

ARMY REGULATION }
No. 601-275

S/S Aug '68

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 30 November 1967

PERSONNEL PROCUREMENT
UNITED STATES ARMY RECRUITING COMMAND

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Section I. GENERAL

1. Purpose. This regulation assigns responsibility and announces the mission of the U.S. Army Recruiting Command. It outlines general policy for the recruitment of voluntary accessions for the Army, refines procedures for the selection, assignment and relief of personnel performing recruiting duties, and provides guidance in areas associated with personnel procurement.

2. References. Instructions pertaining to the qualifications, procedures, and periods of enlistment and reenlistment for the various components of the Army are contained in the directives listed in *a* through *c* below.

a. Regular Army. AR 601-series; DA Cir 601-series.

b. Army National Guard. NGR 25-1 and other instructions issued by appropriate State adjutants general.

c. Army Reserve. AR 140-111 and Reserve Enlistment Program of 1963.

3. Mission. The U.S. Army Recruiting Command, hereinafter referred to as USAREC, is responsible for the procurement of male and female civilian applicants through enlistment and reenlistment, and in certain categories through appointment, for the Active Army; to assist the

*This regulation supersedes AR 601-275, 11 August 1967.

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procurement efforts of the U.S. Army Reserve; and to provide assistance in the procurement efforts of the Army National Guard in those States where such assistance is requested. The U.S. Army Recruiting Command will refer individuals desiring to enlist in a Reserve component to the appropriate Reserve component unit or other designated activity where actual enlistment will be accomplished. As an exception to the above, enlistment of reservists under the 120-Day Delayed Entry Program will be accomplished in accordance with AR 601-220.

4. Responsibility. *a.* At Headquarters, Department of the Army, authority for staff and technical supervision of recruiting is vested in the Deputy Chief of Staff for Personnel.

b. The Commanding General of USAREC, a class II activity under the general staff supervision of the Deputy Chief of Staff for Personnel, is responsible for—

- (1) Recruiting in CONUS and oversea areas where the Department of the Army conducts recruiting of civilian applicants through enlistment and reenlistment into the Active Army.
- (2) Command, control, and operation of all Armed Forces Examining and Entrance stations and the U.S. Army Recruiting Force. AFES operational policies and functions are outlined in AR 601-270.
- (3) Recruitment of all enlisted personnel from civilian life for the Active Army.
- (4) Recruitment of Army Nurse Corps and Women's Army Corps officers, and of applicants for their respective student officer programs.
- (5) Recruitment from civilian life of all applicants for the college option program for officer candidate school and the warrant officer flight training enlistment option.
- (6) Assistance in the personnel procurement effort of the Army Reserve.
- (7) Assistance to the State adjutants general in the procurement efforts of the Army National Guard in those States where assistance is requested.
- (8) Assistance to The Surgeon General, Department of the Army, in procurement of

Army Medical Service personnel when such assistance is requested.

- (9) Assistance to the U.S. Military Academy Admissions Program.
- (10) Development, procurement, contracting and funding for all national recruiting publicity and advertising for the U.S. Army Personnel Procurement and Army Reenlistment Programs, consistent with DA policy and themes.
- (11) Establishing and maintaining liaison with educators and associations at national, State, and local levels.
- (12) Supervising Army recruiting participation in national education conventions.
- (13) Establishing recruiting districts and assigning geographical areas of responsibility thereto. Each recruiting district will be commanded by a commissioned officer in the grade of colonel who will be designated the recruiting district commander.
- (14) Establishing recruiting main stations (RMS) within the recruiting districts and assigning geographical areas of responsibility thereto. Each RMS will be commanded by a commissioned officer in a grade authorized by the appropriate tables of distribution and allowance who will be designated the recruiting main station commander.
- (15) Establishing recruiting stations at appropriate locations. These stations may be commanded by either male commissioned or male noncommissioned officers. Locations 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. Commanding Generals of USCONARC, USARAL, USARSO, and USARPAC will provide administrative (including legal service) and logistical support as necessary and requested by CG, USAREC.

d. Recruiting district commanders will command the recruiting activities and personnel within the geographic area of the district. Responsibilities will include managerial, administrative, operational, promotional, coordinating and logistical

support for the district headquarters and the RMS assigned to the district.

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

5. **Recruiting facilities.** Procedures for acquiring real estate necessary for recruiting installations are contained in AR 405-10 and will conform to standards established by the Occupancy Guide, published by the General Services Administration. Where practicable, rent-free offices suitable for recruiting activities will be secured in public buildings. When adequate and suitable space in public buildings is not available, leased space will be requested from the appropriate Division or District Engineer by CG, USAREC.

