

# **RECRUITER APPLICATION CHECKLIST**

(Completed, initialed and signed)

# VOLUNTEER RECRUITER APPLICATION CHECKLIST

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

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 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. Assignment Preference Map indicating your preferences for assignment as a recruiter. **Choose 2 battalions in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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 (2 pages) has to be no more than six months old at the time of submission. Ensure AXIS I and AXIS II are completed (N/A" is not valid for those evaluations). Also, your evaluation must be signed by a PHD level provider. **Currently deployed Soldiers can apply with no evaluation however, they MUST have one completed 90 days after redeployment.**
9. Enlisted Record Brief (ERB) is included and is **dated no more than six months old at the time of submission.**
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 more than six months old at the time of submission.**

11. Most recent DA photo is included at the time of submission. (**Photo in OCPs if deployed is acceptable**).
12. 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**).
13. 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.**
14. 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.
15. Copy of any Article 15s, (including summarized), and any law violations (i.e. 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.**
16. 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).
17. Sole parents must provide a sole parent memorandum. **Please see the following pages for example.**
18. 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.)

# 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) \_\_\_\_\_ 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 \_\_\_\_\_

INSTALLATION \_\_\_\_\_ TIME ON STATION \_\_\_\_\_

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 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.
- ☐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 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? IF YES, LIST THE DATE, CHARGE, PUNISHMENT AND DISPOSITION? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐Y ☐N HAVE YOU EVER HAD A SECURITY CLEARANCE DENIED OR REVOKED? IF YES, EXPLAIN.

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- ☐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?

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

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- ☐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.

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- 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

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- WHY DO YOU WANT TO BE A RECRUITER? \_\_\_\_\_

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- ☐Y ☐N HAVE YOU ATTENDED A RECRUITER BRIEFING? IF YES WHICH INSTALLATION

- HOW DID YOU LEARN ABOUT THE VOLUNTEER RECRUITING PROGRAM?

- ☐ Recruit the Recruiter Representative, If so who \_\_\_\_\_
- ☐ USAREC Outreach NCO, If so who \_\_\_\_\_
- ☐ 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:

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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**

(<6 months old)

