

# 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: