RECRUITER APPLICATION CHECKLIST

(Completed, initialed and signed)

Note: Packets will only be processed by the RTR team when received from your Division Outreach NCO's. If the packet is sent directly to the RTR team it will be returned without action.
VOLUNTEER RECRUITER
APPLICATION CHECKLIST

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

NAME: ________________________________________________________________

1. **Complete** the volunteer 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 reflects your income, assets, expenses and payment amounts and is **signed and dated no older than 6 months at the time we receive it.**

4. DA Form 5426-R completed and signed by the BN Cdr or first O-5 supervisor. **This form must be dated no older than 6 months. Include the battalion commander’s AKO email account.** No delegation is authorized unless accompanied by assumption of command orders.

5. DA Form 5427-R (3 pages) completed and signed by commander or first O-3 supervisor. **This form must be dated no older than 6 months. Include the company commander’s AKO email account.** No delegation is authorized unless accompanied by assumption of command orders.

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

7. Assignment Preference Map indicating your preferences for assignment as a recruiter. **Choose 3 brigades and 3 battalions per brigade. Number your choices 1-9.** You can number your choices in any order however you can choose **no more than 3 brigades and no more than 3 battalions per brigade.**

8. Mental evaluation is less than six months old. Insure AXIS I and AXIS II are completed **“N/A” is not valid for those evaluations; also your eval must be signed off by a PHD level provider.** Mental evaluation date: __________. **Currently deployed Soldiers can apply with no eval; they MUST have one completed 90 days after redeployment. RECLASS Soldiers must wait until they have the eval to submit a packet.**
9. Enlisted Record Brief (ERB) is included and is dated no older than 6 months at the time we receive it.

10. Most recent APFT card is included and shows a passing score. Include your Body fat worksheet signed by Cdr or 1SG, if applicable. No older than 6 months at the time we receive it.

11. DA photo is included and is dated no older than 6 months at the time we receive it (Photo in DCU/ACUs if deployed is acceptable).

12. Last three NCOERs. (Soldiers that do not have three due to their time as an NCO is not long enough to acquire three will only need to send what they have at the time they submit their application).

I have included the following documents if they apply: If the item does not apply, write NA.

13. Photos of all tattoos; to include 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). Is photo close up, clear in detail, and can someone tell what the tattoo represents? Tattoos on your neck and hands need to be both close up and at a distance while wearing your Army Service Uniform.

14. Proof of enrollment in the EFMP that indicates the type of treatment required for your family member(s)

15. Copy of any Article 15s, including summarized. If you cannot obtain a copy, include a memo from your commander that explains the charge(s) and punishment administered, no matter when or where the UCMJ occurred.

16. Proof of 30 semester hours of college if you are not a high school graduate. ERB or Transcripts will be acceptable proof. If you do not have college but have deployment experience, you must show proof of the deployment, using your ERB, Copy of Orders, or Verification Memo from the Commander)

17. 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.)

18. DD Form 1172s (DEERS enrollment). This only applies if you will need a dependent waiver.
19. Memorandum from your commander indicating your redeployment date if you are deployed

20. Prior recruiters (previously awarded SQI 4) must follow the guidance in MILPER message 12-025 and include the following:
   (1) All NCOERs from the time you entered recruiting duty until present
   (2) A copy of your highest recruiter award (GB, 1SS, 2SS, 3SS, Ring, Medallion) earned
   (3) DA 4187 requesting reclassification to 79R

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

I CERTIFY THAT I HAVE COMPLETED MY PACKET IAW THE APPLICATION CHECKLIST AND HAVE PERFORMED A FINAL CHECK OF MY PACKET TO ENSURE IT IS READABLE, ALL REQUIRED DOCUMENTS ARE PRESENT, AND IT IS READY FOR SUBMISSION.

SIGNATURE: ____________________________DATE:
RECRUITER INTERVIEW WORKSHEET

(Completed and signed by applicant.)
VOLUNTEER 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.