# ENLISTED RECORD BRIEF

BRIEF DATE		NAME				RANK - DOR				PMOS		SSN		COMPONENT															
<b>SECTION I – Assignment Information</b>						<b>SECTION II – Security Data</b>				<b>SECTION III – Service Data</b>				<b>SECTION IV – Personal/Family Data</b>															
<b>OS/Deployment Combat Duty</b>						#S -				PSI Status		Fld Det PS Stat		BASD		PEBD		BESD		Date of Birth		Birthplace							
Start-End Date						CT MO TS TT				PSI Invest INIT		ETS		DIEMS		Reenl Elig/Prohib		Country of Citiz		Sex/Race									
						# L -				PSI Invest Compl		# Days Lost		AGCM Dt		AGCM Elig Dt		No of Dependent Adults/Children		Religion									
						# M				<b>SECTION V – Foreign Language</b>				DOR		PVT		PV2		PFC		SPC - CPL							
						C				Language		Read		Listen		Speak		DOR		SGT		SSG		SFC		MSG - 1SG			
						O												DOR											
						R												DOR		SGM - CSM									
						TOT:																							
<b>Dwell Time</b>						<b>DEROS</b>								<b>SECTION VII – CIVILIAN Education</b>				PULHES				Height/Weight							
Start														Level Completed				Yr				EFMP Dt				#Cmd Sponsored			
Month - Days														DESIG								Physical Category				APFT Dt P/F Score			
Date Dependents Arrived OS										DLAB				Institution Discipline				Yr				Last Physical Exam				MMRB Results/Dt			
PMOS						SQI				<b>SECTION VI – Military Education</b>				Institution Discipline				Yr				Home of Record							
SMOS						PDSI/YRMO				MEL/MES				Number Of Semester Hours Completed								Mailing Address							
Bonus MOS						ASI				Course				ACH		Year		<b>Technical Certification</b>											
Bonus Enlist Elig Dt																		Course Name				Dt Certified		Dt Expires					
Promotion Points/YRMO																													
Prev Promotion Points/YRMO																													
Prom Seq#						Prom Select Dt												<b>SECTION VIII – Awards and Decorations</b>				Mil Spouse SSN/MPC							
Promotion MOS																		ARCOM				3		Svc Comp / DoD					
ASVAB						Test # / Dt												AAM				3		Emergency Data Verified Date					
GT						ELEC				FOOD				TECH				ASUA				1		<b>SECTION X - Remarks</b>					
ADMIN						FA				COMMO								AGCM				5		HIV YRMO					
CMBT						MECH				MAINT								NDSM				1		RGMT AFL					
Delay Separation Reason																		GWTEM				1		Date Last Photo					
AEA / Dt																		GWTSM				1							
Flag Code						Flag Start Dt				Flag Expiration Dt								KDSM				1							
																		NOPDR				3							
																		ASR				1							
																		OSR				2							
																		RBS				1							
																		RBG3S				1							
																		DRV/MECH				1							
																		DMS-DWV				1							
Date of Loss						Date of Last PCS				<b>SECTION IX – Assignment Information</b>				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		WJHHC0		020003INBN COC RIFLE				FT LEWIS		US		FC		GUNNER/ASSISTANT TC				19K20		R4		YY			
7th Prev		20041218		2		WAH9HD		0002INHHC REAR D				FT LEWIS		US		FC		GUNNER/ASSISTANT TC				19K20		00		YY			
8th Prev		20041115		1		WJHHC0		020003INBN COC RIFLE				FT LEWIS		US		FC		SECTION LEADER				19K20		00		YY			
9th Prev		20040908		2		WAH9HD		0002INHHC 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		19980909		26		WJHJB0		010014ARRECCE TRP B				FT LEWIS		US		FC		DRIVER				19K10		00		YY			
16th Prev		19980520		3		W1L4AF		CO E 1ST 81ST ARMOR TR				FT KNOX		US		TC		RA TRAINEE				19K00		00		YY			
17th Prev																													
18th Prev																													
19th Prev																													
20th Prev																													
21st Prev																													
22nd Prev																													
23rd Prev																													
24th Prev																													

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**

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 \_\_\_\_\_  
DateCandidate 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

CSM must sign

SIGNATURE OF INTERVIEWING OFFICER

DATE (YYYYMMDD)

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

DA Form 5427 must be  
signed by your commander in  
the grade of O-3 or higher  
and dated within 6 months of  
submission

# 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 _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been charged with or convicted of careless, reckless, or unsafe driving? If so, when _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever received any type UCMJ? If so, when _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been charged with or convicted of any alcohol or drug related offense by military or civilian authorities? If so, when _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever been charged with or convicted of assault, domestic violence, or any felony offenses? If so, when _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever been charged or convicted of a sexual offense? If so, when _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have tattoos?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

## 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



(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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Off duty education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# **ASSUMPTION OF COMMAND ORDERS**

(If Applicable)

**DA 705**

(<6 months 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

**DA 5500**

**OR**

**DA 5501**

(If Applicable)

# PROFILE

(If Applicable with MMRB results)

