Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky 40121-2726
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Personnel Procurement

Delayed Entry and Delayed Training Program

For the Commander:

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History. This UPDATE printing publishes a revised regulation which is effective 15 August 2002.

Summary. This regulation prescribes policies and procedures for the management of HQ USAREC DEP and DTP enlistees from the time of enlistment into the DEP or DTP until the member accesses into the RA or enters IADT. It provides standardization of DEP and DTP followup, DEP and DTP briefings, and policy for DEP and DTP functions. Efficient, more responsive DEP and DTP management will assist in achieving mission accomplishment and precluding and/or reducing DEP and DTP losses caused by recruiter-influenced factors. It also provides a source of suggested methods and ideas for improving DEP and DTP retention.

Applicability. This regulation applies to and is binding on all military personnel assigned, attached, or detailed to USAREC, to all military personnel in a temporary duty status with USAREC, and to DTP members awaiting IADT where there is no conflict with their assigned TPU commander's orders. Exemptions to the nonstatutory provisions of this regulation may be made by the CG, USAREC. In cases of conflict between this regulation and any other USAREC regulation or directive which addresses DEP and DTP procedures, this regulation will take precedence. Except as otherwise prohibited by law, DOD directives, or Headquarters, Department of the Army regulations, this regulation is made applicable to USAR personnel on AD with USAREC and to ARNG personnel on AD performing recruiting duties within USAREC.

Proponent and exception authority. The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or the civilian equivalent.

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. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Glossary

Chapter 1
General

1-1. Purpose

a. This regulation prescribes policies and procedures for the management of Headquarters, United States Army Recruiting Command (HQ USAREC) Delayed Entry Program (DEP)

*This regulation supersedes USAREC Regulation 601-95, 31 January 1997.

and Delayed Training Program (DTP) enlistees from the time of enlistment into the DEP or DTP until the DEP or DTP member accesses into the Regular Army (RA) or enters initial active duty for training (IADT). For the purpose of this regulation the term DEP is also applicable to members of the delayed military service obligation (MSO).

b. This regulation prescribes policies and procedures for the requisition, approval, conduct, and evaluation of DEP functions.

c. This regulation provides guidance and standardization for DEP and DTP followup, DEP and DTP briefings, and for DEP and DTP functions. Methods and ideas for more efficient and responsive DEP and DTP management are included to assist in mission accomplishment and reduction of DEP and DTP losses.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. The Commanding General (CG), United States Army Recruiting Command (USAREC), will establish DEP and DTP management procedures to ensure accountability, minimize accession loss, and emphasize the Referral Program for members of the DEP and DTP.

b. The Director of Recruiting Operations is the proponent for DEP and DTP management programs and will:

(1) Provide policy and guidance for DEP and DTP management jointly with the Chief of Reserve Operations Division.

(2) Coordinate with the Advertising and Public Affairs Directorate to ensure that recruiting publicity items (RPIs) that support DEP and DTP management are current and reflect current RA and United States Army Reserve (USAR) policy.

(3) Provide policy and guidance for the DEP and DTP Incentive Awards Program.

(4) Provide policy and guidance for the Hometown Recruiter Assistance Program (HRAP).

(5) Serve as approving authority when appropriate for DEP renegotiation requests.

(6) Provide overall staff supervision, support, and management of the DEP and DTP Function Program.

c. Chief of Plans, Policy, and Programs Branch, Recruiting Operations Directorate, will:

(1) Monitor and evaluate the DEP and DTP Function Program.

(2) Request annual funding to support the program and provide funds to recruiting brigade (Rctg Bde) commanders from within available resources.

(3) Process approvals or disapprovals for DEP and DTP function requests (from Rctg Bdes) expected to exceed $3,000 in cost or expected to exceed $10 per person.

d. Director of Advertising and Public Affairs will:

(1) Provide printing of DEP and DTP management-related RPIs.

(2) Provide basic issue of the DEP/DTP Welcome Kit (RPI 200) to the HQ USAREC Consolidated Warehouse to meet HQ USAREC and other emergency needs.

e. Logistics Support Center, United States Army Recruiting Support Brigade (RS Bde), will:

(1) Allocate resources for programs which enhance DEP and DTP retention, such as DEP functions as required by the Director of Recruiting Operations.

(2) Monitor DEP and DTP awards stockage and award procedures to ensure adequate award materials are stocked, issued, and reordered, as required, to maintain adequate stock levels.

f. Director of Program Analysis and Evaluation will analyze DEP and DTP management-related data for insight to improve effectiveness of the overall DEP and DTP.

g. Enlistment Standards Division, Recruiting Operations Directorate, will investigate and report incidents of DEP and DTP separations resulting from recruiting improprieties.

h. Rctg Bde commanders will:

(1) Conduct periodic reviews and field inspections of subordinate units to ensure compliance with the provisions of this regulation. Prepare a memorandum for record of these inspections listing discrepancies and corrective actions. Maintain on file for 1 year.

(2) Serve as approving authority when appropriate for DEP renegotiation requests.

(3) Monitor the effectiveness of the DEP and DTP Awards Program.

(4) Designate a Rctg Bde point of contact for administration of the Rctg Bde DEP and DTP function program, who will receive, consolidate, and forward reporting data, as appropriate. Rctg Bde commanders may also designate a representative to exercise “for the commander” authority to recommend and request exceptions to policy required of HQ USAREC and Headquarters, Department of the Army.

(5) Provide guidance and assistance in the planning of DEP and DTP functions available to recruiting battalion (Rctg Bn) commanders and their staffs.

(6) Consider requests for high-cost events, functions, and special events, and approve such requests when appropriate. Endorse and forward for approval to HQ USAREC those DEP and DTP function requests expected to exceed $3,000 in cost or $10 per person and believed justified.

(7) Include funding requirements for DEP and DTP functions in applicable budgetary reports and planning.

(8) Establish a program for the Rctg Bde to assign control numbers and funds for each recruiting company (Rctg Co) function receiving Rctg Bn or Rctg Bde approval. Maintain a master control log for all such DEP and DTP functions. Disseminate policy and procedures regarding Rctg Bde control numbers and fund assignment.

(9) Monitor and evaluate the effectiveness of DEP and DTP function programs held within the Rctg Bns. Review USAREC Form 1115 (DEP and DTP Function Request and Afteraction Report) and USAREC Form 1116 (DEP and DTP Function Attendance List) (see apps B and C) to ensure compliance with this regulation. Initiate corrective action as appropriate.

(10) Submit consolidated monthly reports in accordance with paragraph 6-5.

(11) Address the DEP and DTP management program under the purview of the Rctg Bde Command Inspection Program.

(12) Manage HRAP in accordance with AR 601-2.

(13) Manage the Concurrent Admissions Program (ConAP) in accordance with USAREC Reg 621-2.

i. Rctg Bn commanders will:

(1) Ensure compliance with the provisions of this regulation.

(2) Monitor the effectiveness of the DEP and DTP Awards Program.

(3) Address the DEP and DTP management program under the purview of the Rctg Bn Command Inspection Program.

(4) Ensure all personnel are familiar with the provisions of USAREC Reg 600-25.

(5) Analyze DEP loss and DTP no-show statistics to identify recruiters and/or recruiting stations (RSs) who have excessive rates and take appropriate action.

(6) Assign staff responsibility for administration of DEP functions to an officer or GS-9 or above within the Rctg Bn staff, who will receive, consolidate, and forward reporting data, as appropriate.

(7) Evaluate and approve, when appropriate, requests for DEP and DTP functions.

(8) Evaluate and forward to the Rctg Bde commander, as necessary, requests for high-cost functions.

(9) Serves as approving authority when appropriate for DEP renegotiation requests.

(10) Provide local guidance for procurement actions concerning DEP and DTP functions in accordance with policies and procedures set forth by the Rctg Bn servicing procurement officer and the supporting finance and accounting office (FAO). Review budget and accounting procedures regarding opportunities to avoid payment of state and community taxes, where available, for DEP and DTP functions.

(11) Within 5 days of receipt, submit invoices to the servicing FAO.

(12) Have the Rctg Bn budget and accounting specialist make a copy of SF 1164 (Claim for Reimbursement for Expenditures on Official Business) where the recruiter has identified a DEP or DTP guest and have him or her forward it (marked “REA funded” at the top) to the Rctg Bn staff officer appointed in (6) above.

(13) Direct the Rctg Bn S4 to procure and furnish the Army guidance counselor (GC) shop(s) which supports your Rctg Bn a laminating machine, digital camera, and other nec-

essary equipment to ensure all DEP and DTP members are issued a USAREC Form 1134 (US Army Delayed Entry and Delayed Training Program ID Card) by the GC after they contract at the Military Entrance Processing Station (MEPS). Direct the Rctg Bn S1 to utilize their embossing machines to print identification tags for all new DEP and DTP members and issue them to the respective RSs weekly or as otherwise directed.

(14) Comply with the procedures outlined in AR 638-2. A DEP member will only receive benefits if they are: Participating in an examination for enlistment or traveling to or from the examination at the time of death, accepted applicants who die while performing training authorized by USAREC, or accepted applicants traveling to a place to take the final Oath of Enlistment. A DEP member may be entitled to recovery of remains; communication; mortuary services to include removal, preparation, and casket; clothing; cremation; transportation of remains; escort; flag; and internment allowances. Rctg Bn executive officers and S1 sections must become familiar with the provisions and contents of AR 638-2.

(15) Manage HRAP in accordance with AR 601-2.

(16) Manage ConAP in accordance with USAREC Reg 621-2.

j. GCs will:

(1) Issue USAREC Form 1134 to all DEP and DTP members after they swear in at the MEPS. Provide an additional picture for the DEP and DTP motivational board to the recruiter before they leave the MEPS.

(2) Issue the DEP/DTP Welcome Kit to all members after they swear in at the MEPS. (All former Army and current USAR and Army National Guard (ARNG) soldiers being placed in delayed MSO will only receive RPI 925 (Guide for New Soldier).

(3) Process USAREC Form 541 (DEP/DTP News Release).

(4) Process USAREC Form 512 (Regular Army and Reserve Components Referral Sheet).

(5) Process changes in active duty (AD) dates and/or DEP and DTP contract renegotiations.

(6) Process DEP and DTP separations.

(7) Process courtesy shippers.

(8) Process any other action requiring changes to the DEP or DTP member's contract.

k. Company leadership teams (CLTs) will:

(1) Ensure that all DEP and DTP records are reviewed during each RS visit. This action allows CLTs to be proactive with DEP and DTP retention, further allowing any positive or negative trends to be identified.

(2) Ensure that identified members of the DEP and DTP who have requested separation that the responsible RS commander has completed USAREC Form 986 (Separation Request Form) and has taken all possible actions to prevent the loss when appropriate. Once USAREC Form 986 is received by the CLT, initiate separation action immediately.

(3) Ensure that once the DTP soldier or his or her unit indicates that he or she may or will not report to IADT, that the responsible RS commander completes USAREC OP 3 (Training Seat Cancellation (DA Form 4187)) and takes all possible actions to avoid a DTP loss.

(4) Receive and analyze the DEP and DTP ship status and DEP and DTP referral reports to identify trends and ensure proper DEP and DTP management and followup.

(5) Ensure all RS commanders and recruiters are trained on the policies and recommendations of this regulation.

(6) When requested, assist the RS commander in reestablishing potential apathy DEP or DTP members' losses commitment to Army service.

(7) Contact all of the previous month's new DEP and DTP members and congratulate them on their enlistment in the Army. This is not a status check or followup on the recruiter, rather it's the new enlistee's first introduction to the Army Sponsorship Program.

(8) Establish procedures for determination and evaluation of needs for DEP and DTP functions within their commands.

(9) Submit requests for DEP and DTP functions in accordance with Rctg Bn policy. Ensure invitations have been issued and reminder calls are made so that a meal count can be confirmed or adjusted with the vendor.

(10) Confirm that the sponsor has submitted a bill for the function.

(11) Ensure proper utilization and capitalization of leads developed through DEP and DTP functions.

(12) Evaluate the effectiveness of DEP and DTP functions, and complete and forward appropriate afteraction reports.

(13) Ensure compliance with the provisions of this regulation.

(14) Manage ConAP in accordance with USAREC Reg 621-2.

l. RS commanders will:

(1) Enforce the provisions of this regulation.

(2) Establish procedures for the orientation of new DEP and DTP enlistees to include the briefing of the DEP or DTP member by the recruiter.

(3) Periodically make personal and/or telephonic contact with the DEP and DTP enlistees to reinforce and augment the recruiter's efforts to maintain the DEP or DTP member's positive attitude as stated in USAREC Reg 350-6.

(4) Train assigned recruiters on the policies and recommendations of this regulation.

(5) Notify the CLT of all potential DEP and DTP losses immediately and take necessary steps to prevent losses when appropriate. In the case of potential DTP loss, contact the unit commander to verify potential loss.

(6) Personally contact DEP and DTP members 60 days prior to their AD dates (30 days when in the DEP or DTP for less than 60 days).

(7) Assess DEP and DTP members' propensity to ship by providing color-coded status reports to the CLT monthly (green = ready to ship; amber = potential loss; red = certain loss). See table 1-1 for examples of color coding.

(8) Establish procedures within the RS for the timely delivery of advanced individual training (AIT) information packets to DEP members. These packets may be delivered at DEP functions, during interface, or mailed, but under no circumstances will they be held in the RS for more than 5 working days from receipt.

(9) Ensure recruiters have each applicant fill out USAREC Form 541, and forward to the Rctg Bn advertising and public affairs section, if not accomplished when initial enlistment packet was submitted.

(10) Determine his or her recruiter seat needs for DEP and DTP functions and relay them to the Rctg Co commander so he or she can request such functions. Ensure invitees have been notified and that reminder calls are made so that meal counts can be confirmed and adjusted with the vendor.

