

Effective 31 October 1993

Personnel Utilization

Recruiter Strength Accountability

This UPDATE printing publishes a revised regulation which is effective 31 October 1993. Because this regulation has been completely reformatted, no attempt has been made to highlight changed material.

For the Commander:

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Summary. This regulation establishes policy, procedures, and responsibilities for reporting recruiter and total personnel strength and status to Headquarters, United States Army Recruiting Command via the Army Recruiting and Accession Data System and the Command Integrated Management System data base.

nel and Active Guard Reserve personnel assigned, to include civilian employees (GS7) assigned to recruiting duties.

Director for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCPER-PM-S), Fort Knox, KY 40121-2726.

Applicability. This regulation is applicable to Headquarters, United States Army Recruiting Command, recruiting brigades, recruiting battalions, and the United States Army Recruiting Support Command for all Regular Army person-

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution C. This pamphlet is published in the Recruiting Brigade and Battalion Operations UPDATE.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the

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3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

port, and budgetary allocations.

4. General
The definitions and reporting terminology described in this regulation will be used uniformly throughout the United States Army Recruiting Command (USAREC) to categorize and analyze assigned and attached personnel strength. The accuracy and timeliness of strength reporting remains important to the recruiting mission. Statistics from these reports determine recruiter strength projections, allocations of mission objectives, and are widely used in the planning functions of HQ USAREC.

6. Responsibilities
The commander of each element of USAREC (to include the Headquarters Commandant, HQ USAREC) will ensure the ARADS and CIMS data base for their organization is updated and maintained in accordance with this regulation.

Glossary

1. Purpose

This regulation establishes policy, procedures, and responsibilities for reporting recruiter and total personnel strength and status to Headquarters, United States Army Recruiting Command (HQ USAREC) via the Army Recruiting and Accession Data System (ARADS) and the Command Integrated Management System (CIMS) data base.

5. Objectives
The objective of the ARADS and CIMS data base is to provide a consistent, standard, and accurate procedure for personnel accountability within USAREC.

7. CIMS Update Management Report
Instructions for running and maintaining the CIMS Update Management Report (see fig 1) are as follows:

2. Related publications

- a. AR 601-1 (Assignment of Enlisted Personnel to the U.S. Army Recruiting Command).
- b. USAREC Reg 350-4 (United States Army Recruiting Command Training Program).

a. Reports generated from the ARADS and CIMS data base are the basis for determining training base requirements.

b. Information generated from the ARADS and CIMS data base is used to establish plans for the distribution of new and experienced recruiters throughout the command.

c. Strength data collected from the ARADS and CIMS data base is used to determine long-range requirements for personnel, logistical sup-

- a. General.
(1) The CIMS Update Management Report identifies personnel who arrive and/or depart USAREC, permanent change of station (PCS) within USAREC, and who are added as pending gains.
- (2) Above information is broken down by Regular Army (RA) officers, RA support personnel, compassionates, RA recruiters, Active Guard Reserve (AGR) officers, AGR support personnel, and AGR recruiters.
- (3) Recruiting battalions (Rctg Bns) are responsible for inputting all these personnel changes, except the adds, as they occur, into the ARADS and CIMS data base. Adds are projected Army Recruiter Course (ARC) candidates and are therefore input into the ARADS and CIMS data base by the Personnel Directorate, HQ USAREC.

*This regulation supersedes USAREC Regulation 616-6, 20 June 1984.

b. Specific.

(1) The CIMS Update Management Report is to be run on a daily basis.

(2) To run the report, you must enter into the CIMS main menu. At the CIMS main menu, type in number 13 (CIMS Update Management Report) and press enter. The system will prompt you to turn on the printer. The report should start running in approximately 3 to 5 minutes.

(3) The CIMS Update Management Report is broken down into four different categories:

(a) Arrivals. New recruiters arriving to their respective Rctg Bn. These recruiters should appear on the Rctg Bn's projected gain roster. Once the arrival appears in this section, line through his or her name and annotate the date arrived in the left margin of the projected gain roster next to his or her name. The date of arrival is the same as reflected on the report.

(b) Departures. Recruiters who actually depart the command. These recruiters should appear on the Rctg Bn's projected loss roster. Once the departure appears in this section, line through his or her name and annotate the date departed in the left margin of the projected loss roster next to his or her name. The date of departure is the same as reflected on the report.

(c) PCS moves. Cadre recruiters who make a PCS move within the command. They should be listed on the projected loss roster with a reason for loss (RLOS) as Operational Move (OP 100). Personnel moving within the same Rctg Bn should not be reflected on the projected loss roster. Soldiers departing one Rctg Bn to another Rctg Bn or another recruiting brigade (Rctg Bde) can be easily recognized by looking at the old recruiting station identification (RSID) and new RSID on the report. Once the PCS move appears in this section, the losing Rctg Bn should line through his or her name and annotate the date departed in the left margin of the projected loss roster next to his or her name. The date of departure is the same as reflected on the report. The gaining Rctg Bn should ensure that the projected gain is on their projected gain roster. His or her name will not be lined through in the projected gain roster until they appear in the arrival section of the report.

(d) Adds. Potential ARC gains input into the ARADS and CIMS data base by HQ USAREC or new personnel entering the command (e.g., officers, support personnel) are entered into the ARADS and CIMS data base by the Rctg Bde. All potential ARC gains will appear on the projected gains roster when an updated roster is run.

8. Projected gain and loss rosters

a. The projected gain roster (see fig 2).

(1) General.

(a) The projected gain roster lists all known inbound experienced (cadre) and new recruiters (detailed) for each element of USAREC.

(b) The projected gain roster is located and can be pulled from either the ARADS or CIMS data base. For instructions on how to pull the projected gain roster refer to the ARADS or CIMS user manual.

(2) Specific.

(a) All actual gains and projected gain data will be updated on the ARADS and CIMS data base on a daily basis to ensure timeliness and accuracy of data.

(b) Personnel Directorate, HQ USAREC, is responsible for initially inputting all new recruiters in the ARADS and CIMS data base.

(c) Once names are input into the projected gain roster, commanders at all levels in conjunction with Personnel Directorate, HQ USAREC, will monitor the status of each individual and make appropriate changes on the ARADS and CIMS data base as they apply, on a daily basis.

(d) Rctg Bns will telephonically report to Personnel Directorate, HQ USAREC, all failure to gain within 1 week after projected gain date.

b. The projected loss roster (see fig 3).

