

**Personnel Procurement**

**Operational Management Systems**

For the Commander:

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**History.** This UPDATE printing publishes a new Change 1, which is effective 15 January 2007. The strikethrough and underscore method has been used to highlight changed material.

**Summary.** The change updates requirements for HRAP. Specifically paragraph V-3b(2).

**Applicability.** This regulation applies to and is binding on all military and civilian members of the United States Army Recruiting Command. If any provision of this regulation not required by

law, conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence. Soldiers who fail to comply with its provisions may be subject to adverse administrative or disciplinary action under the Uniform Code of Military Justice. Civilian employees who fail to comply will be subject to disciplinary or adverse actions under appropriate Federal law and regulations. All recruiting personnel are individually responsible to report any known infraction of this or any other regulation to the appropriate supervisor in their chain of command.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to an individual within the proponent agency in the grade of lieutenant colonel or the civilian equivalency.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**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-EE, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y. This regulation is published in the Recruiter Management UPDATE. This regulation is also available electronically and can be found on the Command Enterprise Portal.

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\*This regulation supersedes USAREC Regulation 601-107, 19 May 2005.

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## **Chapter 1**

### **Introduction**

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

This regulation defines operational management systems and prescribes policies, procedures, and responsibilities for recruiters and commanders of recruiting stations, companies, and battalions. It also prescribes policies, procedures, and responsibilities for Army chaplain and health care recruiting organizations.

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

Required and related publications and prescribed and referenced forms are listed in appendix A.

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

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

#### **1-4. Required forms for applicant processing**

Recruiting personnel must take particular care in completion of required forms prior to entry of applicant data into the Army Recruiting Information Support System (ARISS) database. Recruiters must inform every prospect and applicant that the information they furnish will start and follow their records throughout their career in the Regular Army (RA) or Army Reserve (AR). The recruiter must ensure the applicant reads, completes, and signs USAREC Form 1265 (Privacy Act Statement (Enlistment Processing)) for release of information and records. See appendix W for detailed instructions.

## **Chapter 2**

### **Regular Army and Army Reserve Recruiter**

#### **2-1. Recruiter**

Recruiters are responsible for prospecting, processing, and enlisting qualified individuals into the RA and AR in support of the monthly and quarterly station mission and overall needs of the Army.

#### **2-2. Operations management**

Use of ARISS and other management tools, forms, and techniques described within this regulation are mandatory unless specifically excluded.

#### **2-3. Recruiting zones**

Recruiters are responsible for their assigned schools and geographical area of operation (AO). Recruiters are also responsible for community relations and the development of centers of influence (COIs) and very important persons (VIPs) in their AO. Recruiters will actively prospect in their zones. If contact is initiated with applicants living outside the station zone, rapport will be maintained with the applicant until processing responsibility is determined in accordance with USAREC Reg 600-22.

#### **2-4. Recruiting operation plan (time management)**

Recruiters will prepare a recruiting operation plan (ROP) for each recruiting contract month (RCM). The plan will be annotated in the recruiter's planning tool and reflect the five areas of emphasis: Prospecting, interviewing, processing, Future Soldier Training Program (FSTP), and followup. The plan should reflect all events that consume the recruiter's time. All plans must be detailed and reflect the events entered on the recruiter workstation (RWS).

#### **2-5. Prospecting**

Recruiters will use all available lead sources to prospect in accordance with the station commander's guidance.

#### **2-6. Prospecting in schools**

Recruiters will develop and execute a School Recruiting Program (SRP) for all their secondary and postsecondary schools (see app B).

#### **2-7. School lists**

Recruiters will make every attempt to obtain student lists from secondary and postsecondary school officials. When a school refuses to release, recruiters will construct student lists using every available lead source.

#### **2-8. Lead generation**

Recruiters will post all leads from all sources (e.g., school lists, referrals, walk-ins, and call-ins) to the automated lead refinement list (ALRL) in the RWS.

#### **2-9. Applicant testing**

Recruiters will use the RWS to schedule applicants for all initial Armed Services Vocational Aptitude Battery (ASVAB), special testing, or retesting at mobile examining team (MET) sites or Military Entrance Processing Stations (MEPS). Recruiters will retrieve test scores from other services using the ARISS Replication and Projection feature.

#### **2-10. Student ASVAB**

Student ASVAB results will be automatically downloaded and prioritized into the RWS through the replication process. See USAREC Pam 601-32 for a detailed discussion. Recruiters must initiate prospecting operations as soon as they receive a student ASVAB list. Recruiters must also honor any restrictions school officials have imposed. For example, some schools insist that recruiters not prospect from the list until after a period of time (e.g., 2 weeks after release of test data). Appendix B explains contact milestones.

#### **2-11. Hometown Recruiter Assistance Program**

All recruiters must be familiar with the Hometown Recruiter Assistance Program (HRAP). See appendix V for HRAP procedures.

## **Chapter 3**

### **Station Commander**

#### **3-1. Station commander**

Station commanders will command, supervise, and train recruiters to accomplish the monthly mission with absolute integrity, observing all current policies and regulations.

#### **3-2. Command functions**

The station commander is responsible for the supervision, training, and welfare of all personnel assigned or attached to their station. Station commanders will receive command and management directives from the company. Station commanders will select and train recruiters to assume management and command duties during the station commander's absence.

#### **3-3. Recruiting operating systems**

The station commander is responsible for the operations and overall mission performance of the station. The station commander will use the tools described in appendixes B through I. Use of management tools as prescribed in this regulation is mandatory.

#### **3-4. After-action review**

Station commanders will conduct a daily after-action review (AAR) with recruiters to monitor and if necessary adjust their ROP (planning tool). (See USAREC Manual 3-02, app B.)

#### **3-5. Mission planning**

Station commanders will prepare a Top of the System (TOS) mission accomplishment plan (MAP) for RA and AR in accordance with USAREC Pam 601-32, chapter 32, prior to T-2 of each RCM (see apps H and I).

#### **3-6. Recruiting zones**

Station commanders will assign recruiting zones (ZIP Codes and schools) to recruiters via ARISS TOS. Zones are based on a fair share of market as well as the demographics, geography, and topography.

#### **3-7. Prospecting**

The station commander will direct prospecting and lead generation activities.

#### **3-8. ROP (time management)**

The station commander will review recruiters' ROPs (planning tool) to ensure their plans support the station's mission and the commander's intent. All future events uncovered during the review will be annotated in the station commander's planning tool. All requests for recruiting service support will be submitted to the company on an events planning sheet and annotated on the synchronization matrix in the station binder (see app G).

#### **3-9. Inspection log**

The station commander will maintain USAREC Form 1117 (Recruiting Inspection Log) in a three-ring binder until the close of the fiscal year (FY) and then in the station's functional files for 1 year.

#### **3-10. Situational awareness board**

The station commander will post and maintain the situational awareness board (SAB), which includes USAREC Form 711-3-A (RA and AR Performance), area map with overlays, and the station's ROP and strengths, weaknesses, opportunities, and threats (SWOT) analysis in accordance with appendix G.

### 3-11. Reception and integration

It is the responsibility of the station commander to welcome and provide a smooth transition for new recruiters and their family members in accordance with AR 600-8-8.

### 3-12. HRAP

Requirements and management of HRAP are found in appendix V.

## Chapter 4 Company

### 4-1. Mission

The mission of the company is to command, supervise, and train station commanders and recruiters to accomplish the monthly mission with integrity, observing all current policies and regulations.

### 4-2. Operations management

The company will manage recruiting operations with operational management tools in accordance with appendixes G through J. Use of these forms are mandatory, except where noted.

### 4-3. AAR

The company will conduct a daily AAR with station commanders to monitor and if necessary adjust their ROPs (planning tool). (See USAREC Manual 3-02, app B.)

### 4-4. Recruiting zones

The company will ensure each station has a specific geographical zone with a market capable of supporting the mission. The company will enforce zone recruiting and determine processing responsibility in accordance with USAREC Reg 600-22.

### 4-5. Lead generation

The company will monitor station prospecting efforts via inspections and AARs. The company will give guidance and direction, if necessary, to direct the station's lead generation activities (simultaneous market penetration) toward mission accomplishment.

### 4-6. SRP

The company commander has overall responsibility for the high school and postsecondary SRPs, to include yearly visits to all priority 1 schools (priority 2 and 3 schools as time permits) and enforcement of the 90-day after graduation protection rule. The company commander will review and sign the college priority evaluation and college and university assessment forms (postsecondary school folder) and the high school priority evaluation form (high school

folder). The commander will develop a company SRP in accordance with appendix J.

### 4-7. SAB

The commander will maintain an SAB which includes USAREC Form 711-3-A, area map with overlays, and the company's ROP and SWOT analysis in accordance with appendix G.

### 4-8. Reports and records

The commander will maintain USAREC Form 1117 in a three-ring binder until the close of the FY and then in the functional files for 1 year. The commander will use USAREC Form 496 (Near-Term Training Plan) and USAREC Form 967 (Training Record) to document training in accordance with USAREC Reg 350-1.

### 4-9. Reception and integration

The commander will implement and manage the Army Sponsorship Program in accordance with AR 600-8-8.

### 4-10. New Recruiter and Station Commander Certification Programs

The First Sergeant is responsible for the New Recruiter and Station Commander Certification Programs in accordance with USAREC Reg 350-1, USAREC Pam 350-2, and USAREC Pam 350-2-1.

### 4-11. HRAP

Requirements and management of HRAP are found in appendix V.

## Chapter 5 Chaplain Recruiting Teams

### 5-1. Chaplain recruiter

Chaplain recruiters are responsible for prospecting and processing qualified individuals for commission in the AR Chaplain Program and accomplishment of the annual chaplain mission.

### 5-2. Market area

Recruiters are responsible for their assigned market area and the development of COIs, VIPs, partnerships with key personnel in graduate schools, and relationships with ecclesiastical endorsing agents. Recruiters are responsible for posting recruiting publicity items at graduate schools and cultivating positive community relations. Recruiters are prohibited from prospecting outside their assigned market area, except for national faith group conferences approved and coordinated by Headquarters, United States Army Recruiting Command (HQ USAREC), Chaplain Recruiting Branch. Chaplain candidate processing responsibility is determined by where the candidate resides when initially contacted or where they will be attending seminary as a full-time resident student. For chaplain candidate applicants attending seminary via distance learning, processing responsibility is determined by where the applicant resides. All other applicants who have completed the physical will remain with the original

recruiter, regardless of their relocation during the application process. When contact is made with an applicant living outside the recruiter's area, the recruiter will maintain rapport with the applicant until processing responsibility is determined by HQ USAREC, Chaplain Recruiting Branch.

### 5-3. Prospecting

Recruiters will prospect using all available lead sources to ensure total market penetration. All leads who become prospects will be recorded in ARISS.

### 5-4. Lead refinement lists

Recruiters will post leads from all sources (e.g., graduate school lists, alumni lists, referrals, visits, group presentations, walk-ins, call-ins, etc.) to ARISS and the general lead refinement list (LRL) as they become prospects. See appendix K for codes.

### 5-5. School program

Recruiters will categorize graduate schools into priorities based on mission, faith groups, past success, and geographical location. Recruiters will implement the Graduate School Recruiting Program and accomplish the following:

- Complete a USAREC Form 1161 (Chaplain Graduate School Data Sheet) (see fig L-1) on all schools.
- Document availability and use of chaplain mentors on USAREC Form 1162 (Chaplain Mentor Roster) (see fig M-1).

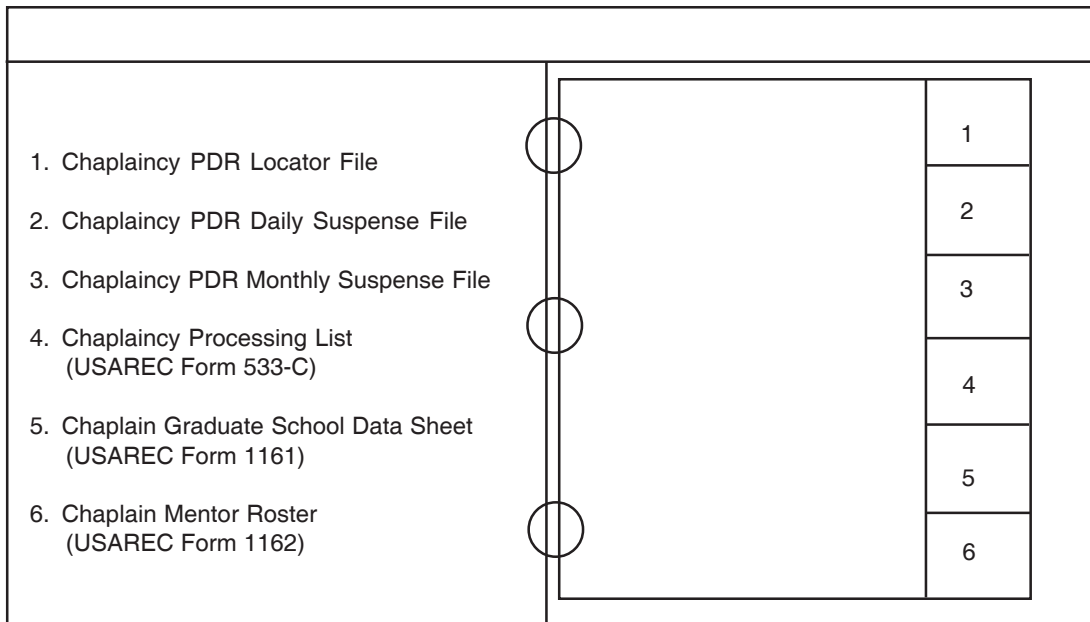
### 5-6. Scheduling appointments

Recruiters will accomplish the following administrative actions after they have made an appointment:

- Enter the appointment in the planning guide (see app N).
- Initiate USAREC Form 200-7 (Chaplaincy Prospect Data Record) immediately upon the prospect's agreement to a scheduled MEPS physical (see app O) and fax the completed USAREC Form 200-7 to HQ USAREC, Chaplain Recruiting Branch. The completed USAREC Form 200-7 will be maintained as a backup document. Schedule and record the preappointment physical examination date on USAREC Form 200-7, in the recruiter's planning guide, and on USAREC Form 533-C (Chaplaincy Processing List) (see app P). Leaders can use this form to check the status of applications.
- Enter the proper information in ARISS. In the case of a new lead, add the prospect's name to ARISS before coding.

### 5-7. Chaplain Mentor Program

After selection, the recruiter will explain to the chaplain/chaplain candidate (CH/CC) the Chaplain Mentor Program and what to expect during initial assignment in accordance with appendix M. The recruiter will also review pay and benefits and provide a summary of CH/CC responsibilities while in the program (e.g., referrals, physical conditioning, and contact require-



**Figure 5-1. Chaplain management binder**

ments). The recruiter will contact the CH/CC at least once every 2 weeks until appointed or reappointed. The recruiter will reinforce basic eligibility requirements and ask for referrals. All contact results will be annotated on USAREC Form 200-7.

**5-8. Prospect data record file system**

The prospect data record (PDR) file system is part of the chaplain recruiting management binder. Recruiters will file PDRs in accordance with figure 5-1, which outlines the organization of the recruiter management binder. Authority to terminate a prospect or applicant is the sole responsibility of the recruiter. Upon termination, the LRL will be annotated and the PDR placed in a centralized alphabetical filing system, where it will be maintained for a minimum of 24 months.

**5-9. Operations and market analysis board**

The chaplain recruiting noncommissioned officer in charge (NCOIC) will maintain an operations and market analysis (OMA) board in accordance with instructions at appendix X.

**Chapter 6  
Army Medical Department Recruiting Program**

**6-1. Mission**

Health care recruiters are responsible for prospecting, determining eligibility, processing, and commissioning qualified medical professionals into the RA or AR in support of the station's annual mission and overall needs of the Army.

**6-2. Recruiting zones**

All recruiters are responsible to actively prospect for medical professionals in their assigned

schools and in the boundaries of their station's zone. Recruiters who initiate contact with an interested prospect living outside their zone will maintain rapport with the prospect until processing responsibility is determined in accordance with USAREC Reg 600-22.

**6-3. Prospecting**

Recruiters will conduct prospecting activities using all available lead sources or as directed by the station commander.

**6-4. Prospecting in schools**

Recruiters will develop and execute a school program for each assigned school (see app Q). They will make every attempt to obtain student lists from postsecondary school and residency program officials. When a school refuses to release, recruiters will construct student lists using every available lead source.

**6-5. Lead generation**

Recruiters will post all leads from all sources (school lists, referrals, walk-ins, call-ins, and others) to the ALRL in the RWS.

**6-6. Station commander**

The station commander is responsible to supply recruiters with operational materials, serve as health care recruiting expert, and take full responsibility for all actions in the station. The station commander will conduct a daily AAR with recruiters to monitor and if necessary adjust their operational plans (see USAREC Manual 3-05, app B). Management of the recruiting process will be accomplished using the management tools presented in appendixes Q, R, S, and U.

**6-7. Operations management**

Station commanders will continuously evaluate

recruiters to determine skill gaps and provide precise training in those areas. The First Sergeant will train station commanders to assume First Sergeant duties in their absence. Use of ARISS and other management tools, forms, and techniques described in this regulation are mandatory unless specifically excluded.

**6-8. SAB**

The station commander will post and maintain the SAB which includes USAREC Form 711-7-A (Annual Medical Recruiting Mission Assignment (With Quarterly Breakout)), the AO map with overlays, and the station commander's ROP and SWOT analysis in accordance with appendix G.

**6-9. Mission planning**

Station commanders set prospecting requirements to support the battalion's mission.

**6-10. Time management**

The station commander will review the recruiters' ROPs (planning tool) to ensure an acceptable plan has been formulated. All future events uncovered during the review will be annotated in the station commander's planning guide. Requests for recruiting service support will be submitted to the company on an events planning sheet and annotated on the synchronization matrix in the station binder (see app G).

**6-11. Medical recruiting company**

The medical recruiting company commander is responsible for directing recruiters' prospecting efforts to specific medical categories to achieve mission accomplishment. The company commander will conduct a daily AAR with station commanders to monitor and, if necessary, adjust their ROPs. (See USAREC Manual



3-05, app B.)

#### **6-12. Declinations**

The recruiter will immediately report any declinations of selection through the chain of command. Applicants who decline selection must forward a letter of declination through the recruiter to HQ USAREC, ATTN: RCHS-OPS, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

#### **6-13. New Health Care Recruiter and Health Care Station Commander Certification Programs**

The First Sergeant is responsible for the New Health Care Recruiter and Health Care Station Commander Certification Programs in accordance with USAREC Reg 350-1, USAREC Pam 350-14, and USAREC Pam 350-14-1.

#### **6-14. Reports and records**

The company and station commanders will maintain USAREC Form 1117 in a three-ring binder until the close of the FY and then in the functional files for 1 year. The company commander will use USAREC Form 496 and USAREC Form 967 to document training in accordance with USAREC Reg 350-1.

### **Chapter 7**

#### **Enlisted and Medical Recruiting Battalions**

##### **7-1. Battalion**

The mission of the battalion is to command, provide operational and service support, and train the recruiting force to accomplish the mission with integrity, observing all current policies and regulations.

##### **7-2. USAREC Form 816 and USAREC Form 817**

Recruiting battalions and medical recruiting battalions will maintain USAREC Form 816 (Recruiting Unit Assets) and USAREC Form 817 (Medical Recruiting Station and/or Team Assets) respectively, and distribute to lower echelons at their commander's discretion (see app T).

##### **7-3. First Sergeant Certification Program**

The battalion Command Sergeant Major is responsible for the First Sergeant Certification Program. Detailed guidance is given in USAREC Reg 350-1 and USAREC Pam 350-2-2.

##### **7-4. Health Care Recruiting Team Noncommissioned Officer in Charge Certification Program**

The medical recruiting battalion Command Sergeant Major is responsible for the Noncommissioned Officer in Charge Certification Program. Detailed guidance is available in USAREC Reg 350-1 and USAREC Pam 350-14-2.

NOTE: Health care recruiting team NCOICs have been redesignated as First Sergeants.

## Appendix A References

### Section I Required Publications

#### AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in para M-2b(2).)

#### AR 600-8-8

The Total Army Sponsorship Program. (Cited in paras 3-11 and 4-9.)

#### AR 600-9

The Army Weight Control Program. (Cited in para O-2a(6).)

#### AR 601-2

Army Promotional Recruiting Support Programs. (Cited in para V-2a.)

#### USAREC Manual 3-02

Recruiting Company and Station Operations. (Cited in paras 3-4, 4-3, and table G-4.)

#### USAREC Manual 3-05

Medical Recruiting Operations. (Cited in paras 6-6 and 6-11.)

#### USAREC Reg 1-21

Inspections. (Cited in table F-1.)

#### USAREC Reg 37-16

Recruiter Expense Allowance. (Cited in table F-1.)

#### USAREC Reg 56-1

Management of Government-Owned Vehicles. (Cited in table F-1.)

#### USAREC/FORSCOM Reg 140-1

Recruiting Partnership Council. (Cited in para C-2b(5).)

#### USAREC Reg 350-1

Training and Leader Development. (Cited in paras 4-8, 4-10, 6-13, 6-14, 7-3, 7-4, and table F-1.)

#### USAREC Reg 380-4

Security Program. (Cited in table F-1.)

#### USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility. (Cited in paras 2-3, 4-4, and 6-2.)

#### USAREC Reg 600-25

Prohibited and Regulated Activities. (Cited in para V-7c(7).)

#### USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures. (Cited in para V-7c(8).)

#### USAREC Reg 601-95

Delayed Entry and Delayed Training Program. (Cited in tables F-1 and T-1.)

#### USAREC Reg 601-106

Active Duty for Special Work Program. (Cited in tables F-1 and T-1.)

#### USAREC Reg 608-1

National Voter Registration Act. (Cited in table F-1.)

#### USAREC Pam 350-2

New Recruiter Certification Program. (Cited in para 4-10.)

#### USAREC Pam 350-2-1

Station Commander Certification Program. (Cited in para 4-10.)

#### USAREC Pam 350-2-2

First Sergeant Certification Program. (Cited in para 7-3.)

#### USAREC Pam 350-13

School Recruiting Program Handbook. (Cited in paras B-1 and J-4e.)

#### USAREC Pam 350-14

New Health Care Recruiter Certification Program. (Cited in para 6-13.)

#### USAREC Pam 350-14-1

Health Care Station Commander Certification Program. (Cited in para 6-13.)

#### USAREC Pam 350-14-2

Health Care Recruiting Team Noncommissioned Officer in Charge Certification Program. (Cited in para 7-4.)

#### USAREC Pam 601-32

Recruiter and Station Commander Army Recruiting Information Support System User's Manual. (Cited in paras 2-10, 3-5, H-2, and H-3.)

### Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### AR 25-400-2

The Army Records Information Management System (ARIMS).

#### USAREC Reg 601-59

Department of Defense Student Testing Program.

#### USAREC Reg 601-73

Missioning Procedures.

#### USAREC Reg 601-87

Recruiting Market Analysis.

#### USAREC Reg 601-104

Postsecondary Schools Recruiting Program.

### Section III Prescribed Forms

#### USAREC Form 200-7

Chaplaincy Prospect Data Record. (Prescribed in paras 5-6b, 5-7, O-1, O-2, and table K-1.)

#### USAREC Form 446

High School Folder. (Prescribed in paras B-1, B-2, B-3, and tables D-1 and F-1.)

#### USAREC Form 533-C

Chaplaincy Processing List. (Prescribed in paras 5-6b, O-1, P-1, P-2, and P-3.)

#### USAREC Form 636

School Data Sheet (RA and AR). (Prescribed in paras D-1, D-2, D-3, D-4, T-2, and tables D-1, E-1, G-4, and T-1.)

#### USAREC Form 636-A

Medical Recruiting School Data Sheet. (Prescribed in paras Q-5, S-1, S-3, and table G-4.)

#### USAREC Form 636-B

Postsecondary School Data Sheet (RA and AR). (Prescribed in paras E-1, E-2, E-3, E-4, T-2, and tables E-1, F-1, G-4, and T-1.)

#### USAREC Form 711-3

RA and AR Performance (8-1/2" X 11"). (Prescribed in para G-5a and table G-1.)

#### USAREC Form 711-3-A

RA and AR Performance (15" X 24"). (Prescribed in paras 3-10, 4-7, G-2a, G-4, G-5a, G-10e, and table G-1.)

#### USAREC Form 711-7

Annual Medical Recruiting Mission Assignment (With Quarterly Breakout) (8-1/2" X 11"). (Prescribed in para G-8a and table G-5.)

#### USAREC Form 711-7-A

Annual Medical Recruiting Mission Assignment (With Quarterly Breakout) (15" X 24"). (Prescribed in paras 6-8, G-7a, G-8a, and table G-5.)

#### USAREC Form 711-9

Chaplain Mission Performance Summary (8-1/2" X 11"). (Prescribed in para X-2c and table X-2.)

#### USAREC Form 711-9-A

Chaplain Mission Performance Summary (15" X 24"). (Prescribed in paras X-1b, X-2c, X-4e, and table X-2.)

#### USAREC Form 762-A

AMEDD Lead Source Analysis (RA). (Prescribed in paras U-1, U-2, and U-4.)

#### USAREC Form 762-B

AMEDD Lead Source Analysis (AR). (Pre-

scribed in paras U-1, U-2, and U-4),

**USAREC Form 815**

AMEDD School/Program Folder. (Prescribed in paras Q-4, R-1, and R-2.)

**USAREC Form 816**

Recruiting Unit Assets. (Prescribed in paras 7-2, D-2b(1), E-2b(1), T-1, T-2, and tables F-1 and G-4.)

**USAREC Form 817**

Medical Recruiting Station and/or Team Assets (8-1/2" X 11"). (Prescribed in para 7-2 and tables G-4 and T-2.)

**USAREC Form 817-A**

Medical Recruiting Station and/or Team Assets (15" X 24"). (Prescribed in para T-3 and table T-2.)

**USAREC Form 1149**

USAR Unit Data Folder. (Prescribed in paras C-1, C-2, and C-3a.)

**USAREC Form 1161**

Chaplain Graduate School Data Sheet. (Prescribed in paras 5-5a and L-2.)

**USAREC Form 1162**

Chaplain Mentor Roster. (Prescribed in paras 5-5b, M-2a, M-2a(2), and M-2a(3).)

**USAREC Form 1256**

Postsecondary School Folder. (Prescribed in paras B-1, B-2, B-3, and tables E-1 and F-1.)

**USAREC Form 1260**

Chaplain Recruiting Unit Assets (8-1/2" X 11"). (Prescribed in para X-2a and table X-1.)

**USAREC Form 1260-A**

Chaplain Recruiting Unit Assets (15" X 24"). (Prescribed in paras X-1a, X-2a, X-4e, and table X-1.)

**USAREC Form 1265**

Privacy Act Statement (Enlistment Processing). (Prescribed in paras 1-4 and W-3.)

**Section IV**

**Referenced Forms**

**DA Form 31**

Request and Authority for Leave.

**DA Form 1380**

Record of Individual Performance of Reserve Duty Training.

**DD Form 214**

Certificate of Release or Discharge From Active Duty.

**DD Form 1966/3**

Record of Military Processing - Armed Forces of the United States.

**DD Form 2807-2**

Medical Prescreen of Medical History Report.

**SF 1164**

Claim for Reimbursement for Expenditures on Official Business.

**USAREC Form 496**

Near-Term Training Plan.

**USAREC Form 512**

Active Army and Reserve Components Referral Sheet.

**USAREC Form 584**

Motor Vehicle Usage Record.

**USAREC Form 967**

Training Record.

**USAREC Form 979**

Active Duty for Special Work Performance Report.

**USAREC Form 1006**

New Recruiter Certification Program Tracking Log.

**USAREC Form 1079**

Registration Application Summary.

**USAREC Form 1117**

Recruiting Inspection Log.

**USAREC Form 1259**

Station Commander Certification Program Tracking Log.



## **Appendix B School Folders**

### **B-1. General**

The intent of USAREC Form 1256 (Postsecondary School Folder) (fig B-1) and USAREC Form 446 (High School Folder) (fig B-2) is to help recruiters plan and maintain an effective school program. The recruiter is responsible to maintain a written account of all school activities. The school folder presents a profile of all that has happened or needs to happen in the school. Recruiters and leaders can also use school folders to evaluate specific programs that were conducted in the school. The folder also lists key educators who are most likely to support recruiting efforts. All school visits will be documented in the school folder. These entries will include, at a minimum, the date of the visit and what the recruiter accomplished (who, what, when, where, and how). USAREC Pam 350-13 lists activities to be accomplished throughout the school year (SY).

### **B-2. USAREC Form 1256 and USAREC Form 446**

- a. The recruiter records data to reflect the profile of the school on the front cover.
- b. On the inside front cover the recruiter lists contact information for the faculty and student governing body, and the school's calendar of events.
- c. On the inside back cover the recruiter records information that is not addressed on the folder itself. This information may include newspaper ads, directory lists, and other pertinent data. Recruiters will keep all current student ASVAB lists in the appropriate school folder.
- d. On the back cover the recruiter will list the names of FSTP members along with their enlistment options.

### **B-3. Filing and disposition**

Recruiters will initiate USAREC Form 1256 and USAREC Form 446 on 1 July or the first workday afterward. The station commander will maintain school folders in the inactive files for at least 2 years.

**Postsecondary School Folder**  
(For use of this form see USAREC Reg 601-107)

College Profile for SY: 2006-2007  
Graduation Dates: 18 Dec 06/14 May 07

College Priority: 1

Type of School (circle the type(s) that apply):

Public  Private  2-Year College  4-Year College  Vocational Trade  Postsecondary Other: \_\_\_\_\_

**Contact Milestones**

	Phase I	Phase II	Phase III	Phase IV
	SY 1st Qtr (Jul-Sep)	SY 2d Qtr (Oct-Dec)	SY 3d Qtr (Jan-Mar)	SY 4th Qtr (Apr-Jun)
Priority 1 Schools	2-Year College Students --40 Percent	4-Year College Freshmen and Seniors--40 Percent  2-Year College Students --75 Percent	4-Year College Freshmen and Seniors--75 Percent  2-Year College Students --90 Percent	4-Year College Freshmen and Seniors--100 Percent  2-Year College Students --100 Percent
Priority 2/3 Schools	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided

4-Year College Enrollment:

2-Year College Enrollment:

Freshmen: \_\_\_\_\_

1st Year Students: 562

Seniors: \_\_\_\_\_

2d Year Students: 2,960

Total 4-Year Enrollment: \_\_\_\_\_

Total 2-Year Enrollment: 3,522

**Performance Achievements**

	Enlistments				OCS/WOFT Packets			
	Current SY		Previous SY		Current SY Applications Submitted		Previous SY Applications Submitted	
	RA	USAR	RA	USAR	OCS	WOFT	OCS	WOFT
	Goal	3	2					
Achieved								

**Address:** 600 College St., Elizabethtown, KY 42701  
**School Name:** Elizabethtown Community College

**Telephone:** 769-2371

Figure B-1. Sample of a completed USAREC Form 1256 (front cover)

**FACULTY INFORMATION**      769-2371 plus extension

NAME	OFFICE TELEPHONE	E-MAIL (if available)
President/Chancellor: <u>Dr. Thelma White</u>	<u>X68410</u>	<u>Thelma.White@kctcs.edu</u>
Dean of Students: <u>Dr. Dale Buckles</u>	<u>X68431</u>	<u>Dale.Buckles@kctcs.edu</u>
Placement Director: <u>NA</u>		
Registrar: <u>Peggy Hoskinson</u>	<u>X68527</u>	<u>Peggy.Hoskinson@kctcs.edu</u>
Counselor: <u>Chuck Spataro</u>	<u>X68476</u>	<u>Chuck.Spataro@kctcs.edu</u>
Newspaper/Yearbook Advisor: <u>Suzanne Darland</u>	<u>X68460</u>	<u>Suzanne.Darland@kctcs.edu</u>
Faculty Members in USAR: <u>Unknown</u>		
Helpful Faculty Member(s): _____	*NOTE: School does not publish yearbook*	

**STUDENT INFORMATION**      769-2371 for Student Government

President: <u>Sam Beasley</u>		
Vice President: <u>Elizabeth Parrish</u>		
Secretary: <u>Triana Psliedner</u>		
Newspaper Editor: <u>None this semester</u>		
Yearbook Editor: <u>None</u>		
Helpful Student(s): _____		
Students in USAR: <u>Unknown</u>		
Teacher Staff Advisor: <u>Suzanne Darland</u>	<u>X68460</u>	<u>Suzanne.Darland@kctcs.edu</u>

**ROTC INFORMATION**

Total number of SROTC Cadets (M/F): _____ / _____		
Professor of Military Science: <u>NA</u>		
Senior Instructor: <u>NA</u>		
ROTC Student Commander: <u>NA</u>		
SMP Members: <u>NA</u>		

**COLLEGE CALENDAR OF EVENTS**

JULY Registration
AUGUST Classes begin - Fall      16 Aug
SEPTEMBER 6 Sep - Labor Day
OCTOBER 1 Oct - Fall break      11 Oct - Midterm
NOVEMBER 11 Nov - Veteran's Day      24 Nov - Thanksgiving
DECEMBER 6-11 Dec - Finals Week
JANUARY Classes begin - Spring
FEBRUARY 21 Feb - President's Day
MARCH 14-19 Mar - Spring Break
APRIL 12 Apr - Career Fair
MAY 2-7 May - Finals Week
JUNE Graduation

USAREC Form 1256, Rev 1 May 2005 (Front inside folder)

**Figure B-1. Sample of a completed USAREC Form 1256 (inside front cover) (Continued)**

NAME OF SCHOOL NEWSPAPER: The Street

ACCEPT ADS:  YES NO ADS PLACED: YES NO DATES PLACED: As requested

LOCATION(S) OF RPI RACK(S): In all campus buildings.

COLLEGE VISITATION POLICY: Visit/contact Welcome Center/Christy Null 769-2371, ext. 68616.

