

# U. S. ARMY RECRUITING BATTALION MONTGOMERY



**WELCOME PACKET  
FOR  
SOLDIERS AND FAMILIES**

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## Welcome to the U. S. Army Recruiting Battalion, Montgomery”

We are very pleased to welcome you to the Montgomery Recruiting Battalion...one of the most favorite places to recruit. You are about to become a proud member of an outstanding organization of professional, dedicated soldiers committed to recruiting the highest quality young men and women into today's Army. What better place to recruit than in the "Great State of Alabama" and the panhandle of the nation's playground, the wonderful sunshine state of Florida. Your assignment in this command will prove to be challenging and rewarding.

We have prepared this welcome packet to assist you and your family upon arrival. Although we are fortunate to have several military installations near some of our recruiting stations and companies, unfortunately some of you will be stationed away from military facilities. It is important that you become familiar with services available in your new civilian community. This packet is a first step toward your initiation into the world of recruiting. We hope you will find it a valuable aid in your PCS move.

Again, welcome to the Falcon Battalion...we pride ourselves on providing the strength for America's Army and taking care of each other and families. We are confident your stay will be a memorable one.

LTC MARK OLIN  
Battalion Commander

CSM DANIEL MOORE  
Battalion Sergeant Major

## Montgomery Recruiting Battalion

Welcome to the most preferred Recruiting Battalion in the whole world, headquartered in Montgomery, Alabama “Cradle of Confederacy.” We are carrying on the proud tradition of great winners. Our history is rich with outstanding individual and team successes, which are usually attributed to our “Family Spirit.” We look forward to your quick assimilation into our battalion family.

The Montgomery Battalion is responsible for recruiting throughout the state of Alabama and the “panhandle” of Florida. We are organized into seven companies with company headquarters in Birmingham, Dothan, Huntsville, Mobile, Gulf Coast (Ft. Walton Beach), and Montgomery. Due to the size and geographical layout, the battalion is supported by two Military Entrance Processing Stations located in Montgomery and Nashville, Tennessee. We have 46 recruiting stations and a total recruiting force of 13 officers, 229 enlisted soldiers and 21 civilians.

Should you have questions or desire assistance,  
please do not hesitate to call.

Commander	(334) 551-3201
Executive Officer	(334) 551-3202
Command Sergeant Major	(334) 551-3203
Adjutant	(334) 551-3206
Soldier & Family Assistance Coordinator	(334) 551-3211 or 1-800-790-0963
Operations Officer	(334) 551-3213
Master Trainers	(334) 551-3237
Education Specialist	(334) 551-3205
Budget	(334) 551-3235
Advertising & Public Affairs	(334) 551-3227
Supply	(334) 551-3226

## **CAREER CARE**

Since your assignment is away from the Army installation that maintains your military records Red Stone Arsenal, AL, you may want to take certain steps at your current duty station, if possible, to eliminate any unnecessary hardships upon your arrival,

**FINANCE:** If you are planning any allotments, do them NOW. The delay in the battalion having to mail financial forms may delay your allotment starting on time.

**MEDICAL:** If your physical is going to need updating within a year, you should try to do it before leaving since you may not be near any Army installation. Any prescriptions you or your dependents may require should be refilled to cover its entirety for six months if possible. Go ahead and have an annual dental check if you will need it within three months of arrival. You should also consider your dependents having an annual dental check and any other dental work completed prior to departing your installation since most dental care is space available only.

**DON'T FORGET TO MAKE SURE ALL FAMILY MEMBERS ARE ON DEERS!!!  
(CALL 1-800-538-9552 for verification)**

## **Montgomery Recruiting Battalion In-processing**

Before arriving at the Montgomery Battalion, you should have received a letter informing you of your sponsor, the person who will assist you in getting settled upon arrival, report to the Administrative Sergeant in the S-1 office.

Your leave ends when you sign into the battalion, not when you report to your company.

The duty hours for the battalion headquarters are 0730-1700, Monday thru Friday. You will be given a number of forms to complete all of which are vital to your in-processing.

In-processing will be done at Battalion Headquarters, then your military personnel documents will be hand carried to the Battalion for in-processing.

Just a reminder—it is better not to lease or purchase housing until you have inprocessed. At times, assignments must be changed and we want to ensure you aren't caught in any legal struggles concerning lease or purchase.

**Birmingham Recruiting Company**  
**100 Centerview Drive Ste. 248**  
**Vestavia Hills, Alabama 35216**  
**205- 978-4563**  
**FAX: 205-978-4560**

The Birmingham Recruiting Company is comprised of seven recruiting stations located in Hoover, Birmingham (Downtown), Fairfield, Alabaster, Eastwood, Jasper and Tuscaloosa.

