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PERSONNEL PROCUREMENT
ASSIGNMENT OF ENLISTED PERSONNEL
TO THE US ARMY RECRUITING COMMAND

This interim change is forwarded to the field to modify assignment policies that have a direct and immediate impact on those soldiers selected for recruiting duty. It provides changes in procedures and criteria for initial assignment to the US Army Recruiting Command. This change expires one year from date of publication and will be destroyed at that time unless superseded by a formal printed change. It is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 601-1. It is, as an interim change, issued in other than a page-for-page format and will be included in the next formal change to AR 601-1. Change is effective immediately.

Page 2-5, paragraph 2-10d is changed to read:

d. Individuals assigned to recruiting duty (either voluntarily or as DA selected recruiters) will serve a minimum of 36 months with USAREC unless sooner released by HQ, USAREC. Individuals selected who, upon completion of the ARC, will have less than 12 months until ETS must either extend or reenlist to meet the 12 month minimum requirement. Those soldiers declining to take action will be counseled in accordance with paragraph 3-3, AR 601-280. Individuals with more than 12 months until ETS will be assigned to USAREC. However, at ETS, persons having served less than 36 months with USAREC will be required to take action to complete the 36 month duty requirement (see AR 601-280).

(DAPE-MPR-EN)

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HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 15 July 1978

PERSONNEL PROCUREMENT

ASSIGNMENT OF ENLISTED PERSONNEL TO THE US ARMY RECRUITING COMMAND

Effective 15 September 1978

This revised regulation establishes the policies, procedures, and standards for the selection, assignment, and reassignment of enlisted personnel to or from authorized recruiter and support positions in the US Army Recruiting Command (USAREC). The CG, USAREC, is authorized to supplement this regulation. If supplements are issued, one copy of each will be furnished to HADQ (DAPE-MPR) WASH, DC 20310.

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* This regulation supersedes AR 601-1, 23 August 1972, including all changes, and rescinds DA Forms 3907-R and 3908-R, 1 August 1972, which are obsolete.

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CHAPTER I

GENERAL

1-1. Scope and applicability. *a.* This regulation provides for the selection, assignment, and reassignment of personnel assigned as Army recruiters in the US Army Recruiting Command (USAREC), or in administrative and support positions in HQ USAREC, subordinate regional recruiting commands (RRC), district recruiting commands (DRC), the US Army Recruiting Support Center, or as instructors in the Army Recruiter Course at Fort Benjamin Harrison, Indiana.

b. This regulation is not applicable to the Army National Guard and US Army Reserve.

1-2. References.

a. AR 10-24 which establishes the mission and functions of USAREC and prescribes command and staff relationships and channels of communications.

b. AR 614-5 which provides for stabilized tours for USAREC personnel.

c. AR 600-200 which sets policy for Army enlisted personnel management.

d. AR 601-280 which specifies policy for reenlistments for recruiting duty.

e. AR 614-200 which includes policy for requests for reassignments.

f. AR 614-30 which delineates policy for oversea duty assignments.

g. AR 600-37 which standardizes policy for resolution of unfavorable information concerning Army personnel.

h. AR 600-31 which states policy for suspension of favorable personnel actions.

i. AR 600-9 which governs policy for physical fitness, weight control, and military appearance as it relates to body weight.

1-3. Definitions. Appendix A contains a list of common definitions used within this regulation.

1-4. Responsibilities. *a.* *The Deputy Chief of Staff for Personnel (DCSPER).* DCSPER exercises staff and technical supervision of the Army recruiting program and establishes policy governing personnel management for enlisted men and women assigned to recruiting and recruiting support duty.

b. Commanding General, US Army Military Personnel Center (MILPERCEN):

(1) Provide periodic guidance concerning restrictions to recruiter selection.

(2) Consider applications for recruiting duty forwarded for the CG, USAREC.

(3) Issue permanent change of station (PCS) assignment instructions for personnel assigned to USAREC.

(4) Process and consider requests for reclassification and reassignment of personnel assigned to USAREC.

(5) Monitor the personnel strength of USAREC to ensure its personnel readiness for the recruiting mission.

(6) Assign personnel to administrative and support duties in USAREC or as Army Recruiter Course (ARC) instructors.

(7) Provide for operational and lateral (intra-USAREC) reassignments of Army recruiters.

c. Major Army commands (MACOM):

(1) Support the USAREC recruiter procurement mission through assistance to USAREC recruiter selection teams.

(2) Release personnel from CONUS installations selected for recruiting duty to attend the ARC on temporary duty orders issued by the CG, USAREC.

(3) Appoint selection boards to interview applicants, in oversea commands, except oversea commands cited in paragraph 2-5a.

d. Commanding General, Training and Doctrine Command (TRADOC):

(1) Operate the ARC at Fort Benjamin Harrison, Indiana, to train personnel for service as Army recruiters.

(2) Coordinate the ARC program of instruction with the CG, USAREC.

(3) Requisition for projected instructor personnel vacancies on the ARC staff.

e. CG, USAREC:

(1) Seek volunteers for recruiting and recruiting support duties.

(2) Establish guidelines for selection and interview personnel who volunteer to serve as Army recruiters.

(3) Forward requests for branch clearance to

the CG, MILPERCEN, for personnel selected for recruiting duty.

(4) Budget and issue orders for the temporary duty training of approved volunteers for recruiting duty.

(5) Establish standards for the retention of recruiters beyond initial stabilization in coordination with the CG, MILPERCEN.

(6) Report USAREC personnel who have been *determined unqualified, unsuitable, or ineffective* to the CG, MILPERCEN, for reclassification and/or reassignment.

(7) Identify recruiters to fill projected ARC instructor vacancies in coordination with the CG, TRADOC.

CHAPTER 2

SELECTION OF PERSONNEL FOR ASSIGNMENT TO USAREC

Section I. GENERAL

2-1. **Recruiting duty.** Assignment of enlisted personnel to recruiting duty involves either direct contact of recruiters with the American public with the objective to enlist qualified personnel in the US Army or service in direct support of the Army recruiting mission.

2-2. **USAREC personnel.** Enlisted personnel selected for assignment to USAREC either

serve as Army recruiters (MOS 00E) or in administrative and support capacities in the skills listed in appendix B. Because they represent the Army in civilian communities, all USAREC personnel must have high moral character, emotional, and financial stability, outstanding personal appearance and bearing, and records of favorable military performance in previous assignments.

Section II. RECRUITER SELECTION

2-3. **Selection policy.** Enlisted personnel required for recruiting duty normally will be selected from Army-wide volunteers.

2-4. **Qualification standards.** Personnel who meet the following standards may request assignment as an Army recruiter:

a. Mandatory objective criteria:

(1) US citizen by birth or naturalization.

(2) High school diploma graduate or equivalent.

(3) Physically fit in accordance with AR 600-9. The height and weight table for Army personnel listed in appendix A to AR 600-9 will be used as a guide to determine fitness, with due consideration for individual build, muscular development, and bone structure. Additionally, female applicants must not be pregnant at the time of their selection.

(4) Volunteer for recruiting duty.

(5) Classified in an MOS not restricted from recruiter selection by CG, MILPERCEN. Restricted MOS will be provided to CG, USAREC by CG, MILPERCEN on a periodic basis.

(6) Completed obligatory service following receipt of a variable or selective reenlistment or cash enlistment bonus unless eligible to reenlist in accordance with AR 601-280.

(7) Completed the minimum prescribed period of service in PMOS following reclassification in accordance with AR 600-200.

(8) Completed stabilization if assigned as an Army drill sergeant.

(9) Hold a valid civilian state drivers license and be qualified for a military drivers license.

(10) Favorable military and civilian disciplinary record.

(11) Qualified for reenlistment under provision of (UP) AR 601-280.

b. Other objective criteria (waiverable at the discretion of the CG, USAREC):

(1) Age: 21 through 35 years.

(2) Grade: E5 through E7.

(3) Dependents (to include spouse of married personnel)

Grade	Dependents not to exceed
E5	2
E6	4
E7	5

(4) Standard score: 110 or higher in aptitude area GT or 100 in aptitude area ST.

2-5. **Interview.** *a.* Boards to interview applicants for recruiting duty will be appointed by the Commander, USAREC; regional and district recruiting commanders in USAREC; and major oversea commanders (except in USAREUR, US

Army Support Command, Hawaii, and US Army Alaska since USAREC personnel are available in those geographical areas to conduct interviews). When boards are appointed by other than the CG, USAREC, they will consist of a minimum of two commissioned officers, one of which will be field grade, and at least one non-commissioned officer who has served successfully as an Army recruiter and is senior in grade to the applicant. Commands outside USAREC that interview potential recruiters will use USAREC recruiter application booklets that outline the realities of recruiting duty, contain instruction on personnel records screening, and include necessary application processing forms. These booklets should be requested by letter to the CG, USAREC, ATTN: USARCRFM-MP-D, Fort Sheridan, IL 60037. All completed applications, regardless of interview board recommendations, should be forwarded to the CG, USAREC, at the preceding address.

b. In addition to the qualification standards listed in paragraph 2-2 and 2-4 above, interview boards will evaluate each applicant's background, experience, and potential in the following categories:

(1) *Financial stability.* Consider the applicant's income versus expenditures from the financial form the applicant completes. Evaluate the applicant's savings program or other investments. Question the applicant concerning any indication of negligent or willful failure to pay just debts. Compare disposable income to family needs. Project the applicant in an environment away from military medical, commissary, exchange, and housing benefits to determine his financial survivability. Carefully weigh alimony or child support payments that result from divorce actions, or financial support to parents or parents-in-law. Consider working spouse's income if they will be employed while the applicant serves in USAREC.

(2) *Emotional stability.* Evaluate the applicant's ability to work under pressure of recruiting objectives. Question applicants concerning any possible previous involvement in alcohol and drug abuse programs or other psychiatric treatment. Only fully rehabilitated personnel are acceptable as Army recruiters because treatment

facilities are remote from most USAREC duty stations. All applicants must be temperate in their use of alcoholic beverages.

(3) *Applicant physical fitness.* Question applicants concerning their personal medical history. Soldiers in poor health or who have had serious medical problems (such as heart conditions, physical handicaps, or psychiatric disorders) would be placed in an environment away from military medical facilities. They should not be accepted for recruiting duty. Applicants should have no obvious distracting physical characteristics or mannerisms. They must look healthy and vigorous. Weight and body build should be consistent with standards established in AR 600-9.

(4) *Family environment.* Married applicants are expected to bring their spouses to the interviews provided they are reasonably available. Applicants and their spouses should understand the long and irregular hours recruiters face, the pressure involved, the importance of family stability to a recruiter's potential success, the family involvement recruiting duty entails, and the mutual understanding it requires. Families are expected to be together during a recruiter's assignment to USAREC. Families consisting of husbands and wives who are both serving on military active duty must both be volunteering, eligible, and acceptable for recruiting duty or they will not be assigned to USAREC. Single parents with minor children as members of their household normally are not acceptable for recruiting duty. Applicants should be questioned concerning their family's medical history. Those whose dependents have serious medical problems (such as heart conditions, physical handicaps, mental retardation, psychiatric disorders) that require repetitive treatment or special education facilities would be assigned away from military medical or education facilities. Their personal expenses would increase appreciably. Placed on recruiting duty, many applicants whose dependents require unusual medical treatment or educational facilities would be unable to shoulder personal and recruiting responsibilities simultaneously.

(5) *Personality/motivation.* Applicants should be extroverted, cheerful, and friendly. They must be able to express themselves well

orally and forcefully due to public contact recruiting duty involves. They must be motivated to serve the Army as a recruiter and sell it effectively. Speech defects are disqualifying.

(6) *Conduct and character.* Boards should carefully evaluate applicant's military records. Those with recent records of major or repetitive minor disciplinary infractions (military or civilian), court-martial convictions, or lengthy absence without authority are not acceptable. Applicants whose disciplinary records include offenses involving fraud, falsification of documents, false official statements, or larceny normally are not acceptable regardless of the length of time since commission of the offenses.

2-6. Selection. Enlisted personnel required for recruiting duty normally will be selected:

a. By field selection teams from HQ USAREC that periodically visit continental United States (CONUS) installations and overseas locations to identify and interview potential recruiters.

b. From applicants volunteering for recruiting duty who meet the prerequisites outlined in paragraphs 2-2 and 2-4, are recommended favorably by interview boards (para 2-5), have a favorable records check (para 2-9), and have been granted waivers of qualifications, if required.

c. From personnel who elect to reenlist for recruiting duty UP AR 601-280.

2-7. Submission and processing of applications. a. In CONUS, applications will either be submitted by the individual to unit commanders for indorsement to the installation commander or applicants otherwise referred to USAREC recruiter selection teams which will interview and assist them to volunteer for USAREC duty.

(1) Interviews of all CONUS applicants will be accomplished either by HQ USAREC field selection teams that periodically visit major CONUS installations or by boards convened at regional or district recruiting commands. See appendix C for locations of USAREC organizations.

(2) On receipt of inquiries concerning recruiting duty, CONUS installation commanders will consult with HQ USAREC (AUTOVON

459-2175/2048) concerning the field selection team's itinerary. If the team is scheduled to visit the installation concerned within the next 60 days, the applicant can be referred to the officer in charge of the USAREC Recruiter Selection Team who will complete all required processing.

(3) If the team will not visit the installation concerned within the next 60 days, installation commanders will assist the applicant in submitting a request for recruiting duty and arrange for an interview by the USAREC regional or district recruiting command closest to the installation. See appendix C.

(4) Direct communication is authorized between CONUS installation commanders and USAREC organizations to complete applications and arrange for interviews.

b. In overseas commands, applications will be submitted by individuals to unit commanders for indorsement through the chain of command to the major overseas commanders.

(1) Applications will be submitted no earlier than 15 and no later than 6 months before completion of the overseas tour.

(2) Applicants in Hawaii, Germany, Alaska, and Puerto Rico will be interviewed and assisted in completing applications by USAREC elements located in those overseas areas:

(a) *For Germany.* Contact the officer in charge of the USAREC European Recruiter Selection Team, Office of the Deputy Chief of Staff for Personnel, Headquarters, US Army Europe and Seventh Army, APO New York 09403, telephone Heidelberg Military 2121-8735 or 8667.

(b) *For Hawaii.* Contact Commander, US Army Honolulu District Recruiting Command, Suite 615, IBM Building, 1240 Ala Moana Boulevard, Honolulu, Hawaii 96814, telephone Commercial (808) 531-4695.

(c) *For Alaska.* Contact Commander, US Army Seattle District Recruiting Command, Banaroya Business Park, Building 4, 300 120th Avenue, NE, Suite 200, Bellevue, Washington 98005, telephone Commercial (206) 442-4300.

(d) *For Puerto Rico.* Contact Commander, US Army San Juan District Recruiting Command, GSA Service Center, Highway 28,

Guaynabo, Puerto Rico 00933, telephone AUTOVON 434-1710,

(3) Applicants located overseas in other than Germany, Hawaii, Alaska, or Puerto Rico should be interviewed by boards appointed by major oversea commanders in accordance with paragraph 2-5.

c. The appropriate CONUS installation or major oversea commander will forward applications not referred to USAREC elements for interview with the results of interview boards directly to the Commander, USAREC, ATTN: USARCRFM-MP-D, Fort Sheridan, IL 60037. Applications referred to USAREC elements will be sent directly to HQ USAREC by recruiter selection team chiefs or interview boards.

d. The CG, USAREC will forward applications recommended for approval to the CG, MILPERCEN, for decision.

2-8. Required information. a. A completed USAREC recruiter selection booklet (see para 2-5a) will be prepared for each applicant. Separate booklets are published for CONUS and oversea applicants. The booklets contain all necessary forms that the applicant and the interview board must complete.

b. Two copies of current photographs. The name and social security number of the applicant together with the date the photograph was taken will be written on its reverse side. Official photographs are preferred, but full length, front view snapshots are acceptable.

c. Two current copies of individual qualification records, DA Forms 2 and 2-1.

d. Personnel applying for recruiting duty who will be interviewed by other than USAREC personnel should submit their requests on DA Form 4187 (Personnel Action).

2-9. Applicant record screening. a. Upon receipt of applications at HQ USAREC, the application and allied papers will be further screened and evaluated. Additionally, a records check of the United States Intelligence Records Repository will be completed, and a review made of the applicant's Official Military Personnel File (OMPF), Fort Benjamin Harrison, IN.

b. CG, USAREC, will establish procedures and criteria for evaluating information revealed by a records check.

c. A decision that an applicant is not acceptable for recruiting duty because of adverse information revealed in a records check will be tentative until the applicant has been given the opportunity to rebut or decline to rebut the adverse information in accordance with paragraph 2-6, AR 600-37. A letter offering the opportunity to rebut adverse information will be forwarded to the individual by the CG, USAREC.

2-10. Attendance at the Army Recruiter Course and assignment of applicants. a. Enlisted personnel accepted by the CG, USAREC, for recruiting duty will be reported to CG, MILPERCEN, for:

- (1) Branch clearance.
- (2) Issuance of PCS assignment instructions.

b. After receipt of branch clearance for CONUS applicants, the Commander, USAREC, will forward USAREC funded temporary duty (TDY) instructions to the applicant's supporting military personnel office that authorize attendance at ARC conducted at Fort Benjamin Harrison, IN. PCS assignment to USAREC is contingent upon the applicant's successful completion of ARC.

(1) Following school completion, CONUS applicants will return to their parent unit pending MILPERCEN message assignment instructions.