6. **Publicity and advertising.** a. *Active Army.*

- (1) Various forms of recruiting publicity and advertising materials developed and produced by Headquarters, USAREC, will be furnished automatically to the subordinate elements. The Deputy Chief of Staff for Personnel will exercise overall administrative responsibility for all

Active Army national publicity and advertising, consistent with current policies and themes. Current national themes of the Army recruiting advertising programs will be supported at all levels.

- (2) Publicity materials appropriate to reenlistment and in-service procurement programs will be provided to major commands and agencies as coordinated and approved by the Chief of Personnel Operations and the Deputy Chief of Staff for Personnel.

b. *National Guard.* The preparation, procurement, and distribution of publicity and advertising materials for the Army National Guard will be provided by the National Guard Bureau. Army National Guard publicity materials are provided by 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 in the preparation and placement of publicity and advertising materials or campaigns. Army Reserve publicity materials for Active Army support of the U.S. Army Reserve program are distributed to USAREC. Requests for additional Army Reserve publicity materials will be submitted to Chief, Office of Reserve Components. Approved requisitions will be shipped direct to the originator by the U.S. Army AG Publications Center.

Section II. PERSONNEL PROCUREMENT RECRUITING POLICY FOR SECONDARY SCHOOLS

7. **Recruiting policy for secondary schools.** AR 601-212 delineates policy guidance in dealing with secondary school authorities. The CG, USAREC will assume responsibility for implementing this policy and coordination of related activities with the Reserve Components.

Section III. SELECTION OF PERSONNEL FOR ASSIGNMENT TO USAREC

8. **General.** 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 and 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 enlisted. The requirements and procedures for the

selection of officers and enlisted personnel for recruiting duty are set forth below. Personnel assigned or attached to USAREC for duties other than recruiting should be selected from personnel with the same general qualifications as those of the recruiters. Tours of duty will be as specified in AR 614-5.

9. **Officers.** Selection of officers for assignment to recruiting duty will be based upon the qualifications set forth in AR 611-101. Officers qualified

by aptitude, experience, and interest may apply for this duty in accordance with AR 614-160.

10. Enlisted personnel. Enlisted personnel required for recruiting duty will be obtained from personnel who have applied for a recruiting assignment, have been recommended by an interview board and have received a favorable records check as required by paragraph 17.

11. Prerequisites and qualifications for enlisted personnel. Applications from individuals who meet the following prerequisites will be forwarded to an interview board for consideration:

a. Mandatory prerequisites for enlisted recruiters:

- (1) Not in receipt of Proficiency Pay (Specialty).
- (2) Efficiency and conduct relating: Excellent.
- (3) Minimum service: 6 years, EM; 3 years, WAC.
- (4) Grade: NCO or specialists E-5 or above.
- (5) Recorded GT (general technical aptitude area) score: 110 or higher.
- (6) Minimum score on the "recruiter self-description blank": 115.
- (7) Hold valid Army or state motor vehicle operator's permit.
- (8) High school graduate or have received credit for high school level general educational development (GED) test.
- (9) Volunteer for assignment to recruiting duty.
- (10) Favorable National Agency Check completed or possess a secret or higher security clearance.
- (11) Successful completion of screening as prescribed in paragraph 17.

b. Waivers may be granted only for prerequisites stated in *a*(3) and (5) above. Applications will indicate requirement for waivers when appropriate and approval of application by CG, USAREC will also constitute approval of waivers.

c. Desirable but not mandatory qualifications for enlisted personnel are—

- (1) Have served overseas.
- (2) Be between ages 24 to 35 years inclusive.
- (3) Have had past experience in personnel and management, interviewing, classification, and salesmanship.
- (4) Have had combat service.

d. Primary procurement is for personnel possessing MOS OOE or those who may qualify to be awarded this MOS. Applications of those who currently hold MOS OOE as a primary or secondary MOS will include a summary of their experience and prior duty stations. In the case of personnel currently holding MOS OOE, the provisions of paragraphs 13, 14, and 15 do not apply.

e. Additional positions exist in recruiting main stations for personnel in supply, administrative, and information career groups (MOS and grade 76Y40 E6/7; 71Q10 E6/7; 71B20 E5/4). The general provisions of this regulation apply for submitting applications for these positions except that testing, applicant statement, and interview board outlined in paragraphs 13, 14, and 15 are not required.