The City of Birmingham contains all the ingredients necessary to produce steel: iron ore (the “red” in Red Mountain), coal, limestone, and water, all in abundance. When crews discovered the profusion of these elements at the intersection of two rail lines just after the Civil War, the formation of the City of Birmingham was officially incorporated on December 19, 1871.

Steel was first produced in 1895. Although steel is important today, the city is a leader in finance, medicine, biomedical research, transportation, engineering, insurance and is also a leading wholesale and retail trade center.

In around Birmingham are 48 malls and shopping centers. The crown jewel is the Riverchase Galleria. It is the largest enclosed mall in the South and boasts the longest skylight in the Western Hemisphere.

Birmingham’s nickname is “The Football Capital of the South”. Even though football is loved, so is baseball, and other sports. Birmingham is headquarters for the Southeastern Conference as well as the Gulf South Conference. The Alabama Sports Hall of Fame Museum is a great place to view some of the state’s sports heroes, such as Paul “Bear” Bryant, Willie Mays and Joe Lewis.

Birmingham is served by 100 truck companies, three major railroads, 10 airlines, Amtrak, Greyhound bus service, local bus service and a downtown shuttle. Located on the Warrior-Tombigbee River System, it is linked with the International Port of Mobile, through which national and international markets can easily be reached.

Birmingham lies at the intersection of Interstates 65, 20, 59, and 459, and a number of major U.S. Highways.

**Dothan Recruiting Company**  
**262 West Main Street**  
**Dothan, Alabama 36302-7167**  
**334- 793-3622**  
**FAX: 334-793-6702**

The Dothan Recruiting Company is composed of eight recruiting stations located in Andalusia, Dothan, Enterprise, Eufaula, Ozark, AL and in Panama City, Crestview and Marianna, Florida.

The Dothan area has all there is to offer someone looking for small community life yet close to the big cities. With an average low temperature of 64 degrees F, in January and an average high of 93 degrees F in July, there is plenty of time to enjoy outside activities if that is your forte. Like o golf? Dothan offers 5 public golf courses to include a Robert Trent Jones course open to the public. Like to fish? Dothan is within 35 minutes driving time to Lake Eufaula. Lake Eufaula host some of the major bass tournaments in the South. State lakes are throughout the Company area and offer great fishing opportunities.

Dothan offers one of the top ranked baseball/softball complexes in the state of Alabama. Westgate Park offers many conveniences for the sports minded. The Dothan Civic Center is home of the Dothan Blast Basketball Team and with a seating capacity of 3,200 host many entertainment activities throughout the year. You can't come to Dothan without participating in the National Peanut Festival. This two week long festival salutes the peanut growers of the entire company area.

Dothan offers a wide range of accessible activities within short driving times. Panama City, Florida is within one and one-half hours driving time from Dothan and Florida's Emerald Coastal Waterways and Fort Walton Beach, Florida, is only two hours driving time.

The Dothan Company area offers great outdoor activities, shopping and easy access to larger cities like Atlanta, GA, New Orleans, LA, Pensacola, FL and other large cities for shopping and other recreational activities.

**Huntsville Recruiting Company**  
**100 Jordan Lane, Suite N.**  
**Huntsville, Alabama 36816**  
**205-539-6511/6512**  
**FAX: 205-536-5727**

The Huntsville company is comprised of five stations located in Decatur, Cullman, Shoals, Huntsville, and Madison.

Huntsville, the technology capital of the South, is a city of many “firsts.” In the early 1800s, Huntsville became the first English-speaking community in what would soon be the State of Alabama. The city was incorporated in 1811 and was chosen as the county seat where it became the home of the state’s first bank, public library, public water supply, Protestant church, railroad, commercial hotel and Masonic Lodge. The city’s most prestigious honor was being named the first capital of Alabama. In 1819, Huntsville was home to the constitutional convention that actually formed the State of Alabama. By 1890, Huntsville was one of Alabama’s thriving textile centers. In 1941, the U.S. Army located Redstone Arsenal in Huntsville, which became the home of Army rocket and missile projects. In 1960, the National Aeronautics and Space Administration established the George C. Marshall Space Flight Center, which became NASA’s largest field operation.

Huntsville has a population of 171,000 encompassing about 154 square miles. It is 300 miles of the Gulf of Mexico, 100 miles north of Birmingham and 100 miles south of Nashville. The city rises about 600 feet above sea level with certain areas reaching altitudes of 1,800 feet. The average annual temperature is 60 degrees with July being the warmest month averaging 71 degrees and January being coldest with an average of 49.6 degrees. The average precipitation is 57.2 inches per year and the average snowfall is negligible.