(2) In the event that CONUS recruiter candidates fail to complete ARC, they will be returned to their parent units for duty.

c. After receipt of branch clearance for oversea applicants, USAREC will coordinate individual assignments with MILPERCEN:

(1) Married personnel serving unaccompanied oversea tours and all single personnel will attend ARC on temporary duty en route to their USAREC assignments. Applicants who volunteer for recruiting duty from dependent restricted 12-13 month short tours must waive entitlements to home base assignment.

(2) Married personnel serving accompanied oversea tours will be returned on CONUS direct

to USAREC duty stations. After reporting to USAREC, they will be placed on TDY to attend ARC.

(3) In either case covered by subparagraph (1) and (2) above, USAREC assignment remains contingent on successful ARC completion. Personnel who fail the course will be reported to USAREC to MILPERCEN for reassignment as immediately available personnel in accordance with the provisions of AR 614-200.

(4) Oversea applicants will receive assignment instructions to USAREC approximately 4 months before tour completion.

d. All applicants must have a minimum of 24 months of service remaining after completion of the ARC. Applicants who do not meet this criteria must either extend their current enlistment or reenlist at their losing duty stations before reporting to ARC. Receipt of TDY orders to attend the ARC constitutes authority for eligible personnel to extend or reenlist UP table 3-1 or 4-2, AR 601-280.

(1) In CONUS, losing commanders can determine the duration of the 24-month remaining service requirement from the closing date of the USAREC temporary duty orders for ARC.

(2) From overseas locations, losing commanders should compute the 24 months beginning either 30 days after the applicant's not later than reporting date to USAREC (for those proceeding direct to USAREC) or beginning with the closing date of the ARC class that the applicant attends TDY en route to USAREC.

2-11. Award of MOS. After applicants complete ARC training, orders reclassifying them to MOS

00E, recruiter, will be issued by the MILPO supporting the applicant's district recruiting command.

2-12. New recruiters. a. Each recruiter candidate participates in the New Recruiter Program during the first year on recruiting duty. The program begins the day the candidate reports to USAREC after ARC training. During this program, new recruiters will receive intensified supervision and training to promote their success. The program supplements ARC and provides comprehensive on-the-job training assistance and counseling. The CG, USAREC, will publish detailed guidance concerning the conduct of the New Recruiter Program in USAREC.

b. New recruiters do not have to complete an entire year in the New Recruiter Program provided they pass their Skill Qualification Test (SQT) and demonstrate their ability to recruit successfully to their district commander who may decide to terminate participation earlier. Early termination of participation in the New Recruiter Program will be recorded on individual production records maintained in USAREC. Recruiters whose participation in the program is terminated early will be notified in writing of the action taken.

c. Voluntary reassignment of new recruiters during the first year on recruiting duty is limited to compassionate and humanitarian reasons specified in AR 614-200. Involuntary reassignment of recruiters during their first year on recruiting duty is outlined in chapter 3, this regulation.

Section III. SELECTION AND ASSIGNMENT OF ADMINISTRATIVE AND SUPPORT ENLISTED PERSONNEL

2-13. Assignment policy. Personnel to serve in authorized administrative and support personnel positions in USAREC will be assigned by the CG, MILPERCEN, from available assets. Appendix B of this regulation lists MOS common in USAREC.

2-14. Selection procedures. a. Volunteers: USAREC experience shows that highly qualified

volunteers serve well in administrative and support positions. Volunteers are better prepared for the demands of USAREC service and the relatively high cost of living they will experience through assignment to metropolitan areas that characterize the USAREC environment.

b. Personnel serving in CONUS or in overseas commands may request assignment to recruiting

support duties by submitting a request through their chain of command to HQDA (DAPC- (appropriate career branch)) 2461 Eisenhower Ave, Alexandria, VA 22331 (see table 1-1, AR 614-200). Requests will be submitted on DA Form 4187 (Personnel Action) requesting assignment to a minimum of three USAREC organizations in order of preference. USAREC organizations and their locations are listed in appendix C.

(1) Applications submitted by personnel stationed overseas will be submitted to arrive at MILPERCEN not earlier than 12 months nor later than 6 months prior to DEROS.

(2) Applicants will state on the DA Form 4187 that they have sufficient time remaining on current enlistment (as of DEROS, if overseas) or will take the required action to acquire sufficient remaining service to complete a minimum 2-year tour of duty in USAREC if selected for that assignment.

(3) One copy of the individual's DA Forms 2 and 2-1 will accompany the application.

(4) The immediate commander of the applicant will make recommendations by indorsement specifically addressing the applicant's probable ability to perform in the USAREC environment considering the same factors that apply to recruiter personnel (para 2-5b).

2-15. MILPERCEN assignment of enlisted administrative and support personnel to USAREC. *a.* To the maximum practical extent, administrative and support positions in USAREC will be filled with volunteers returning from overseas service. In the absence of suffi-

cient volunteers, MILPERCEN will direct the assignment of qualified personnel for USAREC duties.

b. Personnel ordered to USAREC will be identified to USAREC and losing commanders using existing Centralized Assignment Procedures (CAP III).

c. On receipt of notification of individual assignment via CAP III, the CG, USAREC, will initiate record screening similar to that specified for recruiter applicants in paragraph 2-9. If derogatory information surfaces concerning USAREC replacements, it will be evaluated by the CG, USAREC. Replacements will be given the opportunity to rebut or decline to rebut adverse information in accordance with paragraph 3-6c (2), AR 600-37. If the CG, USAREC, feels that adverse information will impair the replacement's duty performance in USAREC, a request will be forwarded to the CG, MILPERCEN, which explains and justifies deletion from USAREC assignment. The CG, MILPERCEN, exercises decision authority on requests for deletion.

d. Losing installation commanders will ensure unit commanders interview personnel identified by MILPERCEN for assignment to USAREC. Guidance contained in paragraphs 2-5 and 2-14b (2), will be used to conduct the interview. Unit commanders will request the deletion of personnel unqualified for USAREC service in accordance with this regulation. Installation commanders will use deletion procedures outlined in paragraph 7-6 and table 7-1, AR 614-200. Rule 1 of the table will be used for CONUS replacements; rule 5 for replacements in overseas commands.

