

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 2 battalions in 1st, 2nd, 3rd, 5th and 6th brigade. In addition 68 series may select an additional 2 battalions in the Medical Recruiting Brigade. Number your choices 1-10 with 1 being your most desired location.** You can number your choices in any order however you can choose no more than 2 battalions per brigade.
- ☐ 8. DA Form 3822: Mental evaluation has to be less than six months old. Ensure AXIS I and AXIS II are completed ("N/A" is not valid for those evaluations). Also, your evaluation must be signed off by a PHD level provider. **Currently deployed Soldiers can apply with no evaluation, but they MUST have one completed 90 days after redeployment. RECLASS Soldiers must wait until they have the evaluation 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). The photo(s) need to be close up, **clear** in detail, and visible? **Tattoos on your neck and hands need to be both close up and at a distance while wearing your OCP's. Please see the photo examples at the end of this packet.**

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), 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) and punishment administered, no matter when or where the UCMJ or the offence occurred.**

16. Proof of 15 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. Sole parents must provide a sole parent memorandum. **Please see the following pages for example.**

____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.

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) 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 DEPENDANTS (Adult) 1 / (Children) 3
YOUR SPOUSE MILITARY? ☐ Y ☒ N (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% _____ GT 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 4 YEARS TIME IN SERVICE AND LESS THAN 16 YEARS (MUST BE WITH IN 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.
- N I CURENLTY 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).
- 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.
- ☐ ~~N~~ ☒ ~~Y~~ 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~~ NOW OR 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?
- ☒ ~~N~~ ☒ ~~Y~~ HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF CARELESS, RECKLESS OR UNSAFE DRIVING? IF YES, WHEN AND WHAT WAS THE DISPOSITION? I was convicted of a DUI prior to my _____
enlistment into the Army. _____

- ☒ ~~N~~ ☒ ~~Y~~ YOU EVER RECEIVED ANY TYPE OF UCMJ? (IF YES, LIST THE DATE, THE CHARGE AND DISPOSITION _____

- 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? Only prior to my _____
Enlistment _____

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

- 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)

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.

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.

