

**USAREC Regulation 601-106**

**Personnel Procurement**

**Active Duty for  
Operational  
Support-Reserve  
Component  
Program**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
9 December 2010**

**UNCLASSIFIED**

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**\*USAREC Regulation 601-106**

**Effective 15 December 2010**

## Personnel Procurement

### Active Duty for Operational Support-Reserve Component Program

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For the Commander:

PATRICK J. WALSH  
Colonel, GS  
*Chief of Staff*

Official:

JOSEPH P. BONANO  
*Assistant Chief of Staff, G6*

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**History.** This publishes a revised USAREC Reg 601-106, which is effective 15 December 2010.

**Summary.** This regulation establishes procedures and provides guidance for the conduct and management of the Active Duty

for Operational Support-Reserve Component Program as it applies to recruiting.

**Applicability.** This regulation is applicable to all elements of this command.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G3. 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 the Deputy G3 within the proponent agency in the grade of GS-14.

**Army management control process.** This regulation contains management con-

trol provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** 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-PPR, 1307 3rd Avenue, Fort Knox, KY 40121-2725; or by e-mail to rcro-pp@usarec.army.mil.

**Distribution.** This regulation is available in electronic media only and is intended for command distribution level A.

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\*This regulation supersedes USAREC Regulation 601-106, dated 1 June 2004.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**General, page 1**

*Section I*

*Introduction, page 1*

*Purpose • 1-1, page 1*

*References • 1-2, page 1*

*Explanation of abbreviations • 1-3, page 1*

*Section II*

*Control Procedures, page 1*

*General • 1-4, page 1*

*Command responsibilities • 1-5, page 1*

*Program • 1-6, page 1*

*Policies • 1-7, page 2*

**Chapter 2**

**Procedures, page 2**

*ADOS-RC queries available in the Report Management Zone • 2-1, page 2*

*Request for ADOS-RC tours and orders • 2-2, page 2*

*Qualifications and prohibitions • 2-3, page 3*

*Duty requirements • 2-4, page 3*

**Chapter 3**

**Training, page 5**

*Management • 3-1, page 5*

*Responsibilities • 3-2, page 6*

**Appendix A. References, page 12**

**Figure List**

*Figure 2-1: Sample justification memorandum for ADOS-RC, page 7*

*Figure 2-2: Sample of a completed USAREC Form 1253, page 9*

*Figure 2-3: Sample of a completed USAREC Form 1279, page 10*

**Glossary**

## **Chapter 1 General**

### **Section I Introduction**

#### **1-1. Purpose**

This regulation establishes procedures and provides guidance for the conduct and management of the Active Duty for Operational Support-Reserve Component (ADOS-RC) Program as it applies to recruiting. All guidance prescribed in this regulation is subject to inspection under the Organizational Inspection Program.

#### **1-2. References**

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

#### **1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

### **Section II Control Procedures**

#### **1-4. General**

The ADOS-RC Program is designed to assist the U.S. Army Recruiting Command (USAREC) with the recruitment of qualified individuals for the U.S. Army Reserve (USAR). This is accomplished by:

- a. Achieving the Chief of the Army Reserve's guidance on USAR support to recruiting.
- b. Allowing Soldiers the opportunity to bridge the gap with local communities while telling the story of the USAR.
- c. Allowing Soldiers, officers, warrant officers (WOs), and enlisted from all communities (to include Army Medical Department (AMEDD) and the Chaplain Corps) the opportunity to further enforce the USAR's commitment to excellence.
- d. Encouraging the USAR's officer, WO, and noncommissioned officer (NCO) corps to participate in the ADOS-RC Program as a means to assist and experience recruiting within USAREC.

#### **1-5. Command responsibilities**

- a. Commanding General, USAREC, will:
  - (1) Exercise overall responsibility of the ADOS-RC Program within USAREC.
  - (2) Coordinate ADOS-RC issues with Headquarters, U.S. Army Reserve Command; U.S. Army Human Resources Command; regional support commands; and operational and functional commands. In coordination with the U.S. Army Reserve Command (USARC), Deputy Chief of Staff, Comptroller, determine the distribution of USAREC ADOS-RC funding resources.
  - (3) Ensure ADOS-RC recruiting funds are only used to support USAR recruiting goals.
- b. Brigade commanders will:
  - (1) Appoint the USAR operations officer or other designee as the brigade ADOS-RC manager. If a USAR operations officer is not assigned, a Regular Army (RA) operations officer may be appointed.
  - (2) Appoint the USAR operations sergeant major or other designee as the alternate brigade ADOS-RC manager. If a USAR operations sergeant major is not assigned, an RA operations sergeant major may be appointed as the alternate ADOS-RC manager.
- c. Battalion commanders will:
  - (1) Appoint the USAR operations officer or other designee as the battalion ADOS-RC manager. If a USAR operations officer is not assigned, an RA operations officer may be appointed.
  - (2) Appoint the USAR operations NCO or other designee as the alternate battalion ADOS-RC manager. If a USAR operations NCO is not assigned, an RA senior operations NCO may be appointed.

