

## RECRUITERS

Prior to attending the Levy briefing, all soldiers on a duty assignment for Recruiter will have their Recruiter's packet completed and signed along with a mental evaluation sheet signed by a doctor.

All soldiers on an assignment for Recruiter school will have:

***Exceptional Family member Worksheet:*** HQ USAREC Fm 1878-R completed and signed if the soldier has EFMP family members **by the soldier.**

***Applicant/Nominee Personal Financial Statement:*** DA Form 5425-R completed and signed **by the soldier.**

***Commander's Assessment of Recruiting Candidate:*** DA Form 5427-R completed and signed **by the Company Commander.**

***Commander's Evaluation:*** DA Form 5426-R completed and signed **by the Battalion Commander.**

- ***Report of Metal Status Evaluation:*** Call Tricare and make an appointment with Madigan Army Medical Center for a Mental Evaluation with a Doctor. State that you have been DA Selected for a Recruiter duty assignment and you need to have an appointment as soon as possible. This form is signed **by a Clinical Psychologist.**

***Reup/Ext:*** If the soldier has been identified (on the Levy Packet there is a label with the soldier's information. If the label indicates Reup/Ext, then the soldier must Reup/Ext prior to attending the levy briefing.

All items listed above must be completed prior to attending the levy briefing that is held every Tuesdays at 1300 hours at Waller Hall Room 206. All soldiers will bring all documents listed above to include the levy packet completed to the levy briefing.

Soldiers on an assignment for Recruiting duty/school have 30 days to comply with their assignment instructions to include completing the documents listed above.

Soldiers who elect not to reup/ext to meet their assignment instructions must complete ***Declination of continued Service Statement:*** DA Form 4991-R and turn a copy of this document into Reassignment Lead Clerk, Mrs. Polka.

Any questions pertaining to the soldier's Recruiting assignment may be addressed during the Levy briefing. If a situation cannot wait, you may email: [polkak2@lewis.army.mil](mailto:polkak2@lewis.army.mil), Mrs. Polka, Reassignment Lead Clerk



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
FORT KNOX, KENTUCKY 40121-2726

RCPER-PM-S

MEMORANDUM FOR ARC STUDENTS

SUBJECT: The Army Recruiter Course (ARC)

1. On behalf of the U.S. Army Recruiting Command (USAREC), congratulations on your selection to attend the Army Recruiter Course (ARC). This memorandum outlines important information pertaining to the recruiter school.
2. Each of you met stringent criteria to be selected for this course. Before you graduate, you must also meet the following criteria:
  - a. Driver's license: Every Army recruiter must possess a valid state driver's license prior to the start of the ARC. You should also make every effort to receive a DA Form 348 (Military Driver's License) and attend an accident avoidance course IAW AR 385-55. You must have an accident avoidance card as proof of this training. Bring documentation of the course to the ARC.
  - b. Weight control and physical training: You must meet the height and weight standards of AR 600-9, The Army Weight Control Program. If you do not meet the standards, you will be returned to your unit. Overseas returnees will be reported directly to HQDA for reassignment. Daily physical training is conducted during your attendance at the ARC.
  - c. Time Remaining in Service: In accordance with PERSCOM's notification message, soldiers must have at least 36 months time in service remaining upon signing in to your recruiting battalion after completing the course. Your tour in USAREC will stabilize you for 3 years. Consult your unit retention NCO for more information concerning appropriate action for the Time-In-Service requirement. This must be accomplished prior to the ARC.
  - d. Commander's Evaluation and Assessment: You must complete a commander's evaluation and assessment (DA Forms 5425-R, 5426-R and 5427-R, which are enclosed) prior to the ARC. You must be personally interviewed by a Lieutenant Colonel. Mail the completed forms to the Cdr, PERSCOM, ATTN: TAPC-EPM-A, 2461 Eisenhower Ave., Alexandria, VA 22331, or fax to DSN 221-2743 as soon as possible. Your Personnel Service Battalion can assist you in sending the forms to PERSCOM.

3. Unit Relationships: It is critical that you understand your status while attending the Army Recruiter Course. The ARC is a TRADOC school. USAREC pays the cost of your TDY, regardless of where you are coming from.

a. Parent Unit: If you are currently assigned to CONUS, you are in a TDY and return status from your parent unit until you complete the ARC. If you do not graduate for any reason, you will return to your current unit. Overseas returnees, if released from the ARC, are reported directly to HQDA for reassignment.

b. TRADOC/Soldier Support Institute: You will be attached to Company B, Training Support Battalion, ARC class number (your class #), Fort Jackson, SC 29207-7030, for administrative control. This is also your TDY mailing address.