(1) General.

(a) The projected loss roster lists all known outbound cadre and detailed recruiters for each element of USAREC. It is used to project Rctg Bn losses up to 9 months out and is the primary source document used by HQ USAREC in assigning replacement personnel.

(b) The projected loss roster is located and can be pulled from either the ARADS or the CIMS data base. For instructions on how to pull the projected loss roster refer to the ARADS or CIMS user manual.

(2) Specific.

(a) All actual losses and projected loss data will be updated on the ARADS and CIMS data base on a daily basis to ensure timeliness and accuracy of data.

(b) All loss roster coding will comply with codes listed at table 1.

(c) Detailed recruiters who have decided not to extend or reclassify to 00R, should be added to the projected loss roster 9 months prior to their tour ending. Recruiters who request operational moves within the command or recruiters being relieved should not be added to the projected loss roster until administrative action has been initiated.

(d) It is the responsibility of the Rctg Bn to ensure all projected losses are entered into the ARADS and CIMS data base no later than 120 days prior to the soldier's departure.

(e) The remarks column of the loss roster will reflect the level of the action until the soldier is in receipt of enlisted distribution assignment system notification or orders for departure.

1. When administrative actions are initiated at Rctg Bn level, the Rctg Bn will enter in the remarks column of the projected loss roster "BN." When the action is sent forward to Rctg Bde level, the Rctg Bn will change the remarks column from "BN" to "BDE."

2. Rctg Bdes will monitor loss rosters for their respective Rctg Bns. When Rctg Bdes identify a soldier on the projected loss roster who has in the remarks column "BDE," that soldier's action should be at or on its way to the Rctg Bde. The Rctg Bde will monitor to ensure the accountability of the action.

3. Rctg Bdes, after receiving an action from a

Rctg Bn for a projected departure of a soldier, will in-turn endorse correspondence and forward to Personnel Directorate, HQ USAREC. At that time, Rctg Bdes will change the remarks column from "BDE" to "USAREC."

4. HQ USAREC will monitor the projected loss rosters to identify those Rctg Bns who have initiated actions for a projected departure. HQ USAREC will review and endorse correspondence to the United States Total Army Personnel Command (PERSCOM) for further action as required. HQ USAREC will then enter in the remarks column of the loss roster "PERSCOM."

5. Once soldiers are put on an enlisted distribution assignment system cycle for PCS or receive orders for departure, the estimated time of loss date will be reconfirmed. If orders are received at Rctg Bn level and the estimated time of loss date does not coincide with orders, the Rctg Bn will call HQ USAREC to change the projected loss date on the ARADS and CIMS data base.

6. If action was initiated on a soldier and their name was entered on the projected loss roster, the Rctg Bn will telephonically notify HQ USAREC if the soldier's name is being removed (e.g., reclassification 00R, reenlistment, extension of tour, reinstatement, charges dropped, etc.).

9. Recruiter Status Report

Reading the Recruiter Status Report (see fig 4).

a. General.

(1) The Recruiter Status Report shows both authorized and assigned recruiter strength broken down by total recruiters, recruiters not on production, recruiters available for production, recruiters on production, and a by-name listing of recruiters currently in the miscellaneous account.

(2) The Recruiter Status Report may be run for either RA or AGR recruiters.

(3) The Recruiter Status Report shows only cadre and detailed recruiter strengths. Support personnel and officers are not included on this report.

(4) The Recruiter Status Report is available on either the ARADS or CIMS data base. See appropriate user manual for detailed instructions on how to run this report.

b. Specific.

(1) Total recruiters is the total number of cadre and detailed recruiters authorized and assigned for that specific recruiting element as determined by the most recent tables of distribution and allowances (TDA) (also available on the CIMS data base).

(2) Not on production section is the authorized and assigned strength of recruiters not on production and is broken down in the following manner:

(a) Rctg Bde staff. Recruiters authorized and assigned at the Rctg Bde level (e.g., Command Sergeant Major, operations noncommissioned officer (NCO), recruiter training noncommissioned officer (RTNCO), etc.).

(b) Rctg Bn staff. Recruiters authorized and

assigned at the Rctg Bn level (e.g., Rctg Bn sergeant major (SGM), operations NCO, RTNCO, guidance counselors (GC), etc.).

(c) Recruiting company (Rctg Co) staff. Recruiters authorized and assigned at the Rctg Co level (e.g., first sergeant (1SG), etc.).

(d) Special program recruiters. Authorizations at the Rctg Co level used to help maintain the on-production recruiter strength. No personnel are assigned against these authorizations.

(e) Miscellaneous. Recruiters not currently on production (see glossary, miscellaneous recruiter).

(3) Total available for production section is the authorized and assigned strength of recruiters who are available for, but not on production due to the position they hold. This section is broken down as follows:

(a) Limited-production station commanders (LPSC). Total number of authorized and assigned LPSC at the recruiting station (RS) level. LPSC do not have a personal mission, but are responsible for the overall RS mission.

(b) On-production station commanders (OPSC). Total number of authorized and assigned OPSC at the RS level. On the report, the numbers are enclosed by parentheses. This indicates that the number of authorized and assigned are included in the on production strength since OPSC do carry a mission as well as having responsibility for the overall RS mission.

(c) Nurse recruiters. Total number of authorized and assigned nurse recruiters at the RS level. These recruiters are not counted in the on production section due to their special mission of recruiting men and women into the Army Nurse Corps.

(4) On production section is the authorized and assigned strength of recruiters who have an RA or United States Army Reserve (USAR) mission and are currently trying to obtain that mission. This section is broken down as follows:

(a) Transitional training and evaluation (TTE) (1-30). Total number of recruiters who are in their first month of the TTE Program.

(b) TTE (31-60). Total number of recruiters who are in their second month of the TTE Program.

(c) Newly assigned positions. Total number of recruiters newly assigned to his or her present duty position as determined by USAREC Reg 350-4.

(d) Recruiters. Total number of recruiters who are either in their third through ninth month of TTE or have completed the TTE Program.

10. Aggregate Strength Report

Reading the Aggregate Strength Report.

a. General.

(1) The Aggregate Strength Report is a four-part report which shows both authorized and assigned strength down to Rctg Bn level for officers and all enlisted personnel broken down by rank.

(2) The Aggregate Strength Report may be run for either RA or AGR personnel.

(3) The Aggregate Strength Report is avail-

able only on the CIMS data base. See CIMS user manual for detailed instructions on how to run this report.

b. Specific.