#### **1-6. Program**

ADOS-RC tours in support of recruiting will be used by USAR enlisted Soldiers, WO, and commissioned officers to generate referrals that will result in enlistments for the USAR. Recruiting stations (RSs) that have only RA recruiters may use the ADOS-RC Program if the RS has an assigned USAR mission. No more than one USAR Soldier should be used

in support of the USAR mission under these circumstances.

- a. Multiple weeklong tours are encouraged to facilitate command and control of ADOS-RC Soldiers. Multiple tours are used as a means of regulating work schedules and ensuring continued performance.
- b. Requests for multiple weeklong tours structured solely to save the cost of paying a USAR Soldier for a weekend will not be used.
- c. ADOS-RC recruiting tours will not be used to supplement manpower for administrative actions and/or duties.
- d. Recruiting ADOS-RC tours will be used in support of local RSs in addition to Total Army Involvement in Recruiting (TAIR) events.

### **1-7. Policies**

a. A Soldier may not serve more than 139 cumulative days ADOS-RC in a fiscal year (FY). Recruiting battalion commanders may approve ADOS-RC tours not to exceed 30 cumulative days in one FY. Exceptions to serve 31 days or more of ADOS-RC during an FY will be sent through the brigade ADOS-RC manager to Headquarters, U.S. Army Recruiting Command (HQ USAREC), Assistant Chief of Staff, G3, Plans and Programs Division, will consider such requests case by case.

b. Soldiers must serve their tours within a 50-mile radius of their residence or USAR unit and provide their own transportation to the tour site. Travel or per diem are not authorized.

Note: AMEDD and chaplain participants are exempt from the 50-mile radius restrictions.

## **Chapter 2 Procedures**

### **2-1. ADOS-RC queries available in the Report Management Zone**

a. ADOS-RC managers may use either the Contact a Soldier or the ADOS-RC Selection Query to identify Soldiers to support planned recruiting events. These reports are located in the Report Management Zone (RMZ) of the Enterprise Portal.

b. Data for the ADOS-RC selection query is received monthly from USARC, Total Army Personnel Database-Reserve, indicating USAR Soldiers not currently deployed. This information will be available through the RMZ located in the Enterprise Portal for brigade and battalion ADOS-RC managers. To gain access to the RMZ and the Data Warehouse, ADOS-RC managers must ask their information management officer for administrative access by submitting a USAAC Form 101 (USAAC Information System Access Request).

### **2-2. Request for ADOS-RC tours and orders**

a. A justification memorandum for ADOS-RC tours will be initiated using the ADOS-RC SharePoint site and submitted to the battalion ADOS-RC manager for processing. The battalion manager will complete the SharePoint justification memorandums for all ADOS-RC tours. Once the justification memorandum is completed, it is then sent to the Soldier's troop program unit (TPU) and respective operational or functional command as early as possible to ensure there is adequate time available for orders to be published prior to the tour start date. At no time will orders be requested within 5 days of the start of the ADOS-RC tour. Tours must serve a valid military purpose and tour length will be structured for the duration of the entire mission. The processing of ADOS-RC orders at the TPU level constitutes the TPU commander's approval for the ADOS-RC tour.

b. Upon approval of the TPU commander, the USAR order publishing authority will obligate funds and prepare the orders. The orders are distributed per normal distribution channels and may require follow up by the local ADOS-RC managers.

c. The battalion ADOS-RC manager will ensure a copy of the ADOS-RC Soldier's order is scanned into SharePoint and on hand before duty is performed. In the event an order has not been received, the Soldier's tour will be revoked or amended to reflect new tour dates. The battalion ADOS-RC manager will obtain revoked orders from the TPU for all tours that orders were published and the Soldier did not perform the duty.

d. Personnel will not perform recruiting ADOS-RC tours without orders issued by the appropriate issuing authority. This precludes liability issues for the Army should the Soldier performing ADOS-RC be injured. Valid orders also ensure timely payment for the Soldier who has performed the tour. Soldiers not performing to the standards provided during the inbrief will be released from duty early. The recruiter or RS commander will immediately inform the battalion ADOS-RC manager that the Soldier's tour is being terminated early. The battalion ADOS-RC manager will ensure that the Soldier's

ADOS-RC orders are amended by the unit to reflect the new tour end date. The order is then scanned into the ADOS-RC SharePoint site by the battalion ADOS-RC manager.

