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ARMY REGULATION
No. 601-205
AIR FORCE REGULATION
No. 35-41

DEPARTMENTS OF THE ARMY
AND THE AIR FORCE

WASHINGTON, D.C., 25 March 1964

PERSONNEL PROCUREMENT

JOINT ARMY-AIR FORCE RECRUITING ACTIVITIES

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1. Purpose and scope. This regulation defines the activities in connection with personnel procurement which are performed jointly by the Army and the Air Force and sets forth the scope, function, and responsibility of each service.

2. Recruiting activities. The Departments of the Army and the Air Force will each maintain a separate recruiting sales force. Each department will formulate policy and exercise complete control over all functions, powers, and duties pertaining to its respective recruiting sales force, and will be completely responsible for their administrative and logistical support, except as indicated in this regulation.

3. Joint processing activities. The Departments of the Army and the Air Force will conduct a joint activity to accomplish the processing, enlisting, and shipping of applicants for enlistment in the Army or the Air Force.

a. Designation. This joint activity will be established as an integral part of the United States Army recruiting main stations, and will be designated as "United States Army and United States Air Force Recruiting Processing Unit."

b. Responsibility and control. The Department of the Army will provide supervision, facilities, and logistical support for the joint activity on a common service basis. The senior officer, regardless of service, regularly assigned and/or attached for duty to the activity, will be designated officer in charge and will be responsible to the commanding officer of the United States Army recruiting

main station. Where no officer is assigned, the commanding officer of the U.S. Army recruiting main station will designate an officer assigned to another activity under his control to exercise supervision over these activities, in addition to his other duties. No administrative function or duty will be assigned and/or performed within these units unless such function or duty is directly related to the processing of the applicants and/or enlistees referred to in *c*(1) below.

c. Functions. Joint processing units are designed to perform administrative and clerical operations for the Army and Air Force which can be performed most economically on a joint basis. They are not responsible for determination of the eligibility of an individual for enlistment or for the grade for which eligible on reenlistment, these functions being vested in the respective recruiting services, but are responsible for performing an administrative review to assure compliance with directives. Joint processing units will be responsible for—

- (1) Receiving and processing applicants for enlistment including Aviation Cadet, WAC, and WAF applicants who have been determined by the respective services to be qualified for enlistment and who have been referred for enlistment. Such processing will include—
 - (a) Processing of all enlistment papers and records and review of administrative procedures.

This regulation supersedes AR 160-5/AFR 35-41, 14 October 1954, including C 2/AR 160-5/AFR 35-41A, 23 April 1957.

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- (b) Issuance of service numbers.
- (c) Enlistment of accepted applicants with appropriate ceremony.
- (d) Issuance of special or letter orders and transportation requests in connection with the shipment of enlistees, aviation cadet applicants to aircrew testing locations, and rejected applicants.
- (2) Providing subsistence and lodging of applicants and enlistees.
- (3) Providing transportation to and from railroad, bus, or air terminals for applicants and enlistees.
- (4) Maintaining statistical records required for reporting purposes.
- (5) Furnishing United States Army Recruiting Main Station Commanders and United States Air Force Recruiting Detachment Commanders a daily report listing the name of each Army and Air Force applicant, EST and AFQT Score attained, and the name of the recruiter. Rosters or other reports currently maintained may be used provided they reflect or can be amended to reflect the above information. Separate reports will be prepared for Army and Air Force applicants.

d. Manning. The personnel required to man these units will be furnished by the Departments of the Army and the Air Force in direct proportion to the projected accessions of each service on an annual basis. Civilian personnel will be utilized within these units to the greatest practicable extent.

e. Reports. These units will prepare and transmit reports through the respective recruiting services in accordance with the requirements set by each service.

4. Joint use of recruiting facilities. *a. Joint use of facilities.* The respective recruiting sales [DCSPER]

force of the Army and the Air Force will, where practicable, use joint facilities. The Departments of the Army and the Air Force will, through their designated representatives, determine where facilities will be used jointly. Responsibility for recruiting stations not used jointly will be assumed by the using service.

b. Responsibility. The Department of the Army will provide and administer the facilities jointly used by the recruiting sales forces on a common service basis. However, alterations required to facilities used jointly will be chargeable to the service requiring the alterations.

5. Budget and funding responsibility. Except for the responsibilities assigned on a common service basis in this regulation to the Department of the Army, each department will budget and fund for its own recruiting requirements including—

a. National advertising.

b. Travel of applicants.

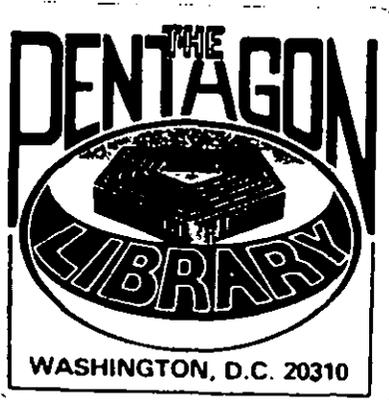
c. Operation of recruiting stations occupied separately.

6. Apportionment of costs. In order that personnel procurement costs may be developed and properly apportioned to the respective services for accounting purposes, expenses incident to the activities listed below will be as follows:

a. United States Army and United States Air Force recruiting processing units. Costs incident to the processing of individuals through this joint facility will be apportioned on the basis of the number of accessions to each service.

b. Recruiting stations occupied jointly. Costs incident to the operation of such stations will be apportioned equally to each service.

c. Lodging and subsistence of applicants and enlistees at recruiting main stations prior to shipment. Costs incident thereto will be apportioned on the basis of the number of accessions to each service.



By Order of the Secretaries of the Army and the Air Force:

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