

**Training**

**Recruiter Production Management System**

For the Commander:

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**History.** This regulation revises USAREC Reg 350-6, which is effective 31 March 2002.

**Summary.** This regulation establishes policies, procedures, and the use of the Recruiter Production Management System.

**Applicability.** This regulation applies to Regular Army, United States Army Reserve, and ci-

vilian recruiters actively on production. If any provision of this regulation not required by law, conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

**Proponent and exception authority.** The proponent of this regulation is the Director of Recruiting Operations. The proponent has 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 the 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.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

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\*This regulation supersedes USAREC Regulation 350-6, 30 October 1998.

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## **Glossary**

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**Chapter 1  
Introduction**

**Section I  
General**

**1-1. Purpose**

This regulation establishes policies, procedures, and the use of the Recruiter Production Management System (RPMS).

**1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

**1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

**1-4. Procedures**

Instructions on completion of recruiter management forms and procedures are contained in appendixes B through M.

**Section II  
Concept**

**1-5. Mission**

You, as a recruiter, are responsible for prospecting, processing, and enlisting qualified individuals into the Regular Army (RA) and/or United States Army Reserve (USAR). Your job is to help achieve your recruiting station's (RS's) assigned mission and support the overall needs of the Army.

**1-6. Production management**

Production management techniques described

in this regulation are structured to conform with the steps of the recruiting process as shown in figure 1-1.

a. Specific techniques used by recruiters to document and control production are presented chronologically, as they would occur in the recruiting process.

b. Use of the Army Recruiting Information Support System (ARISS) and other RPMS tools, production management forms, and techniques described within this regulation are mandatory unless specifically excluded.

**1-7. Recruiting incentives**

The Recruiting Incentive Awards Program is designed to provide professional recognition for recruiting accomplishments (USAREC Reg 672-10 and USAREC Suppl 1 to AR 600-8-22).

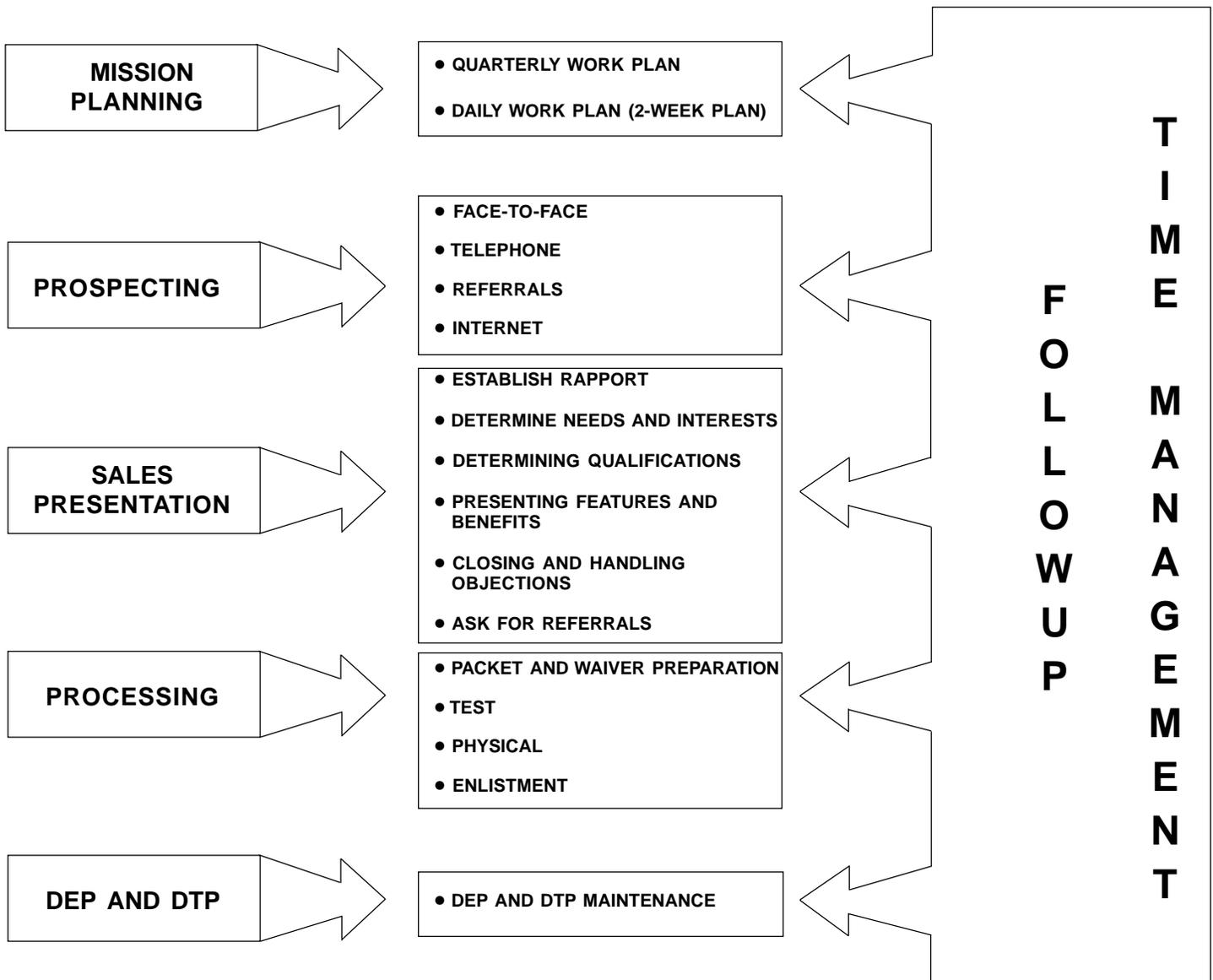


Figure 1-1. Processing cycle (RA and USAR) mission

## Chapter 2 Mission Planning

### 2-1. Mission

As an Army recruiter you are responsible for:

- a. Accomplishing all assigned tasks, through teamwork, to achieve the RS's monthly mission box.
- b. Develop interest among qualified men and women in Army programs.
- c. Assisting them in processing for enlistment or commissioning.
- d. Reinforcing the enlistee's commitment to Army service, pending accession or commissioning.
- e. Promoting the Army image in your assigned schools and communities.
- f. Developing and sustaining a high level of professional sales proficiency.

### 2-2. Time management

a. Time management is one of the critical and essential elements in the successful completion of all assigned tasks ensuring RS mission box. Planning is the key to success; with an effective plan, all recruiters must adjust their plan to meet daily events.

b. Recruiters will prepare a 2-week plan. This plan must reflect the critical mission tasks (lead generation and prospecting) and all known future events that will consume the recruiter's time. All plans must be detailed and reflect the events entered on the recruiter workstation (RWS). This plan will be recorded in the recruiter's planning guide. Proper time management ensures that sufficient time is dedicated to critical mission tasks. It is crucial for recruiters to discipline themselves to systematically plan, record, and execute all activities to the maximum extent possible.

c. A systematic plan is nothing more than an accounting of all known future events such as what, who, when, and where. There will be other tasks which will consume a portion of your time not directly related to lead generation or prospecting (e.g., school letters, color guards, training, personal matters, and appointments). This is why proper time management is so important. It allows you to properly plan and accomplish all tasks, mission-related or otherwise.

d. Record all activities in your planning guide (app B). By doing this you will at all times know what you are supposed to be doing.

e. The execution phase is the successful accomplishment of all scheduled activities. This is the most important stage. You can plan and record all scheduled activities but if you do not properly execute your plan, you will not be successful.

f. It may become necessary to have and to initiate a contingency plan, such as when you have a no show or other scheduling conflicts. This is nothing more than a backup plan that will allow you to redirect your efforts to other productive areas of the recruiting process.

### 2-3. Recruiter and RS commander daily performance review

Daily performance review (DPR) is the process where you and the RS commander interface using ARISS and other RPMS tools to consistently evaluate prospecting and processing activities. The first step in the DPR process for the

recruiter is to replicate (see app I). This will enable the RS commander to have current data to provide you with guidance. When you replicate you also receive new leads, and at the same time it will update the records on your RWS with new information such as test scores, physical data, and enlistment information. Replication/Projection will be accomplished in accordance with appendix I (see paras I-2 and I-3). The recruiter will be prepared to discuss the following during each DPR:

- a. Status of all records maintained and updated in ARISS.
- b. Automated lead refinement list (ALRL) and lead refinement list (LRL).
- c. Prospecting and processing plan and accomplishments.
- d. Recruiter work plan.
- e. USAREC Form 446 (School Folder).
- f. USAREC Form 1149 (USAR Unit Data Folder).

### 2-4. Mission planning

Your daily, weekly, and monthly prospecting requirements are directed by the RS commander based upon the command prospecting guideline of four appointment conducts and one test per recruiter per week, RS mission box requirements, and conversion data. Instructions for completing USAREC Form 635-B (Conversion Data Chart (RA)) and USAREC Form 635-B-1 (Conversion Data Chart (USAR)) are in appendix J.

### 2-5. Administration and logistics

As a recruiter you are required to perform certain administrative and logistical duties as directed by the RS commander.

## Chapter 3 Lead Generation and Prospecting

### Section I General

#### 3-1. Purpose

This chapter contains policies and guidance concerning prospecting and lead generation.

a. Lead generation. Lead generation is comprised of those activities accomplished to obtain the name, with address and/or telephone number, and lead source of individuals with whom an appointment for a sales interview may be made (a list from which to prospect).

b. Area canvas. Area canvas is letting the community know of the Army's presence and obtaining exposure by posting the area and cultivating centers of influence (COIs) and very important persons (VIPs), while at the same time generating leads.

c. Prospecting. Prospecting is the action taken to contact persons for the purpose of obtaining an appointment for a sales interview. This activity may be accomplished telephonically, face-to-face, or by obtaining referrals.

d. All personal data will be stored in the RWS within the Leads/Reports application. Leads that are generated will be entered into the RWS regardless of an appointment being made or not. The following status descriptions will be used:

(1) Lead. A name with an address and/or telephone number for which no appointment has been made. All new leads will have this status.

(2) Prospect. Someone that has committed to an appointment or a person that an appointment has been conducted with but has not committed to process. The record must be changed from "lead" to "prospect" when a lead has agreed to an appointment. Once a person has been changed from a "lead" to a "prospect," they will never be recoded as a "lead." The record will be given an appropriate suspense date and followed up as a prospect.

(3) Applicant. The record is changed from "prospect" to "applicant" when the person enters into the processing cycle, but has not enlisted. Once a person has been changed from a "prospect" to an "applicant," they will not be recoded as a "lead" or "prospect." The record will be given an appropriate suspense date and followed up on as an applicant.

NOTE 1: For the purpose of ARISS status codes, a processing phase is defined as:

- When a prospect takes the Armed Services Vocational Aptitude Battery (ASVAB) test.
- Signs a USMEPCOM Form 714-A (Request for Examination) for a high school (HS) Student Armed Services Vocational Aptitude Battery (SASVAB) test score conversion.
- Request another service's ASVAB conversion.

NOTE 2: The RS commander must approve or disapprove all status changes during the ARISS DPR process.

### Section II Policies

#### 3-2. RS zones

All recruiters are assigned a specific HS and an area of operation (ZIP Codes) for development of COIs and VIPs, posting, and community relations. You will actively prospect within your RS's zone. When contact is initiated with applicants living outside the RS's zone, continue rapport while processing responsibility is determined in accordance with USAREC Reg 600-22.

#### 3-3. Work ethic

Recruiters will ensure lead generation and prospecting activities are sufficient to accomplish the mission. The command minimum prospecting guideline is four appointments conducted and one test per recruiter per week. The RS commander may redirect your prospecting efforts as needed to ensure the RS achieves mission box.

### Section III Lead Generation

#### 3-4. General

Prospecting efforts using a variety of lead sources are required to ensure total market penetration and give maximum opportunity to contribute to the RS's mission box success. Post all leads from all sources to your RWS (e.g., leads, referrals, face-to-face prospecting, walk-ins, call-ins, etc.). It is necessary to cross-reference existing LRLs and ALRLs to ensure that new leads are not already listed.

#### 3-5. ARISS leads distribution

a. RA and USAR recruiters will receive leads from the Top of System (TOS) through the Replication/Projection process from six different

agencies.

b. Leads are prioritized and distributed automatically through the replication process directly into the RWS. These leads will be prioritized by ARISS in accordance with table 3-1.

c. SASVAB results will automatically be downloaded and prioritized into the RWS through the replication process (e.g., a student that has taken the SASVAB, achieved an Armed Forces Qualification Test (AFQT) of 50, and plans military would be automatically prioritized by ARISS in accordance with table 3-2. When SASVAB results have been received, ascertain any special agreements with the school that must be honored prior to contacting students whose names appear on the list. Honor these special arrangements. Direct all efforts at contacting seniors (priority 1 within 72 hours; priority 2 within 5 working days; priority 3 during normal prospecting); and juniors (priority 1) within 30 days after receipt of SASVAB results.

NOTE 1: Replication must be accomplished for leads distribution to occur (see app I).

NOTE 2: Recruiters will record and maintain all leads in the RWS.

### 3-6. Lead sources

Lead sources include but are not limited to:

a. HS lists. You will attempt to obtain school lists from school officials. In the event school lists cannot be obtained from the school administration or only partial lists are supplied, you will construct list information from the following sources:

(1) Public domain. Unofficial information derived from yearbooks, school directories available to the public, commencement programs, junior and senior prom programs, team rosters, telephone directories, etc.

(2) Joint Recruiting Advertising Program (JRAP) lists. JRAP lists consist of names, addresses and/or telephone numbers, and other data of HS juniors and seniors. JRAP leads will now be automatically downloaded into the RWS through the replication process (see app I).

(3) Members of the Delayed Entry Program (DEP) and the Delayed Training Program (DTP).

(4) Students and members of the general public may supply lists gained legitimately for

their use.

(5) LRL and ALRL leads.

(6) SASVAB.

(7) Applicants.

(8) Recruiters from other services.

(9) School visits and activities.

(10) Total Army Personnel Database-Reserve.

(11) Total Army Personnel Database-Active Enlisted.

(12) Defense Manpower Data Center.

(13) Marketing Communications System (MCS) which consists of all the following lead sources:

(a) United States Army Recruiting Support Battalion.

(b) Direct mailing lists.

(c) 1-800 call-ins.

(d) Business reply cards.

(e) JRAP.

(f) Internet.

(g) Letters that are written requesting information about the Army.

b. Below are examples of other possible lead sources:

(1) Commercial sources. Advertising and public affairs offices have provided commercial lists to recruiters for general prospecting. Commercial lists have not been provided to assist recruiters in the development of HS lists.

(2) Job services (e.g., employment bureau).

(3) Personnel offices (e.g., applications filed when a company is not hiring).

(4) Total Army Involvement in Recruiting and special events (see USAREC Reg 601-85).

(5) Unit Referral System. Maintain close contact with members of troop program units (TPUs) by attending USAR meetings, developing COIs among unit members, and aggressively seeking referrals. TPU prospecting efforts will be documented on USAREC Form 1149 (see app L).

(6) COIs and VIPs.

(7) Local civic organizations.

(8) Hometown and Soldier of the Quarter recruiter participants.

(9) USAR Recruiting Active Duty for Special Work Program.

(10) Local advertising.

(11) Student organizations (e.g., Boy Scouts, Explorer Club, Civil Air Patrol, Booster Club).

c. Special category leads. Refer all Army Medical Department (AMEDD) and medical and nursing student leads (those currently practicing, registered nurses, or those who are students in a medical or nursing program) directly to the appropriate health care recruiter (HCR). An RA or USAR field recruiter will not process any practicing registered nurses, nor those who are students in a medical or nursing program (this does not include 91CC or 91VC). RS commanders will ensure referrals go to the health care recruiting team serving their recruiting battalion (Rctg Bn) (if unknown contact the AMEDD detachment headquarters). If after an interview with the HCR, the individual does not qualify for, or does not desire the AMEDD option, he or she will be referred back to the RS commander by the HCR to be processed for a possible enlistment.

d. Automated leads for Individual Ready Reserve (IRR) transfers. The USAR IRR listing by recruiting station identification (RSID) is a list of prior service (PS) personnel in the IRR that are eligible for transfer to a TPU of the USAR. It also identifies reserve centers (RCs) in which a vacancy is advertised for an IRR member's military occupational specialty (MOS) within any miles of the RC's ZIP Code. The USAR IRR listing by RSID is located on the USAREC Intranet Homepage and can be utilized by selecting "Market Analysis" from the "Statistics" grouping. Once you receive the "Stn Mkt Analysis" menu, select "Co Mkt Analysis," then select "Stn Mkt Analysis," and then select "USAR." This site will allow you to do the searches listed below. The following hyperlink can also be used to access this site: <http://maps.usarec.army.mil/apps/usar/irr/index.htm>

(1) IRR/TPU Vacancy Matching (3 Digit MOS Match). This application allows you to submit an RC's ZIP Code and a radius to return a list of all IRR members (within your specified radius) who have a three-digit MOS match to a vacancy (at the RC you entered).

(2) Vacancy Listing for IRR Members (By Radius Miles). This application allows you to submit the IRR member's social security num-

**Table 3-1**

**ARISS leads codes (RA and USAR lead sources)**

Priority Code	RA and USAR Lead Source	USAR Lead Source	Contact Time Line
1	MCS, JRAP	MCS, JRAP, Total Army Personnel Database - Active Enlisted	Within 48 Hours
2	Not Applicable	Total Army Personnel Database - Reserve, Defense Manpower Data Center	

**Table 3-2**

**ARISS SASVAB codes**

Priority Code	AFQT Range	Contact Time Line
1	50-99	Within 72 Hours
2	31-49	Within 5 Working Days
3	26-30	During Normal Prospecting Times

ber and a radius to return a list of all USAR vacancies (within your specified radius) which match his or her three-digit MOS.

(3) USAR IRR Listing (By RSID). This application allows you to submit an RSID to return a list of all IRR members (within your specified RSID) without regard to MOS matching.

(4) USAR IRR Listing (By Radius Miles). This application allows you to submit an RC's ZIP Code and a radius (without regard to MOS matching) to return a list of IRR members within the specified radius.

(5) All Services Prior Service Mailing List. This application allows you to submit an RC's ZIP Code and a radius to return a list of all services PS members within your specified radius who were on the most recent mailing. There is no MOS matching involved, since this is not vacancy-based, and MOS's differ among the services.

(6) Vacancy Listing for a Reserve Center. This application allows you to submit an RC's ZIP Code to return a list of all posted vacancies for that RC.

(7) Vacancy Listing for any ZIP Code (By Radius Miles). This application allows you to submit any ZIP Code (not limited to an RC's ZIP Code) and a radius to return a list of all posted vacancies (within your specified radius).

NOTE: Recruiters must cross-reference existing LRLs and ALRLs to ensure that these leads are not already listed.

## Section IV Prospecting

### 3-7. Categories

Prospecting is broken down into four general categories:

a. Telephone prospecting (P-1). Conduct telephone prospecting to complement other prospecting efforts (telephone prospecting is the most cost-effective method and should be conducted daily when possible). Direct telephone prospecting towards your assigned mission goal or as directed by the RS commander using school, general, or PS lists and leads as appropriate.

b. Face-to-face prospecting (P-3). Any activity that provides face-to-face contact with the general public for the purpose of obtaining appointments is considered face-to-face prospecting (i.e., hot knocks, cold calls, etc.). Activities must be planned in advance to identify locations where prospects are likely to be located (e.g., HS's, vocational schools, colleges, shopping centers and malls, job service centers, local hangouts, athletic events, or any other place where prospects may gather). This method of prospecting is designed to obtain exposure in your recruiting area, along with the benefit of telling the Army story.

c. Referral prospecting (P-2). Referrals can be an extremely effective lead source. Referrals tend to be more receptive to the Army than applicants from other lead sources. They have been referred by someone they know and trust, which gives the recruiter instant credibility in the eyes of the referral. Referral prospecting is as easy as saying, "Who do you know that could benefit from the Army's programs?" Always ask open-ended questions. Asking, "Who do you know that could use a \$12,000 cash bo-

nus?" or "Which one of your friends could benefit from \$50,000 for college?" will produce better results than, "Do you know anyone who has been thinking of joining?" Sources for referrals include, but are not limited to:

(1) DEP and DTP members. This is the primary source for referrals. Satisfied DEP and DTP members are a walking advertisement for the RA and USAR. Use them to your advantage. USAREC Pam 350-7, paragraph 6-6c, includes more details on prospecting via DEP and DTP members.

(2) Applicants. They have heard the Army story directly from a recruiter. Who do they know that could benefit from what the Army has to offer?

(3) HS guidance counselors. Your counselors need to be sold on the benefits of an Army enlistment. Counselors talk to your target audience everyday, and advise them on decisions that affect their future plans.

(4) Retirees. They come into the RS all the time and love to talk about the Army. Ask them to solicit referrals from their contacts within the community.

(5) Coaches. They are seen as authority figures. Few people are held in higher esteem in a school environment than the coaches.

(6) Barbers. Everyone needs a haircut. Get your hair cut at a different shop each time. Ask to put up a poster and solicit referrals.

(7) Prospects. Whether you get the appointment or not, always ask for a referral.

(8) Everybody. Teachers, local politicians, law enforcement officials, restaurant managers, and grandparents the list is endless. Anyone you talk to could be a source of referrals. Never forget to ask.

d. Internet prospecting (P-4). As the newest type of prospecting, Internet prospecting can reach more people, more quickly than any other type. A greater number of people are spending more time on the Internet every day, so there is a growing and enormous potential to contact and spark interest in these "cyber-prospects." Research Web sites, chat rooms, discussion groups, and newsgroups that are popular in your recruiting area. Once identified, inquire about posting links to the GOARMY.com homepage from these Web sites and direct people to the "Recruiter Chat" area. Additionally, inquire about posting your RS or individual recruiter e-mail addresses on colleges, technical colleges, universities, and employment agencies Web sites. By accessing the USAREC Intranet Homepage and going to the "Recruiter" area you will find "How to use e-mail to assist your recruiting efforts." This section contains information that can be used to formulate a plan to use e-mail as a combat multiplier. Use good judgment when online and comply with United States Army Recruiting Command (USAREC) policies concerning Internet usage, access, and content. Prior to using the Internet or e-mail for prospecting contact your Rctg Bn advertising and public affairs office for guidance. Share ideas with fellow recruiters to further develop this form of prospecting.

## Section V Prospecting in the Schools

### 3-8. General

Recruiters must read and be familiar with USAREC Pam 350-13. This pamphlet is a resource manual and reference guide designed to assist recruiters in gaining and maintaining access to the school market. It is a single-source document that addresses school relations, discusses school guidelines, and provides recruiters with a monthly calendar of school events. Refer to it often and get involved in your schools and colleges.

### 3-9. School program policies

You will implement the School Recruiting Program by accomplishing the following:

a. Visit each school as often as the school allows but not less than once a month. Document each visit in the appropriate school folder and the School Activities screen on the RWS.

b. Obtain student lists.

c. Obtain commitments for SASVAB testing in assigned schools. Emphasize testing seniors and juniors prior to 31 December.

d. Be responsible for the coordination of SASVAB test scheduling in those schools in which the Army is assigned testing responsibility by the Interservice Recruitment Committee.

e. Be responsible for SASVAB promotion and recruiting activities in your assigned HS's, colleges, and other educational institutions for which assigned. Report to the RS commander those schools that will not administer the SASVAB and why.

f. Be present during testing in your assigned schools to ensure proper coordination. Report problems that occurred during administration of SASVAB through the chain of command to the Rctg Bn education services specialist (USAREC Reg 601-59).

g. Observe and abide by school mandated restrictions on use of SASVAB printouts. File the SASVAB list with the corresponding school folder. Through ARISS by using the Replication/Projection feature, SASVAB lists are now automatically downloaded into the RWS (see app I).

h. Assist schools in interpreting SASVAB results whenever possible.

NOTE: A successful School Recruiting Program should be tailored to meet the school's needs and the objectives of the assigned recruiter.

### 3-10. Prospecting in the college market

Information on recruiting in the college market is located in USAREC Reg 601-104 (see app D).

### 3-11. School LRL

a. You will maintain all LRLs prior to school year (SY) 2002 for each assigned school in a three-ring binder, either by school or SY. Previous years' LRLs are maintained in three-ring binders, either by school or SY, but are considered "community property." RA recruiters will make their LRLs available to USAR recruiters assigned to recruit in the same schools. USAR recruiters will make annotations with colored ink or pencil to clearly identify their prospecting efforts versus the work of the RA recruiter. See tables 3-3 and 3-4 for the use of abbreviations used to update the LRL. Instructions for completing USAREC Form 539 (Lead Refinement List) to include LRL dispositions are at appendix E.

b. There are two types of school lists; those

that are obtained from the school and those which have to be constructed. A completed school list is 85 percent of the current SY senior class. Obtain the list as soon as it becomes available and transfer to the RWS. Have the constructed list completed no later than 30 September. In order for an entry to be considered complete, the name must be accompanied by an address and/or a telephone number.

c. Partial lists. You will continue construction of lead lists from any secondary school, which contains less than 85 percent of the class population.

d. The objective is to obtain or construct a full listing of the class population for the current SY's secondary school junior classes by the end of November.

e. Milestones for construction and contact of HS lists, currently in high school (CIHS) lists, and grad lists are listed in table 3-5. All senior contacts made during the current SY (regardless of recruiter making contact, RA or USAR) are to be applied toward senior contact milestones. Current year seniors that were contacted as juniors (CIHS) will be contacted again before being counted as a senior contact.

f. Upon receipt of a school lead list, transfer to the RWS.

g. Grad LRLs will be maintained for 3 years and if of no further value may then be destroyed. NOTE 1: Enter all leads that commit to an appointment from a paper-based LRL to the RWS. These leads from the paper-based LRLs will be coded "ARISS."

NOTE 2: Recruiters will record and maintain all leads in the RWS.

**3-12. General LRL**

a. You will maintain all general LRLs prior to recruit ship month (RSM) February 2001 in a three-ring binder using USAREC Form 539.

b. Maintain general LRLs in a separate binder from HS LRLs.

NOTE 1: Enter all leads that commit to an appointment from a paper-based LRL to the RWS. These leads from the paper-based LRLs will be coded "ARISS."

NOTE 2: Recruiters will record and maintain all leads in the RWS.

**Table 3-3  
SASVAB codes**

Career Plans	Code	AFQT Range	Test Score Category
Military	(M)	50-99	3A
Undecided	(U)	31-49	3B
Work	(W)	26-30	4A
College/Vocational-Technical	(C)	16-25	4B

**Table 3-4  
Abbreviations used to update LRL**

Abbreviations	Explanation
TC	Telephone Call
HC	House Call
MO	Mail Out (not to be used as a contact)
NA	No Answer
NH	Not Home
ARISS	Transferred to RWS

NOTE: See figure E-1 for examples of how these abbreviations are used with the LRL.

**Table 3-5  
Milestones for recruiter construction of ALRLs and contacts of ALRLs leads**

SY MONTH	RSM	SY MONTH	RSM
1	31 July: 10 percent senior contact 10 percent CIHS contact 20 percent grad contact	7	31 January: 70 percent senior contact 85 percent CIHS contact 90 percent grad contact
2	31 August: 20 percent senior contact 20 percent CIHS contact 20 percent grad contact	8	28 February: 80 percent senior contact 100 percent CIHS contact 100 percent grad contact
3	30 September: 30 percent senior contact 30 percent CIHS contact 40 percent grad contact 100 percent senior list construction	9	31 March: 90 percent senior contact
4	31 October: 40 percent senior contact 40 percent CIHS contact 50 percent grad contact 75 percent junior list construction	10	30 April: 100 percent senior contact 100 percent recontact of SASVAB qualified seniors
5	30 November: 50 percent senior contact 55 percent CIHS contact 60 percent grad contact 100 percent junior list construction	11	31 May
6	31 December: 60 percent senior contact 70 percent CIHS contact 75 percent grad contact	12	30 June: 10 percent contact of the upcoming senior class 10 percent grad contact

### 3-13. PS LRL

You will maintain all PS LRLs prior to RSM February 2001 in a three-ring binder utilizing USAREC Form 539.

NOTE 1: Enter all leads that commit to an appointment from a paper-based PS LRL to the RWS. These leads from the paper-based PS LRLs will be coded "ARISS."

NOTE 2: All leads that were received on a consolidated leads list are now being distributed from the TOS through the replication process (see app I).

### 3-14. ALRL

a. Recruiters will initiate and maintain a current year ALRL for each assigned school on the RWS. Previous years' LRLs prior to 2002 SY are maintained in three-ring binders, either by school or SY, and are considered "community property." All LRLs will be available to RA and USAR recruiters assigned to the RS.

b. RA and USAR recruiters will initiate an ALRL for each assigned school (HS, college, vocational-technical, etc.) on the RWS; additionally, USAR recruiters will create an HS junior list and PS list.

c. RA recruiters will create a senior, grad, and college list if assigned. USAR recruiters will create a junior list and PS list. These lists will be constructed by using the Create List feature on the RWS (see app F). A completed school list is 85 percent of the current SY senior class. Obtain the list as soon as it becomes available and transfer to the RWS. Have the constructed list completed no later than 30 September. In order for an entry to be considered complete, the name must be accompanied by an address and/or a telephone number.

d. Milestones for construction and contact of HS lists, CIHS lists, and grad lists are listed in table 3-5. All senior contacts made during the current SY (regardless of recruiter making contact, RA or USAR) are to be applied toward senior contact milestones. Current year seniors that were contacted as juniors (CIHS) will be recontacted before being counted as a senior contact.

e. Grad ALRLs will be maintained for 3 years and if no further value may then be deleted.