4. Important Miscellaneous Information: Your family cannot accompany you to this TDY station. Lodging arrangements for students are predetermined and coordinated with the billeting office at Fort Jackson. In most cases, you will be billeted two to a room throughout the course. If your spouse accompanies you, a statement of nonavailability is not authorized. The cost of any alternate lodging will be at your own expense.

5. Graduation: Upon graduation, you will be awarded a Special Qualification Identifier (SQI 4). Former recruiters will be reclassified to Military Occupational Specialty 79R. You will also receive a request for orders from the Soldier Support Institute, it is to be hand-carried back to your losing installation for the preparation of PCS orders (not applicable to soldiers traveling from OCONUS).

6. Assignments:

a. All soldiers returning from overseas are required to contact HQ, USAREC Strength Management Branch, DSN 536-0244/0255 or commercial (502) 626-0244/0255 to coordinate a Battalion pinpoint assignment. Accompanied overseas personnel will first sign in to their recruiting battalion and then attend the ARC. Unaccompanied personnel will report directly to Fort Jackson, SC, and attend the ARC in a TDY enroute status.

b. Soldiers enrolled in the Exceptional Family Member Program (EFMP) should contact HQ USAREC Strength Management Branch, DSN 536-0229/0244/0255. The EFMP worksheet and supporting documentation should be faxed to HQ USAREC, DSN 536-0920 or Commercial (502) 626-0920. Be as specific as possible when completing the worksheet to enable USAREC assignment managers to make an appropriate battalion assignment.

c. All students will complete the USAREC Form 1482 (Recruiter Assignment Worksheet) during the first day of the course. HQ USAREC will determine the Battalion level assignment for CONUS based soldiers. It

is vital that all soldiers think about their assignment preferences before attending the ARC, as there is little time to make these decisions once there. A map of USAREC is available to enable you to consider assignment preferences before attending the ARC.

d. All students will be briefed by the USAREC Personnel Liaison. The liaison will also interview individual soldiers with issues that may adversely affect you as an Army recruiter. Individuals with personal or medical problems that may effect their USAREC assignments must provide supporting documentation. If the problem is severe, you should take appropriate action to apply for deferral or compassionate reassignment IAW AR 614-200, prior to attending the ARC.

#### 7. Supplemental Uniforms/Allowance:

a. The uniform for the first day of class is class B's, BDU's will be worn the remaining of the 1<sup>st</sup> week. Starting week two Class B's will be worn the remaining of your time in the ARC. You are required to own an Army Blue uniform upon completing the course. You will be issued the following upon completion of the course:

(1) Male recruiters: two SS and two LS shirts, AG 415; one black necktie and 1 pair of pants.

(2) Female recruiters: two SS and two LS shirts, AG 415; one skirt.

b. You will receive \$329 via electronic funds transfer around the 5th week of the course as a supplemental allowance to purchase the Army Blue uniform. You are not required to purchase the Army blue uniform if you already own a set. You need not bring it to the ARC, but you will be required to sign a statement that you own a complete, serviceable uniform.

c. While at the ARC, you will also receive a "gorilla bag" and several regulations. This bag is 9 x 13 x 19 inches in size. Plan appropriately to ensure that you have room for this bag when traveling back to your home station after graduation.

8. The following is a checklist of the items that must be in your possession upon arrival and at graduation from the ARC:

a. 1 set of Class A and B uniforms.

b. BDUs (minimum 2 sets), field jacket or gortex, gloves, and leather boots. Hot weather boots may be worn only in class, not in any post ceremonies or installation requirements.

c. Army PT uniform (2 PT shorts, 2 PT shirts, 1 complete Army sweatsuit, running shoes, 3 pairs of calf-length white socks (no stripes or logos), black PT watch cap).

d. Current copy of DA Form 2A and 2-1 or ERB (w/in 12 months), and latest copy of LES.

e. Military ID card, civilian driver's license and DA Form 348.

f. Vehicle registration and proof of insurance (if you drive your POV).

g. Sufficient funds to help defray expenses while on TDY.

h. Copy of any profiles/Over-40 clearance for PT/ or important medical documents. You cannot attend the ARC if you have a temporary profile.

i. Ten copies of your orders (DD Form 1610 or PCS w/TDY enroute if applicable).

