

Personnel—General

Enlistment Standards Program

For the Commander:

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History. This UPDATE printing publishes a revised USAREC Reg 600-35, which is effective 30 June 2004.

Summary. This revision incorporates the changes in processing due to Guidance Counselor Redesign and information regarding the use of the Command Business Intelligence Portal and the addition of quality assurance records.

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Glossary

Applicability. This regulation applies to all military and Department of Defense personnel assigned, attached, or detailed to the United States Army Recruiting Command.

Proponent and exception authority. The proponent for this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-12.

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.

Chapter 1
General

1-1. Purpose

This regulation prescribes the procedures and responsibilities associated with the Enlistment Standards Program (ESP) within the United States Army Recruiting Command (USAREC).

1-2. References

For required and related publications and referenced forms see appendix A.

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. The Assistant Chief of Staff, G-3; Headquarters, United States Army Recruiting Command (HQ USAREC), has staff responsibility for the implementation, administration, and training regarding the ESP. To fulfill that responsibility the G-3 will:

(1) Develop data systems which can be used to monitor the enlistment process for the entire command. The information will be developed and available to the field which will enhance management capabilities.

(2) Conduct classes to ensure that key personnel are knowledgeable about the ESP.

(3) Coordinate with the USAREC Inspector General (IG) to ensure the ESP is inspected as a part of the IG's quality assurance inspections.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-ES, 1307 3rd Avenue, Fort Knox, Kentucky 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution B. This regulation is published in the Recruiting Company Operations and Administration UPDATE. This regulation is also available electronically on the USAREC Intranet Homepage at <http://home.usarec.army.mil>.

b. Recruiting brigade (Rctg Bde) commanders have overall responsibility for implementation of the ESP within their respective Rctg Bdes. The Chief of Staff of the Rctg Bde is the primary staff officer responsible for the ESP throughout the Rctg Bde. Rctg Bde commanders will:

(1) Ensure all monitoring, evaluating, training, and followup requirements identified in this regulation are implemented at the Rctg Bde and subordinate recruiting battalion (Rctg Bn) levels.

(2) Review the Enlistment Standards Functional Area Analysis Package, Volume II, and quality assurance reports (QARs), as deemed appropriate.

(3) Discuss negative trends and specific issues identified as a result of the Volume II and QARs review with the appropriate commanders, and recommend actions to be taken regarding negative trends or potential problem areas. Procedures to analyze the reported areas are identified in appendix B.

(4) Conduct ESP training for appropriate key personnel.

(5) Conduct ESP inspections of Rctg Bns as a part of the Command Inspection Program (CIP).

c. The Rctg Bn commander has overall responsibility for implementation of the ESP within their respective Rctg Bn. The executive officer (XO) of the Rctg Bn is the primary staff officer responsible for the ESP throughout the Rctg Bn. The Rctg Bn commander will:

(1) Ensure all newly assigned personnel are

*This regulation supersedes USAREC Regulation 600-35, 19 January 1999.

briefed on the purpose and administration of the ESP.

(2) Ensure the Rctg Bn has a current ESP standing operating procedure (SOP). A sample copy of a Rctg Bn SOP is provided at appendix C. Rctg Bns may add to the sample SOP for individual Rctg Bn unique requirements, but may not delete requirements outlined in the sample.

(3) Take actions necessary throughout the Rctg Bn to manage and comply with the ESP functional area standards. Update recruiting company (Rctg Co) commanders on a monthly basis regarding trends in the ESP. Discuss negative trends and specific issues with appropriate commanders and provide recommended actions regarding negative trends or potential problem areas and recruiters.

(4) Ensure all appropriate personnel receive ESP reinforcement training in accordance with information derived from negative trend analysis.

d. Rctg Co commanders have primary responsibility for implementing the ESP in their respective Rctg Cos and reinforcing ESP principles. They must be thoroughly knowledgeable of the functional areas monitored in the ESP. Additionally, they will ensure that recruiters are counseled concerning negative trends identified in Volume II and QARs.

