

Headquarters
United States Army Recruiting Command
Fort Sheridan, Illinois 60037-6000
2 December 1991

***USAREC/FORSCOM Regulation 601-67**

Effective 31 January 1992

Headquarters
United States Army Forces Command
Fort McPherson, Georgia 30330-6000
2 December 1991

Personnel Procurement

Unit Referral System

This UPDATE printing publishes a revised regulation which is effective 31 January 1992. Because of the extensive changes no attempt has been made to highlight changed material.

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Summary. This regulation prescribes policy, procedures, and responsibilities for the management and administration of the United States Army Recruiting Command - United States Army Forces Command Automated Unit Referral System.

Applicability. This regulation is applicable to Headquarters, United States Army Recruiting Command, recruiting brigades, recruiting battalions, recruiting companies, recruiting stations, and all Army Reserve units.

Impact on New Manning System. This regula-

tion does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Advertising and Public Affairs. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to

HQ USAREC (RCAPA-MD), Fort Sheridan, IL 60037-6100.

USAREC distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Chapter 1 General

1-1. Purpose

This regulation prescribes policy, procedures, and responsibilities for the management and administration of the United States Army Recruiting Command-United States Army Forces Command (USAREC-FORSCOM) Automated Unit Referral System (URS). It will enable United States Army Reserve (USAR) troop program unit (TPU) members and USAREC personnel to use the URS to its fullest potential as an automated means of allowing USAR soldiers to make referrals to USAREC USAR recruiters.

1-2. References

For required and related publications and blank 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. General

a. The goal of the URS is to increase the quantity and quality of soldiers joining the USAR. The system provides an automated method for

USAR TPU soldiers to identify prospects for USAREC USAR recruiters.

b. The URS is designed to augment and increase direct person-to-person contact and referrals between USAR unit leadership and supporting USAREC USAR recruiters.

c. The URS is an effective tool for use in coordinating recruiting activities through USAREC and USAR Recruiting Partnership Councils (RPC).

1-5. Responsibilities

- a. Commander, FORSCOM will:
- (1) Designate an FORSCOM URS point of contact.
 - (2) Maintain FORSCOM Form C-16-R (Unit Referral Telephone Card) (see fig 1-1) in the publications system.
 - (3) Publicize the URS in command information publications.
 - (4) Maintain a poster promoting the URS, FORSCOM Form 1029-R (Unit Referral Poster) (see fig 1-2) in the publications system.
 - (5) Ensure that distribution of the telephone card and display of the poster are items of inspection by USAR unit inspector generals.
 - (6) Provide to USAREC, by 30 September each year, and quarterly, a current computer listing of

*This regulation supersedes USAREC/FORSCOM Regulation 601-67, 12 February 1990.

USAR unit addresses and command affiliation information from the USAR Request System.

b. The numbered armies in the continental United States (CONUSA) commanders will:

(1) Designate CONUSA URS point of contact.

(2) Establish liaison with aligned USAREC recruiting brigades (Rctg Bdes) until such time as strength management functions are transferred to the United States Army Reserve Command (USARC).

(3) Review and redistribute, as necessary, the Major United States Army Reserve Command (MUSARC) Monthly Status Report, Recruiting Battalion (Rctg Bn) Listing, and Rctg Bn Status Report.

(4) Ensure MUSARC and unit strength management personnel are trained in the use of the URS.

(5) Provide command emphasis to support the URS.

c. MUSARC commanders will:

(1) Designate an MUSARC URS point of contact.

(2) Establish liaison with each supporting USAREC Rctg Bn and/or USAREC recruiting company (Rctg Co) until such time as strength management functions are transferred to USARC.

(3) Provide command emphasis to increase the number of referrals.

(4) Publicize use of the URS toll-free telephone number and referral input cards in command information publications.

d. USAR unit commanders will:

(1) Ensure that the supporting USAREC USAR recruiter has regular access to unit soldiers.

