

029-2

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ARMY REGULATION  
No. 601-1

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 23 August 1972

PERSONNEL PROCUREMENT  
ASSIGNMENT TO AND SUPPORT OF RECRUITING COMMAND

Effective 1 October 1972

*This regulation incorporates the provisions of AR 601-275 and AR 614-160 except for those provisions of AR 601-275 pertaining to the mission and functions of the United States Army Recruiting Command (USAREC). The mission and functions of USAREC are in AR 10-24. This revision also makes minor changes in policy governing assignment of enlisted personnel to recruiting duty and clarifies administrative procedures pertaining to selection of enlisted recruiters. The CG USAREC is authorized to supplement this regulation. If supplements are issued, one copy of each will be furnished to HQDA (DAPE-PDP) WASH DC 20310.*

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\* This regulation supersedes AR 601-275, 26 February 1969, AR 614-160, 4 September 1963, and DA messages DCSPER-PD 231819Z Feb 71 (U), subject: Interim Change to AR 601-275 (Change 1); DCSPER-PD 251759Z Mar 71 (U), subject: Interim Change to AR 601-275; DCSPER-PD 041987Z Aug 71 (U), subject: Interim Change to AR 601-275 (Change 2); and DAPE-PDP 181945Z Feb 72 (U), subject: Interim Change to AR 601-275 (Change 3).

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## CHAPTER 1

### GENERAL

**1-1. Purpose.** This regulation—

*a.* Contains policy and responsibilities pertaining to the recruitment of voluntary accessions for the Army.

*b.* Refines procedures for the selection, assignment, and relief of personnel performing recruiting duties.

*c.* Provides guidance in areas associated with personnel procurement.

**1-2. References.** *a.* AR 10-24 sets forth the mission and functions of the United States Army Recruiting Command. (USAREC). It also prescribes the command and staff relationship and channels of communication for that command.

*b.* Instructions pertaining to the qualifications, procedures, and periods of enlistment and reenlistment for the various components of the Army are contained in the following directives:

(1) *Regular Army.* AR 601 series and DA Cir 601 series.

(2) *Army National Guard.* NGR 25-1 and other instructions issued by appropriate State adjutants general.

(3) *Army Reserve.* AR 140-111.

**1-3. Responsibilities.** *a. Headquarters, DA, Deputy Chief of Staff for Personnel, DCSPER* is responsible for staff and technical supervision of the recruiting program.

*b. The Commanding General, USAREC.* CG USAREC, in addition to the recruiting functions prescribed in AR 10-24, is responsible for—

(1) Establishing recruiting districts and assigning geographical areas of responsibility to the districts.

(2) Establishing recruiting main stations (RMS) within the recruiting districts and assigning geographical areas of responsibility to the RMS.

(3) Establishing recruiting stations at appropriate locations. These stations are commanded by noncommissioned officers. Locations which are visited periodically by personnel from a regularly established recruiting station are not to be construed as recruiting stations within the meaning of this paragraph.

*c. Recruiting district commanders.* Recruiting

district commanders will command the recruiting activities and personnel within the geographic area of the district. Their responsibilities include managerial, administrative, operational, promotional, coordinating, and logistical support for the district headquarters and the RMS and Armed Forces Examining and Entrance Stations (AFEES) assigned to the district.

*d. Recruiting main station commanders.* Recruiting main station commanders will command the recruiting activities and personnel within the geographic area of the RMS. In addition, they are responsible for managerial, administrative, operational; promotional, coordinating, and logistical functions necessary to operate the RMS headquarters and support the field recruiting force assigned to the RMS.

**1-4. Publicity and advertising.** *a. Active Army.*

(1) The Deputy Chief of Staff for Personnel exercises overall (supervisory) responsibility for all Active Army national publicity and advertising, consistent with current policies and themes. CG USAREC develops and produces various forms of recruiting publicity and advertising materials and furnishes them to subordinate elements. All levels of command will support current national themes of the Army recruiting advertising programs.

(2) Publicity material appropriate to reenlistment and in-service procurement programs will be provided to major Army commands and HQDA.

*b. National Guard.* The National Guard Bureau prepares and distributes publicity and advertising materials for the Army National Guard. Army National Guard publicity materials are available from the State adjutant general concerned or the local Army National Guard unit commander.

*c. United States Army Reserve.* Recruiting personnel will advise Army Reserve units concerning the preparation and placement of publicity and advertising materials and the conducting of advertising campaigns. Army Reserve publicity materials which are to be used by the Active Army in support of the US Army Reserve program are

distributed to USAREC. Requests for additional Army Reserve publicity materials will be submitted to Chief, Army Reserve (HQDA) (DAAR) WASH DC 20310). If approved, material will be shipped direct to the originator by the US Army AG Publications Center.

**1-5. Recruiting policy for secondary schools.** AR 601-222 contains policy guidance for dealing with secondary school authorities. The CG USAREC is responsible for implementing this policy and coordinating related activities with the Reserve components.

## CHAPTER 2

## SELECTION OF PERSONNEL FOR ASSIGNMENT TO RECRUITING DUTY

## Section I. GENERAL

**2-1. Recruiting duty.** Recruiting duty is defined as that duty involving direct contact with the civilian community for the purpose of recruiting individuals into the US Army.