### **2-3. Qualifications and prohibitions**

- a. Qualifications to participate in recruiting ADOS-RC:
  - (1) Volunteer to participate on a recruiting ADOS-RC tour.
  - (2) Be a member of a USAR TPU, Individual Ready Reserve, or Individual Mobilization Augmentee.
  - (3) Have completed initial active duty for training or Phase I of the Alternate Training Program (basic training), Army Civilian Acquired Skills Program basic training graduate, Officer Basic Course graduate, Warrant Officer Basic Course graduate, or Reserve Officers' Training Corps Advanced Camp graduate (if Reserve Officers' Training Corps or Simultaneous Membership Program participant).
  - (4) Meet the standards of AR 600-9.
  - (5) Meet the appearance standards of AR 670-1.
  - (6) Not currently flagged.
  - (7) Wear appropriate uniform as directed.
- b. Prohibitions:
  - (1) Soldiers performing ADOS-RC duty will not be used to:
    - (a) Perform duties normally done by RS personnel, other than recruiting. This includes routine administration, carrying distribution, transporting applicants to military entrance processing stations, requesting police checks and/or court checks, or for the enhancement of manpower where a shortage of personnel exists.
    - (b) Perform any duty that does not meet the provisions of AR 135-200, chapter 6.
    - (c) Attend meetings, briefings, conferences, and other activities that do not directly support prospecting activities.
    - (d) Prospect solely by telephone. Telephone prospecting does not increase USAR visibility.
  - (2) Soldiers who report for ADOS-RC will not use USAREC Government-owned vehicles in the performance of official duties. Assigned recruiters must provide transportation in support of official business. However, ADOS-RC Soldiers may use their unit's Government-owned vehicles with the TPU commander's approval. TPU vehicles will not be stored at RSs overnight. TPU vehicles will be returned to the unit motor pool or secured as directed by the unit commander.

### **2-4. Duty requirements**

- a. Requirements for Soldiers performing ADOS-RC duty.
  - (1) Bring a copy of ADOS-RC orders to the duty location. If orders are not received within 5 working days before the anticipated start date, notify the recruiter and the USAR unit commander.
  - (2) Provide a minimum of three referrals every 5 days for enlisted recruiting or one referral every 5 days for medical and chaplain recruiting to be considered a satisfactory participant.  
Note: A referral is defined as a person who has agreed to an appointment.
  - (3) Attend functions such as:
    - (a) Conventions.
    - (b) Demonstrations.
    - (c) TAIR events.
    - (d) Booths and exhibits.
    - (e) High school career days.
    - (f) Area canvassing.
    - (g) College campuses and seminaries.
    - (h) Open-house events.
    - (i) Guest speakers.
    - (j) Logistical duties. For movement of equipment for use in TAIR events, booths, exhibits, or high school career days.
  - (4) Provide a copy of the ADOS-RC orders to the USAR unit for processing pay and computation of retirement points.
- b. Duties of HQ USAREC ADOS-RC manager. The ADOS-RC manager has operational control of the ADOS-RC Program for USAREC and is responsible for:
  - (1) Receiving FY ADOS-RC funding notification from Headquarters, U.S. Army Accessions Command, G4/8.
  - (2) Obtaining the assigned USAR mission data from the Assistant Chief of Staff, G2.
  - (3) Allocating ADOS-RC funds according to the nonprior service mission by brigade.

(4) Notification to brigades of fund distribution. This will be done by e-mail once funding is determined. The funds will be broken down to the appropriate battalions and returned to the HQ USAREC ADOS-RC manager no later than 5 days after notification.

(5) Fund distribution requests. Requests will be e-mailed to the USARC point of contact after approval by HQ USAREC, G3, Chief of Plans and Programs Division. The Chief of Plans and Programs Division or appointed representative will approve all fund requests for the ADOS-RC Program. The HQ USAREC ADOS-RC manager will ensure that the allocated funds are sent to the operational and functional commands by contacting the USARC point of contact.

(6) Maintaining a file of all fund requests for the current and previous 5 FYs.