RCRO-SM-RT

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: _____

PIERCE, TRAVIS S
XXX-XX-XXXX
13 03 07
SFC, 79R

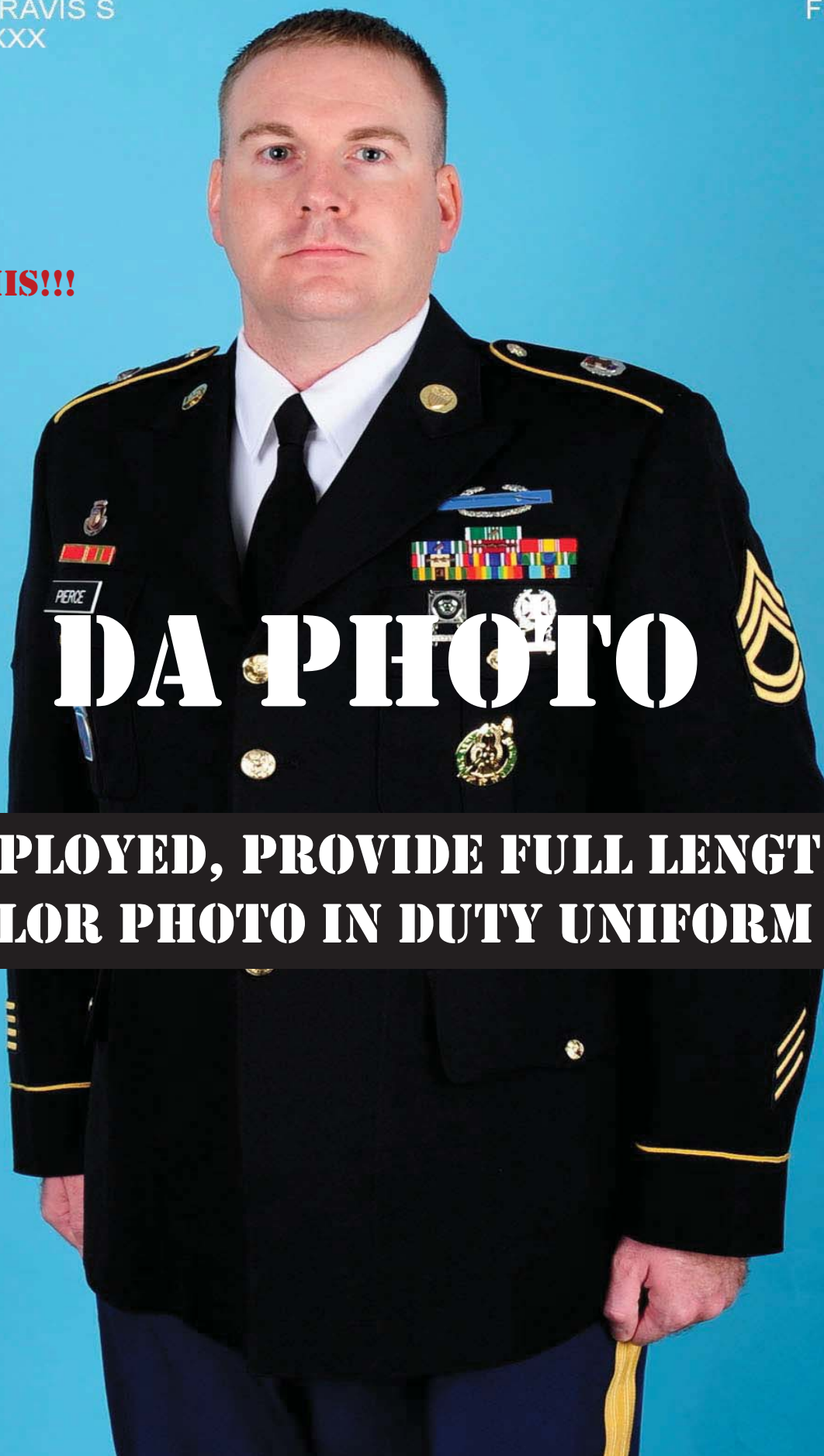
F3325



LEAVE THIS!!!

DA PHOTO

**IF DEPLOYED, PROVIDE FULL LENGTH,
COLOR PHOTO IN DUTY UNIFORM**



SRB

(<90 Days old)