**2-2. Recruiting personnel.** *a.* Personnel selected for recruiting duty must be mature, experienced individuals with a broad knowledge of the Army and the many career opportunities it offers. Individuals with previous experience in salesmanship, personnel management, interviewing, and classification are particularly desirable for assignment to recruiting duties. Outstanding appearance, bearing, and conduct are mandatory and bear a direct relationship to the quality and quantity of individuals who are recruited (para 2-4 and 2-7).

*b.* Personnel assigned or attached to USAREC for duties other than recruiting should be selected from personnel with generally the same qualifications as those of recruiters.

*c.* Tours of duty will be as specified in AR 614-5.

*d.* The requirements and procedures for the selection of officers and enlisted personnel for recruiting duty are contained in sections II and III.

**2-3. Civilian personnel.** Civilian staffing of recruiting activities will be in accordance with criteria set forth in AR 570-4 and related manpower utilization directives. Recruitment of applicants for enlistment will be performed only by military personnel.

## Section II. OFFICER ASSIGNMENTS TO RECRUITING DUTY

**2-4. Qualifications.** *a.* Officers assigned to recruiting duty must be of the highest caliber; must present a good appearance and bearing; must be free of physical handicaps which would be detrimental to performance of duties; must have a genuine warmth and a sincere interest in community relations; and must have the initiative, ingenuity, and stamina required for such duty. Other mandatory qualifications are listed in *c* below.

*b.* Interested officers who meet the requisite personal and professional qualifications may apply for assignment to recruiting duty in accordance with paragraph 2-5.

*c.* In addition to meeting the general qualifications cited in paragraph 2-2 and *a* above, officers assigned to recruiting duty must—

- (1) Be US citizens.
- (2) Be college trained (2 years or equivalent).
- (3) Be serving in the grade of first lieutenant through lieutenant colonel.
- (4) Have demonstrated the ability to manage and organize their work.
- (5) Have no previous or pending disciplinary actions.
- (6) Have no record of conviction by Courts Martial during present or previous service with

any of the Armed Forces and no record of conviction by a civil court for other than minor traffic violations.

(7) Have had at least 18 months of continuous active service immediately prior to submitting their applications. In addition, non-Regular Army officers must have at least 18 months of active duty remaining in their present category.

(8) Be effective speakers.

(9) Have completed command and general staff college level military education for AFEEES and RMS command positions and for LTC positions on the headquarters, USAREC staff.

**2-5. Applications.** *a. How submitted.* Interested officers may apply for assignment to recruiting duty by submitting letters of application through normal channels to HQDA (DAPO-OPD-\_\_\_\_\_) Tempo ABC WASH DC 20315.  
career branch

The application must contain the following information:

- (1) Name, grade, social security number, and branch.
- (2) Present organization and station.
- (3) Number of months on duty at present station.

(4) Civilian and/or military experience which may be considered as qualifying the applicant for recruiting duty.

(5) Assignment preference. Complete applicable portions of DA Form 483 (Officer Assignment Preference Statement) and attach as inclosure to letter of application.

(6) Date on which last foreign service tour was completed (for officers in CONUS).

*b. Commander's recommendation.* Immediate commanders will interview each applicant to determine his fitness for assignment to recruiting duty and to insure that the applicant meets all of the personal and professional qualifications pre-

scribed in paragraph 2-4. Commanders will indorse applications with appropriate recommendations, keeping in mind that a recruiting officer is constantly in the public view. The commander's forwarding indorsement will specifically address the personal and professional qualifications indicated in paragraph 2-4. In the event applicants are not recommended or are not available for this duty, reasons will be indicated.

*c. Assignment.* Every effort will be made, consistent with the needs of the service, to assign officers selected for recruiting duty at or near a community of their choice.

### Section III. ENLISTED PERSONNEL ASSIGNMENTS TO RECRUITING DUTY

**2-6. How selected.** Enlisted personnel required for recruiting duty will normally be selected from personnel who possess MOS 00E or from personnel who volunteer for a recruiting assignment and meet prerequisites outlined in paragraph 2-7. However, DA may request the nominations of nonvolunteers who meet the criteria in paragraph 2-7 (less that in subpara a(8)) when necessary to fill recruiter positions.

**2-7. Prerequisites and qualifications.** Applications from individuals who meet the following prerequisites will be forwarded as outlined in paragraph 2-8:

*a. Mandatory prerequisites for enlisted recruiters are listed below.*

(1) Not in receipt of Shortage Specialty (Proficiency Pay) P2 or P3.

(2) Last efficiency and conduct rating: Excellent.

(3) Minimum service: 6 years for EM; 3 years for EW.

(4) Grade: NCO or specialist, E-5, E-6, or E-7.

(5) Recorded GT (general technical aptitude area) score: 110 or higher.

(6) Hold valid Army or State motor vehicle operator's permit and be able to operate a motor vehicle equipped with a standard transmission.

(7) High school graduate or have received credit for high school level general educational development (GED) test.

(8) Volunteer for assignment to recruiting duty.

(9) Favorable National Agency Check completed.

(10) Be a citizen of the United States.

(11) Must have a minimum of 12 months remaining prior to ETS after completion of the Army Recruiting and Career Counseling Course.