## Section VI

### Scheduling Appointments

### 3-15. Documentation

Make an appointment for a sales interview during successful prospecting efforts. Schedule all appointments within 3 days of the prospect's agreement to a sales interview. Accomplish the following administrative actions after an appointment is made:

a. Initiate status change from lead to prospect in the RWS immediately following the prospect's agreement to an appointment. In the case of a new lead, initiate a new lead record, once this is complete change status to prospect.

b. Enter the appointment in the planning guide (see app B).

c. If a lead is listed on a paper-based LRL, document the appropriate USAREC Form 539 with the code "ARISS."

## Chapter 4

## Selling

### Section I General

#### 4-1. Purpose

This chapter contains policies and guidance concerning the conduct of the sales interview. USAREC Pam 350-7 provides guidelines and techniques for conducting sales interviews.

#### 4-2. Policies

a. You must be knowledgeable and able to conduct sales interviews utilizing both the Multimedia Sales Platform and the Sales Book.

b. Prior to gathering any data from prospects for entry onto the RWS, you must review and inform them of the Privacy Act statement.

c. You will update data in the RWS with information as it is received from the prospect or immediately upon completion of the sales interview.

## Section II

### The Sales Interview

#### 4-3. Required recruiter skills

During the sales interview, you must be able to:

- Establish rapport and credibility.
- Determine goals, needs, and interests.
- Determine qualifications.
- Present features and benefits.
- Close and handle objections.

#### 4-4. Windows Computerized Adaptive Screening Test and Enlistment Screening Test administration

a. Administer the Windows Computerized Adaptive Screening Test (WINCAST) or the Enlistment Screening Test (EST) to all applicants, except those with passing test scores from the ASVAB and SASVAB tests taken within the past 2 years. When unable to do so during the initial sales interview, make every effort to administer the WINCAST or EST prior to administering production tests. Strict adherence to testing procedures is required to ensure WINCAST and EST results are useful as a predictor of ASVAB results. Enter screening test scores in the Leads/Reports application, Test screen (Screening Folder). Instructions for WINCAST and EST administration are contained in USAREC Reg 611-4.

b. WINCAST should be administered during the determine qualifications step of the sales interview.

c. EST may be administered outside the RS (e.g., house calls, school visits) or when the RWS is not available for use. Safeguard test materials at all times.

#### 4-5. Applicant commitment to processing

You will strive to obtain a commitment to enlist or apply for appointment from every qualified prospect interviewed. Once a commitment is made, ensure the applicant has the documents required for further processing (e.g., birth certificate, social security card, and education verification) and is briefed on what to expect at the Military Entrance Processing Station (MEPS). Also select an acceptable date for mental evaluation testing if required (preferably within 72 hours).

NOTE: If applicants refuse to process, ensure

a followup is scheduled for another opportunity to get a commitment.

#### 4-6. Referrals

a. You will attempt to obtain referrals from each prospect upon conclusion of the sales interview.

b. In order to track promotion eligibility, annotate the Remarks section of the Contact History screen of the prospect data record (PDR) with the referral's information. Create a new lead record and ensure to show lead source as applicant referral. Annotate lead source name in space provided.

## Chapter 5

### Processing

#### Section I

##### General

#### 5-1. Purpose

This chapter provides policies and guidance as it applies to processing applicants for enlistment.

#### 5-2. Courtesy shippers

In the case of DEP, DTP, or unit members who have changed residency since initial enlistment, RS commanders may task you to accomplish courtesy shipping. Use the following procedures:

a. Your RS commander will assign the DEP member to you on the RWS from the RS that processed him or her for the Army.

b. Followup requirements are the same as all other DEP or DTP members.

c. DEP loss of a courtesy shipper is subtracted from the production of the original recruiter.

## Section II

### Applicant Testing

#### 5-3. Testing procedures

Recruiters will use the RWS to schedule applicants for all initial ASVAB, special testing, or retesting at mobile examining team sites or MEPS and to retrieve test scores from another service through Replication/Projection feature (see app I).

NOTE: This can be accomplished from any location where a telephone is available.

a. Complete an automated USMEPCOM Form 714-A and schedule the applicant for testing by using the Replication/Projection feature on the RWS (see app I). You may complete a manual USMEPCOM Form 714-A when away from the RS (i.e., house calls, school visits, etc.) or when Replication/Projection feature is not available.

NOTE: The MEPS must receive the signed USMEPCOM Form 714-A prior to loading data into the system.

b. Verify applicant's personal data prior to administration of the test using verification procedures outlined within AR 601-210.

c. Ensure that appropriate arrangements are made for applicant's transportation to and from the MEPS or Mobile Examining Team site.

d. Once MEPS receives the signed USMEPCOM Form 714-A the test scores and all information will be loaded into the database. Then the recruiter will have access to test scores and information through the replication

process (see app I).

e. In the event the applicant fails to qualify, you will recommend termination or retest to the RS commander. Make this recommendation during the next DPR, following your determination of the applicant's eligibility. Once an applicant is terminated the record will be removed from the RWS.

NOTE: The RS commander must approve or disapprove all disposition and status codes during the ARISS DPR process (see table 5-1).

### Section III Preparation of the Enlistment Packet

#### 5-4. Procedures

a. Report special tests and other special enlistment option requirements to the RS commander during DPR (see table 5-2).

b. Ensure the applicant's enlistment record on the RWS and USAREC Form 794 (Enlistment Packet Worksheet) is completed.

c. Waiver preparation. In certain cases, a waiver may be granted to an applicant that does not meet the minimum enlistment standards. If you determine that a waiver is required, follow waiver processing procedures outlined in AR 601-210 and USAREC Reg 601-56, and make appropriate entries on the RWS (see app G). Applicants requiring a waiver of moral, physical, or administrative disqualification will not process further until notification that the waiver has been approved.

d. Following completion of the enlistment packet, submit the packet and all supporting documents to the RS commander for a quality control check. You must ensure that all waiver screens have been completed; additionally, replication must be accomplished (see app I) so

waivers can be tracked properly.

### Section IV MEPS Processing Phase (Floor)

#### 5-5. Scheduling applicants for processing

a. Recruiters will use the RWS to project and schedule all applicants who are undergoing any stage of processing by using the Replication/Projection feature on the RWS (see app I).

b. Failure to use the Replication/Projection feature on the RWS to schedule applicants for any level of processing will result in the applicant not being able to process. Additionally, recruiters will not receive any information through the RWS.

NOTE: Recruiters must receive a passed edits message confirming that the applicant is projected.

#### 5-6. Medical processing

All applicants must meet procurement physical fitness standards as prescribed in AR 40-501 and AR 600-9. It is your responsibility to ensure that applicants are prepared to enlist immediately following their successful physical.

a. If you determine during completion of DD Form 2807-2 (Medical Prescreen of Medical History Report) that medical documentation is required, obtain the documents and forward in accordance with the local MEPS policy prior to the applicant's arrival.

b. It is extremely important that every applicant understands the Army policy and is free of drugs prior to processing. Question your applicants carefully. Ensure applicants are aware that drug and alcohol testing is part of the physical examination. The applicant must complete USAREC Form 1145 (Drug and Alcohol Testing

Acknowledgment) (see fig 5-1) prior to taking the physical examination. A copy will be maintained in the RS for 1 year or until the applicant enlists.

c. Ensure that permanently disqualified applicants understand the reason(s) for their disqualification(s). Ensure applicants with a temporary disqualification understand the reason(s) for their disqualification(s) and when they may return to MEPS for further processing.

d. Proper conduct is expected of every applicant processing for the Army both at MEPS and the hotel. Ensure that your applicants are thoroughly briefed and understand what type of behavior is or is not acceptable.

#### 5-7. Officer program procedures

a. Schedule applicants processing for the Warrant Officer Flight Training (WOFT) enlistment option for a Class I Flight Physical. You must arrange for applicant appearance before the local WOFT board through the chain of command.

b. Schedule Officer Candidate School (OCS) applicants for a personal interview with the recruiting company (Rctg Co) commander through the RS commander.

c. Advise OCS and WOFT program applicants of scheduled Rctg Bn OCS and WOFT selection boards to ensure they may arrange their personal schedules accordingly. Notify your RS commander of scheduling conflicts.

d. You will receive OCS and WOFT applicants' physical results on the RWS.

e. Procedures for processing WOFT and OCS applicants can be found in AR 601-210, table 9-5, and USAREC Reg 601-91.

**Table 5-1**  
**ARISS leads and reports application disposition codes**

RA AND USAR						
Disposition	Lead	Prospect	Applicant	DEP	DTP	Unit Member
Deceased	F	F	F	F	F	F
Unqualified Underage	X					
Unqualified Physical	X	X	X	X	X	X
Unqualified Dependents	X	X	X	X	X	
Unqualified Education	X	X	X	X	X	
Unqualified ASVAB	X	X	X			
Unqualified Moral	X	X	X	X	X	
Pending Contact	X					
Moved	F	F	F			
Not Interested	X	X	X			
Unable to Contact	X	X	X			
Not Interested College	X	X	X			
Not Interested Continuing Education	X	X	X			
Enlisted Other Service	F	F	F			

**Table 5-1**  
**ARISS leads and reports application disposition codes--continued**

Disposition	Lead	Prospect	Applicant	DEP	DTP	Unit Member
Permanent Unqualified Age		F	F			
Permanent Unqualified Physical		F	F	F	F	
Permanent Unqualified Dependents		F	F	F	F	
Permanent Unqualified Moral		F	F	F	F	
Unwilling to Commit	X	X	X			
Qualified Not Enlisted			X			
Attending Phase II						X
Complete Phase I						X
Failed to Ship				X	X	X
Attending Phase I					X	X
Complete Phase II						F
Unqualified Overage		F	F			
Followup	X	X	X	X	X	X
Mission Accomplished			X			
Renegotiated				X	X	
Shipped				F	F	X
Temporary Unqualified			X	X	X	X
Referred Active Component	X	X	X			
Referred Army Reserve	X	X	X			
Referred Army National Guard	F	F	F			
Referred Other Service	F	F	F			
Referred ROTC	F	F	F		X	
Referred Chaplain	X	X	X			
Referred AMEDD	X	X	X			
Reassigned	X	X	X	X	X	X
Duplicate Lead	F					
Requested Suppression	F	F	F			
Duplicate Merge	F	F				
Courtesy Ship				X	X	
Courtesy Enlist			X			
Pending Processing		X	X			
Incomplete Medical Records			X			
Extended (SF Only)						
Enlisted			X	X	X	
Pending Separation				X	X	X
Pending Enlistment			X			
Pending Waiver			X	X	X	
Pending Source Documents			X	X	X	
Qualified Pending Accession			X			

**Table 5-1**  
**ARISS leads and reports application disposition codes--continued**

Disposition	Lead	Prospect	Applicant	DEP	DTP	Unit Member
Declined			X			
Qualified Pending Selection			X			
Qualified Not Selected			X			
Selected Not Accessed			X			
Selected			X			
Classed						
Processing			X			
Accessed			X			
Gated						
Bragg						
Commissioned			X			
Shipped to OBC						
Terminated	F	F	F			
Discharged				F	F	F

F = A final disposition that will remove a record from the system and data will not be recoverable.  
X = A temporary disposition that can be changed for future processing.

**Table 5-2**  
**Special tests**

Test	Used for the Following Applicants and Options
AIM (Assessment of Individual Motivation)	All Tier 2 Applicants, General Equivalency Diploma (GED) Applicants, and GED Plus Program Applicants
AP (Audio Perception)	Electronic Warfare Signal Intelligence
AFAST (Alternate Flight Aptitude Selection Test)	WOFT
AUDITION	Army Band
DLAB (Defense Language Aptitude Battery)	Language Specialties
DLPT (Defense Language Proficiency Test)	Foreign Language Proficiency
ECLT (English Comprehension Language Test)	English as a Second Language
RCAT (Radio Communication Analysis Test)	Communications/Electronics

**Chapter 6**  
**Enlistment Maintenance**

**Section I**  
**General**

**6-1. Purpose**

a. This chapter provides policies and procedures for production-related maintenance of DEP and DTP members.

b. USAREC Reg 601-95 describes in detail the DEP and DTP.

**Section II**  
**Policies**

**6-2. DEP, DTP, and unit member followup procedures**

After applicants enlist you will:

a. Initiate status change from applicant to DEP if applicant enlisted into the RA. If applicant enlisted into the USAR initiate status change to DTP. If a DTP soldier is a Phase I shipper you must initiate status change to Unit Member once he or she returns from basic training (BT). All processing data will be updated through the Replication/Projection feature on the RWS (see app I).

NOTE: All status changes must be made manually by the recruiter on the RWS.

b. Provide an orientation on contractually-guaranteed Army programs to each DEP or DTP

member not earlier than 3 days and not later than 10 days following enlistment in accordance with USAREC Reg 601-95. When possible include influencers as part of the DEP and DTP orientation. The orientation will include as a minimum:

(1) A synopsis of what the DEP or DTP member may expect during BT, advanced individual training (AIT), and initial assignment to a unit. Inform the DEP or DTP member that the use of tobacco products is not permitted during training. Questions relating to pay and benefits may be addressed either orally or by ARISS DEP and DTP presentation.

(2) A summary of the responsibilities and requirements while a member of the DEP or DTP.

(3) Providing the DEP or DTP member with an SF 1199A (Direct Deposit Sign-Up Form). Also ensure that the DEP or DTP member has a debit card or a checkbook prior to ship date.

(4) Providing the DEP or DTP member with three copies of USAREC Form 512 (Regular Army and Reserve Components Referral Sheet).

c. Maintain personal responsibility for all DEP or DTP members (to include assigned courtesy shippers).

d. Escort all DTP enlistees to their unit of assignment. The recruiter of credit will telephonically contact the unit of assignment within 3 working days after enlistment to coordinate a date and time for the new soldier's sponsorship appointment. New soldiers will be escorted to their unit of assignment within 10 working days after enlistment for inprocessing.

e. Annotate DEP, DTP, and unit members followup data for all TPU members with the following information: "SM escorted to unit of assignment for inprocessing."

f. DEP and DTP members will be advised during their DEP or DTP briefing that followup contact is their responsibility. However, if the member fails to make followup contact, it becomes the recruiter's responsibility to initiate contact. If the DEP or DTP member fails to make contact as required, initiate contact on that date. In the absence of the recruiter (due to leave, temporary duty (TDY), etc.), the RS commander will conduct the required followup. Followup requirements are:

(1) Initial briefing 3 to 10 days after enlistment.