BRIEF DATE		NAME				RANK - DOR				PMOS		SSN		COMPONENT									
SECTION I – Assignment Information						SECTION II – Security Data				SECTION III – Service Data				SECTION IV – Personal/Family Data									
OS/Deployment Combat Duty Start-End DateCTMOTS TT				#S - #L -		PSI Status Fld Det PS Stat				BASD		PEBD		BESD		Date of Birth		Birthplace					
				# # M		PSI Invest INIT				ETS		DIEMS		Reenl Elig/Prohib		Country of Citz		Sex/Race					
				C		PSI Invest Compl				# Days Lost		AGCM Dt		AGCM Elig Dt		No of Dependent Adults/Children		Religion					
				O		SECTION V – Foreign Language LanguageReadListenSpeak				DOR		PVT		PV2						PFC		SPC - CPL	
				R						DOR		SGT		SSG		SFC		MSG - 1SG					
TOT:								DOR		SGM - CSM				PULHES		Spouse Birthplace/Citz							
Dwell Time				DEROS				SECTION VII – CIVILIAN Education Level Completed DESG Yr Institution Discipline Yr Institution Discipline Yr Number Of Semester Hours Completed				EFMP Dt				#Cmd Sponsored							
Start				DROS								Physical Category				APFT Dt P/F Score							
Month - Days												Last Physical Exam				MMRB Results/Dt							
Date Dependents Arrived OS						DLAB				SECTION VIII – Awards and Decorations ARCOM 3 AAM 3 VUA 1 ASUA 1 AGCM 5 NDSM 1 GWTEM 1 GWTSM 1 KDSM 1 NOPDR 3 ASR 1 OSR 2 RBS 1 RBG3S 1 DRV/MECH 1 DMB-DWV 1				Home of Record									
PMOS						MEL/MES								Mailing Address									
SMOS						Course								MIL Spouse SSN/MPC									
Bonus MOS						ACH Year				Svc Comp / DoD													
Bonus Enlist Elig Dt						BMQ				Emergency Data Verified Date													
Promotion Points/YRMO										SECTION X - Remarks HIV YRMO RGMT AFL Date Last Photo													
Prev Promotion Points/YRMO																							
Prom Seq# Prom Select Dt																							
Promotion MOS																							
ASVAB Test # / Dt /						TRCMDS				CPOS_CD				TRCUAD				FYCAL					
GT ELEC FOOD TECH						Correspondence CRS Total # Hrs																	
ADMIN FA COMMO																							
CMBT MECH MAINT																							
Delay Separation Reason																							
AEA / Dt																							
Flag Code Flag Start Dt Flag Expiration Dt																							
Date of Loss						Date of Last PCS				SECTION IX – Assignment Information				Date of Last NCOER									
ASGT		FROM		MO		UNIT NO		ORGANIZATION		STATION		LOC		COMD		DUTY TITLE		DMOS		ASI		LANG	
PROJ		20140110				W06QAA		USA RCTG COMD HQ		FT KNOX		US		TA		SURPLUS SLDR		79R40		00		YY	
Current		20131119				W06QAA		USA RCTG COMD HQ		FT KNOX		US		TA		DIVISION OUTREACH NC		79R40		00			
1st Prev		20111110				W3MP01		USA RCTG CO BATTLE CRE		BATTLE CR		US		AA		LP STA CDR		79R40		00			
2nd Prev		20110208		9		W19903		USA RCTG CO WILSONVILL		WILSONVIL		US		AA		LP STATION COMMANDER		79R40		00		YY	
3rd Prev		20100608		9		W199AA		USAREC PORTLAND RBN		PORTLAND		US		TA		LP STATION COMMANDER		79R40		00		YY	
4th Prev		20071001		32		W199AA		USAREC PORTLAND RBN		PORTLAND		US		TA		STATION COMMANDER		79R30		00		YY	
5th Prev		20050718		26		W199AA		USAREC PORTLAND RBN		PORTLAND		US		TA		RECRUITER		13B34		00		YY	
6th Prev		20050303		5		WJHHCO		0200031NBN COC RIFLE		FT LEWIS		US		FC		GUNNER/ASSISTANT TC		19K20		R4		YY	
7th Prev		20041218		2		WAH9HD		00021NHHC REAR D		FT LEWIS		US		FC		GUNNER/ASSISTANT TC		19K20		00		YY	
8th Prev		20041115		1		WJHHCO		0200031NBN COC RIFLE		FT LEWIS		US		FC		SECTION LEADER		19K20		00		YY	
9th Prev		20040908		2		WAH9HD		00021NHHC REAR D		FT LEWIS		US		FC		SECTION LEADER		19K20		00		YY	
10th Prev		20040405		5		WAFZB0		010013ARTANK CO B		FT RILEY		US		FC		GUNNER		19K20		00		YY	
11th Prev		20030412		12		WAFZB0		010013ARTANK CO B		FT RILEY		US		FC		GUNNER (FWD IZ)		19K20		00		YY	
12th Prev		20020222		14		WAFZB0		010013ARTANK CO B		FT RILEY		US		FC		GUNNER		19K20		00		YY	
13th Prev		20010901		5		WAJWB0		020072ARCO B TANK 10		CP CASEY		KS		P8		DRIVER		19K20		00		YY	
14th Prev		20010119		7		WAJWB0		020072ARCO B TANK 10		CP CASEY		KS		P8		DRIVER		19K10		00		YY	
15th Prev		1998																					

BATTALION COMMAND TEAM RECRUITER CANDIDATE INTERVIEW AND EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCS, G-1.

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

NAME (Last, First, Middle)

PMOS

GRADE

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:

NAME (Last, First, Middle)

GRADE

SECTION II - UNQUALIFIED

NAME (Last, First, Middle)

PMOS

GRADE

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.