Chapter 2

Overview of the ESP

2-1. Purpose of the ESP

It is critical to the needs of the Army that only those applicants who are found to be fully qualified in accordance with existing laws, regulations, directives, and policies are processed for enlistment and actually allowed to enlist. The field recruiting force must be highly trained, highly motivated, and provided with sufficient "tools of the trade" in order to continually produce high quality enlistments. One such tool is the ESP. The ESP provides commanders with monitoring feedback capabilities in order to detect, identify, and correct various potential problem areas within their organizations concerning enlistment processing. The overall objective of the ESP is to ensure integrity in the recruiting process and maintain the quality of Soldiers entering the Regular Army (RA) and the United States Army Reserve (USAR).

2-2. Principles of the ESP

The ESP is based on the following principles:

- a. Making mission with integrity.
- b. Providing the Army with quality Soldiers.
- c. Reducing attrition.
- d. Identifying and evaluating data trends.
- e. Identifying and correcting systemic problems.
- f. Reducing recruiting improprieties (RIs).
- g. Establishing a clear audit trail.
- h. Recognizing individuals who perform well.
- i. Establishing tracking systems for monitoring enlistment processing, ESP areas of concern, and evaluation of existing management

programs developed by the Rctg Bn.

j. Educating the field recruiting force concerning enlistment processing and ESP fundamental principles, internal analysis, and evaluation.

2-3. Reporting and monitoring systems

In order to monitor enlistment processing, a Rctg Bn automated reporting system has been developed to track various actions during the enlistment process.

a. The Enlistment Standards Functional Area Analysis and Data Package contains a grouping of ESP-related reports. The Rctg Bn Management Reporting System (Volume II) contains a series of automated reports ordered by recruiting station identification (RSID) and by individual recruiter for every Rctg Bn within the command. This system provides raw information to analyze and to identify the unit and individual responsible for possible problems.

b. QARs contain graphs and pivot tables developed to assist commanders with analyzing the data provided in Volume II.

2-4. Retrieval of reports

All ESP reports produced by HQ USAREC will be retrieved by the appropriate subordinate headquarters as follows:

a. Rctg Bdes will retrieve the Enlistment Standards Functional Area Analysis and Data Package, Volume II, and QARs by using the USAREC Business Intelligence Portal.

b. Rctg Bns will retrieve the Enlistment Standards Functional Area Analysis and Data Package, Volume II, and QARs each month, by using the USAREC Business Intelligence Portal.

c. Special reports produced by the Operations and Training Directorate outlining trends in the ESP will be available for retrieval by Rctg Bdes and Rctg Bns, as appropriate.

2-5. Actions upon retrieval of reports

Upon retrieval of the Enlistment Standards Functional Area Analysis and Data Package, Volume II; QARs; or any special reports:

a. Rctg Bde personnel will screen Rctg Bn data and highlight potential problem areas. Analysis will be performed to determine corrective actions required and assistance to be provided, if any. Trends will be identified and special emphasis placed on negative trends in recruiting. Corrective action will be discussed with the Rctg Bn commander or XO, as required.

b. The Rctg Bn XO will forward a Rctg Co summary to the appropriate Rctg Co commander. Appropriate action will be taken to ensure problems and adverse trends within functional areas are identified and corrected.

2-6. Functional area standards

a. The following functional area standards are provided. Compliance with these standards must be the goal for every level of command:

(1) The goal for the Delayed Entry Program (DEP) separation rate is not to exceed 15 percent of the total number of RA contracts. DEP separations with recruiter impact (declined en-

rollment, personal problems, refused to enlist, did not report on active duty, and failure to graduate from high school) should be limited to the maximum extent possible.

(2) The goal for total USAR losses is not to exceed 15 percent of the total number of USAR Delayed Training Program (DTP) members.

(3) XOs will review training base attrition (TBA) losses to determine any adverse trends.

(4) Erroneous enlistments that require a waiver or discharge will be kept to a minimum.

b. Units will be prepared to address areas with negative trends or areas that do not meet established goals. As a minimum the following items should be addressed:

(1) Causes.

(2) Corrective action taken.

(3) Anticipated date when the problem will be corrected.

Chapter 3

Administration of the ESP

3-1. Administration of the ESP

The purpose of this chapter is to establish procedures for the overall administration and organization of the ESP at Rctg Bde and Rctg Bn levels.