(1) The Command Aggregate Strength Executive Summary is the first part of the report. It is a rollup of all military personnel authorized and assigned for the entire command. The left side gives the authorized and assigned strength for officers. The authorized and assigned strength for all enlisted personnel is to the right of the officer strength. To the far right is the combined authorized and assigned strength for both officer and enlisted personnel. See figure 5.

(2) The Assigned by Grade Summary Report is the second part of the report. Officers are broken down by total authorizations and total assigned by grade. Enlisted are broken down by number of authorized and assigned recruiters by grade, authorized and assigned support personnel by grade, and assigned compassionate personnel by grade. The report separates HQ USAREC, each Rctg Bde, and the United States Army Recruiting Support Command (RSC) with a total for the command at the end. See figure 6.

(3) The Assigned by Grade Detailed Report is the third part of the report. Officers are broken down in the same fashion as the Assigned by Grade Summary Report. Enlisted are broken down by number of authorized and assigned cadre recruiters by grade, authorized and assigned detailed recruiters by grade, special program recruiter authorizations, total authorized and assigned recruiters by grade, authorized and assigned support personnel by grade, assigned compassionate personnel by grade, and total enlisted authorized and assigned by grade. The report separates HQ USAREC, each Rctg Bde, and the RSC with a total for the command at the end. See figure 7.

(4) The Assigned by Grade Brigade by Battalion Detailed Report is the fourth part of the report. Officers and enlisted personnel are broken down in the same fashion as the Assigned by Grade Detailed Report. The report separates each Rctg Bn with a total for the command at the end. See figure 8.

11. Recruiter Strength Report

Reading the Recruiter Strength Report.

a. General.

(1) The Recruiter Strength Report is a five-part report similar to the Recruiter Status Report in that it shows both authorized and assigned recruiter strength broken down by total recruiters, recruiters not on production, recruiters available for production, recruiters on production, and a numerical listing of recruiters currently in the miscellaneous account. The Recruiter Strength Report includes the RSC and breaks the above information down into more detail than the Recruiter Status Report.

(2) The Recruiter Strength Report may be run for either RA or AGR recruiters.

(3) The Recruiter Strength Report shows only cadre and detailed recruiter strengths. Support personnel and officers are not included on this

report.

(4) The Recruiter Strength Report is available on either the ARADS or CIMS data base. See appropriate user manual for detailed instructions on how to run this report.

b. Specific.

(1) The Executive Summary is the first part of the report. It is a rollup of total recruiter strength, recruiters available for production, recruiters not on production, number of recruiters who are eligible and who are drawing special duty assignment pay (SDAP), new recruiters assigned, and percentage of new recruiters available for production. See figure 9.

(2) Personnel Available for Production is the second part of the report. It breaks down the authorized and assigned number of recruiters available for production by duty position (i.e., LPSC, RS recruiters, TTE, etc.). See figure 10.

(3) Staff Personnel Not on Production is the third part of the report. It breaks down the authorized and assigned number of recruiters who are not on production by duty position (i.e., Rctg Bn SGM, operations NCO, 1SG, etc.). See figure 11.

(4) Battalion Strength/Staff Personnel Not on Production (Summary) is the fourth part of the report. It gives the total authorized and assigned recruiter strength and the total number of recruiters not on production broken down by Rctg Bde staff, Rctg Bn staff, Rctg Co staff, and the miscellaneous account. See figure 12.

(5) Miscellaneous Assigned Not on Production is the fifth part of the report. It breaks down the total number of recruiters in the miscellaneous account by category (i.e., candidate, suspended, school, etc.). See figure 13.

Table 1
Projected loss roster codes

The following codes will be used uniformly on the projected loss rosters of all elements.

RLOS and type of loss (TLOS) will only be used in the combination listed below. A remarks column entry will be listed and explained for all entries on the projected loss roster.

RLOS	TLOS	REMARKS	EXPLANATION
		A	Action has been approved.
		BN	Action is at Rctg Bn level.
		BDE	Action is at Rctg Bde level.
		USAREC	Action is at HQ USAREC.
		PERSCOM	Action is at PERSCOM.
		PSC	Action is at servicing (Rctg Bde) personnel service center.
		— /RCTG BN	Action code above followed by Rctg Bn to which recruiter is destined (intracommand reassignment only).
		—/TMLV (YYMMDD)	Action code above followed by transitional leave start date (RET/ETS only) when applicable.
		—/RET NCO	Action code above followed by retention NCO course and candidate designation.
		PDG PEB	Pending physical evaluation board action.
COM	CMD	(Applicable)	Recruiter pending intracommand assignment for compassionate reasons.
COM	OUT	(Applicable)	Recruiter pending reassignment for compassionate reasons.
DAS	00R	(Applicable)	Recruiter Department of the Army selected to attend the retention NCO course.
ETS	ETS	(Applicable)	Recruiter pending expiration term of service (ETS).
INV	310	(Applicable)	Recruiter pending involuntary reassignment under the provisions of AR 601-1, paragraph 5-10.
OP	100	(Applicable)	Recruiter pending lateral reassignment within the command under the provisions of AR 601-1, paragraph 3-7.
OTH	NA	ARC FAILURE CHAPTER ____	Individual pending reassignment due to failure or elimination from the ARC. Chapters are also reported using this RLOS and TLOS codes.
OTH	OCS	(Applicable)	Recruiter selected to attend the Officer Candidate School.
OTH	SMA	(Applicable)	Recruiter selected to attend the Sergeants Major Academy.
OTH	WO	(Applicable)	Recruiter selected to attend the Warrant Officer Candidate School.
RET	RET	(Applicable)	Recruiter pending retirement from active duty.
RSG	INE	(Applicable)	Recruiter involuntarily reassigned for ineffectiveness under the provisions of AR 601-1, paragraph 5-5.
RSG	UNS	(Applicable)	Recruiter involuntarily reassigned for unsuitability under the provisions of AR 601-1, paragraph 5-6.
RSG	UNQ	(Applicable)	Recruiter involuntarily reassigned as unqualified under the provisions of AR 601-1, paragraph 5-4.
RSV	CMD	(Applicable)	Cadre recruiter volunteering for intracommand reassignment under the provisions of AR 601-1, paragraph 3-9.
VOL	310	(Applicable)	Recruiter pending voluntary reassignment under the provisions of AR 601-1, paragraph 4-3 or 5-18.
VOL	00R	(Applicable)	Recruiter volunteering to attend the retention NCO course.