12. Submission of applications. *a.* In continental United States, applications for recruiting duty will be made through channels to the appropriate major commander. Direct communication between CONUS activities and recruiting districts is authorized in completion of applications. 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 OOE as primary and who desire full-time recruiting duty will submit their applications through channels to the major oversea commanders not earlier than 8, and no later than 6 months prior to date of completion of oversea tour.

c. Applicants will include a minimum of three choices of station and a statement that other areas of assignment are or are not acceptable. In addition to the information required by paragraph 21b, AR 614-6, the GT score, place of birth and Social Security Account number of the applicant will be included in the forwarding indorsement.

d. Applications will be forwarded by major commanders to CG, USAREC through the appropriate interview board outlined in paragraph 15. CG, USAREC will forward approved applications to Chief of Personnel Operations, for final approval.

e. 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.

13. Testing. *a.* DA Form 6129 (Recruiter Self-

Description Blank, Form II) will be used to test the adaptability of all Army enlisted personnel being considered for recruiting duty. Tests will be administered and scored at installations where a Test Control Officer (TCO) has been appointed in accordance with paragraph 5, AR 611-5. Exceptions may be granted by oversea major commanders. Installation commanders who have not appointed a TCO will refer prospective applicants to the nearest installation (including Armed Forces Examining and Entrance Stations and Recruiting Main Stations) at which a TCO has been appointed. Tests will not be administered at recruiting stations.

b. Materials required for administration are—

- (1) Recruiter Self-Description Blank, Form II (DA Form 6129).
- (2) Administering The Recruiter Self-Description Blank, Form II (DA Pam 611-129).
- (3) Recruiter Self-Description Blank, Form II answer sheet (DA Form 6129-1).
- (4) Recruiter Self-Description Blank, Form II scoring key (side 1: DA Forms 6129-2a; side 2: DA Forms 6129-2b) (to be issued to installations, AFEEs, and Recruiting Main Stations in CONUS having test control officers assigned and to major oversea commands).
- (5) Scoring the Recruiter Self-Description Blank, Form II (DA Pam 611-129-1).

c. Requisitions for testing materials (*b* above) will be submitted through normal publications supply channels in accordance with AR 611-5.

d. Completed DA Forms 6129-1 (Recruiter Self-Description Blank, Form II answer sheet) will be retained by the scoring activity for one month and forwarded to the Commanding Officer, U.S. Army Personnel Research Office, ATTN: AIS-OCRD, Washington, D.C. 20315. The applicant's score and GT score will be forwarded to the appropriate recruiting district commander in CONUS and to the commander convening the interview board if overseas.

e. Adequate safeguards will be established to provide security for testing materials in accordance with AR 611-5 and AR 345-15.

14. Statement by applicant. Each applicant who has met the prerequisites set forth in paragraph 11 and who desires to appear before the interview board as provided in paragraph 15 will be

required to prepare a statement entitled "Why I Want To Be A Recruiter." The statement will be personally composed by the applicant to represent a sample of his own best written composition. The applicant will present the statement to the interview board at the time of the interview.

15. Interview boards. Boards for interviewing enlisted personnel being considered for duty as recruiting specialists will be appointed by CG, USAREC, Recruiting district commanders, major oversea commanders, and the RMS Commander in Hawaii. Boards will be composed of at least two commissioned officers and one experienced recruiter, 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 11, boards will determine whether applicants for duty as recruiters meet the following:

- a.* Eligibility requirements listed in paragraph 12.
- b.* Be able to express themselves clearly and forcefully and have a suitable personality.
- c.* Possess outstanding appearance and bearing.
- d.* Have no obvious facial or other distracting disfiguration.
- e.* Have a genuine desire and interest in becoming a recruiting specialist.

16. Disposition of applications. *a.* Applications of personnel recommended for recruiting duty by the interview board will be forwarded to CG, USAREC along with the Recruiter Self-Description Blank score, statement of the applicant and a copy of the interview board recommendation.

b. Applications of personnel not recommended for recruiting duty by the interview board will be returned through channels to the applicant.

17. Applicant record screening. *a.* Upon receipt of applications at Headquarters, USAREC, a records check of the repository files at Fort Holabird, Maryland, will be completed. In the event an individual previously awarded MOS OOE receives an unfavorable records check, CG, USAREC will request Department of the Army to withdraw the MOS and an entry will be made in the remarks section of the DA Form 20 (Enlisted Qualification Record) as outlined in paragraph

20c. A like entry will be made for those not eligible for award of MOS OOE.

b. Any record of a felony, poor management of personal or family affairs, poor credit standing, a morals offense, a history of a propensity for traffic violations or repeated offenses indicating an unwillingness to conform to laws and regulations, precludes an assignment to recruiting duty.