(2) Distribute FORSCOM Form C-16-R to soldiers.

(3) Verbally encourage unit personnel to make referrals via the URS.

(4) Post FORSCOM Form 1029-R and the name and telephone number of the supporting USAR recruiter prominently in the USAR center.

(5) Ensure that retirement points are awarded to unit personnel whose referrals qualify and enlist in accordance with AR 140-185.

(6) Ensure accelerated advancement to private (E-2) is awarded to unit personnel whose referrals qualify and enlist in accordance with AR 140-185.

(7) See the Monthly Reserve Unit Listing (fig 3-7) which lists the name of the prospect, the unit member who made the referral, and the identification of the recruiting station (RS) which received the lead. The RS commander will notify the unit if the prospect enlists so that retirement points and advancement can be awarded.

e. Commander, USAREC will:

(1) Exercise overall supervision of the URS within USAREC.

(2) Establish liaison with Headquarters, United States Army Forces Command (HQ FORSCOM).

(3) Ensure contractual compliance by the civilian contractor responsible for the operation of the URS information and support systems. Contractor will:

(a) Maintain the capability to receive and process referral leads by mail or telephone.

(b) Maintain 24-hour telephone service on the toll-free telephone number 1-800-USA-USAR (872-8727).

(c) Generate and distribute reports and acknowledgment letters as prescribed in chapter 3.

(d) Update USAR unit address information on file as required.

f. USAREC Rctg Bde commanders will:

(1) Exercise overall supervision of the URS within the Rctg Bde area of responsibility.

(2) Establish liaison with the appropriate CONUSA strength management office until the transition to USARC is accomplished and then continue the established relationship.

g. USAREC Rctg Bn commanders in accordance with USAREC/FORSCOM Reg 140-1 will:

(1) Exercise overall supervision of the URS within the Rctg Bn area of responsibility.

(2) Establish liaison with all supported MUSARC and USAR unit commanders within Rctg Bn area of responsibility.

(3) Participate in USAREC-USAR RPC meetings and related activities as prescribed in USAREC/FORSCOM Reg 140-1.

(4) Ensure Rctg Bn USAR operations sections provide staff supervision and support.

(5) Ensure Rctg Co commanders promote and provide adequate recruiter support for the URS to appropriate USAR units.

h. USAREC Rctg Co commanders will:

(1) Establish liaison with supported USAR unit commanders.

(2) Ensure selected recruiters promote and provide adequate recruiter support for the URS to appropriate USAR units.

(3) Establish local standing operating procedures for the expedient processing of USAREC Fm 200-2E (USAR Unit Referral Prospect Card) and USAREC Fm 200-2F (Unit Referral Management Card) by RS personnel.

(4) Establishes semiannual training for assigned recruiters on the URS.

(5) Provide assistance to USAR unit commanders and/or members on basic qualification criteria for screening a potential referral.

(6) Report at the semiannual RPC meeting the USAR units visited by USAR recruiters since the last meeting.

i. USAREC RS commanders will:

(1) Supervise selected recruiters in the implementation and operation of the URS with supported USAR units.

(2) Ensure selected recruiters provide assistance to USAR unit commanders and/or members on basic qualification criteria for screening a potential referral.

(3) Ensure selected recruiters become knowledgeable about their supported units' missions and training.

(4) Ensure selected recruiters process USAREC Fm 200-2E and USAREC Fm 200-2F and work leads according to the latest update of USAREC Reg 350-7, appendix D.

(5) Notify the unit if a referral prospect enlists, so the grade advancement and retirement points can be awarded.

(6) Ensure selected recruiters periodically visit supported USAR units and distribute USAREC Fm 200-2D (Unit Referral System Input Card).

Chapter 2 System Description

2-1. Overview

The URS is designed to provide USAR unit commanders the opportunity to directly influence the number and quality of accessions into USAR TPU and maintain a constant flow of leads to supporting USAREC USAR recruiters. It provides an easy means for USAR unit soldiers to refer potential enlistment prospects to USAREC USAR recruiters.