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NAME (LAST, FIRST, MI) Public, John Q. SSN 123-45-6789

RANK SSG PROMOTABLE Y/N N DOR 20100301 GENDER M

MOS 14T RACE White ETHNICITY Non-Hispanic

CIVILIAN EDUCATION High School Diploma NUMBER OF SEMESTER HOURS COMPLETED 34

MARITAL STATUS Married DEPANDANTS (Adult) 1 (Children) 3 (Including Spouse and all Deers Dependents)

DOB 19900303 POB Detroit, MI

CITIZENSHIP United States ARE YOU NATURALIZED? Y N N/A

SPOUSE'S CITIZENSHIP United States IS YOUR SPOUSE NATURALIZED? Y N N/A

BASD 20060701 ETS 20190701 DEROS NCOES ALC (Highest Completed)

ARE YOU CURRENTLY DEPLOYED? Y N IF YES, WHAT IS YOUR REDEPLOYMENT DATE 20151001

PULHES 111111 HT 72 WT 180 BF% 117 ST(Tech) 110 LANGUAGE (Based on DLPT) None

CURRENT UNIT ASSIGNED 1-77 AR 3RD BDE 1AD INSTALLATION FORT BLISS TIME ON STATION 1YR 6MONTHS

CURRENT MAILING ADDRESS 123 MAIN ST CITY FORT BLISS STATE TX ZIP/APO/FPO 79908

MOBILE NUMBER 978-876-9826 WORK NUMBER 789-999-0000 UNIT NUMBER 915-755-9087

PERSONAL EMAIL ADDRESS putyouremailhere@yahoo.com

AKO/ENTERPRISE EMAIL ADDRESS john.q.public.mil@mail.mil

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

- ✔️ Y □ N  CURRENTLY HAVE MORE THAN 3 YEARS 6 MONTHS TIME IN SERVICE AND LESS THAN 15 YEARS 6 MONTHS. (MUST BE WITH IN THE TIS GUIDELINES, NON 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 HAVE MORE THAN 3 YEARS 6 MONTHS TIME IN SERVICE AND LESS THAN 15 YEARS 6 MONTHS. (MUST BE WITH IN THE TIS GUIDELINES, NON 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 WLC. (E7 MUST HAVE LESS THAN 2 YEARS TIME IN GRADE, RANK REQUIREMENTS ARE NON 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).

- 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  HAVE FAMILY MEMBERS ENROLLED IN THE EXCEPTIONAL FAMILY MEMBERS PROGRAM (EFMP)? IF YES, WHO AND WHAT IS THEIR CONDITION? ________________________________

- ✔️ Y □ N  HAVE YOU HAD ANY AWOL TIME? IF YES, WHEN AND HOW MANY DAYS? ________________

- ✔️ Y □ N  HAVE YOU EVER EXPERIENCED ANY FINANCIAL DIFFICULTIES THAT RESULTED IN COLLECTION AGENCIES CONTACTING YOU, YOU FILING BANKRUPTCY, 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 WITH OR CONVICTED OF CARELESS, RECKLESS OR UNSAFE DRIVING? IF YES, WHEN, WHAT WAS IT FOR? ________________________________

- ✔️ Y □ N  HAVE YOU EVER RECEIVED ANY TYPE OF UCMJ? (IF SO, DATE, THE CHARGE AND DISPOSITION)? IF YES, WHAT TYPE, WHEN, WHAT WAS IT FOR? ________________________________

- ✔️ Y □ N  HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF ANY ALCOHOL OR DRUG RELATED OFFENSE BY MILITARY OR CIVILIAN AUTHORITIES? IF YES, WHEN, WHAT WAS IT FOR? ________________________________

- ✔️ 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 WITH OR CONVICTED OF ASSAULT, DOMESTIC VIOLENCE OR ANY MISDEMEANOR FELONY OFFENSE? IF YES, WHEN, WHAT WAS IT FOR? ________________________________
• □ 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? Picture of Jesus on the cross on my back

• □ Y ☑ N HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A SEXUAL OFFENSE? IF YES, WHEN, WHAT WAS IT FOR?