(12) Meet the height and weight prerequisites in table 2-1 (men) or table 2-2 (women). Requests for waiver, accompanied by a recent full length and side photograph of the applicant, may be submitted through the selection board to CG USAREC for approval.

(13) Immediate commanders will interview each applicant to determine his fitness for assignment to recruiting duty and to insure that the applicant meets all of the personal and professional qualifications prescribed in this paragraph and paragraph 2-9. Commanders will indorse applications with appropriate recommendations, keeping in mind that a recruiter is constantly in the public view.

*b. Waivers may be granted only for prerequisites stated in a(5) and (12) above. Applications will indicate requirement for waivers when appropriate. Acceptance of applicants by CG USAREC will also constitute approval of waivers.*

*c. Desirable (but not mandatory) qualifications for enlisted personnel are as follows:*

(1) Have served overseas.

(2) Be between ages 24 and 35 years, inclusive.

(3) Have had past experience with personnel and in management, interviewing, classification, and salesmanship.

(4) Have had combat service.

*d.* Primary procurement is for personnel possessing MOS 00E or those who may qualify to be awarded this MOS. Applications of those who currently hold MOS 00E as a primary or secondary MOS will include a summary of their experience and prior duty stations.

*e.* Additional positions exist in recruiting main stations for personnel in supply, administrative, automotive, and information career groups (MOS and grade 76Y40 E6/7; 71Q40 E6/7; 71H40 E6/7; 64C40 E6/7; 71B20 E5/4). The general provisions of this regulation apply to processing of applications for these positions except that such applications will not be referred to an interview board. When necessary, DA will assign nonvolunteer personnel to these positions.

**2-8. Submission of applications.** *a.* In continental United States, application for recruiting duty will be submitted by the individual through his/her immediate commander to the Army commander who will submit the application directly to recruiting districts. Direct communication between CONUS activities and recruiting districts is authorized in completion of applications and arranging for appearance of the applicant before USAREC Interview Boards. Personnel in CONUS must be eligible for PCS in accordance with fiscal year limitations only.

*b.* In oversea commands, personnel who do not hold MOS 00E as primary and who desire full-time recruiting duty will submit their applications through channels to major oversea commanders. Applications will be submitted no earlier than 8 and no later than 6 months prior to the date of completion of oversea tour.

*c.* Applications will include completed DA Form 3907-R (Recruiter Applicant Personal Data) (fig. 2-1). Applicants will include a minimum of three preferences by State and a statement that other areas of assignment are or are not acceptable. The larger the area of preference the more likelihood there will be for fulfilling the stated preference. In addition to the information required by paragraph 1-20c, AR 614-200, the GT score, date and place of birth, and social security number will be included in the forwarding indorsement.

*d.* Applications will include a recent full-length 5 by 7 photograph.

*e.* An application will not be disapproved by an intermediate headquarters prior to submission to the appropriate interview board unless an obvious disqualifying factor, previously overlooked by the servicing personnel officer, is discovered.

**2-9. Interview boards.** *a.* Boards for interviewing enlisted personnel being considered for duty as recruiting personnel will be appointed by CG USAREC, recruiting district commanders, major oversea commanders, and the RMS commanders in Hawaii and Puerto Rico. Boards will be composed of at least two commissioned officers, one of which will be field grade, and one experienced individual who possesses MOS 00E and who is senior in grade to the applicant. When WAC enlisted personnel are being interviewed, a WAC officer will be a member of the board. If a WAC officer is not available, one experienced WAC recruiter, senior in grade to the applicant, will be a member of the board. In addition to the prerequisites and qualifications listed in paragraph 2-7, boards will determine whether applicants for duty as recruiters meet the following:

(1) Have ability to express themselves orally in a clear and forceful manner and have a suitable personality.

(2) Possess outstanding appearance and bearing.

(3) Have no obvious distracting disfiguration.

(4) Have a genuine desire and interest in becoming a recruiter.

(5) Have no personal or domestic problems which would adversely affect performance of duty as a recruiter. (Wives should be invited to attend the interview board on a voluntary basis to indicate the importance of the role of the recruiter's wife.)

(6) Have no record of negligent or willful refusal to pay just debts.

*b.* Boards will prepare applicant appraisal sheets, DA Form 3908-R (fig. 2-2), on all applicants. In addition to the information required to complete blanks on the form, the following will be entered in the Remarks column:

(1) Unsatisfactory ratings will be identified by number with a brief explanation.

(2) Additional information that will aid CG USAREC in making assignments will be entered, e.g., "should not be assigned to a large metropoli-

tan area because . . ."; "is bilingual and should be assigned to an area that could utilize this ability."

*c.* Completed applicant appraisal sheets of each board member will be forwarded with the application.

**2-10. Disposition of applications.** *a.* Within oversea commands, the convening authority of the Interview Board will forward all applications to the Major Commander with appropriate recommendation. A copy of the interview board's applicant appraisal sheets (fig. 2-2) will be included with the application for those recommended for recruiting duty.

*b.* Major commanders will forward applications of personnel recommended by the board for recruiting duty to CG USAREC, ATTN: USARCAG-PM, Hampton, VA 23369, along with copies of board proceedings and recommendation. Applications of personnel not recommended by the board will be returned through channels to the individual.