# **DA Form 3822**

**<6 months old**



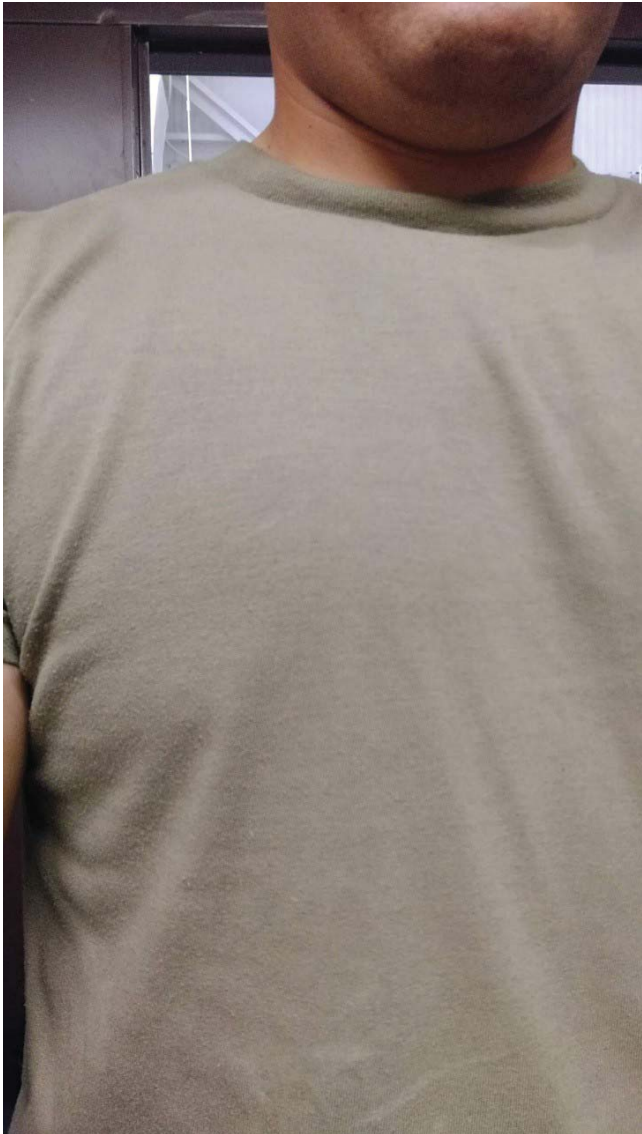
# NCOERS

Last three NCOERs

# TATTOOS

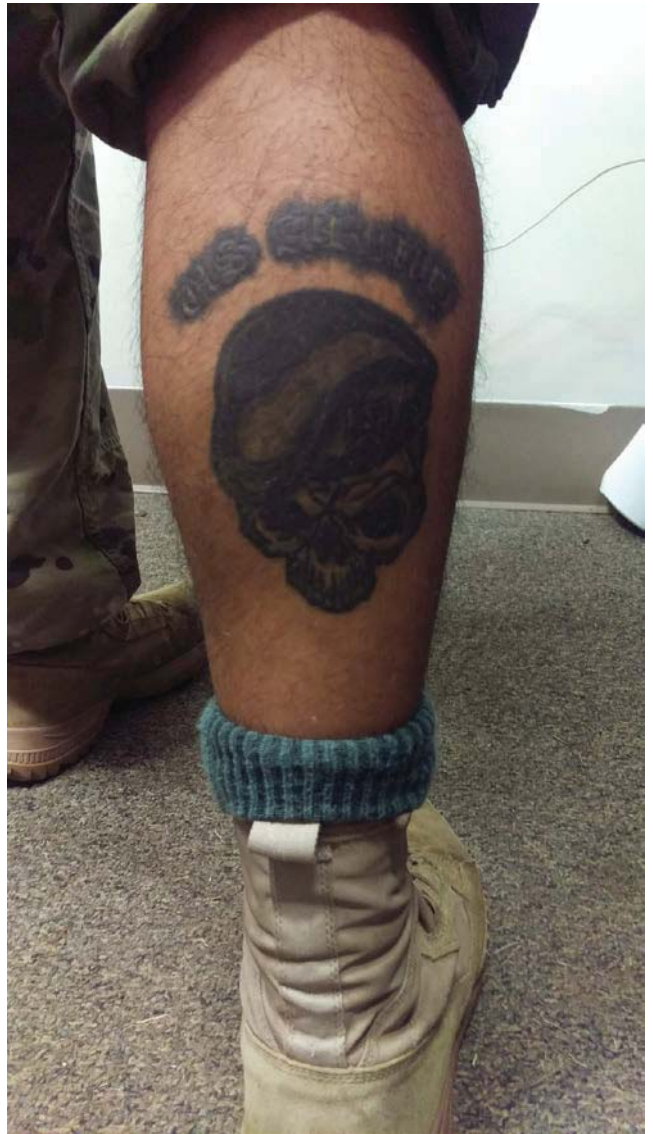
Photos of ALL tattoos; to include location and an explanation of each tattoo's meaning. The only exception is for those tattoos in private areas (Males brief area, females – brief area and frontal bra area). The photo(s) need to be close up, clear and in color. All tattoos need to be photographed in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