CAREER DAY(S) (type, date, etc.): Currently piggyback with established job fairs. Career Fair - 12 Apr

EDUCATOR TOURS (when, where, who): Contact Christy Null (ext. 68616). Scheduled for April 2006 at Ft. Benning.

LIST(S) RELEASED BY SCHOOL OFFICIALS?  YES Peggy Hoskinson NO  
(Enter Point of Contact)

SCHOOL RECRUITING INFORMATION (what, when, who): Provide name, address, phone number. Can request specific ages.

RA FUTURE SOLDIER INFORMATION	
NAME	OPTION
Brian Wilcox	Army
Jennifer Dale	Army
Craig Bowman	Army

USAR FUTURE SOLDIER INFORMATION	
NAME	OPTION
Jonathan Joy	AR
Stephen Babcock	AR

USAREC Form 1256, Rev 1 May 2005 (Back outside folder)

Figure B-1. Sample of a completed USAREC Form 1256 (back cover) (Continued)



### COLLEGE PRIORITY EVALUATION

To determine the priority of each college, use this form to evaluate its cooperation and support of Army recruiting. Check the appropriate box and total all points at the bottom of the page.

1. NAME OF COLLEGE: Elizabethtown Community College	2. RSID: 317H	3. SCHOOL YEAR: 2006-2007
4. TYPE OF INSTITUTION: 6 <input checked="" type="checkbox"/> Public - 2 year                      4 <input type="checkbox"/> Public - 4 year                      2 <input type="checkbox"/> Private - 2 or 4 years		
5. ACCESS: 9 <input checked="" type="checkbox"/> Recruiter has unrestricted access      6 <input type="checkbox"/> Recruiter restricted to two or less visits per year      3 <input type="checkbox"/> Recruiter denied access		
6. STUDENT RECRUITING INFORMATION: 9 <input checked="" type="checkbox"/> Releases list with names, addresses, and phone numbers for each term      6 <input type="checkbox"/> Releases list with partial information or once a year      3 <input type="checkbox"/> Refuses to release student information		
7. COLLEGE ADMINISTRATION (Registrar, Student Services, Financial Aid, Veterans Affairs, and Placement or Career Services): 6 <input checked="" type="checkbox"/> Has access and working relationship with all offices      4 <input type="checkbox"/> Has access and working relationship with at least two of the offices      2 <input type="checkbox"/> Does not have access or working relationship		
8. ConAP PARTICIPANT: 4 <input checked="" type="checkbox"/> ConAP participant                      2 <input type="checkbox"/> Non-ConAP participant		
9. ROTC: 4 <input type="checkbox"/> ROTC willingly cooperates with recruiters      2 <input checked="" type="checkbox"/> ROTC is neutral towards recruiting efforts or has no program		
10. PUBLICITY AND CAREER PLANNING AND PLACEMENT: 6 <input checked="" type="checkbox"/> College allows RPI racks and posters; recruiters can set up booths and participate in career fairs      4 <input type="checkbox"/> College limits the previous activities      2 <input type="checkbox"/> College refuses Army publicity and participation in career fairs		
11. MEDIA: 6 <input checked="" type="checkbox"/> College prints Army ads and stories; airs ads and public service announcements and allows recruiter participation      4 <input type="checkbox"/> College prints Army ads only and airs ads and public service announcements      2 <input type="checkbox"/> College refuses to print and/or air Army ads and public service announcements		
12. TAIR: 3 <input checked="" type="checkbox"/> Willingly accepts TAIR events and exhibits      2 <input type="checkbox"/> Restricts TAIR activities to one or two per year      1 <input type="checkbox"/> Refuses TAIR activities on campus		
13. INTERNET: 3 <input type="checkbox"/> Allows Army ad posting to college Web sites      2 <input checked="" type="checkbox"/> Allows link postings from college Web site to Army Web sites      1 <input type="checkbox"/> Denies access to college Web site		
14. TOTAL POINTS:    53		
15. THIS SCHOOL IS CODED (Priority 1 =32 to 56; Priority 2=24 to 31; Priority 3 = 20 to 23) (Check one): <input checked="" type="checkbox"/> Priority 1 <input type="checkbox"/> Priority 2 <input type="checkbox"/> Priority 3		
16. RECRUITER: SFC Smith	17. STATION COMMANDER: SFC Jones	
18. COMPANY COMMANDER: CPT Carter	19. DATE COMPLETED: 21 Jun 06	
20. COMMENTS:		

## COLLEGE PROFILE

College/University: Elizabethtown Community College		RSID: 3i7n	SY: 06																										
Address: 600 College Street Road, Elizabethtown, KY 42701																													
Telephone: (270) 769-2371		Website: www.elizabethtowncc.com or http://216.69.5.4																											
Type of College/University: Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>		2-Year <input checked="" type="checkbox"/>	4-Year <input type="checkbox"/> Vo-Tech <input type="checkbox"/>																										
Degrees Offered: Biological and physical sciences, business administration, dental hygiene, finance, information science/systems, liberal arts and studies, nursing, quality control technology, real estate, secretarial science.																													
Student Recruiting Information Release (Solomon Amendment): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		POC: Ms. Hawkins-Registrar Telephone: (270) 769-1217, X300																											
Stop Out List Release: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		POC: Telephone:																											
ConAP: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		POC: Mr. Jerry Billings-Coordinator of Off Campus Telephone: (502) 492-0101																											
Senior ROTC: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		POC: Telephone:																											
Recruiter Access: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		POC: Mr. Don Davis-Dean of Students Telephone: (270) 769-1217, X322																											
Hi-Grad Contracts: Current FY: 8		Last FY: 6																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Population</th> </tr> <tr> <th style="text-align: center;">Male</th> <th style="text-align: center;">/ Female</th> </tr> </thead> <tbody> <tr> <td>Freshman: 873</td> <td>/ 1,326</td> </tr> <tr> <td>Sophomore: 506</td> <td>/ 830</td> </tr> <tr> <td>Junior: -</td> <td>/ -</td> </tr> <tr> <td>Senior: -</td> <td>/ -</td> </tr> <tr> <td>Graduates: 234</td> <td>/ 412</td> </tr> </tbody> </table>		Population		Male	/ Female	Freshman: 873	/ 1,326	Sophomore: 506	/ 830	Junior: -	/ -	Senior: -	/ -	Graduates: 234	/ 412	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Expenses</th> </tr> </thead> <tbody> <tr> <td>Tuition (Resident):</td> <td style="text-align: right;">\$48.00</td> </tr> <tr> <td>Tuition (Nonresident):</td> <td style="text-align: right;">\$144.00</td> </tr> <tr> <td>Room and Board:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align: right;">\$40.00</td> </tr> <tr> <td>Percent Receiving Financial Aid:</td> <td style="text-align: right;">56</td> </tr> </tbody> </table>		Expenses		Tuition (Resident):	\$48.00	Tuition (Nonresident):	\$144.00	Room and Board:	_____	Other:	\$40.00	Percent Receiving Financial Aid:	56
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Average ACT/SAT Score:	NA / NA																												
High School Class Ranking:	NA																												
Financial Aid Officer: Ms. Betty Price																													
Telephone: (270) 769-1217 X301		E-mail: betty.price@kctcs.net																											
Admissions Officer: Ms. Melody Davis																													
Telephone: (270) 769-3127 X304/308		E-mail: melody.davis@kctcs.net																											
Career Placement Officer: Ms. JoAnn Streeter																													
Telephone: (270) 769-3127 X346		E-mail: joann.streeter@kctcs.net																											
Veterans Officer: Mr. Elmer Varney																													
Telephone: (270) 769-3127 X267		E-mail: elmer.varney@kctcs.net																											

**COLLEGE AND UNIVERSITY ASSESSMENT**

**College/University:** Elizabethtown Community College

**Postsecondary School Assessment and Objective Formulation**

<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>OBJECTIVES</b>
<b>ConAP</b>			
Is the school a member of ConAP?	X		
Has the Admissions Department been briefed on ConAP?	X		
If a member of ConAP, is the school getting referrals?	X		Need to increase referrals
If a member of ConAP, is the school acknowledging intent to enroll or granting admissions?		X	Mtg with ConAP POC to streamline form
<b>Directory Information</b>			
Do they provide student recruiting information (lists)?	X		Sort by age and major, get on disk
Does the school have a written policy prohibiting the release of lists?		X	
If no release of lists, has the Solomon Amendment been applied?		X	
<b>Recruiter Access</b>			
Does the school allow recruiters to visit?	X		Schedule with Student Services
Does the school restrict or limit recruiter visits (once a quarter or semester)?		X	
Do the other Services have the same access?	X		
If no access, has the Solomon Amendment been applied?		X	
<b>Mission Support Battalion Assets</b>			
Will the school allow Mission Support Battalion assets (vans, MEVs, etc.)?			Unknown-schedule with Student Services
Have Mission Support Battalion assets been used at the school within the last 2 years?		X	Schedule Rock Wall
<b>TAIR Assets</b>			
Will the school allow TAIR events at the school?	X		
Has a TAIR asset been used at the school within the last 2 years?	X		Schedule Linguist Team, Lt Wheel Mech
Are classroom presentations allowed in the school?	X		
Has a classroom presentation(s) been given in the last 2 years?		X	Medical presentation to nursing students
<b>USAR</b>			
Have USAR members been identified on campus?		X	Get Vets list from VA POC, visit AR units
Have USAR assets been utilized with the school (ADSW)?		X	Visit local AR units for ECC students
<b>COI Events</b>			
Will the school allow COI events at the school?	X		Schedule local HS & college night COI event
Has there been a COI event at the school within the last 2 years?	X		ECC Culinary Arts Program to cater event
<b>Educator Tours</b>			
Has the school had a participant on an Educator Tour within the last 2 years?		X	Invite career placement & financial aid reps
<b>Contacting and Briefing COI</b>			
Veterans Administration representative contacted and/or briefed (vets on campus)?		X	Mtg with VA representative
Financial Aid Department briefed on LRP and ACF?	X		Followup with college first brief
ROTC Department (regardless of service) contacted and/or briefed?			Not applicable
Placement Office contacted to find out table days, career fairs, etc.?	X		Obtain schedule for fall semester
Does the school have media outlets (radio, TV, newspaper)?	X		Radio only
Have PSA, ads, or press releases been placed in these outlets?		X	PSA placement-company/HRAP interview
<b>Miscellaneous</b>			
Recruiters attending classes?	X		SGT Goss, SSG Miller next term
Current catalog and/or course schedule available at station?	X		Available online
Has HRAP been used at the school in the last 2 years?		X	Use C, Hardin, Etown, N Hardin HS grad
Has the college profile sheet been established (costs, majors, population)?	X		
<b>Completed and Reviewed By (Initial and Date):</b>			
<b>Recruiter:</b> _____	<b>RS Commander:</b> _____	<b>CLT:</b> _____	<b>ESS:</b> _____

USAREC Form 1256, Rev 1 May 2005 (Insert 3)

**Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)**

**COLLEGE MATRIX**

\*\*\*EVENTS AND ACTIVITIES IN BOLD PRINT WILL BE ASSESSED QUARTERLY\*\*\*

EVENT AND/OR ACTIVITY	WHO	DATE ASSESSED	INITIALS AND REMARKS
<b>JULY</b>			
Read and review USAREC Reg 601-104 and USAREC Pam 350-13.	All	10 Jul	Company training
<b>E-mail Rctg Bn USAR job vacancy lists to each Rctg Co and RS once a month.</b>	Rctg Bn Ops	16 Jul	E-mailed
<b>Continue contact of 2-year college students.</b>	Rctr	23 Jul	Ongoing
<b>Obtain college catalogs and calendar of events.</b>	Rctr	28 Jul	Student Services and Admissions
Contact admissions for campus tour, if new recruiter.	Rctr	NA	NA
<b>Establish college folder.</b>	Rctr	10 Jul	Reviewed at Company training
Coordinate with registrar and/or student affairs to assist during orientation week.	Rctr/RS Cdr	NA	NA
<b>Promote and/or schedule ASVAB (2-year colleges).</b>	Rctr/RS Cdr		Recontact in Oct
<b>Update postsecondary school data sheets (USAREC Form 636-B).</b>	RS Cdr	10 Jul	
Send current list of ConAP colleges points of contact to Rctg Co and RS.	ESS	21 Jul	E-mailed
Work with placement office to schedule Army career interviews.	Rctg Co Cdr/ RS Cdr	26 Jul	Company cdr scheduled for Nov/Dec
Work with student services office on calendar of planned college events.	Rctg Co Cdr/ RS Cdr	28 Jul	Obtained from Student Services
Contact PMS. Assist with summer camp preparation.	Rctg Co Cdr/ RS Cdr	NA	NA
Schedule TAIR assets.	Rctg Co Cdr/ RS Cdr/APA	15 Jul	Battalion APA has fall schedule
<b>Conduct quarterly school plan review (Apr, May, Jun).</b>	BLT/CLT/ESS/ APA	10 Jul	Company training
<b>Distribute matrix for college folder.</b>	ESS	1 Jul	E-mailed
<b>Conduct sustainment training (based on outcome of quarterly review).</b>	RS Cdr/CLT/ESS	10 Jul	Company training
Visit ConAP representatives.	Rctg Co Cdr/ RS Cdr/ESS	28 Jul	New application forms for ConAP
<b>Update USAR job vacancy lists and deliver copy to college placement offices.</b>	Rctr	28 Jul	Dropped off in Placement Office
<b>AUGUST</b>			
Assist with orientation week.	Rctr	NA	NA
Plan and/or schedule college visitations, table set-up dates.	Rctr	6 Aug	Mtg with Student Services Dir
Enroll in college class.	Rctr	6 Aug	SGT Goss
Target majors and campus clubs that are MOS specific.	Rctr/RS Cdr	18 Aug	63B-Automotive Program
Visit with student services and offer to participate in special events.	Rctr/RS Cdr	19 Aug	Recontact in Sep for Vets Day Program
Subscribe to campus newspaper.	Rctr	19 Aug	Notified Battalion APA
Coordinate with financial aid office to offer RPLs and briefings to students.	Rctr/RS Cdr	19 Aug	Entrance brief 2 Sep
<b>Promote and/or schedule ASVAB (2-year colleges).</b>	Rctr/RS Cdr		
<b>Obtain media outlet information, ad rates, and procedures.</b>	Rctr/RS Cdr	19 Aug	Battalion APA coordination
<b>Update postsecondary school data sheets (USAREC Form 636-B).</b>	RS Cdr	22 Aug	
Visit colleges and determine access policies.	Rctg Co Cdr/ RS Cdr	19 Aug	Visited with Student Services Dir
Obtain dates of college career days and nights.	Rctg Co Cdr/ RS Cdr	19 Aug	HS & College Fair Night 17 Oct
Coordinate with student services and/or alumni office to participate in homecoming events.	Rctg Co Cdr/ RS Cdr	NA	NA
Visit ConAP colleges.	Rctg Co Cdr/ RS Cdr/ESS	26 Aug	CPT Jones
Plan COI events for college personnel.	Rctg Co Cdr/ RS Cdr/ESS	26 Aug	Possible spring term event
<b>Request student recruiting information from all colleges.</b>	Rctg Co Cdr/ ESS	15 Aug	Letter sent to registrar
Coordinate TAIR assets with Liberal Arts Department, Band, Automotive, etc.	Rctg Co Cdr/ RS Cdr/APA		Recontact in Sep
<b>Ad placement.</b>	APA	26 Aug	APA coordinated
Contact state level college organizations (ACRAO, Veterans Affairs, financial aid officers).	Rctg Co Cdr/ ESS		
<b>Update USAR job vacancy lists and deliver to college placement offices.</b>	Rctr	25 Aug	Dropped off in Placement Office

USAREC Form 1256, Rev 1 May 2005 (Insert 4, page 1)

**Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)**

SEPTEMBER			
Coordinate career days with placement office.	Rctr	5 Sep	Scheduled for 21 Nov
Establish working relationship with Veterans Affairs representative.	Rctr	5 Sep	Give VA rep IRR leads
Attend college sports events or maintain knowledge of results.	Rctr		Intramural sports only-fall soccer
Identify college educators and administrators for educator and COI tour.	Rctr	5 Sep	Fin Aid/Career Placement Directors
Identify and prospect at off-campus student locations.	Rctr		Limited - mall
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Sep	
Coordinate with ROTC Department on planned activities.	Rctr/ Rctg Co Cdr		NA
Identify college's access policy.	Rctg Co Cdr/ RS Cdr		Determined in Aug mtg with Student Services Director
Plan COI event for student leaders.	Rctg Co Cdr/ RS Cdr	10 Sep	Student Leadership Council meets the first Tues of month
Coordinate with student services and/or alumni office to participate in homecoming events.	Rctg Co Cdr/ RS Cdr		NA
Obtain student recruiting information from colleges on semester and quarter plans.	Rctg Co Cdr/ RS Cdr	7 Sep	Received list from registrar on disk
Contact student president and faculty advisors of MOS-specific clubs (law enforcement, history, etc.).	Rctg Co Cdr/ RS Cdr	21 Sep	Mtg with vo-trade instructors (Auto, HVAC, Bldg Cons)
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	5 Sep	Dropped off at Placement Office
OCTOBER			
Identify date when students can stop out and receive full refund (first stop-out period).	Rctr	7 Oct	15 Oct
Begin contacting students, especially freshmen and seniors.	Rctr		Ongoing
Conduct classroom presentations.	CLT/Rctr	13 Oct	Lt wheel mech scheduled for 2 Dec presentation
Confirm mid-term and final exam periods.	Rctr	27 Oct	12-17 Dec finals week
Become acquainted with student organization leaders and faculty advisors.	Rctr	7 Oct	POC listing in Student Union on BB
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Oct	
Participate in homecoming activities.	Rctr/RS Cdr		NA-Vets Day (Battalion cdr speaking)
Plan COI event for student leaders.	Rctg Co Cdr/ RS Cdr	13 Oct	Student Leadership Council Mtg COI scheduled for Nov mtg
Invite ConAP point of contact to speak at Rctg Co training and/or to participate in an educator tour.	Rctr	7 Oct	Mtg with ConAP POC
Meet with college financial aid directors regarding LRP.	Rctg Co Cdr/ RS Cdr/ESS	13 Oct	Briefed on College First
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	15 Oct	E-mailed to Placement Office as requested by school
Have student recruiting information on hand or initiate action on colleges in noncompliance with Solomon Amendment.	Rctg Co Cdr/ ESS		NA
Planning for ad placement.	RS Cdr/APA		Battalion APA placing LRP ad for 15 Nov edition
Conduct quarterly school plan review (Jul, Aug, Sep).	BLT/CLT/ESS/ APA		At Battalion
NOVEMBER			
Coordinate with placement office to receive list of mid-year graduates.	Rctr	10 Nov	Grad date is 15 Dec recontact office after 15 Dec
Coordinate with financial aid office to participate in loan exit briefings.	Rctr	4 Nov	Only have entrance brief, exit brief is online, possible info on Web site
Identify date students can stop out and receive partial refund (second stop-out period).	Rctr		School will not release stop-out list
Continue contacting students (freshmen and seniors at 4-year colleges and all 2-year college students).	Rctr		
Continue liaison with student services and student organization leaders.	Rctr	4 Nov	COI event held for student ldrship council mtg Company cdr spoke at event
Confirm start and end dates of Christmas holidays and term breaks.	Rctr	10 Nov	Christmas break 18 Dec-11 Jan
Assist with Veterans Day activities.	Rctr	11 Nov	Battalion cdr spoke at Vets day event
Participate in homecoming activities.	Rctr/RS Cdr	NA	NA
Establish dates with placement office to conduct placement interviews (Special Mission and LRP).	Rctr/RS Cdr	20 Nov	Brigade linguist interviewing on 7 Dec
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Nov	
Obtain student recruiting information from colleges on quarter plan.	Rctg Co Cdr/ RS Cdr	29 Nov	Ltr drafted for next term request, send in Dec
Conduct sustainment training (based on outcome of quarterly review).	Rctg Co Cdr/ RS Cdr	30 Nov	Trng at Battalion ATC
Work with ROTC Department.	Rctg Co Cdr/ RS Cdr/Rctr	NA	
Conduct COI event for key college personnel.	Rctg Co Cdr/ RS Cdr/ESS	20 Nov	Briefed Placement Dir on Battalion's Educator Tour
Send documentation to USAREC on colleges in noncompliance with Solomon Amendment.	ESS		NA

USAREC Form 1256, Rev 1 May 2005 (Insert 4, page 2)

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)



Participate in state level college organization activity (ACRAO, Veterans Affairs, etc.).	Rctg Co Cdr/ ESS	15 Nov	ESS attended ACRAO State Conf
<b>Ad placement.</b>	APA	15 Nov	LRP ad in campus newspaper
<b>Update USAR job vacancy lists and deliver to college placement offices.</b>	Rctr	30 Nov	E-mailed as requested by college
<b>DECEMBER</b>			
<b>Contact mid-year graduates (2-year and 4-year).</b>	Rctr		Ongoing
<b>Participate in loan exit briefings (if available).</b>	Rctr/RS Cdr	2 Dec	Scheduled for entrance brief in Jan
Coordinate with ROTC to receive list of dropouts.	Rctr/RS Cdr	NA	NA
Evaluate Army DOD take in college market.	Rctg Bn S-3/Rctg Co Cdr/ESS		Brigade and Battalion market analysis scheduled for Feb
Work with ROTC Department.	Rctg Co Cdr/ RS Cdr	NA	NA
Plan COI event for college personnel.	Rctg Co Cdr/ RS Cdr/ESS	4 Dec	Possible faculty appreciation function in spring
Obtain senior ROTC stop-out lists.	Rctg Co Cdr/ RS Cdr	NA	NA
Work with ROTC Department.	Rctg Co Cdr/ RS Cdr	NA	NA
<b>Update postsecondary school data sheets (USAREC Form 636-B).</b>	RS Cdr	6 Dec	
<b>Update USAR job vacancy lists and deliver to college placement offices.</b>	Rctr	11 Dec	E-mailed to Placement Office
<b>JANUARY</b>			
Request and pick up (if available) list of nonreturning students.	Rctr	NA	
<b>Request student recruiting information for second semester.</b>	Rctr	15 Dec	Received from registrar 17 Jan on disk
Maintain liaison with student services and student organization leaders.	Rctr	21 Jan	Meeting with Student Leadership Board
Confirm mid-term and final exam periods.	Rctr	21 Jan	Finals 13-18 May
Confirm spring break dates.	Rctr	21 Jan	Spring break 14-21 Mar
Enroll in second semester class.	Rctr	7 Jan	SFC Mills
<b>Update postsecondary school data sheets (USAREC Form 636-B).</b>	RS Cdr	4 Jan	
Plan COI event.	Rctg Co Cdr/ RS Cdr	27 Jan	Faculty Appreciation Luncheon scheduled for 19 May
Conduct COI event for key college personnel.	Rctg Co Cdr/ RS Cdr/ESS		Scheduled
<b>Conduct quarterly school plan review (Oct, Nov, Dec).</b>	BLT/CLT/ESS/ APA	10 Jan	At Battalion headquarters
<b>Review college ad plan and develop plans for ad placement.</b>	RS Cdr/APA	25 Jan	Battalion APA placing ads for 18 Apr/10 May editions
<b>Update USAR job vacancy lists and deliver to college placement offices.</b>	Rctr	31 Jan	Dropped off at Placement Office
<b>FEBRUARY</b>			
<b>Pick up student recruiting information for second semester.</b>	Rctr	NA	Received 17 Jan
<b>Continue contacting all 2-year college students and 4-year freshmen.</b>	Rctr		Ongoing
Continue working relationship with Veterans Affairs representative.	Rctr	5 Feb	Planning for veterans back to school event for Apr (provide IRR leads)
Coordinate career days and interview schedule with placement office.	Rctr	5 Feb	Career fair scheduled for 18 Apr
<b>Identify date when students can stop out and receive full refund (first stop-out period, second semester).</b>	Rctr	5 Feb	Mtg with Fin Aid Dir-will not release information
Prospect at off-campus locations.	Rctr	12 Feb	
Attend college sporting events or maintain knowledge of results.	Rctr	25 Feb	Basketball tournament on campus
Invite ConAP point of contact to speak at a DEP function.	Rctr/RS Cdr	26 Feb	Brought FSTP members to college, briefed by ConAP POC
Coordinate with ROTC on planned activities.	Rctr/ Rctg Co Cdr	NA	NA
<b>Ad placement.</b>	APA	10 Feb	Scheduled for Apr and May
<b>Update postsecondary school data sheets (USAREC Form 636-B).</b>	RS Cdr	2 Feb	
<b>Update USAR job vacancy lists and deliver to college placement offices.</b>	Rctr	27 Feb	Dropped off in Placement Office
<b>MARCH</b>			
Coordinate with placement office to receive list of yearend graduates.	Rctr	4 Mar	Grad 20 May contact 22 May
Make class presentations.	Rctr	6 Mar	SGT Jones (MP) scheduled for 4 Apr presentation on law enforcement
<b>Continue contacting students; focus on 2-year students and 4-year freshmen.</b>	Rctr		Ongoing
Identify date when students can stop out and still receive partial refund (second stop-out period, second semester).	Rctr	21 Mar	College will not release info

USAREC Form 1256, Rev 1 May 2005 (Insert 4, page 3)

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Mar	
Place special mission and loan repayment ads.	RS Cdr/APA		Scheduled for Apr and May
Send documentation to USAREC on colleges in noncompliance with Solomon Amendment.	ESS	NA	
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	31 Mar	Placement services has online capability starting in May
<b>APRIL</b>			
Coordinate with financial aid office to participate in loan exit briefings.	Rctr	6 Apr	Financial aid will send out flyer on the Army's LRP
Continue contacting students; focus on freshmen and seniors and all 2-year college students.	Rctr		Ongoing
Ensure monetary obligations for college publication ads have been met.	Rctr/APA	10 Apr	Reconfirmed ads for Apr and May
Start planning next school year's college action plan.	Rctr/RS Cdr	21 Apr	Company training
Followup with educator tour participants.	Rctr/RS Cdr/ Rctg Co Cdr	11 Apr	Placement Director went on Battalion Ed Tour to Ft Benning
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Apr	
Review college ad plan.	RS Cdr/Rctg Co Cdr/APA		Scheduled Apr and May
Conduct planning for ad placement.	RS Cdr/APA		First ad ran the week of 21 Apr
Conduct quarterly school plan review (Jan, Feb, Mar).	BLT/CLT/ESS/ APA	5 Apr	At Battalion headquarters
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	25 Apr	Dropped off
<b>MAY</b>			
Contact yearend graduates (seniors) and 2-year college students.	Rctr	20 May	Picked up from registrar
Determine dates for orientation of incoming freshmen students.	Rctr	11 May	Scheduled for 15 Aug-3 Sep
Identify campus summer activities.	Rctr	11 May	Picked up summer schedule from student services
Participate in loan exit briefings (if available).	Rctr	11 May	Flyer provided to financial aid office
Conduct interviews at placement office.	Rctr/RS Cdr	11 May	Company cdr participated with rctr
Coordinate with admissions and registrar to offer assistance during orientation weeks.	Rctr/RS Cdr	5 May	College asked for folders
Coordinate with ROTC to receive list of dropouts.	Rctr/RS Cdr		NA
Compile list of lessons learned and bright ideas and submit to CLT and ESS.	Rctr/RS Cdr	25 May	Part of new Company college rctg plan
Submit ideas for next school year's college plan to ESS.	Rctr/RS Cdr/ CLT	25 May	
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 May	
Ad placement.	RS Cdr/APA	15 May	Ad placed, published, and copy sent to Battalion APA
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	27 May	E-mailed as requested by college
<b>JUNE</b>			
Continue contacting graduates, seniors, and all 2-year college students.	Rctr	1 Jun	Ongoing
Continue coordination with placement office.	Rctr	5 Jun	Summer term grads
Contact athletic director and offer color guard at next school year's sporting events.	Rctr	5 Jun	Vet Day
Prospect at off-campus locations.	Rctr	10 Jun	
Develop TAIR assets for next school year.	Rctr/RS Cdr	20 Jun	Mtg with Student Services Director and Battalion APA
Begin ordering RPIs and PPIs for next school year.	Rctr/RS Cdr	20 Jun	
Develop college ad plan for next school year.	Rctg Co Cdr/ RS Cdr/APA	22 Jun	
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Jun	
Establish dates to conduct sustainment training.	CLT/ESS	14 Jun	Company tng-college plan dev
Obtain media outlet information, ad rates, and procedures.	Rctr	26 Jun	New ad rates for upcoming school year, sent to Battalion APA
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	25 Jun	
Develop college recruiting plan for next school year.	ESS	15 Jun	Dropped off at Placement Office
Complete college prioritization sheet on all colleges.	Rctr/RS Cdr/ CLT		
COMMENTS:			

<b>High School Folder</b> (For use of this form see USAREC Reg 601-107)					
School Profile for SY: <u>2006-2007</u>		School Priority: <u>1</u>			
Graduation Dates: <u>17 Dec 06; 25 Jun 07</u>					
Type of School ( <i>circle the type(s) that apply</i> ):					
<input checked="" type="radio"/> Public <input type="radio"/> Private <input type="radio"/> High School <input type="radio"/> Vocational Technical (Secondary)                Other: _____					
<b>Contact Milestones</b>					
	Phase I	Phase II	Phase III	Phase IV	
	SY 1st Qtr (Jul-Sep)	SY 2d Qtr (Oct-Dec)	SY 3d Qtr (Jan-Mar)	SY 4th Qtr (Apr-Jun)	
Priority 1 Schools	HS Grads, Seniors, and Juniors--40 Percent	HS Grads, Seniors, and Juniors--75 Percent	HS Grads, Seniors, and Juniors--90 Percent	HS Grads, Seniors, and Juniors--100 Percent	
Priority 2/3 Schools	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	
SASVAB (ASVAB Priority Code 1 & 2)	SASVAB Leads I-III A or plans military--within 72 hours  SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III A or plans military--within 72 hours  SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III A or plans military--within 72 hours  SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III A or plans military--within 72 hours  SASVAB Leads I-III B--within 5 working days	
<b>High School Enrollment</b>					
Senior Males: <u>263</u>		Senior Females: <u>210</u>			
Junior Males: <u>248</u>		Junior Females: <u>261</u>			
Total Enrollment: <u>1,858</u>					
SASVAB Test Date(s)	Goal	Performance Achievements			
SVS Assigned SASVAB Responsibility (Circle appropriate service):  <input checked="" type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Air Force <input type="radio"/> Marine Corps		Enlistments			
		Current School Year		Previous School Year	
		RA	USAR	RA	USAR
		7	5	7	3
Students Tested (Previous School Year):  Seniors: <u>181</u> Juniors: <u>168</u>  Total: <u>349</u>	Achieved	7	5	6	5

**School Name:** Kennedy High School  
**Address:** 30043 Blacaw Road, Fremont, CA 94567

**Telephone:** (414) 651-2987

FACULTY INFORMATION		
NAME	OFFICE TELEPHONE	E-MAIL (if available)
Principal: <u>Gordon Perry</u>	<u>555-1265</u>	<u></u>
Assistant Principal(s): <u>James Dean</u>	<u>555-1262</u>	<u></u>
Registrar: <u>Marilyn Hanley</u>	<u>555-1934</u>	<u></u>
Counselor: <u>R. Schoolcraft</u>	<u>555-2846</u>	<u></u>
Newspaper/Yearbook Advisor: <u>Margaret Schultz</u>	<u>555-1635</u>	<u></u>
Faculty Members in USAR: <u>Jeff Holmes</u>	<u>555-1296</u>	<u></u>
Helpful Faculty Member(s): <u>Sharlette Brown</u>	<u>555-1890</u>	<u></u>

STUDENT INFORMATION		
President: <u>Jennifer Matthews (Student Body President)</u>	<u>555-1265</u>	<u></u>
Vice President: <u>Peter Parke (Student Body Vice President)</u>	<u>555-1261</u>	<u></u>
Secretary: <u>Clara Wright (Student Body Secretary)</u>	<u>555-1264</u>	<u></u>
Newspaper Editor: <u>Paul Ester</u>	<u>555-1934</u>	<u></u>
Yearbook Editor: <u>Spider McCoy</u>	<u>555-2846</u>	<u></u>
Helpful Student(s): <u>Aaron Gray</u>	<u>555-1265</u>	<u></u>
Students in USAR: <u>TJ Evins/Zack Ayers</u>	<u>NA</u>	<u></u>
Teacher Staff Advisor: <u></u>	<u></u>	<u></u>

JROTC INFORMATION		
Total number of JROTC Cadets (M/F): <u>NA</u> / <u>NA</u>	<u></u>	<u></u>
Director JROTC: <u></u>	<u></u>	<u></u>
Senior Instructor: <u></u>	<u></u>	<u></u>
JROTC Student Commander: <u></u>	<u></u>	<u></u>

SCHOOL CALENDAR OF EVENTS	
JULY	
AUGUST	
SEPTEMBER	1st day of school, 12 Sep 06
OCTOBER	Homecoming game, 11 Oct 06
NOVEMBER	
DECEMBER	Mid-term graduation, 17 Dec 06
JANUARY	Career day, 19 Jan 07
FEBRUARY	Job fair, 15 Feb 07
MARCH	
APRIL	
MAY	
JUNE	Graduation, 25 Jun 07

Figure B-2. Sample of a completed USAREC Form 446 (inside front cover) (Continued)

NAME OF SCHOOL NEWSPAPER: Kennedy Tiger Times

ACCEPT ADS:  YES    NO    ADS PLACED: YES    NO    DATES PLACED: 1 Oct 06, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

LOCATION(S) OF RPI RACK(S): Large rack in the cafeteria area and medium size racks in the library and counselor's office.

SCHOOL VISITATION POLICY: School is open to all visits; however, must check in.