9. Again, welcome and congratulations on your selection for this course. You will find USAREC both challenging and rewarding. As in any endeavor, what you get out of it depends largely upon what you put into it. Apply yourself diligently, make constructive use of your time, and you will succeed.

10. Point of contact for any questions is the Army Recruiter Course section, Strength Management Branch HQ, USAREC, DSN 536-0229 or commercial (502) 626-0229.

FOR THE DIRECTOR FOR PERSONNEL:

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DOUGLAS D. ARMON  
SFC, USA  
NCOIC, Strength Management Branch



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
FORT KNOX, KENTUCKY 40121-2726

RCRM-SFA (37-1)

MEMORANDUM FOR ARMY RECRUITER COURSE ATTENDEES

SUBJECT: Temporary Duty (TDY) Special Instructions

You will receive your TDY Orders from your Installation MILPO.

2. Travel advances are no longer authorized; therefore you must have a Government Travel Card. Apply through your Unit Program Coordinator. Allow three weeks to receive a card in the mail.

a. If you are unable to obtain a government travel card through your unit, applications will be available at the schoolhouse. You may also contact the staff Finance Office at DSN 536-1861 or (502) 626-1861 for assistance. Be sure to allow a minimum of 3 weeks lead time for the Staff Finance Officer to process a travel card application.

b. Travel cards issued from USAREC have a limit of \$1200 per billing cycle while attending school. The card can be used to draw cash from Automatic Teller Machines (ATMs), however cash withdrawals are limited to \$200 per billing cycle.

c. Meals will be provided at no cost to you Monday through Friday. You will be reimbursed from meals on Saturday, Sunday and holidays only.

d. Billeting will be provided at no cost to you. HQ USAREC will pay for all students' billeting. Upon arrival at Fort Jackson, report to the Community Activities Center, Building 6510, on Strom Thurmond Boulevard for billeting assignment and sign in.

3. Transportation:

a. Travel by Air- HQ USAREC will procure airline transportation from your home station to Fort Jackson, South Carolina, and return, upon your request. If you choose to travel by air, you must call HQ USAREC travel office to make reservations and secure an airline ticket. The telephone numbers are DSN 536-0314 or commercial (502) 626-0314. Outside Kentucky, you may also call toll free, 1-800-223-3735, ext 6-0314. Fax a copy of your orders to DSN 536-0953.

(1) Students, who travel by air as arranged by USAREC travel office, travel will not commence prior to 0600 hours on the day of scheduled departure. Reporting time will be NLT 1700 on the date specified on your TDY orders.

(2) Upon arrival at the Columbia METRÖ Airport, go to the Fort Jackson Welcome Desk, located next to baggage claim at the airport, to obtain transportation to Fort Jackson. The Welcome Desk is staffed only from 1700 until shortly after the arrival of the day's last flight. If you arrive while the desk is not staffed, you will find the telephone number of the taxi company providing service to Fort Jackson. The fare will be approximately \$25, which is reimbursable, but you need to bring sufficient cash with you to pay for the taxi.

(3) You must make departure arrangements from the ARC with the Fort Jackson travel office (not the airlines or other travel agents) to schedule a return flight. If for any reason you do not use your airline ticket, it is imperative that you return it to HQ USAREC, ATTN: RCASG-LSC-T (Patti Tobakos), Fort Knox, KY 40121.

b. Travel by Privately Owned Vehicle (POV)- If you elect to travel by POV (Para M2203 JTR) in lieu of commercial transportation, all travel time to and from the TDY station, in excess of travel time authorized by commercial means, is charged as leave. You will be reimbursed an amount not to exceed the price of the airline ticket (government rate). Finance will make this computation in conjunction with processing your TDY settlement voucher.

5. TDY Settlement Vouchers- You will be given instruction during class time for completing your settlement voucher, DD Form 1351-2. Mail your completed voucher(s) to the Indianapolis finance office. The address is DNO-IN, Dept 3700, 8899 E. 56<sup>th</sup> Street, Indianapolis, IN 46249-3700. DNO-IN is the only finance office authorized to make payments for your travel claims.

a. An interim voucher must be filed if your TDY is over 30 days. You are responsible for the prompt payment of the credit card bill. In order to expedite payment, you may direct the finance office to pay your travel card bill directly. If you do so, we recommend that you highlight the request on the voucher.

b. NOTE: Your lodging is paid for you and your meals are paid Monday through Friday. You are entitled to full per diem for meals on Saturdays, Sundays, and Holidays only (\$30 per day). Please be aware if you are reimbursed more than you are entitled, collection action will be taken by the finance office.

c. If you have any problems or questions concerning settlement, call 1-888-332-7366.