*c.* CG USAREC will forward applications recommended for approval to the Chief of Personnel Operations for final approval, citing an OPO control requisition and line item number against which the applicant may be assigned. Applications will be forwarded as indicated in paragraph 2-12.

*d.* DA Forms 3907-R and 3908-R will be reproduced locally on 8- by 10½-inch paper.

**2-11. Applicant record screening.** *a.* Upon receipt of applications at Headquarters, USAREC, a records check of the United States Army Intelligence Records Repository will be completed.

*b.* CG USAREC will establish procedures and criteria for evaluating information revealed by a records check. The procedures and criteria established will insure that only reputable, trustworthy, and mature applicants are recommended to the Chief of Personnel Operations for final approval.

*c.* In the event an individual previously awarded MOS 00E as a recruiter receives an unfavorable records check (i.e., has been found not to be reputable, trustworthy, or mature), CG USAREC will request the commander of the parent organization of the individual concerned to consider requesting, in accordance with current directives, that MOS 00E be withdrawn. Upon withdrawal of MOS, Item 42, DA Form 20 (Enlisted Qualification Rec-

ord), will be annotated as indicated in paragraph 2-14*d.*

*d.* 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 7, AR 640-98.

**2-12. Assignment of applicants.** Enlisted personnel accepted by CG USAREC for recruiting duty will be reported to HQDA for final approval and issuance of assignment instructions. Personnel will be reported as follows:

*a.* Personnel in grade E-7 and above and those in grade E-6 and below who are identified in table 1-1, AR 614-200. Report to HQDA (DAPO-EPC-SG) WASH DC 20310. For E-7's and above, CG USAREC will cite an OPO control requisition and line item number against which the applicant may be assigned.

*b.* Personnel in grade E-6 and below, other than those identified in table 1-1, AR 614-200. Report to HQDA (DAPO-EPC-RG) WASH DC 20310.

**2-13. Award of MOS.** *a.* All assigned recruiter personnel will be required to complete successfully the Army Recruiting and Career Counseling Course prior to award of MOS 00E. CG USAREC will arrange for personnel to attend school on a TDY basis at the earliest practicable date after assignment to recruiting duty, normally within 90 days.

*b.* The Commandant, US Army Adjutant General School will award MOS 00E and designate it as primary to those students assigned to USA REC upon successful completion of the Army Recruiting and Career Counseling Course.

**2-14. Elimination of recruiting personnel.** A request that an individual be relieved from recruiting duty constitutes an allegation of incompatibility or unfitness. In order to insure that a fair and impartial decision is rendered, each case must be completely investigated. Recruiters will be considered for reassignment under the provisions of this paragraph, only after it is determined that additional training, supervision, and proper counseling have not corrected the inadequacies. Further, they will be identified in one of three general categories: unqualified, unsuitable, or ineffective.

*a. Unqualified personnel.* Personnel may be identified as unqualified for the following reasons:

(1) Personnel identified as lacking the necessary salesmanship ability for recruiting duty must be reassigned from USAREC as soon as possible. This should be done before an individual attends the Army Recruiting and Career Counseling Course, while in attendance, or during the first four months on duty with the MOS 00E. Individual so identified, after reporting for duty, while at the school, or during the 4-month probationary period in the MOS will be reassigned outside of USAREC with full justification being provided. Due to the unique requirements of recruiting duty, reassignments under this provision at any time prior to the conclusion of the 4-month probationary period will not be construed as a reflection on the individual's overall ability as a soldier. An EER will be rendered on the individual, as required by AR 600-200, and remarks will be entered in part IIe which will essentially state why he was not retained on recruiting duty, his overall ability as a noncommissioned officer, and that he lacks the salesmanship ability to be a qualified recruiter. This provision (a(1)) will not be cited as reason for relief if any of the provisions below are applicable.

(2) Personnel unable to accomplish specific duties due to physical/medical limitations. Report of medical evaluation will be attached to requests for reassignment.

(3) Personnel unable to accomplish assigned duties because of revocation of driver's license, provided such revocation was not due to misconduct.

(4) Personnel inadvertently involved in unfavorable incidents (such as marital or domestic problems) which impair the recruiter's performance of duty, but are not the result of misconduct.

(5) Personnel under financial hardship resulting from assignment to recruiting duty provided such hardship is not as a result of mismanagement of personal income.

*b. Unsuitable personnel.* Personnel will be considered unsuitable when they—

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

(2) Become involved in unfavorable incidents or commit acts which are in violation of Civil Law, Uniform Code of Military Justice, or paragraph 7-30, AR 600-200. Files submitted in support of a recommendation for reassignment of an unsuitable recruiter will state the disciplinary or administrative action taken or the consideration which militated against such action.

(3) Become involved in an unfavorable financial hardship which is the result of mismanagement of personal income.

*c. Ineffective personnel.* Personnel will be considered ineffective for the following reasons:

(1) Failure to respond to directed instructions, on-the-job training, and performance counseling.

(2) Failure to attain and maintain recruiting production or satisfactorily perform in accordance with established objectives and standards.

(3) Failure to maintain adequate knowledge of the various recruiting programs and procedures required for the implementation of efficient duty performance.