(11) Require the sponsor of the function to submit the bill to the Rctg Bn not later than the first working day after the function has been completed. If local FAO alters this procedure, it will be reflected in the local Rctg Bn's guidance. The goal is prompt payment.

(12) Ensure the recruiter has made the brief "purpose and results" remarks on SF 1164, required when he or she entertains DEP and DTP guests with recruiter expense allowance (REA) funds.

(13) Ensure the applicant understands that selection for HRAP duty will be determined by performance and attitude in AIT by the student's chain of command. Monitor and update the HRAP database for all participants.

(14) Apply the rule of four for face-to-face DEP and DTP member followups when approving or directing prospecting for their recruiters. RS commanders must use the formula cited below to determine the number of face-to-face contacts their recruiters must make weekly with their DEP and DTP members. Remember, the formula below is an example, RS commanders must apply the formula to their RS's actual number of DEP and DTP members. For instance, an RS with 16 DEP and DTP members would schedule weekly face-to-face followups with four DEP and DTP members with their recruiters at the RS or at the home of the DEP and DTP members. Formula:

$$\frac{\text{16 DEP and DTP members}}{\text{4 weeks}} = \text{Four face-to-face per week}$$

(15) Manage ConAP in accordance with USAREC Reg 621-2.

m. Recruiters will:

(1) Contact and brief each newly assigned DEP and DTP enlistee no earlier than 3 days and no later than 10 days after enlistment.

(2) Make required followup contacts with DEP and DTP enlistees as required by USAREC Reg 350-6.

(3) Maintain rapport with the DEP and DTP member's family. This relationship will assist in reinforcing the DEP and DEP member's commitment and further reinforce the RA and USAR tradition of taking care of families.

(4) Initiate, plan, and help conduct DEP and

DTP functions.

(5) Inform the RS commander of suspected potential DEP and DTP losses. Take proactive steps to resell the DEP or DTP member on his or her commitment.

(6) After every attempt has been made to resell the DEP member, initiate USAREC Form 986. If the DEP member is found to be disqualified for enlistment and no waiver could be submitted, immediately submit USAREC Form 986 (i.e., pregnancy, medically disqualified, or morally (nonwaivable)).

(7) After every attempt has been made to salvage the DTP member, immediately inform the unit; initiate USAREC OP 3 and submit to unit upon DTP member's request for separation from the DTP.

(8) Strive to ensure each and every DEP and DTP member achieves some level of DEP or DTP referral award prior to shipment. The sales skills of determining needs and interests will be applied when motivating DEP and DTP members to submit leads. Leads will be sought during all telephonic and face-to-face conversations and/or interviews.

(9) Record followup entries on the recruiter workstation (RWS) in accordance with USAREC Reg 350-6.

(10) Have each applicant complete USAREC Form 541 and indicate by marking the appropriate block and signing whether the information is authorized for release to the appropriate hometown newspaper, if not accomplished when initial enlistment packet was submitted.

(11) Screen for prospects who would benefit from attending a DEP or DTP function and invite them to attend one.

(12) Ensure his or her invitees have been notified and given a reminder call so the meal count can be confirmed or adjusted with the vendor. When an invitee is in doubt, do not order a meal.

(13) Brief applicants on HRAP duty and inform the applicant that they will be reviewed for HRAP duty while in AIT or after arrival at first duty station. HRAP duty will not be offered to all soldiers, performance and attitude will be considered for application.

(14) Ensure that all DEP and DTP members have an established bank account and have started direct deposit prior to shipping to basic training (BT). In addition to having an established account, the soldier will need a checkbook or automatic teller machine card so they can access funds. If the soldier is not in possession of an automatic teller machine card or checkbook they will be required to open an account at the training base for direct deposit and may experience a delay in reception.

(15) Verify that all DEP and DTP members were issued a USAREC Form 1134 at the MEPS after the swearing-in ceremony.

(16) Verify that all DEP and DTP members were issued a DEP/DTP Welcome Kit after the swearing-in ceremony.

(17) Conduct a weigh-in of DEP and DTP members at least once a month. Those DEP and DTP members who were close to their maximum weight limit or were required to be taped at DEP-in must be weighed once a week. Immediately report to the chain of command any changes that could affect the DEP or DTP member's qualification to ship.

(18) Ensure that all DEP and DTP members are provided the opportunity to enroll in ConAP, if not accomplished when initial enlistment packet was submitted. ConAP has proven to be effective in increasing a DEP and DTP member's propensity to ship.

Table 1-1
DEP and DTP color coding examples

Color	Examples
Red	The examples include but are not limited to: • Failing classes, will not graduate • Pregnancy • Overweight or underweight • Severe medical condition
Amber	• Missing DEP functions • Poor attendance at school • Slight weight gain • Change in peer group • College scholarships • New full-time job
Green	• Ready to ship • Solid commitment

Chapter 2
Policies and Procedures

2-1. DEP and DTP ownership

a. The recruiter of credit for an individual who enlists into the DEP or DTP assumes responsibility to ensure, insofar as possible, that the member accesses or ships to IADT. That responsibility includes emphasizing the requirement to remain morally and physically qualified, reinforcing his or her desire to enlist, and encouraging him or her to refer others for enlistment into the RA or USAR. These responsibilities can best be met by a sincere concern for the enlistee. This is one of the attributes of all good recruiters.

b. Transfer of ownership responsibility will occur when a recruiter's departure from an RS is imminent and that recruiter still has members of the DEP or DTP remaining. In all cases of ownership transfer, USAREC Form 991 (Delayed Entry Program and Delayed Training Program Transfer and Assumption) (see fig 2-1) will be initiated by the gaining recruiter or RS commander. Transfers must transpire not later than 14 days prior to the losing recruiter's departure. The procedures for transfer are listed below:

(1) When a transfer occurs, the gaining recruiter does not have the option of accepting the member(s) for ownership responsibilities. This means all DEP and/or DTP members belonging to the losing recruiter or RS commander will be listed on USAREC Form 991 and signed by the gaining recruiter, thus concluding the transfer. However, the gaining recruiter will have the option of either accepting or declining the member for mission and awards point credit. This will be acknowledged by indicating either "Yes" or "No" in the Mission Credit Assumed block by each DEP and DTP member listed on the USAREC Form 991. A "Yes" indicates total acceptance of responsibility for the member. If the member becomes a DEP loss, the recruiter's mission is debited; if the member accesses, the recruiter is awarded the appropriate award points. A "No" indicates that only followup and shipment responsibilities are acknowledged. A DEP loss will not be credited to the recruiter's personal mission, nor will award points be credited if the member accesses. All "No" entries will be accompanied by an explanation of refusal in the Remarks section of USAREC Form 991. If a DEP loss occurs for a member indicated "No" then loss credit will be given to the RS level and higher only.

(2) In each case of transfer, a face-to-face interview will occur between the losing recruiter, gaining recruiter, and the DEP or DTP members. This will assist to reinforce their commitment and show interest and concern as well as ensure that the transfer goes smoothly. A statement of ownership transfer and their current status (mainly reflecting their likelihood to ship) will be annotated on the member's prospect data record (PDR) file on the RWS.

(3) When situations occur where a recruiter or RS commander departs prior to the arrival of the designated replacement, an interim transfer of ownership will occur. If a recruiter departs prior to the arrival of replacement, the RS commander will assume the role of gaining recruiter and complete USAREC Form 991 as prescribed. Transfer of ownership will again occur once the new recruiter arrives. If an on-production station commander departs prior to a replacement, the acting RS commander becomes the gaining recruiter. If the losing recruiter is a one-man RS commander and a replacement has not yet arrived or no RS commander is projected, the recruiter or recruiters inheriting the area will assume gaining recruiter responsibilities.

(4) Required transfers resulting from recruiter market analysis or RS closures will follow the same procedures. The main concern is that all DEP and DTP members are accounted for and assigned a recruiter of ownership.

c. Once transfer of ownership responsibility is complete, the RS commander will document the PDR file on the RWS. Completed USAREC Forms 991 will be forwarded through the CLT for certification to the Rctg Bn awards clerk for mission loss and awards point credit. Maintain the completed USAREC Form 991 in the RS and Rctg Bn functional files for 1 year.

d. The assumption of ownership at the time of enlistment or upon transfer of ownership involves assumption of responsibility for the DEP

and DTP members, including:

(1) DEP and DTP member followup.

(2) Reinforcement of the DEP or DTP member's decision to enlist in the RA or USAR.

(3) Emphasizing the requirement for DEP or DTP members to maintain moral and physical eligibility.

(4) Encouraging DEP and DTP members to solicit leads.

2-2. USAR Ownership Program

a. The professional conduct of our business in close coordination with supported USAR units is essential to good business practices and public relations. The practice of ownership includes informing new USAR members about their unit of assignment, training obligations, and aiding each new USAR soldier in promptly reporting to their unit.

b. The USAREC USAR Ownership Program is designed to:

(1) Introduce the new soldier to USAR unit personnel who are responsible for assisting the member in making the transition from civilian to military life.

(2) Establish a close relationship between the recruiting force and the supported troop units which allow the recruiting force to act as ambassadors of the unit.

(3) Provide prompt notification to USAR unit of all accessions by USAREC recruiters.

(4) Establish rapport and communications with each new USAR soldier (via the letter of welcome) for the purpose of maintaining contact while the member is awaiting IADT and to obtain leads.

c. Recruiters will accompany new USAR members to their unit of assignment. The recruiter of credit, RA or USAR, will employ the same escort procedures for nonprior service (NPS) and prior service (PS) enlistees and Individual Ready Reserve (IRR) transfers. The recruiter of credit will telephonically contact the unit of assignment within 3 working days after enlistment or transfer, to coordinate a date and time for the new member's sponsorship appointment. The recruiter of credit will escort the new member to the unit not later than 10 working days after enlistment or transfer (date reservation pulled) for their sponsorship by the unit personnel section. Information on the date and time of the unit appointment and unit point of contact will be annotated on the Contact History screen in the new soldier's automated record. Ensure the new member has all documentation to assist with the inprocessing into the troop program unit (TPU), to include SF 1199A (Direct Deposit Sign-Up Form). Recruiters will maintain contact with NPS and PS enlistees awaiting training until their scheduled ship dates. Recruiters will maintain contact with transferees until assignment orders are received from the United States Army Reserve Personnel Command in accordance with USAREC Reg 350-6, USAREC Reg 350-7, USAREC Reg 350-9, and this regulation.

d. RS commanders are required to track all new soldier handoffs. Once the handoff takes place, the RS commander will ensure the Contact History screen is annotated by the recruiter on the RWS. These entries will be checked by the CLT and battalion leadership team during inspections. The Rctg Bn USAR operations section will run a query of enlistments (including IRR transfers) at the end of each recruit ship month (RSM), download it into a spreadsheet, and supply it to each CLT. Each CLT will use the spreadsheet during daily performance review and weekly RS visits to confirm and record the handoff dates for each new soldier using the Contact History screen in the Leads-Reports application. Once all new soldier handoffs have been recorded the completed spreadsheet will be returned to their Rctg Bn USAR operations section for filing in the completed RSM reports file. The CLT will complete this action not later than 6 weeks after the completed RSM.

e. The USAR chain of command (i.e., TPU commander) is responsible for the disposition of USAR members who fail to report to their units or to the MEPS for entry on IADT. The unit assumes all administrative and personnel actions effective from the date of enlistment. It is the responsibility and duty of all members of the recruiting force and the USAR troop unit to make ownership a positive working program. Our new soldiers need to be transitioned into their new careers with professionalism and integrity. When SP2 shippers or Phase II DTP members return from training, the recruiter will reestablish their relationship with the DTP soldier.

2-3. DEP and DTP briefings

a. The enthusiasm, or lack thereof, for each DEP and DTP member largely determines if they will fulfill their contractual obligation. At no time will their enthusiasm be higher than immediately after enlistment into the DEP or DTP. Therefore, it is imperative that the recruiter of credit meet with each of his or her DEP and DTP members to reinforce their decision to enlist, to solicit leads, to answer any questions they might have, and to inform them of their responsibilities while members of the DEP or DTP.

b. Recruiters will meet with each DEP and DTP member no earlier than 3 days and no later than 10 days following enlistment into the DEP or DTP. The DEP or DTP member will be informed to bring with him or her to the DEP and DTP briefing, the DEP/DTP Welcome Kit (RPI 200), their contract, and a list of all questions he or she may have. In the absence of the recruiter of credit, the RS commander will assume his or her responsibilities. It is recommended that high school seniors and currently in high school members at least, be briefed with their parents present, since, in most cases, the parents greatly influence the DEP or DTP member's decision to enlist.

c. During the DEP and DTP briefing the recruiter will discuss, as a minimum, the following items:

(1) Individual's guarantee(s) and projected AD date or projected IADT date. Verify data on the DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States) and annexes. Check to see that the member received a printout from the Recruit Quota System (REQUEST) as appropriate.

(2) Requirement for the DEP or DTP member to contact his or her recruiter every 2 weeks and have one face-to-face tutorial meeting with the recruit each month. (See para 2-4b for followup requirements.) Remember, it's the recruiter's responsibility to make sure these meetings occur.

(3) Schedules for DEP and DTP functions. Stress the importance for attending and the need to bring a guest.

(4) The DEP and DTP Referral Program and explain the incentive awards program. Ensure member receives three USAREC Forms 512.

(5) Importance of maintaining mental, physical, and moral eligibility.

(6) Review of the DEP/DTP Welcome Kit (RPI 200).

(7) Questions and/or concerns the DEP or DTP member may have.

(8) Discuss ConAP and complete the ConAP College Referral Form. Later, if applicable, assist the DEP or DTP member in completing the college application forms.