6. Point of contact at HQ USAREC is Teresa Finerson, DSN 536-0312 or commercial (502) 626-0312.



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND**  
**FORT KNOX, KENTUCKY 40121-2726**

**RCPER-PM-S**

**SUBJECT: Assignment of Recruiters with Exceptional Family Members**

- 1. HQ USAREC has revised the assignment procedures for soldiers with family members enrolled in the Exceptional Family Member Program (EFMP). Effective immediately, soldiers with exceptional family members either officially enrolled or pending enrollment in the EFMP must complete the enclosed Exceptional Family Member Worksheet (HQ USAREC Fm 1878-R) sign it and fax it to DSN 536-0920 or commercial (502) 626-0920. List your choice of assignments on the enclosed (HQ USAREC Form 1878-R) using the map provided.**
- 2. Compliance with these procedures will greatly enhance our efforts to accurately pinpoint your recruiting assignment and give us the opportunity to place you in a location that will suit your family member's needs. Although, you do not have to divulge details of the exceptional condition, we do need you to provide as much information as possible.**
- 3. Point of contact for this information is the undersigned or SPC Rogers at DSN 536-0255/0229/0244 or commercial (502) 626-0255/0229/0244.**

**/S/**

**DOUGLAS D. ARMON**  
**SFC, USA**  
**NCOIC, Strength Management Branch**

**Exceptional Family Member Worksheet**

*(For use by soldiers who have an exceptional family member or are pending enrollment.)*

**PRIVACY ACT STATEMENT**

**Authority:** Collection of this information is authorized by 10 U.S.Code, Sections 503 and 3013.

**Principal Purpose:** Proper assignment of soldiers based on information provided.

**Routine Uses:** To initiate the sponsorship of soldiers and their families.

**Effects of Not Providing Information:** Assignment will be made without consideration of personal preferences.

Complete worksheet and fax to HQ USAREC (ATTN: ARC) at DSN 536-0920 or commercial (502) 626-0920. Point of contact for this worksheet is PER-PM-S-ARC at DSN 536-0251 or commercial (502) 626-0251.

1. Rank/Last Name/First/MI:	2. SSN:	3. PMOS:
		4. CLASS #:
5. Current Unit of Assignment:	6. Work Telephone (DSN and Commercial):	

7. Are you currently enrolled or pending enrollment into the Exceptional Family Member Program?  Yes  No

8. Briefly describe your family member's special needs:

9. Please fill in areas of preference (ref enclosed USAREC map):

Rctg Bde:	Rctg Bde:	Rctg Bde:
Rctg Bn	Rctg Bn	Rctg Bn
a.	a.	a.
b.	b.	b.
c.	c.	c.

10. Signature:	11. Date:
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**DO NOT WRITE BEYOND THIS POINT  
FOR USAREC USE ONLY**

1. Areas where EFMP soldier can be assigned:

2. Initials:	3. Date:
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# APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT

For use of this form, see AR 601-1; the proponent agency is DCSPER

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority for Collection of Information: 5 USC 301.

- PRINCIPAL PURPOSES:**     **PERSCOM** - To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.
- USAREC** - To ascertain financial status of recruiter selectee; to develop assignment for the individual relative to the varying cost in certain geographical locations.
- ROUTINE USES:**           Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment.
- DISCLOSURE:**             Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME <i>(Last, First, Middle)</i>	2. GRADE	3. SSN
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4. Are you now or have you ever filed for bankruptcy? <i>(If yes, state when, where, and why.)</i>	YES	NO

5. Have you ever received a letter(s) of indebtedness? <i>(If yes, enter month and year below.)</i>		
<div style="display: flex; justify-content: space-between;"> <span>_____ MONTH _____ YEAR</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ MONTH _____ YEAR</span> </div>		

6. MONTHLY INCOME	AMOUNT	TOTAL
a. Basic Pay		/
b. Separate Rations		
c. Clothing Allowance		
d. Total Military Income Before Taxes <i>(Total of a thru c above)</i>		
e. Subtract FICA and Income Taxes	<i>(Subject)</i>	
f. Total After Tax Income	<i>(Equal)</i>	
g. Any other Monthly Income <i>(Do not include Spouse's income)</i>	<i>(Add)</i>	
<b>TOTAL MONTHLY SPENDABLE INCOME</b>	<i>(Equal)</i>	