*****ENLISTED RA RECRUITERS OUTPUT REPORT*****

ARRIVALS

RSID	SSN	NAME	RANK	UPDATED BY
1A2D	111111111	WILLIAMS DAVID LEON	SSG	1A
3E2B	222222222	THOMAS BOBBY W	SSG	3E
4A	333333333	THOMPSON JACKSON JOE	MSG	4A
6F2L	444444444	HERNANDEZ TAMMY C	SGT	6F

DEPARTURES

RSID	SSN	NAME	RANK	UPDATED BY
1N3A	555555555	ZIMMS JOEL GIN	SFC	1N
3G	666666666	FLOWERMOON MICHAEL B	SGM	3G
4N3L	777777777	WASHINGTON STEALS	SGT	4N
6L1B	888888888	LEWIS KENNETH LAMAR	SSG	6L

PCS MOVES

OLD RSID	NEW RSID	SSN	NAME	RANK	UPDATED BY
1K	1K3B	222222222	THOMAS BOBBY W	SGT	1K
3M	4R3P	999999999	BLANCO GREGORY H	SSG	3M
4B	4B3	000000000	RICHARDS BRONCO A	MSG	4B
612E	6K1A	100000000	HUDSON JACKSON WILLIE	SFC	6I

ADDS

RSID	SSN	NAME	RANK	ESTIMATED ARR DATE	UPDATED BY
1G	200000000	FISHER PAUL J	SGT	990821	PA
3H	300000000	HARRIS CLAYTON C	SSG	990821	PA
4E	400000000	HARRISON PETER FRANK	SSG	990912	PA
6H	500000000	WILLIE MASCONI TED	SGT	990926	PA

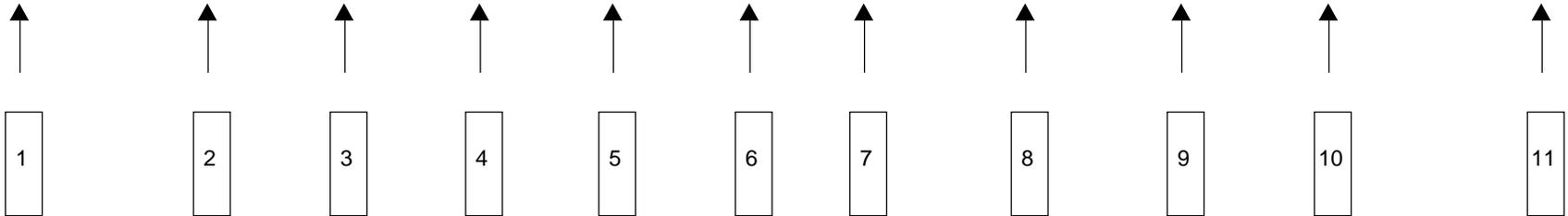
Figure 1. Sample CIMS Update Management Report

FOR OFFICIAL USE ONLY
 UNITED STATES ARMY RECRUITING COMMAND

PROJECTED GAIN ROSTER
 NAME LISTING

USA RCTG BN ALBANY
 REGULAR ARMY

NAME	SSN	GRADE	PMOS	ETA	CLASS	SDATE	EDATE	SELECT	408	LOSS UNIT
BLANCO GREGORY H	999999999	SFC	00R	990515					A	RALEIGH
THOMAS BOBBY W	222222222	SSG	00R	990730					A	SEATTLE
GODFREY WAYNE	700000000	SGT	95B	990713	023-99	990506	990612	DASMA	Y	CONUS
LAWSON MARIAH D	210000000	SSG	71L	990727	024-99	990520	990626	VOLMA	Y	CONUS
MATTHEWS CLEVELAND	000000011	SSG	11B	990815	030-99	990829	991004	VOLMU	Y	KOREA
TOTAL RA GAIN	5									



EXPLANATIONS:

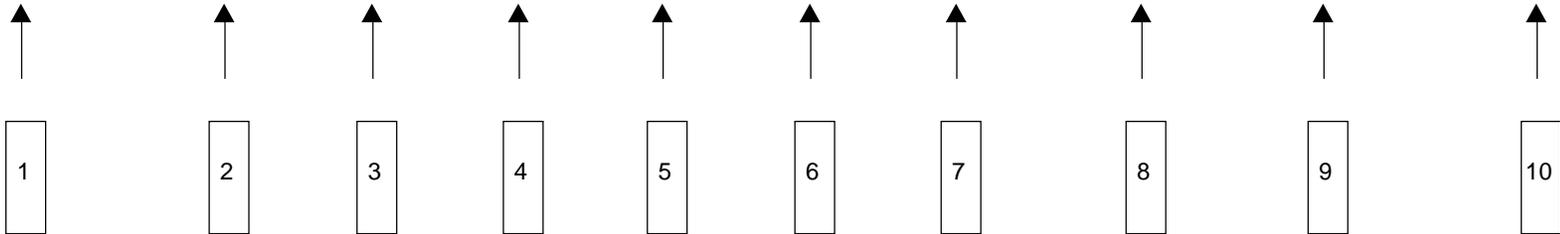
- | | |
|---|--|
| 1. NAME OF SOLDIER REPORTED AS A GAIN | 7. STARTING DATE OF ARC |
| 2. AND 3. SELF-EXPLANATORY | 8. ENDING DATE OF ARC |
| 4. PRIMARY MILITARY OCCUPATIONAL SPECIALTY OF SOLDIER | 9. HOW SOLDIER WAS SELECTED FOR ASSIGNMENT AND TRAVEL STATUS |
| 5. DATE SOLDIER IS EXPECTED TO ARRIVE AT RCTG BN | 10. RECRUITER STATUS CODE |
| 6. ARC CLASS SOLDIER IS SCHEDULED TO ATTEND | 11. LOCATION FROM WHICH SOLDIER IS COMING FROM |

Figure 2. Sample projected gain roster

PROJECTED LOSS ROSTER
 NAME LISTING

USA RCTG BN SEATTLE
 REGULAR ARMY

NAME	SSN	GRADE	PMOS	RLOS	TLOS	SDAP	ETL	DATC	REMARKS
THOMAS BOBBY W	111111111	SSG	00R	OP	100	5	990615	950301	A/ALBANY
FRANCISCO DIEGO	222222222	SFC	00R	OP	100	5	990801	960215	A/NYC
GODFREY WAYNE	333333333	SGT	95B	VOL	310	5	990612	960601	A/JAPAN
LAWSON MARIAH D	444444444	SSG	71L	RSG	UNQ	0	991031	980125	BDE
MATTHEWS CLEVELAND	555555555	SSG	11B	VOL	310	5	991201	961212	PERSCOM
TOTAL RA LOSS	5								