NAME OF PSNCO OR POC

PSNCO OR POC TELEPHONE (Commercial and DSN)

TYPED OR PRINTED NAME OF CSM

TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER

SIGNATURE OF CSM

SIGNATURE OF INTERVIEWING OFFICER DATE (YYYYMMDD)

First O-5 or higher must sign here. It does not DQ you.

COMPANY COMMANDER RECRUITER CANDIDATE INTERVIEW AND ASSESSMENT

For use of this form, see AR 601-1; the proponent agency is DCS, G-1.

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

SECTION I - INTERVIEW

NAME OF CANDIDATE <i>(Last, First, Middle)</i>	GRADE	LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE <i>(Months)</i>
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

<i>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.</i>	("X" appropriate block)				
	LOW DEGREE		HIGH DEGREE		
	1	2	3	4	5
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?	☐	☐	☐	☐	☐

(See Instructions on first page)	("X" appropriate block)				
	LOW DEGREE		HIGH DEGREE		
	1	2	3	4	5
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?	☐	☐	☐	☐	☐

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.

NAME (Last, First, MI)

GENDER

UNIT

TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE
HEIGHT(IN INCHES)	BODY COMPOSITION		HEIGHT(IN INCHES)	BODY COMPOSITION		HEIGHT(IN INCHES)	BODY COMPOSITION		HEIGHT(IN INCHES)	BODY COMPOSITION	
	WEIGHT: ____ lbs GO/NO-GO	BODY FAT: ____ % GO/ NO-GO		WEIGHT: ____ lbs GO/NO-GO	BODY FAT: ____ % GO / NO-GO		WEIGHT: ____ lbs GO/ NO-GO	BODY FAT: ____ % GO/ NO-GO		WEIGHT: ____ lbs GO / NO-GO	BODY FAT: ____ % GO/ NO-GO
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS
ALTERNATE AEROBIC EVENT EVENT _____ TIME _____ GOD NO-GO D		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT _____ TIME _____ GOD NO-GO D		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT _____ TIME _____ GOD NO-GO D		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT _____ TIME _____ GOD NO-GO D		TOTAL POINTS
NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE		
COMMENTS			COMMENTS			COMMENTS			COMMENTS		

SPECIAL INSTRUCTION: USE INK

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

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**

NCOERS

Last three NCOERs or what you have if not enough time as NCO.

TATTOOS

(If Applicable)

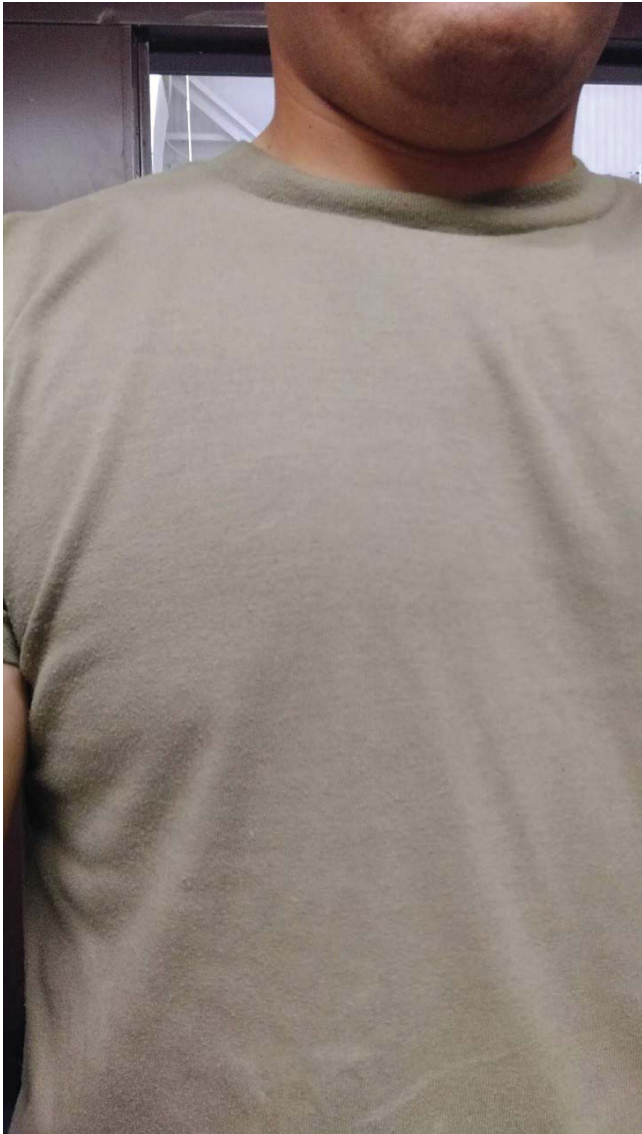
Photographs of ALL tattoos except tattoos located in “private” area. Tattoos located in “private” area must have a drawing representing the tattoo NOT the “private” area itself. Photos must be in color with SM name, last 4, location, brief description and what it represents to you. **USE TEMPLATE PROVIDED.**

