

United States Army Recruiting Command



VOLUNTEER RECRUITER PROGRAM APPLICATION PACKET

www.usarec.army.mil/hq/recruiter/



December 2003

VOLUNTEER RECRUITER APPLICATION CHECKLIST

SECTION I - GENERAL

Avoid being one of the 30 to 40 percent of applicants who mail in applications with one or more errors that preclude further processing until the required correction is made. Using the checklist below, do one final check before mailing your application. Include this checklist as the top document in your application. It will assist the Recruit the Recruiter Team in reviewing your application.

Mail the original application to the following address:

HQ USAREC
ATTN RCPER PM RTR
1307 3d Ave
Fort Knox, KY 40121-2726

Good luck. If you answer yes to all of the questions, you should get a first time GO when a recruiter reviews your application.

1. NAME:	2. SSN:
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3. TELEPHONIC OR PERSONAL INTERVIEW: Have you conducted an interview with a member of the Recruit the Recruiter Team and been told to proceed with the application? Yes No

4. HQ USAREC FORM 1852 (Recruiting Duty Volunteer Statement): Information in block 6 pertains to the soldier, not the spouse. The original must be returned to the Recruit the Recruiter Team. Have you completed all the blocks and signed the form? Yes No

5. DA FORM 5425-R (Applicant/Nominee Personal Financial Statement): Complete using only your income (do not include your spouse's income). In block 6c, put your monthly clothing allowance divided by 12. Add blocks 6a, 6b, and 6c, and place the total in block 6d. For block 6e, add the following from your latest leave and earnings statement: Federal taxes, FICA, state taxes (if applicable), and Medicare taxes. Subtract block 6e from 6d for your after-tax total and place that amount in block 6f. In block 6g put in your basic allowance for housing (if you receive it) and any other income that will not change after your permanent change of station. Add blocks 6f and 6g for your total monthly spendable income. Put your monthly rent or house payment in block 8j if you live off post and recognized basic allowance for housing as income in block 6g. After completing this form, sign and date on the bottom of page 3. Disclosure of this information is voluntary; however, failure to provide this information may delay or suspend the application. The original must be returned to the Recruit the Recruiter Team. Did you include all monthly payments? Yes No Did you sign and date the bottom of page 3? Yes No

6. DA FORM 5427-R (Commander's Assessment of Recruiter Candidate): Your first level commander (company, battery, detachment, etc.,) completes this form. No delegation is authorized unless accompanied by assumption of command orders. With the assistance of your personnel office or training office, you must complete the top portion and blocks 13a through 15b. The commander completes blocks 1 through 12 and must explain any ratings of 3 or below in the Remarks section. The original must be returned to the Recruit the Recruiter Team. If there are any 3s or below in blocks 1 through 12, did the commander explain them? Yes No Did the commander sign and date on the bottom of page 2? Yes No If your commander is below the rank of captain, did you include a copy of the assumption of command orders? Yes No

7. DA FORM 5426-R (Commander's Evaluation): Your battalion commander (Bn Cdr) or first lieutenant colonel (LTC) supervisor completes this form. No delegation authorized unless accompanied by assumption of command orders. You should complete the administrative portion of part 1 and the Bn Cdr must complete the remaining blocks. The Bn Cdr signs at the bottom of the form and your personnel staff noncommissioned officer provides his or her name and phone number. The Bn Cdr must provide comments if he or she feels you are not qualified, while positive comments are optional. The original must be returned to the Recruit the Recruiter Team. Did the Bn Cdr sign and date the form? Yes No If your commander is below the rank of LTC, did you include a copy of the assumption of command orders? Yes No

8. ASSIGNMENT PREFERENCE MAP: Indicate your assignment preferences for recruiting duty by selecting a total of nine battalion choices from three separate brigades. Indicate the order of preference for your selections on the assignment preference map. Have you included nine battalion level assignments from three brigades? Yes No Have you numbered your choices from 1 to 9 in order of your preference (i.e., 1 - 3A Atlanta; 2 - 3E Jacksonville; 3 - 3N Tampa)? Yes No

9. Include the following documents (these apply to everyone):

- a. Mental evaluation (document provided by mental hygiene).
- b. Enlisted Record Brief (formerly DA Form 2A and DA Form 2-1).
- c. Army physical fitness test (APFT) card indicating a passing score within the last 6 months.
- d. Department of the Army photograph (only one).