3-2. Rctg Bde procedures

a. Rctg Bde commanders will maintain ESP files for the current and previous recruiting calendar year (RCY) to include, as a minimum:

(1) All afteraction reports of ESP inspections of Rctg Bns and ESP items resulting from IG quality assurance inspections of Rctg Bns and Rctg Bde CIP inspections.

(2) All memoranda of instruction, memoranda of transmittal, electronic mail messages, and other reports pertaining to the ESP.

(3) Records of Rctg Bde ESP visits or conferences concerning the ESP.

b. Additionally, Rctg Bde commanders will ensure that Rctg Bn commanders are following established procedures for the purpose of managing the ESP.

3-3. Rctg Bn procedures

a. Rctg Bn commanders will maintain ESP files (file number 601-210j) at Rctg Bn headquarters to include, as a minimum:

(1) All afteraction reports of ESP inspections of Rctg Bns, and ESP items resulting from IG quality assurance and Rctg Bde CIP inspections (current and previous RCY).

(2) All memoranda of instruction, memoranda of transmittal, electronic mail messages, and other reports pertaining to areas concerning the ESP (current and previous RCY).

(3) Records of Rctg Bde ESP visits, inspections, or conferences concerning the ESP.

(4) Records of all Rctg Bn training sessions concerning the ESP along with all lesson plans and/or briefing charts used to conduct the training.

(5) Copy of the Enlistment Standards Functional Area Analysis and Data Package, Volume

II (current and previous RCY). Report may be retained electronically.

(6) All memoranda or memoranda for record directing Rctg Co commanders to interview recruiters, applicants, members of the DEP, TBA personnel, etc., of recruiters who have adverse trends in any of the enlistment standards (ES) areas.

b. Rctg Bn commanders will ensure that all newly assigned XO receive XO training at HQ USAREC within 6 months of assignment.

c. Rctg Bn commanders will ensure that all recruiting personnel are aware of all facets of the ESP.

**Appendix A
References**

**Section I
Required Publication**

USAREC Reg 601-45
Recruiting Improprieties Policies and Procedures.
(Cited in para B-2h(3).)

**Section II
Related Publications**

AR 15-6
Procedures for Investigating Officers and Boards
of Officers.

AR 601-210
Regular Army and Army Reserve Enlistment
Program.

USAREC Reg 350-7
Recruiting Station Production Management Sys-
tem.

USAREC Reg 600-8
United States Army Recruiting Command Liai-
son Noncommissioned Officer at United States
Army Reception Battalion.

USAREC Reg 600-22
Assignment of Enlistment Processing Respon-
sibility.

USAREC Reg 601-56
Waiver, Delayed Entry Program Separation, and
Void Enlistment Processing Procedures.

USAREC Reg 601-89
Completion of the Request for Examination Form.

USAREC Reg 601-95
Delayed Entry and Delayed Training Program.

USAREC Reg 601-96
Guidance Counselor Procedures.

**Section III
Prescribed Forms**

This section contains no entries.

**Section IV
Related Forms**

USAREC Form 533
Processing List (RA).

USAREC Form 533-B
Processing List (USAR).

USAREC Form 611
DEP/DTP Tracking Log.

USAREC Form 737
Recruiting Impropriety Investigation Log.

USAREC Form 737-A
Suspected Impropriety Inquiry Log.

USAREC Form 986
Separation Request Form.

USAREC FL 153
Erroneous Enlistment Report.

USMEPCOM Form 680-3A-E
Request for Examination.

Appendix B Recruiting Battalion Management Reporting System

B-1. The Enlistment Standards Functional Area Analysis and Data Package, Volume II, Rctg Bn Management Reporting System, provides commanders and recruiting supervisors of the Rctg Bn with their posture in major ESP functional areas. This data provides a method for evaluating the performance of a recruiter, recruiting station (RS), Rctg Co, and Rctg Bn, as it relates to the applicants and enlistees of the recruiter or unit. The data serves to identify negative trends to be corrected or suspected RI, for which a commander's inquiry may be necessary. By reviewing enlistment data associated with a recruiter or unit, a commander can identify those who deviate from the norm or standard, and then, conduct further analysis to determine the possible causes for the difference. Commanders can retrieve additional data and conduct further analysis, continue monitoring, correct the irregularity, or conduct an inquiry into a suspected RI. This can assist a commander in assuring that the highest levels of integrity in recruiting are maintained within his or her command.