(7) Fund transfers. Fund transfers will be initiated when an ADOS-RC manager identifies a shortage of funds for a specific event. The HQ USAREC ADOS-RC manager will submit fund transfer requests to the USARC point of contact for action. A record of all fund transfers will be maintained for 5 FYs.

(8) Requests for additional funds will be submitted to the HQ USAREC ADOS-RC manager through the brigade ADOS-RC manager. Approvals are granted on a case-by-case basis.

(9) Collecting and consolidating (phase line) ADOS-RC usage reports submitted by each brigade manager within 5 days after the completion of the recruiting phase line. The report will consist of funding balance from the previous phase line, dollars used, number of referrals, appointments, contracts, ADOS-RC days used, orders issued, and number of USAR Soldiers that performed duty. This information will be consolidated by the HQ USAREC ADOS-RC manager. The Chief of Plans and Programs Division will send this report to any agency requesting a copy.

c. Duties of brigade ADOS-RC managers:

(1) Review all battalion ADOS-RC funding plans. Approve or disapprove battalion ADOS-RC fund plans prior to the allocation of annual ADOS-RC funds by the HQ USAREC ADOS-RC manager. Consider each battalion's projected ADOS-RC requirements when determining annual fund distribution.

(2) Within 3 days of receiving recruiting ADOS-RC fund distribution from the HQ USAREC ADOS-RC manager, provide battalions their annual allocation to be broken down by operational and functional commands.

(3) Collect and e-mail battalion operational and functional commands fund allocation to the HQ USAREC ADOS-RC manager within 2 days of receipt from battalions.

(4) Consolidate, review, and forward transfer requests to HQ USAREC ADOS-RC manager. Maintain transfer requests, battalion cross-levels, and brigade balance sheets.

(5) Review for completeness and accuracy and then consolidate battalion ADOS-RC usage reports and ADOS-RC orders into the brigade ADOS-RC usage report. Forward the brigade ADOS-RC usage reports and orders to the HQ USAREC ADOS-RC manager within 5 days of the phase line ending.

d. Duties of battalion ADOS-RC manager:

(1) Submit an annual funding plan. Funding plans must be submitted 10 days prior to the start of the FY. Funding plans will be event oriented and include projected dollars and numbers of Soldiers participating for that FY.

(2) Allocate funds to operational and functional commands after receiving annual fund allocation from the brigade ADOS-RC manager. Return the allocation request to the brigade ADOS-RC manager within 2 days of receipt.

(3) Complete within the SharePoint site ADOS-RC justification memorandums (see fig 2-1) for tours that culminate 30 days or less within an FY and e-mail a copy to the TPU, applicable operational or functional command, and RS commanders. Once an order is received from the TPU or operational or functional command, the ADOS-RC manager will scan it into the Soldier's SharePoint record.

(4) When revocation of orders or amendments are requested by the RS commander, coordinate with the TPU and applicable operational or functional command of the Soldier performing ADOS-RC duty. Assist the order publishing authority in resolving outstanding ADOS-RC orders which have not been processed for pay or revoked. Brigade assistance will be requested once all approaches with the USAR TPU chain of command have been exhausted. Once an amended order or revoked order is received from the TPU or operational or functional command, the ADOS-RC manager will scan it into the Soldier's SharePoint record.

(5) Maintain the ADOS-RC management binder and usage reports. The ADOS-RC management binder will consist of three sections:

(a) By-name log:

1. Will include data on all personnel who have requested or completed an ADOS-RC tour.

2. Will be maintained on USAREC Form 1253 (Active Duty for Operational Support-Reserve Component Management Log) (see fig 2-2).

(b) Management section (will be separated by phase line). This section will include all ADOS-RC orders.

(c) ADOS-RC usage reports.

(6) Complete ADOS-RC usage reports, attach ADOS-RC orders, and forward to the brigade within 3 days after the

end of the phase line.

e. Recruiting company commanders will:

(1) Ensure all Soldiers performing ADOS-RC receive a thorough briefing concerning their duties, specific projects, and responsibilities while on tour. The Soldier and recruiter will complete USAREC Form 1279 (HRAP, SRAP, and ADOS-RC Soldier Inprocessing Checklist) (see fig 2-3) and USAREC Form 1176 (POV Inspection Checklist), and will review DA Form 7566 (Composite Risk Management Worksheet) in accordance with USAREC Reg 385-2.

(2) Ensure that RS commanders and recruiters maintain supervision of Soldiers performing ADOS-RC.