CHAPTER 3

REASSIGNMENT OF USAREC ENLISTED PERSONNEL

Section I. GENERAL

3-1. Purpose. *a.* Inflexible recruiting objectives require responsive Army personnel policies that support selective reassignments of USAREC enlisted personnel that contribute to mission accomplishment.

b. Reassignment policies accommodate:

(1) Lateral reassignments within USAREC to promote recruiter retention and save training and selection costs.

(2) Operational reassignment of recruiters within USAREC to capitalize on individual recruiting talent and experience; fill key recruiter staff positions in HQ USAREC, or in regional or district recruiting commands; ARC instructor positions; rehabilitatively reassigning recruiters whom commanders feel would have a high success potential in a new environment under different supervisors; and to exploit identified quality recruiting markets.

(3) Reassignment of personnel outside USAREC whose conduct or duty performance has been unsatisfactory in the specialized recruiting environment or personnel who have become unqualified for USAREC duties.

(4) Continuing requirements to revitalize the recruiting force from external sources with personnel with recent Army experience in a variety of skills at different duty stations.

(5) Release of personnel who have lost their productivity and enthusiasm after lengthy USAREC service.

3-1.1. Reassignment policies for USAREC personnel. *a.* Help ensure the success of all US Army recruiters through formal school training, a period of internship, and continuous professional development.

b. Promote retention of the maximum number of successful recruiters.

c. Cause the prompt reassignment of personnel who—

(1) Fail to maintain acceptable standards of personal and professional conduct.

(2) Fail to sustain desired levels of efficiency.

(3) Intentionally violate or negligently ignore a prescribed regulation or procedure to obtain an enlistment.

(4) Demonstrate an inability to adapt to the stringent demands of recruiting duty while in the new recruiter program despite a sincere personal effort, opportunities to succeed, and appropriate training.

(5) Become otherwise unqualified to perform duty as an Army recruiter.

Section II. LATERAL AND OPERATIONAL REASSIGNMENT AND DIVERSION OF RECRUITER REPLACEMENTS

3-2. Lateral reassignments. After successful completion of initial stabilization in USAREC, recruiters may request lateral reassignment within USAREC to a district recruiting command of their choice. Approval of such request remains contingent on a vacancy in the gaining District Recruiting Command and MILPERCEN approval of the reassignment. Recruiters reassigned laterally incur an additional 2 year stabilization in the gaining district recruiting

command. CG, USAREC, will establish procedures to process these requests and forward to CG, MILPERCEN, for final action.

3-3. Operational recruiter reassignments. *a.* Operational reassignment of Army recruiters impacts on production capability. Such reassignments are time sensitive. To respond to these requirements, the CG, USAREC, may approve a maximum of 50 fully funded operational

reassignments monthly that involve a permanent change of station (PCS). That authority is non-cumulative from month to month and may not be further delegated.

b. Within the ceiling specified above, the CG, USAREC, may approve the following categories of operational reassignments that do not involve a second PCS in the same fiscal year:

- (1) Field recruiter to station commander.
- (2) Field recruiter or station commander to assistant area commander.
- (3) Any recruiter to district, regional, or HQ USAREC staff.
- (4) Any recruiter to a quality recruiting market determined by the CG, USAREC.
- (5) Rehabilitative reassignment of a recruiter.
- (6) Any recruiter to ARC instructor duty.

c. All operational reassignments which involve entitlement to a second payment of a dislocation allowance within a fiscal year and those assignments that would exceed the CG, USAREC's monthly approval ceiling will be forwarded to the CG, MILPERCEN, for approval.

d. No field recruiter will be reassigned to another location as a field recruiter except to staff a one-man recruiting station, for rehabilitative reasons, or to exploit a confirmed quality recruiting market.

e. Vacancies created by operational reassignments normally will be filled by replacements who are newly assigned graduates of the Army Recruiter Course.

f. Operational reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for a compassionate reassignment UP AR 614-200. Approval authority for compassionate reassignments rests with the CG, MILPERCEN.

g. A monthly report of operational assignments approved by the CG, USAREC, will be furnished to the CG, MILPERCEN.

3-4. Diversion of recruiter replacements. a. To respond to operational requirements, better distribute the recruiting force, preclude personal hardship on recruiter replacements, and quickly offset unprogramed losses, the CG, USAREC, may divert individual replacements en route to USAREC duty stations. This authority may not be further delegated.

b. Diversion action must be justified by clearly established operational necessity and made against valid and existing personnel requisitioned for the vacancy concerned. Due consideration will be given to the potential adverse personal impact of short notice relocation of duty stations on replacements and their families.

c. The following diversions will not be favorably considered:

(1) To one-man recruiting stations. These vacancies should be filled by the operational reassignment of experienced recruiters.

(2) To multiman recruiting stations in which all assigned recruiters are new recruiters.

(3) To a multiman recruiting station in which the replacement would become the station commander.

d. The CG, USAREC, will report all diversions approved to the CG, MILPERCEN, monthly.

Section III. INVOLUNTARY REASSIGNMENT OF RECRUITERS

3-5. General. The CG, USAREC, may recommend the involuntary reclassification and reassignment of Army recruiters whose performance does not meet USAREC retention standards. Recruiters may be considered for involuntary reassignment either as unqualified, ineffective,

or unsuitable at any time or upon completion of stabilization. The CG, USAREC, will establish detailed procedures to process involuntary reassignments of recruiters with the CG, MILPERCEN.

a. Involuntary reassignment as unqualified or

ineffective will be requested only after a determination that adequate assistance, training, supervision, and counseling, or medical rehabilitation will not be or was not effective to correct inadequacies.

✓ *b.* The requirement for remedial training, assistance, and counseling procedures specified for ineffective or unqualified recruiters is not applicable to recommendations for the involuntary reassignment of unsuitable recruiters except as indicated in paragraph 3-8.

c. As a recruiter approaches completion of initial stabilization, a decision on further retention in USAREC must be made. The retention decision considers the special demands of recruiting duty, the recruiter's performance, individual preferences, and district commander's recommendation. Provisions for retention decision are not designed to circumvent procedures for involuntary reassignment of recruiters determined to be unqualified, unsuitable, or ineffective. The retention decision provides commanders with the capability to retain qualified and productive recruiters beyond initial stabilization and with a management tool to release recruiters honorably who have performed well over an extended period of time (3 or more years) and appear to be losing their enthusiasm and productivity.

d. USAREC commanders will ensure that individuals recommended for reassignment receive fair and equitable treatment. The potential adverse impact on the career of recruiters recommended for reassignment for cause (ineffective, unsuitable) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered.

✓ *e.* With due regard for administrative due process (see para 3-12), requests for involuntary reassignment will be expeditiously forwarded through command channels to the CG, MILPERCEN. The CG, MILPERCEN, will process all requests with priority to recruiters being reassigned as unsuitable or ineffective.

3-6. Unqualified recruiters. *a.* A recruiter's reassignment as unqualified is without prejudice. It does not, in other words, entail the potential adverse career impact as do unsuitable reassignments. Individuals reassigned as unqual-

ified may be considered for future assignment to recruiting duty upon satisfactory presentation of information to the CG, USAREC, that disqualifying conditions have been corrected.

b. Recruiters, including recruiters serving in the New Recruiter Program where appropriate, may be identified as unqualified for the following reasons:

(1) Personnel unable to accomplish recruiting duties due to physical or medical limitations, not the result of misconduct. Reports of medical evaluation in accordance with the provisions of chapter 9, AR 40-501, by a US Army physician assigned to an Army medical facility will be inclosed to justify requests for reassignment. Personnel normally will not be reassigned based on temporary medical conditions which are expected to be resolved within a reasonable time, normally 120 days or less.

(2) Personnel who incur financial hardship that results directly from their assignment to recruiting duties and does not involve mismanagement of personnel income. Statements that compare personal income against validated obligations will be inclosed to justify these requests.

(3) Reassignment as a result of failure to successfully pass SQT will be processed in accordance with procedures contained in paragraph 2-41, AR 600-200.

(4) Personnel whose spouse or dependents become involved in unfavorable incidents that impair the recruiter's performance of duty or reputation in civilian communities. These requests must be justified by sufficient documentation of unfavorable incidents.

3-7. Ineffective recruiters or new recruiters.
a. Recruiters.

(1) Recruiters may be identified as ineffective for any--

(*a*) Failure to respond to training, performance counseling, and other guidance. Statements that support the recruiter's failure to respond and evidence of counseling must support these requests.

(*b*) Failure to attain or sustain assigned production standards for Army enlistments; unsatisfactory performance in accordance with established objectives and standards; or failure to

develop the necessary salesmanship ability to be a successful recruiter. Objective evidence of *production failure* and statements that show remedial performance counseling must support these requests. Reassignments based exclusively on a lack of salesmanship ability are restricted to new recruiters serving their first year on recruiting duty.

(c) Failure to maintain adequate knowledge of regulations, programs, policies, and procedures related to recruitment and enlistment. Statements that clearly show this shortcoming must justify these requests.

b. New recruiters.

(1) New recruiters may be identified as ineffective during their first year on recruiting duty for the following reasons:

(a) Failure to demonstrate that they have the necessary attributes to become successful field recruiters. These attributes include, but are not limited to, salesmanship ability, attention to detail, self-expression, effective time management, forcefulness, and positive attitude and motivation. Statements from supervisors that document specific failures must accompany these requests.

(b) Failure to demonstrate satisfactory progress in the *New Recruiter Program*. Progress in the new recruiter program includes, developing an ability to absorb and achieve increased recruiting objectives, apply recruiting techniques, increase technical knowledge of recruiting, and learn the peculiarities of the local market. Primarily, objective evidence of failure to achieve personal recruiting objectives supports these requests. Statements from supervisors document unsatisfactory progress and add justification to requests for reassignment.

(2) Normally, new recruiters will not be recommended for involuntary reassignment before they have completed 6 months of USAREC service.

(3) Due to the unique requirements of recruiting duty, reassignment while serving as a new recruiter (except for reasons of unsuitability) will not be construed as a reflection on a noncommissioned officer's overall ability as a soldier. These reassignments will not be documented in detail in the individual's Official Military Personnel File (OMPF).

✓ 3-8. **Unsuitable recruiters.** a. Recruiters, including new recruiters where appropriate, will be identified as unsuitable for the following reasons:

(1) Substantiated use of dishonest or unethical recruiting practices. Evidence of such practices will accompany requests for reassignment.

✓ (2) Failure to meet or maintain acceptable standards of conduct. Evidence of shortcomings and remedial counseling must support these requests for reassignment.

(3) Involvement in unfavorable incidents or commission of acts which violate civil law or the Uniform Code of Military Justice. Descriptions of specific involvement in these incidents must support these requests. Either evidence of disciplinary or administrative action taken against the recruiter or considerations which militated against such actions must be provided in these requests.

(4) Failure to maintain acceptable standards of personal appearance including maintenance of physical fitness as prescribed in AR 600-9. Evidence of these deficiencies and remedial counseling must support these requests for reassignment.

(5) Mismanagement of personal income. Statements that compare personal income with liabilities must accompany these requests. A failure to pay just debts after proper counseling or evidence of financial hardship on dependents that can only be alleviated or remedied by reassignment from recruiting duty must be demonstrated. The impact of financial mismanagement on recruiter's reputations in the civilian communities where they reside and perform duty should be reported.

3-9. **Involuntary reassignment as unsuitable or ineffective.** Recruiter reassignments as unsuitable or ineffective constitutes evidence that they are ineligible for future USAREC service. Before reassignment, the custodian of the MPRJ will make a permanent entry in Item 4 of the individual's DA Form 2-1 (Individual Qualification Record) in accordance with table 2-3, AR 640-2-1, which states, "Involuntarily reassigned from recruiting duty in accordance with (enter

applicable paragraph), AR 601-1—not eligible for future USAREC assignment.”

3-10. Reassignment following completion of initial USAREC stabilization. *a.* Recruiters not recommended for retention beyond initial stabilization or who decline extension of USAREC stabilization will be reassigned without prejudice. They are fully eligible to return to USAREC at some later date. They will retain MOS 00E as a secondary MOS.

b. The actual departure date of recruiters recommended for reassignment under these provisions will be subject to the CG, MILPERCEN's ability to sustain USAREC strength at favorable levels.

3-11. Reclassification. *a.* Recruiters recommended for reassignment UP of paragraph 3-6, 3-7, and 3-8, this regulation, will be reclassified UP chapter 2, section VII, AR 600-200. MOS 00E will be withdrawn. Reclassification boards, normally required UP chapter 2, section IX, AR 600-200, will not be appointed except for recruiters who acquire a physical profile with assignment limitations which disqualify them from performing duties in combat in an MOS in which they are recommended for reclassification attendant to involuntary reassignment. A statement will be signed by all other individuals as follows: “I have no significant assignment limitations or medical conditions which will be a limiting factor in performing duties in any MOS in the Army Inventory of Skills, worldwide. I understand that this statement cannot be withdrawn unless later medical evaluation indicates a change in my medical condition.”

b. Recruiters recommended for reassignment UP of paragraph 3-10, will retain MOS 00E as their secondary MOS. Reclassification will be accomplished as required to permit their utilization outside USAREC, with primary consideration to reclassification to the primary MOS they held immediately before becoming a recruiter. To permit the individual soldier maximum voice of his eventual utilization, he will be allowed to select three MOSC, listed as shortages in DA Circular 611-56, in which he desires consideration. When the CG, MILPERCEN is unable to accommodate the desires of the soldier, the indi-

vidual will be reclassified according to the needs of the service. Reclassification Board proceedings or waiver statements from the soldier are required.

3-12. Review of and rebuttal to involuntary reassignment of recruiters. The provisions of chapter 2, AR 600-37, apply to the processing of recommendations for involuntary reassignment of unqualified, ineffective, or unsuitable recruiters.

3-13. Processing of recommendations for involuntary reassignment of recruiters. Under provisions of paragraphs 3-6, 3-7, 3-8, 3-9, and 3-10 above, CG, USAREC, will establish necessary procedures for processing involuntary reassignment of recruiters in coordination with CG, MILPERCEN.

3-14. Evaluation reporting. *a.* Except for new recruiters, Enlisted Evaluation Reports (EER) and Senior Enlisted Evaluation Reports (SEER) will be prepared for recruiters as prescribed in chapter 8, AR 600-200.

b. New recruiters, who are involuntarily reassigned during their first year on recruiting duty (except those reassigned as unsuitable) will not receive an EER/SEER. They will receive a letter evaluation report in accordance with procedures established by the CG, USAREC. New recruiters reassigned as unsuitable will receive an EER/SEER consistent with their duty performance and the rationale for their reassignment.

c. After 12 months duty as a recruiter, the individual will receive an annual EER/SEER as specified in paragraph 8-7, AR 600-200, as soon as possible to document their performance in their newly acquired recruiter MOS. The report will cover USAREC service and be based on the individual's grade and appropriate annual EER/SEER closing date. Certain portions of the new recruiter's service may be considered a non-rated period in accordance with the provisions of paragraph 8-6c, AR 600-200. As some examples:

(1) An E5 recruiter enters the New Recruiter Program in June 1980 and successfully completes 1 year in May 1981. The period between June 1980 and July 1980 would be consid-

ered a nonrated period. The recruiter would receive an annual EER that closes in August 1981 and includes 10 months of the individual's participation in the New Recruiter Program.

(2) An E6 recruiter begins the new recruiter program in September 1979 and completes the program early in February 1980. The recruiter would receive an annual EER that closes in June 1980 that covers the individual's entire period of participation in the New Recruiter Program.

3-15. Attachment of recruiters to CONUS military installations pending reassignment.

a. Recruiters pending involuntary reassignment may be considered for attachment to CONUS installations if their reassignment is based on alleged law violations of an extremely serious or violent nature, or if their continued presence in USAREC disrupts command operations. Requests for reassignment of recruiters under the provisions of this regulation does not in itself

provide sufficient evidence that recruiters will disrupt USAREC operations. When possible, recruiters will be retained in USAREC pending reassignment.

b. The CG, USAREC, will coordinate attachments with the appropriate CONUS MACOM which has jurisdiction over the CONUS installation involved, providing detailed information concerning personnel to be attached. Requests for attachment of recruiters to CONUS military installations will be forwarded through channels to HQ USAREC only after a determination by district and regional commanders that attachment to their headquarters will not alleviate the problem. Every effort will be made to resolve problems within USAREC to preclude the unnecessary expenditure to TDY fund.

c. CONUS MACOM will accept recruiters for attachment to installations under their jurisdiction when requested by the CG, USAREC. Initial periods of attachment will not exceed 30 days.

Section IV. INVOLUNTARY REASSIGNMENT OF USAREC ADMINISTRATIVE AND SUPPORT PERSONNEL

3-16. General. The CG, USAREC, may request the involuntary reassignment of administrative and support enlisted personnel in USAREC whose performance or conduct has been unsatisfactory. The CG, MILPERCEN, exercises approval authority for these reassignments and issues reassignment instructions for approved requests.