*d. Reassignment or relief from recruiting duty.* The appropriate paragraph under which an individual is being reassigned or relieved from recruiting duty and permanent entry "Not eligible for further duty with USAREC" will be entered in Item 42, Remarks Section of DA Form 20. Examples are "Reassigned from recruiting duty IAW paragraph 2-14a(1), AR 601-1—not eligible for further duty with USAREC" or "Relieved from recruiting duty IAW paragraph 2-14c(2), AR 601-1—not eligible for further duty with USAREC". Exceptions may be granted under paragraph 2-14a, only if the disqualifying factor has been corrected. An EER will be prepared for all individuals reassigned from recruiting duty in accordance with AR 600-200.

Table 2-1. Acceptable Weights for Recruiters—Men

Height (inches) (minimum through maximum)	Minimum (pounds)	Maximum (pounds)		
	(Regardless of age)	30 years and younger	31-35 years	36 years and over
66	129	175	174	168
67	133	180	179	173
68	138	185	184	178
69	142	191	189	185
70	147	195	194	187
71	151	201	199	192
72	156	207	205	199
73	160	213	212	205
74	165	220	217	210
75	170	226	224	216
76	175	232	229	222

Table 2-2. Acceptable Weights for Recruiters—Women

Height (inches) (minimum through maximum)	Minimum (pounds)	Maximum (pounds)		
	(Regardless of age)	24 years and younger	25-30 years	31 years and over
58	90	115	118	116
59	92	117	121	118
60	94	119	124	120
61	96	121	127	123
62	98	124	131	124
63	100	127	132	127
64	102	131	135	131
65	104	134	138	135
66	106	139	141	140
67	109	141	146	144
68	112	147	148	148
69	115	149	153	151
70	118	154	156	155

RECRUITER APPLICANT PERSONAL DATA					
For use of this form, see AR 601-1; the proponent agency is the Office of the Deputy Chief of Staff for Personnel.					
1. NAME OF APPLICANT (First - Last - Middle)			2. GRADE		3. SSN
4. ORGANIZATION AND STATION			5. DATE LAST PCS		6. ETS
7. FMOS	8. AMOS	9. PROPAY STATUS		10. DOR	11. DRDS
12. ACTIVE SERVICE					
13. RECORD OF ART. 15, UCMJ, COURTS MARTIAL, OR CIVIL CONVICTIONS					
14. CIVILIAN ED.		15. DOB	16. PLACE OF BIRTH		17. HEIGHT
18. WEIGHT					
19. VISUAL PHYSICAL DEFECTS TO INCLUDE SPEECH IMPEDIMENTS					
20. MARITAL STATUS:					
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> PRESENTLY OR PREVIOUSLY DIVORCED <input type="checkbox"/> WIDOWER					
21. WIFE'S NAME AND PLACE OF BIRTH			22. WIFE'S PRESENT ADDRESS		
23. DESIRED AREA OF ASSIGNMENT BY STATE					
1. _____ 2. _____ 3. _____					
24. <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT ACCEPT EMPLOYMENT ANYWHERE WITHIN USAREC.					
25. MANDATORY PREREQUISITES:				YES	NO
a. Not in receipt of specialty pay (P2 or P3)					
b. Efficiency and conduct rating of excellent during last 3 years					
c. Minimum Service: EM 3 Years; WAC 3 Years					
d. Minimum Grade: EM and WAC E5, E6, or E7					
e. Recorded GT Score of 110 or higher					
f. Hold valid Army or State Motor Vehicle Operator's Permit					
g. High School graduate or equivalent GED level					
h. Volunteer for recruiter duty					
i. Minimum of NAC completed					
j. U.S. Citizen (by birth or naturalization)					
26. DESIRABLE PREREQUISITES					
a. Between age 20 and 35					
b. Have experience in personnel management					
c. Have experience in salesmanship					
d. Have experience in public relations/speaking					
e. Have experience in military leadership instruction					
f. Active in civil or religious affairs					
27. REVIEWED BY BOARD PRESIDENT (Type or print name same as signature)			SIGNATURE		28. DATE

**RECRUITER APPLICANT APPRAISAL SHEET**

For use of this form, see AR 601-1; the proponent agency is the Office of the Deputy Chief of Staff for Personnel.

NAME OF APPLICANT (Last - First - Middle)

	EXC	SAT	UNSAT	REMARKS
1. Personal Appearance				
2. Military Bearing				
3. General Military Knowledge				
4. Awareness of Current Events				
5. Effective Speaking				
6. Personality				
7. Judgment				
8. Moving MV Convictions				
9. Attitude Toward the Army				
10. Attitude Toward Other People				
11. Personal Conduct				
12. Financial Management				
13. Family Affairs & Family Asgmt Limitations				
14. Recruiting Duty Adaptability				
15. Civilian Community Adaptability				
16. Desire to be a Recruiter				

Individual's potential value as a recruiter is:  Satisfactory  Unsatisfactory

1. Recommended Area of Assignment by State in Order of Priority:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

2. I  would  would not accept this applicant for assignment to my organization.

DATE	PRINTED NAME, GRADE AND ORGANIZATION	SIGNATURE

## CHAPTER 3

### VOLUNTARY RECRUITING PROGRAM

---

**3-1. General.** This section establishes a recruiting incentive program which authorizes administrative absence in conjunction with leave or the granting of passes to certain enlisted personnel if they are instrumental in recruiting acceptable applicants for enlistment in the US Army. Commanders are urged to support this program by granting approval except in those cases where an individual's absence would have a serious effect on the accomplishment of the unit mission.