(3) Sign and scan into SharePoint completed USAREC Forms 1279; also, ensure the completed USAREC Form 1176 has been scanned into SharePoint by the recruiter or RS commander. Verify ADOS-RC order was scanned into SharePoint by the battalion ADOS-RC manager.

(4) Assist in resolving outstanding ADOS-RC orders that have not been processed for pay or revoked when required.

(5) Ensure the Soldier does not perform duty without ADOS-RC orders.

(6) Recommend an impact award through the TPU commander for Soldiers who exceed referral requirements or who otherwise distinguish themselves.

(7) Conduct inspections to ensure recruiting ADOS-RC resources are being used effectively and that each RS's ADOS-RC program is being administered in accordance with this guidance.

f. Duties of RS commanders and USAR recruiters. RS commanders or USAR recruiters will maintain operational control of Soldiers performing ADOS-RC and be responsible for:

(1) Identifying and screening USAR Soldiers who may be eligible to perform ADOS-RC duty.

(2) Initiating the justification memorandum within SharePoint. Coordinating with the battalion operations ADOS-RC manager for submission of the justification memorandum to the TPU and applicable operational or functional command. This must be done not less than 5 days prior to the projected duty dates.

(3) Brief Soldiers performing ADOS-RC on their duties and responsibilities, to include:

(a) Completing USAREC Form 1279 and USAREC Form 1176.

(b) The aspects of recruiting.

(c) The topics of sexual harassment, fraternization, and standards of conduct.

(d) Overview of the recruiting chain of command.

(e) Mission requirements for specified area.

(f) Job responsibilities and establish referral requirements.

(g) Method of obtaining referrals for recruiters. A limited prescreening technique should be taught.

(h) Prospecting and recruiter aids.

(i) Recruiting improprieties (USAREC Reg 601-45, para 2-2).

(j) Uniform Code of Military Justice (jurisdiction remains with the parent unit commander).

(k) Prohibited and regulated activities (USAREC Reg 600-25).

(l) USAREC terminology, abbreviations, and acronyms.

(m) Appearance standards.

(4) Retaining responsibility for Soldiers performing ADOS-RC and ensuring satisfactory performance of duties for which the orders are based on a day-to-day basis. Monitoring the Soldier's performance and recommending revocation or amendment of orders when a Soldier's appearance or duty performance is substandard.

(5) Scanning into SharePoint the completed USAREC Form 1176 after inbrief has been conducted.

(6) Ensuring the ADOS-RC Soldier loads all referrals into the Army Referral System-Sergeant Major of the Army Recruiting Team database at the end of each day or end of each ADOS-RC tour.

(7) Reviewing DA Form 7566 with the ADOS-RC Soldier at the end of the tour (see USAREC Reg 385-2).

(8) Updating within SharePoint the ADOS-RC tour results on the Soldiers whose ADOS-RC tours generated referrals that later conduct their appointments or enlisted.

(9) Notifying the battalion ADOS-RC manager immediately of ADOS-RC orders that require amending or revocation.

## **Chapter 3 Training**

### **3-1. Management**

ADOS-RC managers at all levels will serve as the primary trainer for their subordinate units. Managers will ensure their

subordinate personnel are trained in skills necessary to effectively perform their assigned duties and support the ADOS-RC mission.

### **3-2. Responsibilities**

- a. The HQ USAREC ADOS-RC manager will:
  - (1) Serve as the subject matter expert and primary trainer on all aspects of the ADOS-RC Program.
  - (2) Assess training needs and update programs as necessary to meet organizational requirements.
- b. The brigade ADOS-RC manager will:
  - (1) Serve as the primary trainer to battalion ADOS-RC managers.
  - (2) Identify training needs at the brigade level and request training, as required, from the HQ USAREC ADOS-RC manager.
- c. The battalion ADOS-RC manager will:
  - (1) Serve as the primary trainer to all battalion personnel.
  - (2) Conduct battalion level ADOS-RC training annually.
  - (3) Identify battalion S3 level training deficiencies and request training from the brigade ADOS-RC manager.
  - (4) Document and maintain record of annual battalion level training for current year and previous 2 years.