NOTE: Documents must be less than 90 days old upon receipt at USAREC except for the mental evaluation and the last physical test which must be within 6 months.

10. Include the following documents if applicable:

- a. Body fat worksheet signed by your commander or first sergeant (1SG) if you exceed the table in AR 600-9.
- b. Photographs of all tattoos except for those in private areas. Photographs can be taken with an instant camera but must be close up and clear in detail. The standard is one must be able to clearly tell what the tattoo represents.
- c. Proof of enrollment in the Exceptional Family Member Program that indicates the type of treatment required for your family member(s).
- d. A copy of the dependent care plan for married Army couples and sole parents. You must also include a plan of action.
- e. Provide a copy of any Article 15s, including summarized. If you cannot obtain a copy, include a memo explaining the charge(s) and the punishment administered. If your current company commander is the one that gave this to you, he or she must complete the memorandum, if not, you may sign the memorandum.

f. Proof of 30 semester hours of college if you are not a high school graduate. Transcripts or grade slips will be acceptable proof. Defense Activity for Non-Traditional Education Support, College-Level Examination Program, and military evaluations are not acceptable.

g. A copy of any profile except for glasses. If you have a P3 profile, you must have been before an MOS/Medical Retention Board (MMRB). You must include a copy of the MMRB results.

h. If you require a dependent waiver, you must include a copy of your DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment). Sergeant - two (to include spouse); Sergeant (Promotable) - three (to include spouse); Staff Sergeant - four (to include spouse); Sergeant First Class - five (to include spouse). We can request a waiver of one additional dependent. If you have children that do not reside with you, but you pay child support and they are enrolled in the Defense Enrollment Eligibility Reporting System, they are also counted as dependents.

i. Prior recruiters (previously awarded special qualification identifier 4) must include the following:

(1) All noncommissioned officer evaluation reports from the time entered recruiting duty until present.

(2) All point sheets from prior recruiting duty.

(3) A copy of your highest recruiter award (GB, 1SS, 2SS, 3SS, Ring, Medallion).

(4) A memorandum indicating where assigned and the prior chain of command (Station Commanders, 1SGs, and Sergeant Majors) while on recruiting duty.

j. Other documents: May be required for some applicants. If this applies, you will be called or e-mailed requesting additional documents.

SECTION II - CHECKLIST

(Applicants should use this checklist to be sure your application gets a first-time GO.)

___ 1. Complete telephonic or personal interview with a Recruit the Recruiter Team member from HQ USAREC. Toll free 1-800-223-3735, ext. 60215, 60210, 60465, 60105, or 60432; DSN 536-xxxx; or Commercial (502) 626-xxxx.

___ 2. Application checklist (HQ USAREC Form XXXX).

___ 3. HQ USAREC Form 1852 completed, signed, and included. Information in block 6 pertains to the individual soldier not the spouse. The original must be returned to the Recruit the Recruiter Team.

___ 4. DA Form 5425-R completed accurately reflects your income, assets, expenses, and liabilities, and is signed and dated. Computations were checked and you did not include spouse's income. The original must be returned to the Recruit the Recruiter Team.

___ 5. DA Form 5427-R completed and signed by commander. No delegation is authorized unless accompanied by assumption of command orders. The original must be returned to the Recruit the Recruiter Team.

___ 6. DA Form 5426-R completed and signed by the Bn Cdr or first LTC supervisor. No delegation is authorized unless accompanied by assumption of command orders. The original must be returned to the Recruit the Recruiter Team.