Huntsville serves as the distribution and transportation center for the 16 counties of north Alabama as well as a substantial portion of south central Tennessee. Commercial air service is provided by more than 100 arrivals and departures daily. Rail service is provided by two companies. Truck transportation is provided by 35 common carriers, and water transportation via the Tennessee River provides access to the Tennessee-Tombigbee Waterway.

**Mobile Recruiting Company**  
**Hilton Office Bldg, Suite 668**  
**Mobile, Alabama 36606**  
**334-478-7382/7389**  
**FAX: 334-478-0967**

The Mobile Recruiting Company is comprised of eight stations located in Pace, Pensacola North, and Pensacola South in Florida. Brewton, Mobile West, Mobile East, Thomasville, and Spanish Fort, AL.

Mobile, with its high rainfall and moderate year-round temperatures is located in Southwest Alabama on the Mobile River at the entrance of Mobile Bay, thirty-one miles north of Gulf of Mexico. The metropolitan area, second largest in Alabama, includes Mobile and Baldwin Counties.

Mobile has been governed under six flags – France, England, Spain, the Republic of Alabama, the Confederate States of America and the United States.

Residents of the Mobile area have the advantage of the latest in quality health care. In Mobile County there are 750 physicians and 175 dentists, representing all fields of specialization. There are five general hospitals, a women's and children's hospital, a private mental hospital, a public mental hospital, a rehabilitation hospital, outpatient surgery centers, emergency clinics, military personnel clinics, and twenty-two nursing homes. Nursing schools are maintained at three of the general hospitals.

Two regional shopping malls are located in Mobile. Commissary and exchange facilities are available for retired and active duty military personnel at Keesler AFB, MS and Pensacola NAS, FL. Both installations are within an hour's drive of Mobile.

Mobile is served by six airlines, four railroads, Amtrak, and Greyhound/Trailways Bus Lines. The Mobile Transit Authority provides local service. Interstates 10, and 65, U.S. 31, 43, 45, 90, 98 and State Highways 5, 12, 16, 42 and 163 are routed through the city.

Three four-year institutions serve the southern region of Alabama. Several technical and community colleges are also located in the surrounding areas.

Major recreational activities consist of local beaches, semi-professional hockey and baseball teams, casinos and dog tracks.

**Montgomery Recruiting Company**  
**589 McQueesn Smith Rd. South**  
**Prattville, AL 36066**  
**334-358-3967/8547**  
**FAX: 334-358-8908**

The Montgomery Recruiting Company is comprised of four stations. They are located in Montgomery, Prattville, Selma, and Auburn.

Montgomery, named for Revolutionary War hero General Richard Montgomery, is located in central Alabama on the Alabama River, 90 miles south of Birmingham, 165 miles southwest of Atlanta and 175 miles northeast of Mobile and the Gulf of Mexico.

Both excitement and controversy have surrounded Montgomery since its establishment. Founded in 1819, the city on the river rapidly expanded as a center of commerce and was named the state's capital in 1846. In 1861, Montgomery served as the first capital of the Confederacy.

In 1886, electric streetcars arrived in Montgomery and the Lightning Route Trolley became America's first city-wide electric streetcar system. In 1910, the Wright Brothers brought their daring aviation deeds to the capital city, establishing the nation's first school for powered flight.

In the 1950's and '60's, the eyes of the world turned to Montgomery as the Civil Rights Movement began to unfold. Today, Montgomery continues to draw the spotlight of national and international acclaim. Current leading roles include a regional trade and transportation hub, one of the Southeast's most celebrated cultural and recreational centers, home of two Air Force Bases, Maxwell and Gunter, and the heart of state government.

Montgomery has a population of approximately 300,000. The city of Montgomery covers 139-16 square miles. Montgomery County covers 786.81 square miles. The climate is characterized by short, mild winters and long, hot summers. The average annual temperature is 65.5 degrees. Average rainfall is 52.5 inches and average snowfall is 0.3 inch.

The Montgomery area is served by an integrated railroad system, four airlines, 48 motor freight lines, Amtrak passenger train service, a national bus line and one intra-city bus line. The lightning Route Trolley serves downtown. Major arteries I-65 and I-85 intersect in Montgomery. U.S. Highways 31, 231, 331, 80, and 82 are routed through the city. The Alabama River is navigable south to the Gulf of Mexico and north to the Great Lakes.