(2) Telephonic sustainment followup every 2 weeks.

(3) Face-to-face tutorial meeting with DEP and DTP members once each month.

(4) Weekly during the last 45 days of DEP and DTP, alternating between telephone and face-to-face contact.

(5) Face-to-face contact 3 days prior to ship date.

Any DEP or DTP member that enlisted on a tape test or has gained or lost more than 5 pounds since DEP-in or DTP-in will be weighed in weekly. The RS commander or member of the CLT will verify this weigh-in. Record results of DEP and DTP contact on PDR. In case of split-training option members (unit members), contact is once per quarter after the individual returns from BT. Verify qualifications for enlistment during DEP or DTP followup, ensure members maintain eligibility for their enlistment options and solicit referrals.

NOTE: All Phase II shippers will remain coded as unit members until they ship for Phase II training.

g. Initiate, plan, and assist in conducting DEP and DTP functions.

h. Strive to ensure that every DEP or DTP member achieves some sort of referral award before shipment. Apply the sales skills of determining needs and interests when motivating DEP or DTP members to submit referrals.

NOTE: The RS commander must approve or disapprove all disposition and status codes during the ARISS DPR process.

### **6-3. DEP, DTP, and unit member referrals**

a. The referral program permits DEP, DTP, and unit members to qualify for early promotion by referring you leads that subsequently enlist in the RA or USAR. Those members who have already been promoted to PV2 without benefit of the referral program are eligible for promotion to private first class by referring leads that subsequently enlist. Provide each new member with a minimum of three USAREC Forms 512 to use to document qualification for early promotion. A DEP, DTP, or unit member referral is defined as an individual, referred by a DEP, DTP, or unit member who has agreed to an appointment with you and for whom a lead record has been initiated on the RWS.

b. During followups ask DEP, DTP, and unit members for the name, address, and/or telephone number of individuals who may have an interest in military service. Expediently contact all referrals when obtained. Enter information on referrals on the appropriate DEP, DTP, or unit member's data record file on the RWS. Referrals who enlist will be recorded on the referring DEP, DTP, or unit member's data record file on the RWS.

### **6-4. DEP and DTP loss management**

a. Reporting. Report any changes regarding the DEP or DTP member's moral, physical, or administrative disqualifications along with any other status change to the RS commander immediately. Report to the RS commander changes in circumstances that may lead to immediate or eventual DEP or DTP loss. Update applicant data record file on the RWS accordingly.

b. Transfers. Accomplish DEP or DTP transfers in accordance with USAREC Reg 601-95.

c. Discharge initiation. Initiate DEP separation procedures in accordance with USAREC Reg 601-56. USAREC Form 986 (Separation Request Form) will be prepared by you, signed by the DEP member, and forwarded through the chain of command to the approving authority.

## **Section III**

### **Shipment of RA and USAR Enlistees**

### **6-5. Recruiter responsibilities**

You will ensure:

a. The DEP, DTP, or unit member is fully prepared for shipment on the scheduled date and time.

b. The DEP, DTP, or unit member has all required documents in his or her possession and no more than the personal items specified within the packet provided at enlistment.

NOTE: Recruiters will ensure that all DEP and DTP members have an SF 1199A and a debit card or a checkbook in hand when reporting to MEPS on ship day.

c. Appropriate transportation to the MEPS for shipment is arranged. Transportation of DEP, DTP, and unit members in privately-owned vehicles by recruiting personnel is prohibited.

### **6-6. Enlistee accession and recruiter followup**

You will accomplish the following immediately after a DEP, DTP, or unit member's shipment to active duty.

a. DEP. Update the disposition field in the

PDR file to "Ship."

b. DTP.

(1) Update the disposition field in the PDR file to "Ship."

(2) When a DTP member is shipping to Phase I training you must update the disposition field in the PDR file to "Ship Phase One." Once this is complete you must also change the status code to unit member.

c. Unit member. Update the disposition field in the PDR file to "Ship Phase Two."

## DRUG AND ALCOHOL TESTING ACKNOWLEDGMENT

(For use of this form see USAREC Reg 350-6)

### PRIVACY ACT STATEMENT

**Authority:** Collection of this information is authorized by 10 U.S. Code, Sections 504 and 3013.

**Principal Purpose:** Information will be used to determine eligibility for U.S. Army enlistment processing.

**Routine Uses:** None.

**Effects of Not Providing Information:** Disclosure of the information is voluntary. However, failure to provide the requested information may delay or suspend action on your enlistment processing.

I acknowledge I have been informed by the contents of this document of the following:

1. My medical examination includes tests for alcohol, marijuana, and cocaine.

a. The alcohol test is conducted by the use of a breath alcohol analyzer. Positive tests are rechecked immediately. If my alcohol test is confirmed as positive, I will be ineligible for military service. I may take another test after 6 months and will require a waiver for enlistment.

b. The test for marijuana is conducted by urinalysis. Positive tests are rechecked at the laboratory to confirm results. If the marijuana test is confirmed positive, I will be ineligible for military service. I may take another test after 6 months and will require a waiver for enlistment.

c. The test for cocaine is also conducted by urinalysis. Positive tests are rechecked at the laboratory to confirm results. If the cocaine test is confirmed as positive, I will be ineligible for military service. I may take another test after 1 year and will require a waiver for enlistment.

d. The Army may or may not accept my application for enlistment.

2. If the results of the second test for alcohol, marijuana, or cocaine are confirmed positive. I will remain ineligible for military service. I may not return for another test until after 2 years.

3. Results of both positive and negative tests will be recorded on my medical examination form. I will be informed of a positive breath alcohol test while I am at MEPS. I will be notified by letter of positive marijuana and cocaine results.

4. Information about drug and alcohol use I might disclose and results of my tests are protected under the Privacy Act and will be released only as required by that Act. This information cannot be used against me in actions under the Uniform Code of Military Justice (UCMJ) or for administration purposes except in cases of fraudulent entry into the Armed Forces (Article 83, UCMJ). These limitations do not apply to cases where I introduce evidence of drug or alcohol abuse, or lack thereof, first. These limits do not apply to disciplinary or other action based on independently derived evidence or impeachment proceedings.

5. If I am currently using any type of drugs not prescribed by a doctor or if I have recently or I am currently using marijuana, I should discuss further processing with my recruiter. I understand that the Army will not tolerate drug use at all. Therefore I will not be allowed further processing until I have stopped use and can pass a drug test. I will inform my recruiter of all drug use as well as the examining officer who conducts my physical exam.

NAME (*Last, First, Middle Initial*):

Castillo, Jose A.

SSN:

550-12-5643

SIGNATURE:

/signed/

DATE:

04 Sep 01

Figure 5-1. Sample of a completed USAREC Form 1145

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **AR 40-501**

Standards of Medical Fitness.

**AR 600-8-22 with USAREC Suppl 1 thereto**  
Military Awards.

#### **AR 600-9**

The Army Weight Control Program.

#### **AR 601-210**

Regular Army and Army Reserve Enlistment Program.

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

Assignment of Enlistment Processing Responsibility.

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

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

#### **USAREC Reg 601-59**

Department of Defense Student Testing Program.

#### **USAREC Reg 601-85**

Total Army Involvement in Recruiting.

#### **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 601-104**

Postsecondary Schools Recruiting Program.

#### **USAREC Reg 611-4**

Screening Tests.

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

Recruiting Incentive Awards.

#### **USAREC Pam 350-7**

Recruiter Salesmanship.

#### **USAREC Pam 350-13**

School Recruiting Program Handbook.

### **Section III Prescribed Forms**

#### **USAREC Form 446**

School Folder. (Cited in paras 2-3e, C-1, C-2, C-3, and app D.)

#### **USAREC Form 539**

Lead Refinement List. (Cited in paras 3-11a, 3-

12a, and E-1.)

#### **USAREC Form 539-A**

Lead Refinement List (Continued). (Cited in para E-1.)

#### **USAREC Form 635-B**

Conversion Data Chart (RA). (Cited in paras 2-4, J-2a(1), J-2f, J-3a, and J-4.)

#### **USAREC Form 635-B-1**

Conversion Data Chart (USAR). (Cited in paras 2-4, J-2a(2), J-2f, J-3a, and J-4.)

#### **USAREC Form 1145**

Drug and Alcohol Testing Acknowledgment. (Cited in para 5-6b.)

#### **USAREC Form 1149**

USAR Unit Data Folder. (Cited in paras 2-3f, 3-6b(5), L-1, L-2, and L-3.)

### **Section IV Referenced Forms**

#### **DA Form 31**

Request and Authority for Leave.

#### **DD Form 2807-2**

Medical Prescreen of Medical History Report.

#### **SF 1199A**

Direct Deposit Sign-Up Form.

#### **USAREC Form 512**

Regular Army and Reserve Components Referral Sheet.

#### **USAREC Form 794**

Enlistment Packet Worksheet.

#### **USAREC Form 986**

Separation Request Form.

#### **USMEPCOM Form 714-A**

Request for Examination.

## Appendix B Planning Guide

The planning guide is organized into three sections.

a. Yearly section. A single page used to display major events or activities which are planned far in advance. It also contains the FY U.S. Army Recruiting Calendar. Entries made on this page are ultimately reminders for the monthly and/or daily section of the planning guide. Some examples follow:

- (1) HS graduation dates.
- (2) Rctg Bn conference.
- (3) Obtaining and constructing school lists.
- (4) LRL milestones.
- (5) SASVAB test dates.

b. Monthly section. A separate page for each month of the year used to record mid-range plans. Entries in this section are typically moved to the daily section as planning details, dates, and times become firm. Some examples follow:

- (1) Training (individual, RS, Rctg Co, and Rctg Bn events).
- (2) School visits.
- (3) DEP and DTP functions.
- (4) Total Army Involvement in Recruiting events.
- (5) COI events.
- (6) Public speaking events.
- (7) College and HS mail outs.
- (8) Hispanic market penetration activities.
- (9) Community activities.

c. Daily section. A single page dedicated to each day of the year on which specific events or actions are scheduled. Referred to as the short-range plan, this section provides a listing of all activities, which will consume your time. Time must be well managed to accomplish lead generation and prospecting activities, the keys to consistent mission accomplishment. Recruiters will have a 2-week plan posted in this section reflecting all activities that will consume their time. Recruiters will post their mission goals in support of the RS team concept to achieve RS mission box. Some examples follow:

- (1) Lead generation activities.
- (2) Sales interviews and applicant and prospect followup.
- (3) Prospecting activities. Administrative and logistical duties, personal affairs, travel time, etc.

NOTE: The planning guide is a tool that will be used in conjunction with the ARISS RWS. All annotations that deal directly with recruiting activities will be entered in both the planning guide and the RWS. Commercial planners are not authorized. The planning guide will remain on file for 1 year and then destroyed.

## **Appendix C**

### **School Folder**

#### **C-1. General**

USAREC Form 446 (see fig C-1). The intent of the school folder is to assist you in planning and maintaining an effective school program. You will maintain a written account in the school folder of all activity, successful or unsuccessful. The school folder should create a mental profile of all that has happened or needs to happen in that school. The folder provides a systematic method for compiling essential information about each assigned school. They are also used to evaluate specific programs conducted within the school and identify key educators who are most likely to support recruiting efforts. Document each visit to an assigned school within the school folder. These entries will include, as a minimum, the date of the visit and a synopsis of what was accomplished (the who, what, when, and how). See USAREC Pam 350-13 for scheduled activities to be accomplished throughout the SY.

#### **C-2. USAREC Form 446**

- a. Front cover. Record data to reflect the profile for each school.
- b. Inside front cover. Space is provided to list the names and telephone numbers of the faculty and the student body. Additionally, space is provided to list the school's calendar of events.
- c. Inside back cover. Space is provided to record necessary school information that is not addressed on the folder itself (e.g., newspaper ads, directory lists, and other pertinent data as determined necessary by the recruiter). Keep all current SASVAB lists with the appropriate school folder.
- d. Outside back cover. Space is provided to list the names of DEP and DTP members along with their enlistment options.

#### **C-3. Filing and disposition**

Initiate USAREC Form 446 on 1 July or the next available workday. Maintain school folders for a minimum of 2 years in the RS's inactive files. All folders exceeding the current SY plus 2 years may be destroyed.

<b>SCHOOL FOLDER</b> (For use of this form see USAREC Reg 350-6)																																									
SCHOOL PROFILE FOR SY: <u>01/02</u>																																									
GRADUATION DATES: <u>17 Dec 01</u> <u>25 Jun 02</u> _____																																									
TYPE OF SCHOOL (circle appropriate type):																																									
<input checked="" type="radio"/> PUBLIC <input type="radio"/> PAROCHIAL <input type="radio"/> PRIVATE <input type="radio"/> VOCATIONAL																																									
PRIVATE COLLEGE              COMMUNITY COLLEGE              JR COLLEGE              4-YEAR COLLEGE              OTHER _____																																									
SCHOOL ENROLLMENT:																																									
SENIOR MALES <u>263</u> SENIOR FEMALES <u>210</u> JUNIOR MALES <u>248</u> JUNIOR FEMALES <u>261</u>																																									
TOTAL ENROLLMENT:	<u>1,858</u>																																								
SASVAB TEST DATE(S):  14 Nov 01 and 28 Feb 02	<b>PRODUCTION ACCOMPLISHMENTS</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">DEP/DTP ENLISTMENTS</th> <th colspan="4">OCS/WOFT PACKETS</th> </tr> <tr> <th colspan="2">CURRENT SY</th> <th colspan="2">PREVIOUS SY</th> <th colspan="2">CURR SY APPL SUB</th> <th colspan="2">PREV SY APPL SUB</th> </tr> <tr> <th>DEP</th> <th>DTP</th> <th>DEP</th> <th>DTP</th> <th>OCS</th> <th>WOFT</th> <th>OCS</th> <th>WOFT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">5</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	DEP/DTP ENLISTMENTS				OCS/WOFT PACKETS				CURRENT SY		PREVIOUS SY		CURR SY APPL SUB		PREV SY APPL SUB		DEP	DTP	DEP	DTP	OCS	WOFT	OCS	WOFT	7	5	7	3					7	5	6	5				
DEP/DTP ENLISTMENTS				OCS/WOFT PACKETS																																					
CURRENT SY		PREVIOUS SY		CURR SY APPL SUB		PREV SY APPL SUB																																			
DEP		DTP	DEP	DTP	OCS	WOFT	OCS	WOFT																																	
7		5	7	3																																					
7	5	6	5																																						
SVS ASGD SASVAB RESPONSIBILITY (circle appropriate service): <input checked="" type="radio"/> A <input type="radio"/> N <input type="radio"/> AF <input type="radio"/> MC																																									
STUDENTS TESTED (Current SY): Seniors: <u>178</u> Juniors: <u>159</u>  TOTAL: <u>337</u>	GOAL																																								
STUDENTS TESTED (Previous SY): Seniors: <u>181</u> Juniors: <u>168</u>  TOTAL: <u>349</u>	ACCOMPLISHMENTS																																								