___ 7. Assignment Preference Map indicating your preferences for assignment as a recruiter (nine battalion level choices from three separate brigades).

___ 8. Mental evaluation is less than 6 months old. Mental evaluation date: _____. The original must be returned to the Recruit the Recruiter Team.

___ 9. Enlisted Record Brief (formerly DA Form 2A and DA Form 2-1) is included and less than 90 days old.

___ 10. Army physical fitness test card is included and shows a passing score within the previous 6 months.

___ 11. Department of the Army photograph is included and was taken within the previous 90 days.

I have included the following documents if they apply. If the item does not apply, write NA (not applicable) in the space provided.

___ 12. Body fat worksheet signed by the commander or 1SG no older than 90 days.

___ 13. Photographs of all tattoos except for those in private areas. Is photo close up, clear in detail, and can one tell what the tattoo represents?

___ 14. Proof of enrollment in the Exceptional Family Member Program that indicates the type of treatment required for your family member(s).

___ 15. Copies of all Article 15s, including summarized. If you cannot obtain a copy, include a memo from your commander that explains the charge(s) and punishment administered.

___ 16. Proof of 30 semester hours of college if you are not a high school graduate. Transcripts will be acceptable proof.

___ 17. Copy of profile and a copy of the MMRB results if applicable.

___ 18. DD Forms 1172. This only applies if you will need a dependent waiver.

___ 19. Prior recruiters (previously awarded special qualification identifier 4) must include the following:

a. Copies of all noncommissioned officer evaluation reports from the time entered recruiting duty til present.

b. Point sheets from prior recruiting duty and orders for highest level recruiting award.

c. A copy of your highest recruiter award (GB, 1SS, 2SS, 3SS, Ring, Medallion).

d. A statement that indicates where assigned while on recruiting duty, include all prior chains of command (Station Commanders, 1SGs, and Sergeants Major).

For additional instructions review our Web site at www.usarec.army.mil/hq/recruiter.

RECRUITING DUTY VOLUNTEER STATEMENT

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by 10 USC, sections 503 and 3013.

PRINCIPAL PURPOSE: Information collected will be used to expedite the selection process of recruiter applicants.

ROUTINE USES: Used by recruiter selection teams when interviewing recruiter applicants.

EFFECTS OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. However, failure to provide the requested information may delay or suspend the application process.

1. I hereby volunteer for recruiting duty under the provisions of AR 601-1, chapter 2.
2. I understand that I will be on recruiting duty for a minimum of 36 months, provided I successfully complete the New Recruiter Program.
3. I am aware that TAPERSCOM will request a complete background investigation on me and my approval for recruiting duty is tentative until the information received is boarded and evaluated.
4. I understand that if I am married to another soldier, my spouse must also volunteer for recruiting duty.
5. Have you ever applied for or been nominated for recruiting duty and were disapproved?

YES NO If yes, explain: _____

6. I provide the following information:

a. NAME (*Last, first, MI*): _____

b. RANK: _____ c. SSN: _____

d. CURRENT UNIT OF ASSIGNMENT AND INSTALLATION: _____

e. E-MAIL ADDRESS: _____

f. DUTY TELEPHONE NUMBER: DSN: _____ COMMERCIAL (*Include area code*): _____

g. CURRENT MAILING ADDRESS: _____

h. HOME TELEPHONE NUMBER (*Include area code*): _____

7. SIGNATURE:

8. DATE:

APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT

For use of this form, see AR 601-1; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority for Collection of Information: 5 USC 301.

- PRINCIPAL PURPOSES:** PERSCOM - To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.
 USAREC - To ascertain financial status of recruiter selectee; to develop assignment for the individual relative to the varying cost in certain geographical locations.
- ROUTINE USES:** Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment.
- DISCLOSURE:** Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME <i>(Last, First, Middle)</i>	2. GRADE	3. SSN		
4. Are you now or have you ever filed for bankruptcy? <i>(If yes, state when, where, and why.)</i>			YES	NO
5. Have you ever received a letter(s) of indebtedness? <i>(If yes, enter month and year below.)</i>				
_____ MONTH _____ YEAR _____ MONTH _____ YEAR				
6. MONTHLY INCOME	AMOUNT	TOTAL		
a. Basic Pay		X		
b. Separate Rations				
c. Clothing Allowance				
d. Total Military Income Before Taxes <i>(Total of a thru c above)</i>				
e. Subtract FICA and Income Taxes	<i>(Subject)</i>			
f. Total After Tax Income	<i>(Equal)</i>			
g. Any other Monthly Income <i>(Do not include Spouse's income)</i>	<i>(Add)</i>			
TOTAL MONTHLY SPENDABLE INCOME	<i>(Equal)</i>			

ADDITIONAL INFORMATION OR REMARKS

7. ASSETS	YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>			
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>			
c. Do you own <i>(with no payments)</i> : (1) Vehicles MAKE MODEL YEAR _____ _____ _____ (Enter total estimated value)			
(2) _____ Home _____ Trailer ("x" one) (Enter total estimated value)			
(3) Furniture <i>(Enter estimated value)</i>			
(4) Land <i>(Enter estimated value)</i>			
TOTAL ASSETS			
8. MONTHLY EXPENDITURES/LIABILITIES			MONTHLY PAYMENT
a. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>			
b. Clothing <i>(Dry cleaning/laundry)</i>			
c. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>			
d. Insurance <i>(Life, auto, homeowner, other)</i>			
e. Vehicle expenses (1) MAKE MODEL YEAR _____ _____ _____ (Enter total estimated value)			
(2) Gas, Oil, maintenance			
f. List charge cards or credit cards for which you have an outstanding balance:		BALANCE OWED	
NAME			

8. MONTHLY EXPENDITURES/LIABILITIES <i>(Continued)</i>		BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:			
NAME			
h. Alimony or child support.			
i. Any allotments for purposes not listed above? <i>(If yes, state for what purpose.)</i>	YES	NO	
j. Any other indebtedness or financial obligation not listed above? <i>(Use remarks section to explain if necessary.)</i>			
TOTAL MONTHLY EXPENDITURES/LIABILITIES			

REMARKS

9. SIGNATURE OF VOLUNTEER/NOMINEE

10. DATE

COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE *(Last, First, Middle)*

GRADE

SSN

LENGTH OF TIME COMMANDER
HAS KNOWN CANDIDATE *(Months)*

In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.

("X" Appropriate block)

LOW DEGREE

HIGH DEGREE

1

2

3

4

5

1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?

2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?

3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conventional dialogue with school officials, civic leaders, etc.?

4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?

5. Recruiters should represent the best the Army has to offer in terms of past performances and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?

6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the Candidate have a stable family home life?

7. The recruiter is the Army in the Community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in Uniform? Physical condition?

8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?

9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?

10. Due to the wide-spread geographic assignments with USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?

	(“X” Appropriate block)				
(See Instructions on first page.)	LOW DEGREE		HIGH DEGREE		
	1	2	3	4	5
11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?					
12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?					
13a. CANDIDATE'S HEIGHT	b. WEIGHT		14a. DATE OF LAST PT TEST		
15a. DATE OF LAST PHYSICAL	b. SCORE OR LAST PT TEST				
b. PROFILE	_____ Push Ups _____ Sit Ups _____ Run				
16. Does the candidate or his/her family have medical problems? (If yes, explain in Remarks section below.)				YES	NO

REMARKS

NAME OF COMMANDER (Last, First, Middle)	GRADE
UNIT OF ASSIGNMENT	DATE (Day, Month, Year)
TELEPHONE NUMBER (AUTOVON)	(Commercial)
SIGNATURE OF COMMANDER	DATE

COMMANDER'S EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCSPER.

*INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain Command in the Grade of LTC or higher.***PART I - QUALIFIED**

After interviewing:

NAME *(Last, First, Middle)*

GRADE

SSN

I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:
(All Statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

	Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.		
	Soldier's current	_____ Height;	_____ Weight
	Soldier currently has _____ dependents <i>(to include spouse)</i> .		
	Soldier	_____ Is	_____ Is Not a sole parent.
	Soldier is not currently enrolled in the Army's drug and alcohol abuse program.		
	Soldier has no family or emotional problems which could hamper his/her performance.		
	Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.		
	Soldier is not pregnant <i>(female)</i> .		
	Soldier is not married to another service member.		
	Soldier is married to the following service member:		
	NAME <i>(Last, First, Middle)</i>	GRADE	SSN

PART II - UNQUALIFIED

After interviewing:

NAME *(Last, First, Middle)*

GRADE

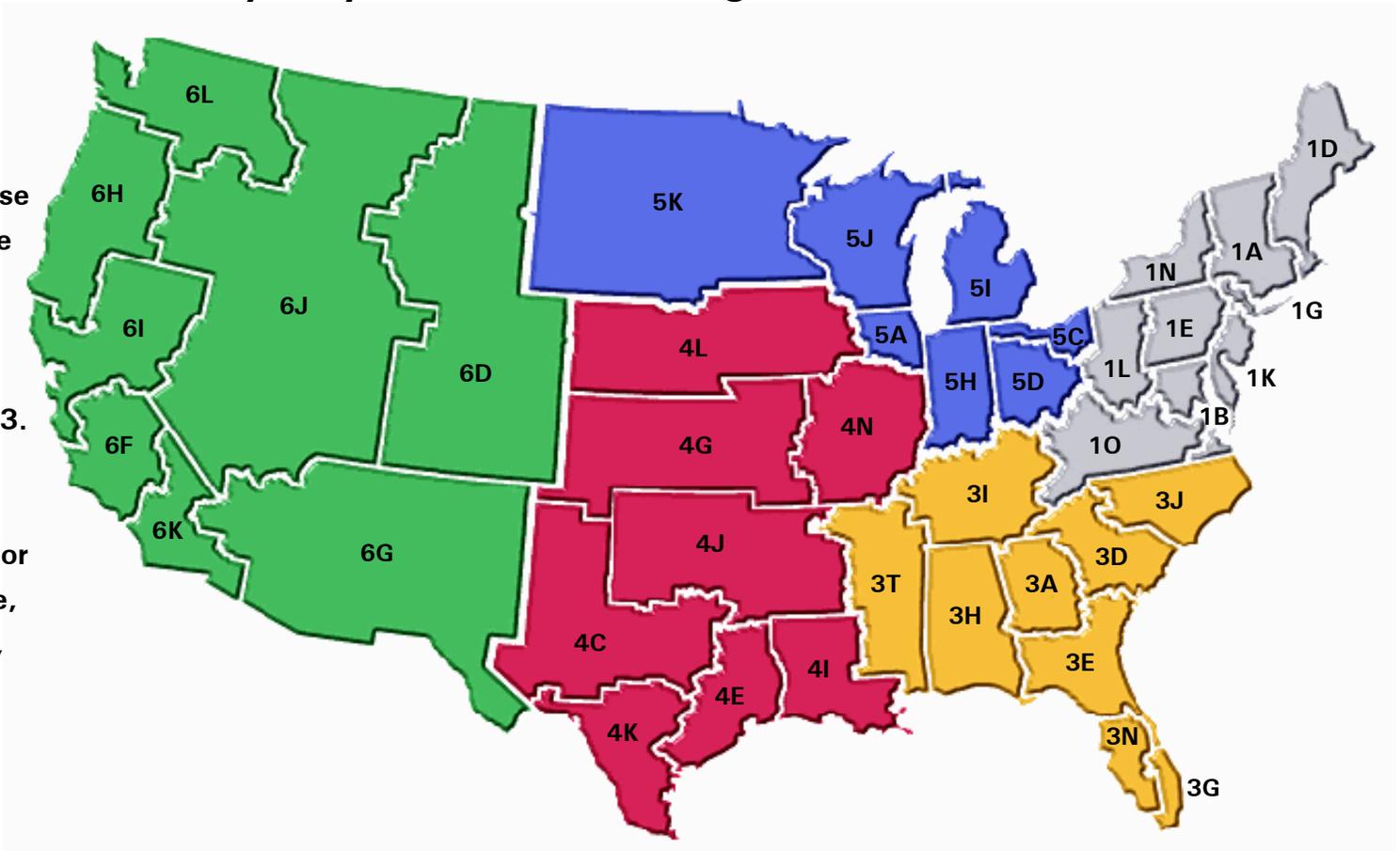
SSN

I consider the soldier unqualified for recruiting duty for the following reason: *(Be specific. Use reverse if more space is necessary.)*

NAME OF PSNCO/POC	TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER	
AUTOVON TELEPHONE NUMBER OF PSNCO/POC	SIGNATURE OF INTERVIEWING OFFICER	DATE

Where We Are In Every City, Town, and Village in America

Select a total of nine battalions from three different brigades. Choose three brigades with three battalions from each brigade. For your first brigade choice, number the battalions 1, 2, and 3. For your second brigade choice, number the battalions 4, 5, and 6. For your third brigade choice, number the battalions 7, 8, and 9.