**3-2. Specific provisions.** *a.* Personnel on ordinary leave or those in a delay status who recruit an acceptable applicant for a 3-year or longer enlistment may be granted a 3-day administrative absence in conjunction with leave or, at their option, be granted a 3-day pass subsequent to their return to a duty status. Recruiting main station commanders are authorized to grant an administrative absence in conjunction with leave, subject to approval of the individual's commanding officer. No more than one such administrative absence will be granted during each leave period regardless of the number of acceptable applicants procured.

*b.* "REP-63" personnel and personnel en route to school or earmarked for overseas shipment who have definite reporting dates will not be granted administrative absence in conjunction with leave under the provisions of this regulation.

*c.* Personnel in a duty status who recruit an acceptable applicant during off-duty hours may be granted a 3-day pass under the provisions of this regulation. No more than one such pass per individual per month is authorized regardless of the number of applicants procured.

*d.* Personnel assigned to or performing duty with an element of the USAREC are ineligible to participate in this program.

**3-3. Implementation.** Commanding officers will develop local programs designed to stimulate per-

sonnel to recruit actively. In addition to other ideas they may develop, they will use post and unit newspapers or other available media to stimulate interest in this program and to provide timely recruiting information to publicize the best aspects of Army life.

**3-4. Administrative procedures.** *a.* Upon enlistment of the applicant and after approval by the commanding officer of the individual who recruited the applicant, the RMS commander will grant administrative absence to the recruiting individual by indorsing leave paper or orders. Administrative absence is not chargeable as leave.

*b.* The request to the individual's commanding officer for approval of administrative absence will be made by the most expeditious means.

*c.* If an individual on leave recruits an applicant and he is scheduled to commence return travel before completion of the enlistment of the applicant, the RMS commander is authorized to grant an administrative absence to the recruiting individual, provided there is a reasonable expectation that the applicant will be enlisted.

*d.* In the event a 3-day pass is elected by the person on leave or circumstances preclude his commanding officer from approving a requested administrative absence, RMS commanders will advise the commanding officer of the individual's accomplishment under this program and request that he be granted a 3-day pass after his return from leave.

*e.* Upon the enlistment of an applicant who was recruited by an individual while the latter was in a duty status, but during his off-duty hours, the RMS commander will take action as indicated in *d* above.

**3-5. Publicity.** Commanders will insure that maximum publicity is given to the Voluntary Recruiting Program.

23 August 1972

AR 601-1

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) direct to HQDA (DAPE-PDP), Washington, DC 20310.

By Order of the Secretary of the Army:

BRUCE PALMER, JR.  
*General, U.S. Army*  
*Acting Chief of Staff*

Official:

VERNE L. BOWERS  
*Major General, United States Army*  
*The Adjutant General*

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AR 601-1

PRIORITY \* U N C L A S S I F I E D \*

USASTRATCOM TCC NO: 3-1236

PT DC831 073 060806/

ACTION: USAREC

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RUFDAAA RUCIAPA RUCISEA RUNJHRA RUEAMDW RUEADUA

ZNR UUUUU ZUI RUHHRGA0296 0721853 H/W ZOS RUEADWD8869 0711853 VOL ALL

P 121652Z MAR 74

COMMENTS AND INSTRUCTIONS TO MESSAGE CENTER NLT: 18 MAR 74

FH DA WASHDC

DTG: 121652Z

INFO AIG 7405

ACTION OFFICE: (DPA-P)

P 241416Z AUG 74

(DPA-E)

FH DA WASHDC//DAPE-MPE//

TO: MESSAGE CENTER

TO RUCISEA/CDRUSAREC FT SHERIDAN IL

INFO CYS TO: DPA 14 MAR 74

INFO RUEOLKA/CDRMILPERCEN ALEXANDRIA VA//DAP SEP/11-000-PA

- 1- DPA-P
- 2- DPA-E
- 2- DPA-M
- 1- DPA
- 1- CSM

RUCNAAA/CMDTUSAACS FT BEN HARRISON IN

RETURNSHIT 16 AUG 74

BT

CHANGE ACTION 6

UNCL (Handwritten initials)

(54)

SUBJ: CHANGE TO AR 601-1

SGT (Handwritten signature)

A. AR 601-1 B. DA MSG DTG 161600Z AUG 73 SUBJ: ADDITION TO AR

601-1 C. USAREC LTR DTD 8 AUG 73, SUBJ: CHANGE TO AR 601-1.

1. REF B PROVIDED AN ADDITION TO AR 601-1 (ASSIGNMENT TO AND

SUPPORT OF RECRUITING COMMAND). THE CONTENTS OF REF B ARE RE-

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NUMBERED, REPEAT RENUMBERED PARA 2-16, REPEAT 2-16.

2. THE FOLLOWING CHANGES ARE EFFECTIVE THE DATE OF THIS HSG AND TO PARA OF AR 601-1 AS INDICATED BELOW:

PARA 2-13 IS CHANGED TO READ AS FOLLOWS: 2-13. RECRUITER INTERNSHIP PROGRAM AND AWARD OF NOS. EACH CANDIDATE FOR RECRUITING DUTY WILL BE REQUIRED TO SERVE AN INTERNSHIP NOT TO EXCEED 1 YEAR.