**SCHOOL NAME:** Kennedy High School  
**ADDRESS:** 30043 Blacaw Road, Fremont, CA 94567

**TELEPHONE:** (414) 651-2987

USAREC Form 446, Rev 1 Oct 2000 (Previous editions are obsolete)

Figure C-1. Sample of a completed USAREC Form 446 (front cover)

**FACULTY INFORMATION**

NAME	TELEPHONE	
	OFFICE	HOME (if available)
President/Principal: <u>Gordon Perry</u>	<u>555-1265</u>	<u>                    </u>
Dean: <u>James Dean</u>	<u>555-1261</u>	<u>                    </u>
Placement Director: <u>William Russell</u>	<u>555-1264</u>	<u>555-1864</u>
Registrar: <u>Marilyn Hanley</u>	<u>555-1934</u>	<u>555-2454</u>
Counselor: <u>R. Schoolcraft</u>	<u>555-2846</u>	<u>555-1975</u>
Newspaper/Yr Book Advisor: <u>Margaret Scholtz</u>	<u>555-1635</u>	<u>                    </u>
Faculty Members in USAR: <u>Jeff Holmes</u>	<u>555-1296</u>	<u>                    </u>
Helpful Faculty Member(s): <u>Sharlette Brown</u>	<u>555-1890</u>	<u>                    </u>

**STUDENT INFORMATION**

President: <u>Jennifer Matthews (Student Body President)</u>	<u>555-1265</u>	<u>555-4637</u>
Vice President: <u>Peter Parke (Student Body Vice President)</u>	<u>555-1261</u>	<u>555-6970</u>
Secretary: <u>Clara Wright (Student Body Secretary)</u>	<u>555-1264</u>	<u>555-5466</u>
Newspaper Editor: <u>Paul Ester</u>	<u>555-1934</u>	<u>555-3450</u>
Yearbook Editor: <u>Spider McCoy</u>	<u>555-2846</u>	<u>555-6780</u>
Helpful Student(s): <u>Aaron Gray</u>	<u>555-1265</u>	<u>555-7650</u>
Students in USAR: <u>TJ Evins/Zack Ayers</u>	<u>NA</u>	<u>555-5670</u>
Teacher Staff Advisor: <u>                    </u>	<u>NA</u>	<u>555-1234</u>

**ROTC INFORMATION**

Total number of SR/JR ROTC Cadets (M/F): <u>NA</u> / <u>NA</u>	<u>                    </u>	<u>                    </u>
Professor of Military Science/ Director JR ROTC: <u>                    </u>	<u>                    </u>	<u>                    </u>
Senior Instructor: <u>                    </u>	<u>                    </u>	<u>                    </u>
ROTC Student Commander: <u>                    </u>	<u>                    </u>	<u>                    </u>
**SMP Members: <u>                    </u>	<u>                    </u>	<u>                    </u>

**SCHOOL CALENDAR OF EVENTS**

JULY
AUGUST
SEPTEMBER <u>1st day of school, 12 Sep 01</u>
OCTOBER <u>Homecoming game, 11 Oct 01</u>
NOVEMBER
DECEMBER <u>Mid-term graduation, 17 Dec 01</u>
JANUARY <u>Career day, 19 Jan 02</u>
FEBRUARY <u>Job fair, 15 Feb 02</u>
MARCH
APRIL
MAY
JUNE <u>Graduation, 25 Jun 02</u>

**Figure C-1. Sample of a completed USAREC Form 446 (inside front cover) (Continued)**

**CALENDAR OF EVENTS  
(JUL-SEP)**

	Date(s) Accomplished
<p>1. Contact school officials for appointment to discuss new/changed Army programs, confirm this year's school policies, schedule or confirm SASVAB dates, etc.</p> <p>REMARKS: 15 Jul 01 - Last contact before summer break. Confirm first semester calendar. 1 Sep 01 - Confirm SASVAB schedule with Mr. Castillo.</p>	<p><u>15 Jul 01</u></p> <p><u>1 Sep 01</u></p> <hr/>
<p>2. Schedule career day, job fair, etc., presentations.</p> <p>REMARKS: Scheduled table for first semester career fair with Mr. Brown. Scheduled class presentation with Mr. Downs.</p>	<p><u>1 Sep 01</u></p> <p><u>1 Sep 01</u></p> <hr/>
<p>3. Request directory information from registrar, dean, principal, helpful administrator, etc.</p> <p>REMARKS: Obtain new school list with registrar. Check for additions or deletions.</p>	<p><u>15 Sep 01</u></p> <hr/>
<p>4. Restock RPI rack, request activities calendar, sporting event schedule, etc.</p> <p>REMARKS: Restocked RPI rack. Need more Success RPIs.</p>	<p><u>1 Sep 01</u></p> <hr/>
<p>5. Schedule appointment to discuss upcoming school year with the professor of military science/director JROTC.</p> <p>REMARKS:</p>	<p><u>NA</u></p> <hr/>
<p>6. Additional activities: <u>15 Sep 01 - Attended football game. Kennedy won 27-12.</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

NOTE: Remarks must include results of all activities.

**Figure C-1. Sample of a completed USAREC Form 446 (insert) (Continued)**

CALENDAR OF EVENTS  
(OCT-DEC)

	Date(s) Accomplished
<p>1. Identify and contact winter/mid-term graduates.</p> <p>REMARKS: Received projected mid-term graduation list (15 Oct). Confirmed mid-term graduates (12 Dec).</p>	<p><u>15 Oct 01</u></p> <p><u>12 Dec 01</u></p> <hr/> <hr/>
<p>2. Advertise, if possible, in the school newspaper.</p> <p>REMARKS: Placed ad in school paper.</p>	<p><u>1 Oct 01</u></p> <hr/> <hr/>
<p>3. **Request directory information for current year college seniors and students in second year of a 2-year college program.</p> <p>REMARKS:</p>	<hr/> <hr/> <hr/>
<p>4. Attend school functions (sports events, PTA, career activities, etc.).</p> <p>REMARKS: Attended homecoming game (11 Oct 01).</p>	<p><u>11 Oct 01</u></p> <hr/> <hr/>
<p>5. Request/conduct educator/COI luncheon/tour.</p> <p>REMARKS: Scheduled COI function. Conducted COI function (15 teachers, principal, and counselor staff attended). Education benefits presentation given.</p>	<p><u>1 Oct 01</u></p> <p><u>11 Nov 01</u></p> <hr/> <hr/>
<p>6. Give class presentations.</p> <p>REMARKS: Conducted presentation to Mr. Downs' history class. Obtained two appointments and one lead.</p>	<p><u>1 Dec 01</u></p> <hr/> <hr/>
<p>7. Additional activities: <u>14 Nov 01 - Conducted SASVAB (380 seniors and 278 juniors tested).</u></p> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>

NOTE: Remarks must include results of all activities.

**Figure C-1. Sample of a completed USAREC Form 446 (insert) (Continued)**

CALENDAR OF EVENTS  
(JAN-MAR)

Date(s) Accomplished

1. Obtain spring sports schedules.

12 Jan 02

REMARKS: 12 Jan 02 - Received spring sports schedule.

2. Continue attending school functions (job fairs, career days, etc.).

21 Jan 02

REMARKS: Attended Sports Award Banquet.

3. Contact professor of military science/director JROTC for ROTC/JROTC referrals.

NA

REMARKS:

4. \*\*Contact current year college seniors to discuss OCS Program.

NA

REMARKS:

5. Make class presentations.

11 Feb 02

REMARKS: Scheduled presentation in Mrs. Johnson's physical education class.

6. Contact counselors/placement directors to offer SASVAB testing a second time during the school year.

12 Jan 02

REMARKS: Talked to Mr. Castillo and offered second SASVAB. He said they will only test once per year.

7. Additional activities: Attended all varsity basketball games.

NOTE: Remarks must include results of all activities.

Figure C-1. Sample of a completed USAREC Form 446 (insert) (Continued)

CALENDAR OF EVENTS  
(APR-JUN)

Date(s) Accomplished

1. Attend graduation and awards ceremonies.

6 May 02

26 May 02

REMARKS: Presented scholar-athlete awards. Attended graduation.

2. Continue attending school functions.

12 Apr 02

REMARKS: Attended regional teacher meet.

3. Schedule junior class presentation.

1 Jun 02

REMARKS: Attended junior assembly; gave 10-minute speech about Army programs.

4. Additional activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Suggestive ideas: Schedule more class presentations and get in with physical education students (they seemed  
to like Army physical training uniform).  
\_\_\_\_\_  
\_\_\_\_\_

6. Additional remarks: Great school year. Already began scheduling for next year's events. Planning school handoff  
to new recruiter prior to last day of school.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Remarks must include results of all activities.

Figure C-1. Sample of a completed USAREC Form 446 (insert) (Continued)

NAME OF SCHOOL NEWSPAPER: Kennedy Tiger Times

ACCEPT ADS:  YES    NO    ADS PLACED: YES    NO    DATES PLACED: 1 Oct 01, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

LOCATION(S) OF RPI RACK(S): Large rack in the cafeteria area and medium size racks in the library and counselor's office.

SCHOOL VISITATION POLICY: School is open to all visits; however, must check in.

CAREER DAYS(S) (type, date, etc.): \_\_\_\_\_

EDUCATION TOURS (when, where, who): \_\_\_\_\_

LIST(S) RELEASED BY SCHOOL OFFICIALS?  YES    Marilyn Hanley    NO  
*(Enter Point of Contact)*

SCHOOL DIRECTORY LIST INFORMATION (what, when, who): \_\_\_\_\_

Figure C-1. Sample of a completed USAREC Form 446 (inside back cover) (Continued)



## **Appendix D**

### **Army Recruiting Information Support System School Information Screens**

The ARISS school information screens are designed to make it easier for the recruiter to access information about his or her school. This function will allow you to have up-to-date historical data on all your schools performance and productivity. This tool used in conjunction with the paper-based USAREC Form 446 will enhance your ability to design a productive School Recruiting Program. The ARISS School Information function is divided into three screens.

a. The School Information screen. This section is for school profile data. The basic school information (i.e., names, addresses, telephone numbers, etc.) are automatic inputs from the ARISS TOS. The recruiter will input faculty information and academic information.

b. The School Activities screen. Recruiters will use this screen to document all accomplishments at schools, the who, what, when, where, and how. This screen will display what has been accomplished and the next scheduled activities at the schools.

c. The Student Information screen. Recruiters will use this screen to maintain a list of key students and people at the school. Recruiters will enter the titles (i.e., coach, newspaper editor, president, etc.), names, e-mail addresses, and telephone numbers for these key personnel.

**Appendix E**

**Lead Refinement List**

**E-1. General**

USAREC Form 539 (see fig E-1) and USAREC Form 539-A (Lead Refinement List (Continued))

are self-explanatory except for the "attempts" block. Use this block to record unsuccessful attempts in pencil only. Enter actual contact with the individual listed as "lead" in the appropriate 1st, 2d, 3d, etc., column.

NOTE: A contact is defined as a personal con-

versation with the prospect; however, second-hand information regarding death or handicap also constitutes contact.

**E-2. Disposition codes**

See table E-1 for LRL disposition codes.

**Table E-1**  
**LRL disposition codes**

<b>Disposition of Leads</b>	<b>Code</b>	<b>Notes</b>
Lead becomes a prospect (agreed to appointment and is entered into the RWS).	ARISS	No other annotation is needed. NOTE: The code ARISS is a permanent entry once entered.
Lead unwilling to commit.	F	Near-term followup required. As a minimum indicate reason(s) for next followup. Indicate future followup by placing the "FU month" in the margin (in pencil) right of the "Results Code" box. Additionally, place an entry in your planning guide for this future followup.
Lead found to be disqualified.	U	Indicate reason.
Lead moved out of zone.	M	Forward to RS nearest new address (indicate how verified).
Lead referred.	REF AC REF AR REF NG REF OTH SVC	Referred to Active Component. Referred to USAR. Referred to Army National Guard. Referred to other service.
Unable to contact lead. (This implies reasonable efforts by telephone, mail, and house calls.) NOTE: Accomplish all three subsequent to using code "X."	X	Document attempts to contact on USAREC Form 539 (enter dates and times).
Lead enlisted in another service.	MS (USMC/01 May 2001)	Indicate branch of service (i.e., NG, USN, AF, USMC, etc.) and ship-out date.
Proved to be totally without interest in enlistment.	NI	Indicate reason(s).
Lead attending college, vocational school, etc.	COL	Actually in college, vocational-technical, etc., (indicate school on USAREC Form 539).
Lead plans on continuing education.	CE	Plans on attending college, vocational-technical, etc., (indicate school on USAREC Form 539).
Enlisted into the Army.	ENL	Enlisted RA or USAR.

NOTE: Affix a copy of these codes to the inside cover of each LRL binder. "T" for terminated is not an authorized code.

**LEAD REFINEMENT LIST**  
(For use of this form see USAREC Reg 350-6)

NAME OF SCHOOL Irvin High  
 SCHOOL YEAR 99/00  
 SOURCE IF OTHER  
 THAN SCHOOL President of PTA

# Names:  
 # Contacted:  
 %Contacted:

<b>MALE</b>		<b>FEMALE</b>
<u>110</u>	/	<u>90</u>
<u>25</u>	/	<u>20</u>
		<u>22.5</u>

LEADS	ATTEMPTS Type/Time/Date	TIME/DATE AND RESULTS OF CONTACTS			CODE
-------	----------------------------	-----------------------------------	--	--	------

Name: Marcus Robinson		<b>1st</b>	<b>2d</b>	<b>3d</b>	
	TC/NA 1600, 9 Oct 00	TC 1700, 11 Oct 00. Marcus is interested in training, plans to be a welder after HS. Agreed to appointment for 15 Oct 00 at RS. Transferred to RWS.			ARISS
Phone: 357-8921					LRL disposition code from table E-1.
Address:					
21 W. St., Portland, OR ZIP Code: 97213	<b>BLUEPRINT INFO</b>				<b>4th</b>

Name: Jose A. Castillo		<b>1st</b>	<b>2d</b>	<b>3d</b>	
	HC/NH 1500, 10 Oct 00	TC 1800, 11 Oct 00. Jose is interested in getting an education but will not commit to an appointment right now.			F
Phone: 357-8922	Spoke with mom.				Next followup
Address:					
18 W. Blvd., Portland, OR ZIP Code: 97213	<b>BLUEPRINT INFO</b>				<b>4th</b>
	Wants to become a teacher.				