2-2. Description

a. USAR soldiers use the URS toll-free telephone number or USAREC Fm 200-2D to refer prospects to their unit's supporting USAREC recruiter. The URS then generates lead and management cards for the USAREC recruiter to use while working the lead. The URS data base issues lead reports to participating USAREC and USAR organizations.

b. The URS consists of:

(1) Inputs.

(a) A national toll-free telephone number, 1-800-USA-USAR (872-8727).

(b) USAREC Fm 200-2D.

(2) Information Management System.

(a) Computer programs which process lead information and USAR unit address data.

(b) Computer programs which generate periodic reports and fulfillment type outputs.

(3) Outputs.

(a) USAREC Fm 200-2E and USAREC Fm 200-2F.

(b) Periodic Status, Leads, and Unit Listing Reports.

(c) URS referral acknowledgment memorandum (see fig 2-1).

c. USAREC contracts for the operation of the URS through a commercial vendor.

Chapter 3 Operations

3-1. URS toll-free telephone number

a. The URS toll-free telephone number, 1-800-USA-USAR (872-8727), is manned at all times by trained operators who are prepared to receive referral information.

b. USAR soldiers making telephone referrals should be prepared to provide as much of the following information as known:

(1) Prospect's name, complete address, telephone number, date of birth, and education level.

(2) Referring soldier's full name, rank, social security number, USAR unit, and unit identification code.

c. Operators have access to a complete USAR unit listing for use to ensure proper crediting of the referral.

d. FORSCOM Form C-16-R and FORSCOM Form 1029-R are available from the publications

system using DA Form 17 (Requisition for Publications and Blank Forms) to order the cards.

3-2. USAREC Fm 200-2D

- a. USAREC Fm 200-2D is a postage-paid card that provides an alternate means of referring a prospect via the URS (see fig 3-1).
- b. Supplies of USAREC Fm 200-2D are provided to each USAR unit by its supporting USAREC USAR recruiter.
- c. USAR soldiers should complete all blanks before mailing. The social security number disclosure is voluntary, but failure to disclose may result in TPU members not receiving the promotion and retirement points.

3-3. URS prospect and management cards

- a. Each referral is forwarded to a USAREC USAR recruiter on a two-part card, USAREC Fm 200-2E and USAREC Fm 200-2F (see fig 3-2 and fig 3-3).
- b. USAREC Fm 200-2E is the URS Prospect Card. It contains prospect information and is used at the RS in conjunction with USAREC Fm 200-2 (Recruiting Prospect Card) as a permanent record in the same manner as USAREC Fm 200-2A (LEADS Prospect Card). See USAREC Reg 350-7 for specific procedures.
- c. USAREC Fm 200-2F is the URS Management Card. The lead will be worked by the recruiter, signed by the RS commander, and treated as any other prospect lead. See USAREC Reg 350-7, appendix D. The card is not sent back to the URS Management Center.

3-4. URS referral acknowledgment memorandum

For each referral received, a standard memorandum of acknowledgment is sent to the unit commander of each soldier who makes a referral. The memorandum advises the unit commander that a referral has been made and provides him or her a means to recognize soldiers making referrals (see fig 2-1).

3-5. URS management reports

The URS produces four reports designed to assist FORSCOM and USAREC personnel to manage the system. See table 3-1 for a distribution list of all URS management reports.