**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

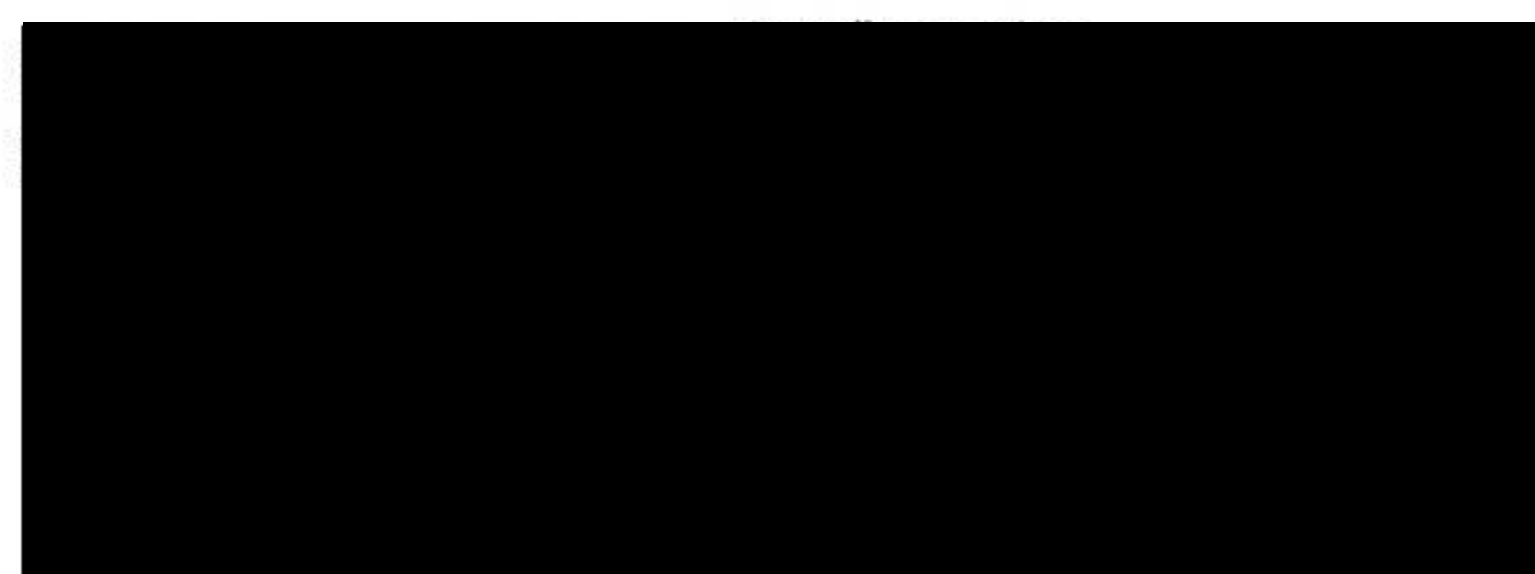
REPLY TO  
ATTENTION OF:

09 September 2019

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 520<sup>th</sup> Support Maintenance Company, 194<sup>th</sup> 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] [REDACTED]  
[REDACTED]