3-17. Procedures. *a.* Personnel whose personal conduct or performance of duty is unsatisfactory may be recommended for involuntary reassignment by a letter request forwarded through command channels to the appropriate career management branch in MILPERCEN.

b. Requests will cite the specific reason for

reassignment and will be referred to the individual for comment or rebuttal in accordance with chapter 2, AR 600-37. Evidence of counseling and remedial training will support these requests. Specific infractions of civil law or the Uniform Code of Military Justice that prompt requests will be fully described. Either evidence of disciplinary or administrative actions taken against the individual or considerations which militated against such actions must be inclosed or described in the request for reassignment.

c. The CG, USAREC, will establish detailed procedures to process involuntary reassignments in coordination with the CG, MILPERCEN.

APPENDIX A

GLOSSARY

- Recruiter.** Recruiters are US Army enlisted personnel classified in MOS 00E serving in the US Army Recruiting Command performing duties associated with the function of procuring civilian volunteers for Army enlistment or as Army Recruiter Course instructors.
- New recruiter.** A graduate of the Army Recruiter Course (ARC) serving in his or her initial 12 months in the command.
- New Recruiter Program.** A developmental period of not more than 12 months commencing the day a new ARC graduate reports or returns to the district recruiting command (DRC) for initial assignment as an Army recruiter. During this period, an Enlisted Efficiency Report/Senior Enlisted Efficiency Report (EER/SEER) is not required unless the new recruiter is involuntarily reassigned as unsuitable.
- Professional development.** A structured program designed to train and motivate recruiters during the first year on recruiting duty and extending through their entire USAREC Service.
- Stabilization.** For recruiters, either the initial 36 months of their service in USAREC or periods of approved extension, including stabilization following approval of lateral transfers. For USAREC, administrative and support personnel stabilization is 24 months.
- Lateral transfer.** Fully funded permanent change of station (PCS) recruiter reassignment after completion of stabilization from one recruiting district to another within USAREC. After approval of a lateral transfer, the recruiter incurs an additional 2-year stabilization at the new duty station.
- Operational reassignment.** A command-initiated request for PCS movement of a recruiter from one recruiting location to another based on operation necessity.
- Performance counseling.** A discussion between supervisors and Army enlisted personnel designed to evaluate their past performance and provide specific guidance for improvement of future performance.
- Involuntary reassignment.** The act of reassignment of enlisted personnel from Recruiting Duty by MILPERCEN based upon the recommendation of a USAREC Commander, including actual notification to the individual.
- Reassignment.** The PCS assignment of an individual from one location to another within or outside USAREC.
- Reclassification authority.** The level of command designated by Department of the Army to redesignate a PMOS or SMOS or to withdraw any awarded MOS. Department of the Army, Military Personnel Center (MILPERCEN) is the reclassification authority for MOS 00E.
- MOS reclassification.** Action by a reclassification authority with or without board action, which results in a change of awarded MOS or in a redesignation of a primary or secondary MOS.

APPENDIX B
ADMINISTRATIVE AND SUPPORT SKILLS COMMON TO USAREC

35E—Special Electrical Devices Repairman	74F—Programmer/Analyst
44E—Machinist	74Z—Data Processing NCO
51B—Carpenter	75B—Unit Clerk
51H—Construction Foreman	75C—Personnel Management Specialist
51R—Electrician	75D—Personnel Records Specialist
64C—Motor Transport Operator	75E—Personnel Actions Specialist
64Z—Transportation Senior Sergeant	75Z—Personnel Senior Sergeant
71B—Clerk-Typist	76P—Stock Control Supplyman
71C—Stenographer	76Y—Unit/Organization Supplyman
71L—Administrative Specialist	76Z—Senior Supply Sergeant
71N—Traffic Management Coordinator	81B—Construction Draftsman
71Q—Journalist	81C—Cartographer
71R—Broadcast Journalist	81E—Illustrator
73C—Finance Specialist	83F—Photolithographer
73D—Accounting Specialist	84B—Still Photographic Specialist
73Z—Finance Senior Sergeant	00D—Special Duty Assignment (DMOS)
74B—Card and Tape Writer	00U—Race Relations/Equal Opportunity Specialist
74D—Computer/Machine Operator	

APPENDIX C
UNITED STATES ARMY RECRUITING COMMAND
ORGANIZATIONS

<i>Organizations</i>	<i>Location</i>
Headquarters, US Army Recruiting Command	Ft Sheridan, IL
US Army Recruiting Support Center, Cameron Station	Alexandria, VA
Headquarters, US Army Northeastern Regional Recruiting Command	Ft Meade, MD
Albany District Recruiting Command	Albany, NY
Baltimore/Washington District Recruiting Command	Ft Meade, MD
Boston District Recruiting Command	Boston, MA
Concord District Recruiting Command	Concord, NH
Harrisburg District Recruiting, New Cumberland Army Depot	New Cumberland, PA
Long Island District Recruiting Command	Ft Hamilton, NY
New Haven District Recruiting Command	New Haven, CT
Newark District Recruiting Command	Ft Monmouth, NJ
Newburgh District Recruiting Command Stewart Air Force Base Annex	Newburgh, NY
Niagara Falls District Recruiting Command	Niagara Falls, NY
Philadelphia District Recruiting Command	Philadelphia, PA
Pittsburgh District Recruiting Command	Pittsburgh, PA
Syracuse District Recruiting Command	Syracuse, NY
Headquarters, US Army Southeastern Regional Recruiting Command, Ft Gillem	Forest Park, GA
Atlanta District Recruiting Command	Atlanta, GA
Beckley District Recruiting Command	Beckley, WV
Charlotte District Recruiting Command	Charlotte, NC
Columbus District Recruiting Command	Columbia, SC
Jacksonville District Recruiting Command	Jacksonville, FL
Louisville District Recruiting Command	Louisville, KY
Miami District Recruiting Command	Miami, FL

Montgomery District Recruiting Command, Gunter Air Force Station	Montgomery, AL
Nashville District Recruiting Command	Nashville, TN
Raleigh District Recruiting Command	Raleigh, NC
Richmond District Recruiting Command, Defense General Supply Center	Richmond, VA
San Juan District Recruiting Command, GSA Service Center	Guayn Abo, PR



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The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPE-MPR) WASH, DC 20310.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

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