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

(Appropriate Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR Commander, (Troop Program Unit, City, State, and ZIP Code)

SUBJECT: Request for Active Duty for Operational Support-Reserve Component (ADOS-RC)

1. Request the following Soldier(s) from your unit be placed on ADOS-RC orders for recruiting assistance for the dates shown:

Name/rank: \_\_\_\_\_  
 SSN4: XXXX  
 Home address: \_\_\_\_\_  
 Phones: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
 Dates authorized: From \_\_\_\_\_ To \_\_\_\_\_ Number of days: \_\_\_\_  
 Unit address: \_\_\_\_\_  
 Unit phone number: \_\_\_\_\_ Unit POC: \_\_\_\_\_  
 Unit identification code (UIC): \_\_\_\_\_  
 Operational or functional command to which TPU is assigned: \_\_\_\_\_  
 Operational or functional command fund manager (FM) code: \_\_\_\_\_

2. Tour justification: Event type (e.g., air show, college career fair, high school presentation).

3. Duties and responsibilities: (How Soldier will be employed. Provide some detail, especially when the tour runs into a weekend. This information assures the operational or functional command that the Soldier will be fully employed even over a weekend period.)

4. Today duty days for the listed request: \_\_\_\_ days. Reporting time is \_\_\_\_ daily.

5. Duty location and recruiting station identification (RSID):

Recruiting station name: \_\_\_\_\_ RSID: \_\_\_\_\_  
 Recruiting station address: \_\_\_\_\_  
 Recruiting station phone: \_\_\_\_\_  
 Recruiting station commander: \_\_\_\_\_  
 Recruiter requesting duty: \_\_\_\_\_  
 Recruiting battalion: \_\_\_\_\_ Recruiting brigade: \_\_\_\_\_

6. This Soldier has performed \_\_\_\_ days with this battalion for FY \_\_\_\_.

7. Estimated cost of tour: \$\_\_\_\_\_.

Note: TDY, mileage, travel, and per diem are not authorized for recruiting assistance ADOS-RC duty.

**Figure 2-1. Sample justification memorandum for ADOS-RC**

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*(OFFICE SYMBOL)*

SUBJECT: Request for Active Duty for Operational Support-Reserve Component (ADOS-RC)

8. A request for orders (RFO) should be completed and forwarded to the order issuing authority by the Soldier(s) unit. The RFO must cite the appropriate fund manager (FM) code and duty purpose codes.

Note: The recruiting battalion ADOS-RC manager will have duty purpose codes of \*\*EH/\*\*FH and duty description of "ADOS Recruiting Command Support" noted on all justification memorandums. Memorandums must also cite the FM code (examples: FM code 6R or FG).