Name: James McDaniel		<b>1st</b>	<b>2d</b>	<b>3d</b>	
	TC/NA 1430, 12 Oct 00	TC 1700, 13 Oct 00. James is physically handicapped.			U
Phone: 312-3214					
Address:					
21 W. St., Portland, OR ZIP Code: 97213	<b>BLUEPRINT INFO</b>				<b>4th</b>

USAREC Fm 539-R-E, Rev 1 Sep 95 (Previous editions will be used)

V1.00

**Figure E-1. Sample of a completed USAREC Form 539**

## Appendix F

### Automated Lead Refinement List

a. HS junior, senior, or college or vocational-technical list.

(1) Click on the "ARISS-RWS" drop-down menu.

(2) Select "Miscellaneous" folder.

(3) Select "Create List."

(4) Click the "Search For" drop-down menu.

(5) Select "Education Years."

(6) Type in education grade 12 to 12 in the from to box to create a senior list (use appropriate education years for HS junior or college or vocational-technical list).

(7) Click "Apply."

(8) Click the "Search For" drop-down menu.

(9) Select "Schools."

(10) Click "Apply."

(11) Click "OK."

(12) Save Query Parameters, click "Yes."

(13) Save List Box will be displayed, click on drop-down menu.

(14) Select "High School" or "College" depending on type of list being created (use college for vocational-technical).

(15) Type in name of HS (ensure to spell the HS, college, or vocational-technical name as it is displayed in the RWS).

(16) Click "Save."

(17) List is created.

NOTE 1: The list will be accessible on the Find screen under the List drop-down menu.

NOTE 2: A contact is defined as a personal conversation with the prospect; however, secondhand information regarding death or handicap also constitutes contact.

b. PS list.

(1) Click on the "ARISS-RWS" drop-down menu.

(2) Select "Miscellaneous" folder.

(3) Select "Create List."

(4) Click the "Search For" drop-down menu.

(5) Select "Lead Source."

(6) Select "ADSW, JRAP"

(7) Click "Apply."

(8) Click "OK."

(9) Save Query Parameters, click "Yes."

(10) Save List Box will be displayed, click on drop-down menu.

(11) Select "Prior Service."

(12) Type in name of list "Prior List."

(13) Click "Save."

(14) List is created.

NOTE 1: The list will be accessible on the Find screen under the List drop-down menu.

NOTE 2: A contact is defined as a personal conversation with the prospect; however, secondhand information regarding death or handicap also constitutes contact.

**Appendix G**  
**Army Recruiting Information Support System Waiver Tracking Procedures**

- a. Open applicant record.
  - b. Select "ARISS-RWS" drop-down menu.
  - c. Select "Waivers" folder.
  - d. Click on "Waiver Information."
  - e. Fill in "Waiver Info" section.
    - (1) Waiver type. Click drop-down menu, select type of waiver.
    - (2) Level. Click drop-down menu, select level at which waiver is approved.
    - (3) Disqualification. Click drop-down menu, select type of disqualification.
- NOTE: If applicant requires more than one waiver you must create additional records.
- (4) Regulation. Type in regulation that disqualifies the applicant (i.e., AR 601-210).
  - (5) Chapter. Type in chapter (i.e., chapter 3).
  - (6) Paragraph. Type in paragraph (i.e., 3-2b(1)).
  - (7) Recommendation. Recruiter must state his or her recommendation.
  - (8) Approved Y/N. Recruiter must click on "Y" for yes or "N" for no. Approved date will populate automatically once record is saved.
  - (9) Forwarded to. Click drop-down menu, select "Station Commander."
    - f. Select "ARISS-RWS" drop-down menu.
    - g. Select "Administration" folder.
    - h. Click on "Contact History."
    - i. Fill in "Today" section.
      - (1) Action. Click drop-down menu, select waiver.
      - (2) Result. Click drop-down menu, select appropriate result (Return, Resubmit, Received, Requested).
      - (3) Status. Click drop-down menu, select "Applicant."
      - (4) Disposition. Click drop-down menu, select "Pending Waiver."
      - (5) Remarks. Any information the recruiter feels will have a bearing on the waiver.
        - j. Replication must be completed.

## Appendix H

### Army Recruiting Information Support System Center of Influence - Very Important Person Screen

- q. Enter the time of the next action.
- r. Click "Save" from the "File" drop-down menu.

#### H-1. General

Every effort should be made to get COIs and VIPs on your Army recruiting team. Recruiters will initiate a COI or VIP data record file on the RWS when you have determined that the individual can provide you with help in the recruiting effort. You should record all information that will be helpful for future meetings and what kind of help the COI or VIP can provide. It is very important to keep these individuals up to date on Army programs and keep them informed on the progress of their referrals.

a. The COI is an individual that has, in most cases, come in contact with those young men and women in our market. The COI will assist you by providing leads (names) of potential prospects.

b. The VIP is an individual that supports the Army by giving of their time and presents testimony in the recruiting effort. In general, a VIP will not provide you with leads.

c. Recruiters will use the RWS COI/VIP screen to track the total involvement of COIs and VIPs in the recruiting effort. Detailed information about all COIs and VIPs will be placed here. Information will include name, title, address, and telephone number. Any background information can also be placed here. This screen will display what was accomplished, and a next COI/VIP file action scheduled area to enable the recruiter to track the effectiveness of COIs and VIPs.

#### H-2. COI/VIP file

- a. Click "File."
  - b. Move the arrow over "New" to get the submenu.
  - c. Click on "COI/VIP"
  - d. Click on "COI" or "VIP" (whichever is applicable).
  - e. Choose an action from the drop-down arrow.
  - f. Select the appropriate time for the action.
  - g. Select the result code from the drop-down menu.
  - h. Enter the remarks from that action (e.g., will meet with Coach Smith to assist with football training).
  - i. Enter title of the COI or VIP (e.g., dean, professor, pastor, senior guidance counselor, etc.).
  - j. Enter last, first, and middle name (and suffix if applicable).
  - k. Enter address (i.e., street, city, state, county, ZIP Code, and country).
  - l. Enter organization name (e.g., Radcliff Kiwanis Club).
  - m. Enter e-mail address.
  - n. Enter background summary (e.g., what influence the person has with the affiliated organization and/or what the individual can do to support your recruiting efforts).
  - o. Enter the next action from the drop-down arrow.
  - p. Enter the number of days until the next action or enter the date of the next action.
- NOTE: Entering one will automatically populate the other.

## Appendix I Army Recruiting Information Support System Replication/Projection Procedures

### I-1. Purpose

Replication/Projection is one of the most important tasks that you must do on a daily basis. It allows the data on your RWS to be backed-up in case your computer fails. It provides data to the TOS server that allows users to pull reports. When you replicate you also receive new leads, and at the same time it updates the records on your RWS with new information such as test scores, physical data, and enlistment information.

### I-2. Projection

Projection will be accomplished in the following manner:

- a. Click "ARISS-RWS."
- b. Select "Projection" folder.
- c. Click "Projections" icon.
- d. You have three choices, select "Projection" to project your applicant for processing.
- e. A warning box will always be displayed, simply answer the question. Click "YES," "NO," or "CANCEL."
- f. Click the "SPF" drop-down menu.
- g. You have three choices, "Army Non-applicant," "Army Reserve," or "Regular Army."
- h. Enter processing date.
- i. Click "Y" for yes or "N" for no for lodging required.
- j. Enter arrival information, "Arrival Date," "Arrival Hour," and "Mode of Transportation."
- k. Click "Test Type" drop-down menu, select type of test.

NOTE: For a special test you must first click the "Special Test" box, then it will display another drop-down menu with special tests listed (DLAB, ECLT, etc.). At this time answer all that applies to your applicant in the Aptitude area (ASVAB Required to Enlist, Enlisting Under Student Scores, SASVAB Test Scores Pulled, Place Tested).

l. Complete all that applies to your applicant in the Medical area (MEPS Medical Exam Required to Enlist, Date of Last Full Exam, and Exam Type).

m. Complete if required, "Enlistment Type." Click drop-down menu, select "Type."

n. Click "Processing Meps" drop-down menu, select your MEPS.

o. Click "Projection Type," drop-down menu, select "Type."

p. In the "Comments" area you may enter anything you feel the guidance counselor may need to know.

q. Click "File" on the menu bar.

r. Click "Save" (this will save your projection; this must be accomplished).

s. Click "File" on the menu bar.

t. Click "Close Record."

u. Now you must send your projection (see para I-3).

NOTE: When projecting applicants for further processing, you must first edit original projection record. (Failure to do this will cause a "Rejected Projection.")

### I-3. Replication

Replication will be accomplished in the following manner:

- a. Click "Dial-Up Networking." (You must be connected to a telephone line to accomplish this.)
- b. Click "Dial."
- c. Enter your password.
- d. Click "OK."
- e. Once you are connected, right click on the "Permit/Client" icon.
- f. Click "Disable."
- g. Right click on the "Permit/Client" icon.
- h. Click "Login User."
- i. Insert your PKI disk.
- j. Click "Browse."
- k. Click "My DOD ID Certificate."
- l. Click "OK."
- m. Enter password.
- n. Click "OK."
- o. Enter your NT password.
- p. Click "OK."
- q. Double click the "Leads-Reports" icon on your desktop.
- r. Enter your password.
- s. Click "OK."
- t. Click "File" on the menu bar.
- u. Click "Replicate/Project."
- v. From here you can click, "Replicate Only" or "Project/Replicate."
- w. A box will appear telling you how many files you have to download, click "YES" or "NO."
- x. A message box will be displayed. If you have messages (i.e., Projection Passed Edits) you can print your messages or simply click "OK."
- y. Projection/Replication is complete, simply click "Close." The system will bring you back to the main ARISS screen.

**Appendix J  
Conversion Data Chart**

**J-1. General**

Your conversion data determines work requirements (phase lines) needed to achieve success in converting applicants through the processing cycle to produce contracts.

**J-2. Policy**

a. The following forms will be used to determine conversion data for individual recruiters:

- (1) RA - USAREC Form 635-B (see fig J-1).
- (2) USAR - USAREC Form 635-B-1 (see fig J-2).

b. RS commanders may substitute RS data (in appointment made and conduct categories only), if your own data is too high as to be unachievable.

c. From test pass through contract, only Alpha contracts will count for conversion data (except for the PS category on the USAR forms, where all data is used regardless of test category). This will raise conversion data for appointment made through test high enough to

cover for the assigned other mission.

d. Round up all calculations. Round conversion data up to the next highest tenth, and all other calculations to the next highest whole number, unless otherwise noted.

e. You need to understand and believe in our conversion data to achieve a sense of ownership and an understanding of the recruiting cycle and how it is affected by your individual efforts. RS commanders will provide assistance and review recruiters' conversion data prior to the start of the new RSM.

f. When filling in or updating USAREC Form 635-B or USAREC Form 635-B-1, use pencil only, or fill-out electronically.

**J-3. Conversion Data Chart**

a. Conversion data for the target RSM must be prepared. Instructions for filling out recruiter conversion data are listed below. The conversion data chart can be filled out in four simple steps and an optional fifth step. See figures J-1 and J-2 (located at the end of this app) for a sample of a completed USAREC Form 635-B and USAREC Form 635-B-1.

(1) Step 1. Fill in blanks for recruiter and RSM at the top of form.

(2) Step 2. Erase oldest RSM and replace with last completed RSM.

(3) Step 3. Add all columns to get a total for each column for the rolling 12-months total.

(4) Step 4. Divide contract column into appt made, appt cond, test, test passed, and floor columns to find conversion for each column.

(5) Step 5. Use the total computation table as another way of completing steps 2 and 3, if you find it easier for you.

b. Step 1. Start in section 1 (refer to fig J-1a). Circle recruiter, fill in your name, and fill in the month and fiscal year (FY) of the RSM that you will be preparing the data for. In our example, we just started RSM September FY 01, therefore, RSM August is the last completed RSM. In this case you would be figuring the data for RSM October FY 02. Even though you are currently in RSM September, the data that you will be calculating will be for RSM October conversion data, and October FY 02 is entered in the RSM block because that is the month that the data will be utilized.

**CONVERSION DATA CHART (RA)**

(For use of this form see USAREC Reg 350-6 and USAREC Reg 350-7)

RECRUITER STATION: SGT CASTILLO

RSM: OCT FY: 02

**Figure J-1a. Section 1**

c. Step 2. Section 2 contains the rolling 12-months of data that the conversion is based on. Each line contains a month and FY, and that month's corresponding gross achievements by category. This data comes straight from your

achievements. Simply erase the oldest RSM on the form and replace with the achievements from the most recently completed RSM. To use the example from step 1, you would erase RSM August FY 00 (the oldest month), and replace it

with the achievements from RSM August FY 01 (newest completed month). See figure J-1b.

RSM & YR	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
JAN FY 01	12	10	9	7	4	3	3	1	2	1	2	1
FEB FY 01	10	7	7	4	4	4	2	2	2	1	1	0
MAR FY 01	13	8	10	6	5	3	3	1	2	1	2	1
APR FY 01	8	11	6	7	3	3	2	1	2	1	1	1
MAY FY 01	9	7	6	4	3	2	2	1	2	1	2	1
JUN FY 01	11	9	7	7	3	3	2	2	2	2	1	1
JUL FY 01	12	18	9	12	4	6	2	3	2	2	1	1
AUG FY 01	10	17	8	14	4	7	3	3	3	2	2	1
SEP FY 00	14	8	10	7	5	3	3	1	2	1	1	0
OCT FY 01	12	7	10	5	6	2	4	1	2	1	2	1
NOV FY 01	9	8	6	6	3	3	2	2	2	1	1	1
DEC FY 01	7	6	5	5	2	2	2	1	2	0	1	0

**Figure J-1b. Section 2**

**ROLLING 12-MONTHS TOTAL**

d. Step 3. Section 3 contains the rolling 12-months total. Just add the 12 months of data in each column to get a new total. Erase the old

total in section 3, and replace it with the new total (step 5 explains another method of doing this). Add all grad made appointments in sec-

tion 2, then in section 3 erase the old number and replace it with the new total. Do this for all columns across the form (see fig J-1c).

	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
<b>TOTAL</b>	127	116	93	84	46	41	30	19	25	14	17	9

**Figure J-1c. Section 3**

e. Step 4. Section 4 will contain the new conversion data. This is obtained through simple division. In section 3, take the grad appointment made total (127), and divide it by the total number of GA contracts (17). This will give you the conversion data for that category and processing phase (7.47, rounded up to the next

tenth = 7.5). That means that it takes you, on average, 7.5 grad appointments made to produce one GA contract. Place the conversion data in the appropriate column in section 4. Divide the rest of the grad and GA data in section 3 by total GA contracts in section 3 to find the conversion for the remaining processing phases.