B-2. The Rctg Bn Management Reporting System contents and guidance concerning selected data is provided below:

a. Observations, comments, and guidance provides an update on system problems, commandwide trends, periodic surveys, and general status updates on the ESP for the command.

b. The ES matrix (app B) is used as the primary screening document in selected ES functional areas down to Rctg Co level. It serves as the tool to alert commanders when HQ USAREC established standards are being exceeded by highlighting in red the percentage for units that have exceeded the command goal. The numbers and percentages concerning attrition are a moving 12-month window. Additional data concerning possible problem areas are detailed in succeeding reports.

c. The Summary Analysis, QAR (app B), provides a detailed analysis of DEP loss, DTP loss, TBA, and possible suspected improprieties (SIs) rates. Percentages are flagged amber if they exceed the command standard and red if they exceed the command average.

d. The Army Recruiting Information Support System-Personnel (ARISS-PER) data listing provides a listing of all recruiters and recruiting specialists assigned to the Rctg Bn. ARISS-PER is designed to collect, edit, update, and process personnel data pertinent to all levels of USAREC required to be maintained on an automated personnel database. Areas of concern include proper spelling of the recruiter's name, correct social security number (SSN), grade, recruiter production code, and RSID. The Rctg Bn should be familiar with reconciliation procedures to ensure the information listed for each recruiter is correct. Specific information pertaining to updating the ARISS-PER database at Rctg Bn level may be found in the Personnel

Training and Users Manual.

e. The Erroneous Enlistment Report provides a listing of the cumulative RCY information on those enlistees from the Rctg Bn who were found to have either an administrative or contractual error in their enlistment processing. The information is provided by USAREC liaison noncommissioned officers at the training centers. Those enlistees with contractual errors either had their contract renegotiated by the USAREC liaison noncommissioned officer at the training center or were discharged. This report is sorted by component, guidance counselor (GC), and accession date of the enlistee, and is designed to identify and monitor administrative errors, waivers, and discharges by type, frequency, Rctg Co, and GC responsible. The Rctg Bn should maintain USAREC FL 153 (Erroneous Enlistment Report) by GC, type, frequency, and volume of errors. The senior guidance counselor should use this data to monitor, counsel, and familiarize the GC with errors identified and conduct training as appropriate.

f. The Prior Service Versus Nonprior Service Report provides a listing which attempts to identify whether an applicant being processed as a nonprior service actually has prior active military service.

g. The RA DEP separation listing identifies all DEP separations which have been canceled on the Recruit Quota System (REQUEST). The listing includes the MEPCOM Integrated Resource System (MIRS) separation code for which the enlistee was separated, the enlistee's name and SSN, the recruiter of credit's SSN, the RSID from where enlisted, the contract date, the scheduled accession date, and the date the individual was separated from the MIRS database as a DEP separation and canceled from REQUEST. The Rctg Bn XO should look for the total number of DEP separations, number canceled, and separation codes used on accession dates, number of DEP separations from Rctg Co, RS, and recruiter. The XO should also compare USAREC Form 986 (Separation Request Form) with REQUEST cancellation date and MIRS separation reason code. This report tells the Rctg Bn XO:

(1) If GC, operations personnel, and recruiters are following correct DEP separation procedures.

(2) If correct cancellation codes are being used.

(3) The total number of DEP separations by Rctg Bn, Rctg Co, RS, and recruiter.

(4) If the Rctg Bn has a problem with processing time of DEP separations.

(5) If improper DEP extensions are being made.

h. The RA TBA listing provides a listing of those RA individuals identified as losses at the training installations within the first 179 days of active duty. This listing should be used to identify enlistees who were separated within the first 30 to 90 days of training, and recruiters that have an abnormal number of TBA as compared to other recruiters. When an adverse trend is identified, Rctg Bn commanders will:

(1) Provide the recruiter, RS commander, or Rctg Co commander with the TBA data.

(2) Ensure that recruiters are advised that if the adverse trend continues, an inquiry may be conducted and personnel who were processed by the recruiter may be interviewed to determine the cause for the high TBA rate.