(9) Ensure the DEP and DTP members understand the limitations when using the DEP identification card and are aware of the following: The card along with their DD Form 4 series, authorizes them Exchange privileges throughout Department of Defense (DOD) and access to morale, welfare, and recreation services (minus recreational resale activities) throughout DOD (this does not include commissary facilities). The card must be in their possession when attempting to gain entrance in the authorized facilities cited above.

d. Prior to the conclusion of the DEP and DTP briefing, the recruiter will ensure all DEP and DTP members have seen the Army Recruiting Information Support System (ARISS) multimedia segments covering BT, their option(s), and their military occupational specialty (MOS) or career management field.

e. Record results of the DEP and DTP briefing on the RWS in accordance with USAREC Reg 350-6.

2-4. DEP and DTP followup

a. Aggressive DEP and DTP followup is essential to good DEP and DTP management. Followup will be telephonic or face-to-face. Commanders must stress to their recruiters the importance of scheduled followup with their DEP and DTP members. During followup, recruiters will, as a minimum, discuss mental, physical, and moral eligibility. They should also discuss new leads, status of past leads, and upcoming programs and/or functions. Recruiters will also use the followup contacts to reinforce the member's decision to enlist in the RA or USAR.

b. Followup and commitment reinforcement should begin at the conclusion of the swearing-in ceremony. This should be accomplished in

an appropriate setting with congratulatory remarks made by the senior guidance counselor (SGC) or other member of the Rctg Bn staff. The remarks made should include addressing the new DEP or DTP member as Private (Smith, Jones, etc.). Also, an explanation to the new DEP member that he or she is now a private in the USAR in an inactive status, and that just prior to shipping, he or she will be sworn into the RA. For the new DTP member an explanation that he or she is now a member of the (specified) troop unit and that it is his or her responsibility to honor his or her contract and ship to IADT.

c. DEP and DTP members will be advised during their DEP or DTP briefing that followup contact is their responsibility. However, if the member fails to make followup contact, it becomes the recruiter's responsibility to initiate contact. In the absence of the recruiter (due to leave, temporary duty, etc.,), the RS commander will conduct the required followup. Followup requirements are:

(1) Initial briefing 3 to 10 days after enlistment.

(2) Telephonic sustainment followup every 2 weeks.

(3) Face-to-face tutorial meeting with DEP and DTP members once each month.

(4) Weekly during the last 45 days of DEP and DTP, alternating between telephone and face-to-face contact.

(5) Face-to-face contact 3 days prior to ship date.

NOTE: Any DEP or DTP member that enlisted on a tape test or has gained or lost more than five pounds since entering the DEP or DTP will be weighed-in weekly. This weigh-in will be verified by the RS commander or a member of the CLT.

(6) For DTP members in the Alternate Training Program, the followup interval will be once a quarter after returning from BT, weekly during the last 45 days of DTP, with the final face-to-face meeting no later than 3 days prior to shipment to AIT.

d. Results of DEP and DTP followup are recorded on the RWS in accordance with USAREC Reg 350-6.

e. The CLT will conduct followup in accordance with paragraph 1-4k(7).

2-5. Courtesy shippers

a. When a DEP or DTP member informs his or her recruiter that he or she is relocating or wishes to ship from an area outside the geographical boundaries of the Rctg Bn through which he or she enlisted, the recruiter will take the following actions:

(1) Obtain all information concerning the DEP or DTP member's destination and annotate the RWS.

(2) Inform the RS commander of the location from which the DEP or DTP member will ship.

(3) Inform the DEP or DTP member that upon relocating, he or she should immediately contact the RA or USAR recruiter at his or her location, whose name, telephone number, and address will be given to him or her by the current RS commander.

(4) Explain to the DEP or DTP member that the new recruiter will be responsible for his or her final processing and transportation to the MEPS if necessary. Emphasize the importance of maintaining contact with the new recruiter.

(5) Courtesy shippers will remain the responsibility of the recruiter and RS, as well as the Rctg Co and Rctg Bn that was responsible for the individual enlisting into the Army.

b. The RS commander will:

(1) Contact the gaining RS commander at the RS that covers the area where the DEP or DTP member is relocating and obtain the identity of the recruiter who will be responsible for followup.

(2) Provide the recruiter's name, address, and telephone number to the losing recruiter who will provide it to the DEP or DTP member.

(3) Notify the CLT that the DEP or DTP member is relocating to another area prior to the ship date.

c. The CLT will notify the SGC that the DEP or DTP member will be a courtesy ship from a new location; providing him or her with the name of the Rctg Bn and servicing MEPS. This will allow the SGC sufficient time to prepare the DEP or DTP member's enlistment packet for shipment and take necessary action on REQUEST.

d. When the DEP or DTP member contacts the new RS and identifies himself or herself as a member of the RA (DEP) or USAR (DTP), having enlisted outside the RS's and Rctg Bn's geographical area, the new recruiter, who has responsibility for the area where the DEP or DTP member now resides will:

(1) Establish rapport and obtain the DEP or DTP member's automated PDR from ARISS by performing an applicant inquiry and annotating the PDR on the RWS. Reemphasize followup requirements and contact the recruiter of credit.

(2) Provide the new RS commander with the necessary information so he or she can notify the CLT to request the applicant's enlistment packet from the original MEPS.

(3) Continue to maintain DEP or DTP followup as required in paragraph 2-4b.

(4) Contact the recruiter of credit 3 days prior to the DEP or DTP member's AD date to provide current status.

e. Upon notification from the RS commander, but not later than 7 working days prior to the DEP or DTP member's ship date, the CLT will provide the SGC at the new MEPS with necessary information to request the DEP or DTP member's enlistment packet from the original MEPS.

f. Upon notification from the CLT, the SGC will contact the SGC at the original MEPS:

(1) To request shipment of the DEP or DTP member's enlistment packet. At this time, the SGC should also verify the ship date. Circumstances may require the DEP or DTP member's AD date to be delayed to allow for receipt of the packet. If this occurs, ensure the CLT is notified so the recruiter can provide the information to the DEP or DTP member.

(2) To confirm the applicant has departed, failed to ship, or requires renegotiation.

2-6. Restrictions on DEP and DTP members' activities

a. Section 1342, title 31, United States Code, prohibits an officer or employee of the Government from accepting the services of a volunteer except in an emergency to protect people or Government property or as otherwise authorized by law.

b. An example of voluntary services that cannot be accepted is work by a member of the DEP or DTP to perform duties in support of a recruiter (e.g., making the assigned recruiter's calls on a lead refinement list, cleaning the RS, doing the filing, etc.).

c. DEP and DTP members can do acts on their own to help earn benefits for themselves (i.e., early promotion or awards). These acts do not call for a gratuitous service agreement. This does not permit a DEP or DTP member to do any of the things a recruiter is required to do as a part of his or her duties.

Chapter 3
Changes in DEP and DTP Status

3-1. General

a. A change in a DEP member's status may occur for various reasons, for example: Failure to graduate, change in short- or long-term goals, failure to report, desire to enlist in another service, and apathy. Other situations that may occur include medical disqualification, acceptance of a scholarship for pursuit of higher education, or death. While a recruiter cannot directly be responsible for a DEP member's conduct he or she can ensure that each DEP member is aware of the Army's expectations such as remaining morally and physically qualified.

b. The command goal is to limit DEP loss to no more than 10 percent of RA gross contracts. Recruiters will make every effort to resell those individuals who request separation from the DEP and are otherwise qualified. If the recruiter is unable to resell the RA, then attempt to sell the USAR. At no time will any member of this command tell a DEP member he or she must "go in the Army or he or she will go to jail," or that "failure to enlist will result in a blackmark on his or her credit record," or any other statement indicating adverse action will occur if the applicant fails to enlist. To compute DEP loss percentage, take the number of DEP losses divided by the number of RA gross contracts. An example of the formula is cited below:

$$\frac{\text{DEP Losses}}{\text{RA Gross Contracts}} = \text{Percentage of DEP Losses}$$

c. Identification of personnel, for whom separation requests are to be submitted, is the first step in the separation processing procedure. The weekly flow, accession program, and allo-

cation of school seats make early identification essential. Disqualifying factors will be reported immediately to the next member in the chain of command.

d. Recruiters will immediately notify their RS commanders of any circumstances that change a DEP member's status. This includes any additional law violations, medical problems, education changes, or apathy that the DEP member may exhibit.

e. RS commanders will immediately notify the CLT of any change in a DEP member's status that may affect his or her ship date. This specifically includes any actions by the DEP member that creates additional administrative processing prior to ship date (i.e., medical or moral waiver). Those DEP members that may not ship, regardless of the reason, will also be projected to the CLT.

f. The CLT will, in-turn, immediately notify the Rctg Bn operations of those DEP members that require a waiver prior to shipping. Rctg Bn operations will inform the SGC so that the individual's packet can be flagged pending receipt of the approved waiver. The CLT must monitor the processing of the waiver to ensure disposition prior to the DEP member's ship date.

3-2. DTP Tracking Program

a. The DTP Tracking Program will only focus on shippers requiring training. All NPS straight shippers, Phase I and II alternate trainers, and PS trainers are the categories of concern for management.

b. A DTP loss not identified at least 45 days from ship date will result in a loss of a training seat and training dollars.

c. Early identification of potential DTP losses is the key to successful program management.

d. The command goal is to limit DTP losses to no more than 10 percent of USAR contracts. All levels of command should work toward this band. To compute DTP loss percentage take the number of DTP losses divided by total USAR contracts. An example is cited below:

$$\frac{\text{DTP Losses}}{\text{USAR Contracts}} = \text{Percentage of DTP Losses}$$

3-3. Cancellation and request for discharge procedures

a. It is the responsibility of every member of USAREC to manage the DTP in accordance with applicable regulations.

(1) Enlisted members in the DTP status may request to have their training reservations canceled based on personal reasons or the unit may request that a soldier's reservation be canceled.

(2) If the soldier displays loss of interest in his or her commitment to the USAR or states he or she will not ship, USAREC personnel will first determine why the soldier has lost interest and resell the soldier on the USAR, if possible.

(3) The soldier's unit must be notified of the request for training seat cancellation by the Rctg Bn operations section either in person or telephonically.

b. There are differences in the procedures for canceling training reservations, depending on who initiates the request, the unit or the soldier as identified below:

(1) Unit requests cancellation:

(a) TPU will forward request on a memorandum stating reason for cancellation.

(b) Rctg Bn operations section will notify the CLT of loss.

(c) CLT will notify responsible RS of loss.

(d) Rctg Bn operations section will forward request for cancellation to GC.

(e) GC will cancel the reservation on USAR REQUEST the same day notification is received.

(2) Applicant requests cancellation:

(a) Recruiter will:

1. Provide soldier with USAREC OP 3 and assist in preparation of the form.

2. Refer soldiers who indicate a loss of interest or request to have their training seats canceled to the RS commander as soon as identified.

3. Inform the soldier that he or she must continue to attend and satisfactorily perform all scheduled training with his or her unit unless notified otherwise by his or her unit commander.

4. Contact the unit and inform the commander or designated representative of the soldier's request, even though soldier hand-carries the USAREC OP 3 to the unit.

(b) RS commander will:

1. Interview soldier identified as possible loss and attempt to save loss.

2. Establish and maintain liaison with member's TPU.

3. Request assistance from the CLT with apathy losses when necessary.

(c) The CLT will assist in trying to save the loss if possible.

c. Instructions and sample for preparing USAREC OP 3 requesting cancellation of training is located at appendix D.

3-4. DEP extensions and renegotiations

a. Members of the DEP may require renegotiation of their contract for valid reasons. Renegotiation of a contract may require an extension in the DEP. If an extension is required, total time in the DEP will not exceed 365 days.

b. Procedures:

(1) For extensions, DEP enlistees will complete USAREC Form 1034 (Delayed Entry Pro-

Table 3-1
Renegotiation policy

Approval Authority	Required or Requested Action
Rctg Bn commander (may be delegated to executive officer in commander's absence).	**Medical.** Reevaluation believed justified (RBJ) less than 30 days. **Overweight/Underweight/Exceeded Body Fat (no MEPS error).** Renegotiation not authorized. **Entrance National Agency Check (ENTNAC).** As outlined in USAREC Reg 601-96, appendix J, and applicable messages.
Rctg Bde commander (may be delegated to deputy commander or Chief of Staff in commander's absence).	**Medical.** RBJ 31 to 60 days. **Overweight/Underweight/Exceeded Body Fat (no MEPS error).** Renegotiation not authorized. **Overweight/Underweight/Exceeded Body Fat (MEPS error).** Error must be acknowledged in writing by the MEPS operations officer. **Moral.** Traffic or minor nontraffic charge(s) received while in the DEP or delayed MSO and final disposition is or will not be received by the original ship date (this includes whether a waiver was or was not required). **ENTNAC**. As outlined in USAREC Reg 601-96, appendix J, and applicable messages. **Disqualified for option or MOS.** Member caused or GC error. **Family/Personal Problems.** **Change MOS/Option (Voluntary Request).** **Extension in DEP/Delayed MSO (no MOS or option change).** **Pull forward.** Request for an earlier ship date.
HQ USAREC (RCRO-PP) through Rctg Bde headquarters.	**Medical.** RBJ 61 days or more. **Overweight/Underweight (no MEPS error).** Renegotiation not authorized. **Moral.** Misdemeanor or felony charge(s) received while in DEP or delayed MSO and final disposition is or will not be received by the original ship date (this includes whether a waiver was or was not required). **Moral (Existing Prior to Service)/Fraud.** Applicant misrepresented or failed to reveal an offense or information about an offense as outlined in AR 601-210. **ENTNAC.** As outlined in USAREC Reg 601-96, appendix J, and applicable messages. **Two-Time Renegotiation.** (Regardless of reason.)

gram Status Change/Request) (see fig 3-1).

(2) DEP members who voluntarily request a change to their AD date will complete USAREC Form 1035 (Request to Change Enlistment Option) (see fig 3-2). Changes to AD dates will be considered as exceptions to policy for hardship situations only.

(a) See table 3-1 for renegotiation policy (unless otherwise directed by USAREC message).

