tr>
<th>NAME</th>
<th>BALANCE OWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Name</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

   Only put credit cards you have a balance on.  

   Please ensure you put balance you owe and only the minimum monthly payment. Must have a dollar amount in far right side.
**REMARKS**

7i. In the allotment section. Do NOT include any of the following:

- TSP Allotment
- Allotments to another account of yours
- Money going to your Childrens account

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### 7. MONTHLY EXPENDITURES/LIABILITIES (Continued)

<table>
<thead>
<tr>
<th>NAME</th>
<th>BALANCE OWED</th>
<th>MONTHLY PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Loans to include Student and Personal Loans</td>
<td>10,000.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

All loans not listed go here. If you are currently living in a home you are buying. Do NOT put on this form. If you own a second home or your not currently living in your first home then you may place in this section.

h. Alimony or child support.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Any allotments for purposes not listed above? (If yes, state for what purpose.)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>AER Donation</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>j. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.)</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

TOTAL MONTHLY EXPENDITURES/LIABILITIES

<p>| |</p>
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<tbody>
<tr>
<td>1,605.00</td>
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</table>

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DA FORM 5425, SEP 2010

Page 3 of 3

APD PE v1.00ES
MEMORANDUM FOR RECORD

SUBJECT: USAREC Sole Parent Acknowledgement

1. I, (Rank First Name Last Name) am currently a single parent with a valid Family Care Plan (FCP) in place. I am currently assigned to: (Unit Name, full street address, zip code). The status of my Family Care Plan can be verified with my (Commander or First Sergeant) at (____) _____-________ or (enter CDR or 1SG e-mail address).

2. My long term care giver is (First and Last name), and resides in (City, ST). I am aware I will have to establish a short term care plan for my child(ren) at my new duty station. My family and I understand the mission tempo and demands of USAREC. My family currently consists of myself, and my (enter amount here) child(ren) (enter first names, last names and ages for each child), and I have (full, partial or joint) custody, with primary physical custody of my child(ren). I understand that my Family Care Plan must remain viable and operational no matter the location to which I am assigned IAW AR 600-20, para 5-5.

3. The point of contact for this memorandum is the undersigned at (____) _____-_______ or sample.a.soldier.mil@mail.mil.

SAMPLE A. SOLDIER
SFC, USA
111ST REC BDE