(3) Situations in which identified Soldiers are discharged for fraud or existing prior to service conditions (indicated by an asterisk) will be considered SI in accordance with USAREC Reg 601-45. Instructions for conducting commanders' inquiries into SI are contained in USAREC Reg 601-45.

i. The USAR Fail to Ship Report provides a listing of those enlistees in the USAR who have been separated prior to ship date. The listing includes the REQUEST cancellation code for which the enlistee was separated, the enlistee's name and SSN, service component, the recruiter of credit's SSN, the RSID from where enlisted, the original enlistment (contract) date, the date scheduled for shipment to active duty for training, and the date the individual was canceled from REQUEST.

j. The Moral Waiver Report identifies what type of moral waivers are being approved for accessions from the Rctg Bn and whether the Soldiers are subsequently being discharged at training centers. This listing identifies all accessions from the Rctg Bn with moral waivers fiscal recruiting year to date and is sorted by RSID, recruiter of credit's SSN, and accession date.

k. The Administrative and Medical Waiver Report identifies what type of administrative and medical waivers are being approved for accessions from the Rctg Bn and whether the Soldiers are subsequently being discharged as TBA from the training centers. The report identifies all accessions from the Rctg Bn with waivers other than moral fiscal year to date, and is sorted by RSID, recruiter of credit's SSN, and accession date.

NOTE: The moral, administrative, and medical waiver reports reflect the type of waiver, reason for waiver, level which approved the waiver, which Rctg Cos are processing waivers, processing time for waivers, and individuals for whom waivers were approved that were ultimately DEP separations or TBA. The XO should look for the following concerning all moral, administrative, and medical waivers:

(1) Total number of RA and USAR waivers.

(2) Waiver codes.

(3) Number of waivers by Rctg Co, RS, and recruiter.

(4) Compare contract date with accession date (are moral waivers being submitted and processed during the last few days of the recruit ship month).

(5) Number of individuals with approved waivers who were discharged as TBA.

l. The recruiter's summary sheet is based on a moving 12-month window. This data serves to alert commanders when HQ USAREC's established standards are exceeded. An analysis can serve to identify systemic problems to be corrected or identify suspected RI. This data is similar to the unit matrix as it provides information pertaining to the individual recruiter regarding the previous 12 months. Sheets are only produced for recruiters with a valid production code.

**Appendix C
Enlistment Standards Program Standing
Operating Procedures**

forms to the sample ESP SOP published by the Assistant Chief of Staff, G-3, outlined at figure C-1.

may not delete requirements outlined in the sample.

C-1. The Rctg Bn commander must ensure that the Rctg Bn has a current ESP SOP that con-

C-2. Rctg Bns may add to the sample ESP SOP for individual Rctg Bn unique requirements, but

(OFFICE SYMBOL) (MARKS NUMBER)

DATE

MEMORANDUM FOR ALL RECRUITING BATTALION PERSONNEL

SUBJECT: Enlistment Standards Program Standing Operating Procedures

1. REFERENCES.

- a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- b. AR 601-210, Regular Army and Army Reserve Enlistment Program.
- c. USAREC Reg 350-7, Recruiting Station Production Management System.
- d. USAREC Reg 600-8, United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion.
- e. USAREC Reg 600-22, Assignment of Enlistment Processing Responsibility.
- f. USAREC Reg 601-45, Recruiting Improprieties Policies and Procedures.
- g. USAREC Reg 601-56, Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures.
- h. USAREC Reg 601-89, Completion of the Request for Examination Form.
- i. USAREC Reg 601-95, Delayed Entry and Delayed Training Program.
- j. USAREC Reg 601-96, Guidance Counselor Procedures.

2. PURPOSE. To prescribe duties, responsibilities, and policies for the recruiting battalion (Rctg Bn) Enlistment Standards Program (ESP) and to provide commanders with accurate and timely information about the recruiting process.