(b) If the exception is approved, the DEP member will be extended in the DEP using DA Form 3286-59 (Statement for Enlistment, United States Army Enlistment Program, US Army Delayed Enlistment Program). If, as a result of this extension, the DEP member cannot be enlisted for his or her original option, he or she will be offered another available enlistment option.

(3) DEP members who voluntarily request to change their MOS other than to meet enlistment standards are not authorized renegotiations. Exceptions may be granted by HQ USAREC. Forward request for exception through the chain of command with full justification to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Chapter 4
DEP and DTP Incentives and Awards

4-1. DEP/DTP Welcome Kit

a. The DEP/DTP Welcome Kit (RPI 200) is a tool for providing mandatory information to DEP and DTP members. This kit provides newly contracted soldiers with information important to the enlistee and his or her family. The information is intended to assist the recruiter in answering their questions, motivation, encouragement to obtain leads, and to alleviate some of their anxieties and concerns.

b. The DEP/DTP Welcome Kit (RPI 200) consists of the following:

(1) A black canvas briefcase with “An Army of One” on the cover.

(2) Guide for New Soldiers (RPI 925).

(3) Soldier Magazine (almanac issue).

(4) Army of One black T-shirt.

(5) USAREC Form 1128 (Army Sexual Harassment Policy).

(6) An Army of One, I’m the Proud Parent of, and Army Reserve stickers.

(7) Motivational videotape.

(8) Army Values Poster.

(9) Welcome to the Army Community foldout.

c. The Guide for New Soldiers (RPI 925) consists of sections covering the following topics:

(1) Information on what to bring and what not to bring to the United States Army Reception Battalion.

(2) Overview of basic combat training and AIT or one-station unit training.

(3) Getting physically fit.

(4) Memorandum of understanding with parents (if applicable).

(5) Rank structure.

(6) Military time.

(7) Referral program.

(8) Additional information for preparing for basic combat training (i.e., saluting, first aid, and guide to Army installations, etc.).

4-2. Certificates

Letters and certificates of appreciation, commendation, and achievement provide a low-cost way of rewarding positive DEP and DTP behavior. Letters and certificates from the Rctg Co commander should be used at every opportunity to recognize achievement. Such recognition will include scholastic achievement (dean’s list), athletic achievement (earning a school letter, making a key play in a school game, being a member of a championship team, etc.,), and DEP and DTP achievement (DEP and DTP referrals submitted). DEP and DTP certificates will be presented at the monthly DEP function and a hometown news release submitted. Whenever possible, presentations should be made by a member of the CLT.

a. USAREC Form 589 (Certificate of Enlistment) (see fig 4-1) was established to recognize DEP and DTP enlistees by presenting them with a certificate of enlistment.

b. USAREC Form 1041 (Certificate of Achievment) may be used to recognize DEP and DTP members for general accomplishments in academics, acknowledgment of acts performed as a DEP or DTP member, or recognizable deeds performed in the civilian community.

c. USAREC Form 994 (Private (E-2) Promotion Certificate) (see fig 4-2) was developed to recognize DEP and DTP members for advancement earned by providing referrals.

d. USAREC Form 995 (Honorary Army Recruiter Certificate) (see fig 4-3) was developed to recognize members of the community (such as centers of influence) for submitting leads. It should also be used as a way to recognize DEP or DTP members that offer leads after E-2 promotion.

e. USAREC Form 1135 (DEP/DTP Member’s Commitment to Excellence Certificate) (see fig 4-4) was designed to reinforce each DEP and DTP member’s personal decision to enlist as well as outline some goals which they should meet while waiting to ship to BT. The recruiter and DEP or DTP member must sign this form at the conclusion of the DEP or DTP orientation.

f. USAREC Form 1136 (DEP/DTP Member’s Certificate of Training) (see fig 4-5) was designed to recognize DEP and DTP members for successfully completing training on pre-BT tasks. Each subject taught must be listed on the certificate, then the certificate must be signed by the recruiter conducting the training. This certificate should be presented to DEP and DTP members in front of their peers.

4-3. RA and USAR Components Referral Program

a. The purpose of the referral program is to generate new contracts from members of the DEP, DTP, and applicants processing for enlistment. It rewards DEP members and DTP members awaiting IADT for referrals.

b. A sample of a completed USAREC Form 512 is at figure 4-6. It documents information concerning the referral and is the basis for crediting any contracts to the person making the referral(s). See figure 4-7 for a sample letter that informs DEP and DTP enlistees about the referral program.

c. The referral program offers four ways to earn promotion to E-2 (AR 601-210, para 2-20i) and one way to make E-3 (AR 140-158, para 6-2m).

d. The definition of a referral for the purpose of this program is as follows:

(1) A referral is the providing of a name and address and/or telephone number of a person by an applicant or enlistee, who then agrees to an appointment with an Army recruiter and for whom a PDR has been initiated. USAREC Form 512 will be included in the referring enlistee’s packet prior to AD or IADT.

(2) The persons influenced to talk to the recruiter may or may not have been previously contacted by a recruiter. The initial contact by the recruiter may have been generated by a USAREC lead source (e.g., high school visit, automated lead refinement list, or Internet lead).

(3) The fact that the applicant is connected to the recruiter as a result of another applicant’s or enlistee’s referral will be annotated on the automated lead refinement list and PDR, whether the applicant is a new lead or a regenerated lead from a previously terminated lead. Applicable form(s) will be annotated “referred by applicant or enlistee” (name and date).

(4) A prospect being processed by a recruiter is not normally eligible for referral by an applicant or enlistee. However, the CLT may approve referral credit in exceptional cases (i.e., the enlistee or applicant caused or played a major role in the prospect’s commitment to enlist).

e. Disposition of USAREC Form 512.

(1) For a referral who enlists in the DEP, RA, or USAR the GC will do the following:

(a) RA - File the original USAREC Form 512 in the referring enlistee’s file to be forwarded to the United States Army Reception Battalion. USAR - Forward original USAREC Form 512 to TPU commander for publishing of promotion orders.

(b) Attach a copy of USAREC Form 512 to the Rctg Bn file copy of the DD Form 1966 series (Record of Military Processing - Armed Forces of the United States) pertaining to the referred enlistee.

(c) Provide a copy of USAREC Form 512 to the referring enlistee.

(2) In the case of a referral who enlists in the ARNG, the recruiter will provide USAREC Form 512 to unit personnel officers or administrative supply technicians who will verify the enlistment and return it to the recruiter listed in part II, item E of USAREC Form 512 after completion. Recruiters will then forward USAREC Form 512 to the GC at the MEPS who will make disposition in accordance with above procedures.

4-4. DEP and DTP Awards Program

a. DEP and DTP awards are authorized only for members of the DEP and DTP who refer to an Army recruiter one or more persons for possible enlistment into the RA or USAR. The referral or enlistment must occur prior to the DEP or DTP member's entry onto AD or IADT. Personal presentation items are not authorized to be given to members of the DEP or USAR enlistees (see USAREC Reg 5-3).

b. Award. A DEP or DTP member who provides a referral (as defined in para 4-3d(1)) to a recruiter will be presented a baseball cap bearing the word "Army." Only one will be issued per DEP or DTP member.

c. Procedures for requesting awards.

(1) RS commanders will:

(a) Request DEP and DTP award items as required from the USAREC Recruiting Store. Orders may be phoned in, faxed, or sent via e-mail. There will be a maximum stockage and order quantity of three caps, unless otherwise directed by the Rctg Bde commander.

(b) Maintain an informal register of the award of DEP and DTP items. The register must include recipient's name, social security number (SSN), DEP and AD or IADT dates, recipient's signature and date of award; and names, SSNs, and DEP, RA or USAR enlistment dates of individuals referred.

(c) Ensure registers are submitted on a semi-annual basis to the RS Bde, Logistics Support Center.

(d) Identify which component's member (DEP (RA) or DTP (USAR)) received the award to ensure that the appropriate DEP or DTP account is credited. Funding for DEP and DTP awards is through two separate accounting classifications.

(2) Rctg Bn commanders will ensure that accountability for DEP and DTP items is maintained. Formal property book accountability is not required. However, items must be received and issued in such a manner as to establish an audit trail.

(3) Rctg Bde commanders will ensure all Rctg Bns maintain accountability for DEP and DTP awards.

(4) The RS Bde, Logistics Support Center, will:

(a) Receive from vendor, store, and issue DEP and DTP awards to RSs.

(b) Order DEP and DTP awards as required to maintain a sufficient stockage in the USAREC Recruiting Store.

(5) Director of Recruiting Operations, Plans and Policy Division, will act as the program manager.

Chapter 5
Improving DEP and DTP Management and Retention

5-1. General

a. The policies and procedures in the previous chapters represent the minimum acceptable standards for maintaining a DEP and DTP Management Program at the recruiter and/or RS level. Merely adhering to and accomplishing the minimum standards will not ensure a successful DEP and DTP Management Program nor will it alone suffice to minimize DEP and DTP losses.

b. The key to minimizing DEP and DTP losses and a successful DEP and DTP Management Program is a willingness to expend extra effort in developing and implementing plans, programs, and activities in addition to the minimum required.

5-2. DEP and DTP motivational board

Each RS will maintain a DEP and DTP motivational board. The board's design is left to the discretion of local commanders, but will be neat in appearance. A suggested design is at figure 5-1. Place photos of the RS's recruiters down the left side of the board. Next to each recruiter's photo should be photos, placed inside RPI 920 (DEP Photo Frame) of each member of his or her current DEP and DTP pool. Under each DEP and DTP photo should be lines for remarks. Some examples of remarks are: E-2 promotion, academic and/or sports achievement, perfect DEP and/or DTP function attendance, etc.

5-3. Followup

a. The importance of periodic followup cannot be overemphasized. Not only does followup provide recruiters with the status of DEP and DTP members, skillful followup also reinforces the DEP and DTP member's decision to enlist and makes the individual feel he or she is already a part of the Army.

b. Successful additions to required followup procedures include:

(1) Getting the parents and/or spouse involved. Telephonic or personal followup should include parents to keep them informed and involved.

(2) Send out greeting cards (e.g., birthdays, Christmas, etc.,) not only to DEP and DTP members, but include parents, spouses of DEP and DTP members, and soldiers who are AD. Appropriated funds are not available to pay for greeting card expenses.

(3) Have the Rctg Bn commander mail a personalized congratulatory letter to the new DEP or DTP member (see fig 5-2) welcoming him or her to the Army.

c. Followup should not end when an individual enters onto AD. The concern recruiters demonstrate for soldiers after they access pays off in future enlistments. A good idea for keeping in touch with soldiers is to present each DEP and DTP member, on his or her AD date, with two self-addressed stamped (nonmilitary) envelopes. Tell the DEP or DTP member you would like him or her to write to you once in BT and again in AIT. Instruct them to tell you the bad as well as the good so you may better prepare future soldiers for the rigors of training. Your files of old letters can be fine testimonials to show to prospective enlistees.

d. Recruiter followup for new USAR soldiers is not concentrated only on the NPS DTP member. Aggressive followup procedures must occur to ensure that PS soldiers, especially IRR to TPU transfers are properly handed off to their new unit. Leadership must be involved at all levels to achieve lower IRR and TPU no show rates. RS commanders, as the immediate leadership, must follow the IRR and TPU soldier through the transition process to their new unit.

5-4. DEP and DTP newsletter

a. Monthly publication of a DEP and DTP newsletter either at the RS, Rctg Co, or Rctg Bn level is another way recruiters have enhanced their DEP and DTP.

b. Topics are limited only by a recruiter's imagination but should include the names of new DEP and DTP members, promotions to E-2, news of ex-DEP and DTP members who are on AD or IADT, and general military subjects.

5-5. Presentation of DEP and DTP awards, certificates, and promotions to E-2 and E-3

Recognition of DEP and DTP members in front of his or her family, friends, and peers is an important part of reinforcing thier decision to enlist. These presentations should be made by the CLT during DEP and/or DTP functions to increase exposure of the DEP and DTP member and to generate interest in the Army. Presentations should be made in front of the largest possible audience. Examples of occasions and ceremonies with large audiences are:

a. Rctg Co-wide or Rctg Bn-wide DEP functions.

b. High school assemblies.

c. Centers of influence events.

5-6. DEP and DTP physical training

a. DEP and DTP physical training (PT) is a good activity for motivating and conditioning members of the DEP and DTP. It helps promote team spirit and contributes to the cohesiveness of the unit. The purpose of the exercise program is to build morale within the recruiter's DEP and DTP pool while working on elementary physical conditioning and muscle toning. It will not be used to replicate BT conditions and environment, or to push members to meet Army physical fitness test standards.

b. PT may consist of noncontact team sports (i.e., softball, touch or flag football, volleyball, basketball). Physical conditioning exercises may also be used instead of or in combination with those mentioned above.

c. The CG, USAREC, authorizes DEP and DTP members to participate in PT in an inactive duty status under the following guidelines:

(1) DEP and DTP PT is for DEP and DTP members only. Guests are not allowed to participate.

(2) Each DEP and DTP member must sign USAREC Form 992 (US Army Delayed Entry Physical Training Program Statement) (see fig 5-3).

(3) The training period must not last longer than 119 minutes. It is recommended that the training period last no longer than 90 minutes to include stretching and warmup activities. Ex-

ceeding these limits may result in Government liability for statutory entitlements (retirement points, pay, etc.).

(4) Although DEP and DTP members participate on a voluntary basis, they must be reminded that PT is an individual responsibility and they should be encouraged to do some PT on their own.

d. DEP and DTP PT can be conducted as often as desired but as a minimum should be conducted once a month. Because of the limitations involved it should be conducted independently of any DEP or DTP function.

5-7. DEP and DTP pre-BT tasks

a. RS commanders must ensure that recruiters train (when time in DEP and DTP permits) all DEP and DTP members on all tasks cited below prior to shipping to BT. Each DEP and DTP member who completes the training should be able to perform these tasks.

(1) Be able to recognize and use military time.

(2) Be able to execute basic drill and ceremonies.

(3) Recite three general orders.

(4) Identify rank structure; officer and enlisted.

(5) Know how to use and pronounce the phonetic alphabet.

(6) Perform first aid tasks.

(7) Know the requirements of the Army physical fitness test and be able to score 60 points in each event (in the DEP and DTP member's age group and gender in accordance with FM 21-20).

(8) Successfully complete land navigation tasks.

b. When the tasks being trained during a session are successfully accomplished, the RS commander and Rctg Co commander (first sergeant on orders when no Rctg Co commander is in place) will validate USAREC Form 1137 (DEP/DTP Pre-BT Tasks List) (see fig 5-4) and certify by signature that the soldier actually performed each task to standard. The TPU commander is also authorized to validate the USAREC Form 1137. These forms are self-explanatory; also a new form must be used each time all tasks are not evaluated during a training session. Recruiters must maintain copies of the forms on all members currently in the DEP and DTP. The completed form, when passed to standard will be kept in the local RS files for a period of 1 year and the results annotated in the RWS. If the soldier is promoted due to completion of the USAREC Form 1137, a copy will be forwarded to MEPS for placement in the soldier's ship and residual packet.

5-8. DEP and DTP Correspondence Course Program

a. The DEP and DTP Correspondence Course Program was designed to provide DEP and DTP members the opportunity to earn up to 50 credit hours (10 promotion points) prior to shipping to BT. When the DEP or DTP member becomes eligible to appear before the sergeant's promotion board, those credit hours may be converted and used as promotion points (five credit hours equal one promotion point). Also, the program is a tool which may assist the recruiter in reducing DEP and DTP member attrition by requiring the recruiters to mentor, work closely with and train DEP and DTP members by assisting them in completing the program prior to shipping to BT (when possible). In addition, this should increase the number of recruiter and DEP and DTP member face-to-face contacts. Enrollment into Course Number 553ED11 (Delayed Entry Program) must now be done online. The address to enroll is:

http://www.atsc.army.mil/accp/aipd.htm

b. DEP and DTP members may apply for enrollment into the DEP and DTP Correspondence Course Program which consists of only the courses cited in table 5-1. DEP and DTP members are not eligible for enrollment into any additional courses.

5-9. DEP and DTP News Release Program

a. The DEP and DTP News Release Program is designed to enhance your DEP and DTP management in two ways:

(1) Provide publicity in the recruit's hometown newspaper, stimulating interest in Army service among the recruit's peers.

(2) Reinforce the recruit's commitment to shipping through publicity of his or her enlistment.

b. The DEP and DTP News Release Program will be the responsibility of the Rctg Bn advertising and public affairs chief. This program is outlined in AR 360-1.

Table 5-1
Correspondence courses

Hours	Title of Course
8	Land Navigation
5	Drill and Command/Rifle Bayonet Fighting Techniques
15	Self-Aid and Buddy-Aid
9	Use and Maintenance of Protective Masks/Clothing
10	Effective Army Writing
3	Principles of Communications

5-10. Summary

Most of the above activities and ideas will assist the recruiter in gaining leads and preventing DEP and DTP losses. Each activity demonstrates, but will not take the place of, sincere concern for the DEP or DTP member.

Chapter 6
Management of DEP and DTP Functions

6-1. Policy

a. All training dates will be planned out annually. USAREC Form 496 (Near-Term Training Plan) will be published and distributed to all DEP and DTP soldiers quarterly. The training will include the pre-BT tasks which are listed on USAREC Form 1137. Training plans can be obtained by downloading the classes from TRADOC Pam 600-4. Training will be done utilizing tasks, conditions, and standards.

b. Procurement for DEP and DTP functions will be accomplished in accordance with policies and procedures established by the servicing contracting officer. HQ USAREC recommends SF 44 (Purchase Order Invoice Voucher) certification authority for all Rctg Bn commanders for the maximum allowable level of $2,500 to facilitate vendor payment.

c. Funds in support of DEP and DTP function programs will only be used to pay for meals, refreshments, and nonalcoholic beverages (see i below). Within the constraints set forth at h below, the approval authority for DEP and DTP functions (below $1,500) is the Rctg Bn commander.

(1) Costs between $1,500 through $3,000 will need advance approval from the Rctg Bde commander.

(2) HQ USAREC (RCRO-PP) is the approval authority when the cost is expected to exceed $3,000 or $10 per person. When SF 44 authority sets a lower limit (e.g., $2,500 limit), local guidance will also be followed in obtaining an exception to that limit. Under the Federal Acquisition Regulation, USAREC, as a matter of policy, will place a fair amount of its contracts with small and disadvantaged businesses.

d. Military and DOD civilian personnel required or directed to participate in a DEP function may be furnished a meal, snack, or refreshment.

e. Attendance of immediate family of DEP or DTP members at DEP and DTP functions is encouraged on a one-time basis. For this purpose, immediate family member is defined as a spouse, parent, guardian, grandparent, or teenage brother or sister who may have or may create interest in an Army enlistment.

f. Every effort will be made to schedule DEP and DTP functions only with restaurants or other vendors that agree to charge only for the number of meals served. Payment is not authorized under this regulation for excessive meals ordered and not eaten. However, in exceptional cases, the Rctg Bn commander may approve payment for meals provided but not consumed. Government payment will not be made for exces-

sive meals ordered beyond that which were contracted originally.

g. Frequency.

(1) RSs may conduct two funded DEP or DTP functions per fiscal year. Additional funded DEP and DTP functions may be approved by the Rctg Bn commander utilizing DEP and DTP function dollars not utilized by other RSs within the Rctg Bn. In densely populated areas, Rctg Co-wide and Rctg Bn-wide functions may be conducted as a single function. In such instances all RSs that participate can be credited with a DEP and DTP function for that period.

(2) Funding and frequency limitations for funded DEP and DTP functions do not preclude organizing RS level unfunded DEP and DTP functions (DEP and DTP meetings). Periodic (weekly, biweekly, and monthly) DEP or DTP meetings organized at the RS level can be a valuable tool as well as a vehicle to assist in ensuring individual DEP and DTP members remain physically eligible, committed to an Army enlistment, and prepared for the mental and physical rigors of BT. These can also be meetings for encouraging DEP and DTP members to provide leads.

(3) Unfunded DEP and DTP functions (DEP and DTP meetings) will be conducted at a minimum of twice per quarter, not to be held during the same month as a funded DEP or DTP function.

h. Cost. Cost will not exceed $10 per person to include nonexempt tax and any gratuity and the total cost for any single function should not exceed $1,500. DEP and DTP functions which exceed these guidelines ($1,501 through $3,000) will be considered high-cost functions, and will be undertaken only when fully justified and upon prior approval of the Rctg Bde commander. HQ USAREC is approval authority for amounts expected to exceed $3,000 or when cost per meal is expected to exceed $10 per person.

i. Prohibitions. DEP and DTP function funds will not be expended for any of the following (no exceptions):

(1) Lavish or extravagant functions.

(2) Expense of hiring personnel.

(3) Purchase of alcoholic beverages.

(4) Rental of commercial conveyances for transportation of DEP or DTP guests.

(5) Rental of facilities, equipment, or hiring of servicing personnel.

(6) Organizational anniversaries.

(7) An event, facility, or activity where admission, seating, or other accommodations or facilities connected with the event or function are restricted as to race, color, creed, sex, or national origin.

(8) Purchase of tickets or admissions to sporting, recreational, or other public activities.

(9) Entertaining individual prospects and/or applicants that are not members of the DEP or DTP, or attending the DEP or DTP function as a guest.

(10) Circumventing regulations or restrictions prescribed by any other directive.

(11) Any purpose for which use of appropriated funds is expressly prohibited.

(12) Other incidental expenses that are payable from other sources (e.g., registration fees, materials, and costs to develop announcements, signs, etc.).

(13) Will not purchase games, flowers, trinkets, or give-away items, etc.

6-2. Use of REA

REA may be used for DEP and DTP members when it is necessary to purchase an occasional unplanned meal for one or more DEP or DTP members resulting from a recruiter's followup and/or prospecting activities. The purpose will be to reinforce enlistment commitment or gather leads. Example: The use of REA is authorized if a recruiter while performing face-to-face prospecting in the RS's area, meets his or her DEP or DTP member, then REA is authorized (see USAREC Reg 37-16 for specific guidance). Consideration, however, should first be given to the ability to conduct a cost-free meeting or scheduled event where regular authorized funds are available. Actual control procedures established by each Rctg Bde may vary; however, when REA is used in such cases, the amount claimed for DEP or DTP members may not exceed $10 per member or $75 in a given month. The REA claim voucher will be charged against the REA Army management structure code. The recruiter completes an SF 1164 listing all expenses as they are incurred and an explanation. At the end of each calendar month, the recruiter totals the columns of the SF 1164 and forwards to the Rctg Bn budget and accounting technician for review and approval. It is then sent to the servicing FAO for payment.

6-3. Prohibited activities

Guidelines for DEP and DTP functions are as follows:

a. Only recruiters, military and DOD guests, and DEP and DTP members and their nonmilitary or non-DOD guests are authorized funded meals and/or snacks at DEP and DTP functions.

b. General military subjects may be taught (i.e., first aid, phonetic alphabet, general orders, etc.). Small arms may be used for demonstration purposes to include disassembly, cleaning, assembly, and manual of arms. Under no circumstances will ammunition, blank or live, be allowed on site or any live firing conducted.

c. Under no circumstances will activities with DEP or DTP members include any of the following:

(1) Firing weapons of any kind, live grenades, artillery, rocket launch practice, small arms practice, etc.

(2) Riding in any type of aircraft, tanks, or other combat-type vehicles. Riding in a sedan is not precluded.

(3) All overnight activities such as hikes, outings, canoe trips, etc.

(4) Adventure-type training involving risk of physical injury, such as river rafting, rappelling, scuba diving, obstacle courses, paint ball, etc.

(5) Taking DEP and DTP members on field training exercises with RA, ARNG, or USAR units.

d. Total Army Involvement in Recruiting assets may be used in conjunction with DEP and DTP functions and/or meetings. For information concerning Total Army Involvement in Recruiting assets see USAREC Reg 601-85.

6-4. Procedures

a. CLTs will establish procedures for determination and evaluation of needs for DEP and DTP functions within their commands. Consider the following factors:

(1) Rctg Co market analysis.

(2) As a goal, DEP and DTP enlistees should be encouraged to bring two guests (other than immediate family members who have already attended one) to DEP or DTP functions. The Rctg Bn or Rctg Co headquarters will be represented at every DEP and DTP function unless an exception is granted by the Rctg Bn commander.

(3) All DEP and DTP members should be encouraged to attend more than one function, but should invite different guests to each function.

b. When deemed appropriate, the CLT will initiate requests for DEP and DTP functions. Such requests will be forwarded to the Rctg Bn commander on USAREC Form 1115, completed in accordance with appendix B.

c. Upon receipt of requests for function, the Rctg Bn commander will evaluate the request (see fig B-1). The Rctg Bn budget and accounting technician should ensure that no sales tax is paid when using the International Merchant Purchase Authority Card. Any questions can be directed to the RS Bde procurement officer.

(1) If the Rctg Bn commander does not concur with the need for the function, it will be disapproved. The Rctg Bn commander will indicate disapproval in block 12 and sign block 15c of USAREC Form 1115, notifying the Rctg Co of the disapproval and the reasons therefore.

(2) If the Rctg Bn commander concurs with the need for the function, an evaluation will be made to determine whether the estimated cost of the function is justified.

d. When the Rctg Bn commander concurs with the need for a function and the cost of the function is estimated to be within the constraints set forth in paragraph 6-1h, the Rctg Bn commander will approve the request.

(1) The Rctg Co will be notified of the approval.

(2) The Rctg Bn commander will notify the Rctg Bde commander of the Rctg Bn approved function, and enter assigned control number in

block 17 of USAREC Form 1115 (see app B) in accordance with Rctg Bde procedures established in accordance with paragraph 1-4h(8). The Rctg Bn commander can then begin procurement procedures for the function.

e. When the Rctg Bn commander concurs with the need for a function, and the cost of the function is estimated to be greater than the constraints set forth at paragraph 6-1h, the Rctg Bn commander will endorse the request to the Rctg Bde commander recommending approval. Telephonic or facsimile may be used to expedite approval of these requests; however, the original USAREC Form 1115 must be provided immediately for formal approval.

f. Upon receipt of request (i.e., original, facsimile, or telephonic) for function, the Rctg Bde commander will evaluate the request.

(1) If the Rctg Bde commander determines that the function is not appropriate, he or she will notify the Rctg Bn commander, by endorsing block 13 of USAREC Form 1115, indicating disapproval. No Rctg Bde control number will be issued.

(2) If the Rctg Bde commander approves the request, the function will be given a Rctg Bde control number and the Rctg Bn commander will be notified by endorsing block 13 for approval.