- a. Monthly Rctg Bn Listing (see fig 3-4).
 - (1) This report provides a by-name listing of all prospects, the URS identification number for each, the date forwarded, and the assigned RS.
 - (2) Distribution.
 - (a) Rctg Bde commander.
 - (b) Headquarters, United States Army Recruiting Command (HQ USAREC).
 - (c) CONUSA commander. (Each CONUSA receives two copies of reports for each Rctg Bn within its area.)
 - (3) Disposition. Filed in accordance with AR 25-400-2.
- b. Monthly Rctg Bn Status Report (see fig 3-5).
 - (1) This report provides a numerical listing showing monthly and year-to-date (YTD) unit referral leads provided to the Rctg Bn.
 - (2) Distribution.
 - (a) Rctg Bde commander.
 - (b) Rctg Bn commander.
 - (c) HQ USAREC.
 - (d) HQ USARC.
 - (e) CONUSA and USARC commander. (Each CONUSA and USARC receives a copy for each Rctg Bn within its area.)
 - (3) Disposition. Filed in accordance with AR 25-400-2.

- c. MUSARC Monthly Status Report (see fig 3-6).
 - (1) This report provides a numerical listing showing month and YTD lead totals.
 - (2) Distribution.
 - (a) MUSARC.
 - (b) HQ USARC.
 - (c) CONUSA headquarters.
 - (d) HQ USAREC.
 - (3) Disposition. Filed in accordance with AR 25-400-2, under file number 704-06, for a period of 1 year.
- d. Monthly Reserve Unit Listing (see fig 3-7).
 - (1) A by-name listing of those prospects who were referred by USAR unit personnel and assigned to applicable RS.
 - (2) Distribution. Sent to all USAR units.
 - (a) USAR unit.
 - (b) MUSARC commanders.
 - (c) HQ USAREC.

3-6. Technical assistance

- a. USAREC personnel requiring technical assistance should contact the Lead Evaluation and Distribution System Program Manager, Advertising and Public Affairs Directorate, HQ USAREC, at DSN 459-3874 or 5431, toll-free 1-800-223-3735, ext. 3874 or 5431, or commercial (708) 926-3874 or 5431.
- b. USAR unit address changes and requests for technical assistance should be forwarded through the MUSARC strength management office to USARC, ATTN: AFRC-PRS-R Section, Fort McPherson, GA 30330-5000.

Table 3-1
Distribution list for all URS management reports

Report	Distribution
Monthly Rctg Bn Listing	HQ USAREC Rctg Bn commander CONUSA commander (Each CONUSA receives two copies of reports for each Rctg Bn in its area.)
Monthly Rctg Bn Status Report	HQ FORSCOM HQ USAREC Rctg Bn commander CONUSA commander (Each CONUSA receives a copy of reports for each Rctg Bn in its area.)
Monthly MUSARC Status Report	HQ FORSCOM HQ USAREC CONUSA commander MUSARC commander, strength management office
Monthly Reserve Unit Listing	HQ USAREC MUSARC commander, strength management office USAR unit

USAR

U.S. ARMY
RESERVE 

UNIT REFERRAL

1-800-USA-USAR

FORSCOM FORM C-16-R, 1 Apr 85

When the operator answers, give the prospect's name, complete address, telephone number, date of birth, and educational level achieved. Also, give your name, social security number, USAR unit, and UIC number.

Figure 1-1. Sample of a FORSCOM Form C-16-R

Refer a Friend
to the USAR
Call
1-800-USA-USAR
Your Local USAR
Recruiter is:

SSG Smith (708) 926-1111

Figure 1-2. Sample of a completed FORSCOM Form 1029-R



DEPARTMENT OF THE ARMY • HEADQUARTERS • U.S. ARMY RECRUITING COMMAND • FORT SHERIDAN, ILLINOIS 60037

(DD MMM YY)

USAREC

MEMORANDUM FOR Commander, (USAR Unit Receiving Credit for the Referral)

SUBJECT: Letter of Appreciation for Unit Referral Made by (Rank, First Name, Middle Initial, Last Name, and Social Security Number)

1. I have received a report that (Rank, First Name, Middle Initial, Last Name, and Social Security Number) has made a referral to the U.S. Army Reserve Unit Referral System which has been credited to your unit.
2. Please recognize this contribution in a unit formation or at another appropriate time.
3. Army Regulation 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records, (Table 2-1 Rule 17), authorizes one retirement point for recruiting new soldiers into Troop Program Units. Please ensure that retirement points are awarded for any referral who subsequently enlists in any U.S. Army Reserve Unit.
4. You are authorized under Army Regulation 640-10, Individual Military Personnel Records, (Table 4-1 Form 10), to place a copy of this memorandum in the soldier's personnel records and I encourage you to do so.
5. The continued support of soldiers in your unit is important to the success of the U.S. Army Recruiting Command and to the U.S. Army Reserve.