3. GENERAL.

a. The ESP is comprised of various reports for the evaluation of guidance counselor, recruiter, recruiting station (RS), and recruiting company (Rctg Co) performance based on pertinent applicant and enlistee data. The overall objective of the ESP is to ensure integrity of the recruiting process and maintain the quality of Soldiers entering the United States Army and the United States Army Reserve (USAR).

b. The ESP is based on the following principles:

- (1) Making mission with integrity.
- (2) Providing the Army with quality Soldiers.
- (3) Reducing attrition.
- (4) Monitoring the recruiting process.
- (5) Identifying and evaluating abnormal trends.
- (6) Identifying and correcting systemic problems.
- (7) Establishing a clear audit trail.
- (8) Reducing recruiting improprieties (RIs).
- (9) Recognizing individuals who perform well.

c. To evaluate the ESP within the Rctg Bn, periodic analysis of the following will be conducted:

**Figure C-1. Sample of an ESP SOP
UPDATE • USAREC Reg 600-35**

OFFICE SYMBOL

SUBJECT: Enlistment Standards Program Standing Operating Procedures

- (1) Quality of enlistment packets.
- (2) Audit trail integrity.
- (3) Training base attrition (TBA).
- (4) Erroneous enlistment reports.
- (5) Waivers processing administration.
- (6) Delayed Entry Program (DEP) separations.
- (7) Army Recruiting Information Support System-Personnel (ARISS-PER) reconciliation.
- (8) Prior service (PS) versus nonprior service (NPS) reconciliation.
- (9) USAR loss trends.

d. Reports utilized in the analysis include, but are not limited to:

- (1) ESP matrix.
- (2) ARISS-PER.
- (3) USAREC FL 153 (Erroneous Enlistment Report).
- (4) PS Versus NPS Report.
- (5) Regular Army (RA) DEP Separation Listing.
- (6) RA TBA Report.
- (7) USAR Fail to Ship Report.
- (8) Moral Waiver Listing.
- (9) Administrative and/or Medical Waivers Report.

e. No one negative indicator by itself is necessarily indicative of wrongdoing. However, the expeditious identification of negative trends based on indicators should identify training needs and may uncover areas that require further investigation. It is essential that a clear audit system be established through all levels of enlistment processing.

f. RI investigations and commanders' inquiries. USAREC Reg 601-45, chapter 3, prescribes procedures for the reporting, investigating, processing, and disposing of alleged RIs. All allegations of RI will be reported to the executive officer (XO) within 24 hours. The Rctg Bn will have 1 working day to report RI allegations to HQ USAREC (RCRO-ES) via electronic mail. All alleged RIs will be investigated. Investigations will follow informal AR 15-6 procedures and will normally be investigated by an experienced officer from within the Rctg Bn. In some instances the recruiting brigade (Rctg Bde) headquarters may appoint someone from outside the Rctg Bn to conduct the investigation. Occasionally, the investigation will be controlled by HQ USAREC. All Rctg Bn personnel will familiarize themselves with the provisions of USAREC Reg 601-45, chapters 2 and 3. Suspected improprieties are situations in which an RI is possible. These situations are usually based on documentary or circumstantial evidence. Commanders' inquiries will be conducted into these situations.

g. Recruiter of credit. USAREC Reg 600-22 prescribes the policy and procedures for determination and transfer of processing responsibility for a contact or prospect and for documentation of the transfer of administrative processing responsibility between recruiting personnel. All recruiting personnel must be familiar with the provisions of this regulation. Commanders are responsible for ensuring that their Rctg Co and RS boundaries are accurate. The S-1, in conjunction with the S-3, will ensure that recruiting station identification information in HQ USAREC databases is kept accurate and current.

h. All personnel should be aware that every aspect of the recruiting process is subject to comprehensive audit and inspection by personnel from the Rctg Bn, Rctg Bde, and HQ USAREC.

4. RESPONSIBILITIES. The ESP is the commander's program. The commander of the Rctg Bn is responsible for implementation, monitoring, and taking corrective action within the Rctg Bn. Rctg Co commanders will perform ESP-related duties for their Rctg Cos. The Rctg Bn XO has primary staff responsibility for the ESP.

Figure C-1. Sample of an ESP SOP (Continued)

OFFICE SYMBOL

SUBJECT: Enlistment Standards Program Standing Operating Procedures

5. DUTIES.

a. Rctg Bn XO. The Rctg Bn XO has the primary staff responsibility to ensure the validity of enlistments and integrity in recruiting. The XO is the focal point for the monitoring and interpretation of data. Although the commander is responsible for the implementation of the ESP, the Rctg Bn XO must coordinate the program to identify organizational trends. Where these trends appear adverse, commanders must take action to correct deficient areas. The Rctg Bn XO will:

(1) Ensure that ESP files are maintained in accordance with current guidance to include:

(a) Afteraction reports of ESP visits and inspections, and enlistment standards items resulting from inspector general and Rctg Bde Command Inspection Program inspections.