# **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, 101<sup>ST</sup> FINANCIAL MANAGEMENT COMPANY  
101<sup>ST</sup> SPECIAL TROOPS BATTALION  
BAGRAM AIRFIELD, AFGHANISTAN  
APO AE 09354

101SB-STB-101FMC

03 NOVEMBER 2011

## MEMORANDUM FOR RECORD

SUBJECT: Redeployment Date

1. 101<sup>st</sup> 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](mailto: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		<input type="checkbox"/>	<input checked="" type="checkbox"/>
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		<input type="checkbox"/>	<input checked="" type="checkbox"/>
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? (Enter approximate balance)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10,500.00
b. Do you own stocks, bonds, or benefit from a trust? (Enter approximate value)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	TSP is included in this Section
c. Do you own (with no payments):				
(1) Vehicles				
MAKE	MODEL	YEAR		
Nissan	Altama	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>
This section is for vehicles that are paid off				8,000.00
(Enter total estimated value)				
(2) <input type="checkbox"/> Home <input type="checkbox"/> Trailer ("x" one)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(Enter total estimated value)				This section is for homes that are paid off
(3) Furniture (Enter estimated value)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	1,000.00
(4) Land (Enter estimated value)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	This section is for land that is paid off
TOTAL ASSETS				19,500.00
7. MONTHLY EXPENDITURES/LIABILITIES				MONTHLY PAYMENT
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)				11.00
Add Dental from your LES in this Section				
d. Insurance (Life, auto, homeowner, other)				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 <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			10.00
j. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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**

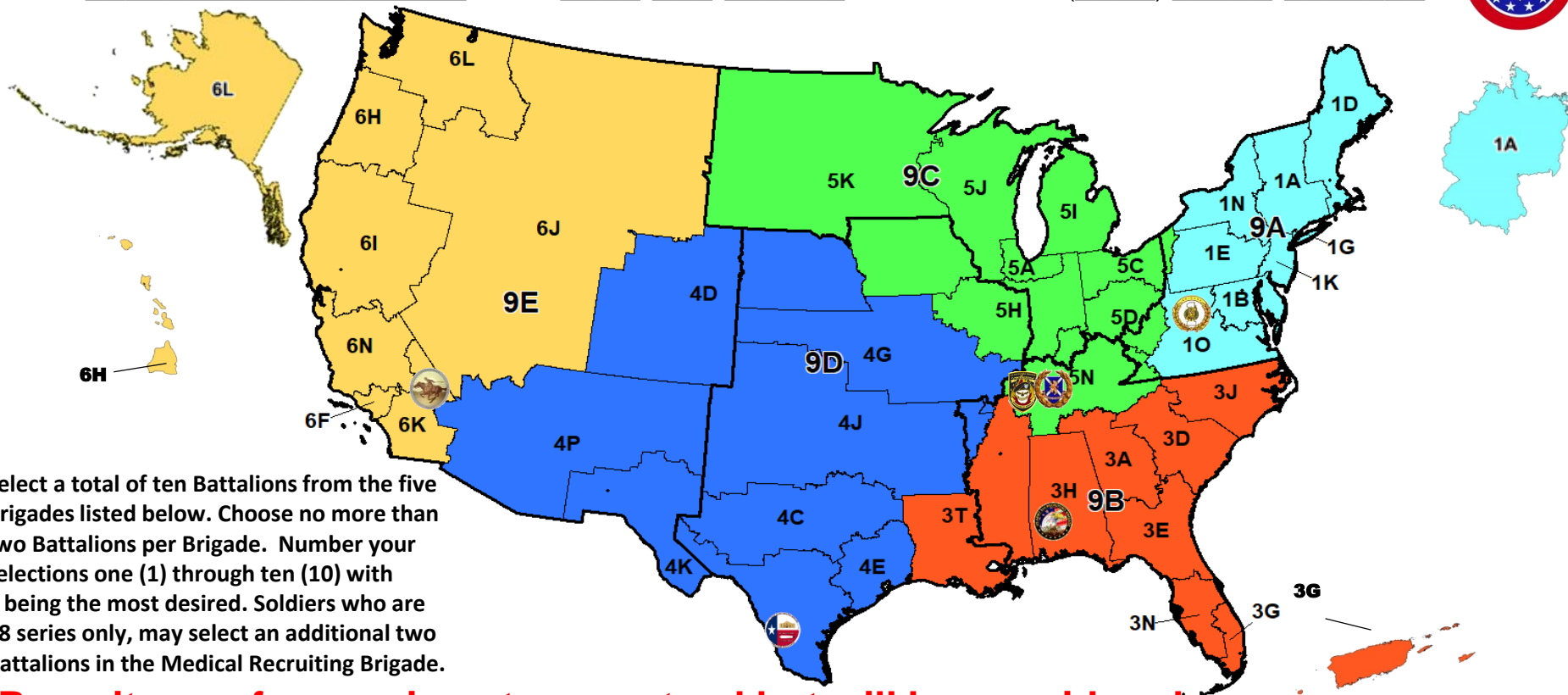
( Select a total of ten Battalions from the five Brigades. Choose no more than two Battalions per Brigade. Number your Selections one (1) through ten (10) with 1 being most desired. 68 series may select an additional two Battalions in the Medical Recruiting Battalion)