• □ 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 TX, MI, GA, SC

• WHY DO YOU WANT TO BE A RECRUITER? Please give a detailed reason why you want to be a recruiter

• □ Y ☑ N HAVE YOU ATTENDED A RECRUITER BRIEFING? IF YES WHICH INSTALLATION Fort Bliss

• HOW DID YOU LEARN ABOUT THE VOLUNTEER RECRUITING PROGRAM?

☐ Recruit the Recruiter Representative, If so who
☐ USAREC Outreach NCO, If so who SFC McBride
☐ Facebook
☐ Web Site
☐ Telephone Call
☐ Retention NCO
☐ Current Recruiter
☐ Prior Recruiter
☐ AKO
☐ Newspaper, If so which one
☐ LES
☐ Other

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

SUBJECT: Recruiting Duty Volunteer Statement

1. I hereby volunteer for recruiting duty under the provisions of AR 601-1, chapter 2.

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

3. 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.

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

5. Have you ever applied for or been nominated for recruiting duty and were disapproved?
   ■ YES  ■ NO   If YES, explain:

6. 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: _____________________________________________________________
LEAVE THIS!!!

DA PHOTO

IF DEPLOYED, PROVIDE FULL LENGTH, COLOR PHOTO IN DUTY UNIFORM
SRB
(<90 Days old)
<table>
<thead>
<tr>
<th>SECTION I – Assignment Information</th>
<th>SECTION II – Security Data</th>
<th>SECTION III – Service Data</th>
<th>SECTION IV – Personal/Family Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS/Deployment Combat Duty</td>
<td>PSI Status</td>
<td>BASD</td>
<td>Date of Birth</td>
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<td>Start/End Date</td>
<td>Fld Det PS Stat</td>
<td>PEBD</td>
<td>Birthplace</td>
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<td>CIVILIAN Education</td>
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<td>Awards and Decorations</td>
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<td>SECTION IX</td>
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<tr>
<td>Assignment Information</td>
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### Details from the Document:

- **Enlisted Record Brief**
- **Name**: [Redacted]
- **Rank**: [Redacted]
- **PMOS**: [Redacted]
- **SSN**: [Redacted]
- **Component**: [Redacted]

**Section I – Assignment Information**

- **OS/Deployment Combat Duty**
  - Start/End Date: [Redacted]
  - CT/MOS/TST: [Redacted]
  - Section: [Redacted]

**Section II – Security Data**

- **PSI Status**: [Redacted]
  - Fld Det PS Stat: [Redacted]

**Section III – Service Data**

- **Base**: [Redacted]
- **Pebd**: [Redacted]
- **Bascd**: [Redacted]

**Section IV – Personal/Family Data**

- **Date of Birth**: [Redacted]
- **Birthplace**: [Redacted]

**Section V – Foreign Language**

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

**Section VI – Military Education**

- **Course Name**: [Redacted]
- **Total**: [Redacted]

**Section VII – Civilian Education**

- **Level Completed**: [Redacted]
- **Year**: [Redacted]

**Section VIII – Awards and Decorations**

- **ARCM**: [Redacted]
- **AAM**: [Redacted]

**Section IX – Assignment Information**

- **Date of Loss**: [Redacted]
- **Date of Last PCS**: [Redacted]
### 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>
<thead>
<tr>
<th>NAME (Last, First, Middle)</th>
<th>GRADE</th>
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</table>

### 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>
<thead>
<tr>
<th>NAME OF PSNCO OR POC</th>
<th>PSNCO OR POC TELEPHONE (Commercial and DSN)</th>
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<tr>
<th>TYPED OR PRINTED NAME OF CSM</th>
<th>TYPED OR PRINTED NAME AND RANK OF INTERVIEEWING OFFICER</th>
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<tr>
<th>SIGNATURE OF CSM</th>
<th>SIGNATURE OF INTERVIEWING OFFICER</th>
<th>DATE (YYYYMMDD)</th>
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First O-5 or higher must sign here. It does not DQ you.
### COMPANY COMMANDER RECRUITER CANDIDATE INTERVIEW AND ASSESSMENT

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

#### SECTION I - INTERVIEW

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>GRADE</th>
<th>LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE</th>
</tr>
</thead>
</table>

**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. ("X" appropriate block)*

<table>
<thead>
<tr>
<th>Item</th>
<th>LOW DEGREE</th>
<th>HIGH DEGREE</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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?

