

Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky 40121-2726
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USAREC Pamphlet
No. 601-32

Personnel Procurement

**Recruiter and Station Commander
Army Recruiting Information Support System User's Manual**

History. This issue publishes a new USAREC Pam 601-32.

Summary. This pamphlet is designed to assist recruiters and station commanders (SCs) with using the Army Recruiting Information Support System (ARISS) recruiter workstation (RWS) Leads-Reports application and the Top of System (TOS) Web site. It is not intended to replace any regulation but helps incorporate the applications in your day-to-day activities. Review the USAREC Reg 350 series and determine what manual processes are now automated with the Leads-Reports and TOS applications.

Applicability. This pamphlet is applicable to recruiting station (RS) level leadership of Regular Army (RA), United States Army Reserve (USAR), and civilian recruiting personnel actively on production utilizing any of the ARISS-RWS applications.

Proponent and exception authority. The proponent for this pamphlet is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

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 (RCRO-TS), Fort Knox, KY 40121-2726.

Distribution. Distribution of this pamphlet has been made in accordance with USAREC Pam 25-30, distribution Y.

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