THE PERIOD OF INTERNSHIP WILL COMMENCE ON THE DATE OF ENROLLMENT

IN THE ARMY RECRUITING AND CAREER COUNSELING COURSE. THE CDR

USAREC WILL ARRANGE FOR PERSONNEL TO ATTEND SCHOOL ON A TDY BASIS

AT THE EARLIEST POSSIBLE DATE AFTER ASSIGNMENT TO RECRUITING DUTY,

NORMALLY WITHIN 90 DAYS. THE COMMANDANT, US ARMY ADJUTANT GENERAL

SCHOOL WILL AWARD NOS DOE AND DESIGNATE IT AS PRIMARY TO THOSE

USAREC RECRUITER INTERNS WHO SUCCESSFULLY COMPLETE THE ARMY RE-

CRUITER AND <sup>CAREER</sup> CAREER COUNSELING COURSE. THOSE INTERNS WHO FAIL THE

COURSE WILL BE REPORTED FOR REASSIGNMENT OUT OF THE COMMAND. ONCE

A RECRUITER INTERN HAS REPORTED TO HIS DUTY STATION HE WILL BE

PLACED UNDER THE SUPERVISION OF AN EXPERIENCED RECRUITER WHO WILL

PROVIDE HIM ALL POSSIBLE ASSISTANCE TO INSURE THAT THE RECRUITER

INTERN IS AFFORDED EVERY OPPORTUNITY TO SUCCEED. RMS COMMANDERS

WILL OBSERVE THE PROGRESS OF RECRUITER INTERNS AND PROVIDE

ADDITIONAL GUIDANCE WHEN APPROPRIATE. RECRUITER INTERNS DO NOT

HAVE TO COMPLETE THE ENTIRE YEAR OF INTERNSHIP PROVIDED THEY PASS

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THE MOS EVALUATION TEST AND DEMONSTRATE THEIR ABILITY TO BECOME A SUCCESSFUL FIELD RECRUITER TO THE SATISFACTION OF THE RNS

COMMANDER WHO IS SOLELY RESPONSIBLE FOR THE DECISION. DURING THE PERIOD OF INTERNSHIP, A RECRUITER INTERN <sup>MAY</sup> BE REPORTED FOR REASSIGNMENT, AT ANY TIME, FOR THE FOLLOWING REASONS:

- A. FAILURE TO DEMONSTRATE THAT HE HAS THE NECESSARY ATTRIBUTES TO BECOME A SUCCESSFUL FIELD RECRUITER. (THIS DETERMINATION WILL BE MADE BY THE INTERN'S RNS COMMANDER.)
- B. FAILURE TO DEMONSTRATE SATISFACTORY PROGRESS.
- C. AT THE REQUEST OF THE RECRUITER INTERN, PROVIDED HE HAS ADEQUATE JUSTIFICATION.

① DUE TO THE UNIQUE REQUIREMENTS OF RECRUITING DUTY, REASSIGNMENT WHILE SERVING AN INTERNSHIP (EXCEPT FOR DISCIPLINARY OR MORAL REASONS) WILL NOT BE CONSTRUED AS A REFLECTION ON THE INDIVIDUAL'S OVERALL ABILITY AS A SOLDIER. A LETTER REPORT WILL BE RENDERED ON THE INDIVIDUAL AND WILL BE FORWARDED TO THE COMMANDER, US ARMY ENLISTED RECORDS CENTER, ATTN: PARC, FORT BENJAMIN HARRISON, IN 46249, FOR FILING IN HIS OFFICAL FILE. BEGINNING AND ENDING DATES OF LETTER REPORTS WILL BE ENTERED IN ITEM 39, DA FORM 20, AS REQUIRED BY AR 640-2. REMARKS WILL BE ENTERED WHICH WILL ESSENTIALLY STATE WHY HE WAS NOT RETAINED ON RECRUITING DUTY, HIS OVER-ALL ABILITY AS A NON-COMMISSIONED OFFICER, AND THAT HE LACKS

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THE NECESSARY ATTRIBUTES TO BECOME A QUALIFIED FIELD RECRUITER. AS LONG AS INDIVIDUAL REMAINS IN THE INTERN PROGRAM, NO REGULAR EER WILL BE ISSUED UNLESS HE IS RELEASED FOR DISCIPLINARY OR MORAL REASONS. DISTRICT COMMANDERS WILL PROVIDE A ROSTER OF INTERN RECRUITERS TO THE US ARMY ENLISTED EVALUATION CENTER DURING OCTOBER OF EACH YEAR. ONCE THE RECRUITE INTERN HAS BEEN DESIGNATED A FIELD RECRUITER BY THE RMS COMMANDER, FURTHER REASSIGNMENT AND/OR RELIEF ACTION WILL BE GOVERNED BY PARA 2-14 BELOW.