EXPLANATIONS:

- | | |
|---|---|
| 1. NAME OF SOLDIER REPORTED AS A LOSS | 7. LEVEL OF SDAP SOLDIER CURRENTLY DRAWING |
| 2. AND 3. SELF-EXPLANATORY | 8. ESTIMATED DATE OF LOSS |
| 4. PRIMARY MILITARY OCCUPATIONAL SPECIALTY OF SOLDIER | 9. DATE SOLDIER ASSIGNED TO COMMAND |
| 5. REASON FOR LOSS (SEE PROJECTED LOSS ROSTER CODES) | 10. REMARKS (SEE PROJECTED LOSS ROSTER CODES) |
| 6. TYPE OF LOSS (SEE PROJECTED LOSS ROSTER CODES) | |

Figure 3. Sample projected loss roster

REGULAR ARMY RECRUITER STATUS

COMMAND: USA RCTG BN ALBANY RCTG BN CDR: LTC JOHN ANYONE
 AS OF RSM 26 MAY 99

	AUTH	ASG	PERCENT
TOTAL	153	148	96.0
NOT ON PRODUCTION			
BN STAFF	15	15	100.0
CO STAFF	8	8	100.0
SP PROG RCTR	7		
MISCELLANEOUS		2	2.0
TOTAL AVAILABLE FOR PRODUCTION	123	123	100.0
LPSC	18	18	100.0
OPSC	(12)	(12)	100.0
NURSE RCTRS	3	3	100.0
ON PROD	102	102	100.0
TTE (1-30)		5	
TTE (31-60)		6	
NEWLY ASG POSN		0	
RCTR		91	

*MISCELLANEOUS BY CATEGORY

NAME	GRD	REASON	SDAP	LOSS TYPE	EST LOSS DATE	ARC END DATE
THOMAS BOBBY W	SFC	ASSIGNED NOT JOINED	5	100	99/05/01	
FRANCISCO DIEGO	SSG	SUSPENDED	0	UNS	99/07/01	

Figure 4. Sample Recruiter Status Report

ORGANIZATION	-----OFFICERS-----						-----ENLISTED-----						TOTAL MILITARY	
	REGULAR		AGR		TOTAL		REGULAR		AGR		TOTAL		AUTH	ASG
	AUTH (A)	ASG (B)	AUTH (C)	ASG (D)	AUTH (E)	ASG (F)	AUTH (G)	ASG (H)	AUTH (I)	ASG (J)	AUTH (K)	ASG (L)	(M)	(N)
HQ USAREC	205	87	32	36	237	123	729	175	47	39	776	214	1013	337
1ST RCTG BDE HQ	19	22	9	6	28	28	28	37	5	8	33	45	61	73
BDE (NE) RCTG BN	101	96	10	7	111	103	1698	1696	648	555	2346	2251	2457	2354
BDE TOTAL	120	118	19	13	139	131	1726	1733	653	563	2379	2296	2518	2427
2ND RCTG BDE HQ	21	18	7	4	28	22	41	59	8	8	49	67	77	89
BDE (SE) RCTG BN	128	115	13	10	141	125	1916	1895	379	338	2295	2233	2436	2358
BDE TOTAL	149	133	20	14	169	147	1957	1954	387	346	2344	2300	2513	2447
5TH RCTG BDE HQ	20	15	5	5	25	20	30	34	7	4	37	38	62	58
BDE (SW) RCTG BN	112	106	11	10	123	116	1691	1656	460	414	2151	2070	2274	2186
BDE TOTAL	132	121	16	15	148	136	1721	1690	467	418	2188	2108	2336	2244
6TH RCTG BDE HQ	19	15	5	3	24	18	27	33	5	4	32	37	56	55
BDE (W) RCTG BN	80	72	8	6	88	78	1330	1316	274	239	1604	1555	1692	1633
BDE TOTAL	99	87	13	9	112	96	1357	1349	279	243	1636	1592	1748	1688
RCTG SUP CMD	4	3			4	3	54	50		1	54	51	58	54
COMMAND TOTALS	709	549	100	87	809	636	7544	6951	1833	1610	9377	8561	10186	9197

Figure 5. Sample Command Aggregate Strength Report

UNITED STATES ARMY RECRUITING COMMAND
REGULAR ARMY PERSONNEL - ASSIGNED BY GRADE
SUMMARY REPORT

-----OFFICERS-----													-----ENLISTED-----										
GRADE	AUTH	UNK	08	07	06	05	04	03	02	01	WO	TOTAL	STAT	AUTH	E9	E8	E7	E6	E5	E4	E3-1	UNK	TOTAL
HQ USAREC																							
													RCTR	652	5	20	64	2					91
													SUP	77	1	2	20	22	13	19	7		84
													COMP										
TOTAL	205		1		12	11	31	30	2			87	TOT	729	6	22	84	24	13	19	7		175

1ST RCTG BDE (NE) RCTG BDE HQ																							
													RCTR	18	2	4	17						23
													SUP	10		1	5	4	1	3			14
													COMP										
TOTAL	19			1	2	7	11			1		22	TOT	28	2	5	22	4	1	3			37
RCTG BN																							
													RCTR	1644	7	79	530	723	295	2			1636
													SUP	54			19	14	27				60
													COMP										
TOTAL	101				10	12	73			1		96	TOT	1698	7	79	530	723	195	2			1696

2ND RCTG BDE (SE) RCTG BDE HQ																							
													RCTR	30	2	6	24	3					23
													SUP	11			8	8	7	1			14
													COMP										
TOTAL	21			3	1	6	8					18	TOT	41	2	6	32	11	7	1			37
RCTG BN																							
													RCTR	1858	13	89	523	866	339	5			1830
													SUP	58		4	16	13	25				63
													COMP				2						2
TOTAL	128				14	12	89					115	TOT	1916	13	93	539	882	364	5			1895

