

VOLUNTEER RECRUITER APPLICATION CHECKLIST

(Initial each number on this checklist to verify it has been completed or mark N/A if the statement does not apply to you)

- _____ 1. Privacy Act Statement completed and signed. **Must be dated no more than 30 days old at the time of submission.**
- _____ 2. USAREC Medical Records Review completed by a licensed medical professional. **Must be dated no more than 90 days at the time of submission**
- _____ 3. Complete the volunteer recruiter interview worksheet.
- _____ 4. Soldier Record Brief (SRB). **Must be dated no more than 30 days old at the time of submission.**
- _____ 5. DA Form 5426-R completed and signed by your BN CDR or first O-5 supervisor and CSM. **Must be dated no more than 90 days old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders. IAW AR 601-1 2-5 b. (2) DA Form 5426 must include remarks in the remarks section either supporting a recruiting assignment or explaining why a recruiting assignment is not supported.
- _____ 6. DA Form 5427-R (3 pages) completed and signed by your commander or first O-3 supervisor. **Must be dated no more than 90 days old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 7. DA Form 5425-R (3 pages) completed accurately reflecting your income, assets, expenses, and payment amounts. **Must be dated no more than 30 days old at the time of submission.**
- _____ 8. 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. **Placed in chronological order from oldest to most recent.**
- _____ 9. Most recent record DA Form 705. **Must be annotated on your SRB.**
- _____ 10. Height and Weight Verification Form. If applicable submit DA Form 5500/5501. **Must be dated no more than 90 days old at the time of submission.**
- _____ 11. Copy of profile and/or a copy of the MAR2 results (if applicable). If you have reclassified to a new MOS within the last 12 months, you are ineligible to apply for recruiting.

- _____ 12. Photos of ALL tattoos; to include location, description, and each tattoo's meaning. The only exception is for those tattoos in private areas (Males -brief area, females -frontal bra and brief area). Tattoos in private areas will be drawn and labeled with location, description and meaning. 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. DA Form 7424 Sensitive Duty Assignment Eligibility Questionnaire completed and signed by your commander or first O-3 supervisor. **Must be dated no more than 90 days old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 14. DA Form 5863 for proof of enrollment in the EFMP along with a copy of their signed DD Form 1172-2. **Must be dated no more than 30 days old at the time of submission.**
- _____ 15. Sole parents must provide a sole parent memorandum along with a copy of their current family care plan. Please see the following pages for example.
- _____ 16. Dual Military couples must both volunteer for recruiting or waive joint domicile duty assignment. Please see following pages for example.
- _____ 17. Copy of any Article 15s, (including summarized), and any law violations (i.e. reckless driving, speeding, etc) including punishment and 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.**
- _____ 18. Memorandum from your commander indicating your redeployment date if you are deployed. Please see following pages for example.



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

Signature: _____

Date: _____