(3) If the cost exceeds $3,000 or $10 per meal or snack per DEP or DTP attendee and justifies recommending approval, the Rctg Bde commander or designated representative endorses and sends to HQ USAREC (RCRO-PP) for approval or disapproval.

g. If a request for a high-cost function is disapproved by the Rctg Bde commander, the Rctg Bn commander will notify the Rctg Co commander of the disapproval.

h. If a request for a high-cost function is approved by the Rctg Bde commander (and by HQ USAREC), the Rctg Bn commander will begin procurement procedures upon receipt of the approval and the Rctg Bde control number. He or she will also notify the Rctg Co commander promptly.

i. When HQ USAREC (RCRO-PP) receives a request from a Rctg Bde for approval of a function exceeding $3,000 or expected to exceed $10 per meal or snack per DEP or DTP guest, the request will be expeditiously evaluated and prepared, preferably within 3 working days, either approving or disapproving, by endorsement. Telephone or facsimile may be utilized to expedite notification of approval or disapproval.

j. In ordering meals or snacks for DEP and DTP functions, every reasonable effort should be made to avoid ordering excess food. Calls should be made to invitees 1 to 3 days prior to the scheduled event to remind them of their agreement to participate, to answer questions, to motivate attendance, and to get reassurance that they will attend. If they cannot attend, a substitute can be sought or the snack or meal count can be reduced with the vendor. Should there be a shortfall in the snack or meal count, the military and DOD hosts should delay eating in favor of the guests and eat after the function is over. Recruiters should accept an invitee's reluctance to commit as a no, and report it to the person ordering the meals, so that the meal can be canceled.

k. The RS Bde commander has issued the following policy for using meals ready to eat (MREs) at DEP and DTP functions:

(1) MREs may be used at all DEP and DTP training sessions and can be requisitioned from the USAREC Recruiting Store.

(2) Ordering. RS commanders must forward requests for MREs to their Rctg Bn S4. The Rctg Bn S4 must compile the requisitions on a memorandum (the memorandum must include the recruiting station identification (RSID), quantity requested, and date of function for each RS). Requests must be e-mailed to: Roy.Wilson@usarec.army.mil, at least 30 days prior to the scheduled event. Rctg Bns are limited to one compiled request per month. To fill orders for a scheduled DEP or DTP function, requests must be received by the RS Bde no later than the seventh day of the month preceding the function. For example, requests for a DEP and DTP function in January 2002 must be received by the RS Bde no later than 7 December 2001. The number of MREs requested by an RS will be based on the number of confirmed attendees. MREs will be sent directly to RSs with an arrival date no later than the seventh of the month. Stockpiling of MREs is strictly prohibited.

(3) Accountability. MREs requested for use at DEP and DTP functions will be accounted for by the RS commander. When MREs are used in conjunction with a funded function, annotate USAREC Form 1115, block 18 (Remarks) with the number of MREs consumed. When MREs are used at unfunded functions place "US Army" in block 7, both block 8g and 8h will reflect "NA"; and place "NA" in block 24 in both actual cost and cost per person of USAREC Form 1115. All other sections of this form must be completed in accordance with regulatory guidance. A courtesy copy of USAREC Form 1115 will be forwarded to the Rctg Bn S4 for his or her information after completion of all DEP and DTP functions for which MREs were used.

6-5. Reports and measures of effectiveness

a. Afteraction report. The sponsor will complete USAREC Form 1115, section II, concerning the DEP and DTP function in accordance with appendix B. Reports will be dispatched:

(1) By the Rctg Co to the Rctg Bn commander not later than the third business day following the function. Files will be maintained at the Rctg Bn in accordance with AR 25-400-2.

(2) By the Rctg Bn commander to the Rctg Bde commander not later than the completion of the fifth business day following the receipt of the USAREC Form 1115 from the Rctg Co.

b. Measures of effectiveness (level of evaluation and frequency).

(1) Did the DEP or DTP function generate the desired percent in the DEP and DTP pool in attendance and the desired number of DEP and/or DTP guests?

(2) Did the function generate DEP and/or DTP guests, leads, or contracts into an Army program? Estimating methodology: The number of DEP and/or DTP guests and generated leads are believed to be converted to contracts at a two to five percent rate.

(3) Did the function maintain low DEP and/or DTP loss or reduce DEP and/or DTP from the previous fiscal year's rate? Estimating methodology: DEP and/or DTP members who attend DEP and DTP functions are believed to fulfill "contract to access" at about a four percent higher rate than those DEP and/or DTP members who are not invited or encouraged to participate.

Delayed Entry Program and Delayed Training Program
Transfer and Assumption
(For use of this form see USAREC Reg 601-95)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC Section 513, 3013(g)(3).
PRINCIPAL PURPOSE: To ensure members of the Delayed Entry Program and Delayed Training Program are monitored by a designated recruiter and to ensure ownership transfer is properly credited.
ROUTINE USES: Ownership transfer and responsibility, contract loss accreditation, and management procedures.
DISCLOSURE: Disclosure of SSN is voluntary; however, if not provided proper accreditation of award points is not assured.

1. Recruiter or RS commander losing ownership *(Name, SSN, and RSID):* SSG Ruby Wilson, 111-11-1111, 6X6X	2. Signature and Date: /signed/ 12 Jul 02
3. Recruiter or RS commander gaining ownership *(Name, SSN, and RSID):* SSG I.B. Jones, 222-22-2222, 6X6Z	4. Signature and Date: /signed/ 12 Jul 02

5. CLT certification *(Name, signature, position, and date):*

1SG Ozell Johnson /signed/ First Sergeant, 16 Jul 02

6. CLT must ensure all DEP and DTP members from the losing recruiter or RS commander are listed for ownership transfer to the gaining recruiter or RS commander. The gaining recruiter or RS commander for will also indicate with a "YES" or "NO" DEP or DTP members for mission and award points credit. If credit is not assumed, an explanation of refusal will be entered in "REMARKS." A separate sheet of paper may be used if additional space is required.

NAME	SSN	PROGRAM		SHIP DATE	MISSION CREDIT ASSUMED		REMARKS
		DEP	DTP		DEP	DTP	
Donna Garrett	333-33-3333	(DEP)	DTP	31 Jul 02	No		Applicant is unsure of her decision to ship this early after graduating school.
Paul Driggers	444-44-4444	(DEP)	DTP	31 Jul 02	Yes		
Raleigh Dickey	555-55-5555	(DEP)	DTP	6 Aug 02	Yes		
Carol Feldhaus	666-66-6666	DEP	(DTP)	13 Aug 02		Yes	
Mike Seufert	777-77-7777	(DEP)	DTP	7 Jan 02	Yes		
Randy Reeves	888-88-8888	(DEP)	DTP	9 Jan 03	Yes		
Pauline P. West	999-99-9999	DEP	(DTP)	9 Jan 03		Yes	
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				
		DEP	DTP				

USAREC Form 991, Rev 1 Dec 97 (Previous editions are obsolete) V2.00

Figure 2-1. Sample of a completed USAREC Form 991

Delayed Entry Program Status Change/Request
(For use of this form see USAREC Reg 601-56 and USAREC Reg 601-95)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of the information is requested and recorded on USAREC Fm 1034 is authorized by Title 10, USC, Sections 513, 3013(g)(3).

PRINCIPAL PURPOSES: To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of your military personnel records which are used to provide promotion, reassignment, training, medical support, and other personnel management actions for you. Your Social Security Number is necessary to identify you and your records, and to properly report your earnings as a member of the U.S. Armed Forces to the Social Security Administration. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence in accordance with Federal law and regulations.

ROUTINE USES: To document your enlistment or reenlistment agreement with the U.S. Armed Forces; to record voluntary changes in your enlistment or reenlistment agreement; to determine dates of service and seniority; and for such other routine personnel management actions required to maintain normal career progression as a member of a component of the U.S. Armed Forces.

DISCLOSURE: Disclosure is voluntary; however, failure to furnish information will result in denial of enlistment or reenlistment.

I, Joe Thomas, 000-11-0000 (printed name and SSN):

[ ] OPTION DISQUALIFICATION

Having been found no longer qualified for my original enlistment option or military occupational specialty (MOS) of _____ do hereby voluntarily waive my enlistment guarantee to said option. I understand that since I am no longer qualified for my original option that I may request and receive a separation from the Delayed Entry Program. It is, however, my desire to enlist in the Regular Army for _____ *(new option)* for which I am qualified.

[X] DISQUALIFICATION REQUIRING EXTENSION

Having been found disqualified because of Ingrown Toenail *(reason)* for enlistment in the Regular Army for what appears to be a temporary condition do hereby consent to an extension in the Delayed Entry Program for a period of 21 days. I understand that my new date of enlistment in the Regular Army is 28 Jul 02. My enlistment option is 9-3, U.S. Army Training of Choice. I have been informed that if, as a result of this extension, I lose my original enlistment option, I may request a separation from the Delayed Entry Program or select another option which is acceptable to me.

[ ] WITHDRAWAL OF SEPARATION REQUEST

Having previously requested separation from the Delayed Entry Program, do hereby withdraw my request and voluntarily agree to enlistment in the Regular Army. I understand that I forfeited my original enlistment guarantee when I submitted my request for separation and that I must select a new option from those available at this time.

Signature of Reservist:	Date:
/signed/	7 Jul 02
Signature and typed or printed name and grade of guidance counselor: /signed/ Paul Driggers, SFC	Date: 7 Jul 02

USAREC Form 1034, Rev 1 Jul 96 (Previous editions are obsolete) **V1.00**

Figure 3-1. Sample of a completed USAREC Form 1034

Request to Change Enlistment Option
(As an exception to policy)
(For use of this form see USAREC Reg 601-95)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of the information requested and recorded on USAREC Fm 1035 is authorized by Title 10, USC, Section 513, 3013(g)(3).

PRINCIPAL PURPOSES: To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of your military personnel records which are used to provide promotion, reassignment, training, medical support, and other personnel management actions for you. Your Social Security Number is necessary to identify you and your records, and to properly report your earnings as a member of the U.S. Armed Forces to the Social Security Administration. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence in accordance with Federal law and regulations.

ROUTINE USES: To document your enlistment or reenlistment agreement with the U.S. Armed Forces; to record voluntary changes in your enlistment or reenlistment agreement; to determine dates of service and seniority; and for such other routine personnel management actions required to maintain normal career progression as a member of a component of the U.S. Armed Forces.

DISCLOSURE: Disclosure is voluntary; however, failure to furnish information will result in denial of enlistment or reenlistment.

I, John P. Applicant, 111-11-1111 *(printed name and SSN):*

having enlisted in the Army's Delayed Entry Program (DEP) on 7 Jul 02 *(Date)* with a scheduled active duty date of 3 Sep 02 *(Date)* do hereby initiate this request to change my:

[X] ACTIVE DUTY DATE TO 17 Sep 02 *(must be within 365 days of DEP-in)*

[ ] ENLISTMENT OPTION TO _____

[ ] MOS *(approval authority HQ USAREC)*

I understand that I may have to give up my original enlistment option of U.S. Army Training of Choice, MOS 74D or active duty date for which I enlisted in the Army's Delayed Entry Program if my request is granted.

The reason for this request is: To be married 9 Sep 92

Signature of Reservist:	Date:
/signed/	2 Aug 02
Signature and typed or printed name of station commander	Date:
/signed/SFC Paul Driggers	2 Aug 02

APPROVED [X] DISAPPROVED [ ] RECOMMEND APPROVAL [ ]

/signed/

7 Aug 02
Date

I.B. Johnson, LTC, IN
Signature and typed or printed name of Rctg Bn commander

APPROVED [ ] DISAPPROVED [ ] at BRIGADE [ ] USAREC [ ]

By: _____

RSID: _____
RCTR: _____

USAREC Form 1035, Rev 1 Aug 98 (Previous editions will be used) **V1.00**

Figure 3-2. Sample of a completed USAREC Form 1035

UNITED STATES ARMY

CERTIFICATE OF ENLISTMENT

THIS IS TO CERTIFY THAT

PRIVATE JOHN E. SOMEBODY

HAS ENLISTED FOR SERVICE IN THE UNITED STATES ARMY

As a new member of the Army, you have demonstrated keen foresight by accepting the Army's challenge. You can be justly proud of your decision to enlist in the Army for service to your nation. The people of the United States are deeply grateful to you for your personal commitment to national defense.

10 APRIL 2002

DATE

/signed/

JAMES B. KNOWN
Lieutenant Colonel, IN
Commanding

USAREC Fm 589, Rev 1 Apr 85 (Previous editions are obsolete)

Figure 4-1. Sample of a completed USAREC Form 589

United States Army

Be it known by these present that

PRIVATE DON WEBER

is cited for exceptional assistance in the field of recruiting. This certificate is presented in recognition that these accomplishments have significantly benefited the United States Army.

Having successfully fulfilled the obligations and requirements prescribed by USAREC Regulation 601-95, promotion to Private (E-2) will be effective upon entry into the Army.

Presented this 20th **day of** July **,** 2002 **.**

IMA LEADER, LTC, INF, Commanding (Signature)

USAREC Form 994, Rev 1 Jan 2000 (Previous editions are obsolete)

Figure 4-2. Sample of a completed USAREC Form 994

Honorary Army Recruiter

MR. JOHN HELPER

Is hereby appointed to the position of Honorary Recruiter of the United States Army. This appointment is in recognition of the outstanding contribution to the Army's recruiting effort by the above named individual.

The United States Army takes great pride in its history of service to the nation. It also takes great pride in the citizens of this nation who have unselfishly contributed their support.

As a representative of the United States Army, it gives me great pleasure to bestow this honor on this day of 20 MAY **in the year of** 2002 **.**

IMA LEADER, LTC, INF, Commanding (signature)

USAREC Fm 995, 1 Jan 90

Figure 4-3. Sample of a completed USAREC Form 995

DEP/DTP MEMBER'S COMMITMENT TO EXCELLENCE

I WILL REMAIN COMMITTED TO ACHIEVE EXCELLENCE IN AMERICA'S ARMY BY:

- STAYING COMMITTED TO MY PERSONAL DECISION TO JOIN OUR ARMY.
- ATTENDING ALL MILITARY FORMATIONS AND ARRIVING ON TIME.
- DOING PHYSICAL TRAINING ON MY OWN TIME
- PROVIDING REFERRALS TO MY RECRUITER WHICH MAY ASSIST ME IN BEING PROMOTED PRIOR TO ENTERING ACTIVE DUTY.
- REMAINING MORALLY QUALIFIED AND NOT USING ILLEGAL DRUGS OR BEING WITH THOSE WHO ARE USING THEM.
- TAKING THE INITIATIVE TO LEAD AND PRACTICE SELF-DISCIPLINE AT ALL TIMES.
- LEARNING MILITARY CUSTOMS AND COURTESIES AND PRACTICING DRILL CEREMONIES, ON MY OWN.