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?

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? Does that NCO constantly strive to maintain a fitness level at or above Army standards? Are his or her morals above reproach?

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?

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?

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?

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?
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>23a. CANDIDATE'S HEIGHT b. WEIGHT</td>
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<td>24a. DATE OF LAST PT TEST (YYYYMMDD)</td>
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<tr>
<td>25a. DATE OF LAST PHYSICAL (YYYYMMDD) b. SCORE OF LAST PT TEST</td>
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<td>25b. PROFILE</td>
<td>Push Ups</td>
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<td>Permanent PULHES:</td>
<td>Sit Ups</td>
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<td>Temporary (expiration date (YYYYMMDD))</td>
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<td>26. Does the candidate or his or her family have medical problems? (If yes, explain in remarks below.)</td>
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<td>YES NO</td>
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<td>27. REMARKS</td>
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<td>Ensure your Commander completes the remarks for any areas that require an explanation.</td>
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| NAME OF COMMANDER (Last, First, Middle)                                  | GRADE    |
| UNIT OF ASSIGNMENT                                                      | DATE (YYYYMMDD) |
| TELEPHONE NUMBER (DSN)                                                  | (Commercial) |
| SIGNATURE OF COMMANDER                                                  | DATE (YYYYMMDD) |
# Sensitive Duty Assignment Eligibility Questionnaire

For use of this form, see AR 614-200, the proponent agency is DCS, G-1.

## PRIVACY ACT STATEMENT

**AUTHORITY:**
5 U.S.C. 301, Departmental Regulation; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 614-200, Enlisted Assignments and Utilization Management; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE(S):** To obtain the necessary information to ensure a Soldier is eligible for sensitive duty.

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

**DISCLOSURE:** Voluntary. However, failure to provide all the requested information may result in ineligibility for this type of assignment.

### 1. Have you been arrested, apprehended, investigated, or had police involvement for any of the below listed reports of unfavorable information within the last 12 months?

- [ ] NO  
- [ ] YES (If you checked YES, indicate by annotating the date/dates of the incident next to the report/reports of unfavorable information.)

#### TYPE I REPORTS OF UNFAVORABLE INFORMATION DISQUALIFIERS

1. Sexual harassment; assault of a subordinate, spouse, child (moderate to severe); rape; or indecent acts with minors.
2. Incest, bestiality, adultery, sexual activity with subordinate soldiers, or fraternization.
3. Conduct in violation of the Army's policy on participation in extremist organizations or activities.
4. Court-martial conviction, provided it has not been reversed by a higher court or other appropriate authority.

#### TYPE II REPORTS OF UNFAVORABLE INFORMATION DISQUALIFIERS

1. Driving under the influence (DUI).
2. Assault (other than subordinate, spouse, or child) or report of mild spouse/child abuse.
3. Any drug offense.
4. Larceny/theft.
5. A traffic violation with 6 points or more assessed (does not include parking violations).

### HAVE YOU BEEN ARRESTED, APPREHENDED, INVESTIGATED, OR HAD POLICE INVOLVEMENT DUE TO UNFAVORABLE INFORMATION

Have you been arrested, apprehended, investigated, or had police involvement due to any unfavorable incident within the last 12 months?

2. PRINT SOLDIER’S NAME
3. RANK
4. SSN
5. SOLDIER’S SIGNATURE
6. DATE
7. COMMANDER (Signature)
8. RANK/GRADE
9. DATE

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**FOR HRC USE ONLY**

EBSS:  
DATE:  

DA FORM 7424, JUL 2009

PREVIOUS EDITIONS ARE OBSOLETE.

APD PE v1.00ES
ASSUMPTION
OF
COMMAND
ORDERS
(If Applicable)
DA 705
(<90 Days old)
# 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</th>
<th>(Last, First, Mi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENDER</td>
<td></td>
</tr>
<tr>
<td>UNIT</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEST ONE</th>
<th>TEST TWO</th>
<th>TEST THREE</th>
<th>TEST FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>GRADE</td>
<td>AGE</td>
<td>DATE</td>
</tr>
<tr>
<td>HEADTH(IN INCHES)</td>
<td>BODY COMPOSITION</td>
<td>HEIGHT(IN INCHES)</td>
<td>BODY COMPOSITION</td>
</tr>
<tr>
<td>WEIGHT: lbs</td>
<td>BODY FAT: %</td>
<td>WEIGHT: lbs</td>
<td>BODY FAT: %</td>
</tr>
<tr>
<td>GO/NO-GO</td>
<td>D</td>
<td>D</td>
<td>GO/NO-GO</td>
</tr>
<tr>
<td>PU RAW SCORE</td>
<td>INITIALS</td>
<td>POINTS</td>
<td>PU RAW SCORE</td>
</tr>
<tr>
<td>SU RAW SCORE</td>
<td>INITIALS</td>
<td>POINTS</td>
<td>SU RAW SCORE</td>
</tr>
<tr>
<td>2MR RAW SCORE</td>
<td>INITIALS</td>
<td>POINTS</td>
<td>2MR RAW SCORE</td>
</tr>
<tr>
<td>ALTERNATE AEROBIC EVENT</td>
<td>TOTAL POINTS</td>
<td>EXERCISE</td>
<td>TIME</td>
</tr>
<tr>
<td>NCOIC/OIC SIGNATURE</td>
<td></td>
<td>NCOIC/OIC SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>COMMENTS</td>
<td></td>
<td>COMMENTS</td>
<td></td>
</tr>
</tbody>
</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.
PROFILE

(If Applicable with MMRB results)
DA 5500
OR
DA 5501

(If Applicable)
DA Form 3822
Expires in 6 months
Make sure it is valid upon arrival at
the ARC
REPORT OF MENTAL STATUS EVALUATION
For use of this form see, AR 40-66; the proponent agency is OTSG.

SECTION I - REASON FOR BEHAVIORAL HEALTH EVALUATION
- Command - Directed Behavioral Health Evaluation
- Advanced School Evaluation
- Chapter 5-13/5-17 Administrative Separation Evaluation
- Position of Significant Trust and Authority Evaluation
- Misconduct Administrative Separation Evaluations
- Other:

SECTION 11 - BEHAVIORAL HEALTH DISPOSITION DETERMINATION
- SM shows no evidence of an impairing behavioral health disorder. SM is cleared for advanced military training.
- SM meets criteria for a D Chapter 5-13 D Chapter 5-17 separation. SM currently meets medical retention standards.
- No duty limitations due to behavioral health reasons. SM currently meets medical retention standards and is cleared for administrative action.
- BH disorder present resulting in duty limitations that may impact deployability. See Profile for details. Profile expires on
- SM currently does NOT meet medical retention standards, has surpassed medical retention decision point, and a referral to IDES is indicated.
- Further assessment is needed to determine behavioral health medical readiness status.

SECTION 111 - PERTINENT FINDINGS ON MENTAL STATUS EXAMINATION
- Screening performed: D Post-Traumatic Stress Disorder D Depression D Traumatic Brain Injury D Substance Misuse D Sexual Trauma
- COGNITION: D Normal D Abnormal
- BEHAVIOR: D Normal D Abnormal
- PERCEPTIONS: D Normal D Abnormal
- IMPULSIVITY: D Normal D Abnormal
- BH RISK FOR HARM TO SELF: D Not Elevated D Low D Intermediate D High
- BH RISK FOR HARM TO OTHERS: D Not Elevated D Low D Intermediate D High

Details of evaluation:

SECTION IV - DIAGNOSES (ONLY REPORT DIAGNOSES REQUIRED FOR SUPPORTING SECTION II FINDINGS)
- BH DIAGNOSES:

OTHER MEDICAL DIAGNOSES:

SECTION V- FOLLOW-UP RECOMMENDATIONS
- No follow-up needed D Follow-up recommended (see below) D Follow-up as already scheduled (see below)