Fort Rucker (7 miles from Ozark, AL)

Information..... (205) 255-1110  
 DSN 558-1110  
 Billeting..... (205) 598-3780  
 Hospital..... (205) 255-7229  
 Exchange..... (205) 598-0233  
 Commissary... (205) 255-5385

Eglin AFB (14 miles from Ft Walton Beach)

Information..... (850) 882-1110  
 DSN 882-1110  
 Billeting..... (850) 884-6245  
 Hospital Clinic... (850) 884-7882  
 Exchange..... (850) 581-0030  
 Commissary... (850) 884-7997

Gunter AFB (Montgomery, AL)

Information (334) 416-1110  
 DSN 596-1110  
 Billeting..... (334) 416-3360/4611  
 Exchange..... (334) 279-9776  
 Commissary... (334) 416-3449

Hulburt Field AFB (Ft. Walton Beach, FL )

Information..... (850) 882-1110  
 DSN 882-1110  
 Billeting..... (850) 882-8761  
 Hospital..... (850) 882-7242  
 Exchange.....(850) 651-5621  
 Commissary... (850) 882-3172

Maxwell AFB (Montgomery, AL)

Information.... (334) 953-1110  
 DSN 493-1110  
 Billeting..... (334) 953-2401  
 Hospital..... (334) 953-3368  
 Exchange..... (334) 834-5946  
 Commissary.... (334) 953-6209

Pensacola NAS (8 miles from Pensacola)

Information..... (850) 452-0111  
 DSN 922-1110  
 Billeting..... 1-800-628-9466  
 Hospital..... (850) 452-6731  
 Exchange..... (850) 453-5311  
 Commissary..... (850) 922-6880

Redstone Arsenal (Huntsville, AL)

Information.... (205) 876-0011  
 DSN 746-0011  
 Billeting..... (205) 876-5713  
 Hospital ..... (205) 955-5780  
 DSN 645-8888  
 Exchange..... (205) 883-6100  
 Commissary.... (205) 876--8429

Tyndall AFB (10 miles from Panama City)

Information..... (850) 283-1113  
 DSN 523-1113  
 Billeting..... (850) 283-4210  
 Hospital..... (850) 283-2778  
 Exchange.... (850) 286-5804  
 Commissary... (850)283-4825

Whiting Field NAS (Milton, FL)

Information.... (850) 623-7011  
 DSN 868-0011  
 Billeting..... (850) 623-7605  
 Hospital..... (850) 623-7584  
 Exchange..... (850) 623-0118  
 Commissary... (850) 623-7131

Mileage chart

**DISTANCE FROM BATTALION HEADQUARTERS TO:**

<u>CITY</u>	<u>MILES</u>
Albertville, AL	170
Anniston, AL	113
Atlanta, GA	175
Birmingham, AL	92
Brewton, AL	95
Cullman, AL	133
Decatur, AL	162
Dothan, AL	106
Eastwood, AL	84
Enterprise, AL	85
Fairfield, AL	94
Fairhope, AL	180
Florence, AL	200
Ft. Jackson, SC	384
Ft. Knox, KY	434
Ft. Payne, AL	172
Ft. Walton, Beach, FL	165
Gadsden, AL	142
Gulfshores, AL	191
Hoover, AL	84
Huntsville, AL	192
Jackson, AL	85
Jasper, AL	123
Livingston, AL	125
Marianna, FL	140
Milton, FL	150
Mobile, AL	169
Nashville, TN	283
Opelika, AL	60
Panama City, FL	187
Pensacola, FL	169
Satsuma, AL	165
Selma, AL	53
Sylacauga, AL	63
Troy, AL	48
Tuscaloosa, AL	103

# Beneficiary Counselor & Assistance Coordinator

Providing health care in today's environment of continuing budget constraints and reduction of military forces is a challenge. We realize these circumstances cause some members of our military family to experience difficulty in obtaining care. That is why we are excited about TRICARE, the Department of Defense's health care program. It will improve your ability to obtain health care in a timely manner while decreasing our out-of-pocket costs.

Many of you have relied on military medical treatment facilities (MTFs) for most—if not all—of your health care. Our MTFs certainly remain an integral part of TRICARE. This new health care program just expands your options to include a new civilian provider network. These providers have been carefully selected to participate in TRICARE because of their high quality care standards.

There are three different TRICARE plans from which you can choose: Prime, Extra, and Standard. Each plan has different cost shares and degrees of freedom for choosing your health care providers. Please refer to the TRICARE website at [www.tricare.mil](http://www.tricare.mil) or TRICARE South Region at 1-800-444-5445 or contact your Beneficiary Counselor and Assistance Coordinator, Dia Washington at (334) 551-3211.

# FAMILY READINESS

A Family Readiness Group (FRG) is an organization of family members, volunteers, and soldiers belonging to a unit, that together provide an avenue of mutual support and assistance, and a network of communication among the family members, the chain of command, and community resources.

FRGs are just people helping people. FRGs provide a vehicle for families to develop friendships while they gain information about the unit and community. In addition, they provide information, referral, and share support as needed to communicate commanding caring, integrity, and honest communication. A good FRG can contribute to unit cohesion and help families overcome problems that are likely to impact adversely on soldier performance.