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 area 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 t-shirt. This is the same thing if it is on or past the wrist bone. This will make it fast to QC your packets at HRC and RTR teams so we are not sending your packets back RWOAs for additional photos.

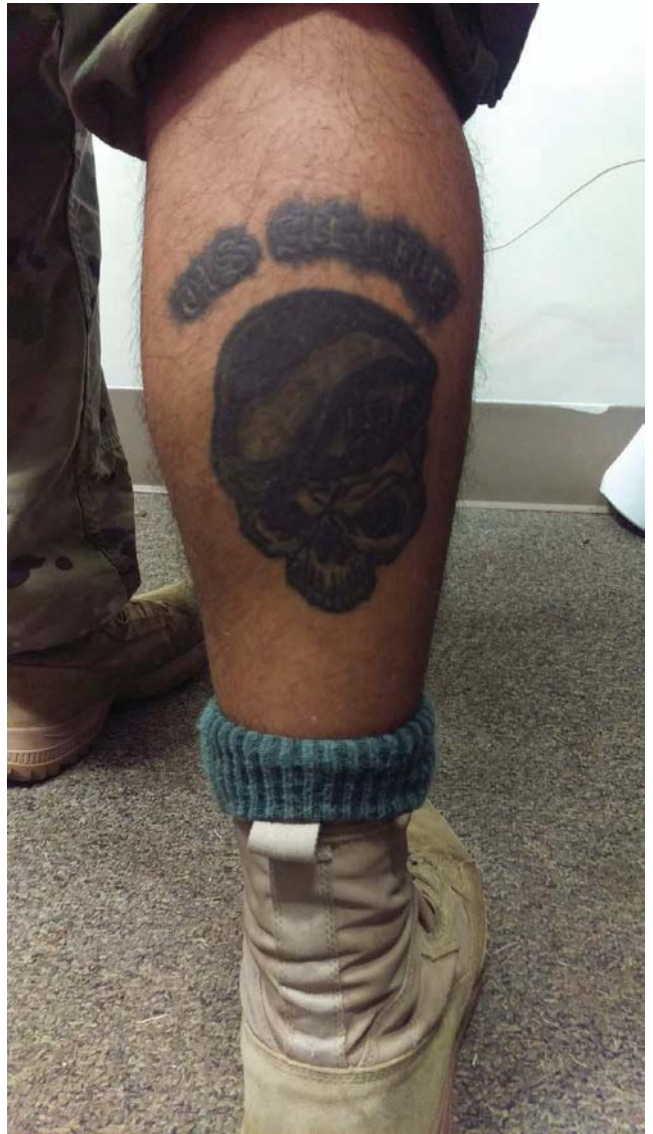
All tattoos on the back will require two pictures, in and out of t-shirt or a drawing of the tattoo/Picture in a t-shirt. All tattoos on the wrist bone or lower will require two pictures. One of the tattoo and one showing soldier in their ASU/OCPs with their arm extended showing the wrist front and back.