(b) All memoranda of instruction, memoranda of transmittal, electronic mail messages, and other reports, memoranda, and messages pertaining to areas concerning the ESP.

(c) Records of all Rctg Bn training sessions concerning ESP, along with all lesson plans or briefing charts used to conduct training.

(d) Copies of Enlistment Standards Functional Area Analysis and Data Package, Volume II, Rctg Bn Management Reporting System (current and previous fiscal year).

(e) All memoranda or memoranda of record directing Rctg Co commanders to interview applicants, DEP members, TBA personnel, etc., and recruiters who have adverse trends in any of the ESP areas.

(2) Maintain USAREC Form 737 (Recruiting Impropriety Investigation Log) in accordance with USAREC Reg 601-45.

(3) Maintain USAREC Form 737-A (Suspected Impropriety Inquiry Log) in accordance with USAREC Reg 601-45.

(4) Monitor the ESP to facilitate the early identification of negative trends. This presumes the ability to audit enlistment processing. A positive audit trail from prospect, to applicant, to Soldier, and the recruiter of credit must be established and encompass RS processing through final Military Entrance Processing Station processing.

(5) Provide Rctg Co commanders with any negative trends concerning their personnel on a monthly basis.

b. Rctg Bn S-1 in conjunction with the S-3 will ensure that the ARISS-PER database is correct and up to date.

c. Rctg Bn S-3 will:

(1) Maintain and monitor USAREC FL 153.

(2) Review and prepare waivers (in accordance with AR 601-210 and USAREC Reg 601-56).

(3) Monitor the procedures for identifying PS versus NPS applicants in accordance with USAREC Reg 601-96.

(4) Ensure all DEP-in or Delayed Training Program (DTP)-in packets are checked by the Rctg Bn operations personnel for completeness and accuracy in accordance with USAREC Reg 601-96.

(5) Ensure compliance with the Entrance National Agency Check policy and processing procedures in accordance with USAREC Reg 601-96.

d. Rctg Co commanders will:

(1) Inform recruiters of their data on all ESP reports monthly. Personally counsel recruiters involved when performance deviates from established standards.

(2) Randomly interview applicants processed by those recruiters identified for selective monitoring.

(3) Take appropriate action concerning recruiters when a negative trend persists.

(4) Notify the Rctg Bn of any impending DEP or DTP loss and write the date plus a brief comment in the followup section of USAREC Form 611 (DEP/DTP Tracking Log).

Figure C-1. Sample of an ESP SOP (Continued)

OFFICE SYMBOL

SUBJECT: Enlistment Standards Program Standing Operating Procedures

e. RS commanders will:

(1) Ensure USMEPCOM Form 680-3A-E (Request for Examination) is properly completed in accordance with USAREC Reg 601-89.

(2) Ensure that recruiters do not accept mission accomplishment credit for any enlistment not processed in accordance with AR 610-210 and USAREC Reg 600-22.

(3) Identify individuals who are to be DEP or DTP losses on a daily basis and submit the individual's name, reason, and recruiter of credit to the Rctg Co commander in accordance with USAREC Reg 601-95.

(4) Ensure that all required documentation is contained in the enlistment record (Guidance Counselor Redesign file).

(5) Ensure that DEP referrals are properly documented in accordance with AR 601-210 and USAREC Reg 350-7. Additionally, ensure the Army Recruiting Information Support System Lead Evaluation and Distribution System code and USAREC Form 533 (Processing List) reflect "DEP/RA referral" as the lead source.

(6) Check the quality of all RA and USAR enlistment packets to ensure accuracy and completeness.

(7) Review, analyze, and maintain USAREC Form 611.

f. Recruiters will:

(1) Complete the enlistment packet in accordance with current directives.

(2) Ensure that the enlistment packet is reviewed by the RS commander prior to forwarding.