Every soldier and family member is encouraged to become active in our Family Readiness Groups. This is a Commander supported program established at every level of command. Our goal is to establish and maintain an open channel of communication between the unit chain of command and all members of the FRG.

We want to provide opportunities to family members to mutually support and assist one another, share information, welcome and orient new families. Family members are encouraged to interact with other military families to help prevent isolation. Family needs that cannot be met by the local FRG are referred to the appropriate community resource or the battalion Soldier & Family Assistance Program Manager at (334) 271-3107 or 1-800-790-0963, press 2 then 5.

## **VOLUNTEER TODAY**

**Your FRG depends on volunteer energy.**

**Offer your time and talents.**

**Attend meetings and activities regularly.**

**Share ideas.**

**Find out about your FRG.**

**Get Involved!**

DEERS 1-800-538-9552

TRICARE Claims Services	1-800-403-3950
TRICARE Pre-Authorization	1-800-333-4040
TRICARE Beneficiary Services	1-800-444-5445
METLIFE	1-855-638-8371
UNITED CONCORDIA (Dental)	1-800-866-8499

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AL-ANON FAMILY GROUP HEADQUARTERS	1-800-356-9996
ALCOHOL AND DRUG ABUSE HELPLINE	1-800-ALCOHOL
NATIONAL INSTITUTE ON DRUG ABUSE	1-800-662-HELP
NATIONAL COCAINE HOTLINE	1-800-COCAINE
AMERICAN MENTAL HEALTH FUND	1-800-433-5959
NATIONAL CHILD ABUSE HOTLINE	1-800-422-4453
MISSING CHILDREN CENTER	1-800-USA-KIDS
NATIONAL RUNAWAY HOTLINE	1-800-231-6946
NATIONAL ADOLESCENT SUICIDE HOTLINE	1-800-621-4000
NATIONAL PREGNANCY HOTLINE	1-800-852-5683
ASPO-LAMAZE	1-800-368-4404
CHILD NUTRITION HOTLINE	1-800-523-6633
AIDS INFO HOTLINE	1-800-342-AIDS
VD HOTLINE	1-800-227-8922

# Military Family Checklist

**DOCUMENT**

**LOCATION**

Marriage Certificate

\_\_\_\_\_

Birth Certificate

\_\_\_\_\_

Shot Record(s)

\_\_\_\_\_

Citizenship Papers

\_\_\_\_\_

Adoption Papers

\_\_\_\_\_

ID Cards

\_\_\_\_\_

Insurance Policies

\_\_\_\_\_

Last Leave & Earning Statement

\_\_\_\_\_

Power of Attorney

\_\_\_\_\_

Copy of Wills

\_\_\_\_\_

Bank Books

\_\_\_\_\_

Check Books

\_\_\_\_\_

Tax Records

\_\_\_\_\_

Payment Books

\_\_\_\_\_

Car Registration and Titles

\_\_\_\_\_

Home Deed and/or Mortgages

\_\_\_\_\_

Spare Car Keys

\_\_\_\_\_

# START RIGHT

## COMMON RECRUITING TERMS AND ACRONYMS

TO AID NEW  
BATTALION FAMILIES

RECRUITING TERMS

## A

Accession – Credit towards mission by an individual who enlisted or was appointed into an active or reserve program.

ACS (Army Community Service) - A combination of programs designed to identify emerging social trends for assisting service members and their families through services designed to meet individual needs.

Admin – Any action administrative in nature.

AFAP (Army Family Action Plan) – a grassroots program created to identify issues and implement initiatives/policies aimed at contributing positively to the Army's goals of elevated readiness and increased recruitment/retention of superior soldiers.

AFTB (Army Family Team Building) -  
A volunteer-led organization that provides training and knowledge to spouses and family members to support the Army effort and enhance readiness.

AGR (Active Guard Reserve) – A reserve component soldier on active duty for a period of 3 or more years.

ANCOC (Advanced Non-commissioned Officer Course) – This is the third level of professional development schooling for NCOs.

Applicant – A person who has begun processing for enlistment or Individual Ready Reserve transfer into the Regular Army or Army Reserve.

ARADS (Armed Recruiting and Accession Data System ) – Computer system designed to track Army enlistments.

ARC (Army Recruiting Course) – A course of instruction approximately 6 weeks in length. The course provides basic instruction pertaining to recruiting.

ASVAB (Army Services Vocational Aptitude Battery) – A series of tests which determines vocational aptitude.

ATC (Annual Training Conference) – A battalion conference held annually to conduct refresher training, present awards and inform recruiters and families of new programs, initiatives, and benefits.

## B

BAQ (Basic Allowance for Quarters) - Allowance given to military personnel not residing in government quarters.

BCAC (Beneficiary Counseling and Assistance Coordinators) - a Congressionally mandated initiative, implemented by the TRICARE Management Activity to improve customer service by trouble-shooting TRICARE and Military Health System issues.

BLT (Battalion Leadership Team) – The recruiting battalion commander, executive officer, and recruiting battalion sergeant major.

BI (Background Investigation) – Investigation conducted on those applicants requiring a security clearance.

Box – See Mission Box.

BNCOC (Basic Noncommissioned Officer Course) – This is the second level professional development school for NCOs.

Candidate – See Recruiter Candidate.

CAR (Center for Accessions Research) – Directorate within USAAC that conducts strategic level research, studies, and analysis of the accessions process from first contact with the market through recruiting, processing, and initial military training.

Career Day – A prescribed day in high school, college, or vocational school to give students an opportunity to discuss employment and educational opportunities with the military institutions and businesses.

CLT (Company Leadership Team) – The company commander and first sergeant.

COI (Center of Influence) – Individuals other than Active Army or Army Reserve members who, by virtue of their relationship with and access to enlistment age youths, are capable of directly or indirectly influencing these youths to seek more information about Army enlistment opportunities.

CIMS (Command Integrated Management Systems) – A series of computer programs used to manage recruiting command personnel.

CIP (Command Inspection Program)- The program that requires recruiting company and recruiting station to be inspected every year.

Combined Box – Achieving mission for both reserve and active duty in the same station.

Contact – Personal or telephonic contact with an individual by the recruiter for purposes of establishing interest in an appointment in the Army.

Contract – A signed document specifying conduct, standards, and terms of enlistment into an Army program.

## D

DA (Department of the Army) – Used when referring to the Headquarters of the Army.

DCAO (Debt Collection Assistance Officer) - a position established at all Lead Agent offices and military treatment facilities to assist soldiers with resolving debt collection problems incurred due to medical expenses.

DEERS – Defense Enrollment Eligibility Reporting System

DEP (Delayed Entry Program) – An enlistment program that allows an individual to delay entry in Active Duty of a period of up to 365 days.

DEP Loss – An enlistee separated from the DEP by official published orders.

Detailed Recruiters – A soldier who has been selected for recruiting duty and will go back to his/her primary MOS at the end of the recruiting tour.

DFR (Dropped From the Rolls) – After 29 consecutive days of unauthorized absence, a soldier is removed from the active rolls on the 30<sup>th</sup> day. All benefits and pay entitlements cease. A federal warrant is then issued against the individual.

DOD – Department of Defense

DTP (Delayed Training Program) – An Army Reserve enlistment program that allows an enlistee, although a full, sworn member of the Army Reserve, to delay leaving for training by 170-360 days depending on their age and grade in school.

## E

Early Ship – A DEP enlistee brought on active duty prior to the reception station week on which his/her enlistment date falls.

EFMP (Exceptional Family Member Program) – A mandatory enrollment program that is based on public law and DoD mandates. It works with other military and civilian agencies to provide comprehensive and coordinated medical, educational and personnel services to families with special needs.

ETP (Educator Tour Program) – A national tour program managed by each of the five recruiting brigades. It's purpose is to bring into focus the opportunities in today's Army for

educational and other leaders who are the influencers of youth and prospective enlistees and to change the influencers' preconceived ideas about the Army.

ENTNAC – A personal background check conducted by the Defense Investigative Service through appropriate agencies for determining entrance and attainability into the US Army Service.

Enlistee – An applicant who has taken the oath of enlistment into the Delayed Entry Program.

Enlistment Option – The opportunity afforded a prospective enlistee to select the type duty or occupational field of training and/or the unit or geographical area to be assigned upon enlistment.

Erroneous enlistment – An enlistment that later proved to be invalid because the individual failed to meet the qualifications for enlistment and the disqualification was not detected until after the individual came on active status.

EST (Enlistment Screening Test) – A test administered at the recruiting station and used as an indicator to predict the aptitude of the applicant in an effort to establish a starting point for the sales presentation.

## F

FAP (Family Advocacy Program) – Provides services designed to prevent spouse and child abuse. Within recruiting the program is managed by a program manager (FAPM) at HQ USAREC and a coordinator (FAPC) at each recruiting brigade headquarters.

Family Symposium – Conference held to identify issues pertaining to soldier and family members and to provide recommendations on enhancing the quality of life within USAREC.

Field Recruiting Force – All recruiters assigned at company and recruiting station levels.

Fraudulent Enlistment – Deliberate misrepresentation, omission, or concealment of facts by a recruiter, an applicant, or both, which if known at the time of enlistment, would have resulted in rejection of the enlistee.

FRG (Family Readiness Group) – A company or battalion affiliated organization of officer/enlisted soldiers, family members, and retirees that use volunteers to provide social and emotional support, outreach services, and information.

## G

GC (Guidance Counselor) – Individual responsible for guiding the applicant into the right job for that individual.

GOV – Government owned or leased vehicle.

GSM (Grad Senior Male) – A non-prior service male high school graduate and high school seniors.

GSF (Grad Senior Female) – A non-prior service female high school graduate and high school seniors.

H

Hot – Failed urinalysis test due to drug usage.

HRAP (Hometown Recruiter Assistance Program) – a program that selects an individual to serve as a Hometown Recruiter returning to his/her home town on TDY to assist the local recruiter in generating leads and contacting individuals who may be prospects for the Army.

HQ USAREC (Headquarters, United States Army Recruiting Command) – The command and control headquarters of the Recruiting Command located at Fort Knox, Kentucky.

I

IRR (Individual Ready Reservist) – A Control Group comprised of USAR members not assigned to a selected Reserve Unit but providing a readily available pool of training manpower who may be ordered to active duty during a period of national emergency.

ITO (Invitational Travel Order) – Transportation and per diem authorization provided by a military organization to allow non-military personnel to attend a specific function.

J

JOIN (Joint Optical Information Network) – A computer system used at recruiting station level to expedite applicant.

K

L

LPS (Limited Production Station) – a large recruiting station with generally 5 or more recruiters. The station commander will not be assigned a personal mission.

Late Ship – Applicant who enlists after the scheduled reception station date.

Lead – Potential prospect for the Army.

LES (Leave and Earnings Statement)- a document providing an overview of a military member's earnings, deductions, taxes, and leave accrual/usage by month.

LRL (Lead Refinement List) – Form used to list names, addresses, and phone numbers of potential prospects with space provided for comments after each contact or phone call.

## M

Mandex – See Planning Guide.

Market – Availability of the young men and women needed by the Army in a particular geographic area.

MEPS (Military Entry Processing Station) – The joint service facility that conducts final physical examinations and mental tests of all service applicants, effects enlistment processing, and ships to appropriate reception or duty stations.

MOS (Military Occupations Specialty) – A term used to classify a grouping of duty positions with close occupational or functional relationships.

Mission Accomplishments – Fulfilling minimum requirements of mission box.

Mission Box – Format depicting the assignment of the recruiting mission category (Regular Army and Army Reserve) from HQDA

## N

NCOER (Noncommissioned Officer Evaluation Reports) – The form used to rate an NCO during a given period of time. When the supervisor changes, a change of rater report may be completed. When an NCO has worked for 12 months, he/she is given an annual report.

NCOIC – Noncommissioned Officer in Charge

New Recruiter Program – The initial 9 month training program for new recruiters upon arriving at the battalion.

NPS – Non-Prior Service.

## O

Objective – The number of enlistments in all categories that the recruiter, station, company, and battalion must obtain during a week, month, quarter, or fiscal year.

On Production Recruiters – Recruiters who have a full assigned mission.

OPS (Operations) – The operations staff section of a headquarters that facilitates processing of applicants, determines eligibility and processes and analyzes production data.

OPSC – On Production Recruiting Station Commander. Supervises subordinate recruiters and assists in mission accomplishment.

Ownership – A sense of responsibility, by the recruiter, for the applicant and his/her total processing treatment as an applicant.

## P

PAYS (Partnership for Youth Success) – a program where employers partnership to provide quality jobs to qualified youth after serving their country.

PCS (Permanent Change of Station)- This is a full cost move involving movement of dependents and household goods to an area more than 35 miles away.

PDQ – Permanently Disqualified.

PI (Physical Inspection) – An abbreviated medical examination given, prior to entry in military service, to an individual who has received a complete medical examination within 2 years of the date of enlistment and was found acceptable.

Planning Guide – An essential recruiter management tool. Recruiters plan daily and monthly activities.

POV – Privately Owned Vehicle

PMS – See RPMS

Police Check – a check of criminal records to determine an applicant's eligibility to enlist.

PPI (Personal Presentation Item) – An item given to an individual, whether a prospect or center of influence, that will remind them of the Army after their initial contact with a recruiter. Such an item will convey a recruiting message, be of slight monetary value, and maximize the possibilities of repeated exposure and usefulness.

Processing list – Provides a daily activity log for each recruiter through which the station commander can monitor/track prospects/applicants through the processing cycle.

Processing Station – A MEPS element responsible for all administrative actions relative to processing applicants for the armed forces.

Prospecting – Recruiting process that involves finding a potential enlistee.

## Q

Qualified Applicant – An applicant who has been mentally, medically, and morally evaluated and found to be qualified for Army enlistment.

QNE (Qualified Not Enlisted) – An individual who is fully qualified, but has not enlisted or accepted appointment.