SIGNATURE BLOCK

Figure 2-1. Sample URS acknowledgment memorandum to the unit commanders of soldiers making referrals

UNIT REFERRAL SYSTEM INPUT CARD (For use of this form see USAREC/FORSCOM Reg 601-67)	
AUTHORITY: Collection of the information requested and recorded on USAREC Form 200-2D (Unit Referral System Input Card) is authorized by sections 503, 505, and 510 of Title 10 of the U.S. Code.	
PRINCIPAL PURPOSE: To provide such data as is required by the recruiter to contact, process, and enlist individuals for Army service.	
ROUTINE USES: Used by the recruiter to contact and enlist interested individuals; and used to track referrals made by U.S. Army Reserve soldiers and U.S. Army recruiting personnel.	
EFFECT OF NOT PROVIDING INFORMATION: The disclosure, by the individual, of the information requested is entirely voluntary, although failure to provide this information may result in TPU members not receiving their appropriate retirement points.	
Prospect Information	
Name (first, middle, last):	Phone (to include area code):
Address:	Date of Birth (day, month, and year):
City, State, and ZIP Code:	Education Level (circle last grade completed): 9 10 11 12 13 14 15 16 High School College/University
LEAD Information Submitted By (rank, full name, and SSN):	
Your Unit:	Your Unit ID Code:
Your Unit Address:	Phone (to include area code):
City, State, and ZIP Code:	
IMPORTANT: The information on this card will be entered into the Automated Unit Referral System. The appropriate recruiter will receive this data via USAREC Forms 200-2E/2F. Resupply of this card is available through your unit's supporting Army Reserve Recruiter. USAREC Fm 200-2D, Rev 1 Dec 91 (Previous editions will not be used)	

Figure 3-1. Sample of a completed USAREC Fm 200-2D

1. NAME 509237540-6 RESERVE		4. SOCIAL SECURITY NUMBER		5. TELEPHONE NUMBER	
2. ADDRESS RETURN CARD BEFORE 1 JUN 90		6. SELECTIVE SERVICE INFORMATION		7. EDUCATIONAL INFORMATION	
3. ADDITIONAL INFORMATION PROSPECT LEAD		NUMBER		CLASS	
CAROL HALLWACHS 2730 GLENDALE BLVD. LAJOLLA, CA 92101 PHONE (708) 926-1111 BIRTH 27 JUN 70 EDUCATION 13 YEARS		<input type="checkbox"/> YES <input type="checkbox"/> NO		STUDENT	
		8. LAST SCHOOL ATTENDED		9. MARITAL STATUS	
		SING		GRADUATE	
		MAR		HS COL	
		DIV		DEPNs	
		WID			
10. BIRTHPLACE		BIRTHDATE			
11. PRIOR SERVICE INFORMATION					
SERVICE		MONTHS		GRADE MOS DATE SEPARATED	
AFQT		DATE		EST	
AFWST		DATE		WEST	
DATE		DATE			
12. TESTING INFORMATION					
13. RESERVE COMPONENT INFORMATION					
COMPONENT		GRADE		SERVICE NUMBER UNIT	
READY		STANDBY			
14. CITIZENSHIP					
US		NAT		OTHER	
15. SEX HAIR EYES HT WT RACE RELIGION					
DESCRIPTION					
16. VOCATIONAL INFORMATION					
EMPLOYED		UNEMPLOYED			
TYPE WORK		HOW LONG		NAME/ADDRESS OF EMPLOYER	
DATE		HOUR		PLACE	
17. AFEEs PROCESSING					
ACCEPTED		PPR		TPR WAIVER	
AFEEs DATE		PHYSICAL PROFILE		DATE ENLISTED IN DEP	
DATE		HOUR		PLACE	
18. TO ENLIST RA ON					
DATE ENLISTED RA		PERIOD		OPTION	
19. PROSPECT STATUS					
INITIAL CONTACT		PERSONAL		TELEPHONE	
DATE		HOUR		PLACE	
DATE		HOUR		PLACE	
20. FOLLOWUP					
DATE		HOUR		PLACE	
21. FIRST SALES INTERVIEW					
DATE		HOUR		PLACE	