SSG DOE, JOHN 9876



LOCATION: RIGHT SIDE CHEST
DESCRIPTION: SKULL AND TORII
MEANING: UNIT PRIDE

SSG DOE, JOHN 9876



LOCATION: RIGHT CALVE

DESCRIPTION: SKULL AND BERET "US ARMY"

MEANING: MY FIRST TATTOO AFTER BASIC TRAINING

SSG DOE, JOHN 9876



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

SSG DOE, JOHN 9876



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)

DEPARTMENT OF THE ARMY
COMBAT SUPPORT BATTALION
2ND AIRBORNE DIVISION, 1st ARMORED DIVISION
BUXI 7013, OIRONSIDES ROAD
PORT BLISS, TX 71191

Reply to the attention of

AFAD-BCB-B

1 August 2013

MEMORANDUM FOR RECORD

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

SGT \$ [REDACTED] was administered a Company Grade Article 15 (non-judicial punishment) on 01 February 2007.

2. Incident: During the end of his deployment, stationed in AR Ramadi, Iraq, dlen SPC [REDACTED], mistakenly attempted to ship one pair of night observation device goggles that he was signed for and directly in charge of to home station from theatre.
3. Disposition: For his punishment for these actions, then S [REDACTED] 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 [REDACTED]

[REDACTED]
[REDACTED]
CPT, LG
Commanding

REDEPLOYMENT MEMORANDUM

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

EXAMPLE REDEPLOYMENT MEMORANDUM



REPLY TO
ATTENTION OF

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

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

DEERS

DA FORM

1172-2

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

AUTHORITY: 5 U.S.C. 301, Departmental Regulation; 10 U.S.C. 3013, Secretary of the Army; AR 601-1, Assignment of Enlisted Personnel to the US Army Recruiting Command.

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		☐	☒
5. MONTHLY INCOME		AMOUNT	TOTAL
a. Basic Pay		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		YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>		☒	☐	10,500.00
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>		☐	☒	
TSP is included in this Section				
c. Do you own <i>(with no payments)</i> :				
(1) Vehicles				
MAKE	MODEL	YEAR		
Nissan	Altama	2006	☒	8,000.00
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 <i>(Enter estimated value)</i>		☒	☐	1,000.00
(4) Land <i>(Enter estimated value)</i>		☐	☒	
This section is for land that is paid off				
TOTAL ASSETS				19,500.00
7. MONTHLY EXPENDITURES/LIABILITIES				MONTHLY PAYMENT
a. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>				350.00
b. Clothing <i>(Dry cleaning/laundry)</i>				0.00
c. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>				11.00
Add Dental from your LES in this Section				
d. Insurance <i>(Life, auto, homeowner, other)</i>				200.00
Include SGLI and Dependent SGLI				
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				300.00
(Enter total estimated value)				
(2) Gas, Oil, maintenance				250.00
f. List charge cards or credit cards for which you have an outstanding balance:		BALANCE OWED		
NAME				
Credit Card Name		1,000.00		25.00
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)				BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:				10,000.00	100.00
NAME					
All Loans to include Student and Personal Loans					
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.					359.00
i. Any allotments for purposes not listed above? (If yes, state for what purpose.) AER Donation	YES ☒	NO ☐			10.00
j. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.)	☐	☒			
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