(3) Immediately notify their RS commander of any circumstances that change a DEP member's status. When DEP members are identified as DEP losses, the recruiter will have the DEP member complete USAREC Form 986 (Separation Request Form) for forwarding to the Rctg Bn commander (within 14 days after being identified as a DEP loss).

g. Senior guidance counselors will:

(1) Ensure review of enlistment records in Guidance Counselor Redesign in accordance with AR 601-210 and USAREC Reg 601-96.

(2) Ensure review of DEP and DTP packets prior to filing.

(3) Ensure review of DEP packets prior to DEP-out and DTP packets prior to shipping.

(4) Ensure individuals are canceled from the Recruit Quota System in a timely manner when identified as a DEP loss.

(5) Ensure guidance counselors are counseled concerning USAREC FL 153s received from reception battalions and take appropriate corrective action taken as required.

6. RECRUIT WITH INTEGRITY!

RCTG BN COMMANDER'S SIGNATURE

Figure C-1. Sample of an ESP SOP (Continued)

Glossary

Section I Abbreviations

ARISS-PER

Army Recruiting Information Support System-
Personnel

ASVAB

Armed Services Vocational Aptitude Battery

CIP

Command Inspection Program

DEP

Delayed Entry Program

DTP

Delayed Training Program

ES

enlistment standards

ESP

Enlistment Standards Program

GC

guidance counselor

HQ USAREC

Headquarters, United States Army Recruiting
Command

IG

inspector general

MIRS

MEPCOM Integrated Resource System

NPS

nonprior service

PS

prior service

QAR

quarterly assurance report

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RCY

recruiting calendar year

REQUEST

Recruit Quota System

RI

recruiting impropriety

RS

recruiting station

RSID

recruiting station identification

SI

suspected impropriety

SOP

standing operating procedure

SSN

social security number

TBA

training base attrition

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

XO

executive officer

Section II Terms

Armed Service Vocational Aptitude Battery Testing Program

- Initial test. The first Armed Services Vocational Aptitude Battery (ASVAB) test administered to an individual at either a Military Entrance Processing Station, Mobile Examining Team site, or through the Department of Defense Vocational Testing Program, regardless of the service for which tested. There are two reasons for initial testing: Enlistment into the armed services and in the case of the student ASVAB, to obtain personal evaluation for vocation.

- Production test. An initial ASVAB test or retest administered solely for the purpose of enlistment.

- Retest. Any subsequent ASVAB test administered after the initial test and before the validity period of the initial test has expired. A retest is the only authorized means which may be used to qualify applicants for enlistment whose initial test scores are not qualifying, and do not reflect the applicant's abilities or capabilities. Any test administered after the validity period of the initial test has expired is considered an initial test.

- Student test. An ASVAB administered through the Department of Defense Vocational Testing Program.

- Verification or confirmation retest. An ASVAB retest administered by the Military Entrance Processing Station commander when there is reason to indicate that the test did not measure an applicant's true aptitude abilities.

Enlistment Standards Program

A program comprised of various monitoring systems for the evaluation of recruiter and unit performance based on a review of enlistment processing data. The primary objective of the ESP is to improve the quality of Soldiers entering the Army. The means of achieving this objective is through a program which carefully monitors the recruiting process to ensure that the prescribed standards of enlistment are met.

recruiter of credit

The recruiter who accomplished the administrative processing of an enlistee and receives mission credit.

recruiting impropriety

- Acts or omissions in violation of law or regulation with the intent to enlist a person not qualified for enlistment or whom the recruiter believes is unqualified for enlistment.

- Acts or omissions in violation of law or regulation with the intent to grant a person specific option, military occupational specialty code, educational benefit, bonus, or other enlistment benefit for which an applicant is ineligible or whom the recruiter does not believe is eligible.

- Grossly negligent acts or omissions in violation of law, regulation, or policy, resulting in a fraudulent, erroneous, or defective enlistment, or reporting to active duty or transfer of an unqualified person.

- Absent evidence of an innocent purpose intentional violations of any specific prohibition identified in USAREC Reg 601-45, paragraph 2-3, whether or not any processing or enlistment occurred.

suspected impropriety

Questionable situations in which an RI is possible based on circumstantial or documentary evidence. For example: An increase of 20 or more points on the Armed Forces Qualification Test of the ASVAB within a 6-month period or unreported offenses listed in a Defense Security Service Report.