CAREER DAY(S) (type, date, etc.): \_\_\_\_\_

EDUCATOR TOURS (when, where, who): \_\_\_\_\_

LIST(S) RELEASED BY SCHOOL OFFICIALS?  YES    Marilyn Hanley    NO  
(Enter Point of Contact)

SCHOOL DIRECTORY LIST INFORMATION (what, when, who): \_\_\_\_\_

Figure B-2. Sample of a completed USAREC Form 446 (inside back cover) (Continued)



RA FUTURE SOLDIER INFORMATION		USAR FUTURE SOLDIER INFORMATION	
NAME	OPTION	NAME	OPTION
Johnson, O.	11X1, ACF	Robinson, P.	57E 801 Gen Hosp 6X2 Cash Bonus
Adamson, V.	25V1		
Dennis, J.	91K1		
Allen, T.	71L1		
Wright, C.	61W1, Cash Bonus		
Ayers, W.	11B1, Fort Lewis		
Kessler, J.	64C1, 104th Tng Div		
Johnson, R.S.	3FFC		
Arenaz, M.	11X1, 104th Tng Div		
Jensen, K.	91CC, 104th Tng Div		
Trammel, K.	11C3, 104th Tng Div		

Figure B-2. Sample of a completed USAREC Form 446 (back cover) (Continued)

## HIGH SCHOOL PRIORITY EVALUATION

To determine the priority of each high school, use this form to evaluate its cooperation and support of Army recruiting. Check the appropriate box and total all points at the bottom of the page.

1. NAME OF SCHOOL: Kennedy High School		2. RSID: 6X1V	3. SCHOOL YEAR: 2006-2007
4. ACCESS: 9 <input checked="" type="checkbox"/> Recruiter has unrestricted access      6 ___ Recruiter restricted to two or less visits per year      3 ___ Recruiter denied access			
5. STUDENT DIRECTORY: 9 <input checked="" type="checkbox"/> Releases list with names, addresses, and phone numbers of 85 percent or more of the senior and junior class      6 ___ Releases list with partial directory information or less than 85 percent of the senior and junior class      3 ___ Refuses to release student directory information			
6. TOTAL SENIOR POPULATION: 9 <input checked="" type="checkbox"/> Large - 300 plus      6 ___ Medium - 100 to 300      3 ___ Small - below 100			
7. DOD MARKET SHARE: 9 <input checked="" type="checkbox"/> Three or more graduating seniors enlisted in one of the services, other than Army      6 ___ Two graduating seniors enlisted in one of the services, other than Army      3 ___ One graduating senior enlisted in one of the services, other than Army			
8. ASVAB: 6 ___ Mandatory - Tests all juniors and/or seniors      4 <input checked="" type="checkbox"/> Voluntarily - Tests juniors and/or seniors      2 ___ Refuses to test			
9. PUBLICITY: 6 <input checked="" type="checkbox"/> School allows RPI racks and posters, and will run Army ads and stories      4 ___ School severely restricts the placement of RPI racks and posters; school newspaper will run ads but no stories      2 ___ School refuses to allow any Army publicity			
10. PRESENTATIONS AND TAIR: 6 <input checked="" type="checkbox"/> Recruiter is allowed to make four or more presentations each SY; school willingly accepts TAIR activities      4 ___ Recruiter can only make one to three presentations each SY; school restricts TAIR activities      2 ___ School does not allow the recruiter to make presentations; refuses TAIR activities on campus			
11. JROTC: 4 ___ JROTC willingly cooperates with recruiter      2 <input checked="" type="checkbox"/> JROTC is neutral towards recruiting efforts or has no program			
12. TOTAL POINTS: 54			
13. THIS SCHOOL IS CODED (Priority 1 = 35 to 58; Priority 2 = 25 to 34; Priority 3 = 20 to 24) (Check one): <input checked="" type="checkbox"/> Priority 1 <input type="checkbox"/> Priority 2 <input type="checkbox"/> Priority 3			
14. RECRUITER: SSG Smith		15. STATION COMMANDER: SFC Jones	
16. COMPANY COMMANDER: CPT Thomas		17. DATE COMPLETED: 1 Jul 06	
18. COMMENTS:			

**Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)**

**CALENDAR OF EVENTS  
(JUL-SEP)**

	Date(s) Accomplished
<p>1. Contact school officials for appointment to discuss new or changed Army programs, confirm this year's school policies, schedule or confirm SASVAB dates, etc.</p> <p>REMARKS: 15 Jul 06 - Last contact before summer break. Confirm first semester calendar. 1 Sep 06 - Confirm Student ASVAB schedule with Mr. Castillo.</p>	<p>_____</p> <p style="text-align: center;">15 Jul 06</p> <p>_____</p> <p style="text-align: center;">1 Sep 06</p> <p>_____</p>
<p>2. Schedule career day, job fair, etc., presentations.</p> <p>REMARKS: Scheduled table for first semester career fair with Mr. Brown. Scheduled class presentation with Mr. Downs.</p>	<p>_____</p> <p style="text-align: center;">1 Sep 06</p> <p>_____</p> <p style="text-align: center;">1 Sep 06</p> <p>_____</p>
<p>3. Request directory information from registrar, principal, helpful administrator, etc.</p> <p>REMARKS: Obtain new school list with registrar. Check for additions or deletions.</p>	<p>_____</p> <p style="text-align: center;">15 Sep 06</p> <p>_____</p> <p>_____</p>
<p>4. Restock RPI rack, request activities calendar, sporting event schedule, etc.</p> <p>REMARKS: Restocked RPI rack. Need more success RPIs.</p>	<p>_____</p> <p style="text-align: center;">1 Sep 06</p> <p>_____</p> <p>_____</p>
<p>5. Schedule appointment to discuss upcoming school year with the director JROTC.</p> <p>REMARKS:</p>	<p>_____</p> <p style="text-align: center;">NA</p> <p>_____</p> <p>_____</p>
<p>6. Additional activities: <u>15 Sep 06 - Attended football game. Kennedy won 27-12</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

NOTE: Remarks must include results of all activities.

**Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)**

**CALENDAR OF EVENTS  
(OCT-DEC)**

Date(s) Accomplished

1. Identify and contact winter and/or mid-term graduates.

15 Oct 06

12 Dec 06

REMARKS: Received projected midterm graduation list (15 Oct). Confirmed midterm graduates (12 Dec).

2. Advertise, if possible, in the school newspaper.

1 Oct 06

REMARKS: Placed ad in school paper.

3. Attend school functions (sports events, PTA, career activities, etc.).

REMARKS:

4. Request and/or conduct educator/COI luncheon and/or tour.

11 Oct 06

REMARKS: Attended homecoming game (11 Oct 06).

5. Give class presentations.

1 Oct 06

11 Nov 06

REMARKS: Scheduled COI function. Conducted COI function (15 teachers, principal, and counselor staff attended). Education benefits presentation given.

6. Additional activities: 14 Nov 06 - Conducted Student ASVAB (380 seniors and 278 juniors tested).

NOTE: Remarks must include results of all activities.

**Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)**

**CALENDAR OF EVENTS  
(JAN-MAR)**

Date(s) Accomplished

1. Obtain spring sports schedules.

12 Jan 07

REMARKS: 12 Jan 07 - Received spring sports schedule.

2. Continue attending school functions (job fairs, career days, etc.).

21 Jan 07

REMARKS: Attended Sports Award Banquet.

3. Contact director JROTC for JROTC referrals.

NA

REMARKS:

4. Make class presentations.

NA

REMARKS:

5. Contact counselors to offer SASVAB testing a second time during the school year.

11 Feb 07

REMARKS: Scheduled presentation in Mrs. Johnson's physical education class.

6. Additional activities: Attended all varsity basketball games.

NOTE: Remarks must include results of all activities.

**Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)**

**CALENDAR OF EVENTS  
(APR-JUN)**

	Date(s) Accomplished
<p>1. Attend graduation and awards ceremonies.</p> <p>REMARKS: Presented scholar-athlete awards. Attended graduation.</p>	<p>6 May 07</p> <p>26 May 07</p>
<p>2. Continue attending school functions.</p> <p>REMARKS: Attended regional teacher meet.</p>	<p>12 Apr 07</p>
<p>3. Schedule junior class presentation.</p> <p>REMARKS: Attended junior assembly; gave 10-minute speech about Army programs.</p>	<p>1 Jun 07</p>
<p>4. Additional activities:</p> <hr/> <hr/> <hr/> <hr/>	
<p>5. Suggested ideas: <u>Schedule more class presentations and get in with physical education students (they seemed to like the Army physical training uniform).</u></p> <hr/> <hr/>	
<p>6. Additional remarks: <u>Great school year. Already began scheduling for next year's events. Planning school hand off to new recruiter prior to last day of school.</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

NOTE: Remarks must include results of all activities.

**Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)**

## **Appendix C**

### **USAR Unit Data Folder**

the FSTP control log, additional sheets of paper may be added.

#### **C-1. General**

USAREC Form 1149 (USAR Unit Data Folder) (see fig C-1) provides a historical reference of an AR unit. The folder assists the recruiter in maintaining a solid AR ownership program. The folder will help the recruiter provide detailed information to prospective applicants about AR units in their area. The folder provides a systematic method for compiling essential information about each AR unit. All areas of the folder will be filled out with the exception of influential members. The recruiter may supplement this folder. All entries will be done in pencil and updated each unit visit.

#### **C-2. USAREC Form 1149**

a. Front. A record of all pertinent data for the unit.

b. Inside front. Continuation of pertinent data to include:

(1) MOS Available. A list of current unit vacancies should be obtained from the unit representative.

(2) Primary Mission. Obtain this information from the unit's mission statement.

(3) General Information on Adventure Training. Does the unit conduct any type of adventure training? Where? When and what type?

(4) Training capability for FSTP functions. Obtain this information from the unit.

(5) RPC Information. When was the last Reserve Partnership Council (RPC) meeting, who attended (battalion representatives, AR representatives), what topics were discussed, what issues surfaced, what action was taken. Also annotate subsequent RPC meetings during the current FY. See USAREC/FORSCOM Reg 140-1.

(6) Date Company or Battalion Visit. Enter the visitor's rank and name, the date of the visit, and the reason for each visit.

(7) Last Unit Presentation. Record the date of all unit presentations the recruiter makes during the current FY.

c. Inside back. Annotate troop program unit (TPU) battle assembly dates and recruiter attendance. Also, enter the dates and locations for annual training.

d. Back cover. Annotate with name, enlistment option, and enlistment date for all FSTP members assigned to this unit.

#### **C-3. Filing and disposition**

a. Initiate USAREC Form 1149 for every TPU in the station's area. If two or more AR recruiters are assigned to a station, only one folder should be completed. AR recruiters will be responsible for maintaining the folder.

b. TPU folders will be filed in the station's active files where all assigned recruiters (AR and RA) will have access to them.

c. Maintain each TPU folder for as long as the unit is active. If more space is needed for



## USAR UNIT DATA FOLDER

(For use of this form see USAREC Reg 601-107)

Responsible Recruiter <u>SSG John A. Smith</u>	RSID <u>1E3A</u>
Unit Name <u>CO A 365 EN BN</u>	UIC <u>WSSEA0A</u>
Address <u>USARC, Bldg 315</u>	Priority <u>A</u>
<u>18th St &amp; J Ave, DDRE</u>	
<u>New Cumberland, PA 17070</u>	Phone Number <u>717-770-6583</u>
Unit Commander <u>CPT John Q. Public</u>	Phone H <u>717-770-9999</u>
	Phone W <u>717-770-8888</u>
XO/Deputy Commander <u>1LT Mark D. Mann</u>	Phone H <u>717-770-7777</u>
	Phone W <u>717-770-6666</u>
SGM/1SG <u>1SG David M. Jones</u>	Phone H <u>717-770-5555</u>
	Phone W <u>717-770-4444</u>
Unit Administrator <u>Mr. (SSG) Sam I. Iam</u>	Phone H <u>717-770-3333</u>
	Phone W <u>717-770-2222</u>
Retention NCO <u>SFC George S. Anderson</u>	Phone H <u>717-770-1111</u>
	Phone W <u>717-770-0000</u>
Training NCO <u>SFC Doug R. Johnson</u>	Phone H <u>717-770-9111</u>
	Phone W <u>717-770-8111</u>

UNIT NAME CO A, 365 EN BN

UIC WSSEA0A

PRIORITY A

FY 06

### INFLUENTIAL MEMBERS

NAME	UNIT POSITION	COMMUNITY POSITION
John Q. Public	Company Commander	Police Chief New Cumberland, PA
David M. Jones	First Sergeant	Personnel Director AMP Inc. Carlisle, PA
Doug R. Johnson	Training NCO	Manager Giant Prods Carlisle, PA

USAREC Form 1149, Rev 1 May 05 (Previous editions will be used)

Figure C-1. Sample of a completed USAREC Form 1149

## UNIT DATA

MOS Available 51B1, 54B1, 63B1, 92A1, 92G1, 62J1, 62E1

Primary Mission Provide combat engineering support for 99th RSC.

General Information on Adventure Training Realistic combat skills training; trains frequently in combat engineering and demolition skills.

Training capability for FSTP functions (availability of equipment, training aids, training sites, etc.):

Very helpful; provides space (both classroom and drill hall) for FSTP functions as well as numerous training aids.

Parent Unit HHC (-) 365 EN BN RSC 99th RSC

Address 101 Rte 61 South, Schuylkill Haven, PA 17972

Phone Number 717-385-5702

RPC Information \_\_\_\_\_

Date CLT/BLT Visit Company 070221

Remarks Introduced First Sergeant (Company) to the unit commander, First Sergeant, and unit administrator.

Last Unit Presentation 061213 - Met with supply sergeant. 070221 - Spoke with training NCO and retention NCO, who introduced me to all platoon sergeants and squad leaders.

Remarks Visit produced three referrals!

**Figure C-1. Sample of a completed USAREC Form 1149 (inside front cover) (Continued)**

## UNIT TRAINING DATES

				RECRUITER ATTENDED YES/NO
06	OCTOBER	11, 12	LOCATION <u>Fort Indiantown Gap, PA</u>	No
06	NOVEMBER	8, 9	LOCATION <u>Fort Indiantown Gap, PA</u>	No
06	DECEMBER	13, 14	LOCATION <u>USARC, DDRE</u>	Yes
07	JANUARY	10, 11	LOCATION <u>USARC, DDRE</u>	No
07	FEBRUARY	21, 22	LOCATION <u>USARC, DDRE</u>	Yes
07	MARCH	13, 14, 15	LOCATION <u>(MUTA 5) Fort Indiantown Gap, PA</u>	
07	APRIL	11, 12	LOCATION <u>Fort Indiantown Gap, PA</u>	
07	MAY	8, 9, 10	LOCATION <u>(MUTA 5) Fort Indiantown Gap, PA</u>	
07	JUNE	13, 14	LOCATION <u>USARC, DDRE</u>	
07	JULY	26	LOCATION <u>USARC, DDRE</u>	
07	AUGUST	8, 9	LOCATION <u>USARC, DDRE</u>	
07	SEPTEMBER	11, 12, 13	LOCATION <u>(MUTA 5) Fort Indiantown Gap, PA</u>	
ANNUAL TRAINING DATES: FROM <u>11 Jul 07</u> TO <u>25 Jul 07</u> LOCATION <u>Fort A.P. Hill, Virginia</u>				

**Figure C-1. Sample of a completed USAREC Form 1149 (inside back cover) (Continued)**

### FSTP CONTROL LOG

NAME	MOS	DATE ENLISTED
Kessler, John	64C	070621
Jensen, Kevin	91CC	070622
Trammel, Keith	11C3	070622
Robinson, Dameon	91B	070721
Jones, Bobby	64C	070807

Figure C-1. Sample of a completed USAREC Form 1149 (back cover) (Continued)

**Appendix D  
School Data Sheet (RA and AR)**

**D-1. General**

USAREC Form 636 (School Data Sheet (RA and AR)) records market data and recruiting activities associated with secondary schools. The form also provides the station commander a way to measure progress in penetrating the school market. Data from the form is obtained from recruiters' ALRLs and school folders.

**D-2. Procedures**

- a. Station commanders will:
  - (1) Initiate the form at the start of the SY (1 July or next available workday) and update it each recruit ship month (RSM) or as recruiters gather new information.
  - (2) Ensure an entry is initiated for each high school, vocational school, and college in the station's market.
  - (3) With assistance from the company, review school Future Soldier goals annually and make any required changes.
  - (4) Complete the form in accordance with sample at figure D-1 and instructions at table D-1.

- (5) Update the milestones for senior contact at the close of each RSM.
- (6) Monitor recruiter effort and results in each school, providing assistance and guidance as required.
- (7) Review each school folder at least monthly to ensure data posted to the form is properly recorded and the data coincides with the school data sheet.
- (8) Provide the company with updates as required.
- (9) Provide the company with a monthly consolidated report.
- (10) Maintain USAREC Form 636 in the station's management binder.
- b. Company commanders will:
  - (1) Analyze their stations' monthly consolidated reports and compare school folder and USAREC Form 816 data.
  - (2) Send monthly consolidated reports to the battalion education services specialist (ESS).

**D-3. Analysis of the form**

Commanders should use USAREC Form 636 and school folders together to measure recruiter effectiveness in the school recruiting market.

- a. Analysis of the previous year's enlistments,

current Future Soldier goals, and contract progress may indicate skill gaps which commanders may correct with training. Commanders may also find they can enhance school programs through their personal involvement in gaining school access.

- b. Efforts should be made to schedule ASVAB testing at least once per year in each school. Seniors and juniors should be scheduled for testing in secondary schools. College level schools should offer the test to all students. Failure to obtain a date for the ASVAB should result in special emphasis by the station commander to schedule the test. When another service is assigned responsibility for scheduling, coordination with that service will be required upon commitment of the school administration. Schools that decline participation must be reported to the company commander immediately.

**D-4. Disposition and filing instructions**

Maintain USAREC Form 636 in Record Number 601-210i (Recruiting Station Management Files), retain in current files for 2 years and then destroy.

**Table D-1  
Instructions for completion of USAREC Form 636**

Item	Field	Enter:
1	Company, Station, and RSID	Name of company, station, and recruiting station identification (RSID).
2	School Year	The SY covered by the form (e.g., 2006-2007).
3	As Of	The date of the most recent update of the form.
4	School Name	The name of the high school or secondary vocational-technical school.
<b>School</b>		
5	Type	<ul style="list-style-type: none"> <li>a. The code for the type of secondary school: P - Public PV - Private VT - Vocational-Technical</li> <li>b. Use code P for public vocational-technical schools that have their own school population and award a high school diploma.</li> <li>c. Use code VT for vocational-technical "feeder" schools whose population consists of students from surrounding high schools.</li> <li>d. Use code VT for Job Corps.</li> </ul> NOTE: List all schools that appear on the Detailed Station Report (DSRPT) and the positioning, analysis, and evaluation (PAE).
6	Priority	The high school's priority (1, 2, or 3). Use the High School Priority Evaluation Sheet included in USAREC Form 446 to identify the priority.
7	Directory Info	A "Y" if the school releases student directory information on seniors. An "N" if the school refuses to release under the "No Child Left Behind Act."
8	Access	A "Y" if the school allows military recruiters access to the school. An "N" if the school denies access.

**Table D-1**  
**Instructions for completion of USAREC Form 636--continued**

<b>Seniors</b>		
9	List	A "P" if at least 85 percent of the list is provided by the school. A "C" if the list had to be constructed to meet the 85 percent requirement. An "N" if the list is less than 85 percent complete. NOTE: A complete senior school list contains at least 85 percent of the names of the senior class population with either addresses or telephone numbers (a way to contact the student).
10	Population	The number of currently enrolled senior students (male and female combined).
11	ALRL	For Priority 1 schools, the number of seniors listed on the school's ALRL (must have address or telephone number or both).
12	Contacted	For Priority 1 schools, the total number of seniors contacted on the ALRL during the current SY.
13	Percent	For Priority 1 schools, the percentage of seniors contacted on the ALRL. Compare to milestones in item 35.
<b>Juniors</b>		
14	List	A "P" if at least 85 percent of the list is provided by the school. A "C" if the list had to be constructed to meet the 85 percent requirement. An "N" if the list is less than 85 percent complete. NOTE: A complete junior school list contains at least 85 percent of the names of the junior class population with either addresses or telephone numbers (a way to contact the student).
15	Population	The number of currently enrolled junior students (male and female combined).
16	ALRL	For Priority 1 schools, the number of juniors listed on the school's ALRL (must have address or telephone number or both).
17	Contacted	For Priority 1 schools, the total number of juniors contacted on the ALRL during the current SY.
18	Percent	For Priority 1 schools, the percentage of juniors contacted on the ALRL. Compare to milestones in item 36.
<b>Student ASVAB</b>		
19	Svcs Resp	The responsible service for scheduling the student ASVAB at the school. The information is available from the company or the ESS. A - Army AF - Air Force MC - Marine Corps N - Navy
20	Type Test	An "M" (mandatory) if the school requires students to take the ASVAB. A "V" (voluntary) if ASVAB testing is voluntary. A "D" (declined) if the school does not offer the ASVAB.
21	Test Date	The date students are scheduled to take the student ASVAB or date tested during the current SY.
22	SR I-III A	Number of senior alphas.
23	SR III-B	Number of senior bravos.
24	JR I-III A	Number of junior alphas.
25	JR III B	Number of junior bravos.

**Table D-1**  
**Instructions for completion of USAREC Form 636--continued**

<b>Enlistments</b>		
<b>RA</b>		
26	Previous SY	The number of RA contracts written the previous SY.
27	FS Goal	The Future Soldier goal for each school as established by the station commander.
28	Contracts	The total number of students contracted during the current SY. This includes all members of the senior class who contracted after graduation, but prior to 1 July of that same year.
<b>AR</b>		
29	Previous SY	The number of AR contracts written the previous SY.
30	FS Goal	The Future Soldier goal for each school as established by the station commander.
31	Contracts	The total number of students who enlisted in the AR during the current SY. This includes all seniors and currently in high school contracts.
<b>JROTC</b>		
32	Service	The code for the sponsoring service if the school has a Junior Reserve Officers' Training Corps (JROTC) program. Leave this space blank if the school has no JROTC. A - Army AF - Air Force MC - Marine Corps N - Navy
33	# Of SR Cadets	The number of senior cadets.
34	Recruiter	The last name of the recruiter assigned to the school.
35	Quarterly Milestone % SR	The quarterly contact milestone for seniors for each month in the current quarter. (Applies to Priority 1 schools only.) Milestones by quarter: 1st Qtr: 40 percent (Jul-Sep) 2d Qtr: 75 percent (Oct-Dec) 3d Qtr: 90 percent (Jan-Mar) 4th Qtr: 100 percent (Apr-Jun)
36	Quarterly Milestone % JR	The quarterly contact milestone for juniors for each month in the current quarter. (Applies to Priority 1 schools only.) Milestones by quarter: 1st Qtr: 40 percent (Jul-Sep) 2d Qtr: 75 percent (Oct-Dec) 3d Qtr: 90 percent (Jan-Mar) 4th Qtr: 100 percent (Apr-Jun)
37-55	Totals	The total number or percentage for each category. The electronic (FormFlow) version of this form automatically calculates these figures. NOTE: When reporting total high school population, do not include the redundant populations of VT schools (that is, VT schools whose population is already included in the population of a parent school).



**SCHOOL DATA SHEET (RA AND AR)**  
(For use of this form see USAREC Reg 601-107)

COMPANY, STATION, AND RSID: <sup>①</sup> North Company / Meade Station (8Z5H)										SCHOOL YEAR: <sup>②</sup> 2006-2007										AS OF: <sup>③</sup> Oct 06											
SCHOOL NAME	SCHOOL				SENIORS				JUNIORS				STUDENT ASVAB				ENLISTMENTS						JROTC		QUARTERLY MILESTONE % SR: <sup>③⑤</sup> JR: <sup>③⑥</sup>						
	TYPE	PRIORITY	DIRECTORY INFO	ACCESS	LIST	POPULATION	ALRL	CONTACTED	PERCENT	LIST	POPULATION	ALRL	CONTACTED	PERCENT	SVCS RESP	TYPETEST	TEST DATE	SR I-III A	SR I-III B	JR I-III A	JR I-III B	RA			AR			SERVICE	# OF SR CADETS	RECRUITER	
																						PREVIOUS SY	FS GOAL	CONTRACTS	PREVIOUS SY	FS GOAL	CONTRACTS				
North HS	P	1	Y	Y	P	325	311	254	79%	P	356	327	24	7%	A	V	21-Mar-04					5	6	2	4	4	4				Smith
Memorial HS	P	1	Y	Y	P	362	301	257	85%	P	389	324	56	17	N	V	11-Nov-03	11	25	65	74	8	10	4	3	4	4			Thomas	
Heritage Christian	PV	3	N	Y	C	21			####	N	24			####																Smith	
CV Academy	VT	2	Y	Y	P	53			####	P	56			####																Jones	
Eastern HS	P	2	Y	Y	P	154	154	78	51%	P	142	142	32	23	AF	V	10-Sep-03	11	5	12	14	3	5	1	1	2	2	A	16	Jones	
<sup>④</sup>	<sup>⑤</sup>	<sup>⑥</sup>	<sup>⑦</sup>	<sup>⑧</sup>	<sup>⑨</sup>	<sup>⑩</sup>	<sup>⑪</sup>	<sup>⑫</sup>	<sup>⑬</sup>	<sup>⑭</sup>	<sup>⑮</sup>	<sup>⑯</sup>	<sup>⑰</sup>	<sup>⑱</sup>	<sup>⑲</sup>	<sup>⑳</sup>	<sup>㉑</sup>	<sup>㉒</sup>	<sup>㉓</sup>	<sup>㉔</sup>	<sup>㉕</sup>	<sup>㉖</sup>	<sup>㉗</sup>	<sup>㉘</sup>	<sup>㉙</sup>	<sup>㉚</sup>	<sup>㉛</sup>	<sup>㉜</sup>	<sup>㉝</sup>	<sup>㉞</sup>	
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						915	766	580	76%		967	793	112	14%				22	30	77	88	16	21	7	6	10	2		16		

Figure D-1. Sample of a completed USAREC Form 636

**Appendix E**  
**Postsecondary School Data Sheet (RA and AR)**

**E-1. General**

USAREC Form 636-B (Postsecondary School Data Sheet (RA and AR)) records market data and recruiting activities in 2- and 4-year colleges, community colleges, and postsecondary vocational-trade schools. Station commanders use this form to measure market penetration in the postsecondary school market. Information annotated on the form comes from the ALRLs and postsecondary school folders.

**E-2. Procedures**

a. Station commanders will:

- (1) Initiate the form at the start of the SY (1 July or next available workday) and update each RSM or as recruiters gather new information.
- (2) Make sure an entry is initiated for each assigned postsecondary school.
- (3) Complete the form in accordance with

sample at figure E-1 and instructions at table E-1.

(4) Monitor recruiter effort and performance in each school and provide assistance and guidance as required.

(5) Review each school folder at least monthly to ensure data posted to the form is properly recorded and coincides with the school data sheet.

(6) Provide the company with updates as required.

(7) Provide the company with a monthly consolidated report.

(8) Maintain USAREC Form 636-B in the station's management binder.

b. Company commanders will:

(1) Analyze their stations' monthly consolidated reports and compare school folder and USAREC Form 816 data.

(2) Send monthly consolidated station reports to the battalion ESS.

**E-3. Analysis of the form**

Commanders use USAREC Form 636-B with school folders to measure recruiter effectiveness in the postsecondary school recruiting market.

a. Comparison of the previous year's enlistments to current enlistments and Future Soldier goals may indicate training needs in lead generation or the Army interview. The commander may also notice a problem with access to the school.

b. The commander can assess market penetration by analyzing the number of contacts, enlistments, and hi-grads.

c. Enlisting students throughout the SY indicates a well-planned, well-executed SRP.

**E-4. Disposition and filing instructions**

Maintain USAREC Form 636-B in Record No. 601-210i (Recruiting Station Management Files), retain in current files for 2 years and then destroy.

**Table E-1**  
**Instructions for completion of USAREC Form 636-B**

Block	Enter:
1	The name of company, station, and RSID.
2	The SY covered by the form (e.g., 2006-2007).
3	The date of the most recent update of the form.
4	The name of the degree-granting vocational-trade school, 2-year college, or 4-year college. Also include in this column college branch campuses that have a distinguishable school population and list. Do not include college satellite installations that just offer classes.
5	The type of institution (P-Public or PV-Private).
6	The code for the level of school (VT - Vocational-Trade; 2C-2-year college; 4C-4-year college). Definitions: a. Vocational-Trade (VT) - Nationally accredited 2-year or 4-year degree-granting private, for profit (proprietary) postsecondary institutions. These schools are career oriented, normally offering specialized degrees in business, health care, information technology, etc. b. Two-year college (2C) - Regionally accredited, public or private, 2-year degree-granting institutions, specifically junior colleges or community colleges. c. Four-year college (4C) - Regionally accredited, public or private, 4-year degree-granting institutions.
7	The priority of the school (1, 2, or 3). Use the College Priority Evaluation Sheet included in USAREC Form 1256 to identify the priority.
8	A "Y" if the school is a member of the Concurrent Admissions Program, an "N" if not a member.
9	A "Y" if the college agrees to release student recruiting information (list), an "N" if the college refuses to release a list.
10	A "Y" if there is access to the campus, an "N" if access is denied.
11	A "Y" if a list is received for the first term of the SY, an "N" for no list.
12	A "Y" if a list is received for the second term of the SY, an "N" for no list.
13	Code Other lists: GR - list of graduates; VA - list of Veterans; FA - list of students with financial aid; RO - list of Reserve Officers' Training Corps (ROTC) dropouts; or SO - list of stopouts; and an "N" for no Other list.
14	The total population of full-time undergraduates at 2-year colleges or 2-year degree-granting VT schools.

**Table E-1**  
**Instructions for completion of USAREC Form 636-B--continued**

15	For Priority 1 2-year colleges or 2-year vocational-trade schools the number of students on the ALRL (must have address and/or telephone number).
16	For Priority 1 2-year colleges or 2-year vocational-trade schools the total number of students contacted on the ALRL during the current SY.
17	For Priority 1 2-year colleges or 2-year vocational-trade schools the percent of students contacted on the ALRL. Compare to milestones listed in block 38.
18	The total population of full-time undergraduate students for 4-year colleges or 4-year degree-granting vocational-trade schools.
19	The total freshmen student population at 4-year colleges or 4-year vocational-trade schools.
20	For Priority 1 4-year colleges or 4-year vocational-trade schools the total number of freshmen listed on the ALRL (must have address and/or telephone number).
21	For Priority 1 4-year colleges or 4-year vocational trade schools the total number of freshmen contacted on the ALRL.
22	For Priority 1 4-year colleges or 4-year vocational-trade schools the percentage of freshmen contacted on the ALRL. Compare to milestones listed in block 39.
23	The full-time senior student population for 4-year colleges or 4-year vocational-trade schools.
24	For Priority 1 4-year colleges or 4-year vocational-trade schools the total number of seniors listed on the ALRL (must have address, telephone number, or both).
25	For Priority 1 4-year colleges or 4-year vocational-trade schools the total number of seniors contacted on the ALRL.
26	For Priority 1 4-year colleges or 4-year vocational-trade schools the percentage of seniors contacted on the ALRL. Compare to milestones listed in block 40.
27	The total number of RA contracts written the previous SY.
28	The Future Soldier goal established by the station commander.
29	The total number of RA contracts written during the current SY.
30	The total number of RA hi-grad contracts written during the current SY. A hi-grad is an applicant who enlisted with 30 or more semester hours.
31	The number of AR contracts written the previous SY.
32	The Future Soldier goal as established by the station commander.
33	The total number of AR contracts written during the current SY.
34	The total number of AR hi-grad contracts written during the current SY. A hi-grad is an applicant who enlisted with 30 or more semester hours.
35	ROTC on campus (A-Army, N-Navy, AF-Air Force). If no ROTC on campus leave blank.
36	The number of ROTC cadets on campus.
37	The number of ROTC cadets who enlist in the Simultaneous Membership Program during the current SY.
38	The quarterly contact milestones for 2-year college students (Priority 1 schools only) for each month in the current quarter: 1st Qtr 40% (Jul-Sep) 2d Qtr 75% (Oct-Dec) 3d Qtr 90% (Jan-Mar) 4th Qtr 100% (Apr-Jun)
39	The quarterly contact milestones for freshmen (Priority 1 schools only) for each month in the current quarter: 1st Qtr 0% (Jul-Sep)

**Table E-1**  
**Instructions for completion of USAREC Form 636-B--continued**

	<p>2d Qtr 40% (Oct-Dec)          3d Qtr 75% (Jan-Mar)          4th Qtr 100% (Apr-Jun)</p>
40	<p>List the quarterly contact milestones for seniors (Priority 1 schools only) for each month in the current quarter:          1st Qtr 0% (Jul-Sep)          2d Qtr 40% (Oct-Dec)          3d Qtr 75% (Jan-Mar)          4th Qtr 100% (Apr-Jun)</p>
41	<p>The last name of the recruiter assigned to the postsecondary school.</p>
42-64	<p>The total number or percentage for each category. The electronic version (FormFlow) of USAREC Form 636-B automatically calculates the total number and percentage for each category.</p>



**Appendix F**  
**Summary of Required Reports and Records**

**F-1. General**

This appendix provides a summary of reports and records applicable to station commanders as required by this regulation. Table F-1 lists

reports and records that are prepared and maintained on paper. Table F-2 lists reports and records that are prepared and maintained in ARISS.

**F-2. Supplementation**

Local supplementation of this appendix is pro-

hibited unless a copy of additionally required reports or records is furnished through the chain of command and approved by HQ USAREC, Assistant Chief of Staff, G-3, Policy Branch.