2 September 2002

DATE OF DEP/DTP ORIENTATION

PVT CARLOS WILLIAMS

DEP/DTP MEMBER'S SIGNATURE

KENNETH P. WILLIAMS, SFC, USA

RECRUITER'S SIGNATURE

USAREC Form 1135, 1 Mar 97

Figure 4-4. Sample of a completed USAREC Form 1135

DEP/DTP MEMBER'S

CERTIFICATE OF TRAINING

is
Awarded to

PRIVATE GREGORY ROGERS, JR.

For attendance and successful completion of training on basic military subjects conducted by the United States Army Recruiting Command.

MILITARY CUSTOMS AND COURTESIES
SUBJECT(S)

30 Mar 02
DATE

ALFORD POWELL, SFC, USA
INSTRUCTOR'S SIGNATURE

USAREC Form 1136, 1 Mar 97

Figure 4-5. Sample of a completed USAREC Form 1136

REGULAR ARMY AND RESERVE COMPONENTS REFERRAL SHEET
(For use of this form see USAREC Reg 601-95)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of the information requested and recorded on USAREC Fm 512 is authorized by Title 10, USC, Section 513, 3013(g)(3).
PRINCIPAL PURPOSE: To provide such data as is required by a U.S. Army recruiter and/or guidance counselor to contact, process, and enlist prospects for Army service.
ROUTINE USES:
a. Used by the recruiter to make contact with a prospective applicant for enlistment.
b. Used by the guidance counselor, personnel officer, or administrative supply technician to verify that an applicant has enlisted in the DEP, RA, ARNG, or USAR.
c. Used by recruiting personnel to monitor the Regular Army and Reserve Components Referral Program and to formulate market data to determine recruiting trends.
EFFECT OF NOT PROVIDING INFORMATION: The disclosure of the information requested is entirely voluntary. Failure to provide this information, however, may result in denial of referral credit to applicant or enlistee making the referral.

SPECIAL INSTRUCTIONS: Before collecting the information requested in Part I from prospective applicants for enlistment to give to your recruiter for referral, you must inform the prospective applicants of the uses for the information and the effect of not providing information as discussed in the Privacy Act Statement above.

PART I: To be completed by the applicant or enlistee making referral.

A. Your name *(printed)*: Johnson (*Last*) Ozell (*First*) DJ (*Middle*)
B. Your social security number: 001-22-9999
C. Referral's name: Brown (*Last*) Charlin (*First*) Sharlette (*Middle*)
D. Referral's address: 439 SE Raymond St., Portland, OR 97215
E. Referral's telephone number: (503) 123-4567

F. CERTIFICATION: I certify that I have contacted the person identified above and influenced him or her to talk with a U.S. Army Recruiter.
/signed/ 1 May 02
Signature and Date

PART II: To be completed by the recruiter at the time of interview with the referral.

A. Referral's social security number: 002-11-9999 B. Education level: 12L
C. Date referral was interviewed: 5 May 02

D. CERTIFICATION of referral: I certify that I was influenced to talk with my recruiter by the person identified in part 1, line A, above.
/signed/ 5 May 02
Signature and Date

E. CERTIFICATION of recruiter: I certify that the person identified in part I, line C above, is a bona fide referral of the person identified in part I, line A above.
Bowers, Jerry, SFC, 003-44-9999 (*Printed name, rank, SSN*) /signed/ 5 May 02 (*Signature and Date*)

PART III: (ARNG ENLISTMENT ONLY). To be completed by the personnel officer or the administrative supply technician of the ARNG unit for which enlisted and returned to the U.S. Army recruiter identified in part II above.

A. Date referral enlisted in the ARNG: NA (*Day*) (*Month*) (*Year*)
B. ARNG unit of assignment and telephone number: NA

C. CERTIFICATION: I certify that the person identified in part I, line C, enlisted in the ARNG unit identified above.
NA
Printed name, rank/grade, SSN *Signature and Date*

PART IV: To be completed by the U.S. Army guidance counselor at the MEPS.

A. Date referral enlisted in the RA, DEP, ARNG, or USAR: 12 May 02
(Circle One) *Day* *Month* *Year*

B. CERTIFICATION: I certify that I have verified that the person identified in part I, line C, is/was a bona fide enlistment.
John Walsh, E-7, 005-11-9999 /signed/ 15 May 02
Printed Name, Rank, SSN, Signature, and Date

USAREC Fm 512, Rev 1 Jul 96 (Previous editions are obsolete)

Figure 4-6. Sample of a completed USAREC Form 512

TELL IT LIKE IT IS

Congratulations on your decision to join the Army Team!

As you know by now, the Army has much to offer. Why not tell your friends about it? You may very well earn your first pay increase before you enter active duty for training. The Army has a referral program which might enable you to begin training in pay grade E-2.

Here's how it works. Talk to your friends (telephone is OK) about your decision to enlist in today's Army, then fill out part I of the referral sheets given to you by your recruiter. Be sure to follow the special instructions on the referral sheet.

If three of your referrals enlist, you will leave for basic training in the pay grade E-2 and earn more money. Only two referrals are required if both are high school diploma graduates or high school seniors. Only one referral is required if your referral is a high school graduate or high school senior and scores at least a 50 AFQT on the ASVAB.

Since you are now part of the Army team, why not have a hand in picking some of your teammates? Just tell it like it is. Something attracted you to the Army. It may also attract your friends. Make sure you give your referral sheets back to your recruiter before you leave for basic training so you will get the credit (and the E-2 promotion).

Figure 4-7. Sample of Referral Program Letter

DEP and DTP Motivational Board (Instructions)
THE (RS NAME) RECRUITING STATION PLATOON BOARD

Station Commander

_____

Recruiters

_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

1. Recruiter's photos will be down the left side.

2. DEP or DTP member photos will be directly to the right of the recruiter with a name label directly beneath each photo.

3. There will be five lines under each DEP or DTP member's name label to annotate remarks (i.e., E-2 promotions, academic and/or sports accomplishments, perfect DEP function attendance, etc.).

Figure 5-1. Sample of DEP and DTP motivational board

DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

Date

Commander, Jackson Recruiting Battalion

PVT/PV2/PFC (as appropriate) DEP Name
Home Address
City, State, and ZIP Code

Dear (Rank) (Name):

I would like to take this opportunity to congratulate you on your decision to join our elite organization, “America’s Army.” As a soldier in the United States Army you will have a challenging and very rewarding future.

I’m sure (recruiter’s name) has informed you of the many benefits of an Army enlistment as well as the opportunity to enter active duty with advanced rank. Additionally, you have joined the ranks of an organization which can assist you in building a direct path to your future.

America’s Army is a great way to start your career. It has been the foundation for many great leaders in our country. Some went on to be community leaders, corporate executives, and even the President of the United States.

Pirvate Doe (appropriate rank and name) your enlistment is something you will look back on with pride and relate to the rest of your life. The opportunities which await you are extensive and you will find the only limitations are those which you impose upon yourself.

Again, congratulations. I extend my best wishes for success in your training and as a legal specialist (or appropriate specialty) during your Army career.

Sincerely,

(Rctg Bn Commander)

Figure 5-2. Sample of a Rctg Bn Commander’s Congratulatory Letter

U.S. ARMY DELAYED ENTRY
PHYSICAL TRAINING PROGRAM STATEMENT
(For use of this form see USAREC Reg 601-95)

PRIVACY ACT STATEMENT

Authority: Collection of the information requested and recorded on USAREC Fm 992 is authorized by Title 10, USC, Sections 513, 3013(g)(3).

Principal Purpose: To explain participation requirements and ensure your agreement to these conditions as a matter of record.

Routine Purpose: Retention of this form is necessary as confirmation of your agreement to these conditions.

Disclosure: Disclosure of your SSN is voluntary; however, if not provided, participation in physical activity sponsored by the U.S. Army Recruiting Command is prohibited.

Training conducted on: 8 Jan 02

Time started: 1300 Time ended: 1400

(NOTE--MAY NOT EXCEED 90 MINUTES)

Location: Superstar Recruiting Station, Same City, Same State

1. Acknowledgment:

a. I am currently a member of the U.S. Army Reserve Control Group (Delayed Entry) and voluntarily consent to participate in a physical training program conducted by the U.S. Army Recruiting Command.

b. I further state that I understand:

(1) I hereby waive any claim for pay under this program.

(2) I will not be authorized to participate in training for more than 90 minutes per training day.

(3) My training is considered as inactive duty for training and not creditable for retirement points.

c. I will not participate in this program if I am currently under medical care or if my medical condition has changed since the date of my physical examination.

d. By signing the reverse side of this form, I certify that I have read and understand the statements in this document.

2. The reverse side of this form must contain name, SSN, and signature of each participant.

USAREC Fm 992, Rev 1 Jul 96 (Previous editions are obsolete)

Figure 5-3. Sample of a completed USAREC Form 992

NAME	SOCIAL SECURITY NUMBER	SIGNATURE
Jeff Honner	112-45-6789	/signed/
Timothy A. Allen	987-65-4321	/signed/

Figure 5-3. Sample of a completed USAREC Form 992 (Continued)

DEP/DTP PRE-BT TASKS LIST (For use of this form see USAREC Reg 601-95)	
DEP/DTP MEMBER'S NAME AND RANK: PV2 Roger S. Taylor	SQUAD LEADER (RECRUITER) AND RSID: SFC Steven Tench, 5J4A
REQUIRED TASKS:	GO OR NO-GO/DATE OF COMPLETION
ESTABLISH A BANK ACCOUNT/START DIRECT DEPOSIT	/
MILITARY TIME	/
DRILL AND CEREMONIES	
• Execute the position of attention	/
• Execute the hand salute	/
• Know who and when to salute	/
• Execute rest positions	
• Parade rest	/
• At ease	/
• Stand at ease	/
• Rest	/
• Execute facing movements at the halt	
• Right face	/
• Left face	/
• About face	/
• Marching	
• Forward march	/
• Half step	/
• Change step	/
• Column left	/
• Column right	/
• Halt	/
RECITE GENERAL ORDERS	
• First general order	/
• Second general order	/
• Third general order	/
IDENTIFY RANK STRUCTURE	
• Enlisted	/
• Officer (commissioned/warrant)	/
PHONETIC ALPHABETS	
• Know/pronounce phonetic alphabets	/
FIRST AID	
• Evaluate a casualty	/
• Perform first aid and practice individual preventative medicine countermeasures	/
• Perform first aid for bleeding of an extremity	/
• Perform first aid for splinting a fracture	/
ARMY PHYSICAL FITNESS TEST (APFT) *(Applicant must achieve 60 points each event and all APFT events must be completed same day. Events must be performed to standards outlined in FM 21-20, Physical Fitness Training.)*	
• Push-ups Repetitions: Points:	/
• Sit-ups Repetitions: Points:	/
• 2 mile run Time: Points:	/
LAND NAVIGATION	
• Identify terrain features on a map	/
• Determine the grid coordinates of a point on a military map	/
• Measure distance on a map	/

* SCORE SOLDIER A GO IF HE OR SHE PERFORMS THE TASK SUCCESSFULLY (SUSTAINMENT TRAINING IS REQUIRED DURING ALL SUCCEEDING MONTHS).
* SCORE SOLDIER A NO-GO IF HE OR SHE FAILS ONE OR MORE AREAS AND WHEN THE INSTRUCTOR IS UNABLE TO CORRECT THE DEFICIENCY ON THE SPOT (RETRAINING REQUIRED AT NEXT MILITARY FORMATION).

RECRUITING STATION COMMANDER'S SIGNATURE

RECRUITING COMPANY COMMANDER'S VERIFICATION

USAREC Form 1137, Rev 1 Dec 2001 PREVIOUS EDITIONS ARE OBSOLETE **V4.00**

Figure 5-4. Sample of a completed USAREC Form 1137

Appendix A
References

Section I
Required Publications

AR 25-400-2
The Modern Army Recordkeeping System (MARKS). (Cited in para 6-5a(1).)

AR 140-158
Enlisted Personnel Classification, Promotion, and Reduction. (Cited in para 4-3c.)

AR 360-1
The Army Public Affairs Program (Cited in para 5-9b.)

AR 601-2
Army Promotional Recruiting Support Programs. (Cited in paras 1-4h(12) and 1-4i(15).)

AR 601-210
Regular Army and Army Reserve Enlistment Program. (Cited in table 3-1 and para 4-3c.)

AR 638-2
Care and Disposition of Remains and Disposition of Personal Effects. (Cited in para 1-4i(14).)

FM 21-20
Physical Fitness Training. (Cited in para 5-7a(7).)

TRADOC Pam 600-4
IET Soldier's Handbook. (Cited in para 6-1a.)

USAREC Reg 5-3
Advertising Program Planning and Execution. (Cited in para 4-4a.)

USAREC Reg 37-16
Recruiter Expense Allowance. (Cited in para 6-2.)

USAREC Reg 350-6
Recruiter Production Management System. (Cited in paras 1-4l(3), 1-4m(2), 1-4m(9), 2-2c, 2-3e, and 2-4d.)

USAREC Reg 350-7
Recruiting Station Production Management System. (Cited in para 2-2c.)

USAREC Reg 350-9
Recruiting Company Production Management System. (Cited in para 2-2c.)

USAREC Reg 600-25
Prohibited and Regulated Activities. (Cited in para 1-4i(4).)

USAREC Reg 601-85
Total Army Involvement in Recruiting. (Cited in para 6-3d.)

USAREC Reg 601-96
Guidance Counselor Procedures. (Cited in table 3-1.)

USAREC Reg 621-2
Concurrent Admissions Program. (Cited in paras 1-4h(13), 1-4i(16), 1-4k(14), and 1-4l(15).)