ADDITIONAL INFORMATION OR REMARKS

7. ASSETS	YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>			
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>			
c. Do you own <i>(with no payments)</i> : (1) Vehicles MAKE                                      MODEL                                      YEAR _____ _____ _____ (Enter total estimated value)			
(2) _____ Home                                      Trailer    ("x" one) (Enter total estimated value)			
(3) Furniture <i>(Enter estimated value)</i>			
(4) Land <i>(Enter estimated value)</i>			
<b>TOTAL ASSETS</b>			
8. MONTHLY EXPENDITURES/LIABILITIES			MONTHLY PAYMENT
a. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>			
b. Clothing <i>(Dry cleaning/laundry)</i>			
c. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>			
d. Insurance <i>(Life, auto, homeowner, other)</i>			
e. Vehicle expenses (1)      MAKE                                      MODEL                                      YEAR _____ _____ _____ (Enter total estimated value)			
(2) Gas, Oil, maintenance			
f. List charge cards or credit cards for which you have an outstanding balance:			BALANCE OWED
NAME			
_____			
_____			
_____			
_____			
_____			
_____			

8. MONTHLY EXPENDITURES/LIABILITIES <i>(Continued)</i>			BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:				
NAME				
h. Alimony or child support.				
i. Any allotments for purposes not listed above? <i>(If yes, state for what purpose.)</i>	YES	NO		
j. Any other indebtedness or financial obligation not listed above? <i>(Use remarks section to explain if necessary.)</i>				
TOTAL MONTHLY EXPENDITURES/LIABILITIES				

REMARKS

9. SIGNATURE OF VOLUNTEER/NOMINEE	10. DATE
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**COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE**

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE *(Last, First, Middle)* GRADE SSN LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE *(Months)*

*In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.*

*("X" Appropriate block)*

**HIGH DEGREE**

	1	2	3		
1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?					
2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?					
3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conventional dialogue with school officials, civic leaders, etc.?					
4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?					
5. Recruiters should represent the best the Army has to offer in terms of past performances and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?					
6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the Candidate have a stable family home life?					
7. The recruiter is the Army in the Community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in Uniform? Physical condition?					
8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?					
9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?					
10. Due to the wide-spread geographic assignments with USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?					

M

TAB

TAB

TAB

("X" Appropriate block)

(See Instructions on first page.)

HIGH DEGREE

1 2 3 4 5

11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?

12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?

13a. CANDIDATE'S HEIGHT

b. WEIGHT

14a. DATE OF LAST PT TEST

15a. DATE OF LAST PHYSICAL

b. SCORE OR LAST PT TEST

b. PROFILE

Push Ups

Sit Ups

Run

PULCHES:

16. Does the candidate or his/her family have medical problems? (If yes, explain in Remarks section below.)

YES

NO

REMARKS

NAME OF COMMANDER (Last, First, Middle)

GRADE

UNIT OF ASSIGNMENT

DATE (Day, Month, Year)

TELEPHONE NUMBER (AUTOVON)

(Commercial)

SIGNATURE OF COMMANDER

DATE

M

TAB

TAB

TAB

TAB

**COMMANDER'S EVALUATION**

For use of this form, see AR 601-1; the proponent agency is DCSPER.

**INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain Command in the Grade of LTC or higher.****PART I - QUALIFIED**

After interviewing:

NAME (Last, First, Middle)	GRADE	SSN
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I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:  
 (All Statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.
Soldier's current _____ Height; _____ Weight
Soldier currently has _____ dependents (to include spouse).
Soldier _____ Is _____ Is Not a sole parent.

**Soldier is not currently enrolled in the Army's drug and alcohol abuse program.****Soldier has no family or emotional problems which could hamper his/her performance.**

Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.

Soldier is not pregnant (female).

Soldier is not married to another service member.

Soldier is married to the following service member:

NAME (Last, First, Middle)	GRADE	SSN
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**PART II - UNQUALIFIED**

After interviewing:

NAME (Last, First, Middle)	GRADE	SSN
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I consider the soldier unqualified for recruiting duty for the following reason: (Be specific. Use reverse if more space is necessary.)

NAME OF PSNCO/POC

TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER

AUTOVON TELEPHONE NUMBER OF PSNCO/POC

SIGNATURE OF INTERVIEWING OFFICER

DATE