QOL (Quality of Life) – Degree in which essential characters of one's life fulfills the moral and human needs for survival and sense of accomplishment.

## R

REA (Recruiter Expense Allowance)-Reimbursements for allowable expenses incurred as a direct result for recruiting such as parking fees, applicant meals, and snacks.

RECSTA (Reception Station) – Initial reporting station for Army enlistee after entering Active Duty.

Recruit – A person distinguishable from a civilian by his uniform and a soldier by his gait.

Recruiter – Enlisted personnel charged with soliciting young men and women in joining in an Army program.

Recruiter Candidate – Individual selected for assignment as a recruiter who has not completed the Army Recruiter Course.

Recruiting Impropriety – Any allegation of improper recruiting practices.

RMA (Recruiting Marketing Analysis)- Market Supportability Study.

Request (Recruit Quota System) – Nationwide computer network accessed by the guidance counselor to put the applicant in an MOS needed by the Army and reserve the training for the applicant.

Reservist – A member of the US Army Reserves.

Ring Recruiter – A recruiter who has earned the coveted gold recruiter ring.

Ringer – An individual who attempts to process under a false name to quality another individual for enlistment.

RS – Recruiting Station

RPMS (Recruiter Production Management System) – The management tools a recruiter uses to facilitate the movement of prospects through the prospecting and processing cycle.

## S

SC (Station Commander) – The recruiter in charge of a recruiting station.

SDP – Same Day Processing

SDAP – Special Duty Assignment Pay) – Additional pay provided to soldiers performing arduous duties as recruiters.

Sales Book – Booklet used by recruiters to explain the educational program, pay and allowance computations, veterans benefits, and USAR enlistment benefits to prospective enlistees.

SFA – preferred acronym for referring to the soldier and family assistance program manager. Each brigade and battalion has a soldier and family assistance (SFA) program manager who oversees ACS type programs within that brigade/ battalion.

Ship – To transport an enlistee to a reception station. Often used by recruiters with reference to transporting prospects and applicants to the MEPS.

Shortfall – That portion of an assigned recruiting objective that is not met.

SOD (Strategic Outreach Directorate) – Directorate within USAAC with mission to develop, direct, and execute the Army's strategic communications in support of recruiting and accessions mission.

SOLD (Spouse Orientation and Leader Development) – a strategic system to enhance the connection of Army spouses as valued leaders in contributing to the readiness and future of The Army and our Nation.

Sports Clinic – Instructional exhibitions in high school and local sports areas given by Army athletes. Programs are sponsored by the local recruiter.

## T

TDP (TRICARE Dental Plan) - a voluntary, comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of this program.

TDY (Temporary Duty) – Temporary assignment to some place away from the normal duty station.

TCO (Test Control Officer) – A commissioned officer, assigned to a MEPS, who has been appointed as the individual responsible for the security, maintenance, control, and disposition of test material.

TAIR (Total Army Involvement to Recruiting) – This program provides involvement of the entire Army in support of the Army’s recruiting effort.

TRICARE – The Department of Defense managed health care program.

TPR (TRICARE Prime Remote) - provides healthcare coverage through civilian providers for those U.S. Uniformed Service Members and their families who are on remote assignment. You must live AND work more than 50 miles or approximately one hour's drive time from the nearest Military Treatment Facility.

TPRADFM (TRICARE Prime Remote for Active Duty Family Members) – See TRICARE Prime Remote.

## U

Unit Referral – Information provided by a member of a troop program unit pertaining to an official prospect for USAR enlistment.

Unqualified Applicant – Input of inflated aptitude scores or other qualification data which is not valid.

USAAC – United States Army Accessions Command

USAREC – United States Army Recruiting Command

## V

Verification Retest – A retest when there is reasonable evidence to indicate that the production test scores are suspicious.

VHA (Variable Housing Allowance) – Additional pay to help soldier and families living in areas where the average living costs are at least 15% higher than the BAQ.

VIP (Very Important Person) – Individuals or organizations who provide direct or indirect recruiting assistance in the recruiting station’s area of responsibility.

Volunteer – A person who enters into or offers himself for a service of his/her own free will.

W

Waiver – An exception to policy – medical or moral.

Walk-In – a potential enlistee who walks into a recruiting station without prior contact from a recruiter.

Walk-Ons – A person who arrives at the MEPS for processing without prior notification or being scheduled for processing.

X

XO (Executive Officer) – The second in command of a military unit, this officer handles the day-to-day operations and is the highest ranking officer next to the commander of the unit.

Y

Z

Zero Production Recruiters – Recruiters assigned to a battalion less than 30 days, who have no assigned objectives.

**PROVIDED BY THE  
MONTGOMERY RECRUITING BATTALION  
SOLDIER & FAMILY ASSISTANCE PROGRAM MANAGER**