



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
1307 THIRD AVENUE  
FORT KNOX, KENTUCKY 40121-2725

MAY 05 2023

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MEMORANDUM FOR RECORD

SUBJECT: USAREC AR 601-1 Action Utilization Procedures

1. References:

- a. AR 601-1, Assignment of Enlisted Personnel to the U.S. Army Recruiting Command, 11 October 2016
- b. ALARACT 084-2021 Corrected Fiscal Year 2022 Special Duty Assignment Pay (SDAP), 22 October 2021
- c. AR 614-200, Enlisted Assignments, 25 January 2019
- d. AR 600-20, Army Command Policy, 24 July 2020

2. The purpose of this memorandum is to standardize procedures under AR 601-1 to remove ineffective recruiters from Production Recruiter positions and reassign personnel as needed.

a. Production Recruiters are those recruiters whose primary duties are devoted to determining applicant enlistment eligibility, counseling applicants on enlistment programs and options, preparing enlistment applications and processing qualified applicants for enlistment into the Army. See ALARACT 084-2021, 9.B.1.A. These Production Recruiters receive Special Duty Assignment Pay (SDAP) 4 or 5 per ALARACT 084-2021 and AR 614-200. Production Recruiters receiving SDAP 4 or 5 are expected to produce at least one contract each month, eleven months out of each fiscal year.

b. For the purposes of this memorandum and per AR 601-1 para. 5-5, Production Recruiters are "ineffective" when they:

- i. Have been assigned to USAREC since at least 01MAY22, and
- ii. Have produced two or fewer contracts since 01OCT22.

3. Short Term (Next 90 Days). Except for Soldiers with valid excusals as outlined in paragraph 5, below, Commands will take the following actions on all recruiters identified as ineffective under para 2b:

a. Ineffective recruiters (DASRs and 79Rs) who have already been properly counseled and offered remedial training IAW AR 601-1, para. 5-5 will be immediately counseled and reassigned outside of the USAREC command. Soldiers reassigned under this subparagraph will not receive a referred NCOER, nor will their NCOERs reference their ineffectiveness.

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b. DASRs who are ineffective but who have not been adequately counseled under para. 5-5 will be offered voluntary reassignment outside of the USAREC command, without a negative NCOER, under AR 601-1, para. 3-5. If they decline voluntary reassignment, they will be given an opportunity for retraining under para. 5-5, but can be later reassigned if they do not improve performance.

c. 79Rs who are ineffective but who have not been adequately counseled under para. 5-5 will be offered reassignment, reattachment, or reclassification under AR 601-1, para. 5-12. If they decline reassignment, reattachment, or reclassification under para. 5-12, they will be given an opportunity for retraining under para. 5-5. However, they can be later reassigned if they do not improve performance.

4. Long term (Beyond the Next 90 Days). The following is USAREC's long-term policy regarding Production Recruiters who fail to produce at least one (1) contract per month.

a. AR 601-1, para. 5-5a requires that ineffective recruiters "require recruiting technique evaluation and review of counseling or training documents indicating performance weaknesses and outlining a follow-up plan to improve performance. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented." I expect that station commanders will conduct a counseling each month a Production Recruiter does not produce one contract during that month.

b. Retraining must be targeted to the individual. Those counseled for failing to produce one contract per month should be assigned an NCO mentor to tailor the training.

c. At the conclusion of the 90-day retraining period, if no improvement occurs and no contracts have been produced, Brigade Commanders will immediately counsel the Soldier and initiate reassignment.

d. Brigade Commanders are responsible for identifying, tracking, and reassigning ineffective recruiters. Reports on ineffective recruiters and their training status are due to the G1 no later than five business days after the conclusion of each month.

5. Exceptions.

a. Commands remain responsible for counseling Production Recruiters who have failed to produce more than two (2) contracts since 1OCT22 and who fail to produce at least one (1) contract per month.

b. Upon approval by the Commanding General, USAREC, Commands are exempted from processing the involuntary reassignment or reclassification of Production

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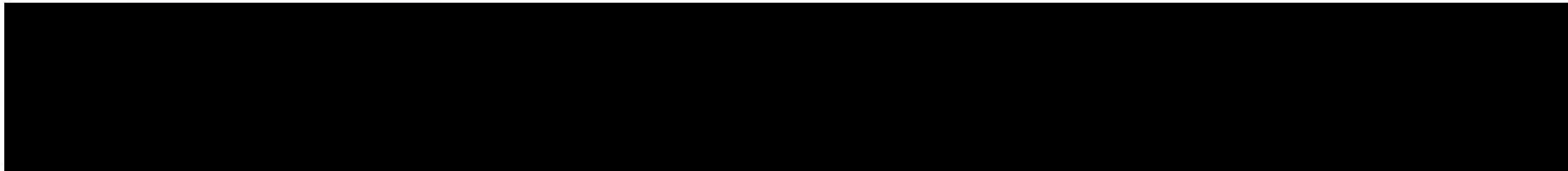
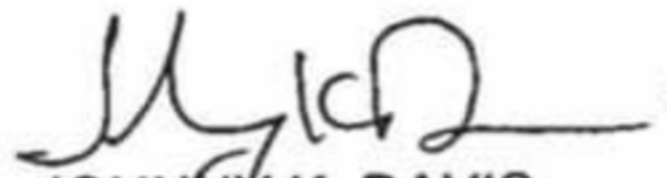
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Recruiters who, through no fault of their own, are unable to perform Production Recruiter duties resulting in at least one (1) contract per month.

c. Circumstances which might prevent performance of Production Recruiter duties, include, but are not limited to:

- (1) Assignment to other primary or special duties;
- (2) Authorized leave, including parental leave;
- (3) Medical/Convalescent Leave;
- (4) Temporary Duty (TDY) [excluding for recruiting duties]; or
- (5) Commanders of Large Stations [stations with 6 or more personnel].

d. Commands wishing to exempt a Production Recruiter from involuntary reassignment or reclassification will submit such a request, with completed counseling packets and justification, through their respective chains of command to the USAREC G-1.

JOHNNY K. DAVIS  
Major General, USA  
Commanding