Place this conversion data in the corresponding columns in section 4. Now follow the same pattern to obtain SA conversion data. For USAR, simply substitute GA for GCA and SA for PS (see fig J-1d).

**ROLLING 12-MONTHS CONVERSION DATA**

CONV	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
	7.5	12.9	5.5	9.4	2.8	4.6	1.8	2.2	1.5	1.6	1.0	1.0

**Figure J-1d. Section 4**

f. Step 5 (optional). Section 5 provides space for you to compute the new rolling 12-months total. This is provided for your convenience and is not mandatory.

(1) Line 1 - Total. Enter the data from section 3.

(2) Line 2 - (-) Oldest RSM. Enter the data

from the oldest RSM line from section 2. In our example, this would be September FY 00.

(3) Line 3 - Results. Subtract line 2 from line 1 and enter the results.

(4) Line 4 - (+) Last Comp RSM. Enter the achievements from the last completed conversion data chart. In our example this would be

RSM August FY 01.

(5) Line 5 - (=) New Total. Add lines 4 and 5, place this new data in section 3. In our example, this would be the new rolling 12-months data that will be used for finding our RSM October conversion data (see fig J-1e).

**TOTAL COMPUTATION TABLE**

(The use of this table is optional. However, its use will facilitate dropping the oldest and adding the most currently completed RSM whereas conversion data may be calculated.)

	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
<b>TOTAL</b>	129	118	92	86	47	42	30	19	25	15	18	11
<b>(-) OLDEST RSM</b>	12	19	7	16	5	8	3	3	3	3	3	3
<b>RESULTS</b>	117	99	85	70	42	34	27	16	22	12	15	8
<b>(+) LAST COMP RSM</b>	10	17	8	14	4	7	3	3	3	2	2	1
<b>(=) NEW TOTAL</b>	127	116	93	84	46	41	30	19	25	14	17	9

**Figure J-1e. Section 5**

g. New recruiters will not have any historical data. All new recruiters will use the RS conversion data until they have 3 months of their own personal data. The new recruiter will maintain a personal conversion data chart but will not use it until he or she has 3 full RSMs of personal data. This will give the new recruiter time to learn how to fill out the form and see how their achievements directly affect their conversion.

h. Veteran recruiters arriving in a new recruiting zone will use RS conversion data until they have 3 full months of their own personal data. Veteran recruiters in a new zone will not use conversion data brought with them from another recruiting zone. A veteran recruiter will start using his or her own personal conversion data once they have accumulated a full 3 months of their own data.

**J-4. Disposition and filing instructions**

File USAREC Form 635-B and USAREC Form 635-B-1 in the General Reference Files 601-210i (Conversion Data) for 2 years, then destroy.

## CONVERSION DATA CHART (RA)

(For use of this form see USAREC Reg 350-6 and USAREC Reg 350-7)

RECRUITER/STATION: SGT CASTILLO

RSM: OCT FY: 02

RSM & YR	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
JAN FY 01	12	10	9	7	4	3	3	1	2	1	2	1
FEB FY 01	10	7	7	4	4	4	2	2	2	1	1	0
MAR FY 01	13	8	10	6	5	3	3	1	2	1	2	1
APR FY 01	8	11	6	7	3	3	2	1	2	1	1	1
MAY FY 01	9	7	6	4	3	2	2	1	2	1	2	1
JUN FY 01	11	9	7	7	3	3	2	2	2	2	1	1
JUL FY 01	12	18	9	12	4	6	2	3	2	2	1	1
AUG FY 01	10	17	8	14	4	7	3	3	3	2	2	1
SEP FY 00	14	8	10	7	5	3	3	1	2	1	1	0
OCT FY 01	12	7	10	5	6	2	4	1	2	1	2	1
NOV FY 01	9	8	6	6	3	3	2	2	2	1	1	1
DEC FY 01	7	6	5	5	2	2	2	1	2	0	1	0

### ROLLING 12-MONTHS TOTAL

	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
<b>TOTAL</b>	127	116	93	84	46	41	30	19	25	14	17	9

### ROLLING 12-MONTHS CONVERSION DATA

	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
<b>CONV</b>	7.5	12.9	5.5	9.4	2.8	4.6	1.8	2.2	1.5	1.6	1.0	1.0

### TOTAL COMPUTATION TABLE

(The use of this table is optional. However, its use will facilitate dropping the oldest and adding the most currently completed RSM whereas conversion data may be calculated.)

	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GRAD	SR	GRAD	SR	GRAD	SR	GA	SA	GA	SA	GA	SA
<b>TOTAL</b>	129	118	92	86	47	42	30	19	25	15	18	11
<b>(-) OLDEST RSM</b>	12	19	7	16	5	8	3	3	3	3	3	3
<b>RESULTS</b>	117	99	85	70	42	34	27	16	22	12	15	8
<b>(+) LAST COMP RSM</b>	10	17	8	14	4	7	3	3	3	2	2	1
<b>(=) NEW TOTAL</b>	127	116	93	84	46	41	30	19	25	14	17	9

USAREC Form 635-B, Rev 1 Nov 98 (Previous editions are obsolete)

Figure J-1. Sample of a completed USAREC Form 635-B

## CONVERSION DATA CHART (USAR)

(For use of this form see USAREC Reg 350-6 and USAREC Reg 350-7)

RECRUITER/STATION: SGT SPEARS

RSM: OCT FY: 02

RSM & YR	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GC	PS	GC	PS	GC	PS	GCA	PS	GCA	PS	GCA	PS
JAN FY 01	10	8	6	6	4	3	3	3	2	3	1	3
FEB FY 01	11	10	6	7	3	3	2	2	1	2	1	2
MAR FY 01	12	9	8	8	4	4	2	3	1	2	1	2
APR FY 01	8	10	6	6	2	3	2	3	2	3	1	2
MAY FY 01	10	10	7	8	3	4	3	4	3	4	2	2
JUN FY 01	11	9	6	7	4	5	4	5	2	3	2	3
JUL FY 01	10	6	7	5	3	3	2	2	1	2	1	2
AUG FY 01	8	8	4	6	3	5	2	4	1	3	1	3
SEP FY 00	12	12	9	9	5	4	4	3	2	3	2	2
OCT FY 01	9	11	7	9	5	6	4	4	2	2	2	2
NOV FY 01	12	10	9	7	5	4	3	3	3	3	2	1
DEC FY 01	10	9	7	5	4	4	2	3	2	2	2	2

### ROLLING 12-MONTHS TOTAL

TOTAL	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GC	PS	GC	PS	GC	PS	GCA	PS	GCA	PS	GCA	PS
TOTAL	113	112	82	83	45	48	33	39	22	32	18	26

### ROLLING 12-MONTHS CONVERSION DATA

CONV	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GC	PS	GC	PS	GC	PS	GCA	PS	GCA	PS	GCA	PS
CONV	6.9	4.4	4.6	3.2	2.5	1.9	1.9	1.5	1.3	1.3	1.0	1.0

### TOTAL COMPUTATION TABLE

(The use of this table is optional. However, its use will facilitate dropping the oldest and adding the most currently completed RSM whereas conversion data may be calculated.)

TOTAL	APPT MADE		APPT COND		TEST		TEST PASSED		FLOOR		CONTRACT	
	GC	PS	GC	PS	GC	PS	GCA	PS	GCA	PS	GCA	PS
TOTAL	127	126	87	86	47	47	35	38	23	32	19	25
(-) OLDEST RSM	12	12	9	9	5	4	4	3	2	3	2	2
RESULTS	115	104	78	77	42	43	31	35	21	29	17	23
(+) LAST COMP RSM	8	8	4	6	3	5	2	4	1	3	1	3
(=) NEW TOTAL	123	112	82	83	45	48	33	39	22	32	18	26

USAREC Form 635-B-1, Rev 1 Nov 98 (Previous editions are obsolete)

Figure J-2. Sample of a completed USAREC Form 635-B-1

## **Appendix K Army Recruiting Information Support System Reports**

### **K-1. General**

Automated reports are now available to the recruiter on the RWS. Additionally, the recruiter has at his or her disposal automated reports at the TOS. The recruiter will use these reports to analyze his or her work efforts. They can also be used to determine work requirements.

### **K-2. RWS reports**

a. Medical Summary Report. Recruiters will use this report to analyze any "Yes" answers given by an applicant during the medical prescreening phase of an interview. This report will provide the recruiter with the category of the question and any "Yes" responses.

b. COI/VIP Roster Report. Recruiters will use this report to get a snapshot view of all the COIs and VIPs they have in their systems. This report will provide the recruiter with the name, organization, telephone, title, numbers of referrals provided, and last contact date of the COI or VIP. This report will be used to determine how productive a COI or VIP has been.

c. Enlisted Conversion Data Chart. Recruiters will use this to analyze their work ethic based on achievements. By using this chart recruiters will be able to measure their achievements based solely on their accomplishments. This will enable the recruiter to form a plan to help achieve RS mission success.

### **K-3. Recruiter TOS reports**

a. Applicant Processing List. Recruiters will use this report to maintain a firm grasp on all prospects that have agreed to an appointment and all applicants that have committed to any form of processing.

b. MEPS Processing List. Recruiters will use this report to track all applicants that have been projected for any type of MEPS processing.

c. Mental Evaluation Testing Processing List. Recruiters will use this list to analyze the results of ASVAB testing and monitor processing of applicants.

d. DEP/DTP Tracking Log. Recruiters will use this log as a means to manage their DEP and DTP pool.

e. Lead Source Analysis Report. Recruiters will use this report as a method to track leads from specific market segments. Appropriate use of this report will tell you if you are using all available lead sources to ensure total market penetration and RS mission success. The ARISS program enables you to track this information on a continuous basis.

NOTE: All reports are only as accurate as the last replication and DPR. RS commanders must approve all status changes during the DPR process. Recruiters will only be allowed to review their own individual data.

## **Appendix L**

### **USAR Unit Data Folder**

#### **L-1. General**

USAREC Form 1149 (fig L-1) provides USAR recruiters (or RA recruiters in their absence) a historical reference of each of the USAR units in their area. The folder will assist each USAR recruiter in maintaining a solid USAR ownership program with their units. The folder will help the recruiter provide detailed information to prospective applicants about USAR units in their area. The folder provides a systematic method for compiling essential information about each USAR unit. All areas of the folder will be filled out with the exception of "Influential Members." The recruiter may supplement this folder. All entries will be done in pencil and updated each unit visit.

#### **L-2. USAREC Form 1149**

a. Front cover. Record all pertinent data for the unit.

b. Inside front cover. Continuation of pertinent data.

(1) MOS Available. A list of current unit vacancies should be obtained from the unit representative.

(2) Primary Mission. Obtain this information from the unit's mission statement.

(3) General Information on Adventure Training. Does the unit conduct any type of adventure training? Where? When and what type? (This can be used as a sales tool during presentations.)

(4) Training capability for DEP or DTP functions. Obtain this information from the unit.

(5) RPC Information. Last partnership council meeting. Who was in attendance? Rctg Bn representatives? Topics discussed, issues surfaced, action taken, etc. Also annotate subsequent recruiting partnership council meetings that are held during the current FY.

(6) Date CLT/BLT Visit. Annotate who, date, and reason for visits during the current FY.

(7) Last Unit Presentation. Annotate date of all unit presentations during the current FY.

c. Inside back cover. Annotate TPU drill dates and recruiter attendance. Also, annual training dates and locations will be recorded.

d. Outside back cover. Annotate with name, MOS, and date enlisted for all DTP members assigned to this unit.

#### **L-3. Filing and disposition**

a. Initiate USAREC Form 1149 for every TPU within the RS's assigned area. If two or more USAR recruiters are assigned to an RS, only one folder needs to be completed for each unit. USAR recruiters will be responsible for maintaining USAREC Form 1149 and updating as necessary.

b. TPU folders will be held within the RS's active files where all assigned recruiters (USAR and RA) will have access to them.

c. Maintain each TPU folder for as long as the unit is active. If additional space is needed for the DTP control log, a blank piece of paper may be added and annotated accordingly.

**USAR UNIT DATA FOLDER**  
(For use of this form see USAREC Reg 350-6)

Responsible Recruiter <u>SSG JOHN A. SMITH</u>	RSID <u>1E3A</u>
Unit Name <u>CO A 365 EN BN</u>	UIC <u>WS5EA0A</u>
Address <u>USARC, BLDG 315</u>	Priority <u>A</u>
<u>18TH ST &amp; J AVE, DDRE</u>	
<u>NEW CUMBERLAND, PA 17070</u>	Phone Number <u>717-770-6583</u>
Unit Commander <u>CPT JOHN Q. PUBLIC</u>	H <u>717-770-9999</u> Phone W <u>717-770-8888</u>
XO/Deputy Commander <u>1LT MARK D. MANN</u>	H <u>717-770-7777</u> Phone W <u>717-770-6666</u>
SGM/1SG <u>1SG DAVID M. JONES</u>	H <u>717-770-5555</u> Phone W <u>717-770-4444</u>
Unit Administrator <u>MR. (SSG) SAM I. IAM</u>	H <u>717-770-3333</u> Phone W <u>717-770-2222</u>
Retention NCO <u>SFC GEORGE S. ANDERSON</u>	H <u>717-770-1111</u> Phone W <u>717-770-0000</u>
Training NCO <u>SFC DOUG R. JOHNSON</u>	H <u>717-770-9111</u> Phone W <u>717-770-8111</u>

UNIT NAME CO A, 365 EN BN

UIC WS5EA0A

PRIORITY A

FY 01

**INFLUENTIAL MEMBERS**

NAME	UNIT POSITION	COMMUNITY POSITION
JOHN Q. PUBLIC	COMPANY COMMANDER	POLICE CHIEF NEW CUMBERLAND, PA
DAVID M. JONES	FIRST SERGEANT	PERSONNEL DIRECTOR AMP INC., CARLISLE, PA
DOUG R. JOHNSON	TRAINING NCO	MANAGER GIANT FOODS, CARLISLE, PA

USAREC Form 1149, 1 Oct 97

Figure L-1. Sample of a completed USAREC Form 1149 (front cover)

## UNIT DATA

MOS Available 51B1, 54B1, 63B1, 92A1, 92G1, 62J1, 62E1

Primary Mission PROVIDE COMBAT ENGINEERING SUPPORT FOR 99TH RSC.

General Information on Adventure Training REALISTIC COMBAT SKILLS TRAINING; TRAINS FREQUENTLY IN COMBAT ENGINEERING AND DEMOLITION SKILLS.