Clinic: Phone: Location: Date: Time:

D Recommend command referral to: 0 FAP D JAG D SUD Evaluation D Other:

PATIENT INFORMATION
Patient Name: Rank/Grade: Status:
Prefix: DOB (YYYYMMDD): Sponsor DOD ID: MTF Code: Date:

PATIENT'S IDENTIFICATION (For typed or written entries, give: Name - last, first, middle; grade; date; hospital or medical facility)
SECTION VI - RECOMMENDATIONS AND COMMENTS FOR COMMANDER

D Service member can understand and participate in administrative proceedings and appreciate the difference between right and wrong.
D Service member's behavioral health condition was a mitigating factor in the alleged behavior leading to administrative separation.
D Ensure Service member is able to attend all follow-up appointments.
D No safety precautions are indicated.
D Restrict access to or disarm all military weapons and ammunition. No range duties.
D Encourage Service member to temporarily secure personal weapons with MPs or other trusted source.
D Consider placement of Service member in barracks for increased support and potentially reduced access to weapons.
D Prohibit use of alcohol. Alcohol can interfere with medications, decrease rational judgment, and increase chance for impulsive acts.
D Provide increased leader supervision/support by checking in with Service member at least every hours each day from first formation until lights out and ensure Service member does not sleep in a room alone.
D Consider no contact order between Service member and to limit risk of harm to self/others.
D If Service member shows concerning changes in mood, behavior, or safety, then command should call: Name: Phone: during duty hours. After hours, command should escort Service member to the nearest emergency room.
D The Service member has a condition that is likely to impair his/her judgment or reliability to protect classified information. (If checked, Commanders will ensure prompt notification to the Army Central Clearance Facility IAW AR 380-67 DA Personnel Security Program, by providing an incident report via the Joint Personnel Adjudication System (JPAS) or its successor.)

Further Comments:

Command representative contacted:
Name: Duty Position: Phone:

BEHAVIORAL HEALTH PROVIDER SIGNATURE(S)
Behavioral Health Provider's Signature Date Behavioral Health Supervisor Signature (if needed): Date

PATIENT INFORMATION
Patient Name: Rank/Grade: Status:
Prefix: DOB (YYYYMMDD): Sponsor DOD ID: MTF Code: Date:

PATIENT'S IDENTIFICATION (For typed or written entries, give: Name - last, first, middle; grade; hospital or medical facility)
NCOERS

Last three NCOERs or what you have if not enough time as NCO.
Photographs of ALL tattoos except tattoos located in “private” area. Tattoos located in “private” area must have a drawing representing the tattoo NOT the “private” area itself. Photos must be in color with SM name, last 4, location, brief description and what it represents to you. USE TEMPLATE PROVIDED.

IMPORTANT: All SMs currently on AI to USAREC who would not be qualified for enlistment into the US Army based on the updated AR 670-1 will have to provide a copy of their tattoo MFR signed by their Commander when they in process at the Amy Recruiter Course. To get in front of this, have this done to submit with your packet.

When sending a tattoo or eargauge to be reviewed, it has to be clear. If a soldier has a tattoo close to the neck get a second picture of them in a shirt. This is the same thing if it is on or passes the wrist bone. This will make it faster to QC your packets at HRC and RTR teams so we aren’t sending your packets back RWOA for additional photos. All tattoos on the back will require two pictures, in and out of shirt or a drawing of the tattoo/Picture in a shirt. All tattoos on the wrist bone or lower will require two pictures. One of the tattoo and one showing soldier in their ASU/OCP with their arm extended showing the wrist front and back.
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 OUTTER 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)
AFAD-BCB-B

I August 2013

MEMORANDUM FOR RECORD

SUBJECT: Record of Article 15 Proceedings; SGT/E-5

SGTs was administered a Company Grade Article 15 (non-judicial
punishment on 01/23/07)

2. Incident: During the end of his deployment, stationed in AR Ramadi, Iraq, SGT SPC mistakenly attempted to ship one pair of night observation device goggles that he was signed for and directly in charge of home station from theatre.