# Recruiter Assignment Preference Map



Rank and Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Best Point of Contact Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



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 the most desired. Soldiers who are 68 series only, may select an additional two Battalions in the Medical Recruiting Brigade.

**Recruiter preference is not guaranteed but will be considered**



**1<sup>st</sup> BDE**



**2<sup>nd</sup> BDE**



**3<sup>rd</sup> BDE**



**5<sup>th</sup> BDE**



**6<sup>th</sup> BDE**



**MR BDE**

(CMF 68 only)

\_\_\_ 1A Albany  
\_\_\_ 1B Baltimore  
\_\_\_ 1D New England  
\_\_\_ 1E Harrisburg  
\_\_\_ 1G New York City  
\_\_\_ 1K Mid-Atlantic  
\_\_\_ 1N Syracuse  
\_\_\_ 1O Richmond

\_\_\_ 3A Atlanta  
\_\_\_ 3D Columbia  
\_\_\_ 3E Jacksonville  
\_\_\_ 3G Miami  
\_\_\_ 3H Montgomery  
\_\_\_ 3J Raleigh  
\_\_\_ 3N Tampa  
\_\_\_ 3T Baton Rouge

\_\_\_ 5A Chicago  
\_\_\_ 5C Cleveland  
\_\_\_ 5D Columbus  
\_\_\_ 5H Indianapolis  
\_\_\_ 5I Great Lakes  
\_\_\_ 5J Milwaukee  
\_\_\_ 5K Minneapolis  
\_\_\_ 5N Nashville

\_\_\_ 4C Dallas  
\_\_\_ 4D Denver  
\_\_\_ 4E Houston  
\_\_\_ 4G Kansas City  
\_\_\_ 4J Oklahoma City  
\_\_\_ 4K San Antonio  
\_\_\_ 4P Phoenix

\_\_\_ 6F Los Angeles  
\_\_\_ 6H Portland  
\_\_\_ 6I Northern Cal  
\_\_\_ 6J Salt Lake City  
\_\_\_ 6K Southern Cal  
\_\_\_ 6L Seattle  
\_\_\_ 6N Cent Cal

\_\_\_ 9A 1<sup>st</sup> MR BN  
\_\_\_ 9B 2<sup>nd</sup> MR BN  
\_\_\_ 9C 3<sup>rd</sup> MR BN  
\_\_\_ 9D 5<sup>th</sup> MR BN  
\_\_\_ 9E 6<sup>th</sup> MR BN



**U.S. ARMY**

★ 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](mailto:sample.a.soldier.mil@mail.mil).

SAMPLE A. SOLDIER  
SFC, USA  
111ST REC BDE