**Table F-1**  
**Summary of required reports and records (paper based)**

Report or Record	Type	Suspense	Report To	Reference
Recruiting Inspection Log	USAREC Form 1117	Monthly	Company	USAREC Reg 1-21
ADSW Performance Report	USAREC Form 979	As Required	Battalion Operations	USAREC Reg 601-106
Daily Expenses	SF 1164	Monthly	Battalion	USAREC Reg 37-16
High School Priority Evaluation	USAREC Form 446	As Required	Company	USAREC Reg 601-107
College Priority Evaluation	USAREC Form 1256	As Required	Company	USAREC Reg 601-107
Recruiting Unit Assets	USAREC Form 816	Monthly	Brigade	USAREC Reg 601-107
Referral Sheet	USAREC Form 512	As Required	Company	USAREC Reg 601-95
School Data Sheets	USAREC Form 636 and USAREC Form 636-B	Monthly	Company	USAREC Reg 601-107
Serious Incident Report	Telephonic	As Required	Company	USAREC Reg 380-4
Vehicle Usage Report	USAREC Form 584	Monthly	Company	USAREC Reg 56-1
Registration Application Summary	USAREC Form 1079	Quarterly	Company	USAREC Reg 608-1
New Recruiter Certification Program Tracking Log	USAREC Form 1006	As Required	Company	USAREC Reg 350-1
Station Commander Certification Program Tracking Log	USAREC Form 1259	As Required	Company	USAREC Reg 350-1
Near-Term Training Plan	USAREC Form 496	As Required	Company	USAREC Reg 350-1
Training Record	USAREC Form 967	As Required	Company	USAREC Reg 350-1

**Table F-2**  
**Summary of ARISS required reports and records**

TOS Leads Reports	Report Description	Rctr	Station	Co	Bn	Bde
FSTP Tracking Log	The FSTP Tracking Log was developed to identify all applicants that have enlisted in the RA or AR. Several Leads Report screens are involved when capturing the report information. To populate this report the record must have a Status of FSTP and an Enlistment Result Code of E. This report should be used during AARs to ensure all FSTP members are properly annotated in Leads Report.	X	X	X	X	

**Table F-2  
Summary of ARISS required reports and records--continued**

MEPS Processing List	The MEPS Processing List was developed to identify all applicants that have passed projection edits and have been successfully projected to MEPS. Submitting a successful projection entails completing the Prospect, 680-3A, and Projection screens. This report should be reviewed to ensure a successful projection has been submitted to MEPS and transferred successfully to the MEPCOM Integrated Resource System.	X	X	X	X	X
FSTP Separation Log (RWS)	The FSTP Separation Log was developed to identify those applicants that are pending separation or have been separated during the timeframe selected in the TOS criteria screen. To populate this report the record must have a Status of FSTP and a Disposition of Pending Discharge or Discharged.		X	X	X	X
Processing List	The Processing List was developed to identify those applicants who are currently processing. It allows leadership to monitor the station processing objectives and provides a snapshot of applicant status when conducting their AARs. The processing list should show all applicants that are processing and is based on the information recorded in the Contact History screen. The record will remain on the Processing List until the applicant's status is changed to FSTP/Enlisted or is terminated for another reason with a final disposition code.	X	X	X	X	X
Enlisted Conversion Data Chart (RA and AR)	The Conversion Data Chart determines the work requirements needed to achieve success in converting applicants through the processing cycle to produce contracts. Conversion data is a rollup of all your recruiters' work and shows how much work was required in the past to net a contract and how much work it should take in the future to repeat the cycle. During daily operations you must ensure the Contact History screen is annotated correctly in order to receive proper credit for the work accomplished daily. This information is utilized to complete the MAP.	X	X	X	X	X
Projection Summary	The Projection Summary Report was developed to identify recruiters who may be having a problem with submitting electronic projections for MEPS processing with the Leads Report application. This report is only available after the end of RCM and will not provide any information during the current RCM.		X	X	X	X
Advertising HQ USAREC (ADHQ) Leads Disposition	The Leads Disposition Report was developed to identify the recruiter's work habits in processing records within the Leads Report application. It identifies the time it takes to process a record through the system for the report period.	X	X	X		
Lead Source Analysis (LSA)	The LSA Report was developed to track and summarize the processing of lead sources. To use this report properly, the recruiter has to set the lead source and make the appropriate Contact History entries. This report can be generated for an individual lead source or all lead sources.	X	X	X	X	X
Milestone Tracking	The Milestone Tracking Report was developed to allow leaders the ability to manage the contact milestones. This report shows basic school information, total number of leads available, total number of contacts, milestone standards, and current status in Leads Report. This report will only show those leads that have been associated to a school or college on the Lead Information screen.	X	X	X	X	X
Tested Not Enlisted (TNE) Report	The TNE Report replaced the MET Report and captures those applicants who have tested but have not continued further processing. This report will not show student ASVAB results, only those tested at a MEPS or MET site.	X	X	X	X	
ADHQ Efficiency Report	The ADHQ Efficiency Report was developed to identify the status of advertising leads sent to the station and to determine if these leads are being processed in accordance with United States Army Recruiting Command (USAREC) regulations. Since these are the most expensive leads the command receives, information from this report helps establish the return on investment for each lead processed.	X	X	X	X	X
RSIDs With Unassigned ZIP Codes	The RSIDs With Unassigned ZIP Code Report was established to identify the number of schools by component, not assigned to a recruiter. There may be an issue with AR ZIP Codes not being assigned due to an AR recruiter not assigned to the station. This is acceptable; however, AR recruiters will automatically go to the RA recruiter who owns that school after ARISS does a check for the record already on the RA recruiter's RWS.		X	X	X	X



**Table F-2**  
**Summary of ARISS required reports and records--continued**

RSIDs With Unassigned Schools	The RSIDs With Unassigned Schools Report was established to identify the number of schools by component, not assigned to a recruiter. There may be an issue with AR schools not assigned due to an AR recruiter not assigned to the station. This is acceptable; however, AR records will automatically go to the RA recruiter who owns that school after ARISS does a check for the record already on the RA recruiter's RWS.		X	X	X	X
RSIDs With Unassigned Records	The RSIDs With Unassigned Records Report was established to identify records not assigned to individual recruiters for processing. Records can become unassigned when the station commander fails to reassign records from a recruiter who is leaving, or ZIP Codes and schools are not assigned to a recruiter within the station, or another station reassigned their records to the station.		X	X	X	X
Replication Detail	The Replication Detail Report was developed to identify recruiters and station commanders last successful replication. The report does not record updates as they occur, but every night at 2330. The report should be reviewed to reduce problems with individuals replicating and keeping their database and the main database in sync.		X	X	X	X
Replication Summary	The Replication Summary Report was developed for leaders to ensure their recruiters and station commanders are replicating regularly.				X	X
Current RWS Status	The Current RWS Status Report was developed to allow leaders a snapshot of the distribution of records between recruiters assigned to a station. This report does not record updates as they occur, but every night at 2330. This report breaks down assigned records by status by recruiter.	X	X	X	X	X
Projection Verification	The Projection Verification Report was developed to verify projections were received at the MEPS. After the recruiter replicates the projection, they should check this report to verify if the projection passed edits. An e-mail and ARISS message will be sent to the recruiter; however, it may take an extended amount of time. Using this report will give immediate feedback about the projection. The From Date should be the date the recruiter submitted the projection and not the actual projection date.	X	X	X		

**Appendix G**  
**Situational Awareness Board**

**Section I**  
**General**

**G-1. Purpose**

The SAB gives commanders a standardized device for displaying market demographics, zone of operations, and market penetration information. The SAB and a companion binder display a snapshot of recruiting operations, personnel, logistics, and market demographics. In other words, the SAB portrays the unit's contemporary operating environment. The commander uses the board to visualize, describe, and direct recruiting operations. This appendix covers SABs for enlisted stations and companies and health care stations and medical recruiting companies. See appendix X for chaplain recruiting teams (CRTs). Section II gives generic instructions for the construction and preparation of an SAB. Section III covers enlisted recruiting units and section IV covers health care recruiting units. Section V discusses briefings.

**Section II**  
**Construction and Preparation**

**G-2. Construction and layout**

The standard SAB is a presentation cabinet 48" wide by 48" high with two hinged doors. All SABs share certain characteristics. When open, a form on the inside of the left door displays the unit's mission and year-to-date (YTD) performance. The middle section holds a map of the unit's AO. The inside surface of the right door displays the commander's ROP and an analysis of the unit's SWOT.

a. Left side. A form, typically USAREC Form 711-3-A (or its equivalent), displays the unit's fiscal year to date (FYTD) mission and performance. This form is laminated to permit updating with erasable markers.

b. Center portion. The map and its overlays portray the location of the unit headquarters and any subordinate units; the locations of secondary and postsecondary schools, major industries, and TPUs; and the geographic location of each person who enlisted or commissioned during the current FY.

c. Right side. Two free-form documents displays the commander's ROP and SWOT analysis.

d. Binder. A physical or virtual container stores performance-related data to help the commander visualize, describe, and direct recruiting operations.

**G-3. Materials**

Commanders will use the following forms and materials to assemble the SAB.

a. Forms. See sections III and IV for specific form requirements.

b. Supplies and materials. All supplies and materials listed below (except the map) are available through normal organizational supply channels. Maps can be procured locally at little or no charge from Government agencies, chambers of commerce, or retail outlets.

c. Map of the unit's zone of operations.

d. Black map tape 1/8" wide.

e. Self-adhesive dots 1/4" in diameter in the following colors: Green, red, light blue, dark blue, yellow, and orange.

f. Self-adhesive stars 1/2" in diameter in the following colors: Red, blue, silver, gold, and green.

g. Self-adhesive mailing labels, 1-1/3" X 4" (e.g.,

Avery 8162 or similar).

h. Index cards, 5" X 8."

i. Clear acetate sheets large enough to cover the center portion of the board.

j. Markers, fine point dry-erase or water-washable colors (black, red, blue, green).

k. Thumbtacks, map tacks, or pushpins.

**Section III**  
**Enlisted Stations and Company Headquarters**

**G-4. General**

Stations and company headquarters will use USAREC Form 711-3-A (see fig G-1) to display the unit's mission and achievements.

**G-5. Posting requirements**

a. Left side. USAREC Form 711-3-A is the poster-size (15" X 24") version of USAREC Form 711-3 (RA and AR Performance) which is 8-1/2" X 11" available in electronic media. This form is where the commander posts the unit's mission and accomplishments. (See table G-1 for instructions.) Commanders will maintain the form as follows:

(1) Post the quarterly mission within 5 days of mission assignment.

(2) Post monthly achievements daily as they occur.

(3) Post quarterly achievements at the end of each quarter.

(4) Post FYTD data with requirements at the close of each RCM and achievements through the previously completed RCM.

(5) Post previous FY's data at the end of the FY where it will remain throughout the current FY.

b. Center (stations). The AO map and its legend display in the center section. The station

**Table G-1**  
**Instructions for completing USAREC Form 711-3 and USAREC Form 711-3-A**

Cell	Instructions
1	Enter assigned mission in black.
2	Enter total net achievements for assigned mission categories in blue for mission accomplishment and red for shortfalls.
3	Enter actual contract category net achievements in green by category (i.e., GB, HA, HB, CAT 4).
4	Enter total assigned mission for the RA, AR, and their combined total.
5	Enter total net achievements for assigned mission categories for the RA, AR, and their combined total.
6	Enter a blue "Y" if mission box or a red "N" if not.

commander places self-adhesive stars directly onto the map as described in table G-2. Map overlays are prepared as follows:

(1) Overlay 1. Map tape outlines the station's boundary. The station commander updates this overlay when necessary.

(2) Overlay 2. The station commander affixes a self-adhesive address label over each ZIP Code. A sample label appears at figure G-2; table G-3 gives detailed instructions for preparing labels. The data on the labels will be en-

tered in pencil and updated quarterly upon receipt of the FYTD station market share report. The station commander prepares a new overlay 2 at the start of the new FY and retains the old overlay in the unit's files for 2 years.

NOTE: In stations that have a high number of ZIP Codes or a small scale map, it may be impractical to affix the labels directly to the overlay. In such cases, the labels may be placed on 5" X 8" index cards and tacked to the inside of the center section. In these cases,

each ZIP Code must be identified on overlay 2 with a blue marker.

(3) Overlay 3. The station commander places a coded dot on overlay 3 to represent each enlistment contract. The legend shows the colored dot and coding for each type of enlistment. The position of the dot corresponds to the geographic location where the applicant was initially found (this includes college students). Dots for out-of-zone enlistments will be placed on the border of the station's

boundary. Updates to overlay 3 will be done as contracts are obtained. Overlays 2 and 3 will be

retained in the station's files for 2 years.  
NOTE: When a unit's zone changes, the sta-

tion commander will retain all overlays and maps for 2 years.

**Table G-2**  
**Contract and accession legend**

POSTING INSTRUCTIONS			
RESOURCES	1/2" STARS	CONTRACTS	1/4" DOTS
Stations	Red	RA Grad (see NOTE 1)	Green
Postsecondary Schools	Silver	RA High School Senior (HSSR)	Light Blue
High Schools	Blue	RA Other (see NOTE 1)	Yellow
Industries	Gold	AR GS (see NOTE 2)	Orange
AR and Army National Guard TPUs	Green	AR Prior Service (PS)	Red
		AR Other	Blue
<b>DOT CODING FOR TEST CATEGORY</b>		<p>NOTE 1: For the purpose of posting the SAB, RA grad includes GB and CAT 4. RA OTH covers PS enlistees and those who hold alternative education credentials: Tier 2 (general education development (GED)) and tier 3 (non-grads). Depict an RA IIIB grad with a green dot, but add a black pen-and-ink dot in the center (see coding at left).</p> <p>NOTE 2: For the purpose of posting the SAB, AR GS includes GA, GB, SA, and SB. AR OTH covers tier 2, tier 3, and currently in high school enlistments. Depict an AR IIIB grad with a blue dot, but add a black pen-and-ink dot in the center (see coding at left).</p>	
I-III A	No additional markings		
IIIB	●		
IV	X		

**Table G-3**  
**Instructions for completing ZIP Code information for the address labels for overlay 2**

Section	Instructions
ZIP Code	Enter the postal ZIP Code that corresponds to the area covered.
City	Enter the name of the city for that ZIP Code.
DOD Vol	Enter total number of enlistments FYTD for this ZIP Code (all services).
DOD GSA	Enter total number of GSA enlistments FYTD for this ZIP Code (all services).
AR	Enter total number of Army enlistments (volume) FYTD and the volume percentage.
AF	Enter total number of Air Force enlistments (volume) FYTD and the volume percentage.
N	Enter total number of Navy enlistments (volume) FYTD and the volume percentage.
MC	Enter total number of Marine Corps enlistments (volume) FYTD and the volume percentage.

c. Center (companies). The AO map and its legend display in the center section. The commander places self-adhesive stars directly onto the map to indicate the locations of stations (see table G-2). Map tape applied to an overlay outlines the boundaries of the company and each station.

d. Right side. The inside surface of the right door displays the commander's ROP and SWOT analysis. Neither of these items follow a pre-

scribed format. The commander may prepare these items in longhand or with the aid of word processing software.

(1) ROP. The commanders plan for pursuing and achieving the unit's mission.

(2) SWOT. The product of thorough analysis of all factors that affect the unit's ability to achieve its mission. This analysis forces the commander to ask hard questions about the mission, market, and recruiter force. The com-

mander will refresh the SWOT as often as necessary, but not less than monthly.

**G-6. SAB binder**

The commander may maintain the required reports in either a physical three-ring binder or in a virtual binder on the RWS. See table G-4 for a listing of reports required for the binder.

**Table G-4**  
**Required items for SAB binder**

	<b>Companies and Stations</b>	<b>Medical Recruiting Companies and Health Care Recruiting Stations</b>
Synchronization Matrix (see USAREC Manual 3-02, fig B-2)	X	X
LSA	X	X
Market Share Report	X	NA
MAP	X	X
MET TNE Report	X	NA
Future Solider (Officer) Log	X	X
School Data Sheets (USAREC Form 636 and USAREC Form 636-B)	X	NA
Medical Recruiting School Data Sheet (USAREC Form 636-A)	NA	X
Recruiting Unit Assets (USAREC Form 816)	X	NA
Medical Recruiting Station and/or Team Assets (USAREC Form 817)	NA	X
Mission Forms	X	X

**Section IV**  
**Health Care Recruiting Units**

**G-7. General**

Health care recruiting stations and medical recruiting companies will use USAREC Form 711-7-A (see fig G-3) to display the unit's mission and achievements.

**G-8. Posting requirements**

a. Left side. USAREC Form 711-7-A is the poster-size (15" X 24") version of USAREC Form 711-7 (Annual Medical Recruiting Mission Assignment (With Quarterly Breakout)) which is 8-1/2" X 11" available in electronic media. (See table G-5 for instructions on

completing.) Figure G-3 shows a sample of USAREC Form 711-7-A.

b. Center. The map is placed in the center section allowing the legend to be prominently displayed.

(1) Overlay 1. The commander uses 1/8" black map tape to outline the unit's boundaries. Commanders will update overlay 1 when the unit's boundaries change and will retain old maps and overlays in the unit's filing system for 2 years.

(2) Overlay 2. Using the Army Medical Department (AMEDD) contract and accession legend at table G-6, the commander places stars and dots corresponding to the appropriate locations.

c. Right side. The inside surface of the right door displays the commander's ROP and SWOT analysis. Neither of these items follow a prescribed format. The commander may prepare these items in longhand or with the aid of word processing software.

(1) ROP. The commander's plan for pursuing and achieving the unit's mission.

(2) SWOT. The product of thorough analysis of all the factors that affect the unit's ability to achieve its mission. This analysis forces the commander to ask hard questions about the mission, market, and recruiter force. The commander will refresh the SWOT as often as necessary, but not less than monthly.

**Table G-5**  
**Instructions for completing USAREC Form 711-7 and USAREC Form 711-7-A**

Input Annual Mission	This is the annual mission assigned to all levels. The annual mission will be broken down into quarter missions. This break out enables the Soldier or unit to allow for mission shortfalls that will be made up in the fourth quarter.
Mission Assignment Procedures	The brigade commander will mission the battalion commander. The battalion commander will then assign mission to each company. Company commanders will then assign the station mission to the station commander and the individual mission to the recruiters. <ul style="list-style-type: none"> <li>● All USAREC Forms 711-7 will be signed and dated by the appropriate individuals issuing and receiving mission.</li> <li>● All achievements will be updated when TOS credit is awarded.</li> </ul>

**Table G-6**  
**AMEDD contract and accession legend**

<b>Resources</b>	<b>Stars</b>
Stations Schools of Nursing Schools of Medicine, Dentistry, Veterinary Medicine, Pharmacy (indicate type of school by adding letter M, D, V, or P) Major Undergraduate Schools Reserve Units Battalion Headquarters	Red Gold Silver  Blue Green Blue With Red Dot
<b>Contracts</b>	<b>Dots</b>
*Active AMEDD *AR AMEDD	Red Yellow
*Letters to denote type of AMEDD contract: M = Medical Corps D = Dental Corps V = Veterinary Corps PH = Pharmacy O = Optometry S = Medical Service Corps H = Health Professional Scholarship Program N = Nurse Corps	

**Section V**  
**Briefings**

**G-9. Purpose**

The presentation of the station to a visitor reflects directly on the commander's managerial ability, proficiency, credibility, and total professionalism. A VIP visit is an opportunity for the commander to demonstrate his or her grasp of the unit's strengths and weaknesses, and ability to plan recruiting operations that capitalize strengths and correct deficiencies.

**G-10. Conduct of the briefing**

- a. Standard rules of military courtesy apply for all VIP visits.
- b. The commander or ranking noncommissioned officer (NCO) should greet the visitor at the door and introduce themselves. The commander next escorts the visiting party into the station or headquarters and introduces the recruiters and any other persons present. Recruiters should not interrupt an interview or telephone prospecting in progress.
- c. Next the commander should offer the visitor(s) a tour of the headquarters. The brief tour should include the supply room, testing room, and any adjoining rooms. The briefer should also mention any sister service recruiting offices.
- d. After the tour, the briefer should direct the guests to the SAB. The briefing should begin with the operations and market map. The briefer should point out the local headquarters, unit boundaries, and major points of interest (demographic and geographic market influencers).
- e. The briefer will then introduce the mission form (USAREC Form 711-3-A or its equivalent).

The briefer should not read the form, but should address the unit's current mission posture. Next the briefer should lead the visitor to the right side of the board and discuss the ROP and SWOT analysis. The briefer should be prepared to discuss the plan of action to correct short-falls.

- f. The briefer should invite the visitor to make comments in the unit's inspection log.

**RA AND AR PERFORMANCE**  
(For use of this form see USAREC Reg 601-107)

FY	REGULAR ARMY										ARMY RESERVE										TOTAL		SPECIAL MISSIONS									
	G A	G B	S A	S B	OTH	H A	H B	P S	C A T 4	R A T O T A L	G A	G B	S A	S B	P S	OTH	C A	C B	H A	H B	C A T 4	A R T O T A L	C O M B I N E D	M I S S I O N B O X	O C S R A	O C S A R	W O F T R A	W O F T A R	B A N D	R O T C	1 8 X	0 9 L
OCT	MSN	1	1	1	1	1				4	1	1	1	1	1	1						4	4		1	1	1	1	1	1	1	1
	ACH	2	2	2	2	2				5	2	2	2	2	2	2						5	5	6	2	2	2	2	2	2	2	2
NOV	MSN																															
	ACH																															
DEC	MSN																															
	ACH																															
QTR	MSN																															
	ACH																															
JAN	MSN																															
	ACH																															
FEB	MSN																															
	ACH																															
MAR	MSN																															
	ACH																															
QTR	MSN																															
	ACH																															
APR	MSN																															
	ACH																															
MAY	MSN																															
	ACH																															
JUN	MSN																															
	ACH																															
QTR	MSN																															
	ACH																															
JUL	MSN																															
	ACH																															
AUG	MSN																															
	ACH																															
SEP	MSN																															
	ACH																															
QTR	MSN																															
	ACH																															
FYTD	MSN																															
	ACH																															
LAST	MSN																															
FY	ACH																															

USAREC Form 711-3-A, Rev 1 Dec 2006

PREVIOUS EDITIONS ARE OBSOLETE

Figure G-1. Sample of a USAREC Form 711-3-A

ZIP Code	49015	City	Battle Creek
DOD Vol	17	DOD GSA	8
AR	7/41%	AF	3/18%
		N	2/12%
		MC	5/29%

Figure G-2. Sample ZIP Code label

**ANNUAL MEDICAL RECRUITING MISSION ASSIGNMENT (WITH QUARTERLY BREAKOUT)**  
(For use of this form see USAREC Reg 601-107)

RA								USAR							
CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent	CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent
<b>Nurse Corps</b>								<b>Nurse Corps</b>							
Psych Nurse 66C								Psych Nurse 66C	2	2				2	
OR Nurse 66E	2				2	1		OR Nurse 66E	10	2	5	1	2	6	
Nurse Anest 66F	1			1		1		Anesthetist 66F Entry 1LT						1	
Other Greater Than 1 Yr Exp	8	2	4		2			Anesthetist 66F Entry CPT	3			3		2	
Other Less Than 1 Yr Exp	12	3	3	3	3			66F/STRAP	3		1	2		2	
OB/Gyn Nurse 66H8G								Med/Surg 66H	43	16	14	12	1	41	
ANCP	3			3		1		Critical Care 66H8A	14	1	9	4		1	
<b>TOTAL</b>	<b>26</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>3</b>		<b>TOTAL</b>	<b>75</b>	<b>21</b>	<b>29</b>	<b>22</b>	<b>3</b>	<b>55</b>	
<b>Dental Corps</b>								<b>Dental Corps</b>							
Direct Accession	6			2	4	1		General Dentist 63A	8	1	4	1	2	6	
DC HPSP	25	5	16	4		11		Spec Dent (63D, 63E, 63F, 63N)	2		1	1		4	
<b>TOTAL</b>	<b>31</b>	<b>5</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>12</b>		<b>TOTAL</b>	<b>10</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>10</b>	
<b>Medical Service Corps</b>								<b>Medical Service Corps</b>							
Pharmacy Off 67E	2		1	1		4		Pharmacy 67E	2	1	1			4	
Optometrist 67F						1		Optometry 67F	1		1			1	
Podiatrist 67G								Podiatrist 67G	1	1				1	
Microbiologist 71A	1	1				1		70 Series (67A, 67J, 70B)	17	15	1	1		14	
Biochemist 71B	1	1				1		Microbiologist 71A	1					1	
Clinical Lab Off 71E	1	1				1		Biochemist 71B				2			
Research Psychologist 71F	1			1				Clinical Lab 71E	2					3	
Nuclear Med Science Off 72A	2		1	1		1		Research Psych 71F							
Entomologist 72B	1				1	1		Nuclear Med 72A	1		1			2	
Audiologist 72C						1		Entomologist 72B	1		1			2	
Env Science 72D	4	4				1		Audiologist 72C	1					1	
Sanitary Engineer 72E	1			1				Environmental Science 72D	2	2		1		1	
Social Work 67D/73A	1	1				1		Sanitary Engineer 72E	1	1				1	
Clinical Psych/CPRP	3					1		Social Worker 73A	1		1			1	
OP HPSP	3		3			11		Clinical Psych 73B	2	1		1		1	
Clinical Psych HPSP	2					1		<b>TOTAL</b>	<b>33</b>	<b>22</b>	<b>6</b>	<b>5</b>		<b>33</b>	
<b>TOTAL</b>	<b>23</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>26</b>		<b>Medical Corps</b>							
<b>Medical Corps</b>								<b>Medical Corps</b>							
Direct Accession	10	3	1	5	1	1		Preventive Med 60C/60D	2	1		1		1	
MC HPSP	50	13	18	16	3	44		OB/Gyn 60J	1		1			1	
<b>TOTAL</b>	<b>60</b>	<b>16</b>	<b>19</b>	<b>21</b>	<b>4</b>	<b>45</b>		LDG (60K, 60L, 60T, 60V, 61G, 61K, 61L, 61Z)	3			2	1	2	
<b>Veterinary Corps</b>								<b>Veterinary Corps</b>							
Direct Accession	2				2	2		Anesthesiologist 60N	2				2	2	
VC HPSP	6			6		5		Ophthalmologist 60S	1			1		1	
<b>TOTAL</b>	<b>8</b>			<b>6</b>	<b>2</b>	<b>7</b>		Psychiatrist 60W	3			1	2	2	
<b>Specialist Corps</b>								<b>Specialist Corps</b>							
OT Student 65A								Internal Med 61F	3		1	1	1	4	
OT Direct 65A								Family Practice 61H	7	2	1	2	2	5	
PT Student 65B	2			2		3		General Surgeon 61J	6		3	2	1	4	
DI Student 65C	2			2		1		Ortho Surgeon 61M	5	1	1	1	2	5	
<b>TOTAL</b>	<b>4</b>			<b>4</b>		<b>4</b>		Diagnostic Rad 61R	1				1	1	
<b>Veterinary Corps</b>								<b>Veterinary Corps</b>							
Field Vet 64A	5	1			1	3	4	Pathologist 61U	1		1	1		1	
<b>TOTAL</b>	<b>5</b>	<b>1</b>			<b>1</b>	<b>3</b>	<b>4</b>	Emergency Med 62A	4				1	5	
<b>Specialist Corps</b>								<b>Specialist Corps</b>							
OT 65A	1	1				1		<b>TOTAL</b>	<b>38</b>	<b>6</b>	<b>8</b>	<b>12</b>	<b>13</b>	<b>34</b>	
PT 65B	2	1				1		<b>Summary</b>							
Diet 65C	2					1		CATEGORY	MSN					ACH	Percent
PA 65D								RA TOTAL	152	34	53	47	18	97	
<b>TOTAL</b>	<b>5</b>	<b>2</b>				<b>1</b>	<b>3</b>	USAR TOTAL	167	53	51	45	18	139	
<b>Summary</b>								<b>Summary</b>							
<b>TOTAL MISSION</b>								<b>TOTAL MISSION</b>							
<b>MISSION BREAKOUT PERCENTAGE</b>								<b>MISSION BREAKOUT PERCENTAGE</b>							
<b>TOTAL PERCENTAGE</b>								<b>TOTAL PERCENTAGE</b>							
<b>RA PERCENTAGE</b>								<b>RA PERCENTAGE</b>							
<b>USAR PERCENTAGE</b>								<b>USAR PERCENTAGE</b>							

<b>STATION NAME</b>	
PRINT (RECRUITER NAME, RANK OR STATION): Jones, Mark J. LTC 7th MRB	DATE ISSUED: 20-Jun-06
ABOVE IS YOUR FY _____ RECRUITING MISSION	
RECRUITER SIGNATURE: /signed/	DATE: 20-Jun-06
COMMANDER SIGNATURE (OIC or TC): /signed/	DATE: 20-Jun-06



## **Appendix H**

### **Conversion Data Chart**

#### **H-1. General**

Station ARISS conversion data determines the work effort necessary, at each phase of the processing cycle, to achieve an enlistment. Station conversion data is the foundation on which the MAP is built.

#### **H-2. Policy**

ARISS conversion data is computed and maintained for RA and AR at the TOS. Information supplied by the recruiter determines the accuracy and timely replication of data. Station commander approval is no longer required to change the status of a record (lead to prospect, prospect to applicant). Once replication has occurred, all status changes are made and appropriate processing reports are automatically populated. If bad appointments are consistently entered in the system, the conversion ratio will reflect them. See USAREC Pam 601-32, chapter 32 and appendix A thereto.

a. Recruiters will record their work activity and FSTP information daily.

b. From test pass through contract, only alpha contracts will count for conversion data (except for the PS category on the AR charts, where all data is used regardless of test category). This will raise conversion data for appointment made through test high enough to cover for the assigned "other" mission.

c. All calculations are automatic and based on input by recruiters on their RWS. To ensure accuracy, station commanders must require recruiters to update their data and replicate regularly.

d. The station commander must understand how a recruiter's efforts can affect conversion data. Prior to the new RCM, station commanders must review each recruiter's conversion data and explain to them how it can impact mission success.

#### **H-3. Conversion data chart**

Conversion data is an automated process completed at the TOS. Station conversion data is a rollup of all recruiter data and is only as accurate as the information provided. During daily operations, recruiters must follow proper business rules to receive credit for their efforts. Business rules are a step-by-step process that must occur in sequence. If shortcuts are taken, credit for completed actions may not be counted (see USAREC Pam 601-32). It is imperative the station commander monitor recruiters' regulatory compliance with regard to the update of ARISS records and the replication process. Station commanders will maintain monthly conversion data in the conversion data folder of the electronic filing cabinet to verify review.

#### **H-4. Disposition and filing instructions**

Conversion data will be retained in the electronic filing cabinet through the RCM. Historical conversion data can be found in ARISS TOS.

## **Appendix I**

### **Lead Source Analysis**

#### **I-1. General**

The ARISS LSA Report was developed to track and summarize the processing of all lead sources. It provides the recruiter and station commander a method to evaluate all lead sources (either system delivered or recruiter generated) and better direct recruiting efforts. Individual recruiters have access to their own LSA at the TOS. All ARISS LSA Reports are populated automatically based on the processing cycle.

NOTE: Station commanders cannot alter this report.

#### **I-2. Procedures**

Review and analysis of lead source data can identify training needs. Station commanders must provide training and leadership to minimize work effort and maximize market penetration. Station commanders will maintain a monthly copy of the station's ARISS LSA Report in the electronic filing cabinet.

#### **I-3. Analysis**

a. The number of appointments conducted, to number of enlistments obtained, indicates prospecting efficiency.

b. The absence or low volume of appointments made in a given market could indicate a market of opportunity. Opportunities of this nature should be analyzed to determine if the market can support increased prospecting activity.

c. A high number of appointments to a low number of enlistments could indicate a training need. The station commander after further investigation can pinpoint the exact cause and take appropriate action, such as training or increase prospecting.

d. Regardless of the conversion ratio (i.e., 13:1, 4:1), station commanders are responsible to retain appointments conducted but not contracted and give guidance for followup. Station commanders must review ARISS LSA data with recruiters and train them to analyze each lead source.

#### **I-4. Disposition and filing instructions**

Retain all remaining paper-based USAREC Forms 762 (Lead Source Analysis Sheet) in the station's 601-210i recruiting management records for 2 years. All ARISS LSA data will be retained in the electronic filing cabinet by RCM through the FY. Thereafter, all historical LSA data can be obtained by accessing ARISS TOS.

## **Appendix J**

### **School Recruiting Program**

#### **J-1. General**

An SRP is a commander's plan to seek enlistments from among students in the postsecondary and secondary schools within their area of responsibility. An SRP helps recruiters penetrate the school market. A well-designed SRP creates positive awareness of the Army and interest in Army programs among students and the people who influence them. Therefore the SRP must address not just students, but educators, parents, and other COIs. Battalion and company commanders prepare an SRP during the fourth quarter of the SY.

#### **J-2. Purpose**

The purpose of the SRP is to develop strategies, set goals, establish school priorities, and provide guidance to effectively penetrate the school market. The SRP combines regulatory requirements and successful techniques and ideas to assist the field force. Recruiters must focus their prospecting efforts on the grad male market. However, the SRP is the foundation of mission success. If commanders do not execute a solid and persistent recruiting effort in senior market year after year, they cannot expect to find success in the grad market.

#### **J-3. School plan**

During the 3d quarter, brigades will provide school plan guidance to battalions for the upcoming year. Battalion commanders will then develop an SRP that will meet their specific mission objectives and goals. The plan will include a matrix of activities that identify the tasks necessary to effectively manage and penetrate both the postsecondary and secondary school markets. It is important commanders use the matrix as a guide when evaluating the effectiveness of their SRP. Continual assessment of the school plan will help direct recruiter activities and positively impact mission accomplishment. A well executed school plan will identify markets of opportunity and areas that may need special attention. Commanders are responsible for the development, implementation, followup, analysis, and assessment of the SRP.

#### **J-4. School plan topics and programs**

The SRP should address the following topics and programs:

- a. School priorities.
- b. ASVAB testing goals.
- c. FSTP goals for RA and AR.
- d. Goals and strategies for obtaining directory information (school lists).
- e. Calendar of college and school activities (see USAREC Pam 350-13, chap 5).
- f. Goals and strategies for the Concurrent Admissions Program.
- g. Educator and COI tours.