3. Disposition: For his punishment for these actions, SGT S was reduced in rank from Specialist to Private First Class. Neither forfeiture of monthly pay, nor extra duty was imposed, or served for any length of time.

4. POC for this memorandum is the undersigned at 744 S

Commanding
REDEPLOYMENT MEMORANDUM

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

DEPARTMENT OF DEFENSE
HQ, TASK FORCE DIAMOND, 101ST FINANCIAL MANAGEMENT COMPANY
101ST SPECIAL TROOPS BATTALION
BAGRAM AIRFIELD, AFGHANISTAN
APO AE 09354

REPLY TO ATTENTION OF

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.

[Signature]
LES A. BARNETT
LTC, FM
Commanding
EFMP

(If applicable, proof of enrollment that indicates the type of treatment required)
APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT
For use of this form, see AR 601-1; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT


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.)
   YES NO

   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.)
   This includes any bills that may have gone to collections

   MONTH YEAR


5. MONTHLY INCOME
   a. Basic Pay
      AMOUNT TOTAL
      2,876.10
   b. Separate Rations
      BAS Only
      367.92
   c. Clothing Allowance
      Divide your annual by 12
      36.60
   d. Total Military Income Before Taxes (Total of a thru c above)
      3,280.62
   e. Subtract FICA and Income Taxes
      Include Federal, Medicare, SSN and State (Subject)
      536.00
   f. Total After Tax Income
      (Equal)
      2,744.62
   g. Any other Monthly Income (Do not include Spouse’s income)
      Do not add your BAH (Add)

   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**
   - MAKE: Nissan
   - MODEL: Altama
   - YEAR: 2006
   - *(Enter total estimated value)*: 8,000.00
   - *(This section is for vehicles that are paid off)*

2. **Home** □
   - **Trailer** ("x" one)
   - *(Enter total estimated value)*: 1,000.00
   - *(This section is for homes that are paid off)*

3. **Furniture** *(Enter estimated value)*
   - *(This section is for land that is paid off)*

4. **Land** *(Enter estimated value)*
   - *(This section is for land that is paid off)*

**TOTAL ASSETS**: 19,500.00

### 7. MONTHLY EXPENDITURES/LIABILITIES

**MONTHLY PAYMENT**

<table>
<thead>
<tr>
<th>MONTHLY PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Cost of food <em>(Include meals eaten out, school lunches, etc.)</em></td>
</tr>
<tr>
<td>b. Clothing <em>(Dry cleaning/laundry)</em></td>
</tr>
<tr>
<td>c. Medical <em>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</em></td>
</tr>
<tr>
<td>d. Insurance <em>(Life, auto, homeowner, other)</em></td>
</tr>
<tr>
<td>e. Vehicle expenses <em>(Include total estimated value)</em></td>
</tr>
<tr>
<td>f. List charge cards or credit cards for which you have an outstanding balance:</td>
</tr>
<tr>
<td><strong>NAME</strong></td>
</tr>
<tr>
<td>Credit Card Name</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.
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.

| g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan: |  |
| All Loans to include Student and Personal Loans | 10,000.00 | 100.00 |

| h. Alimony or child support. |  |
| | 359.00 |

| i. Any allotments for purposes not listed above? (If yes, state for what purpose.) | YES | NO |
| AER Donation | ✓ | ☐ |

| j. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.) | YES | NO |
| | ☐ | ✓ |

| TOTAL MONTHLY EXPENDITURES/LIABILITIES | 1,605.00 |

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

8. SIGNATURE OF VOLUNTEER/NOMINEE

9. DATE
ASSIGNMENT PREFERENCES

(Choose 3 Brigades and 3 Battalions within those Brigades. Order 1 thru 9, 1 being your priority and 9 being your lowest)
Select a total of ten Battalions from the five Brigades listed below. Choose no more than two Battalions per Brigade. Number your Selections one (1) through ten (10) with 1 being most desired. 68 series may select an addition two Battalions in the Medical Recruiting Battalion.

Recruiter preference is not guaranteed but will be considered.