Figure 6. Sample Assigned by Grade Summary Report

UNITED STATES ARMY RECRUITING COMMAND
REGULAR ARMY PERSONNEL - ASSIGNED BY GRADE
DETAILED REPORT

-----OFFICERS-----											-----ENLISTED-----																									
GRADE	UNK	08	07	06	05	04	03	02	01	WO	TOTAL	GRADE	E9	E8	E7	E6	E5	E4	E3-1	UNK	TOTAL															
5TH RCTG BDE (SW)												OOR AUTH	1	3	13																		17			
												RCTR ASG	1	2	15	1																		19		
												DET AUTH																								
												RCTR ASG	1										1												2	
												SP AUTH																								
												TOT AUTH	1	3	13																					17
												RCTR ASG	2	2	15																					21
RCTG BDE HQ												SPT AUTH	1		3	2							5	2											13	
												ASG				2	2					3	6													13
												COMP ASG																								
TOTALS												ENL AUTH	2	3	16	2							5	2												30
OFF AUTH												TOT ASG	2	2	17	4						3	6												34	
TOT ASG																																				
												OOR AUTH	11	99	471	55																				636
												RCTR ASG	10	81	484	200	9																			750
												DET AUTH				920																				920
												RCTR ASG			34	496	317	1																		848
												SP AUTH				75																				75
												TOT AUTH	11	99	471	1050																				1631
RCTG BN												RCTR ASG	10	82	484	696	326	1																		1598
												SPT AUTH			19	8	33																			60
												ASG		1	19	14	24																			58
												COMP ASG																								
TOTALS												ENL AUTH	11	99	490	1058	38																			1691
OFF AUTH												TOT ASG	10	82	503	710	353	1																	1656	
TOT ASG																																				
UNIT TOTALS												ENL AUTH	13	102	506	1060	38	2																		1721
OFF AUTH												TOT ASG	12	84	520	714	353	7																	1690	
TOT ASG																																				

Figure 7. Sample Assigned by Grade Detailed Report

UNITED STATES ARMY RECRUITING COMMAND
REGULAR ARMY PERSONNEL - ASSIGNED BY GRADE
BRIGADE BY BATTALION DETAILED REPORT

-----OFFICERS-----											-----ENLISTED-----																						
GRADE	UNK	08	07	06	05	04	03	02	01	WO	TOTAL	GRADE	E9	E8	E7	E6	E5	E4	E3-1	UNK	TOTAL												
6TH RCTG BDE (W)												OOB AUTH	1	9	33	14																	57
												RCTR ASG	1	8	35	20	1						65										
												DET AUTH				69						69											
												RCTR ASG			5	38	29					72											
												SP AUTH				6						6											
USA RCTG BN DENVER												TOT AUTH	1	9	33	89							132										
												RCTR ASG	1	8	40	58	30					137											
												SPT AUTH			2	1	2					5											
												ASG			2		2					4											
												COMP ASG																					
TOTALS												ENL AUTH	1	9	35	90	2						137										
OFF AUTH					1	1	8				10	TOT ASG	1	8	42	58	32					141											
TOT ASG					1	1	6				8																						

USA RCTG BN LOS ANGELES												OOB AUTH	1	8	46	5								60									
												RCTR ASG	1	5	40	19						65											
												DET AUTH				108						108											
												RCTR ASG		1	11	88	3					103											
												SP AUTH				6						6											
TOTALS												TOT AUTH	1	8	46	119							174										
												RCTR ASG	1	6	51	107	3					168											
												SPT AUTH			2	1	4					7											
												ASG			1	1	3					5											
												COMP ASG																					
TOTALS												ENL AUTH	1	8	48	120	4						181										
OFF AUTH					1	1	9				11	TOT ASG	1	6	52	180	6					173											
TOT ASG					1	1	7				9																						

Figure 8. Sample Assigned by Grade Brigade by Battalion Detailed Report

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HEADQUARTERS
UNITED STATES ARMY RECRUITING COMMAND
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PART I
(EXECUTIVE SUMMARY)
REGULAR ARMY RECRUITER STRENGTH

ORAGANIZATION	TOTAL RECRUITER STRENGTH			TOTAL AVAILABLE FOR PRODUCTION			TOTAL NOT ON PRODUCTION STRENGTH			ASG NOT JOINED (J)	SDA(PP)			NEW RCTR ASG (N)	% AVAIL PROD (O)
	AUTH (A)	ASG (B)	% (C)	AUTH (D)	ASG (E)	% (F)	AUTH (G)	ASG (H)	% (I)		ELIG (K)	DRAW (L)	% (M)		
HQ USA RCTG CMD	650	88	13.5				650	88	13.5	2	88	88	13.5		
USA 1ST RCTG BDE	1660	1660	100.0	1199	1349	112.5	461	311	67.5	13	1612	1607	96.8	434	32.2
USA 2ND RCTG BDE	1886	1865	98.9	1357	1542	113.6	529	323	61.1	10	1831	1829	97.0	425	27.6
USA 5TH RCTG BDE	1646	1619	98.4	1175	1307	111.2	471	312	66.2	8	1577	1575	95.7	349	26.7
USA 6TH RCTG BDE	1298	1291	99.5	941	1032	109.7	357	259	72.5	14	1253	1250	96.3	256	24.8
USA RCTG SUPPORT CMD	47						47								
HQ USAREC COMMAND TOTALS:	7187	6523	90.8	4672	5230	111.9	2515	1293	51.4	47	6361	6349	88.3	1464	28.0

Figure 9. Sample Executive Summary

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PART II
PERSONNEL AVAILABLE
FOR PRODUCTION
REGULAR ARMY RECRUITER STRENGTH