#### **J-5. Company school plan**

Company commanders will use the battalion school plan as a guide when developing their

school plan. Company school plans should be tailored to meet specific goals and objectives and may include additional tasks that address market peculiarities. Company commanders will send their school plans to their stations and the battalion ESS by 31 July of the current SY.

#### **J-6. Disposition and filing instructions**

A copy of the completed battalion school plan, school plan matrix, and company plans will be filed in 601-210i (School Plans and Matrix) and retained for 2 years. The battalion ESS will maintain this file.

**Appendix K**  
**Chaplain Lead Refinement Codes**

Chaplain recruiters will use the codes in table K-1 as they refine their lists of prospects.

NOTE: A contact is defined as a personal conversation with the prospect. Secondhand information regarding death or handicap also constitutes a contact.

**Table K-1**  
**Chaplain lead refinement codes**

<b>Attempt Codes</b>	
SV	Graduate school visit
FC	Faith group conference
TC	Telephone call
HC	House call
MO	Mail out (not to be construed as a contact)
NA	No answer or not available
NH	Not home
<p><b>Unsuccessful attempts can be sent a mail out or will be annotated with either HC (house call), TC (telephone call), or SV (school visit) followed by these LRL attempt codes:</b></p>	
NA	No answer or not available
NH	Not home
LM	Left message
<b>Lead Refinement Disposition Codes</b>	
200	<p>Lead becomes a prospect (agreed to a physical). The code 200 is a permanent entry once entered. No other annotation is necessary unless USAREC Form 200-7 is terminated or applicant is Department of the Army (DA) selected. Leave code 200 and further annotate the lead with an appropriate code from below:</p> <p>NOTE: Codes are annotated in the code box until a 200 entry is made. Once the 200 entry is made, these codes are placed under the code box with the 200 entry.</p>
F	Lead unwilling to commit. Near-term followup required. At a minimum, indicate reason(s) for next followup. Indicate plan for followup by placing the "FU month" in the margin (in pencil) right of the "Results Code" box. Recruiter should also enter an appropriate reminder in his or her planning guide.
U	Lead found to be unqualified. Indicate reason.
M	Lead moved out of zone. Forward to CRT nearest new address (indicate how verified).
X	Unable to contact. (Implies reasonable efforts have been made.)
NI	Proved to be totally without interest in the chaplain program. Indicate reasons.
CH or CC	DA selected for either the chaplain program or the chaplain candidate program.

## Appendix L Chaplain School Recruiting Program

### L-1. General

Recruiters are responsible for graduate theological schools in their brigade boundaries. Most schools limit the time recruiters have to make presentations, contact prospects, set up booths, etc. It is vitally important recruiters make maximum use of their time when planning and implementing their school program. The keys to an effective school program are:

- a. Visits. Schedule visits 3 to 6 months in advance by contacting the appropriate school officials, usually the dean of students, admissions officer, event coordinator, etc. Don't limit visits to just booths; seek opportunities to speak in chapel, participate in special events, address classes, or any other occasion that may be appropriate.
- b. School directories. Attempt to acquire a student list. To maximize the impact of a visit it is recommended that the recruiter attempt to reach students by e-mail prior to the visit to schedule interviews.
- c. COIs. Develop a good working relationship with the COIs in each of the schools.
- d. Chaplain mentors. Use mentors to extend recruiter coverage and influence (see app M).

### L-2. USAREC Form 1161

The purpose of this form is to provide recruiters and their supervisors with a historical performance record. The form provides a systematic method for compiling and recording essential data for each school.

a. Requirements. Thoroughly fill out a USAREC Form 1161 (see fig L-1) on every "A" and "B" priority graduate-level theological school in the brigade's boundaries. Get as much information as possible on priority "C" institutions. Use black ink or typewritten entries except where noted. An explanation of the required information follows:

- (1) School, Telephone, Address, and Contact. Enter specific information on the institution. Enter the name of the person who assists in the arrangements for your school program.
- (2) School Profile for SY. Enter the dates of the SY.
- (3) Calendar System. Check whether the school is on a quarter or semester system.
- (4) School Priority. Place priority "A," "B," or "C" as applicable.
- (5) Dates. Enter the first and the last day of classes for each semester or quarter, as applicable. The WTR (winter) block will only be used for schools on the quarter system.
- (6) Predominant Faith Group/Denomination. Check appropriate category and fill in blanks as appropriate. Also annotate if they are sacramental, nonsacramental, or special category.
- (7) Full-Time Enrollment by Degree Program/Gender. Enter the number of students for each of the degree programs by gender in the appropriate blocks. The degree programs are:

- (a) M.Div. = Master of Divinity.
- (b) S.T.M. = Master of Sacred Theology.
- (c) Th.M. = Master of Theology.
- (d) Other Mstr = Any other master's degree programs.
- (e) D.Min. = Doctor of Ministry.
- (f) Th.D. = Doctor of Theology.
- (g) S.T.D. = Doctor of Sacred Theology.
- (h) Ph.D. = Doctor of Philosophy.
- (i) Other Dr. = Any other doctoral programs.

(8) Recruiting Accomplishments. Enter the number of candidates recruited in the current SY (in pencil) and the last 3 SYs in the accomplished column. Identify the recruiter's goal for those years and the current SY and enter the number in the "Goal" column. The goal should be a reflection of past accomplishments and propensity of students for Army service. It is a way for recruiters to plan their activities and direct their efforts toward mission accomplishment.

(9) Current Candidates. List chaplain candidates attending an institution. They are a good source for referrals and opening doors in the school.

(10) Centers of Influence. List the names of influential people at the school.

(11) School Visits Planned. Enter the date(s) the visit(s) is planned in pencil and change to ink when confirmed with the school.

(12) Special Dates, Celebrations, or Occasions. Enter the date and event or occasion of any unique or special programs that may represent an opportunity to reach more people. For instance, convocations, reformation lectures, alumni days, etc.

(13) School Visit Restrictions. Annotate any restrictions the institution may place on the recruiter's access to the campus and/or students.

(14) Location(s) of RPI Display(s). Enter the specific location of any advertising the recruiter has placed in the school. The recruiter should check the display(s) whenever possible and update whenever necessary. A local chaplain candidate or a seminary employee could help maintain the display.

(15) School Directory List Information. Enter any information pertinent to the obtaining of a student directory. Specifically address availability of the list, who provided the list, and when a new list may be available.

(16) Result of Visit(s). Record the date and activities surrounding each visit to the school. Make special note of the number of qualified contacts and appointments made, application worksheets distributed, and any other mission activity. This is one of the most important entries, as it gives recruiters and their supervisors historical data on the recruiting success of a particular institution.

b. Filing and disposition. Initiate USAREC Form 1161 on 1 July of each year or the next available workday.

(1) The recruiter will hold the current year's data sheets in the production management binder. It is the recruiter's responsibility to keep

the information current in accordance with this appendix.

(2) The recruiter will maintain the past 4 years' data sheets in their inactive files. Data sheets older than current SY plus 4 years may be destroyed.

### CHAPLAIN GRADUATE SCHOOL DATA SHEET

(For use of this form see USAREC Reg 601-107)

SCHOOL: General United Theological Seminary TELEPHONE: (111) 555-2222

ADDRESS: 12345 E. College Ln., Anytown, KY 40600 CONTACT: Rev. Matthew Brady

SCHOOL PROFILE FOR SY: 06/07 Calendar System (check):  QTR  SEM SCHOOL PRIORITY: B

	START	END	START	END	START	END
DATES:	FALL:	<u>4 Sep</u>	<u>19 Dec</u>	WTR (if appl):		
				SPR:	<u>5 Jan</u>	<u>22 May</u>

PREDOMINANT FAITH GROUP/DENOMINATION (Check category and fill in blank as appropriate):

ROM CATH  
  JEWISH  
  MUSLIM  
  ORTHO  
  PROT (IB) \_\_\_\_\_  
  PROT (NIB) Interdenominational

FULL-TIME ENROLLMENT BY DEGREE PROGRAM/GENDER:

	M.Div	S.T.M./Th.M	Other Mstr	D.Min.	Th.D./S.T.D.	Ph.D	Other Dr.	TOTAL
Male	237	0	162	27	0	0	0	426
Female	42	0	143	2	0	0	0	187

RECRUITING ACCOMPLISHMENTS:

	GOAL	ACCOMPLISHED
CURR SY	3	1
LAST SY	1	2
2D PREV SY	0	1
3D PREV SY	1	0

CURRENT CANDIDATES (if additional space required, use back):

NAME	PHONE
Sanchez, David	(111) 555-1928
Vanderkwist, Molly	(111) 555-2819
Smythe, George	(111) 555-8291

CENTERS OF INFLUENCE:

PRESIDENT: Dr. Louis Green SECRETARY: Ms. Thelma Barnes  
 DEAN OF STUDENTS: Dr. Robert Pean REGISTRAR: Mr. David Mann  
 DEAN OF ADMISSIONS: Rev. Micah Webster STUDENT BODY PRES: Zachariah Jackson  
 USAR MEMBERS: David Mann, Rev. Jill Marie (History Prof), Luke Robertson (Custodian)  
 CHAPLAIN MENTORS: \_\_\_\_\_

SCHOOL VISITS PLANNED:

18-20 Sep 06; 26-27 Feb 07

SPECIAL DATES, CELEBRATIONS, OR OCCASIONS:

Convocation - 4 Sep 06; National Prayer Breakfast - 26 Feb 07

SCHOOL VISIT RESTRICTIONS:

None

LOCATION(S) OF RPI DISPLAY(S):

Student Lounge, Library

SCHOOL DIRECTORY LIST INFORMATION (Availability, Who, When):

Available 1 Oct 06 - see Matthew Brady

RESULT OF VISIT(S) (Highlight qualified contacts made, appointments made, application worksheets given, physicals scheduled, etc.):

18-20 Sep 06 - 15 good contacts with 5 appts made, 3 worksheets, 1 physical scheduled, will followup with others. Good reception-asked to return.

Figure L-1. Sample of a completed USAREC Form 1161

## **Appendix M**

### **Chaplain Mentor Program**

#### **M-1. Chaplain mentor**

A chaplain mentor is an active duty (AD) or AR chaplain or senior chaplain assistant who volunteers to offer counsel and guidance to CH/CC applicants in their area. Since recruiters operate in a multistate area, their time to mentor CH/CC applicants is very limited. The Chaplain Mentor Program fills that void and enables recruiters to maximize their prospecting efforts.

a. Duties. The duties of a mentor can include, but are not limited to: Providing referrals, helping set up recruiter visits and presentations, participating in the recruiting effort at conferences and school setups, establishing and building rapport with prospects, taking applicants to the MEPS, helping an applicant gather information for the application process, being available to answer questions about serving as an Army chaplain, and encouraging applicants when they begin to lose patience in the process.

b. Responsibilities. All activities must be coordinated with the recruiter prior to any commitments or execution of the action. This ensures the recruiter is aware of all chaplain recruiting activities in their recruiting zone. The chaplain mentor must be neat, clean, and in the appropriate uniform whenever performing military duties.

#### **M-2. Recruiter responsibilities**

All recruiters are responsible for implementing the Chaplain Mentor Program in their brigade.

a. USAREC Form 1162 (fig M-1). This form will assist the recruiter to manage chaplain mentors in their areas. It is designed for quick reference by geographic area; the blocks on the form are self-explanatory in their use.

(1) Identifying mentors. An effective Chaplain Mentor Program begins by identifying the chaplains and senior chaplain assistants in the brigade area who are willing and able to provide assistance with the recruiting effort. The recruiter should request a directory of chaplains and chaplain assistants in their brigade area from the United States Army Reserve Command Staff Chaplain (for AR) and the Office of the Chief of Chaplains (for AD) by 31 July each year. The recruiter should make contact with the identified chaplains and request their assistance in the recruiting effort. The CRT may use the sample Memorandum of Understanding (MOU) (fig M-2) in contacting potential mentors.

(2) Updating USAREC Form 1162. USAREC Form 1162 will be updated whenever a new mentor is identified and responds to the MOU. The recruiter should review the new directories obtained and reconcile them with their current roster. During the month of August, the recruiter should attempt to make contact with those chaplains and chaplain assistants who are new to their brigade area. If a recruiter knows one of their mentors is moving out of their brigade area and into another, that recruiter should no-

tify the gaining brigade's recruiter.

(3) Filing and disposition. The recruiter will initiate a new USAREC Form 1162 every 3 years and maintain the previous USAREC Form 1162 in the recruiter's Production Management Binder. It is the recruiter's responsibility to keep the information current in accordance with this appendix. The recruiter will destroy the old forms when no longer needed. The MOU should be kept on file in the office for as long as the individual serves as a mentor.

b. Chaplain mentor compensation. The recruiter is responsible for providing compensation to the mentor as appropriate.

(1) Active duty for special work (ADSW). If funds are available, the use of ADSW for the chaplain mentor is authorized. The recruiter should check with the HQ USAREC, Chaplain Recruiting Branch, NCOIC, for further information about ADSW.

(2) Retirement point credit. The chaplain mentor is authorized retirement point credit for most activities in support of the recruiting effort. The recruiter is responsible for filling out the DA Form 1380 (Record of Individual Performance of Reserve Duty Training) (see AR 140-185, fig 3-1 for instructions and table 2-1, rules 9, 15, 17, or 25 for authorization) for the chaplain mentor who performs the duty.

<b>CHAPLAIN MENTOR ROSTER</b> (For use of this form see USAREC Reg 601-107)				
STATE	CITY	NAME <i>(Rank)</i>	HOME PHONE	WORK PHONE
AR	Little Rock	Lucas Roberts, CH (LTC)	(222) 555-8888	(222) 555-6543
<b>REMARKS:</b> Grad from Memphis Theo Sem; President of Ministerial Assoc.				
CA	San Jose	Jordan Thomas, CH (1LT)	(408) 556-6162	(408) 555-2616
<b>REMARKS:</b> Recent grad of Golden Gate Seminary				
KY	Louisville	Vernon Richardson, CH (CPT)	(502) 555-5005	(502) 555-1234
<b>REMARKS:</b> Seminary Professor at Southern				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				
<b>REMARKS:</b>				

USAREC Form 1162, Rev 1 May 2005

PREVIOUS EDITIONS WILL BE USED

V 1.10

Figure M-1. Sample of a completed USAREC Form 1162



MEMORANDUM FOR (Name of Potential Chaplain Mentor)

SUBJECT: Memorandum of Understanding for Chaplain Mentor Program

1. As a chaplain in the United States Army Recruiting Command, 1st Recruiting Brigade area, I am asking you to assist us in our recruiting efforts by serving as a chaplain mentor. A chaplain mentor is a chaplain who offers counsel and guidance to chaplain and chaplain candidate applicants in their area. Because of the geographic boundaries for which I am responsible, your service is needed for the Army to be successful in maintaining a strong and viable chaplaincy.
2. The duties of a mentor can include, but are not limited to: Providing referrals, helping set up recruiter visits and presentations, participating in the recruiting effort at conferences and school setups, establishing and building rapport with prospects, taking an applicant to MEPS, helping an applicant with gathering information for the application process, being available to answer questions about serving as an Army chaplain, and encouraging applicants when they begin to lose patience in the process.
3. The rewards of serving as a chaplain mentor include both intangible and tangible benefits. The intangibles will become very clear if you choose to join the Chaplain Mentor Program. The tangible benefits are retirement points and active duty for special work, subject to funding. Contact me and I will provide you more information about these benefits.
4. The responsibilities of a chaplain mentor include coordinating all your activities with me prior to making any commitments or executing any actions. This is to ensure that I am aware of all chaplain recruiting activity within my recruiting zone. Also, the chaplain mentor must be neat, clean, and in the appropriate uniform whenever performing military duties. This is, and will always remain, a totally volunteer activity and you may decline participation at any time and for any reason.
5. After you prayerfully consider this extension of your ministry and you determine that you would like to serve as a chaplain mentor, I would ask that you sign the bottom of this memorandum, make a copy for your records and return the original to me. This will serve as the Memorandum of Understanding between you and the 1st Recruiting Brigade. Upon receipt of this signed memorandum, I will contact you and provide further information and training for any activities for which I may need your assistance.
6. For further information do not hesitate to contact me at (XXX) XXX-XXXX, ext. XXXX or the Chaplain Recruiting Branch at Headquarters, United States Army Recruiting Command, at 1-800-223-3735, ext. 60435.

YOUR NAME  
 CH (RANK), USA  
 Chaplain Recruiter

Statement of Understanding:

I agree to serve as a chaplain mentor for the United States Army Recruiting Command. I agree to abide by the duties and responsibilities of a chaplain mentor as stated in the above memorandum. Additionally, I agree to submit any reports related to my chaplain mentor activities as requested by the chaplain recruiter. I understand that the workload of a chaplain mentor is contingent upon the needs of chaplain recruiting and my availability. I further understand that I am a volunteer and this Statement of Understanding can be withdrawn at any time by either party.

---

SIGNATURE

---

DATE

Figure M-2. Sample MOU for Chaplain Mentor Program

## **Appendix N**

### **Chaplain Planning Guide**

The planning guide is organized into three sections.

a. Yearly section. This section is used to display major events or activities planned in advance. Entries are reminders for the monthly and daily sections of the planning guide. Examples of yearly entries are national faith group conferences and chaplain selection boards.

b. Monthly section. This section is used to record monthly and mid-range plans. Entries in this section are also annotated in the daily section as planning details, dates, and times become firm. Examples of monthly entries are: Training, local and Chaplain Recruiting Branch events, graduate school visits, local faith group conferences, Total Army Involvement in Recruiting (TAIR) events, and recruiter leave.

c. Daily section. This section lists all planned activities and results of specific events or actions. This section is referred to as the short-range plan. The recruiter's daily plan must allow sufficient time to accomplish lead generation, prospecting, and processing activities for consistent mission accomplishment.

NOTE: This appendix authorizes the use of personal planners. The personal planner must have a yearly, monthly, and daily section. Additionally, filing instructions for the command selected planning guide will apply.

## Appendix O Chaplaincy Prospect Data Record

### O-1. General

Initiate USAREC Form 200-7 (fig O-1) after the prospect agrees to a MEPS physical. Complete the PDR with information obtained from blue-printing and during the initial contact. The recruiter should also record the interview time, distance, and problems unique to his or her recruiting market. After the interview, the recruiter must review the PDR to ensure all necessary information has been provided. This information will be used to complete entries on USAREC Form 533-C and application. Complete and thorough information will uncover problems that otherwise would have affected the timely processing of the applicant.

### O-2. Instructions for completing USAREC Form 200-7

a. Section I, Personal Information. At the top right of the form, place an X next to the appropriate program for which the prospect is qualified.

(1) Name. Enter the prospect's legal name as verified by social security card. Show last name, first name, and middle name. Include Jr., Sr., I, II, etc.

(2) SSN. Enter the social security number (SSN).

(3) Telephone Numbers. Enter the prospect's home and work telephone numbers, to include area code.

(4) Home Address. Enter the address where the prospect is living (number, street, city, county, state (may be abbreviated), and ZIP Code.

(5) Ht. Enter height in inches. Enter in pencil until verified.

(6) Wt/BF%. In pencil, enter applicant's unverified weight to the nearest pound. If applicant's weight exceeds maximum allowable standard, calculate his or her body fat percentage in accordance with AR 600-9.

(7) DOB. Enter date of birth (YYMMDD).

(8) Gender. Enter "M" for male or "F" for female.

(9) E-mail. Enter the prospect's e-mail address.

(10) Faith Group. Enter the official name of the faith group endorsing or approving the prospect.

(11) Ordained. Enter yes or no.

(12) Citizen. Enter country of citizenship.

(13) PS. Enter yes or no, as appropriate.

(14) Service. Enter branch of service.

(15) Years. Enter number of "good" reserve years.

(16) Rank. Enter current or highest rank achieved.

(17) RE Code. Enter code as verified by DD Form 214 (Certificate of Release or Discharge From Active Duty).

(18) Clearance. Enter type of security clearance currently held and date granted.

(19) Undergrad Institution. Enter the name of the school where the prospect received his

or her baccalaureate degree.

(20) Graduate Institution. Enter school name the prospect is attending or where the prospect received qualifying degree.

(21) Yr Grad. Enter year the prospect received graduate-level degree or anticipated year of graduation.

(22) Degree. Enter the graduate degree received or currently pursuing.

(23) Credits. Enter graduate level semester credits earned at the time of last contact. (To convert quarter hours to semester hours, multiply by two-thirds.)

b. Section II, Unit Information.

(1) Initial Interview. Enter date (YYMMDD). Initial interview is considered initial contact.

(2) Physical. Enter date of physical appointment (YYMMDD).

(3) Transcript Request. Enter date transcripts were requested (YYMMDD).

(4) Endorsing Agent. Enter endorsing agent's name and telephone.

(5) CH Interviewer/Date. Enter name of interviewer for the chaplain prospect and date of the interview (YYMMDD). Make pencil entry until interview has occurred.

(6) Source. Annotate specific lead source. Use the appropriate code listed below:

(a) SEM. Prospect was generated during a school visit.

(b) CONF. Prospect was generated during a faith group conference.

(c) CHRCTR. Prospect was generated by a recruiter during a planned prospecting effort (church visit, chance encounter with someone in a restaurant or on the street).

(d) RCTR. Referral from a recruiter (other than another chaplain recruiter).

(e) LEADS. Referral from the Lead Evaluation and Distribution System.

(f) MAIL. Interest generated by a mail out.

(g) ADCH. Referral from an AD chaplain.

(h) RCCH. Referral from a Reserve Component chaplain.

(i) CAND. Referral from a current chaplain candidate.

(j) AD. Interest generated by advertising.

(k) EA. Referral from an endorsing agent.

(l) COI. Referral from a COI (e.g., seminary professor, military officer, retired chaplain, mayor).

(m) PS. Interest self-generated (prospect).

(n) WWW. Interest generated by the chaplain homepage.

(o) OTH. Any other lead source that does not fit into one of the above.

(7) Medical, Legal, or Other Concerns. Enter problems or potential problems that surface during prequalification or interview. Use DD Form 2807-2 (Medical Prescreen of Medical History Report) to identify any potential problems.

(8) Waivers. Place an "X" on the line representing the appropriate waiver.

(9) Waiver Status. Place an "X" on the line representing the waiver status.

(10) Packet to USAREC. Enter date (YYMMDD) complete packet was forwarded to HQ

USAREC for quality control check.

(11) Packet to DACH. Enter date (YYMMDD) board-ready packet was forwarded by HQ USAREC to the Department of the Army Chaplain (DACH).

(12) MSN Credit Date. Enter date (YYMMDD) packet was accepted by DACH.

c. Section III, Mission Credit Information.

(1) Bde. Enter brigade of credit.

(2) RSID. Enter chaplain RSID code.

(3) Chaplain Recruiter of Credit. Enter the name, rank, and SSN of the recruiter of credit.

(4) Referring Enlisted Recruiter.

(a) Name. Enter the name of the USAREC recruiter who referred the prospect. This information is collected for award point purposes.

(b) SSN. Enter the referring recruiter's SSN.

(c) Phone. Enter the referring recruiter's telephone number, to include area code.

(d) RSID. Enter the referring recruiter's RSID.

d. Section IV, Remarks and Followups.

(1) Remarks.

(a) Enter results of conversation after appointment is made and any other pertinent information.

(b) Results of initial interview. A brief synopsis of what was discussed during the initial interview, to include the individual's needs and interests and what was discussed.

(2) Followup activities. Any information regarding face-to-face, telephone interviews, attempts to contact, names and SSNs of referrals updated upon selection, etc. (Recruiter may attach a sheet of plain paper for additional information.)

# CHAPLAINCY PROSPECT DATA RECORD

(For use of this form see USAREC Reg 601-107)

Chaplain   X    
Staff Specialist \_\_\_\_\_

## PRIVACY ACT STATEMENT

**Authority:** Collection of the information requested by the recruiter and recorded on this form is authorized by sections 503, 505, and 510 of title 10 of the U.S. Code.  
**Principle Purpose:** To provide such data as is required by the recruiter to contact and process individuals for the USAR Chaplain/Chaplain Candidate Officer Program.  
**Routine Uses:**

- a. Used by the recruiter to contact and process interested individuals.
- b. Used by the recruiter in such routine contacts as may be necessary to verify information provided by the individual.
- c. Used by the recruiter to transcribe data onto required forms.
- d. Used by recruiting personnel in the formulation of market data to determine current recruiting trends.

**Effect of Not Providing Information:** Disclosure by the individual of the information requested is entirely voluntary; failure to provide this information, however, will result in discontinuance of prospect's processing.

<b>SECTION I</b>	NAME (Last, First, Middle) Johnson, Zachary Adam	SSN 000-00-0000	HOME PHONE # (101) 555-1212 WORK PHONE # (101) 555-1313	
HOME ADDRESS (Number, Street, City, County, State, ZIP Code) 123 Old Ironsides Ave., Anytown, CA 95678			HT 71"	WT/BF% 201/22%
DOB 700106			GENDER M	
E-MAIL fatherzach@mye-mail.com				
FAITH GROUP Roman Catholic	ORDAINED Yes	CITIZEN US	PS Yes	SERVICE US Army
YEARS 7		RANK SSG	RE CODE 1A	CLEARANCE S/000317
UNDERGRAD INSTITUTION Indiana University, Bloomington, IN		GRADUATE INSTITUTION St. Meinrad School of Theology, IN		YR GRAD 97
DEGREE M.Div.		CREDITS 90		
<b>SECTION II</b>	INITIAL INTERVIEW 060816	PHYSICAL 060826	TRANSCRIPT REQUEST 060827	ENDORSING AGENT AMS (333) 888-0000
CH INTERVIEWER/DATE CH Peterson 060831			SOURCE WWW	
MEDICAL, LEGAL, OR OTHER CONCERNS Back Surgery 91 - No problem since			MEDICAL, LEGAL, OR OTHER CONCERNS	
WAIVERS:		WAIVER STATUS:		PACKET TO USAREC 060908
<input checked="" type="checkbox"/> MORAL <input checked="" type="checkbox"/> MEDICAL <input type="checkbox"/> RE CODE <input type="checkbox"/> AGE <input type="checkbox"/> DA POLICY		<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE <u>060826</u>		PACKET TO DACH 060910
				MSN CREDIT DATE 060930
SECTION III BDE: 7th RSID: 7X1A CHAPLAIN RECRUITER OF CREDIT CH (MAJ) Russell REFERRING ENLISTED RECRUITER NAME: SSG Snuffy Smith SSN: 000-00-0000 PHONE: (111) 222-3333 RSID: 0101				

## SECTION IV

DATE	REMARKS AND FOLLOWUPS:
060715	Met with Father Johnson at rectory. Has talked with his bishop about AR service, wants to take physical.
060717	Has documents for physical exam - has been to see recruiter - will physical on 060826.
060826	Called in and said he was recommended for a waiver. Will request transcripts tomorrow.
060827	1305 NA - LM on machine; 1710 - NA (sent Application Worksheet).
060830	Called in with question on worksheet. Said he should be finished by Wednesday, 5 Sep 06.
060906	Received completed worksheet. Inputted data to ARISS and printed forms for applicant's signature. Sent forms to applicant for signature.
060908	Received forms from applicant. Complete packet sent to HQ USAREC.
060910	E-mail from headquarters saying packet was good to go and sent to DACH.
060930	Received word Father Zach was approved. Called him with the good news and briefed him on what happens next.
061005	Called to check on him - doing well, but has not received appointment orders or Oath of Office yet.
061101	Father Zach called to say he received his Oath of Office and was sworn in by CH Listecki.
061102	Notified 88th RRC chaplain about Father Zach's approval and that he needs a TPU home.

**Figure O-1. Sample of a completed USAREC Form 200-7**



## **Appendix P**

### **Chaplaincy Processing List**

#### **P-1. Procedures**

The recruiter and brigade AR S-3 will complete USAREC Form 533-C (fig P-1) in accordance with this appendix. All entries except the Remarks block and Mission line will be made in ink.

#### **P-2. Policies**

a. A separate USAREC Form 533-C will be maintained for each recruiter. All applicants who are interviewed and agree to process will be entered on the USAREC Form 533-C.

b. A new USAREC Form 533-C will be started quarterly. Maintain the current plus the last two completed USAREC Forms 533-C in the management binder. Place all applicants still considered active from the previous USAREC Form 533-C onto the current USAREC Form 533-C. The recruiter will enter CF (carried forward) to the left of any prospect's name which was carried forward from a previous USAREC Form 533-C.

c. Although each USAREC Form 533-C entry must ultimately be closed by DA board selection, loss of interest, or termination; a closed record does not necessarily mean termination of the PDR. The recruiter may determine that the applicant is not sufficiently interested in further processing to warrant near-term followup and establish a more realistic suspense date in the future. In this case, the recruiter will terminate the USAREC Form 533-C record with the annotation LI (lost interest) in the "Remarks" block and the PDR will be annotated and suspended in the PDR file system. The planning guide will also be posted with the action required.

#### **P-3. Instructions for completion of USAREC Form 533-C**

a. Recruiter. Enter rank and recruiter's last name.

b. Quarter Initiated and Fiscal Year. Enter the quarter the USAREC Form 533-C is initiated and the current FY.

c. Mission Line. Update missions quarterly and achievements as they occur.

d. Name. Enter applicant's last name and first initial.

e. Faith Group. Enter applicant's faith group.

f. CH/CC. Enter CH for chaplain or CC for chaplain candidate.

g. Initial Interview Date. Enter date (YYMM-DD) of initial interview with applicant. Should be same as on PDR.

h. Physical Date. Enter date scheduled to take the physical.

i. Endorse Date. Enter date of endorsement from endorsing agent.

j. Waiver. If no waiver, leave blank. If a waiver is run, enter type of waiver:

- (1) Moral.
- (2) Medical.
- (3) RE code.
- (4) Age.
- (5) DA policy.

k. Packet Sent to USAREC. Enter date packet was forwarded to HQ USAREC.

l. Lead Source. Enter lead source using codes provided in paragraph O-2b(6).

m. Remarks. Enter the date and disposition in accordance with the following:

(1) AA = Awaiting action from HQ USAREC (explain).

(2) AD = Awaiting documentation (explain).

(3) LI = Lost interest.

(4) T = Terminated.

(5) PDQ = Permanently disqualified (explain).

(6) TDQ = Temporarily disqualified (explain).

n. Quarter Credit Rec'd. Enter the recruiting contract quarter in which mission credit was received.

o. DA Select. Enter date of DA select or non-select.

NOTE 1: Place CF to the left of any prospect's name carried forward from a previous USAREC Form 533-C.

NOTE 2: Use pencil entries in "Remarks" block until disposition is finalized.

**CHAPLAINCY PROCESSING LIST**  
 (For use of this form see USAREC Reg 601-107)

RECRUITER: Special Category CRT

QUARTER INITIATED: 4

CURRENT QTR MSN: 3 / 6 CURRENT QTR ACH: 2 / 5 YTD MSN: 18 / 18 YTD ACG: 8 / 15  
 CH/CC CH/CC CH/CC CH/CC

FISCAL YEAR: 06

NAME	FAITH GROUP	CH/CC	INITIAL INTERVIEW DATE	PHYSICAL DATE	ENDORSE DATE	WAIVER	PACKET SENT TO USAREC	LEAD SOURCE	REMARKS	QUARTER CREDIT REC'D	DA SELECT
CF Johnson, Z.	RC	CH	060816	060826	060822	Medical	060908	WWW	Will do swear in 061102	SEP	060930
CF Metzmeier, W.	RC	CH	060715			Moral		ADCH	Needs moral waiver		
CF Hager, M.	CCCC	CC	060716	060725	060825			SEM			
Peters, J.	SBAPT	CC	060717	060815	060901		060908	SEM		SEP	060930

Figure P-1. Sample of a completed USAREC Form 533-C

## **Appendix Q**

### **Medical School Recruiting Program**

#### **Q-1. General**

The SRP is the station commander's plan to seek and obtain the commission of medical professionals from among students in their area of responsibility.

#### **Q-2. Purpose**

The SRP gives the station commander a tool to measure performance and help recruiters adequately penetrate their entire school market. A well-designed SRP creates positive awareness of the Army and develops interest in Army programs among students and influencers.

#### **Q-3. School plan**

Recruiters should develop a plan for every school visit. A detailed plan allows adequate time for prospecting, followup, and other important activities.

#### **Q-4. School plan topics and programs**

All beneficial information gathered during a school visit will be documented on USAREC Form 815 (AMEDD School/Program Folder) (see app R). Information gained during school visits can prove invaluable for future school visits and presentations. USAREC Form 815 provides the following information:

- a. School's past acceptance of and cooperation with recruiters.
- b. Changes in the student market.
- c. Prospecting methods.
- d. Points of contact.
- e. Performance trends.
- f. SRP strengths and weaknesses.
- g. Data for market analysis.

#### **Q-5. SRP administration**

To effectively manage the SRP, the station commander will maintain USAREC Form 636-A (Medical Recruiting School Data Sheet) (see app S) and update it at the end of each quarter.



**Appendix R**  
**AMEDD School/Program Folder**

**R-1. General**

Initiate USAREC Form 815 (see fig R-1) on 1 July or next available workday. The school folder provides each recruiter with a record of past and present performance. This data helps the recruiter develop and maintain a successful school program, to maximize their opportunities and increase production. The school folder is a record of all that has happened, or needs to happen, in the school. The folder also provides a systematic way to record essential information about each school program and the key educators and staff who are most likely to support recruiting efforts. Recruiters must document every visit they make to the school. The documentation must include, at a minimum, the date, time, and a brief description of what was accomplished (the who, what, when, and how).

**R-2. USAREC Form 815**

- a. Front cover. Record the required data to establish the school's profile. List all the medical programs offered by the school. Enter the names of all students who were commissioned.
- b. Inside front cover. This page provides space for continuation of the school profile. Entries should be clear and concise.
- c. Inside back cover. List the names of all students enrolled under Army-funded programs.
- d. Outside back cover. List the names of all student COIs and faculty for each program.

**R-3. Filing and disposition**

- a. The station commander will ensure all their recruiters' current year school folders contain accurate and beneficial data and that they are maintained in the station's active files.
- b. Previous year school folders will be maintained for a minimum of 2 years in the station's inactive files. All folders exceeding the current school year plus 2 may be destroyed if no longer valuable as a historical document.

**AMEDD SCHOOL/PROGRAM FOLDER**  
(For use of this form see USAREC Reg 601-107)

GRADUATION DATES: 25 May 07 \_\_\_\_\_

TYPE OF AMEDD PROGRAM: BSN/MSN PreProf Student Prog \_\_\_\_\_ Psych \_\_\_\_\_

PROGRAM ENROLLMENT:

07 CLASS ENROLLMENT: 857 / 899 \_\_\_\_\_ 08 CLASS ENROLLMENT: 927 / 826 \_\_\_\_\_

APPLICATIONS SUBMITTED PREVIOUS SCHOOL/PROGRAM YEAR: 12 \_\_\_\_\_

COMMISSIONED PREVIOUS SCHOOL/PROGRAM YEAR: 7 \_\_\_\_\_

APPLICATIONS SUBMITTED CURRENT SCHOOL/PROGRAM YEAR: 4 \_\_\_\_\_

COMMISSIONED CURRENT SCHOOL/PROGRAM YEAR: 3 \_\_\_\_\_

**STUDENTS COMMISSIONED**

NAME	RANK	AOC MOS	AD	AR	ASSIGNMENT	NAME OF REFERRALS
Wirth, Jan	2LT	00E	X		BAMC	Hedstrom, Maria
Henderson, John	2LT	72D	X		WRAMC	Walker, Juanita
Johnson, Todd	2LT	00E	X		BAMC	

USAREC Form 815, Rev 1 Dec 2006 (Previous editions will be used)

Figure R-1. Sample of a completed USAREC Form 815 (front cover)

**NAME:** San Diego State University

**ADDRESS:** 5500 Campanile Dr., San Diego, CA 92182

**PHONE:** (619) 487-2216

SCHOOL/PROGRAM CALENDAR OF EVENTS
JULY 14 - Counselor's return for summer session
AUGUST 15 - Student orientation; 22 - classes start
SEPTEMBER
OCTOBER 22 - Career fair (nursing)
NOVEMBER 24-27 Thanksgiving break
DECEMBER 15-31 No classes
JANUARY 1-7 No classes
FEBRUARY 14 - Premed and Pre-Dental Annual Fundraiser
MARCH
APRIL 4 - Nursing hiring fair
MAY 25 - Graduation
JUNE

ADDITIONAL INFORMATION
<p>NAME OF SCHOOL/PROGRAM NEWSPAPER:</p> <p>ACCEPTS ADS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>DATES(S) AD(S) PLACED 10 Jan , 12 Feb , 1 Mar , , ,</p> <p>LOCATIONS(S) OF RPI RACKS(S):</p> <p>All student kiosks, nursing office, financial aid office</p>
<p>SCHOOL/PROGRAM VISITATION POLICY:</p> <p>Open</p>
<p>SCHOOL DIRECTORY INFORMATION (WHAT, WHEN, WHO):</p> <p>Placement directors provided 22 Sep for all programs.</p>
<p>ACTION TAKEN TO OBTAIN IF DENIED:</p>

Figure R-1. Sample of a completed USAREC Form 815 (inside front cover) (Continued)



**PROGRAM FACULTY INFORMATION**

	Telephone	
	Office	Home
Registrar: <u>Anderson, Mike</u>	<u>487-2217</u>	<u>422-2989</u>
Dean, School of Program: <u>Brown, John (Premed, Pre-Dental)</u>	<u>487-2218</u>	
Placement Director: <u>Davis, Michelle</u>	<u>487-2220</u>	
Counselor: <u>Peterson, David</u>	<u>487-2222</u>	
Newspaper Advisor: <u>NA</u>		
Student Association, Advisor: <u>Waterson, Juan</u>	<u>487-2239</u>	
Faculty Member in TPU: <u>Dallinback, David</u>	<u>487-2240</u>	<u>286-1257</u>
Other Helpful Faculty Member: <u>Paulson, Paula</u>	<u>487-1999</u>	<u>286-2297</u>

	Telephone	
	Office	Home
Registrar: _____	_____	_____
Dean, School of Program: <u>Wilson, Jennifer (Nursing)</u>	<u>487-2249</u>	
Placement Director: <u>Jenkins, Frank</u>	<u>487-2250</u>	
Counselor: _____	_____	_____
Newspaper Advisor: _____	_____	_____
Student Association, Advisor: _____	_____	_____
Faculty Member in TPU: <u>Watkins, John</u>	<u>487-2252</u>	
Other Helpful Faculty Member: <u>Albert, Bobbi</u>	<u>487-2253</u>	

	Telephone	
	Office	Home
Registrar: _____	_____	_____
Dean, School of Program: <u>Nelson, Charles, (Psych)</u>	<u>487-2261</u>	
Placement Director: <u>Osborne, Nancy</u>	<u>487-2262</u>	
Counselor: _____	_____	_____
Newspaper Advisor: _____	_____	_____
Student Association, Advisor: _____	_____	_____
Faculty Member in TPU: _____	_____	_____
Other Helpful Faculty Member: <u>Lincoln, Vanessa</u>	<u>487-2265</u>	

	Telephone	
	Office	Home
Registrar: _____	_____	_____
Dean, School of Program: <u>Jones, Mark (Student Programs)</u>	<u>487-2270</u>	
Placement Director: _____	_____	_____
Counselor: <u>Han, Kim</u>	<u>487-2272</u>	
Newspaper Advisor: _____	_____	_____
Student Association, Advisor: _____	_____	_____
Faculty Member in TPU: _____	_____	_____
Other Helpful Faculty Member: <u>Brown, Dawn</u>	<u>487-2275</u>	

	Telephone	
	Office	Home
Registrar: _____	_____	_____
Dean, School of Program: _____	_____	_____
Placement Director: _____	_____	_____
Counselor: _____	_____	_____
Newspaper Advisor: _____	_____	_____
Student Association, Advisor: _____	_____	_____
Faculty Member in TPU: _____	_____	_____
Other Helpful Faculty Member: _____	_____	_____

**Figure R-1. Sample of a completed USAREC Form 815 (outside back cover) (Continued)**

**ESSENTIAL YEARLY ACTIVITIES**

	Date(s) Accomp.
1. Contact counselors, placement directors, and financial advisors for appointment.	<u>14 Jul 06</u>
REMARKS: Contacted all counselors and placement directors to schedule table days and identify all career days and hiring fairs. Coordinated with financial advisor to place brochures and flyers in all kiosks on campus.	<u>17 Oct 06</u> _____ _____
2. Schedule career day, job fair, etc., presentations.	<u>14 Jul 06</u>
REMARKS: Obtained calendar for entire school year. Working with counselors to obtain booth space.	_____ _____
3. Request directory information from Dean, Placement Director, etc.	<u>15 Aug 06</u>
REMARKS: Contacted placement director for directory information. Will pick up list 22 Sep 06.	<u>22 Sep 06</u> _____ _____
4. Request school activities calendar.	<u>14 Jul 06</u>
REMARKS: See above.	_____ _____
5. Attend school functions (professional organization meetings, sports events, etc.).	<u>15 Aug 06</u>
REMARKS: Assisted with student orientation for new students and transfers.	_____ _____
6. Advertise in school newspapers.	<u>22 Sep 06</u>
REMARKS: Set up advertising for Jan-Mar edition of school paper.	_____ _____
7. Plan, schedule, and conduct student tours.	_____
REMARKS:	_____ _____

**Figure R-1. Sample of a completed USAREC Form 815 (insert) (Continued)**

	Date(s) Accomp.
8. Schedule junior class presentations as necessary.	<u>15 Jan 07</u>
REMARKS: Set up presentation with preprofessional organizations for 15 Jan 07.	_____ _____
9. Attend graduation and awards ceremonies.	<u>25 May 07</u>
REMARKS: Coordinated to sit with program deans for graduation and awards.	_____ _____
10. Request directory information for next school year.	<u>17 May 07</u>
REMARKS:	_____ _____
11. Ensure newspaper monetary obligations have been met.	<u>10 Jan 07</u>
REMARKS: Check with battalion to make sure newspaper is paid.	_____ _____

Figure R-1. Sample of a completed USAREC Form 815 (insert) (Continued)







**Appendix S**  
**Medical Recruiting School Data Sheet**

**S-1. Procedures**

The station commander will complete USAREC Form 636-A (fig S-1) in accordance with this appendix.

**S-2. Purpose**

a. To record market data and recruiting activities (goals) associated with each assigned school and provide the station commander or company commander with a tool that will measure the progress made in penetrating the school market.

b. Information posted on this form is obtained

from recruiters and school folders. The form is initiated at the start of the SY (July) and updated each quarter or when new information is provided by the responsible recruiter. A separate entry must be made for each assigned vocational-technical school and college in the station's market. Monitor each recruiter's efforts and enlistments in each school providing assistance and direction as required. Review each school folder at least quarterly to ensure data being posted to the form is properly recorded and agrees with the school data sheet.

**S-3. Instructions for completion of USAREC Form 636-A**

a. Name of school. Enter the school's name.

b. Type of program. Enter type of programs that the school has.

c. School list obtained. If a school list is obtained enter "Y" for yes or if a list is not obtained enter "N" for no.

d. Population.

(1) Enter population for graduation years 1, 2, 3, and 4.

(2) Enter Future Officer Program (FOP) goal for each year group. (This number should be achievable and identified by the station commander and company commander before the beginning of the SY (1 July)).

e. Remarks. Enter remarks as needed.

MEDICAL RECRUITING SCHOOL DATA SHEET (For use of this form see USAREC Reg 601-107)											
HCR: 6Z2C Santa Ana					HCLT: 6Z2 Southern California					FY: 07	
NAME OF SCHOOL	TYPE OF PROGRAM	SCHOOL LIST OBTAINED Y/N	POPULATION								REMARKS
			GRAD YR .07	FOP GOAL	GRAD YR .08	FOP GOAL	GRAD YR .09	FOP GOAL	GRAD YR .10	FOP GOAL	
Santa Ana City College	ADN	Y	28	1	30						
Orange County College	ADN	Y	17	1	18						
Saddleback Jr. College	ADN	Y	22	1	19						
Irvine Valley College	ADN	Y	31	1	35						
Univ of CA, Irvine	BSN	Y	44	1	43	1	42	1	44		
	MSN	Y	12	1	10						
	Pre-Prof	Y	30	2	28		39		55		
	Med School	Y	100	1	100	1	100	1	100	1	
	Student Prog	Y	22	1	24		27		33		
	Psych	Y	14	1	14		15		15		
Loma Linda University	BSN	Y	38	1	38	1	44		49		
	MSN	Y	12	1	17						
	Pre-Prof	N	117	1	122		130		145		Will not release
	Med School	N	120	1	120		120	1	120	1	Mr. Wilson, Admin Dir
	Dent School	N	80	1	80	1	80	1	80	1	
	Psych	N	11	1	10		11		18		
	Student Prog	N	26	1	26		29		32		
Univ of CA Riverside	BSN	Y	12	1	13	1	13	1	16		
	Pre-Prof	Y	44	1	45		48		55		
	Psych	Y	21	2	23		24		24		
	Student Prog	Y	31	1	33		33		34		

Figure S-1. Sample of a completed USAREC Form 636-A

**Appendix T**  
**Recruiting Unit Assets Forms (Enlisted and Medical)**

**Section I**  
**General**

**T-1. Purpose**

USAREC Form 816 (fig T-1) gives commanders a standardized device to view recruiter resources, market share, school data, as well as support and mission accomplishments. This

appendix covers recruiting battalions and medical recruiting battalions. Detailed instructions for completion of the form appear in the appropriate section. Section II covers the recruiting battalion and section III covers the medical recruiting battalion.

**Section II**  
**USAREC Form 816**

**T-2. Form completion**

a. USAREC Form 816 will be completed and

validated with corresponding end of month reports such as USAREC Form 636, USAREC Form 636-B, TOS reports, and data gathered from the USAREC Intranet site. Commanders will ensure that reports (USAREC Form 636 and USAREC Form 636-B) needed to validate USAREC Form 816 are submitted to the battalion in a timely manner.

b. Table T-1 contains the instructions for completing USAREC Form 816. Each cell of USAREC Form 816 (fig T-1) is coded numerically and associated with specific instructions for completing each cell.

**Table T-1**  
**Instructions for completing USAREC Form 816**

<b>Heading Section</b>	
<b>Cell</b>	<b>Instructions</b>
UNIT	Enter the unit's RSID and Name.
THRU RCM	Enter the last completed RCM. This is the RCM for which all data applies.
FY	Enter the current FY.
<b>Section 1. Resources</b>	
1	Enter the number of large recruiting stations (LG) authorized and assigned in accordance with the latest PAE and Average Station Report (ASRPT).
2	Enter the number of small recruiting stations (SM) authorized and assigned in accordance with the latest PAE and ASRPT.
3	Enter the number of authorized RA recruiters as listed in the last PAE and ASRPT. This number includes limited-mission station commanders, on-mission station commanders, as well as all on-mission recruiters to include on-campus recruiters.
4	Enter the number of available RA recruiters. This includes all station commanders. This also includes recruiters assigned to each station, company, battalion, and brigade as applicable. RA recruiters not on mission (First Sergeant, suspended, pending relief, temporary duty (TDY), at school, on leave) are also counted.
5	Enter the number of on-mission RA recruiters. This does not include large station commanders (LGSCs). RA recruiters not on mission (First Sergeant, suspended, pending relief, TDY, at school, on leave) also are not counted.
6	Enter the number of authorized AR recruiters as listed in the last PAE and ASRPT. This number includes AR LGSCs, small station commanders (SMSCs), and all on-mission recruiters to include on-campus recruiters.
7	Enter the number of available AR recruiters. This includes all SMSCs and LGSCs. This also includes all recruiters assigned to each station, company, battalion, and brigade, as applicable. AR recruiters not on mission (First Sergeant, suspended, pending relief, TDY, at school, on leave) are also counted.
8	Enter the number of on-mission AR recruiters. This does not include LGSCs. AR recruiters not on mission (suspended, pending relief, TDY, at school, on leave) are also not counted.
9-10	Enter the total number of RA and AR recruiters currently in the New Recruiter Certification Program. This includes all recruiters assigned to each station, company, battalion, and brigade, as applicable.
11-12	Enter the number of on-mission RA and AR recruiters in the New Recruiter Certification Program. This does not include recruiters suspended, pending relief, TDY, at school, or on leave.
13 and 15	Enter RA and AR recruiter share as of the last completed RCM. To determine recruiter share, divide the number of on-mission recruiters by the average Department of Defense (DOD) recruiters assigned during the respective time period and display as a percentage. NOTE: The Coast Guard is not a part of DOD and is not figured into recruiter share.
14 and 16	Enter RA and AR recruiter share for the previous like RCM (previous FY). This is designed to compare the current recruiter share to last year's data. To determine recruiter share, use the number of assigned on-mission recruiters. Divide this number by the average DOD recruiters assigned during the respective time period and display as a percentage. NOTE: The Coast Guard is not a part of DOD and is not figured into recruiter share.
NOTE: This data is available on the G-2's Web Site.	

**Table T-1**  
**Instructions for completing USAREC Form 816--continued**

<b>Section 2. Market</b>	
Identify any changes (positive and negative) in Army market share.	
1-6	Enter the total number of Army enlistments by category for the current FY off of the most recent market share report. This data is available on the USAREC G-2's Web Site. Market share data is usually available by the 15th of the next month after the end of an RCM.
7-12	Enter the Army's market share percentage by category for the current FY off of the most recent market share report. This data is available on the USAREC G-2's Web Site. Market share data is usually available by the 15th of the next month after the end of an RCM.
13-18	Enter the total number of Army enlistments by category from the previous FY using the market share report corresponding to the same time period. This data is available on the USAREC G-2's Web Site.
19-24	Enter the market share percentage by category for the previous FY using the market share report corresponding to the same time period. This data is available on the USAREC G-2's Web Site.
<b>Section 3. School Data</b>	
<p>a. Reference documents for completing this section are the School Validation Report, DSRPT, USAREC Form 636, and USAREC Form 636-B. The data on USAREC Form 636 and USAREC Form 636-B should match the information provided in both Automated Territorial Alignment System reports.</p> <p>NOTE: The School Validation Report and DSRPT are located at <a href="http://maps.usarec.army.mil/apps/index.htm">http://maps.usarec.army.mil/apps/index.htm</a> (G-2's Web Site) then select ATAS Reports from the left margin.</p> <p>b. Accessibility means physical access to the school. Physical access is defined as the ability of an Army recruiter to enter a school at least once a year (can be in conjunction with career day). Any schools that deny access should be reported to the HQ USAREC, G-5, Education Division.</p> <p>c. A valid list on hand is 85 percent or more of student names with addresses and/or telephone numbers. A list can be provided by the school or constructed by the recruiter; however, it must possess 85 percent of the names for it to be considered a completed list.</p> <p>d. All school data and information compiled and reported is based on SY. The SY calendar begins 1 July and ends 30 June.</p>	
1	Enter the current SY. The SY runs from 1 July to 30 June.
2-6	Enter the total number of schools by category based off the DSRPT and USAREC Form 636-B.
7-11	Enter the total number of schools by category that provided a list.
12-16	Enter the total number of schools that are not accessible to recruiters.
17-21	Enter the total number of students by category. This number includes all students currently attending the mentioned schools.
24-29	Enter the number of priority 1 schools by category.
30-35	Enter the number of priority 1 school lists on hand.
36-41	Enter the total number of students by category. This number includes all students currently attending the mentioned schools.
42-47	Enter the number of students contacted this SY by category.
48-53	Enter the percent of students contacted this SY by category.
54-59	Enter the number of students required to be contacted for the current quarter.
NOTE: Multiply the number of available population by the quarterly contact milestone percentage to obtain the contact requirements in cells 54 through 59. Example: 500 (available population) times 40 percent (quarterly milestone) equals 200 (contact requirement).	
60-65	Enter the quarterly contact milestone percentage required by category for the current quarter.
<b>Section 4. Recruiter Support (FYTD)</b>	
<p>This data is YTD data as of the end of the reporting RCM, not what is planned throughout the FY. Use the LSA through the reporting RCM. Ensure contract companies' data is stripped. The following definitions and instructions apply:</p> <p>a. ADSW. Enter number of ADSW Soldiers requested and approved FYTD as of the last completed RCM in the Scheduled column. Conducted column refers to total number of ADSW tours completed. Battalion ADSW managers can verify these numbers via the ADSW Management Binder and completed USAREC Forms 979 (Active Duty for Special Work Performance Report) submitted by the station.</p> <p>NOTE: Number of tours cannot exceed the number of Soldiers listed in Scheduled column. If an ADSW Soldier performs multiple tours of duty, each tour will be counted as one scheduled and one conducted. In accordance with USAREC Reg 601-106, Soldiers can perform multiple tours not to exceed 29 days.</p>	

**Table T-1**  
**Instructions for completing USAREC Form 816--continued**

<p>b. HRAP. Enter number of HRAP Soldiers requested FYTD through the last completed RCM. The Conducted column refers to those HRAP Soldiers who have reported in FYTD. The HRAP Web page will be used as a source for this information. The number conducted and enlisted must match the LSA. Battalions and Brigades can validate this data via the Brio portal.          NOTE: The USAREC goal is 40 percent of all contracts written will be identified to return for HRAP duty.</p> <p>c. COI Events. COI events and exhibits include both funded and nonfunded events.</p> <p>d. ASB. United States Army Accessions Support Brigade (ASB) exhibits scheduled and conducted. An example is the cinema van. (Do not include requested exhibits, only those scheduled and confirmed). Conducted should include events conducted as of the last completed RCM. Include all conducted ASB events, to include events that were planned and those that took advantage of opportunities. Ensure all events are captured. For example, an ASB asset is in the AO and stays for 3 days and visits three schools. This is listed as one asset scheduled and one event scheduled.</p> <p>e. Bn Asset Events. Battalion exhibits (rock walls, etc.,) scheduled for the year and conducted FYTD. Include all conducted battalion events.</p> <p>f. TAIR Events. TAIR events scheduled (not requested), conducted, and results through the last completed RCM. Ensure all TAIR events are captured in the AO as defined in d above.</p> <p>g. SRAP. Enter number of Special Recruiter Assistance Program (SRAP) Soldiers requested and approved FYTD as of the last completed RCM in the Scheduled column. The Conducted column refers to total number of SRAP tours completed.</p> <p>h. Future Soldier Training (sessions). These are RA and AR training sessions planned through the end of the FY. Each station should plan 12 sessions a year. USAREC Reg 601-95, paragraph 6-1g(3) states that nonfunded FSTP functions will be held at least twice per quarter, not counting two funded events per year and any company megatraining functions. This section also includes any battalion or brigade megatraining functions scheduled or conducted. The intent is to capture all training events scheduled and conducted, not just funded events.</p>	
1	Enter the total number of scheduled ADSW, HRAP, COI Events, ASB, Bn Asset Events, TAIR Events, SRAP, and Future Soldier Training (sessions) FYTD. The COI Events and Future Soldier Training (sessions) sections are divided into funded and nonfunded events.
2	Enter the total number of ADSW, HRAP, COI Events, ASB, Bn Asset Events, TAIR Events, SRAP, and Future Soldier Training (sessions) that have been conducted FYTD. The COI events and Future Soldier Training (sessions) sections are divided into funded and nonfunded events.
3	Enter the total number of leads received from ADSW, HRAP, COI Events, ASB, Bn Asset Events, TAIR Events, SRAP, and Future Soldier Training (sessions) that have been conducted FYTD.
4	Enter the total number of leads contacted from those received in 3 above FYTD.
5	Enter the total number of appointments made from the leads contacted in 4 above FYTD.
6	Enter the total number of appointments conducted from the appointments made in 5 above FYTD.
7	Enter the total number of enlistments from the appointments conducted in 6 above FYTD.
<b>Section 5. RA/AR Data (FYTD)</b>	
1-2	Enter total (gross) contracts RA and AR FYTD.
3-4	Enter total (gross) high grad contracts RA and AR FYTD. A high grad is considered 30 credit hours.
5-6	Enter total number of RA and AR FSTP members on the last day of the RCM for the last completed RCM.
7-8	Enter the total number of RA and AR FTYD losses taken on ship day.
9-16	Enter total number of RA and AR FTYD losses taken <30, <60, <90, and 91+ days as applicable.
17-18	Enter the raw number total of RA and AR losses FYTD as of the last completed RCM.
19-20	Enter the percent of RA and AR losses FYTD as of the last completed RCM.
21-22	Enter the total RA and AR Future Soldier referrals YTD.
23-24	Enter the total RA and AR Future Soldier enlistments YTD.
25-26	Enter the total RA and AR Future Soldier promotions YTD.

**Section III**  
**USAREC Form 817 and USAREC Form 817-A**

(see fig T-2) and USAREC Form 817-A (Medical Recruiting Station and/or Team Assets (15" x 24") for Army health care recruiting.

**T-3. Form completion**

The instructions at table T-2 will be followed when completing the USAREC Form 817

**Table T-2**  
**Instructions for completing USAREC Form 817 and USAREC Form 817-A**

Section	Instructions
Unit, FY, and Thru	Enter unit name and RSID. Enter the current FY and the last completed RCM. This is the RCM for which all data applies.
<b>Section 1. Resources</b>	
Number of Recruiting Stations	<p>AUTH: Enter the number of stations authorized. This is the number of authorized stations for each echelon listed in the latest PAE study. Do not use table of distribution and allowances (TDA) authorizations. This number includes all small and large stations.</p>
Number of RA Recruiters (E)	<p>ASGN: Enter the number of stations assigned. Include only open stations that are activated in the Force Structure Address and ZIP Code Realignment System; include all RSIDs. Do not include stations waiting to occupy a facility even if the recruiters are on mission, in a temporary facility, and activated in the Force Structure Address and ZIP Code Realignment System.</p> <p>AF, N: Enter the number of health care recruiting stations operated by the U.S. Air Force and U.S. Navy, by location, to avoid duplication in AMEDD recruiting units.</p>
Number of RA Recruiters (O)	<p>AUTH: Enter the number of authorized RA NCO recruiters on mission and listed in the latest PAE. The number also includes all RA station commanders in small and large stations and company First Sergeants.</p> <p>ASGN: Enter the number of assigned RA NCO recruiters on mission to include station commanders and company First Sergeants. This data is found in ARISS.</p> <p>AF, N: Enter the number of U.S. Air Force and U.S. Navy recruiters. Each battalion should have a by-name list to avoid duplication and to ensure accurate numbers.</p>
Number of USAR Recruiters (E)	<p>AUTH: Enter the number of authorized RA officer recruiters on mission and listed in the latest PAE to include all company commanders.</p> <p>ASGN: Enter the number of assigned RA officer recruiters. This data is found in ARISS.</p> <p>AF, N: Enter the number of U.S. Air Force and U.S. Navy officers on health care recruiting duty. Each battalion should have a by-name list to avoid duplication and to ensure more accurate numbers.</p>
Number of USAR Recruiters (O)	<p>AUTH: Enter the number of authorized AR NCO recruiters as listed in the latest PAE to include any Active Guard Reserve NCO performing duties as SMSC, LGSC, or First Sergeant.</p> <p>ASGN: Enter the number of assigned AR NCO recruiters. This data is found in ARISS.</p> <p>AF, N: Enter the number of U.S. Air Force and U.S. Navy health care recruiters. Each battalion should have a by-name list to avoid duplication and to ensure accurate numbers.</p>
Number of GOVs	<p>AUTH: Enter the number of authorized government-owned vehicles (GOVs) for the battalion, companies, and stations. This number comes from the TDA and PAE. GOVs are authorized for RA and AR recruiters, SMSCs, company commanders, company First Sergeants, battalion commanders, sergeants major, and staff. LGSCs are not authorized GOVs.</p> <p>ON HAND: Enter the number of GOVs on hand in the battalion, companies, and stations. This number comes from the General Services Administration fleet manager.</p> <p>OPERATIONAL: Enter the number of GOVs operational at the end of the calendar month for the battalion, companies, and stations.</p>



Table T-2

Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued

<b>Section 3. AMEDD Mission Data (Continued)</b>	
Nurse	<p>dress), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>STRAP Residencies: Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Total Residencies. Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Direct. Number of available market (number of licensed individuals eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>AD/DPL (AD-NLN/CCNE Accredited Associated Degree RN)/(DPL-NLN Accredited Diploma Program): Number of programs, number of lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>BSN (NLN/CCNE Accredited BSN Program): Number of programs, number of lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>MSN (NLN/CCNE Accredited MSN Program): Number of programs, number of lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Anesthesia MSN (NLN/CCNE Accredited MSN Anesthesia Program): Number of programs, number of lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Direct. Number of available market (number of licensed or license eligible individuals for a commission), number contacted, and number boarded and commissioned.</p>
Medical Service	<p>Pharmacy: Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Optometry. Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Psych (Psychology): Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Direct: Number of available market (number of licensed individuals eligible for a commission), number contacted, and number boarded and commissioned.</p>
Specialists	<p>Student Programs: Number of programs, number of lists obtained (battalion mission) (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Direct: Number of available market (number of licensed individuals eligible for a commission), number contacted, and number boarded and commissioned.</p>
Veterinary	<p>Veterinary Schools: Number of programs, number of lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number contacted, and number boarded and commissioned.</p> <p>Direct: Number of available market (number of licensed individuals eligible for a commission), number contacted, and number boarded and commissioned.</p>



**Table T-2**

**Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued**

<b>Section 4. Recruiter Support</b>	
NOTE: This data is YTD as of the reporting calendar month and what is planned for the remainder of the FY. Use the LSA through the reporting calendar month.	
<p># of ADSW/RST/DFP (Data supplied by battalion S-3)</p>	<p>Scheduled: Enter the number of scheduled ADSW officers that have been used and how many are scheduled to the end of the current FY. These are all the ADSW officers the battalion actually scheduled, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of ADSW, rescheduled training (RST), and drilling for points (DFP) officers the battalion, company, and station commander actually used FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads obtained through the use of ADSW, RST, and DFP officers.</p> <p>Leads Conducted: Enter number of leads conducted from those generated at events or presentations.</p> <p>Boarded. Enter number of applicants boarded as a result of ADSW leads.</p> <p>Commissioned. Enter number of applicants commissioned as a result of ADSW leads.</p>
<p># of COI Events (Data supplied by battalion S-3)</p>	<p>Scheduled: Enter the number of attended COI events FYTD and those scheduled for the remainder of the current FY. These are all the COI events the battalion, companies, and stations have scheduled, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of COI events the battalion, companies, and stations actually conducted FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated by COI events.</p> <p>Leads Conducted: Enter the number of leads conducted that were generated by COI events.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission generated by COI events.</p> <p>Commissioned: Enter the number of applicants commissioned as the result of a COI event.</p>
<p># of TAIR Events (Data comes from HQ USAREC G-2 and battalion S-3)</p>	<p>Scheduled: Enter the number of attended TAIR events FYTD and those scheduled for the remainder of the current FY. These are all the TAIR events the battalion, companies, and stations have scheduled, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of TAIR events the battalion, companies, and stations actually conducted FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated by the TAIR events.</p> <p>Leads Conducted. Enter the number of leads conducted that were generated by TAIR events.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission generated by TAIR events.</p> <p>Commissioned: Number of applicants commissioned as a result of a TAIR event.</p>
<p># of Student Pres (Data comes from HQ USAREC G-2 and battalion S-3)</p>	<p>Scheduled: Number of accomplished student presentations FYTD and those scheduled for the remainder of the current FY. The number must include all student presentations the battalion, companies, and stations are scheduled to conduct, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of student presentations the battalion, companies, and stations actually conducted FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated by the student presentations.</p> <p>Leads Conducted: Enter the number of leads conducted that were generated by student presentations.</p>

**Table T-2**

**Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued**

<b>Section 4. Recruiter Support (Continued)</b>	
<p># of MOPS (advertisements) (Data comes from HQ USAREC G-5 and battalion S-3)</p>	<p>Boarded: Enter the number of applicants boarded for an AMEDD commission that were a result of student presentations.</p> <p>Commissioned. Enter the number of applicants commissioned as a result of student presentations.</p> <p>Scheduled: Enter the number of previously run Media Online Placement System (MOPS) ads FYTD and those scheduled for the remainder of the current FY. These are all the MOPS ads the battalion, companies, and stations scheduled, broken down by the six AMEDD Corps.</p> <p>Conducted. Enter the number of MOPS ads the battalion, companies, and stations actually used FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated by the MOPS ads.</p> <p>Leads Conducted: Enter the number of leads conducted that were generated from MOPS ads.</p> <p>Boarded. Enter the number of applicants boarded for an AMEDD commission that were a result of an MOPS ad.</p> <p>Commissioned: Enter the number of applicants commissioned as a result of an MOPS ad.</p>
<p># of Conventions (local and national) (Data comes from HQ USAREC G-5 and battalion S-3)</p>	<p>Scheduled: Enter the number of attended conventions FYTD and those scheduled for the remainder of the current FY. These are all the conventions the battalion, companies, and stations had scheduled to attend, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of conventions the battalion, companies, and stations actually attended FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated by convention attendance.</p> <p>Leads Conducted: Enter the number of leads conducted as a result of the convention attendance.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission as a result of convention attendance.</p> <p>Commissioned: Enter the number of applicants commissioned as a result of the convention attendance.</p>
<p># of Tours (educator and student) (Data comes from HQ USAREC G-5 and battalion S-3)</p>	<p>Scheduled: Enter the number of completed educator and student tours FYTD and those scheduled for the remainder of the current FY. These are all the educator and student tours the battalion, companies, and stations scheduled, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of educator and student tours the battalion, companies, and stations participated in FYTD through the reporting calendar month.</p> <p>Leads: Enter number of leads derived from the educator and student tours.</p> <p>Leads Conducted: Enter the number of leads conducted as a result of the educators and student tours.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission as a result of the educators and student tours.</p> <p>Commissioned: Enter the number of applicants commissioned as a result of the educator and student tours.</p>
<p># of Mail Outs (Data comes from HQ USAREC G-5 and battalion S-3)</p>	<p>Scheduled: Enter the number of mail outs and those scheduled for the remainder of the current FY. These are all mail outs the battalion, companies, and stations actually scheduled to send via postal mail or e-mail, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of mail outs the battalion, companies, and stations actually sent via postal mail or e-mail FYTD through the reporting calendar month.</p>

**Table T-2**  
**Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued**

<b>Section 4. Recruiter Support (Continued)</b>	
# of SME Requested (influences a lead to commission)	<p>Leads: Enter the number of leads generated from mail outs.</p> <p>Leads Conducted: Enter the number of leads conducted as a result of the mail outs.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission as a result of mail outs.</p> <p>Commissioned: Enter the number of applicants commissioned as a result of mail outs.</p> <p>Scheduled: Enter the number of subject matter experts (SMEs) requested FYTD and those scheduled for the remainder of the current FY. These are all the SMEs actually requested by the battalion, companies, and stations, broken down by the six AMEDD Corps.</p> <p>Conducted: Enter the number of SMEs the battalion, companies, and stations actually received FYTD through the reporting calendar month.</p> <p>Leads: Enter the number of leads generated as a result of an SME's presentation.</p> <p>Leads Conducted: Enter the number of leads conducted as a result of an SME's presentation.</p> <p>Boarded: Enter the number of applicants boarded for an AMEDD commission as a result of an SME's presentation.</p> <p>Commissioned: Enter the number of applicants commissioned as a result of an SME's presentation.</p>
<b>Section 5. Mission-Related Data (FYTD)</b>	
Total Contracts	<p>RA Direct: Enter the total number of net (TOS credited), RA direct commissions that are selected FYTD through the reporting calendar month. Students: Enter the total number of net (TOS credited) RA student commissions that are selected FYTD through the reporting calendar month.</p> <p>USAR Critical (critical wartime shortage list published by DA G-1): Enter the total number of net (TOS credited) AR critical commissions that are selected and accessed FYTD through the reporting calendar month. Other: Enter the total number of net (TOS credited) AR other commissions that are selected and accessed FYTD through the reporting calendar month.</p> <p>RA Declinations: Enter the total number of RA declinations direct and student FYTD through the reporting calendar month.</p> <p>USAR Declinations: Enter the total number of AR declinations critical and other FYTD through the reporting calendar month.</p>
Number of FOP Members	<p>Current: Enter the total number of FOP members the battalion, companies, and stations have in the FOP pool awaiting shipment to the Officer Basic Course, entry onto active duty, education delayed personnel (Health Professions Scholarship Program), and Financial Assistance Program (AR members) who have not attended their first drill through the reporting calendar month.</p> <p>FYTD: Total number of FOP members the battalion, companies, and stations has had the entire FYTD.</p>
Number of Referrals Provided by FOP Members	<p>Current: Enter the total number of referrals provided by current FOP members. This is a rollup of all referrals made during their time in the FOP to the end of that reporting calendar month. Example: A Future officer who has been in the FOP since October 2005 (MC HPSP) and has provided one referral each month, will have provided 19 referrals by the end of calendar month April 2006. After the Future Officer is accessed, all their referrals will continue to be reported to the end of that FY and then removed.</p> <p>FYTD: Enter all AMEDD referrals given by all FOP members from 1 October to the end of the reporting calendar month.</p>
Number of Commissions From Referrals Provided by FOP Members	<p>Current: Enter the total number of commissions resulting from referrals provided by Future Officers currently in the FOP. This is a rollup of all commissions executed during their time in the FOP to the end of that reporting calendar month. Example: A Future Officer who has been in the FOP since October 2005 and has provided two referrals each month, at the end of calendar month April 2006 the Future Officer provided 14 referrals, of which five commissioned.</p> <p>FYTD: Enter all commissions resulting from referrals given by all FOP members from 1 October to the end of the reporting calendar month.</p>

**RECRUITING UNIT ASSETS**  
(For use of this form see USAREC Reg 601-107)

UNIT Rock City Battalion - 8A

THRU RCM Mar FY 06

<b>1. RESOURCES:</b>	<b>Authorized</b>	<b>Available</b>	<b>On Mission</b>	<b>Recruiter Share Current/Previous</b>
Number of Recruiting Stations (LG/SM)	<u>1 / 2</u>			
Number of RA Recruiters	<u>3</u>	<u>4</u>	<u>5</u>	<u>13 / 14</u>
Number of AR Recruiters	<u>6</u>	<u>7</u>	<u>8</u>	<u>15 / 16</u>
Number in New Recruiter Program RA/AR		<u>9 / 10</u>	<u>11 / 12</u>	

**2. MARKET:**

Army Share of DOD FYTD (Raw Number/Percent):

GA 1 / 7 SA 2 / 8 GSA 3 / 9 OTH 4 / 10 VOL 5 / 11 Grads 6 / 12

Army Share of DOD Previous FYTD (Raw Number/Percent):

GA 13 / 19 SA 14 / 20 GSA 15 / 21 OTH 16 / 22 VOL 17 / 23 Grads 18 / 24

**3. SCHOOL DATA: SY 1**

<b>Schools:</b>	<b>Number/Lists</b>	<b>No Access</b>	<b>Population</b>	
2-Year Colleges	<u>2 / 7</u>	<u>12</u>	<u>17</u>	
4-Year Colleges	<u>3 / 8</u>	<u>13</u>	<u>18</u>	<b>Total ROTC Programs</b> <u>22</u>
Vocational Trade	<u>4 / 9</u>	<u>14</u>	<u>19</u>	<b>Army ROTC Programs</b> <u>23</u>
High Schools	<u>5 / 10</u>	<u>15</u>	<u>20</u>	
Vo-Tech (Secondary)	<u>6 / 11</u>	<u>16</u>	<u>21</u>	

<b>Contacts (Priority 1):</b>	<b>Number/Lists</b>	<b>Population</b>	<b>Contacted/Percent</b>	<b>Requirement/Percent</b>
2-Year College	<u>24 / 30</u>	<u>36</u>	<u>42 / 48</u>	<u>54 / 60</u>
4-Year College (Freshmen)	<u>25 / 31</u>	<u>37</u>	<u>43 / 49</u>	<u>55 / 61</u>
4-Year College (Senior)	<u>26 / 32</u>	<u>38</u>	<u>44 / 50</u>	<u>56 / 62</u>
Past 2 Year HS Grads	<u>27 / 33</u>	<u>39</u>	<u>45 / 51</u>	<u>57 / 63</u>
High School (Sr List)	<u>28 / 34</u>	<u>40</u>	<u>46 / 52</u>	<u>58 / 64</u>
High School (Jr List)	<u>29 / 35</u>	<u>41</u>	<u>47 / 53</u>	<u>59 / 65</u>

**4. RECRUITER SUPPORT (FYTD):**

<b>Number of:</b>	<b>Scheduled</b>	<b>Conducted</b>	<b>Leads/Contacted</b>	<b>Appts Made/Conducted</b>	<b>Enlistments</b>
ADSW	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
HRAP	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
COI Events	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
ASB	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
Bn Asset Events	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
TAIR Events	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
SRAP	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>
Future Soldier Training	<u>1</u>	<u>2</u>	<u>3 / 4</u>	<u>5 / 6</u>	<u>7</u>

**5. RA/AR DATA (FYTD):**

Total Contracts RA/AR (FYTD)	<u>1 / 2</u>
Total Contracts (High Grad)	<u>3 / 4</u>
Number currently in RA/AR	<u>5 / 6</u>

	<b>Ship Day</b>	<b>&lt; 30 Days</b>	<b>&lt; 60 Days</b>	<b>&lt; 90 Days</b>	<b>91 Days+</b>	<b>Total YTD</b>	<b>Total Percent YTD</b>
Total RA Losses (FYTD)	<u>7</u>	<u>9</u>	<u>11</u>	<u>13</u>	<u>15</u>	<u>17</u>	<u>19</u>
Total AR Losses (FYTD)	<u>8</u>	<u>10</u>	<u>12</u>	<u>14</u>	<u>16</u>	<u>18</u>	<u>20</u>

RA/AR Future Soldier Referrals	<u>21 / 22</u>
RA/AR Future Soldier Enlistments	<u>23 / 24</u>
RA/AR Future Soldier Promotions	<u>25 / 26</u>

Figure T-1. Sample of a USAREC Form 816

**MEDICAL RECRUITING STATION AND/OR TEAM ASSETS**

(For use of this form see USAREC Reg 601-107)

UNIT: 7th MRB, 7Z

FY: 06 THRU: April

<b>1. RESOURCES:</b>	<b>AUTH</b>	<b>ASGN</b>	<b>AF</b>	<b>N</b>	<b>&lt; 1 YR EXP</b>	
Number of Recruiting Stations	<u>73</u>	<u>73</u>	<u>69</u>	<u>56</u>		
Number of RA Recruiters (E)	<u>125</u>	<u>134</u>	<u>118</u>	<u>78</u>	<u>28</u>	
Number of RA Recruiters (O)	<u>52</u>	<u>55</u>	<u>26</u>	<u>51</u>	<u>18</u>	
Number of USAR Recruiters (E)	<u>107</u>	<u>97</u>	<u>39</u>	<u>33</u>	<u>13</u>	
Number of USAR Recruiters (O)	<u>46</u>	<u>50</u>	<u>14</u>	<u>26</u>	<u>13</u>	
	<b>AUTH</b>	<b>ON HAND</b>	<b>OPERATIONAL</b>	<b>INVOLVED IN ACCIDENTS</b>	<b>ACCIDENT-FREE DAYS</b>	
Number of GOVs	<u>352</u>	<u>24</u>	<u>345</u>	<u>2</u>	<u>27</u>	
Number of Cell Phones	<u>372</u>	<u>24</u>	<u>371</u>	<u>0</u>		
Number of Laptops	<u>469</u>	<u>24</u>	<u>470</u>			

**2. MARKET:**  
 # States 50 # Counties 3017 Square Miles 3,899,373.8 # MTFs 137 # Medical TPUs 278

**3. AMEDD MISSION DATA:**

	<b>(500 BEDS OR MORE)</b>	<b>(250 TO 499 BEDS)</b>	<b>(249 BEDS OR LESS)</b>
# Hospitals Priority/Visits	1 <u>388</u> / <u>1,447</u>	2 <u>1,034</u> / <u>1,295</u>	3 <u>5,162</u> / <u>1,323</u>

	# PROGRAMS	# LISTS	AVAIL MKT / CONTACTED	BOARDED / COMMISSIONED
<b>Medical</b>				
Medical Schools	<u>58</u>	<u>132</u>	<u>30,214</u> / <u>19,914</u>	<u>34</u> / <u>21</u>
STRAP Residencies	<u>2,798</u>	<u>2,803</u>	<u>33,957</u> / <u>14,058</u>	<u>27</u> / <u>24</u>
Total Residencies	<u>6,070</u>	<u>6,036</u>	<u>58,713</u> / <u>15,655</u>	<u>7</u> / <u>5</u>
Preprofessional	<u>696</u>	<u>568</u>	<u>26,803</u> / <u>16,664</u>	<u>48</u> / <u>23</u>
Direct			<u>469,303</u> / <u>57,430</u>	<u>46</u> / <u>27</u>
<b>Dental</b>				
Dental Schools	<u>56</u>	<u>51</u>	<u>10,400</u> / <u>6,757</u>	<u>23</u> / <u>14</u>
STRAP Residencies	<u>152</u>	<u>103</u>	<u>1,214</u> / <u>830</u>	<u>2</u> / <u>0</u>
Total Residencies	<u>568</u>	<u>448</u>	<u>3,829</u> / <u>935</u>	<u>0</u> / <u>0</u>
Direct			<u>126,987</u> / <u>22,664</u>	<u>16</u> / <u>11</u>
<b>Nurse</b>				
AD/DPL	<u>530</u>	<u>494</u>	<u>35,720</u> / <u>12,794</u>	<u>23</u> / <u>16</u>
BSN	<u>595</u>	<u>503</u>	<u>36,668</u> / <u>18,169</u>	<u>44</u> / <u>34</u>
MSN	<u>225</u>	<u>148</u>	<u>7,264</u> / <u>1,872</u>	<u>1</u> / <u>0</u>
Anesthesia MSN	<u>66</u>	<u>59</u>	<u>3,105</u> / <u>1,600</u>	<u>12</u> / <u>10</u>
Direct			<u>1,114,637</u> / <u>61,525</u>	<u>135</u> / <u>89</u>
<b>Medical Service</b>				
Pharmacy	<u>56</u>	<u>51</u>	<u>7,931</u> / <u>3,573</u>	<u>4</u> / <u>3</u>
Optometry	<u>152</u>	<u>103</u>	<u>1,945</u> / <u>1,212</u>	<u>3</u> / <u>4</u>
Psych	<u>568</u>	<u>448</u>	<u>4,090</u> / <u>1,092</u>	<u>30</u> / <u>1</u>
Direct			<u>240,011</u> / <u>19,645</u>	<u>285</u> / <u>131</u>
<b>Specialists</b>				
Student Programs	<u>623</u>	<u>441</u>	<u>15,777</u> / <u>1,522</u>	<u>1</u> / <u>3</u>
Direct			<u>83,509</u> / <u>2,311</u>	<u>18</u> / <u>18</u>
<b>Veterinary</b>				
Veterinary Schools	<u>31</u>	<u>24</u>	<u>5,439</u> / <u>3,984</u>	<u>1</u> / <u>6</u>
Direct			<u>44,323</u> / <u>5,107</u>	<u>6</u> / <u>4</u>

**4. RECRUITER SUPPORT:**

Support Items	SCHEDULED/CONDUCTED								LEADS/LEADS CONDUCTED								BOARDED/COMMISSIONED																				
	AN	SP	MC	MS	DC	VC	AN	SP	MC	MS	DC	VC	AN	SP	MC	MS	DC	VC																			
# of ADSW/RST/DFP	6.5	13	1	0	40	12	3	2	23	2	6	4	21	14	0	0	22	1	0	0	2	2	3	2	0	0	0	0	0	0	0	0	0	0			
# of COI Events	8.8	42	6	2	51	27	17	9	26	9	9	3	14	5	0	0	6	5	5	5	2	2	0	0	3	1	0	0	0	0	7	1	0	0	0		
# of TAIR Events	41.6	211	16	9	296	174	27	21	107	21	28	24	3367	286	72	0	2059	171	476	35	975	128	512	36	11	9	0	0	18	10	2	3	5	2	0	0	
# of Student Pres	3.54	187	19	9	388	216	24	19	107	21	19	17	1565	158	77	13	1830	200	276	36	771	68	261	32	12	7	0	0	10	12	11	3	2	1	1	1	
# of MOPS	7.0	53	10	7	43	21	16	10	11	8	5	3	151	6	22	10	0	0	11	6	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
# of Conventions	2.39	159	8	8	158	104	59	33	50	28	13	9	1880	107	9	3	433	34	498	35	144	12	89	6	3	3	0	0	2	2	1	1	1	1	0	0	
# of Tours	3.8	7	6	0	18	1	12	5	14	1	8	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Mail Outs	139149	57378	5550	5099	69695	51284	45970	27692	16666	12876	3340	3236	1398	34	384	14	1170	107	366	62	569	57	94	7	6	3	0	0	6	3	24	8	1	0	0	0	
# of SME Requested	9.261	2996	13	6	31499	6403	17	15	5281	15	83	82	190	17	0	0	70	15	7	1	27	3	9	2	1	0	0	0	2	3	0	1	0	0	0	0	

**5. MISSION-RELATED DATA (FYTD):**

Total Contracts						<b>FYTD</b>
RA Direct/Student	<u>60</u>	/	<u>46</u>	Number of FOP Members		<u>579</u>
USAR Critical/Other	<u>61</u>	/	<u>156</u>	Number of Referrals Provided by FOP Members		<u>94</u>
RA Declinations	<u>7</u>	/	<u>6</u>	Number of Commissions From Referrals Provided by FOP Members		<u>3</u>
USAR Declinations	<u>4</u>	/	<u>5</u>			

**Figure T-2. Sample of a completed USAREC Form 817**

**Appendix U**  
**AMEDD Lead Source Analysis Sheets**

**U-1. General**

USAREC Form 762-A (AMEDD Lead Source Analysis Sheet (RA)) and USAREC Form 762-B (AMEDD Lead Source Analysis Sheet (AR)) (see figs U-1 and U-2) provide the station commander with a method of evaluating prospecting proficiency in relation to specific market seg-

ments for RA and AR. An LSA for the station, company, and MRB will be accomplished at the end of each month using USAREC Form 762-A and USAREC Form 762-B. LSA from all recruiters will be totaled to derive a station's LSA. LSA from the stations will be totaled to derive the company's LSA, which will be totaled to derive the MRB's LSA.

Complete USAREC Form 762-A and USAREC Form 762-B using data obtained from the processing list for each recruiter. This is an annual form updated monthly by each level of command. See table U-1 for completion instructions.

**U-2. Forms completion**

**Table U-1**  
**Instructions for completing USAREC Form 762-A and USAREC Form 762-B**

<b>Heading</b>
<p>Enter the recruiter, station, company, or MRB.</p> <p>Enter the date data was collected (As of).</p>
<b>Lead Sources</b>
<p>Record the number of appointments conducted in the left columns under ADSW for each area of concentration (AOC) in which an appointment was conducted from ADSW, RST, and DFP officer referrals.</p> <p>Record the number of applicants board selected for commission in the right columns under ADSW for each AOC in which an applicant from an ADSW, RST, or DFP referral was selected.</p> <p>Record the number of appointments conducted in the left columns under SME for each AOC in which an appointment was conducted as a result of SME referral or presentation.</p> <p>Record the number of applicants board selected for commission in the right columns under SME for each AOC in which an applicant from an SME referral or presentation was selected.</p> <p>Record the number of appointments conducted in the left columns under COI Event for each AOC in which an appointment was conducted from a COI presentation or COI tour.</p> <p>Record the number of applicants board selected for commission in the right columns under COI Event for each AOC in which an applicant from a COI presentation or COI tour was selected.</p> <p>Record the number of appointments conducted in the left columns under Student Presentation for each AOC in which the recruiter conducted an appointment from a Student Presentation at a college or university, medical school, dental school, nursing school, or residency,</p> <p>Record the number of applicants board selected for commission in the right columns under Student Presentation for each AOC in which an applicant from a Student Presentation at a college or university, medical school, dental school, nursing school, or residency conducted by the recruiter was selected.</p> <p>Record the number of appointments conducted in the left columns under TAIR for each AOC in which an appointment was conducted from a TAIR presentation at a college or university, medical school, dental school, nursing school, or residency.</p> <p>Record the number of applicants board selected for commission in the right columns under TAIR for each AOC in which an applicant from a TAIR presentation was selected.</p> <p>Record the number of appointments conducted in the left columns under MOPS for each AOC in which an appointment was conducted from an MOPS advertisement placed in the local media.</p> <p>Record the number of applicants board selected for commission in the right columns under MOPS for each AOC in which an applicant from an MOPS advertisement placed in the local media was selected.</p> <p>Record the number of appointments conducted in the left columns under Hospital Visits for each AOC in which an appointment was conducted from a Hospital Visit conducted by a recruiter without an SME or COI.</p> <p>Record the number of applicants board selected for commission in the right columns under Hospital Visits for each AOC in which an applicant from a Hospital Visit conducted by a recruiter without an SME or COI was selected.</p>

**Table U-1**

**Instructions for completing USAREC Form 762-A and USAREC Form 762-B--continued**

Record the number of appointments conducted in the left columns under ADHQ Leads for each AOC in which an appointment was conducted from ADHQ leads sent from HQ USAREC to individual recruiters through Recruiter Zone.

Record the number of applicants board selected for commission in the right columns under ADHQ Leads for each AOC in which an applicant from an ADHQ lead source was selected.

Record the number of appointments conducted in the left columns under School Visits for each AOC in which an appointment was conducted from a college or university, medical school, dental school, or nursing school visit by a recruiter without SME or COI support.

Record the number of applicants board selected for commission in the right columns under School Visits for each AOC in which an applicant from a college or university, medical school, dental school, or nursing school visit by a recruiter without SME or COI support was selected.

Record the number of appointments conducted in the left columns under Mail Outs for each AOC in which an appointment was conducted from a local mail out sent by a recruiter.

Record the number of applicants board selected for commission in the right columns under Mail Outs for each AOC in which an applicant from a local mail out sent by a recruiter was selected.

Record the number of appointments conducted in the left columns under COI/VIP for each AOC in which an appointment was conducted from a COI or VIP referral provided during a normal followup.

Record the number of applicants board selected for commission in the right columns under COI/VIP for each AOC in which an applicant from a COI or VIP referral provided during a normal followup was selected.

Record the number of appointments conducted in the left columns under TPU Referral for each AOC in which an appointment was conducted from a referral provided by a TPU member during a visit or a followup.

Record the number of applicants board selected for commission in the right columns under TPU for each AOC in which an applicant from a referral provided by a TPU member during a visit or a followup was selected.

Record the number of appointments conducted in the left columns under Internet for each AOC in which an appointment was conducted from an Internet link or e-mail originated by a recruiter.

Record the number of applicants board selected for commission in the right columns under Internet for each AOC in which an applicant from an Internet link or e-mail originated by a recruiter was selected.

Record the number of appointments conducted in the left columns under School/Professional List for each AOC in which an appointment was conducted from telephone calls or followups from a college, university, or professional organization provided list.

Record the number of applicants board selected for commission in the right columns under School/Professional List for each AOC in which an applicant from a telephonic followup from a college, university, or professional organization provided list was selected.

Record the number of appointments conducted in the left columns under Conventions for each AOC in which an appointment was conducted from a local or national convention lead or list.

Record the number of applicants board selected for commission in the right columns under Conventions for each AOC in which an applicant from a local or national convention lead or list was selected.

Record the number of appointments conducted in the left columns under Call/Walk-In for each AOC in which an appointment was conducted with an applicant who called in or walked in without influence from any other lead source.

Record the number of applicants board selected for commission in the right columns under Call/Walk-In for each AOC in which an applicant who called in or walked in without influence from any other lead source was selected.

Record the number of appointments conducted in the left columns under NPS Referral for each AOC in which an appointment was conducted from an RA or AR recruiter referral.

Record the number of applicants board selected for commission in the right columns under NPS Referral for each AOC in which an applicant from an RA or AR recruiter referral was selected.

Record the number of appointments conducted in the left columns under Career Fair for each AOC in which an appointment was conducted from a college or university, nursing school, medical school, dental school, veterinary school career fair or followup after this event.

**Table U-1**

**Instructions for completing USAREC Form 762-A and USAREC Form 762-B--continued**

Record the number of applicants board selected for commission in the right columns under Career Fair for each AOC in which an applicant from a college or university, nursing school, medical school, dental school, veterinary school career fair or followup after this event was selected.

Record the number of appointments conducted in the left columns under Other for each AOC in which an appointment was conducted from any lead source not already covered in this list.

Record the number of applicants board selected for commission in the right columns under Other for each AOC in which an applicant from any lead source not already covered on this list was selected.

Add all conducts and commissions under each Corps (AN, DC, MC, MSC, SP, and VC) and input totals under each lead source. Add all the corps to obtain the total RA or AR for each lead source.

Add all of the conducts and commissions for each AOC and input totals on the right side under the Total heading.

Calculate the YTD ratio by dividing the total conducts by the total commissions after each month.  
NOTE: Round ratio to the nearest tenth.

Post the total conducts and commissions for P1 lead sources (Mail Outs and School/Professional Lists) to the chart at the bottom of the back side of the form.

Post the total conducts and commissions for P2 lead sources (ADSW, SME, MOPS, ADHQ Leads, COI/VIP, TPU, and NPS Referrals).

Post the total conducts and commissions for P3 lead sources (COI Events, Student Presentations, TAIR, Hospital Visits, School Visits, Conventions, and Career Fairs).

Post the total conducts and commissions for P4 lead sources (Internet and e-mail).

Calculate the ratio of conducts to commission rounding up to the nearest digit.

Calculate the percentage of conducts for each lead source by dividing the conducts from that lead source by the total conducts from all four lead sources rounding up to the nearest percent.



**AMEDD LEAD SOURCE ANALYSIS (RA)**

(For use of this form see USAREC Reg 601-107)

HCR/HCRS: 5Z3B

AS OF: 29 Sep 06

LEAD SOURCE	ADSW		SME		COI EVENT		STUDENT PRESENTATION		TAIR		MOPS		HOSPITAL VISITS		ADHQ LEADS		SCHOOL VISITS		MAIL OUTS		
	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	
AN	66C			1											1						
	66E																			1	
	66F												1	1						1	
	66H	1						13	1	7	1			7		8		10	2	7	1
	66H8G												1	1							
	ANCP	2						2	1	2						3		9		2	
DC	Direct						1		3												
	HPSP			3		1	7	2	18	2				1		1	13	3	4	1	
MC	Direct			2					1				2	1	2		1				
	HPSP	11	1	2		4	16		26	4	3		1		13		26	4	25	3	
MSC	67E														2						
	67F												1								
	67G																				
	70 Series																				
	71A																1				
	71B																				
	71E																				
	71F																				1
	72A																				
	72B																				
	72C																				
	72D																				1
	72E																1				
	73A															1					5
73B/CPIP							1	1									4	3			
OP HPSP							3	1									1				
CP HPSP							2										5	2			
SP	65A						2	1									2	1			
	65B						1														
	65C																3	3			
	65D																				
VC	VC Direct						5	4	5						1		4		2	1	
	VC HPSP																				
TOTALS	Total AN	3		1			15	2	9	1			9	2	12		19	2	11	1	
	Total DC			3		1	8	2	21	2				1		1	13	3	4	1	
	Total MC	11	1	4		4	16		27	4	3		3	1	15		27	4	25	3	
	Total MS						6	2					1		3		12	5	7		
	Total SP						3	1									5	4			
	Total VC						5	4	5						1		4		2	1	
Total RA	14	1	8		5	53	11	62	7	3		13	4	31	1	80	18	49	6		

USAREC Form 762-A, Rev 1 Sep 2006

PREVIOUS EDITIONS ARE OBSOLETE

V2.00

Figure U-1. Sample of a completed USAREC Form 762-A

UPDATE • USAREC Reg 601-107

LEAD SOURCE		COI VIP		TPU REFERRAL		INTERNET		SCH/PROF LIST		CONVENTIONS		CALL/WALK-IN		NPS REFERRAL		CAREER FAIR		OTHER		TOTAL			
		COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	RATIO	
AN	66C									1		1								4			
	66E	1		1						1							1			5			
	66F					1											2	1		5	2	2.5	
	66H	7	2	18	2	8	2	6	1	6		3	2	15	3	3				122	17	7.2	
	66H8G																1			2	1	2	
ANCP	3	1	2	2	2	1	5		4	2			5	2	3			3	47	9	5.2		
DC	Direct	1		3										3						11			
	HPSP	3	1	2				4	1	1		1	1	3		2		4	1	66	14	4.7	
MC	Direct	4		3		3						1		3				1		23	1	2.3	
	HPSP	8	1	2	1	39	5	54	8	4		3	1	5	1		6	3	248	32	7.8		
MSC	67E					3	1				2		1	1		2				11	1	11	
	67F																	1		2			
	67G																						
	70 Series	3	3	2	1	1	1											1	1	7	6	1.2	
	71A	1	1			1		2								1				6	1	6	
	71B					1				1	1									2	1	2	
	71E																	1		1			
	71F																			1			
	72A					1								1						2			
	72B	1				2										1				4			
	72C																						
	72D			1	1	2												1		5	1	5	
	72E					1				1	1	1				1				5	1	5	
	73A	3	1	3	1			1		1		1	1	2						17	3	5.7	
	73B\CPIP											1		1						7	4	1.8	
OP HPSP					1	1	1	1			1								7	3	2.3		
CP HPSP					1		1						1	1					10	3	3.3		
SP	65A	1	1								1	1								6	4	1.5	
	65B	1				4	1	1		1	1			2	1					10	3	3.3	
	65C	2	2																	5	5	1	
	65D			1	1															1	1	1	
VC	VC Direct					1	1	4	4			2	1	1	1					25	12	2.1	
	VC HPSP																						
TOTALS	Total AN	11	3	21	4	11	3	11	1	12	2	4	2	20	5	6		10	1	185	29	6.4	
	Total DC	4	1	5				4	1	1		1	1	6		2		4	1	77	14	5.5	
	Total MC	12	1	5	1	42	5	54	8	4		4	1	8	1			7	3	271	33	8.2	
	Total MS	8	5	6	3	14	3	5	1	5	2	5	1	6	1	5		4	1	87	24	3.6	
	Total SP	4	3	1	1	4	1	1		1	1	1	1	2	1					22	13	1.7	
	Total VC					1	1	4	4			2	1	1	1						25	12	2.1
	Total RA	39	13	38	9	72	13	79	15	23	5	17	7	43	9	13		25	6	667	125	5.3	

	RATIO		PERCENT	
	COND	COM	COND-COM	PERCENT COND
P1	128	21	6	19%
P2	176	33	5	26%
P3	249	45	6	37%
P4	72	13	6	11%

USAREC Form 762-A, Rev 1 Sep 2006 (Reverse)

Figure U-1. Sample of a completed USAREC Form 762-A (Continued)

**AMEDD LEAD SOURCE ANALYSIS (AR)**  
(For use of this form see USAREC Reg 601-107)

HCR/HCRS: 5Z2B

AS OF: 29 Sep 06

LEAD SOURCE	ADSW		SME		COI EVENT		STUDENT PRESENTATION		TAIR		MOPS		HOSPITAL VISITS		ADHQ LEADS		SCHOOL VISITS		MAIL OUTS		
	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	
AN	66C				1	1									1	1	1		1		
	66E												4	1					2	1	
	66F									2					1				1		
	66F STRAP							1		3			1				3		1		
	66H	2		1	1	3		13	2	33	3	1		23	5	20	5	45	4	51	2
	66H8A					1							10	4	1	1	2		4	2	
	BSN STRAP							5				1					3		2		
DC	63A									7		1		2			4		6	1	
	SP Dentists																1		1		
	DSSP						1										1				
MC	60C/60D																				
	60J									2											
	LOW DENS									1					1				1		
	60N									3			1		1		1				
	60S														1						
	60W																				
	61F									2	1	1		1		3					
	61H									3	1			4	1	4	1	1		4	
	61J									3				1				1			
	61M																		1		
	61R																				
	61U													1							
	62A							1		1											
MSSP															1	1					
MSC	67E																3		2		
	67F														1				1		
	67G																		3	1	
	70B																1	1			
	71A																				
	71B																				
	71E														1						
	71F																				
	72A																				
	72B														1	1					
	72C														1						
	72D														2				1	1	
	72E														1				1		
73A	1		1				1				1			2		1		14			
73B																1					
SP	65A																				
	65B																		3		
	65C	1		1									3	1	2		1	1			
VC	64 Series				1																
TOTALS	Total AN	2		1	1	5	1	19	2	38	3	2		38	10	23	7	54	4	62	5
	Total DC							1		7		1		2				6		7	1
	Total MC							1		16	2	1		8	1	11	2	3		6	
	Total MS	1		1				1				1				9	1	6	1	22	2
	Total SP	1		1										3	1	2		1	1	3	
	Total VC					1															
Total AR	4		3	1	6	1	22	2	61	5	5		51	12	45	10	70	6	100	8	

USAREC Form 762-B, 1 Sep 2006

V1.00

Figure U-2. Sample of a completed USAREC Form 762-B

LEAD SOURCE	COI/IVIP		TPU REFERRAL		INTERNET		SCH/PROF LIST		CONVENTIONS		CALL/WALK-IN		NPS REFERRAL		CAREER FAIR		OTHER		TOTAL			
	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	COND	COM	RATIO	
AN	66C	1		1	1			1		2	1			1					10	4	2.5	
	66E	1	1	1				1						1			1		11	3	3.7	
	66F	2										2							8			
	66F STRAP	1		2	1	1				3	1								16	2	8	
	66H	12	2	13	1	7	1	6	2	5	1	3		6	2	13	12		269	31	8.7	
	66H8A	4	2	4	1	1		2		3		1		1		1	1	1	36	11	3.3	
	BSN STRAP	2		1				1	1					1		1			17	1	17	
DC	63A	2							2										24	1	24	
	SP Dentists			1									1						4			
	DSSP			1	1														3	1	3	
MC	60C/60D																					
	60J	1																	3			
	LOW DENS																		3			
	60N						1												7			
	60S								2										3			
	60W																					
	61F	1				1				2		2					1	1	14	2	7	
	61H	4		1	1	1		1				1							24	4	6	
	61J	2	1							1									8	1	8	
	61M									2							1		4			
	61R																					
	61U			1															2			
	62A					1						1	1	1	1				5	2	2.5	
	MSSP	1															1	1	4	2	2	
MSC	67E	2							2				1						10			
	67F	1				1			1	1			1						6	1	6	
	67G					1													4	1	4	
	70B	2	1	13	3						1	1							17	6	2.8	
	71A									1									1			
	71B															1			1			
	71E	1	1	2		2	1			1			3						10	2	5	
	71F																					
	72A																					
	72B									1									2	1	2	
	72C	1		1															3			
	72D			1								3		2		1			10	1	10	
	72E			2	1											2			6	1	6	
73A	1	1	2						3				1		2			29	1	29		
73B			2		1								1					5				
SP	65A			1	1														1	1	1	
	65B								1	1	1								5	1	5	
	65C							1											9	2	4.5	
VC	64 Series	1						1	1			1					1		5	1	5	
TOTALS	Total AN	23	5	22	4	9	1	11	3	13	3	6		10	2	15		14	1	367	52	7.1
	Total DC	2		2	1					2				1					31	2	15.5	
	Total MC	9	1	2	1	3		2		7		4	1	1	1		3	2	77	11	7	
	Total MS	8	3	23	4	6	1			9	1	4	1	9		2			104	14	7.4	
	Total SP			1	1					1	1	1							15	4	3.8	
	Total VC	1							1	1								1		5	1	5
	Total AR	43	9	50	11	18	2	15	4	32	5	16	2	21	3	17		20	3	599	84	7.1

USAREC Form 762-B, 1 Sep 2006 (Reverse)

	RATIO		PERCENT	
	COND	COM	COND-COM	PERCENT COND
P1	115	12	10	19%
P2	171	34	5	29%

	RATIO		PERCENT	
	COND	COM	COND-COM	PERCENT COND
P3	259	31	8	43%
P4	18	2	9	3%

Figure U-2. Sample of a completed USAREC Form 762-B (Continued)

## Appendix V Hometown Recruiter Assistance Program

### V-1. Purpose

HRAP allows outstanding Soldiers, regardless of rank or age, the opportunity to return to their hometowns and assist in recruiting efforts. It is up to recruiters and commanders to initiate and use this beneficial combat multiplier. HRAP Soldiers who return to their hometowns and tell their Army story have a significant impact on the community and their peers. Their ability to relate to friends, family, community leaders, old classmates, and underclassmen can be vital to the accomplishment of the recruiting mission.