9. Please send orders to the \_\_\_\_\_ Recruiting Battalion (Fax: (XXX) XXX-XXXX; e-mail: xxxxx.xxxx@usarec.army.mil).

*(Battalion Commander's Signature Block)*

**Figure 2-1. Sample justification memorandum for ADOS-RC (Continued)**

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<b>HRAP, SRAP, AND ADOS-RC SOLDIERS INPROCESSING CHECKLIST</b> (For use of this form see USAREC Reg 601-106 and USAREC Reg 601-107)		
SOLDIER'S NAME (print): Soldier, Ian A.		
To be kept on file for 2 years after Soldier leaves unit. The recruiting company commander is held accountable for the recordkeeping of this form.		
The Soldier received a safety brief on this date: <u>2 January 2011</u> (To be given within 24 hours of signing into the unit.)		
<p>The purpose of this briefing is to inform Hometown Recruiter Assistance Program (HRAP), Special Recruiter Assistance Program (SRAP), and Active Duty for Operational Support-Reserve Component (ADOS-RC) Soldiers of the hazards they may face during their brief tour. These hazards may include but are not limited to: vehicle travel (privately-owned vehicle (POV) and motorcycle), driving under the influence, inclement weather hazards, seasonal hazards, water and recreational activities. A safety orientation briefing is required upon arrival and departure of the United States Army Recruiting Command (USAREC).</p> <p>The safety of our Soldiers is paramount. Our command has experienced a total of ten Soldier fatalities since Fiscal Year 2000, all of which were off-duty. Of the ten Soldier fatalities there were: Four POV, two motorcycle, two water related (jet ski and drowning), one attributed to horseplay, and one house fire. Most of the fatalities occurred after completing work with USAREC and transitioning back to their units.</p> <p>Commanders will ensure within 24 hours of arrival that all newly assigned HRAP, SRAP, and ADOS-RC Soldiers:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Receive a safety orientation briefing (USAREC Form 1279 (HRAP, SRAP, and ADOS-RC Soldiers Inprocessing Checklist)).</li> <li><input checked="" type="checkbox"/> Have their POV and/or motorcycle inspected using USAREC Form 1176 (POV Inspection Checklist). (Kept on file until 2 years after Soldier leaves unit.)</li> <li><input checked="" type="checkbox"/> Are briefed on the Army's Six-Point POV Program (<a href="https://frc.army.mil">https://frc.army.mil</a>).</li> <li><input checked="" type="checkbox"/> Are briefed on special motorcycle safety requirements and POV operations in accordance with AR 385-10.</li> </ul> <p>Motorcycle riders must complete USAREC Form 1236 (Commander's Motorcycle Rider Agreement) and an Army-approved Motorcycle Safety Foundation Course prior to operating a motorcycle. (Must provide proof and both kept on file.) No Soldier is allowed to operate any motorcycle vehicle without proper training (approved Army motorcycle course) and protective gear. Caution all terrain vehicle riders to exercise good judgment and wear protective gear.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Understand that alcohol, excessive speed, not using seatbelts, and operator fatigue are the leading causes of POV injuries and fatalities in the Army.</li> <li><input checked="" type="checkbox"/> No HRAP or ADOS-RC Soldier will be allowed to operate a USAREC Government-owned vehicle (GOV) under any circumstance. SRAP are authorized use of a GOV in accordance with AR 601-2. ADOS-RC Soldiers may use Troop Program Unit GOVs with the Troop Program Unit commander's approval.</li> <li><input checked="" type="checkbox"/> Recruiting station (RS) commanders along with the unit commander are directly responsible for ensuring the safety mentoring of each Soldier.</li> <li><input checked="" type="checkbox"/> All GOV drivers are prohibited from using a cell phone while driving.</li> <li><input checked="" type="checkbox"/> All Soldiers are aware of the mandatory requirement to complete the online TRIPS (Travel Risk Planning System) Risk Assessment tool prior to signing out of USAREC.</li> </ul> <p>In addition to the items listed above, remind all HRAP, SRAP, and ADOS-RC Soldiers:</p> <ul style="list-style-type: none"> <li>● Soldiers are responsible for each other on- and off-duty; indiscipline is not acceptable.</li> <li>● To obtain the RS commander's and assigned recruiters' contact information and keep it available at all times.</li> <li>● To inform their assigned recruiters of their contact information, living arrangements, and transportation situation.</li> <li>● Stay away from high-crime areas and known drug areas.</li> <li>● Exercise extreme caution when participating in high-risk activities while assigned to HRAP, SRAP, or ADOS-RC duties. (Sky diving, rappelling, bunji jumping, etcetera.) Check with the commander regarding any questionable activity. Hunting is considered high-risk; ensure you have met state hunting education guidelines and inform your supervisor of intentions.</li> <li>● They are required to wear seatbelts at all times, on or off a Department of Defense installation (DODI 6055.4).</li> <li>● Don't drink and drive.</li> <li>● Use a designated driver.</li> <li>● Obey all traffic laws.</li> </ul>		
USAREC Form 1279, Rev 1 Sep 2008	PREVIOUS EDITIONS ARE OBSOLETE	V2.00