- | <u>6th Bde</u> | <u>5th Bde</u> | <u>3d Bde</u> | <u>2d Bde</u> | <u>1st Bde</u> |
|---|---|--|--|---|
| <input type="checkbox"/> 6D Denver | <input type="checkbox"/> 4C Dallas | <input type="checkbox"/> 5A Chicago | <input type="checkbox"/> 3A Atlanta | <input type="checkbox"/> 1A Albany |
| <input type="checkbox"/> 6F Los Angeles | <input type="checkbox"/> 4E Houston | <input type="checkbox"/> 5C Cleveland | <input type="checkbox"/> 3D Columbia | <input type="checkbox"/> 1B Baltimore |
| <input type="checkbox"/> 6G Phoenix | <input type="checkbox"/> 4G Kansas City | <input type="checkbox"/> 5D Columbus | <input type="checkbox"/> 3E Jacksonville | <input type="checkbox"/> 1D New England |
| <input type="checkbox"/> 6H Portland | <input type="checkbox"/> 4I New Orleans | <input type="checkbox"/> 5H Indianapolis | <input type="checkbox"/> 3G Miami | <input type="checkbox"/> 1E Harrisburg |
| <input type="checkbox"/> 6I Sacramento | <input type="checkbox"/> 4J Oklahoma City | <input type="checkbox"/> 5I Great Lakes | <input type="checkbox"/> 3H Montgomery | <input type="checkbox"/> 1G New York City |
| <input type="checkbox"/> 6J Salt Lake City | <input type="checkbox"/> 4K San Antonio | <input type="checkbox"/> 5J Milwaukee | <input type="checkbox"/> 3I Nashville | <input type="checkbox"/> 1K Mid-Atlantic |
| <input type="checkbox"/> 6K Southern California | <input type="checkbox"/> 4L Des Moines | <input type="checkbox"/> 5K Minneapolis | <input type="checkbox"/> 3J Raleigh | <input type="checkbox"/> 1L Pittsburgh |
| <input type="checkbox"/> 6L Seattle | <input type="checkbox"/> 4N St Louis | | <input type="checkbox"/> 3N Tampa | <input type="checkbox"/> 1N Syracuse |
| | | | <input type="checkbox"/> 3T Jackson | <input type="checkbox"/> 1O Beckley |

NAME: _____