ORGANIZATION	LP		TTE	TTE	NEWLY ASG POSN (E)	NURSE RECRUITER AUTH ASG (F) (G)		STATION RECRUITER AUTH ASG (H) (I)		TOTAL AVAILABLE FOR PROD AUTH ASG (J) (K)		SDA(PP) ELIG DRAW (L) (M)		%	NEW RCTR ASG (O)	%
	STA AUTH (A)	CDR ASG (B)	1-30 DAYS ASG (C)	31-60 DAYS ASG (D)		ASG (F)	ASG (G)	ASG (H)	ASG (I)	ASG (J)	ASG (K)	ELIG (L)	DRAW (M)			
USA 1ST RCTG BDE												23	23	143.8		
USA RCTG BN ALBANY	24	24	1	2		3	5	84	102	111	134	162	162	98.8	40	29.9
USA RCTG BN BALTIMORE	34	25	5	4		3	6	113	138	150	178	207	206	99.0	58	32.6
USA RCTG BN BRUNSWICK	22	21				4	4	78	102	104	127	151	149	93.7	50	39.4
USA RCTG BN HARRISBURG	21	18	1	3		2	3	80	95	103	120	140	139	100.7	43	35.8
USA RCTG BN NEW YORK CITY	35	33	1			4	8	109	89	148	131	160	160	89.4	31	23.7
USA RCTG BN RALEIGH	19	19	3			1	2	97	119	117	143	166	165	98.8	47	32.9
USA RCTG BN PHILADELPHIA	33	25	2	2		3	4	99	93	135	126	148	148	87.6	49	38.9
USA RCTG BN PITTSBURGH	24	24	2	2		2	2	85	97	111	127	144	144	94.1	43	33.9
USA RCTG BN COLUMBIA	21	17	2	2	1	2	3	95	117	118	142	165	165	102.5	38	26.8
USA RCTG BN SYRACUSE	19	17	2	3		2	4	81	95	102	121	146	146	100.0	35	28.9
USA 1ST RCTG BDE	252	223	19	18	1	26	41	921	1047	1199	1349	1612	1607	96.8	434	32.2

Figure 10. Sample Personnel Available for Production

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PART III
STAFF PERSONNEL
NOT ON PRODUCTION
REGULAR ARMY RECRUITER STRENGTH

ORGANIZATION	-----HQ/BDE/BN STAFF-----												-----COMPANY STAFF-----		
	STAFF		BN SGM		OPS NCO		RT NCO		GUID COUN		TOTAL		RCTG 1SG		SP PROG RCTR
	AUTH (A)	ASG (B)	AUTH (C)	ASG (D)	AUTH (E)	ASG (F)	AUTH (G)	ASG (H)	AUTH (I)	ASG (J)	AUTH (K)	ASG (L)	AUTH (M)	ASG (N)	AUTH (O)
USA 2ND RCTG BDE	28	34									28	34			
USA RCTG BN ATLANTA			1	1	2	2	4	6	5	3	12	12	4	4	6
USA RCTG BN BECKLEY			1	1	2	3	4	1	4	3	11	8	4	4	15
USA RCTG BN JACKSONVILLE			1	1	2	2	4	3	5	7	12	13	4	4	6
USA RCTG BN MIAMI			1	1	2	2	4	3	6	8	13	14	4	4	
USA RCTG BN MONTGOMERY			1	1	2	1	5	6	5	9	13	17	5	5	6
USA RCTG BN NASHVILLE			1	1	2	4	5	5			8	10	5	5	7
USA RCTG BN INDIANAPOLIS			1	1	3	6	6	5	7	4	17	16	6	6	4
USA RCTG BN TAMPA			1	2	3	1	4	3	5	5	13	11	4	6	5
USA RCTG BN NEW ORLEANS			1	1	2	3	5	2	4	6	12	12	5	5	7
USA RCTG BN COLUMBUS			1	1	2	3	6	5	6	7	15	16	6	7	10
USA RCTG BN CLEVELAND			1	1	3	4	5	2	7	6	16	13	6	7	8
USA RCTG BN GREAT LAKES			1	1	3	3	7	4	10	9	21	17	7	6	
USA RCTG BN JACKSON			1	1	2	2	5	3	5	2	13	8	5	5	
USA 2ND RCTG BDE	28	34	13	14	30	36	64	48	69	69	204	201	65	68	74

Figure 11. Staff Personnel Not on Production

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PART III-A
 BATTALION STRENGTH / STAFF PERSONNEL NOT ON PRODUCTION (SUMMARY)
 REGULAR ARMY RECRUITER STRENGTH

ORGANIZATION	TOTAL RECRUITER STRENGTH			----- NOT ON PRODUCTION-----						
	AUTH (A)	ASG (B)	% (C)	BDE/BN STAFF		COMPANY STAFF		MISC (H)	TOTAL NOP	
				AUTH (D)	ASG (E)	AUTH (F)	ASG (G)		AUTH (I)	ASG (J)
USA 5TH RCTG BDE	15	21	140.0	15	20			1	15	21
USA RCTG BN ALBUQUERQUE	125	131	104.8	16	14	9	5	9	25	28
USA RCTG BN CHICAGO	148	146	98.6	10	6	14	6	5	24	17
USA RCTG BN DALLAS	183	178	97.3	16	18	14	6	9	30	33
USA RCTG BN HOUSTON	152	146	96.1	15	18	12	6	2	27	26
USA RCTG BN KANSAS CITY	155	148	95.5	16	19	13	7	13	29	39
USA RCTG BN OKLAHOMA CITY	159	164	103.1	16	14	13	6	8	29	28
USA RCTG BN SAN ANTONIO	133	135	101.5	13	13	11	5	7	24	25
USA RCTG BN DES MOINES	145	144	99.3	16	13	12	7	1	28	21
USA RCTG BN MILWAUKEE	117	109	93.2	15	13	11	4	4	26	21
USA RCTG BN ST LOUIS	183	176	96.2	15	12	14	6	8	29	26
USA RCTG BN MINNEAPOLIS	131	121	98.4	19	15	13	6	6	32	27
USA 5TH RCTG BDE	1646	1619	98.4	182	175	136	64	73	318	312

Figure 12. Sample Battalion Strength/Staff Personnel Not on Production (Summary)

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PART IV
MISCELLANEOUS ASSIGNED
NOT ON PRODUCTION
REGULAR ARMY RECRUITER STRENGTH

ORGANIZATION	CAND (A)	SUSP (B)	RSG OUT (C)	RET/ ETS (D)	SP DTY PROJ (E)	AUTH ABS (F)	CONF/ AWOL (G)	SCH (H)	ASG NOT JOINED (I)	TOTAL MISC (J)
USA 6TH RCTG BDE									6	6
USA RCTG BN DENVER	1		2	1	1	1		5	2	13
USA RCTG BN LOS ANGELES		1			1			10		12
USA RCTG BN PHOENIX	1					1		5	1	8
USA RCTG BN PORTLAND		1							1	2
USA RCTG BN SACRAMENTO	2	6							2	10
USA RCTG BN SALT LK CITY		3		1				6		10
USA RCTG BN SANTA ANA		2	3					2	2	9
USA RCTG BN SEATTLE	1	4					1			6
USA 6TH RCTG BDE	5	17	5	2	2	2	1	28	14	76