Figure 2-3. Sample of a completed USAREC Form 1279

<ul style="list-style-type: none"> <li>● HRAP Soldiers, home on HRAP duty, often are passengers in vehicles driven by others. As a passenger, they have an opportunity to contribute to the safety of the occupants by being another set of eyes to warn the driver of danger. Inform Soldiers to do everything they can to contribute to the overall safety of the vehicle.</li> <li>● On the importance of maintaining situational and handling awareness while riding motorcycles.</li> <li>● How speed affects their ability to maintain situational awareness and handling while riding motorcycles.</li> <li>● About wearing a Department of Transportation approved helmet and required personal protective equipment.</li> <li>● To be aware of water recreation safety as Soldiers and their families prepare for recreational activities.</li> <li>● To take boating safety courses prior to operation of any watercraft.</li> <li>● Of proper use of life jackets. It only works if you wear it.</li> <li>● Always have one personal flotation device per person on the boat and ensure all small children wear theirs at all times. Wearing life preservers is the best course of action, whether you are a swimmer or nonswimmer.</li> <li>● Don't overload the boat. Know the limitations of your boat before you go. Keep the proper safety equipment aboard and ready for immediate use.</li> <li>● Ensure they understand the tenants of composite risk management and how it applies to all their activities (on- and off-duty).</li> <li>● Plan your trips well in advance. Know the route you will be taking. Pass route information on to someone in your work center so someone will know your whereabouts in case of emergency.</li> <li>● Inspect POV prior to taking long trips.</li> <li>● Have travel routes planned to avoid unnecessary driving.</li> <li>● Take breaks during long trips. DO NOT sleep in vehicles or at roadside stops. Find a motel to rest overnight or take power naps.</li> <li>● Have plans in case of emergencies or vehicle breakdowns. Have emergency numbers, emergency repair kit, and emergency supplies available.</li> <li>● Avoid driving between 2300 and 0400. Personnel are highly susceptible to falling asleep at the wheel during these hours.</li> </ul> <p><b>Regular seatbelt use is the single most effective way to protect people and reduce fatalities in motor vehicle crashes.</b> USAREC's goal is simple: To save more lives by convincing our drivers and passengers, in the front and the back seats, to <u>always buckle up - every trip, every time!</u></p>	
REMARKS:	
<p>It is the responsibility of not only the commander to ensure HRAP, SRAP, and ADOS-RC Soldiers reduce the risk to themselves, but also those who work with them to foster an environment that is conducive to safety mentorship. Preventing an accident before it can occur is the goal of accident prevention. This agreement is between the commander and the Soldier.</p> <p>I, <u>Soldier, Jam A.</u>, will inform my commander anytime the information on this form changes to ensure the trust my commander places in me is well-founded. I also agree to assess all risks prior to and during any activity while performing HRAP, SRAP, or ADOS-RC duty and furthermore abide by all laws, regulations, and rules of conduct on the highways, roads, and installations. I will ensure all documentation is current and available at all times.</p> <p>As the RS or Unit Commander, I, <u>Jones, John C.</u>, will ensure all regulatory guidance is followed and take full responsibility when it is not. I will ensure the safety and well-being of my Soldiers come first. A fatally injured Soldier hampers the command mission and I will do my best to ensure mission success. I will always be available to mentor and assist those that sign this agreement.</p>	
INDIVIDUAL'S SIGNATURE AND DATE:	UNIT COMMANDER'S SIGNATURE AND DATE:

USAREC Form 1279, Rev 1 Sep 2008 (Reverse)

Figure 2-3. Sample of a completed USAREC Form 1279 (Continued)

## **Appendix A References**

### **Section I Required Publications**

#### **AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in para 2-3b(1)(b).)

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

The Army Weight Control Program. (Cited in para 2-3a(4).)

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 2-3a(5).)

#### **USAREC Reg 385-2**

Safety Program. (Cited in paras 2-4e(1) and 2-4f(7).)

#### **USAREC Reg 600-25**

Prohibited and Regulated Activities. (Cited in para 2-4f(3)(k).)

#### **USAREC Reg 601-45**

Recruiting Improprieties Policies and Procedures. (Cited in para 2-4f(3)(i).)

### **Section II Related Publications**

#### **DODI 1215.06**

Uniform Reserve, Training, and Retirement Categories.

#### **USAREC Manual 3-0**

Recruiting Operations.

#### **USAREC Manual 3-01**

The Recruiter Handbook.

#### **USAREC Manual 3-02**

Recruiting Company and Station Operations.

#### **USAREC Manual 3-03**

Recruiting Brigade and Recruiting Battalion Operations.

#### **USAREC Manual 3-04**

Chaplain Recruiting Operations.

#### **USAREC Manual 3-05**

Medical Recruiting Operations.

### **Section III Prescribed Forms**

#### **USAREC Form 1253**

Active Duty for Operational Support-Reserve Component Management Log. (Prescribed in para 2-4d(5)(a)2.)

**USAREC Form 1279**

HRAP, SRAP, and ADOS-RC Soldier Inprocessing Checklist. (Prescribed in paras 2-4e(1), 2-4e(3), and 2-4f(3)(a).)

**Section IV**

**Referenced Forms**

**DA Form 7566**

Composite Risk Management Worksheet.

**USAAC Form 101**

USAAC Information System Access Request.

**USAREC Form 1176**

POV Inspection Checklist.

## **Glossary**

### **Section I Abbreviations**

#### **ADOS-RC**

Active Duty for Operational Support-Reserve Component

#### **AMEDD**

Army Medical Department

#### **FY**

fiscal year

#### **HQ USAREC**

Headquarters, U.S. Army Recruiting Command

#### **NCO**

noncommissioned officer

#### **RA**

Regular Army

#### **RMZ**

Report Management Zone

#### **RS**

recruiting station

#### **TAIR**

Total Army Involvement in Recruiting

#### **TPU**

troop program unit

#### **USAR**

U.S. Army Reserve

#### **USARC**

U.S. Army Reserve Command

#### **USAREC**

U.S. Army Recruiting Command

#### **WO**

warrant officer

### **Section II Terms**

There are no entries for this section.

# USAREC

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