USAREC FORM 200-2E JAN 81

USAR UNIT REFERRAL PROSPECT CARD

NOTE: BLOCKS 1, 2, and 3 filled out by REACT Center.

NOTE: BLOCKS 4 through 17 filled out by recruiter.

Figure 3-2. Sample of a completed USAREC Fm 200-2E

UNIT REFERRAL MANAGEMENT CARD		E. 509237540-6 RESERVE	:React ID#
<input type="checkbox"/> Check here if pen & ink changes indicated hereon			
A. Prospect RETURN CARD BEFORE 01 JUN 90 CAROL HALLWACHS 2730 GLENDALE BLVD. LAJOLLA, CA 92101 BIRTH 27 JUN 70 EDUCATION 13 YEARS		F. PROSPECT LEAD CONTACT AND REPORT WITHIN 60 DAYS :Purpose	
B. Lead Source: REFERRAL		G. Disposition. Recruiter: Indicate Prospect Disposition by Placing an X in only one box below.	
C. Assigned To: STATION COMMANDER U.S. ARMY RECRUITING 55 BALBOA DRIVE LAJOLLA, CA 92100		Disqualified/Ineligible <input type="checkbox"/> D42 Not Interested <input type="checkbox"/> D43 Unable to Contact <input type="checkbox"/> D44 Enlisted Army/Dep <input checked="" type="checkbox"/> D45 Enlisted Army/Res <input type="checkbox"/> D46	
D. _____ Signature Date		Followup on Day _____ Month _____ Year _____ With: Come of Age Letter <input type="checkbox"/> D10 Graduation Letter <input type="checkbox"/> D11 General Letter <input type="checkbox"/> D12 Recruiter (no letter) <input type="checkbox"/> D13	
		H. Transfer to Station # _____ Duplicate of REACT I.D. # _____ REFERRED BY: 6K7N BAMO MOORE, LAJOLLA DR. DET 3 44 SIG BN, SAN DIEGO, CA 92019	

USAREC FM 200-2F, Rev 1 Feb 90 (Previous editions are obsolete)

NOTE: BLOCKS A, B, C, E, F, and H are filled out by the REACT Center.
 BLOCKS D and G (and H if necessary) are filled out by the recruiter.

Figure 3-3. Sample of a completed USAREC Fm 200-2F

UNIT REFERRAL SYSTEM
MONTHLY BN LISTING

COMMANDER
US ARMY RECRUITING
21 AVIATION ROAD
ALBANY, NY 12205-1131

1A

NAME -----	LEADS ID -----	DATE FORWARDED -----	ASGND TO -----	DISPOSITION -----	REFERRED BY -----	
MARIA T CABRERA	1266007442	23 SEP 91	RS 1A		CASIANOAYLA 7581 USAG 597 SUP CO (RP) (GS)	218WVCJAAA
TIM WARD	1255008162	12 SEP 91	RS 1A1R		C WARDEN 77 ARCOM COC 854 ENGR BN (CONST)	103WS5JCOA
ROBIN JOSEPH WHITEHEAD	1270002131	27 SEP 91	RS 1A3J		ROSARIO 77 ARCOM 310 HOSP (FLD)	103WSBMAAA
JIM DOWD	1260004262	17 SEP 91	RA 1A4F		JAMES WATSON 94 ARCOM HHC 187 INF BDE (AUG)	109WRGV99A
TOTAL LEADS	04					