Figure 13. Sample Miscellaneous Assigned Not on Production

Glossary

Section I Abbreviations

AGR

Active Guard Reserve

ARADS

Army Recruiting and Accession Data System

ARC

Army Recruiter Course

CIMS

Command Integrated Management System

ETS

expiration term of service

GC

guidance counselor

HQ USAREC

Headquarters, United States Army Recruiting Command

LPSC

limited-production station commander

NCO

noncommissioned officer

OPSC

on-production station commander

PCS

permanent change of station

PERSCOM

United States Total Army Personnel Command

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RLOS

reason for loss

RS

recruiting station

RSC

United States Army Recruiting Support Command

RSID

recruiting station identification

RTNCO

recruiter training noncommissioned officer

SDAP

special duty assignment pay

SGM

sergeant major

TDA

tables of distribution and allowances

TLOS

type of loss

TTE

transitional training and evaluation

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

1SG

first sergeant

Section II Terms

aggregate strength report

Report available from the CIMS data base which provides strength figures for officers and all enlisted personnel broken down by rank.

assigned not joined

Recruiters who have departed one element of the command and are still enroute to another element. For strength purposes he or she is counted in the gaining element's miscellaneous account.

authorized

The number of positions authorized in the reporting element will be determined and inputted into the ARADS and CIMS data base by the Resource Management and Logistics Directorate, HQ USAREC, on the most current TDA for each element.

cadre recruiter

Recruiters who have been awarded primary military occupational specialty 00R or 00E.

candidate

Active duty soldier selected for assignment as a recruiter who has reported into a USAREC unit but has not completed the ARC (e.g., overseas returnee). For strength purposes he or she should be counted in the unit's miscellaneous account. AGR soldiers are counted against USAREC end strength upon reporting to the ARC.

civilian recruiting specialist

Individual hired to fill designated GS7 positions as USAR recruiters.

detailed recruiter

Recruiters who have not been awarded a primary military occupational specialty 00R or 00E.

drawing special duty assignment pay

Recruiters who actually received SDAP on their most recent leave and earnings statement.

eligible for special duty assignment pay

Recruiter entitled by governing regulations to receive payment of SDAP (includes those recruiters drawing SDAP as of their most recent leave and earnings statement).

guidance counselor

Recruiter assigned to accept individuals for enlistment in the Army. Assigned to a position designated as GC in the unit's TDA.

limited-production station commander

Recruiter assigned to a position designated as LPSC in the unit's TDA, who does not receive a personal mission, but has responsibility for the overall RS mission.

miscellaneous account

Utilized to report personnel that are temporarily not available for production due to a duty status change or pending personnel actions. The miscellaneous account is found on the Recruiter Status Report on the ARADS and CIMS data base.

miscellaneous recruiter

Recruiter who is not available for production for one of the following reasons:

- assigned not joined. Recruiters are automatically counted in this category when an inter-Rctg Bn move transaction processes against the ARADS and CIMS data base. See the term assigned not joined for definition.
- authorized absence. Recruiters not available for production due to an authorized medical absence (convalescent leave) or regular or transitional leave who have had their mission reduced to zero. Recruiters carried as leave under the reason column who are returned to duty are immediately placed on production when their leave ends.
- candidates. See the the term candidate for definition.
- confinement/absence without leave. Recruiters not available for production due to an unauthorized absence.
- hospital. Recruiters not available for production due to admittance into a hospital.
- reassigned out. Recruiters who are within 14 calendar days of departure from the unit. Recruiters with more than 14 days from departure may also be reported in this category provided one of the following conditions exist:
 - Candidates who have failed or been eliminated from the ARC.
 - Recruiters currently in school who will depart the unit immediately upon return (e.g., temporary duty and return in conjunction with a PCS

move).

- retirement/expiration term of service. Recruiters within 14 calendar days of departure on retirement or ETS. Recruiters taking terminal leave in conjunction with retirement or ETS will be moved into this category 14 calendar days prior to their actual retirement or ETS date.

- school. Recruiters whose mission has been reduced to zero due to attendance at a course of instruction other than the ARC. This category will not be used for those recruiters who will have temporary duty and return in conjunction with their PCS.

- special duty project. Recruiters temporarily assigned to duties other than recruiting who have been taken off mission.

- suspended recruiters. Recruiters who have been relieved as ineffective, ineffective-new, unqualified, or unsuitable. Normally, recruiters identified as unqualified or ineffective will not be suspended but will continue to perform recruiting duties pending involuntary reassignment. Their SDAP will not be terminated prior to their departure unless suspension is directed as an exception to policy. These soldiers will be placed in the miscellaneous account approximately 14 calendar days prior to their departure. Unsuitable recruiters are placed in the miscellaneous account the day the suspension is approved. Additionally, their SDAP will be terminated on the effective date of suspension. Personnel pending chapter separation may also be placed in this category pending their departure and SDAP termination.

mission objective

Contract, accession, or packet mission objective greater than zero.

new recruiter

A graduate of the ARC serving his or her initial 9 months in the command after graduation.

not on production

Recruiters not assigned a mission.

nurse recruiter

Recruiter who is assigned an RA or USAR nurse packet mission objective.

operations noncommissioned officer

Recruiter assigned to a position designated as operations NCO in the unit's TDA.

recruiter

Enlisted personnel or civilian employees (GS7) assigned to recruiting duties, charged with interesting young men and women in enlisting in the RA or USAR, and other enlisted personnel assigned as GC, operations NCO, RTNCO, etc.

recruiter training noncommissioned officer

Recruiter assigned to a position designated as RTNCO in the unit's TDA at either Rctg Bde or Rctg Bn level.

recruiting battalion sergeant major

Recruiter assigned to a position designated as Rctg Bn SGM in the unit's TDA.

recruiting battalion staff recruiter

Recruiter assigned to a Rctg Bn level position (e.g., Rctg Bn SGM, operations NCO, Rctg Bn RTNCO, and GC).

recruiting first sergeant

Recruiter assigned to a position designated as Rctg 1SG in the unit's TDA.

special duty assignment pay

Additional pay designated to induce volunteers to qualify for, and serve in, designated special duty assignments (e.g., recruiter).

station recruiter

Recruiter with an RA or USAR mission objective.

suspended recruiter

Recruiter completely removed from all recruiting duties, who has had SDAP terminated or an instrument to terminate SDAP initiated.

Transitional Training and Evaluation Program

The initial training program for new recruiters upon arriving at a Rctg Bn.