18. **Assignment of applicants.** Enlisted personnel accepted for recruiting duty will be reported by the CG, USAREC, to Chief of Personnel Operations, ATTN: EPADS for grade E-7 and above and EPADR for grade E-6 and below, for final approval and issuance of assignment instructions. Department of the Army will provide for individual attendance at the Army Recruiting and Career Counseling Course at the U.S. Army Adjutant General School, Fort Benjamin Harrison, Ind., prior to assignment to recruiting duty whenever possible. In the event that circumstances preclude this, the Commanding General, USAREC, will provide for attendance at the school on a TDY basis at the earliest practicable date after assignment to recruiting duty, normally within a period of 90 days.

19. **Award of MOS and designation as primary.** a. All assigned recruiter personnel will be required to successfully complete the Army Recruiting and Career Counseling Course prior to award of MOS OOE and designation as primary. This requirement may be accomplished after assignment to recruiting duty.

b. Newly assigned recruiting personnel will be required to serve a probationary period of duty not to exceed 6 months to determine their eligi-

bility for award of MOS OOE and designation of the MOS as primary.

c. The Commandant, U.S. Army Adjutant General School will award a certificate of completion to those students who successfully complete the Army Recruiting and Career Counseling Course.

d. For personnel assigned to USAREC, only CG, USAREC may award MOS OOE and designate it as primary.

20. **Elimination of recruiting specialists.** a. During the first 6 months from the date of the recruiter's initial assignment to recruiting duty, the commander may remove without prejudice any individual who in his opinion does not possess the necessary attributes for MOS OOE.

b. After the 6-month trial period, individuals will be continually evaluated, and interviewed semiannually by the RMS commander. Those individuals who lack the necessary attributes to remain on recruiting duty will be reclassified in accordance with chapter 2, AR 600-200 and reported for reassignment in accordance with current directives.

c. Personnel whose recruiting MOS has been withdrawn and lined out on DA Form 20 (Enlisted Qualification Record) will not be reclassified or reassigned to recruiting or career counseling duties. The following will be entered in item number 42, "Remarks" section of the DA Form 20, Enlisted Qualification Record: "Not eligible for award of MOS OOE AR 601-275."

21. **Civilian personnel.** Civilian employees will be used to replace enlisted personnel, where practicable, in the performance of general clerical duties at recruiting installations. Recruitment of applicants for enlistment will be performed only by military personnel.

Section IV. VOLUNTARY RECRUITING PROGRAM

22. **General.** This section establishes a recruiting incentive program which authorizes extension of leave or the granting of a pass to certain enlisted personnel who are instrumental in recruiting acceptable applicants for enlistment in the U.S. Army. Commanders are urged to support this program by granting approval except in those cases where the individual's absence would have a serious effect on the accomplishment of the unit mission.

23. **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 5-day extension of their 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 extension of leave, subject to approval of the individual's commanding officer. No more than one such extension will be granted during each leave period, regardless of the number of acceptable applicants procured.

b. Six-month trainees and personnel en route to school or earmarked for oversea shipment, where

definite reporting dates are established, will not be granted extensions of 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 any element of the USAREC are ineligible to participate in this program.

24. Implementation. Commanding officers will develop local programs designed to stimulate personnel to recruit actively and will, in addition to other ideas they may develop -

a. 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.

b. Request personnel departing on leave to contact the nearest representative of the USAREC in his leave area regarding this program. It is suggested that a statement, substantially as follows, be included on the leave paper:

You are requested, while on leave and if consistent with your plans, to contact the nearest U.S. Army Recruiting Command representative regarding the Voluntary Recruiting Program. Your assistance will be appreciated.

25. Administrative procedures. a. Upon enlist-
[DCSPER]

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procurement:
Active Army: A. NG: D. USAR: D.

ment of applicant and subsequent to approval by the individual's commanding officer, the RMS commander will grant extension of leave by indorsing leave paper or orders. Leave will be charged as ordinary leave.

b. Request to the individual's commanding officer for approval of leave will be made by the most expeditious means.

c. If unable to complete the enlistment of the applicant procured by the individual on leave, prior to commencement of return travel, RMS commanders are authorized to grant an approved extension of leave, provided there is reasonable expectation the applicant will be enlisted.

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

e. Upon the enlistment of an applicant procured by an individual in a duty status during off-duty hours the RMS commander will take action as indicated in d above.

26. Publicity. Commanders will insure that maximum publicity is given to the Voluntary Recruiting Program.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.



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