Training capability for DEP or DTP functions (availability of equipment, training aids, training sites, etc.):

VERY HELPFUL: PROVIDES SPACE (BOTH CLASSROOM AND DRILL HALL) FOR DEP AND DTP FUNCTIONS. AND AS WELL AS NUMEROUS TRAINING AIDS.

Parent Unit HHC (-) 365 EN BN RSC 99TH RSC

Address 101 RTE 61 SOUTH, SCHUYLKILL HAVEN, PA 17972

Phone Number 717-385-5702

RPC Information \_\_\_\_\_

Date CLT/BLT Visit CLT 010221

Remarks INTRODUCED FIRST SERGEANT (RCTG CO) TO THE UNIT COMMANDER, FIRST SERGEANT, AND UNIT ADMINISTRATOR.

Last Unit Presentation 011213 - MET WITH SUPPLY SERGEANT. 010221 - SPOKE WITH TRAINING NCO AND RETENTION NCO, WHO INTRODUCED ME TO ALL PLATOON SERGEANTS AND SQUAD LEADERS.

Remarks VISIT PRODUCED THREE REFERRALS!

Figure L-1. Sample of a completed USAREC Form 1149 (inside front cover) (Continued)

## UNIT TRAINING DATES

				RECRUITER ATTENDED YES/NO
00	OCTOBER	11, 12	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	NO
00	NOVEMBER	8, 9	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	NO
00	DECEMBER	13, 14	LOCATION <u>USARC, DDRE</u>	YES
01	JANUARY	10, 11	LOCATION <u>USARC DDRE</u>	NO
01	FEBRUARY	21, 22	LOCATION <u>USARC, DDRE</u>	YES
01	MARCH	13, 14, 15	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
01	APRIL	11, 12	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	
01	MAY	8, 9, 10	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
01	JUNE	13, 14	LOCATION <u>USARC, DDRE</u>	
01	JULY	26	LOCATION <u>USARC, DDRE</u>	
01	AUGUST	8, 9	LOCATION <u>USARC, DDRE</u>	
01	SEPTEMBER	11, 12, 13	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
ANNUAL TRAINING DATES: FROM <u>11 JUL 01</u> TO <u>25 JUL 01</u> LOCATION <u>FORT A.P. HLL, VIRGINIA</u>				

Figure L-1. Sample of a completed USAREC Form 1149 (inside back cover) (Continued)



## Appendix M Hometown Recruiter Assistance Program

### M-1. Purpose

The Hometown Recruiter Assistance Program (HRAP) allows outstanding soldiers regardless of rank or age to return to their hometowns to assist in the Army's recruiting efforts. It is up to recruiters and commanders to ensure the program is used to the fullest extent possible. A successful HRAP in your unit is a significant combat multiplier. These soldiers who return home and tell the Army story are a valuable tool for the individual recruiter. Their ability to relate to friends, family, community leaders, and HS classmates can be vital to the accomplishment of our mission.

### M-2. Responsibilities

a. The Deputy Chief of Staff for Personnel has overall responsibility for maintaining policy and procedures for this program.

b. Commanding General (CG), United States Total Army Personnel Command will:

(1) Control personnel actions for HRAP participants under this regulation.

(2) Effectively promote this program within the personnel community.

c. CG, United States Army Training and Doctrine Command; CG, United States Army Forces Command; and all major Army commands (MACOMs) will:

(1) Ensure their installations establish an HRAP point of contact for processing electronic applications using the HRAP database.

(2) Educate commanders at all levels of the Army on the program and its importance in the recruiting process.

d. CG USAREC has overall responsibility for HRAP.

e. Director of Recruiting Operations, Headquarters, United States Army Recruiting Command (HQ USAREC), will:

(1) Establish an HRAP manager responsible for supervising and managing the HRAP.

(2) Educate commanders at all levels of Army commands on the program and its importance in the recruiting process.

f. HQ USAREC HRAP manager will:

(1) Establish and maintain liaison with supporting MACOMs and Headquarters, Department of the Army to identify and resolve problems regarding HRAP.

(2) Receive all applications from MACOMs.

(3) Inform recruiting brigade (Rctg Bde), Rctg Bn, and RS HRAP managers of HRAP participants and dates of duty.

g. Inspector General, HQ USAREC, will incorporate a review of HRAP utilization into staff visits to the Rctg Bdes, Rctg Bns, Rctg Cos, and RS's as a CG USAREC item of special interest.

h. Rctg Bde commanders will:

(1) Educate commanders at all levels on the program and its importance in the recruiting process.

(2) Incorporate the operation of HRAP into staff visits to Rctg Bns.

(3) Appoint a primary and an alternate HRAP manager to maintain the Rctg Bde HRAP.

(4) Establish points of contact with Army installations within your area of operation to encourage HRAP participation.

i. Rctg Bde HRAP managers and alternates will:

(1) Establish points of contact with Army installations within their area of operation to encourage HRAP participation.

(2) Manage the Rctg Bde program to include monitoring the HRAP Web site for compliance on the number of soldiers currently participating in HRAP, to include arrivals, no shows, number of appointments conducted from HRAP referrals, and contracts resulting from referrals.

j. Rctg Bn commanders will:

(1) Ensure all Rctg Co commanders are familiar with HRAP and the procedures for recommending enlistees.

(2) Appoint a primary and alternate HRAP manager to maintain the Rctg Bn HRAP and maintain close coordination with the Rctg Bde HRAP manager.

(3) Ensure HRAP is a point of interest in visits to Rctg Cos and RS's.

k. Rctg Bn HRAP managers and alternates will:

(1) Inform Rctg Cos and RS's of HRAP changes received from the Rctg Bde HRAP manager.

(2) Manage the Rctg Bn program to include monitoring the HRAP Web site for compliance on the number of soldiers currently participating in HRAP, to include arrivals, no shows, number of appointments conducted from HRAP referrals, and contracts resulting from referrals.

l. Rctg Bn advertising and public affairs will coordinate with the Rctg Bn sergeant major to develop a local publicity program.

(1) Write and send news releases to appropriate media in the area served by the HRAP participant. Particular attention will be given to weekly and community newspapers and local radio stations.

(2) A feature news release, with photographic support, if available, should be written and sent to media in the area served by the HRAP participant if that soldier had an outstanding tour of duty by obtaining two contracts.

(3) Other public forums such as local radio and television talk shows, civic and business clubs, and educational associations should be cultivated to secure opportunities for HRAP participants to share their experiences.

(4) At no time will an HRAP participant be left alone at a public appearance. At a minimum, the responsible recruiter or others in the chain of command will accompany that participant with an offer to coappear at the forum.

m. Rctg Co commanders will:

(1) Ensure all RS commanders and recruiters are familiar with the program and HRAP Web site procedures.

(2) Ensure participant's efforts are properly directed toward generating high school diploma graduate (HSDG) and/or high school senior leads and enlistments.

n. RS commanders will:

(1) Ensure all recruiters are familiar with HRAP procedures and inform the new enlistee to apply for HRAP through their chain of command once they reach AIT or are near completion of one-station unit training.

(2) Properly document and post all leads and contracts received from HRAP participants on the HRAP Web site.

(3) Inform the Rctg Bn advertising and pub-

lic affairs office upon HRAP participant's arrival to the RS to ensure maximum publicity in local area is utilized.

### M-3. General

a. The tour of duty for HRAP is 14 days in a permissive temporary duty (TDY) status. CG USAREC may approve or disapprove extensions beyond the original HRAP period of 14 days, but may not extend anyone beyond a total of 20 days of HRAP duty. The participant must meet the following criteria:

(1) Volunteer to perform duty in a permissive TDY status at no cost to the Government.

(2) Be an HSDG. GED holders require 15 semester hours or more of college credits.

(3) Participants must be stationed in the continental United States, on orders for a permanent change of station to or from overseas, or on ordinary leave from overseas.

NOTE: The individual's port call cannot be affected.

(4) Participants must reside within 50 miles of the RS they are assigned to support and have personal or public transportation available to and from the RS.

(5) Participants must not be in a flagged status (no exceptions).

(6) Participants must be an Army Civilian Acquired Skills Program, BT graduate, AIT graduate, or one-station unit training graduate enroute to first duty assignment or permanent party soldier.

(7) Participants must have an approved DA Form 31 (Request and Authority for Leave) signed by the first lieutenant colonel in the chain of command.

b. Upon arrival of the HRAP participant at the RS, the RS commander must endorse the DA Form 31 and update the HRAP Web site application with the actual HRAP start date (within 48 hours of soldier's arrival).

(1) The USAREC HRAP Web site is to facilitate the processing of applications, assignment of individuals to RS's, verification of departure from training base or cancellation of HRAP, verification of arrival at the RS, and provide a rapid and accurate reporting system.

(2) Access to the USAREC HRAP Web site will be restricted to Army personnel (military and civilian) who have provided proof of a valid personal security investigation and a need for access.

### M-4. HRAP briefing

Brief the HRAP participant on the duties and requirements.

a. HRAP participants briefing will include, but is not limited to, the following areas:

(1) RS orientation (i.e., recruiters and area).

(2) Overview and purpose of HRAP.

(3) Recruiter responsibilities, improprieties, and chain of command.

(4) HRAP mission goals during their tour of duty.

(5) Work schedule, to include special events.

(6) HRAP recruiting limitations (do's and don'ts).

(7) How to generate leads.

(8) Required permissive TDY paperwork for tour.

(9) Uniform requirements.

(10) Resources available to perform duty.

(11) Recognition and awards for recruiting achievements.

(12) Basic MEPS overview.

(13) Causes for HRAP termination.

(14) Uniform Code of Military Justice jurisdiction.

b. Duty requirements for participants:

(1) Soldier will report to the designated RS commander on the day HRAP duty commences in Class A uniform with a signed DA Form 31 authorizing participation.

(2) Provide own transportation to and from the RS at no cost to the Government.

(3) Represent the Army to the best of their ability.

(4) Participants are not authorized to work more than 24 hours per week in the execution of HRAP duties.

(5) Generate as many HSDGs and high school senior leads and enlistments as possible during the tour of duty.

(6) Discuss the Army with DEP and DTP members to assist with reinforcing their commitment.

(7) Speak to groups as directed by the RS commander.

c. This inbriefing will be conducted without fail by the RS commander.

d. HRAP participants will not:

(1) Drive applicants to MEPS medical appointments.

(2) Hand-carry administrative or recruiting paperwork.

(3) Run police checks, court record checks, or requests for references.

(4) Be utilized to perform RS administrative support.

(5) Perform cold telephone prospecting from RS LRLs.

(6) Drive Government-owned vehicles.

#### **M-5. Completion of duty**

Once the HRAP soldier's tour of duty is complete, the RS commander will endorse the DA Form 31 to ensure period of permissive TDY is correct and update the Web site application with the actual HRAP end date and information (within 48 hours of departure).

NOTE: For those individuals who are home on leave and were not previously processed for HRAP participation, the RS commander must contact the gaining unit (normally the replacement center) and get approval from the commander or first sergeant for the soldier to report in late for the purpose of participating in HRAP. Once approval is granted, the RS commander must prepare a memorandum for record (MFR) stating the name of the individual who granted approval from the gaining unit and new reporting date authorized. Once MFR is completed, the Rctg Bn commander must sign DA Form 31 authorizing HRAP participation. The RS commander must input the application into the HRAP Web site and ensure the HRAP participant has a copy of the MFR on hand for inprocessing at next duty assignment.

#### **M-6. Officer participation**

Utilization of officers for participation. Officers have been encouraged to assist their hometown recruiters whenever possible. The response from the officer corps has been positive with them showing up in RS's with signed DA

Forms 31 volunteering to pull HRAP duty. In order to utilize officers efficiently:

a. Officers will coordinate directly with the Rctg Bn where they are volunteering for HRAP duty in a permissive TDY status. Officer volunteers should be made aware that they will not be paid per diem while on permissive TDY.

b. Rctg Bns will be responsible for inputting HRAP applications to the HRAP Web site.

c. The Rctg Bn commander or executive officer will determine the best way to utilize the officer to perform HRAP duty. Itinerary and duties will be commensurate with his or her grade. The comments block will indicate the Rctg Bn approval authority (commander or executive officer) that accepted the officer for HRAP duty.

d. If the Rctg Bn cannot effectively use the officer for HRAP duty, a copy of the officer's request and the reason he or she can't be used will be faxed to the HQ USAREC HRAP manager at (502) 626-0943.

#### **M-7. Awards and recognition of participants**

a. Commanders at all levels are encouraged to recognize outstanding performance of participants by using certificates of achievement and letters of appreciation.

b. Exceptional performance should be recognized through requesting two-star notes from the CG USAREC.

c. Recommendation for impact awards must be made through the soldier's parent unit.

#### **M-8. Mandatory followup training**

Soldiers with mandatory followup training after AIT (i.e., airborne training):

a. Are eligible to participate following completion of mandatory training.

b. May be considered for participation while waiting for a class date providing time permits. Any inquiries concerning HRAP can be addressed to the HQ USAREC HRAP manager at 1-(800)-223-3735, extension 60362 or DSN 536-0362.

## Glossary

### AFQT

Armed Forces Qualification Test

### AIT

advanced individual training

### ALRL

automated lead refinement list

### AMEDD

Army Medical Department

### ARISS

Army Recruiting Information Support System

### ASVAB

Armed Services Vocational Aptitude Battery

### BT

basic training

### CG

Commanding General

### CIHS

currently in high school

### COI

centers of influence

### DEP

Delayed Entry Program

### DPR

daily performance review

### DTP

Delayed Training Program

### EST

Enlistment Screening Test

### FY

fiscal year

### GED

general equivalency diploma

### HCR

health care recruiter

### HQ USAREC

Headquarters, United States Army Recruiting Command

### HRAP

Hometown Recruiter Assistance Program

### HS

high school

### HSDG

high school diploma graduate

### IRR

Individual Ready Reserve

### JRAP

Joint Recruiting Advertising Program

### LRL

lead refinement list

### MACOM

major Army command

### MCS

Marketing Communications System

### MEPS

Military Entrance Processing Station

### MFR

memorandum for record

### MOS

military occupational specialty

### OCS

Officer Candidate School

### PDR

prospect data record

### PS

prior service

### RA

Regular Army

### RC

reserve center

### Rctg Bde

recruiting brigade

### Rctg Bn

recruiting battalion

### Rctg Co

recruiting company

### RPMS

Recruiter Production Management System

### RS

recruiting station

### RSID

recruiting station identification

### RSM

recruit ship month

### RWS

recruiter workstation

### SASVAB

Student Armed Services Vocational Aptitude Battery

### SY

school year

### TDY

temporary duty

### TOS

Top of System

### TPU

troop program unit

### USAR

United States Army Reserve

### USAREC

United States Army Recruiting Command

### VIP

very important person

### WINCAST

Windows Computerized Adaptive Screening Test

### WOFT

Warrant Officer Flight Training