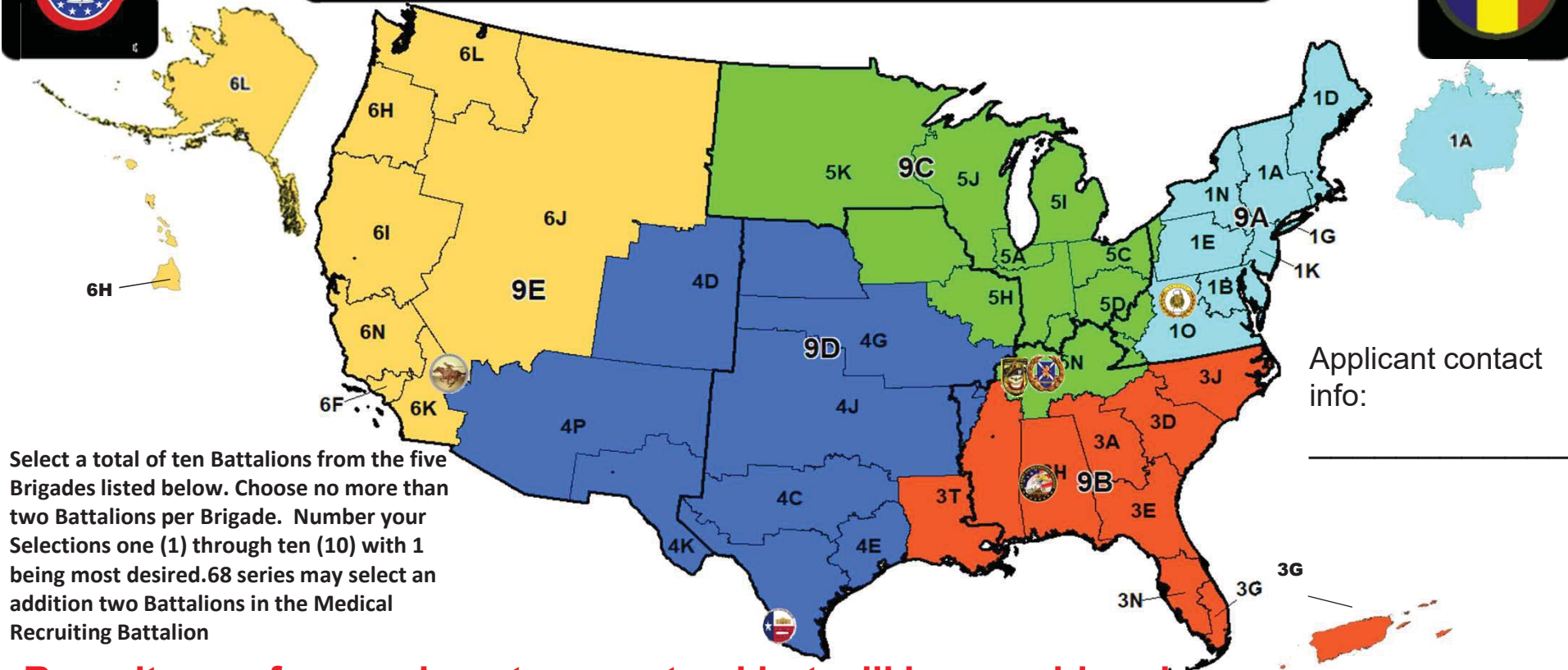
8. SIGNATURE OF VOLUNTEER/NOMINEE	9. DATE
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ASSIGNMENT PREFERENCES

(Choose 3 Brigades and 3
Battalions within those
Brigades. Order 1 thru 9, 1
being your priority and 9
being your lowest)



USAREC / AMEDD BN Boundaries



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

Applicant contact info: _____

Recruiter preference is not guaranteed but will be considered

 1 st BDE	 2 nd BDE	 3 rd BDE	 4 th BDE	 5 th BDE	 6 th BDE	 MR BDE (CMF 68 only)
1A Albany____	3A Atlanta____	5A Chicago____	4C Dallas____	6F Los Angeles____	9A 1 st MRBn____	
1B Baltimore____	3D Columbia____	5C Cleveland____	4D Denver____	6H Portland____	9B 2 nd MRBn____	
1D New England____	3E Jacksonville____	5D Columbus____	4E Houston____	6I Sacramento____	9C 3 rd MRBn____	
1E Harrisburg____	3G Miami____	5H Indianapolis____	4G Kansas City____	6J Salt Lake City____	9D 5 th MRBn____	
1G New York City____	3H Montgomery____	5I Great Lakes____	4J Oklahoma City____	6K Southern Cal____	9E 6 th MRBn____	
1K Mid-Atlantic____	3J Raleigh____	5J Milwaukee____	4K San Antonio____	6L Seattle____		
1N Syracuse____	3N Tampa____	5K Minneapolis____	4P Phoenix____	6N Cent Cal____		
1O Richmond____	3T Baton Rouge____	5N Nashville____				

★ COMPASSION ★ PASSION ★ STANDARDS ★ DISCIPLINE ★





DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

UNIT OFFICE SYMBOL

Today's Date

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