"ENCOURAGE YOUR SOLDIERS TO MAKE REFERRALS BY CALLING 1-800-USA-USAR"

Figure 3-4. Monthly Rctg Bn Listing

BATTALION STATUS REPORT

COMMANDER
US ARMY RECRUITING
21 AVIATION ROAD
ALBANY

1A

NY 12205-1131

PROSPECT STATUS	MON	YTD
LEADS		
PRIOR FY		10
CURRENT FY	4	46
TOTAL LEADS	4	56

Figure 3-5. Monthly Rctg Bn Status Report

MUSARC REPORT

121 ARCOM
170 JA DET (CM-TRIAL)
255 W OXMOOR RD
BIRMINGHAM

215WR35AAA

AL 35209

PROSPECT STATUS

MON

YTD

LEADS

PRIOR FY

CURRENT FY

TOTAL LEADS

2

2

LEADS FWD THIS MONTH

LEADS FYTD

AVERAGE
PER MONTH

2

Figure 3-6. MUSARC Monthly Status Report

USAREC REFERRAL SYSTEM
MONTHLY RESERVE UNIT LISTING

COMMANDER
352 MP CO
BLDG S-02
OAKDALE, PA 15071

112WYATAAA

<u>NAME</u>	<u>REACT ID</u>	<u>REFERRED BY</u>	<u>DATE FORWARDED</u>	<u>ASGND TO</u>	<u>DISPOSITION</u>
ERIC SEIFERT	1023002875	SZYBOWICZ	23 JAN 91	RS 1L5G	
SUE SMITH	1023002883	SZYBOWICZ	23 JAN 91	RS 1L5G	
CURTIS ANDERSON	1004003769	IMMORDINO	04 JAN 91	RS 1N5N	
BILL ANDERSON	1004003777	IMMORDINO	04 JAN 91	RS 1N5N	

TOTAL LEADS 04

"ENCOURAGE YOUR SOLDIERS TO MAKE REFERRALS BY CALLING 1-800-USA-USAR"

Figure 3-7. Monthly Reserve Unit Listing

Appendix A References

Section I Related Publications

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records.

USAREC/FORSCOM Reg 140-1

Recruiting Partnership Council.

USAREC Reg 350-6

Recruiter Production Management System.

USAREC Reg 350-7

Recruiting Station Production Management System.

USAREC Reg 350-9

Recruiting Company Production Management System.

USAREC Pam 25-31

Dictionary of Terms and Authorized Acronyms.

Section II Required Forms

FORSCOM Form C-16-R

Unit Referral Telephone Card.

FORSCOM Form 1029-R

Unit Referral Poster.

USAREC Fm 200-2D

Unit Referral System Input Card.

USAREC Fm 200-2E

USAR Unit Referral Prospect Card.

USAREC Fm 200-2F

Unit Referral Management Card.

Section III Related Forms

DA Form 17

Requisition for Publications and Blank Forms.

USAREC Fm 200-2

Recruiting Prospect Card.

USAREC Fm 200-2A

LEADS Prospect Card.

Glossary

Section I Abbreviations

CONUSA

the numbered armies in the continental United States

FORSCOM

United States Army Forces Command

HQ FORSCOM

Headquarters, United States Army Forces Command

HQ USAREC

Headquarters, United States Army Recruiting Command

MUSARC

Major United States Army Reserve Command

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RPC

Recruiting Partnership Council

RS

recruiting station

TPU

troop program unit

URS

Unit Referral System

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USAREC

United States Army Recruiting Command

YTD

year-to-date

Section II

Terms

lead

The name of a potential enlistee.

members

USAR soldiers assigned to a TPU.

prospect

A potential enlistee who has been identified by a recruiter.

referral

The act of submitting the name of a person who may be interested in enlisting in the USAR.