### V-2. Responsibilities

a. The Deputy Chief of Staff for Personnel has overall responsibility for maintaining the policies and procedures of this program in accordance with AR 601-2.

b. Commanding General (CG), United States Army Human Resources Command, will control personnel actions for HRAP participants under this regulation and effectively promote this program in the personnel community.

c. CG, United States Army Training and Doctrine Command; CG, United States Army Forces Command; and all other major Army commands will ensure their installations establish an HRAP point of contact to process electronic applications through the HRAP database and educate commanders at all levels regarding the importance of the program.

d. CG USAREC has overall responsibility for HRAP.

e. The Assistant Chief of Staff, G-3, HQ USAREC, will ensure Army commanders at all levels are aware of the program and its importance to the recruiting process. The Assistant Chief of Staff, G-3, will also appoint an HRAP manager who will monitor and manage the command's program.

f. The HRAP manager will serve as liaison with supporting major Army commands and Headquarters, Department of the Army, to identify and resolve any problems that may arise during implementation of the program.

g. Inspector General, HQ USAREC, will review HRAP usage during inspections at all command levels as a CG item of special interest.

h. Brigade commanders will ensure subordinate commands are aware of HRAP and its relative importance to the recruiting mission. They will establish points of contact with all Army installation commanders in their AO and encourage HRAP participation. Brigade commanders will appoint a primary and alternate HRAP manager to maintain the brigade's program.

i. The brigade HRAP manager will establish points of contact at Army installations in their AO to encourage HRAP participation. They will manage the program and monitor the HRAP Web Site to verify the number of Soldiers currently participating. They will also track arrivals, no shows, number of appointments conducted, and number of enlistments from HRAP

referrals.

j. Battalion commanders will ensure all company commanders are familiar with HRAP and the procedures for recommending enlistees. They will appoint a primary and alternate HRAP manager to maintain the battalion's HRAP and maintain close coordination with the brigade's HRAP manager. The manager will inform companies and stations of any changes received from the brigade HRAP manager. They will manage the program and monitor the HRAP Web Site to verify the number of Soldiers currently participating. They will also track arrivals, no shows, number of appointments conducted, and number of enlistments from HRAP referrals.

k. The battalion's advertising and public affairs section must work closely with the battalion Command Sergeant Major to develop a local publicity program.

(1) Write and send news releases to appropriate media in the area served by the HRAP participant, paying particular attention to weekly and community newspapers and local radio stations.

(2) Write a feature news release, with photographic support, and send to the media in areas where an HRAP participant had an outstanding tour of duty by referring two contracts.

(3) Public forums such as local radio and television talk shows, civic and business clubs, and educational associations should be exploited creating opportunities for HRAP participants to share their experiences.

(4) HRAP participants must be accompanied during public appearances. At a minimum, the responsible recruiter or others in the chain of command will accompany the participant.

l. Company commanders must ensure all station commanders and recruiters are familiar with HRAP and Web site procedures. They will also make sure HRAP participants' efforts are properly directed toward generating high school diploma graduate (HSDG) or HSSR leads and enlistments.

m. Station commanders and recruiters must be familiar with the selection and processing of Soldiers for HRAP duty. Only Soldiers requested by recruiters or station commanders will be considered for HRAP duty following advanced individual training (AIT) or one-station unit training (OSUT).

n. Station commanders should recommend 50 percent of their Future Soldiers for HRAP duty. Those selected should have the potential to positively assist the station's recruiting efforts. The nominees should have a track record of supplying leads and referrals, actively participated in the FSTP, and assisted in the SRP.

o. All recommendations will have a drill sergeant review during the final phase of AIT to either confirm or cancel the Soldier's participation in the program. The drill sergeant review helps Soldiers understand that HRAP is not a guarantee; it's a special privilege, awarded to those Soldiers who distinguish themselves during training.

p. The drill sergeant will have the ability to recommend outstanding Soldiers who were not recommended by their recruiter. This procedure allows outstanding Soldiers such as honor graduates and those who have demonstrated excellence during training to be recommended for HRAP duty. Station commanders will be notified by the installation HRAP coordinator of the drill sergeant's meritorious recommendations which they can accept or reject.

q. The ARISS process for recommending an applicant for HRAP duty is detailed below:

(1) Open the applicant's record.

(2) Go to ARISS-RWS drop-down menu.

(3) Select, *Packet Preparation*.

(4) Select, *Remarks Review*.

(5) In the drop-down menu go to, *Remarks Type*.

(6) Select, *COM*.

(7) In the available Remarks column scroll to and select, *Request this individual return to this RSID for HRAP duty upon completion of AIT/OSUT*.

(8) Save the record and the computer will place the statement on the DD Form 1966/3 (Record of Military Processing - Armed Forces of the United States) to alert the United States Army Training and Doctrine Command that the Soldier is recommended for HRAP duty.

r. To nominate a Future Soldier, follow the same steps in q above. When the record is replicated, the DD Form 1966/3 will be updated with the HRAP comment.

s. In exceptional circumstances, the senior guidance counselor may annotate DD Form 1966/3 with the HRAP recommendation comment. The request must be made to the senior guidance counselor, 24 hours prior to the Future Soldier's ship date and be requested by either the station or company commander. The process is as follows:

(1) Open the Future Soldier's record.

(2) Select, *Packet Preparation*.

(3) Select, *Remarks Review*.

(4) In the drop-down menu go to, *Remarks Type*.

(5) Select, *COM*.

(6) In the available Remarks column scroll to and select, *Request this individual return to this RSID for HRAP duty upon completion of AIT or OSUT*.

(7) Save the update.

(8) When the guidance counselor creates the shipping DD Form 1966, the HRAP statement will appear in the Remarks section.

t. Recruiters and station commanders must inform all Future Soldiers recommended for HRAP duty that a recommendation is not a guarantee. Selection for HRAP duty will depend on the Soldier's attitude and performance during initial entry training.

u. All performance reports will be done electronically using the HRAP database. Manual reports are not authorized. Reporting procedures are contained in the Army Accession Command HRAP SOP found on the HRAP Web Site.

v. Station commanders and recruiters must ensure all Soldiers on HRAP duty participate in physical training at least three times a week. HRAP Soldiers are on loan to USAREC and must be returned as physically fit as they arrived.

(1) Document and post all leads and contracts received from HRAP participants on the HRAP Web Site.

(2) Inform the battalion's advertising and public affairs representative when HRAP participants arrive at the station to ensure maximum publicity through the local media.

### V-3. General

a. The normal tour of duty for HRAP participants is 14 days in a permissive TDY status. Brigade or battalion commanders may approve or disapprove extensions beyond the 14-day period which may not exceed a total of 20 days.

b. The participant must meet the following criteria:

(1) Volunteer to perform duty in a permissive TDY status at no cost to the Government.

(2) Be an HSDG, have completed a GED, or completed 15 semester hours of college; exceptions must be approved by the first lieutenant colonel in the Soldier's chain of command. Be an HSDG. GED holders require 15 semester hours or more of college credits to be eligible.

(3) Be stationed in the continental United States on orders for a permanent change of station to or from overseas or on ordinary leave from overseas.

NOTE: The individual's port call cannot be affected.

(4) Must reside within 50 miles of the station they are assigned to support and have personal or public transportation to and from the station.

(5) Must not be in a flagged status (no exceptions).

(6) Must be an Army Civilian Acquired Skills Program participant, AIT or OSUT graduate enroute to their first duty assignment.

(7) Must have an approved DA Form 31 (Request and Authority for Leave) signed by the first lieutenant colonel in the chain of command.

c. Soldiers with mandatory followup training after AIT (i.e., airborne training):

(1) Are eligible to participate following completion of mandatory training.

(2) May be considered for participation while waiting for a class date providing time permits.

d. When the HRAP participant arrives at the station, the commander will endorse the DA Form 31 (see fig V-1) and in 48 hours annotate the USAREC HRAP Web Site with the participant's start date.

(1) The HRAP Web Site provides an accurate and user friendly reporting system that is used to process applications, make HRAP assignments, verify departures from the training base or their cancellation, and verify arrivals at the station.

(2) Access to the USAREC HRAP Web Site

is restricted, only authorized Army personnel (military and civilian) are authorized use.

### V-4. HRAP briefing

a. HRAP participant must be briefed on their duties and requirements. The briefing will include, but is not limited to, the following areas:

(1) Station orientation (i.e., recruiters and area).

(2) Overview and purpose of HRAP.

(3) Recruiter responsibilities, improprieties, and chain of command.

(4) HRAP mission goals during their tour of duty.

(5) Work schedule, to include special events.

(6) HRAP recruiting limitations (do's and don'ts).

(7) How to generate leads.

(8) Required permissive TDY paperwork for tour.

(9) Uniform requirements.

(10) Resources available to perform duty.

(11) Recognition and awards for recruiting achievements.

(12) Basic MEPS overview.

(13) Causes for HRAP termination.

(14) Uniform Code of Military Justice jurisdiction.

(15) Referral Bonus Pilot Program.

(16) Safety.

b. Duty requirements for participants:

(1) HRAP participants will report to the designated station commander on the day duty commences, in Class A uniform, with a signed DA Form 31 authorizing participation.

(2) Must have transportation to and from the station at no cost to the Government.

(3) Represent the Army to the best of their ability.

(4) Participants will not work more than 24 hours per week in the execution of HRAP duties.

(5) Generate as many HSDG and HSSR leads and enlistments as possible.

(6) Discuss the Army with Future Soldiers to help reinforce their commitment.

(7) Speak to groups as directed by the station commander.

c. The HRAP briefing will be conducted without exception by the station commander or assistant station commander.

d. HRAP participants are prohibited from performing the following activities:

(1) Driving applicants to or from MEPS or MET site.

(2) Hand-carrying administrative or recruiting paperwork.

(3) Running police checks, court record checks, or requests for references.

(4) Performing station administrative support.

(5) Performing cold telephone prospecting from station LRLs.

(6) Driving GOVs.

### V-5. Completion of duty

Upon completion of the participant's HRAP tour of duty, the station commander will endorse the

DA Form 31 to ensure the period of permissive TDY is correct. Within 48 hours of departure, the station commander will update the HRAP Web Site with required information and completion date.

NOTE: Soldiers on leave who have not been previously processed for HRAP may participate in the program. The responsible station commander must contact the commander or First Sergeant of the gaining unit (normally the replacement center) for approval to extend the Soldier's leave for HRAP participation. Once approval is granted, the station commander must prepare a memorandum for record stating the name of the gaining unit, name of the individual who granted approval, and new report date. The battalion commander must sign the Soldier's DA Form 31 authorizing HRAP participation. The station commander must input the application into the USAREC HRAP Web Site and ensure the participant receives a copy of the memorandum for record for their gaining unit.

### V-6. Officer participation

Officers are encouraged to assist their hometown recruiters whenever possible. The following guidelines will be used to process officer HRAP participants:

a. Officers volunteering for HRAP duty will coordinate directly with the responsible recruiting battalion. The officer must be informed that they will not be paid per diem while on permissive TDY.

b. The battalion is responsible for inputting officer application data into the HRAP Web Site.

c. The battalion commander or executive officer will determine how to best use HRAP officers. The itinerary and duties will be commensurate with the officer's grade. The comments block of the DA Form 31 will indicate the battalion's approval authority (commander or executive officer) who accepted the officer for HRAP duty.

d. In the event an officer cannot effectively perform their HRAP duty, a copy of the officer's request and reason(s) why will be faxed to the HQ USAREC HRAP Manager at (502) 626-0448.

### V-7. Graduates enlisted under the Officer Candidate School Option

a. Recent Officer Candidate School (OCS) graduates approved for HRAP duty by the first lieutenant colonel in their chain of command will return to their hometown and assist local recruiting efforts by promoting Army Awareness and the OCS Program. Participants will serve in a permissive TDY status for up to 14 days and may not claim reimbursement for travel expenses. CG USAREC can approve or disapprove extensions beyond the original 14 days. Extensions cannot exceed a total of 20 days and must not interfere with the Soldier's Officer Basic Course attendance.

b. Only OCS candidates who have graduated from OCS but have not started Officer Basic

Course may be requested by recruiters and station commanders. USAREC special missions may request HRAP for near-term OCS graduates that enlisted under the OCS enlistment option to provide immediate combat multipliers to the field. Recruiters and station commanders will request OCS applicants for HRAP using the following ARISS process:

- (1) Open the applicant's record.
- (2) Go to ARISS-RWS drop-down menu.
- (3) Select, *Packet Preparation*.
- (4) Select, *Remarks Review*.
- (5) Go to drop-down menu.
- (6) Select, *COM*.
- (7) In the available Remarks column scroll to and select, *Request this individual return to this RSID for HRAP duty upon completion of OCS*.

c. Upon completion of OCS the officer will report to the recruiting station in their hometown. Station commanders must enter the participant in the HRAP database upon arrival. Indicate the OCS HRAP participant as OCS in the HRAP database category field. The station commander will then notify the company commander of the participant's arrival and schedule the HRAP orientation briefing. The briefing will cover:

- (1) Overview and purpose of OCS HRAP.
- (2) HRAP participant duties and scope of responsibility.
- (3) The OCS Enlistment Option Program, eligibility, and application process.
- (4) Company and station activities.
- (5) Mission and geographical area of responsibility overview and battalion chain of command.
- (6) Basic MEPS overview and processing procedures.
- (7) Prohibited and regulated activities (USAREC Reg 600-25).
- (8) Recruiting improprieties policies and procedures (USAREC Reg 601-45).
- (9) Safety.

d. The OCS HRAP participant will be under the guidance of the company commander and will be used to enhance the OCS recruiting efforts. Participants will report for duty in Class A uniform; however, the daily duty uniform will be determined by the company commander. OCS HRAP participants can be used for, but are not limited to, college and university visits, presentations at career fairs, chambers of commerce, rotary, etc. HRAP database reporting is the station commander's responsibility along with any other support the company commander deems necessary to assist the OCS HRAP participant.

e. Company commanders may release OCS officers that are ineffective and return them to a leave status. Station commanders will complete the HRAP database 979 48 hours before the officer's departure or completion of duty with their appropriate status. A referral from an HRAP participant that leads to an OCS application submitted to HQ USAREC officer selection board will be reported as a contract in the HRAP database 979. An OCS HRAP report has been created to track the number of applications generated from this program.

## **V-8. Awards and recognition of participants**

Commanders at all levels are encouraged to recognize outstanding performance of HRAP participants by using certificates of achievement and letters of appreciation. Exceptional performance should be recognized by requesting a two-star note from the CG USAREC. All impact award recommendations must be made through the Soldier's parent unit.

REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. (See instructions on reverse.)				1. CONTROL NUMBER	
<b>PART I</b>					
2. NAME (Last, First, Middle Initial) Tench, Chuck S.		3. SSN 123-45-6789		4. RANK PV2	5. DATE 28 Oct 06
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) 123 Main Street Hometown, USA 12345 888-555-1234			7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input checked="" type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER HRAP Duty and Leave		8. ORGN, STATION, AND PHONE NO.  AIT UNIT
9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED 30	c. ADVANCED	d. EXCESS	a. FROM 1 Nov 06	b. TO 24 Nov 06
11. SIGNATURE OF REQUESTOR <i>Chuck S. Tench</i>		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <i>Mike Rogers</i>		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY <i>Matt Keller, LTC, AR, Commanding</i>	
<b>14. DEPARTURE</b>					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY			
<b>15. EXTENSION</b>					
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY CG USAREC or designated Brigade Cdr or Battalion Cdr			
<b>16. RETURN</b>					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY			
17. REMARKS I have read and understand the statement in table 5-16, step 3, AR 600-8-10. (Initials <i>est</i> ) HRAP dates from: <u>1 Nov 06 to 14 Nov 06</u> . Station Commander Signature <i>Erick Haversholm</i> Station Commander telephone number (502) 626-1234 Chargeable leave is from _____ to _____					
<b>PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL</b>					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:  For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP:					
20. DEPARTED UNIT		21. ARRIVED APOD		22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT
<b>PART III - DEPENDENT TRAVEL AUTHORIZATION</b>					
24. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
<b>DEPENDENT INFORMATION</b>					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER	
_____		_____	_____	_____	
_____		_____	_____	_____	
_____		_____	_____	_____	
<b>PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION</b>					
26. DESIGNATION AND LOCATION OF HEADQUARTERS			27. ACCOUNTING CITATION		
28. DATE ISSUED	29. TRAVEL ORDER NUMBER		30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION		

DA FORM 31, SEP 93

EDITION OF 1 AUG 75 IS OBSOLETE

ORIGINAL 1

USAPPC V4.00

Figure V-1. Sample of a completed DA Form 31 for HRAP duty and leave



## **Appendix W**

### **Privacy Act Statement (Enlistment Processing)**

**W-1.** The Privacy Act of 1974 (Public Law 93-579) establishes safeguards for the protection of records the Government collects and maintains on U.S. citizens and lawfully admitted permanent residents. It mandates:

- a. The Government to inform citizens and permanent residents when their personal information is collected.
- b. Why it is collected, and how it will be used.
- c. The publication of a notice in the Federal Register of new or revised systems of records on individuals.
- d. Assurance that information is accurate, relevant, complete, and up to date before disclosing it to others.
- e. The allowance of individuals to find out about disclosures of their records to other agencies or persons.
- f. Providing individuals with the opportunity to correct inaccuracies in their records.

**W-2.** The Privacy Act of 1974 allows individuals to seek access to records retrieved by their name and personal identifier that are contained in a private system of records; provides written authorization for their representative to act on their behalf; and seeks records on behalf of a minor child if they are the legal guardian or parent and are determined to be acting in the minor's best interest.

**W-3.** USAREC Form 1265 (Privacy Act Statement (Enlistment Processing)) (see fig W-1) will be given to all applicants before or during their initial interview. The recruiter will explain the purpose and importance of the statement and verify the applicant fully understands their privacy rights. Before any personal information is taken or stored, the recruiter will again verify the applicant fully understands their privacy rights. The recruiter will have the applicant sign USAREC Form 1265 and give the applicant a copy.

**PRIVACY ACT STATEMENT (ENLISTMENT PROCESSING)**

(For use of this form see USAREC Reg 601-107)

**ATTENTION**

Information provided by you is For Official Use Only and will be maintained and used in strict compliance with Federal laws and regulations. The information provided by you becomes the property of the United States Government, and it may be consulted throughout your military service career, particularly whenever either favorable or adverse administrative or disciplinary actions related to you are involved.

**YOU CAN BE PUNISHED BY FINE, IMPRISONMENT OR BOTH IF YOU ARE FOUND GUILTY OF MAKING A KNOWING AND WILLFUL FALSE STATEMENT.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Authority to collect this information is 10 USC sections 3013, 504, 505, 12102, and 520a; 14 USC sections 351 and 632; 50 USC Appendix 451; and EO 9397.

**PRINCIPAL PURPOSE:** Information will be used to determine enlistment eligibility.

**ROUTINE USE(S):** Statistical purposes, enlistment processing, and future personnel matters.

**DISCLOSURE:** Voluntary; however, failure to answer all questions concerning enlistment eligibility, except those labeled as "Optional," may result in denial of your enlistment application.

APPLICANT'S NAME:

John Smith

APPLICANT'S SIGNATURE:

/signed/

Figure W-1. Sample of a completed USAREC Form 1265

**Appendix X  
Chaplain Recruiting Operations and Market Analysis Board**

**X-1. General**

CRTs will use the following forms for the OMA board:

a. Left side. USAREC Form 1260-A (Chaplain Recruiting Unit Assets). (See table X-1 for instructions on completing.) Figure X-1 shows a sample of the completed form.

b. Right side. USAREC Form 711-9-A (Chaplain Mission Performance Summary). (See table X-2 for instructions on completing.) Figure X-2 shows a sample of USAREC Form 711-9-A.

**X-2. Posting requirements**

a. Left side. USAREC Form 1260-A is the poster-size (15" X 24") version of USAREC Form 1260 (Chaplain Recruiting Unit Assets) which is 8-1/2" X 11" available in electronic media. This form presents a summary of recruiting operations effectiveness, as well as personnel, logistics, and market demographic summaries. This form will be reviewed quarterly and posted or updated. At the end of the 4th quarter, the CRT NCOIC will place USAREC Form 1260 into the unit's filing system and retain it for 2 years.

b. Center. The operations and market map is placed in the center section allowing the legend to be prominently displayed.

(1) Overlay 1. The CRT NCOIC uses 1/8" black map tape to outline the unit's boundaries and self-adhesive stars to mark location of unit resources. The CRT NCOIC will update overlay 1 when the unit's boundaries change and will retain old maps and overlays in the unit's filing system for 2 years.

(2) Overlay 2. The CRT NCOIC will use self-adhesive stars to mark the location of the CRT headquarters and its market assets such as seminaries and Christian colleges. Self-adhesive dots will mark the location of each chaplain and chaplain candidate recruited. Detailed instructions appear in the legend at table X-3.

c. Right side. USAREC Form 711-9-A is the poster-size (15" X 24") version of USAREC Form 711-9 (Chaplain Mission Performance Summary) which is 8-1/2" X 11" available in electronic media. The CRT NCOIC will post the quarterly mission within 5 working days following mission receipt.

**X-3. Briefings**

The presentation of the station to a visitor reflects directly on the CRT NCOIC's managerial ability, proficiency, credibility, and total professionalism. A VIP visit is an opportunity for the CRT NCOIC to demonstrate their grasp of the unit's strengths and weaknesses and the ability to plan recruiting operations that capitalize on strengths and correct deficiencies.

**X-4. Conduct of the briefing**

a. Standard rules of military courtesy apply for all VIP visits.

b. The CRT NCOIC or ranking NCO should greet the visitor at the door and introduce himself or herself. The commander next escorts the visiting party into the station or headquarters and introduces the recruiters and any other persons present. Recruiters should not interrupt an interview or telephone prospecting in progress.

c. Next the briefer should offer the visitor(s) a tour of the station. The tour should include the supply room, testing room, and any adjoining rooms. The briefer should also mention any sister service recruiting offices.

d. After the tour, the briefer should direct the guests to the OMA board. The briefing should begin with the operations and market map. The briefer should point out the local headquarters, unit boundaries, and major points of interest (demographic and geographic market influencers).

e. The briefer will then present the assets form (USAREC Form 1260-A). The briefer should not read the form, but should cover each major heading, commenting on entries as appropriate. In conclusion, the briefer should lead the visitor to the right side of the board. (USAREC Form 711-9-A) to address the unit's mission and accomplishments. The briefer should be prepared to discuss the plan of action to correct shortfalls.

f. The briefer should invite the visitor to make comments in the unit's inspection log.

**Table X-1  
Instructions for completing USAREC Form 1260 and USAREC Form 1260-A**

Unit, FY, Thru	Enter the CRT name (e.g., 5th Brigade), FY, and thru date.
<b>Section 1. Resources</b>	
Number of RA and USAR Recruiters	Enter the number of RA and AR recruiters authorized and assigned by category: Commissioned officers and enlisted (NCOs).
Number of GOVs	Enter the number of GOVs authorized and assigned to the unit.
Professional Development	Enter military or other professional development activities, such as Noncommissioned Officer Education System schooling and denominational training.
<b>Section 2. Market</b>	
Enter information about the CRT's recruiting zone: The number of states and square miles; the number of theological seminaries and Christian colleges; and the number of colleges that support ROTC programs of any branch of the Armed Forces.	
<b>Section 3. Recruiting Activities (FYTD)</b>	
NOTE: This section reflects the shaping and sustaining operations the unit has planned and executed during the current FY.	
TAIR Events	Enter the number of TAIR events that have been scheduled and conducted.
COI Events	Enter the number of COI events that have been scheduled and conducted.
Conventions	Enter the number of faith-group conventions that the unit planned to attend and how many recruiters attended.
ADSW	Enter the number of AR members who have been planned for ADSW (scheduled) and the number who have performed ADSW (conducted).

**Table X-1**  
**Instructions for completing USAREC Form 1260 and USAREC Form 1260-A--continued**

Seminary	Enter the number of visits to theological seminaries that have been planned and how many have been conducted this FY.
Christian College	Enter how many visits to Christian colleges have been planned and how many have been conducted this FY.
ROTC	Enter how many visits to ROTC units have been planned and how many have been conducted this FY.
<b>Section 4. Mission-Related Data</b>	
Packets Submitted	For each quarter enter the total number of chaplain and chaplain candidate packets submitted to the chaplain selection board.
Packets Pending	For each quarter enter the total number of chaplain and chaplain candidate packets pending action at DACH (e.g., packets awaiting ecclesiastical endorsement or approval or missing documents).
Packets Accessed	For each quarter enter the total number of chaplain and chaplain candidate packets approved at DACH.
<b>Section 5. Items of Interest</b>	
Enter a brief description of significant recruiting opportunities the CRT plans to exploit or any other item which the commander or officer in charge has placed special emphasis.	

**Table X-2**  
**Instructions for completing USAREC Form 711-9 and USAREC Form 711-9-A**

FY and Thru	Enter the current FY and the last completed recruiting contract quarter.
<b>Section 1. Mission</b>	
Enter the CRT's mission and accomplishments for chaplains and chaplain candidates. Enter assigned mission by quarter to the left of the slash with a black marker. Enter accomplishments to the right of the slash. Use a blue marker where the number equals or exceeds the mission; use a red marker to reflect a shortfall.	
Sacramental	Enter the CRT's mission and accomplishments for chaplains from sacramental Christian denominations.
Nonsacramental	Enter the CRT's mission and accomplishments for chaplains from nonsacramental Christian denominations.
Females (Goal)	Enter the CRT's goals and accomplishments for female chaplains without regard to denomination.
<b>Section 2. Board Results</b>	
Enter the number of applicants selected by chaplain and chaplain candidate selection boards. Enter NA for any month where no board convened.	

**Table X-3**  
**Chaplain contract and accession legend**

Resources	Stars
CRT Location	Red
Seminaries	Gold
Christian Colleges	Silver
ROTC Units	Blue

Chaplains Recruited	Dots
Chaplains	*Red
Chaplain Candidates	*Blue
*Mark each dot with a letter: S for sacramental chaplains. N for nonsacramental chaplains.	

**CHAPLAIN RECRUITING UNIT ASSETS**  
(For use of this form see USAREC Reg 601-107)

UNIT: 5th Brigade

FY: 06 THRU: Jun

**1. RESOURCES:**

	Officers (Authorized/Assigned)	Enlisted (Authorized/Assigned)
Number of RA Recruiters:	<u>1</u> / <u>1</u>	<u>1</u> / <u>1</u>
Number of USAR Recruiters:	<u>1</u> / <u>1</u>	<u>1</u> / <u>1</u>
Number of GOVs:	<u>2</u> / <u>2</u>	<u>2</u> / <u>2</u>
Professional Development:	<u>Chap (MAJ) Smith—CREST Training, 6-10 Jun, Fort Riley; SSG Graham—ANCOC, Jun-Aug; Chap (CPT) Evans—Denominational Training, 23-27 May.</u>	

**2. MARKET:**

# States: 10                      Square Miles: 1M                      # ROTC: 5  
 # Seminars: 40                      # Christian Colleges: 65

**3. RECRUITING ACTIVITIES (FYTD):**

	(Scheduled/Conducted)		(Scheduled/Conducted)
TAIR Events:	<u>3</u> / <u>2</u>	Seminary:	<u>21</u> / <u>15</u>
COI Events:	<u>8</u> / <u>6</u>	Christian College:	<u>5</u> / <u>3</u>
Conventions:	<u>5</u> / <u>2</u>	ROTC:	<u>1</u> / <u>1</u>
ADSW:	<u>1</u> / <u>1</u>		

**4. MISSION-RELATED DATA:**

	1st Qtr Chaplains/Chaplain Candidates	2d Qtr Chaplains/Chaplain Candidates	3d Qtr Chaplains/Chaplain Candidates	4th Qtr Chaplains/Chaplain Candidates
Total Packets:	<u>10</u> / <u>3</u>	<u>9</u> / <u>2</u>	<u>11</u> / <u>4</u>	/
Declined:	/	/	<u>1</u> / <u>1</u>	/
Accessed:	<u>10</u> / <u>3</u>	<u>9</u> / <u>2</u>	<u>13</u> / <u>3</u>	/

**5. ITEMS OF INTEREST:**

Attending Southern Baptist Convention in August.

SWBTS Alumni Conference - Sep 06.

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Figure X-1. Sample of a completed USAREC Form 1260-A

**CHAPLAIN MISSION PERFORMANCE SUMMARY**  
 (For use of this form see USAREC Reg 601-107)

FY: 06 THRU: Jun

**1. MISSION**

	<b>Chaplains</b>	<b>Chaplain Candidates</b>
1st Qtr	<u>5</u> / <u>5</u>	<u>8</u> / <u>8</u>
2d Qtr	<u>5</u> / <u>5</u>	<u>6</u> / <u>6</u>
3d Qtr	<u>7</u> / <u>7</u>	<u>8</u> / <u>8</u>
4th Qtr	<u>6</u> / _____	<u>5</u> / _____
FYTD	<u>23</u> / <u>17</u>	<u>27</u> / <u>22</u>
Sacramental	<u>10</u> / <u>5</u>	<u>10</u> / <u>7</u>
Nonsacramental	<u>13</u> / <u>12</u>	<u>17</u> / <u>15</u>
Females (Goal)	<u>1</u> / <u>1</u>	<u>1</u> / <u>1</u>

**2. BOARD RESULTS**

October	<u>3</u>	<u>4</u>
November	<u>2</u>	<u>4</u>
December	<u>NA</u>	<u>NA</u>
January	<u>NA</u>	<u>NA</u>
February	<u>2</u>	<u>4</u>
March	<u>3</u>	<u>2</u>
April	<u>2</u>	<u>3</u>
May	<u>NA</u>	<u>NA</u>
June	<u>5</u>	<u>5</u>
July	<u>NA</u>	<u>NA</u>
August	_____	_____
September	_____	_____

Figure X-2. Sample of a completed USAREC Form 711-9-A

## Glossary

### Section I Abbreviations

**AAR**  
after-action review

**AD**  
active duty

**ADHQ**  
Advertising HQ USAREC

**ADSW**  
active duty for special work

**AIT**  
advanced individual training

**ALRL**  
automated lead refinement list

**AMEDD**  
Army Medical Department

**AO**  
area of operation

**AOC**  
area of concentration

**AR**  
Army Reserve

**ARISS**  
Army Recruiting Information Support System

**ASB**  
United States Army Accessions Support Brigade

**ASRPT**  
Average Station Report

**ASVAB**  
Armed Services Vocational Aptitude Battery

**BT**  
basic training

**CG**  
Commanding General

**CH/CC**  
chaplain/chaplain candidate

**COI**  
centers of influence

**CRT**  
chaplain recruiting team

**DA**  
Department of the Army

**DACH**  
Department of the Army Chaplain

**DFP**  
drilling for points

**DOD**  
Department of Defense

**DSRPT**  
Detailed Station Report

**ESS**  
education services specialist

**FOP**  
Future Officer Program

**FSTP**  
Future Soldier Training Program

**FY**  
fiscal year

**FYTD**  
fiscal year to date

**GED**  
general education development

**GOV**  
government-owned vehicle

**HQ USAREC**  
Headquarters, United States Army Recruiting Command

**HRAP**  
Hometown Recruiter Assistance Program

**HSDG**  
high school diploma graduate

**HSSR**  
high school senior

**JROTC**  
Junior Reserve Officers' Training Corps

**LGSC**  
large station commander

**LRL**  
lead refinement list

**LSA**  
lead source analysis

**MAP**  
mission accomplishment plan

**MEPS**  
Military Entrance Processing Station

**MET**  
mobile examining team

**MOPS**  
Media Online Placement System

**MOU**  
Memorandum of Understanding

**NCO**  
noncommissioned officer

**NCOIC**  
noncommissioned officer in charge

**OCS**  
Officer Candidate School

**OMA**  
operations and market analysis

**OSUT**  
one-station unit training

**PAE**  
positioning, analysis, and evaluation

**PDR**  
prospect data record

**PS**  
prior service

**RA**  
Regular Army

**RCM**  
recruiting contract month

**ROP**  
recruiting operation plan

**ROTC**  
Reserve Officers' Training Corps

**RPC**  
Reserve Partnership Council

**RSID**  
recruiting station identification

**RSM**  
recruit ship month

**RST**  
rescheduled training

**RWS**  
recruiter workstation

**SAB**  
situational awareness board

**SME**  
subject matter expert

**SMSC**  
small station commander

**SRAP**  
Special Recruiter Assistance Program

**SRP**  
School Recruiting Program

**SSN**  
social security number

**SWOT**

strengths, weaknesses, opportunities, and threats

**SY**

school year

**TAIR**

Total Army Involvement in Recruiting

**TDA**

table of distribution and allowances

**TDY**

temporary duty

**TNE**

tested not enlisted

**TOS**

Top of the System

**TPU**

troop program unit

**USAREC**

United States Army Recruiting Command

**VIP**

very important person

**YTD**

year to date

**Section II****Terms****reentry eligibility code**

Reentry eligibility codes are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. These codes indicate a PS prospect's eligibility to reenter military service.

NOTE: The below listed terms relate to chaplain recruiting.

**applicant**

An applicant is a person who applies for commission as a chaplain or chaplain candidate and is found eligible (after completing the applicant worksheet) for further processing.

**blueprinting**

Information about a lead that is known or obtained and documented for the purpose of establishing the order of contact and to assist in establishing rapport once contact is made.

**chaplain**

An ordained member of the clergy from a DOD-recognized faith group, who has completed 90 semester hours of graduate-level education in theology, and provides religious support to Soldiers.

**chaplain candidate**

A graduate-level theological student or gradu-

ate commissioned in the AR in the grade of second lieutenant, who is enrolled in an Army training program to prepare for the U.S. Army chaplaincy.

**chaplain mentor**

An AD or AR chaplain or senior chaplain assistant who volunteers to offer counsel and guidance to CH/CC applicants in their area. The United States Army Reserve Command CH/CC Mentor Program guides their activities.

**ecclesiastical approval**

Approval provided to a theology student from their faith group headquarters to serve as a chaplain candidate.

**ecclesiastical endorsement**

The approval of a member of the clergy by a faith group headquarters (recognized by the Armed Forces Chaplains Board), which allows them to serve in the military as a chaplain of that faith group.

**faith group**

Any religious body or group voluntarily united in the practice of their faith. Faith groups must also possess distinctive religious convictions and a mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

**ordained**

An individual appointed or conferred by ceremonial ritual or discipline of a faith group, church, religious sect, or organization. The ordination is conferred on the basis of the community's doctrine and practice of a religious character, to preach and teach the doctrines of such faith group, church, sect, or organization, and to administer the rites and ceremonies in public worship.