✓ PARA 2-14 IS CHANGED TO READ AS FOLLOWS: 2-14. ELIMINATION OF RECRUITING PERSONNEL. A REQUEST THAT AN INDIVIDUAL BE RELIEVED FROM RECRUITING DUTY CONSTITUTES AN ALLEGATION ON INCOMPATIBILITY OR UNFITNESS. IN ORDER TO INSURE THAT A FAIR AND IMPARTIAL DECISION IS RENDERED, EACH CASE MUST BE COMPLETELY INVESTIGATED. RECRUITERS WILL BE CONSIDERED FOR REASSIGNMENT UNDER THE PROVISION OF THIS PARAGRAPH, ONLY AFTER IT IS DETERMINED THAT ADDITIONAL TRAINING, SUPERVISION, AND PROPER COUNSELING HAVE NOT CORRECTED THE INADEQUACIES. THESE PERSONNEL WILL RECEIVE A REGULAR EER AS REQUIRED. FURTHER, THEY WILL BE IDENTIFIED IN ONE OF THE THREE GENERAL CATEGORIES: UNQUALIFIED, UNSUITABLE, OR INEFFECTIVE. ~~THIS PARAGRAPH APPLIES ENTIRELY TO ALL HQSC COE PERSONNEL EXCEPT THOSE WHO ARE SERVING ON AN INTERNSHIP.~~

A. UNQUALIFIED PERSONNEL. PERSONNEL MAY BE IDENTIFIED AS UN-

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QUALIFIED FOR THE FOLLOWING REASONS:

(1) PERSONNEL UNABLE TO ACCOMPLISH SPECIFIC DUTIES DUE TO PHYSICAL/MEDICAL LIMITATIONS. REPORT OF MEDICAL EVALUATION WILL BE ATTACHED TO REQUESTS FOR REASSIGNMENT.

(2) PERSONNEL UNABLE TO ACCOMPLISH ASSIGNED DUTIES BECAUSE OF REVOCATION OF DRIVER'S LICENSE, PROVIDED SUCH REVOCATION WAS NOT DUE TO MISCONDUCT.

(3) PERSONNEL INADVERTENTLY INVOLVED IN UNFAVORABLE INCIDENTS (SUCH AS MARITAL OR DOMESTIC PROBLEMS) WHICH IMPAIR THAT RECRUITER'S PERFORMANCE OF DUTY, BUT ARE NOT THE RESULTING OF MISCONDUCT.

(4) PERSONNEL UNDER FINANCIAL HARDSHIP RESULTING FROM ASSIGNMENT TO RECRUITING DUTY, PROVIDED SUCH HARDSHIP IS NOT AS A RESULT OF MISHANAGEMENT OF PERSONAL INCOME.

(5) PERSONNEL REQUESTED TO BE REASSIGNED UNDER SUBPARAGRAPH (1) THROUGH (4) ABOVE WILL HAVE, IN ADDITION TO THE REMARKS IN 2-13 ABOVE, AN ADDITIONAL REMARK INCLUDED IN THIS EEP WHICH WILL STATE WHETHER OR NOT THEY WOULD BE ACCEPTABLE AT A LATER DATE IF THE DISQUALIFYING FACTORS HAVE BEEN CORRECTED.

(6) PERSONNEL WHO FAIL THEIR MOS TEST.

B. UNSUITABLE PERSONNEL. PERSONNEL WILL BE CONSIDERED UNSUITABLE WHEN THEY:

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(1) FAIL TO MAINTAIN ACCEPTABLE STANDARDS OF CONDUCT AND APPEARANCE. COMMANDERS ARE DIRECTED TO THOROUGHLY INVESTIGATE AND TAKE PUNITIVE ACTION WHERE WARRANTED. ANY RECRUITER ASSIGNED TO USAREC DETERMINED TO HAVE EMPLOYED DISHONEST OR COMMIT ACTS WHICH ARE IN VIOLATION OF CIVIL LAW, UNIFORM CODE OF MILITARY JUSTICE, OR PARAGRAPH 7-3D, AR 600-200. FILES SUBMITTED IN SUPPORT OF A RECOMMENDATION FOR REASSIGNMENT OF UNSUITABLE RECRUITER WILL STATE THE DISCIPLINARY OR ADMINISTRATIVE ACTION TAKEN OR THE CONSIDERATION WHICH MILITATED AGAINST SUCH ACTION.

(2) BECOME INVOLVED IN UNFAVORABLE FINANCIAL HARDSHIP WHICH IS THE RESULT OF HISMANAGEMENT OF PERSONAL INCOME.

C. INEFFECTIVE PERSONNEL. PERSONNEL REQUESTED FOR RELIEF UNDER THIS SUBPARAGRAPH ARE CONSIDERED TO HAVE DEMONSTRATED UNSATISFACTORY PERFORMANCE OF DUTY WHILE ASSIGNED TO USAREC. REQUESTS FOR RELIEF WILL CLEARLY INDICATE THAT THE RECRUITER FAILED:

(1) RESPOND TO DIRECTED INSTRUCTIONS, ON-THE-JOB TRAINING, AND PERFORMANCE COUNSELING.

(2) ATTAIN AND MAINTAIN RECRUITING PRODUCTION, OR SATISFACTORILY PERFORM IN ACCORDANCE WITH ESTABLISHED OBJECTIVES AND STANDARDS.

(3) MAINTAIN ADEQUATE KNOWLEDGE OF THE VARIOUS RECRUITING PROGRAMS AND PROCEDURES REQUIRED FOR THE IMPLEMENTATION

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