Section II
Related Publications

AR 135-178
Army National Guard and Army Reserve Enlisted Administrative Separations.

AR 140-1
Mission, Organization, and Training.

AR 140-10
Army Reserve: Assignments, Attachments, Details, and Transfers.

AR 601-270
Military Entrance Processing Stations.

AR 710-2
Inventory Management Supply Policy Below the Wholesale Level.

FM 22-5
Drill and Ceremonies.

USAREC Reg 350-10
Recruiting Battalion Production Management System.

USAREC Reg 600-22
Assignment of Enlistment Processing Responsibility.

USAREC Reg 601-56
Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures.

USAREC Reg 601-73
Missioning Procedures.

USAREC Reg 621-1
Montgomery GI Bill, Army College Fund, and Loan Repayment Program.

Section III
Prescribed Forms

USAREC Form 512
Regular Army and Reserve Components Referral Sheet. (Cited in paras 1-4j(4), 2-3c(4), 4-3b, 4-3d(1), 4-3e, 4-3e(1)(a), 4-3e(1)(b), 4-3e(1)(c), and 4-3e(2).)

USAREC Form 589
Certificate of Enlistment. (Cited in para 4-2a.)

USAREC Form 991
Delayed Entry Program and Delayed Training Program Transfer and Assumption. (Cited in paras 2-1b, 2-1b(1), 2-1b(3), and 2-1c.)

USAREC Form 992
US Army Delayed Entry Physical Training Program Statement. (Cited in para 5-6c(2).)

USAREC Form 994
Private (E-2) Promotion Certificate. (Cited in para 4-2c.)

USAREC Form 995
Honorary Army Recruiter Certificate. (Cited in para 4-2d.)

USAREC Form 1034
Delayed Entry Program Status Change/Request. (Cited in para 3-4b(1).)

USAREC Form 1035
Request to Change Enlistment Option. (Cited in para 3-4b(2).)

USAREC Form 1115
DEP and DTP Function Request and Afteraction Report. (Cited in paras 1-4h(9), 6-4b, 6-4c(1), 6-4d(2), 6-4e, 6-4f(1), 6-4k(3), 6-5a, 6-5a(2), B-1a, B-2a, and B-2c.)

USAREC Form 1116
DEP and DTP Function Attendance List. (Cited in paras 1-4h(9), B-2c, and app C.)

USAREC Form 1134
US Army Delayed Entry and Delayed Training Program ID Card. (Cited in paras 1-4i(13), 1-4j(1), and 1-4m(15).)

USAREC Form 1135
DEP/DTP Member's Commitment to Excellence Certificate. (Cited in para 4-2e.)

USAREC Form 1136
DEP/DTP Member's Certificate of Training. (Cited in para 4-2f.)

USAREC Form 1137
DEP/DTP Pre-BT Tasks List. (Cited in paras 5-7b and 6-1a.)

USAREC OP 3
Training Seat Cancellation (DA Form 4187). (Cited paras 1-4k(3), 1-4m(7), 3-3b(2)(a)1, 3-3b(2)(a)4, 3-3c, and app D.)

Section IV
Referenced Forms

DA Form 3286-59
Statement for Enlistment, United States Army Enlistment Program, US Army Delayed Enlistment Program.

DD Form 4 series
Enlistment/Reenlistment Document - Armed Forces of the United States.

DD Form 1966 series
Record of Military Processing - Armed Forces of the United States.

SF 44
Purchase Order Invoice Voucher.

SF 1164
Claim for Reimbursement for Expenditures on Official Business.

SF 1199A
Direct Deposit Sign-Up Form.

USAREC Form 496
Near-Term Training Plan.

USAREC Form 541
DEP/DTP News Release.

USAREC Form 986
Separation Request Form.

USAREC Form 1041
Certificate of Achievement.

USAREC Form 1128
Army Sexual Harassment Policy.

Appendix B
Instructions for Completion of USAREC Form 1115

B-1. USAREC Form 1115, section I

a. Use USAREC Form 1115, section I, to request DEP and DTP functions and to record recommendations and approvals or disapprovals concerning functions (see fig B-1).

b. Requests for functions will be made by completing blocks 1 through 10b and prepared by the individual requesting the function.

c. The Rctg Bn commander completes blocks 12 and 15a through 17.

d. When requests require Rctg Bde commander's action, the Rctg Bde commander will complete blocks 13 and 15a through 15c. The Rctg Bde will forward the request to HQ USAREC (RCRO-PP) if cost of event will exceed $3,000 or cost of meal is expected to exceed $10 per DEP and DTP function attendee. Appropriate blocks will be completed by HQ USAREC (RCRO-PP).

e. Complete block 16 in accordance with Rctg Bde's and Rctg Bn's standing operating procedures.

f. Enter control number in block 17.

NOTE: The control number will be issued by the Rctg Bn commander when the approval authority is the Rctg Bn commander or the Rctg Bde commander when approval is required from the Rctg Bde commander or HQ USAREC (RCRO-PP).

B-2. USAREC Form 1115, section II

a. The project officer sponsoring each DEP and DTP function will complete an afteraction report concerning the function utilizing USAREC Form 1115, section II (see fig B-1). The report will be submitted to the Rctg Bn commander (ATTN: Budget and Accounting).

b. The afteraction report will contain the following information:

(1) Beneficial results, such as the number of appointments that recruiters make with guests, new leads, and pledges to provide new leads.

(2) Feedback from guests, if significant.

(3) Problems or opportunities, if significant.

(4) Recommendations, if significant.

c. Attach a completed USAREC Form 1116 (fig C-1) as an enclosure to USAREC Form 1115, section II, after all leads and providers of leads have been provided to the appropriate recruiter(s).

DEP AND DTP FUNCTION REQUEST AND AFTERACTION REPORT

(For use of this form see USAREC Reg 601-95)

SECTION I - DEP AND DTP FUNCTION REQUEST

1. TO:	2. FROM:	3. DATE:
Cdr, Milwaukee Rctg Bn Milwaukee, WI 53203	Cdr, Iron Mountain Rctg Co Iron Mountain, MI 49801	1 Oct 02

4. REQUESTING OR SPONSORING UNIT:

Ironwood RS

5. DATE AND TIME OF EVENT:

21 Nov 02, 1100

6. LOCATION OF EVENT:

Country Kitchen, Ironwood, MI

7. NAME, ADDRESS, AND TELEPHONE NUMBER OF VENDOR *(list menu agreed upon and estimated price per item)*:

Country Kitchen	Chicken or Beef - 2.10	30 DEP/DTP Members
1100 US Hwy 2	Vegetables - 1.10	12 Guests
Ironwood, MI 49987	Salad - 1.00	42 X 5.20 - 218.40
(906) 932-2211	Tea or Soda - 1.00	218.40 X .10 (gratuity) = 240.24 (Total)

8. NUMBER OF ATTENDEES

a. Hosts			b. DEP	c. DTP	d. Guests		e. TAIR asset presenters	f. Total number for meals	g. Cost per person	h. Total cost including gratuity
RA	USAR	DOD			DEP	DTP				
2	1	0	14	16	6	6	0	42	$5.20	$240.24

9. PLANNED SEQUENCE OF EVENTS AND/OR INFORMATION TO BE PRESENTED:

Welcome, accountability, and introductions: SFC Sprinkle
View new Army of One commercials/discuss Army of One: SSG Arvan
Land Navigation Class: SSG Kwazniewski
DEP/DTP recognition, DEP/DTP promotion: SFC Sprinkle and Ironwood Daily Globe Photographer
Closing remarks: SFC Sprinkle

10a. TYPE REQUESTOR'S NAME AND GRADE:	10b. REQUESTOR'S SIGNATURE:
Alphonso J. Sprinkle, E-7	/signed/
11a. TYPE CLT REVIEWER'S NAME AND GRADE:	**11b. CLT REVIEWER'S SIGNATURE:**
Ralph Johnson, 0-3	/signed/

12. RCTG BN COMMANDER ACTION:

[X] Request Approved [ ] Request Approval [ ] Request Disapproved [ ] Other

13. RCTG BDE COMMANDER ACTION *(if over $1,500)*:

[ ] Request Approved [ ] Request Approval [ ] Request Disapproved [ ] Other

14. HQ USAREC (RCRO-PP) ACTION *(if over $3,000)*:

[ ] Request Approved [ ] Request Disapproved [ ] Other

15a. TYPE NAME AND GRADE:	15b. DATE:	15c. SIGNATURE:
John R. Smith, 0-5	11 Oct 02	

16. FUND CITATION:	17. CONTROL NUMBER:
	02-0021

18. REMARKS:

USAREC Form 1115, Rev 1 Aug 2001 PREVIOUS EDITIONS ARE OBSOLETE V2.00

Figure B-1. Sample of a completed USAREC Form 1115

SECTION II - DEP AND DTP FUNCTION AFTERACTION REPORT

19. TO:	20. FROM:	21. DATE OF AFTERACTION:
Cdr, Milwaukee Rctg Bn Milwaukee, WI 53203	Cdr, Iron Mountain Rctg Co Iron Mountain, MI 49801	22 Nov 02

22.

a. DEP and DTP function control number: 02-0021

b. Number of RA hosts: 2

c. Number of USAR hosts: 1

d. Number of DEP members attended: 14

e. Number of DTP members attended: 16

f. Number of DEP guests: 5

g. Number of DTP guests: 5

h. Percentage of DEP and DTP pool that attended: 100 percent

i. Number of appointments from guests: 4

j. Number of new leads: 3

k. Number of RA contracts from guests: 0

l. Number of USAR contracts from guests: 0

m. Number of TAIR asset/speaker(s): 0

23. DATE AND TIME SPAN OF EVENT OR FUNCTION:	24.
21 Nov 02, 1100 - 1330	a. Actual cost: $228.80 b. Actual number of meals for DEP, DTP, and guests: 40 c. Cost per person: $5.72

25. ACCOMPLISHMENTS, FEEDBACK, PROBLEMS, AND/OR RECOMMENDATIONS:

Great event, 10 percent DEP and DTP pool attendance. We had two no-show guests, will followup personally with both. The Army of One class was extremely valuable in that we explained the Army and Army Reserve definition and reasoning behind the campaign. Had all soldiers wear their T-shirts to the function and drew a lot of attention from the restaurant, and the shirts and soldiers that were recognized will be in Sunday's newspaper.

USAREC Form 1115, Rev 1 Aug 2001 (Reverse)

Figure B-1. Sample of a completed USAREC Form 1115 (Continued)

Appendix C
Instructions for Completion of USAREC Form 1116

a. Indicate the location where the function took place (i.e., the name of restaurant, park, etc.,) and the city and state.

b. Indicate date of DEP or DTP function.

c. Enter the name of military and/or DOD civilian hosts, and title or position to include affiliation (i.e., RA, USAR, DOD). For example: CPT Harrison, Rctg Co Cdr (RA); SFC Wood, Parkside RS (USAR); Mrs. Carla Wood, recruiter's wife hostess (DOD), etc. For those individuals who did not eat, clearly annotate next to their names (did not eat).

d. Enter the name of authorized guest speakers or presenters.

e. Indicate name of the DEP or DTP member, RSID, and DEP or DTP (as applicable) (RSID is sufficient for audit trail). For example: Larry Sheridan, 6H3X, DEP; Marry Harris, 6H2Z, DTP; etc.

f. Enter the DEP or DTP member's name, RSID, and DEP or DTP.

g. Enter recruiter's or DTP or DTP member's guest(s). Print guests names and enter sponsor's name in brackets.

h. Leads. Indicate name of prospect and means to contact lead, also name of referrer. For example: Ron Murray, 555-8061 (Ref. DEP L. Sheridan); Delmar Wall, 555-3106 (Ref DTP O. Johnson); etc.

i. Page 2 is a continuation of page 1 if more room is needed.

j. See figure C-1 for a sample of a completed USAREC Form 1116.

DEP AND DTP FUNCTION ATTENDANCE LIST
(For use of this form see USAREC Reg 601-95)

1. LOCATION OF DEP AND DTP FUNCTION:	2. DATE:
Ironwood Country Kitchen, Ironwood, MI	21 Nov 02

3. PRINT NAME AND TITLE OF MILITARY AND DOD HOSTS *(Please annotate RA, USAR, or DOD)*		
SFC Sprinkle, RS Cdr, RA		
SSG Arvan, Recruiter, RA		
SSG Kwazniewski, Recruiter, USAR		

4. NAME OF TAIR OR SPEAKER PERSONNEL		
None		

5. DEP OR DTP MEMBER *(Print name, RSID, and DEP or DTP)*		6. (RECRUITER AND DEP OR DTP) GUESTS *(Print guests names (sponsor in brackets))*
Jones, Leroy, 5J4A, DEP		Mahi, Tjovso (PVT Jones)
Holmes, Rich, 5J4A, DTP		Bjorkquist, Gary (SFC Sprinkle)

7. LEADS *(Name and telephone number (source in brackets))*		
Hanna, Tom, 932-2200 (PVT Holmes)		

USAREC Form 1116, Rev 1 Aug 2001 PREVIOUS EDITIONS ARE OBSOLETE *(See reverse for additional entries)* **V1.10**

Figure C-1. Sample of a completed USAREC Form 1116

8. ATTENDANCE LIST *(Continuation)*		
DEP OR DTP MEMBER *(Print name, RSID, and DEP or DTP)*	DEP OR DTP MEMBER *(Print name, RSID, and DEP or DTP)*	(RECRUITER AND DEP OR DTP) GUESTS *(Print guests names (sponsor in brackets))*

Appendix D
Instructions for Completion of USAREC OP 3

Listed below are instructions for completing USAREC OP 3 for requesting cancellation of training:

a. TO block is the Rctg Bn responsible for the cancellation action.

b. FROM block is the soldier's unit of assignment.

c. Section I, enter name, grade, training MOS, and SSN.

d. