

**USAREC Regulation 601-73**

**Personnel Procurement**

# **Missioning Procedures**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, KY 40121-2725  
19 August 2008**

**UNCLASSIFIED**

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Fort Knox, Kentucky 40121-2725  
19 August 2008

**\*USAREC Regulation 601-73**

Effective 1 September 2008

## Personnel Procurement

### Missioning Procedures

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*Chief of Staff*

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**History.** This publication is a major revision.

**Summary.** This regulation establishes policies and procedures for the assignment of recruiting missions within the U.S. Army Recruiting Command.

**Applicability.** This regulation is applicable

to all elements of the U.S. Army Recruiting Command.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G2. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPAE, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** This publication is available in electronic media only and is intended for command level A.

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\*This regulation supersedes USAREC Regulation 601-73, dated 7 June 1999.

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**Glossary**

## 1. Purpose

This regulation establishes policies and procedures within the U.S. Army Recruiting Command (USAREC) for the assignment of recruiting missions for the Regular Army (RA), Army Reserve (AR), Army Medical Department (AMEDD), Officer Candidate School (OCS) (out of service), Warrant Officer Flight Training (WOFT), Reserve Officers' Training Corps (ROTC) referrals, band, linguist, Chaplain Corps, Special Forces (SF) officers and enlisted, 160th Special Operations Aviation Regiment (SOAR), and others as needed.

## 2. References

Required and related publications are listed in appendix A.

## 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 4. Policy

### a. Mission assignment.

(1) Headquarters, Department of the Army (HQDA) assigns an accession mission to Headquarters, U.S. Army Recruiting Command (HQ USAREC) for the following categories: RA and AR enlistments, AMEDD officers, OCS, WOFT, Chaplain Corps, ROTC referrals, band, linguist, SF officers and enlisted, 160th SOAR, and others as needed.

(a) The USAREC G2 converts the HQDA accession mission into a contract mission for assignment within the command. Appendix B addresses AMEDD procedures and appendix C addresses chaplain procedures.

(b) Missions to subordinate units consist of: RA and AR enlisted contract mission, RA and AR AMEDD commission mission, OCS (enlistment option) packet mission, WOFT (enlistment option) packet mission, ROTC referral mission, linguist, RA and AR chaplain and chaplain candidate selection board mission and reappointment of chaplain candidates, and band contract missions.

(2) The USAREC G2 develops all recruiting contract missions based upon HQDA accession requirements, Future Soldier Training Program (FSTP) growth targets, and market conditions that affect the command's ability to meet HQDA's accession missions. The USAREC G2, Mission Division, assigns annual missions to the brigades with recommended splits down to battalion level.

(3) Brigade commanders are responsible for assignment of the contract mission down to battalion level. Commanders will not withhold mission nor place operational missions in excess of the assigned mission to their subordinates. Monthly missions, by category, will be assigned to subordinates prior to T-4 (4 weeks prior to the start of a recruiting phase line (PL)) and entered into the Mission, Production, and Awards (MPA) System. Subordinates will prepare their mission accomplishment plans prior to T-2. See appendixes B and C for special missions.

(a) Normally, an RA recruiter will have either an RA or AR mission during the PL, not both. Waivers to assign an RA recruiter with concurrent RA and AR missions will be considered on a case-by-case basis. Brigade commanders may request or approve waivers if delegated the authority, in writing, by the deputy commanding general (DCG) or their appropriate deputy commanding officer (DCO). Active Guard Reserve recruiters will only have an AR accession mission.

(b) Subordinate commanders can vary the G2's recommended mission between battalions by quarter as long as the brigade mission volume, by category, remains unchanged. Subordinate commanders will not assign missions solely to equalize write rates.

(c) A recruiter newly assigned to a recruiting station (RS) or higher echelon unit, regardless of their status (detailed or cadre) or position, will be given 30 calendar days to complete all familiarization activities. The 30-day window starts when inprocessing is completed. Authority for determining inprocessing completion and start of the 30-day window is the brigade commander. The brigade commander may delegate this authority to battalion commanders. Example: A recruiter reports for duty to the battalion. Battalion inprocessing takes 3 days and brigade inprocessing takes 2 days. Five days of inprocessing plus 30 days equals 35 days. The recruiter is eligible to receive a mission 35 days after reporting for duty.

(d) Brigade, battalion, and company commanders will ensure all mission assignments are formally recorded in the MPA System.

(4) Subordinate units participating in test programs will follow this regulation unless specifically exempted by test procedures or requirements.

(5) The USAREC G2 will not change annual missions once they are assigned, unless HQDA or other authority, changes the accession requirements and the changes affect any area of the contract mission. If this occurs the G2 will develop and publish an adjusted contract mission according to the change received.

(6) Commanders will not assign a mission to recruiters attending professional development courses or with prior

approved absences. Tables 1 and 2 provide mission assignment guidance for those situations.

**Table 1**  
**18 to 20 processing day PL**

Days Present	RA Mission	AR Mission
0 to 6	0	0
7 to 12	1 GSA	2 (any combination of GA and CIHS)
13 to 20	Full Mission	Full Mission

**Table 2**  
**21 to 25 processing day PL**

Days Present	RA Mission	AR Mission
0 to 7	0	0
8 to 13	1 GSA	2 (any combination of GA and CIHS)
14 to 25	Full Mission	Full Mission

(7) SF officer and enlisted, 160th SOAR, WOFT (in-service), Airborne, and Recruit the Recruiter missions are assigned to the U.S. Army Special Missions Brigade (SMB). The annual mission document from HQDA, if received, will be processed through the USAREC G2 for the Commanding General's (CG's) approval or comment before it is returned to HQDA.

b. Mission accomplishment.

(1) The contract mission is designed to increase the likelihood of achieving the HQDA accession mission.

(2) Each commander is responsible for distributing their command's share of the contract mission to maximize the number of contracts and position units and recruiters for success. Success is defined as, accomplishment of the contract mission by category and volume.

(3) Mission success designation.

(a) There are three mission designations for the RA and five for the AR enlisted missions.

1. RA:

- GA - High school diploma graduate test score category (TSC) I-III.A.
- SA - High school senior TSC I-III.A.
- OTH - All other open categories not included in GA or SA.

2. AR:

- GA - High school diploma graduate TSC I-III.A.
- SA - High school senior TSC I-III.A.
- CIHS - Currently in high school (CIHS) TSC I-III.A.
- PS - Prior service (PS).
- OTH - All other open categories not included under GA, SA, CIHS, or PS.

(b) Special missions' mission designations (see apps B and C).

(c) AMEDD. Each area of concentration (AOC) or specialty can be a mission category (see app B).

(4) Contract credit.

(a) USAREC Reg 600-22 governs contract credit for applicants who change component during processing (RA to AR or vice versa) and when more than one recruiter works with a single applicant.

(b) Overproduction against the assigned mission during any PL will not be carried forward into any subsequent PL. Overproduction against the assigned mission during any shorter period will count toward successful accomplishment of the larger period (for example, PL to recruiting year (RY)).

(c) Only enlisted accessions into AR troop program units (TPUs) will be counted toward the AR accession mission.

(d) Mission accomplishment credits will not be given to another recruiter from a suspended or involuntarily reassigned recruiter. Credits will remain with the RS toward the RS mission. Voluntarily reassigned recruiters will retain any contract credit toward their personal mission accomplishment and the losing RS will also retain the credit toward its monthly and quarterly PL accomplishments. It is the responsibility of the losing RS to make up any FSTP loss after the voluntarily reassigned recruiter departs. The FSTP loss will have no effect on voluntarily reassigned recruiter's contract credit. For departing recruiters who have substantially completed processing for applicants who enlist after their voluntary reassignment, a credit(s) will be awarded in accordance with USAREC Reg 600-22. The gaining RS will not receive RS-level credit for those applicants processed by the losing RS. The losing RS will receive credit for the voluntarily reassigned recruiter's applicants processed after his or her departure.

(e) The USAREC G3 provides substitution rules each quarter.

c. Mission adjustment. Mission adjustments will be conducted in accordance with the USAREC G3's mission adjustment policy.

d. Accession processing guidelines.

(1) Special mission recruiters or teams are the only recruiters who may process the following special missions: WOFT (inservice), SF officers and enlisted (inservice), 160th SOAR, and chaplain and chaplain candidates or reappointment of chaplain candidates.

(2) RS commanders will refer all professional health care applicants to the nearest medical recruiting station. Any recruiter may recruit for military occupational specialty 68W.

(3) RA recruiters may process and contract both RA, AR, and special mission categories except as noted in (1) and (2) above. AR recruiters may only process AR applicants except as noted in (1) and (2) above.

(4) Specific processing responsibilities are outlined in USAREC Reg 600-22.

e. Mission planning process.

(1) HQDA provides the annual RA and AR accession mission to HQ USAREC. Refer to appendix B for the AMEDD process. The USAREC G2, Mission Division, converts the accession mission into a contract mission using pertinent factors. The G2 presents the draft annual mission to the respective brigades.

(2) The USAREC G2, Mission Division, will brief the draft mission to the DCG, DCO-East, and DCO-West. Their guidance may change the G2's recommended brigade and battalion annual mission splits. The CG has the option to review the mission splits, and if necessary, change them prior to releasing the draft missions to the brigades. Once the brigades provide their recommended changes for their battalion missions (within plus or minus 5 percent of G2's recommended battalion missions for RA and plus or minus 10 percent for AR), the revised mission then becomes the field mission and is released by the G2 to the respective brigades for execution.

(3) Time lines for the mission planning process are subject to CG and DCG guidance. However, at a minimum, the USAREC G2, Mission Division, will strive to meet the following schedule:

(a) DCG and DCO draft mission briefing not later than 110 days prior to the start of the RY.

(b) Draft annual mission issued to brigades for adjudication of battalion splits not later than 80 days prior to the start of the RY.

(c) Brigades return revised quarterly battalion splits to the USAREC G2, Mission Division, not later than 40 days prior to the start of the RY.

(d) Commanders at all levels will verify that missions are assigned by category prior to T-2 (2 weeks before the start of each recruiting PL) and ensure the mission is properly entered into the MPA System. At the start of the quarter, brigade commanders will assure the DCG and appropriate DCO that the entire quarterly mission was distributed down to recruiter level.

## 5. Operational guidelines

a. The Automated Territorial Alignment System (ATAS) is the command's official market analysis data source. ATAS is used by USAREC and brigade mission planning cells for all mission planning (excluding AMEDD).

b. The USAREC G2 will provide a copy of the master ATAS file, AR vacancy data, and other data sources used to determine brigade and battalion missions in special mission categories for each brigade when the brigade and battalion missions are published.

c. The USAREC G2 will publish the mission methodology and assist each brigade during the planning process as needed.

d. The MPA System is USAREC's official historical database for mission assignments and achievements.

## 6. Responsibilities

a. The CG USAREC is responsible for assigning all missions to each brigade on an annual basis.

b. The DCG, DCO-East, and DCO-West are the approval authority for missioning their respective brigades.

c. Brigade commanders are responsible for assigning the annual mission to their battalions. Brigade commanders are responsible to ensure that prior to T-2 each PL mission is properly entered into the MPA System, by category, down to battalion level. At the start of the fiscal year (FY), the brigade commander will assure the DCG and/or appropriate DCO that the total annual mission has been distributed down to battalion level. The brigade commander is responsible for the accurate posting of battalion, company, RS, and recruiter missions to the MPA System.

d. Battalion commanders are responsible for assigning annual missions to each company by monthly split and ensure they are properly entered into the MPA System. Medical recruiting battalion commanders are responsible for assigning AMEDD annual missions to the medical recruiting companies (MRCs). Battalion commanders are responsible for properly entering into the MPA System, prior to T-2, each PL mission, by category, down to company level. Battalion commanders will assure their brigade commanders that each PL entered into the MPA System with assigned PL splits were all distributed down to company level by category and PL.

e. Company commanders are responsible to assign annual missions to each RS, by PL split, down to the individual

recruiter. Company commanders are responsible for entering into the MPA System, prior to T-2 each PL mission, by category, down to station level. Company commanders will assure their battalion commander that each recruiting PL entered into the MPA System were all distributed down to RS level with the assigned PL splits.

f. All commanders are:

(1) Responsible for ensuring the accuracy of assigned missions by category.

(2) Responsible for the direct management of mission assignment, to include development of a methodology for determining missions to appropriate subordinate levels.

g. The USAREC G2 is responsible for the initial development, assignment, and adjudication process of the contract mission by category and by annum for each brigade. The G2 is responsible for tracking and keeping an audit trail of brigade mission adjustments.

h. The USAREC G3 is responsible for monitoring and reporting the progress of the recruiting force and accomplishment of their assigned missions. If delegated, the G3 will be responsible for evaluating brigade requests for mission reduction and will ensure that these areas are reflected in brigade level missions in the MPA System. The G3 is the proponent for the MPA System. The U.S. Army Medical Recruiting Brigade (MRB) commander is responsible for the publication of the annual AMEDD mission success designations.

(1) The USAREC G3, Chief of Operations Division, is responsible for monitoring production and conducting production analysis of both the RA and AR enlisted missions.

(2) The SMB commander is responsible for monitoring production and conducting production analysis of all special missions with the exception of AMEDD.

(3) The MRB commander is responsible for monitoring production, conducting production analysis of the AMEDD mission, and making mission adjustments. Additionally, the MRB commander is responsible for the annual review and development of the AMEDD mission success designation based upon the annual AMEDD mission. Refer to appendix B for further guidance.

i. The USAREC G1 is responsible for monitoring personnel strengths of brigades and battalions. The G1 will provide the recruiting strength data for battalion reports as needed.

j. The USAREC G4/8 is responsible for providing authorization data to the USAREC G1 and USAREC G2.

## **7. Implementation**

All levels of command down to company level will establish mission assignment policies and procedures consistent with this regulation and any official changes.

## **Appendix A References**

### **Section I Required Publication**

#### **USAREC Reg 600-22**

Assignment of Enlistment Processing Responsibility. (Cited in paras 4b(4)(a), 4b(4)(d), and 4d(4).)

### **Section II Related Publications**

#### **USAREC Reg 601-37**

Army Medical Department Recruiting Program.

#### **USAREC Reg 601-56**

Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures.

#### **USAREC Reg 601-81**

Educator/Centers of Influence Tour Program.

#### **USAREC Reg 601-87**

Recruiting Market Analysis.

#### **USAREC Reg 601-91**

Officer Candidate School and Warrant Officer Flight Training Programs.

#### **USAREC Reg 601-95**

Delayed Entry and Delayed Training Program.

#### **USAREC Reg 672-10**

Recruiting Incentive Awards.

### **Section III Prescribed Forms**

There are no entries for this section.

### **Section IV Referenced Forms**

There are no entries for this section.

## **Appendix B Army Medical Department Missioning Guidelines**

### **B-1. Policy**

This appendix provides specific information concerning the AMEDD missioning process, AOCs, substitutions, and guidance for mission adjustment requests. The AMEDD mission is a commission mission (see table B-1).

### **B-2. Missioning**

a. After receipt of the RA and AR missions from HQDA, the USAREC G2 will determine the MRB's mission for the entire FY. The mission is then entered into the MPA System. The MRB commander will mission each medical recruiting battalion commander. Medical recruiting battalion commanders will then assign missions to each of their MRC commanders. MRC commanders will then assign the mission to stations and individual recruiters. HQ USAREC may augment the mission process with an adjudication conference. This adjudication conference may or may not coincide

with the annual conference hosted by the MRB. HQ USAREC's objective is to provide the MRB with the annual mission one quarter prior to the start of the new FY.

b. AR.

(1) The focus of AR AMEDD recruiting is to support TPU requirements. The number of vacancies and market data will determine the mission.

(2) Mission accomplishment credit.

(a) Mission accomplishment credit will be specified in the annual mission memorandum distributed by HQ USAREC.

(b) Recruiters will receive mission credit for officers recruited with assignment into the Selected Reserve, TPU (including attachments to the AMEDD Professional Management College), or Individual Mobilization Augmentee positions. Exceptions will be allowed for Specialized Training Assistance Program selectees assigned to the Individual Ready Reserve.

c. RA.

(1) The appropriate combination of market factors determine the MRB's mission for the six AMEDD Corps. A mission category may be further split according to market source. For example, the "Nurse Other" category could be split into "no experience" and "minimum of 1 year experience required" subcategories.

(2) Health care occupational student and residency data influence both Health Professional Scholarship Program and Financial Assistance Program missions.

(3) Mission credit is given for AOC and/or school programs as specified in the FY mission memorandum. Specific guidance regarding mission credit by AOC and/or program will be published under separate cover, as needed, through the USAREC G3 by the MRB.

### B-3. Mission success designation

a. The MRB, Operations Section, is responsible for the annual review and development of mission success designations based upon the annual mission. The MRB operations officer is responsible for publishing the mission success designations.

b. RA annual mission success categories for each corps may include some or all of the categories listed below:

- (1) Direct accession by AOC for commissioned officers.
- (2) School programs.
- (3) Health Professional Scholarship Program.
- (4) Financial Assistance Program.

c. AR annual mission success categories are by specific AOC and/or an Other category encompassing AOCs in that Corps. The AR currently recruits officers for each of the AMEDD Corps.

### B-4. Substitutions

Substitutions are prohibited, unless approved by the USAREC Staff Judge Advocate. The MRB commander will publish AMEDD substitution rules for the command.

### B-5. Mission cross-leveling, relief, and reduction

a. Refer to paragraph 4c for procedures.

b. The MRB commander advises the USAREC Chief of Staff on requests for mission relief.

c. The MRB commander, through the USAREC G2, has the option to submit mission adjustments as they become available or submit them at the quarterly mission brief to the CG.

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**Table B-1**  
**AMEDD mission success categories**

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**Commissioned Officer**

The AOCs are subcategories within the six AMEDD Corps

Army Nurse Corps (AN)

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Army Medical Specialist Corps (SP)

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Dental Corps (DC)

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Medical Corps (MC)

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Medical Service Corps (MS)

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Veterinary Corps (VC)

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**Appendix C**

**Regular Army and Army Reserve Chaplain, Chaplain Candidate, and Reappointment of Chaplain Candidate Missioning Guidelines**

**C-1. Policy**

This appendix provides information concerning chaplain, chaplain candidate, and reappointment of chaplain candidate missioning and guidance for mission relief requests. Chaplain recruiters will receive chaplain, chaplain candidate, and chaplain candidate reappointment missions and should not be assigned any unrelated recruiting mission. They should not be assigned duties normally performed by a brigade staff chaplain as these duties may jeopardize the accomplishment of their recruiting mission. Chaplain recruiters will be assigned a quarterly mission through the MPA System (see table C-1 for mission success designations).

**C-2. Reserve chaplain and chaplain candidate missioning**

a. The primary focus of chaplain and chaplain candidate recruiting is to supply the RA and AR with chaplain candidates and trained chaplains in a required number of faith groupings. Additionally, a number of qualified applicants will be recruited for the RA and AR (with concurrent active duty each year). Therefore, any mention of TPU vacancies is irrelevant due to a different structure used to fill TPUs. Chaplain recruiters are encouraged, however, to work with their TPU counterparts to interest qualified applicants in filling TPU vacancies.

b. HQDA assigns an accession mission to USAREC for chaplains and chaplain candidates, which is based upon requirements, as determined by the Chief of Chaplains. The USAREC G2 will develop a draft annual chaplain mission one quarter prior to the new FY. The SMB commander, USAREC G2, and the Chief of Chaplain Recruiting will adjudicate the draft chaplain mission and suggested chaplain recruiting teams' mission. The G2 will issue the chaplain mission through the MPA System. The SMB commander will approve any quarterly changes to chaplain missions as advised by the Chief of Chaplain Recruiting. The chaplain recruiting team's achievement is based on board selection of fully qualified application packets by a board of senior chaplains which meets at HQDA.

**Table C-1  
Mission success designations**

Chaplains						
Catholic	Jewish	Muslim	Orthodox	Buddhist	Protestant (sacramental)	Protestant (nonsacramental)
Chaplain Candidates						
Catholic	Jewish	Muslim	Orthodox	Buddhist	Protestant (sacramental)	Protestant (nonsacramental)
Reappointment of Chaplain Candidates						

## **Glossary**

### **Section I Abbreviations**

#### **AMEDD**

Army Medical Department

#### **AOC**

area of concentration

#### **AR**

Army Reserve

#### **ATAS**

Automated Territorial Alignment System

#### **CG**

Commanding General

#### **CIHS**

currently in high school

#### **DCG**

deputy commanding general

#### **DCO**

deputy commanding officer

#### **FSTP**

Future Soldier Training Program

#### **FY**

fiscal year

#### **HQDA**

Headquarters, Department of the Army

#### **HQ USAREC**

Headquarters, U.S. Army Recruiting Command

#### **MPA**

mission, production, and awards

#### **MRB**

U.S. Army Medical Recruiting Brigade

#### **MRC**

medical recruiting company

#### **OCS**

Officer Candidate School

#### **PL**

phase line

**PS**  
prior service

**RA**  
Regular Army

**ROTC**  
Reserve Officers' Training Corps

**RS**  
recruiting station

**RSM**  
recruit ship month

**RSQ**  
recruit ship quarter

**RY**  
recruiting year

**SF**  
Special Forces

**SMB**  
U.S. Army Special Missions Brigade

**SOAR**  
Special Operations Aviation Regiment

**TPU**  
troop program unit

**TSC**  
test score category

**USAREC**  
U.S. Army Recruiting Command

**WOFT**  
Warrant Officer Flight Training

## **Section II** **Terms**

### **accession mission**

The number of accessions required by category for a specified period of time.

### **Automated Territorial Alignment System**

A computerized software application used with MapInfo for Windows software to assist in updating databases and building maps for recruiting areas.

### **contract mission**

The net number of contracts required by category for a specified period of time. Contracts are reservations made on the Recruit Quota System. Net contracts are total contracts minus Delayed Entry Program members losses.

**Future Soldier loss**

A Delayed Entry Program member discharge or voided enlistment. The effective date of a Future Soldier loss is the day the reservation is canceled on the Recruit Quota System.

**market**

The ability of an area to support recruiting missions based on historical trends as defined in the recruiting market analysis.

**mission**

The number of accessions, contracts, packets, board selectees, volunteers, or referrals required in specified categories for a designated period of time. Unless otherwise specified, the term "mission" refers to all mission types covered by this regulation such as RA contract mission, AR accession mission, AMEDD commission mission, and OCS packet mission.

**mission categories**

The precise types of personnel needed for accession into the RA or AR as defined by Armed Forces Qualification Test score, education level, or PS status.

**packet**

An application package containing all required documents. A packet is accepted by HQ USAREC only if the candidate is considered to be fully qualified and all required documents are present and properly completed.

**phase line, monthly and quarterly**

Recruit ship month (RSM) and recruit ship quarter (RSQ) will be used as time periods for accomplishing assigned missions.

- Monthly PL. Equal to an RSM which usually ends on the last Monday in the calendar month. The next day (Tuesday) starts the next RSM.
- Quarterly PL. Equal to an RSQ which usually ends on the last Monday in the calendar quarter. The next day (Tuesday) starts the next RSQ.

**selection**

The process by which an applicant is chosen for accession by a board of officers.

# USAREC

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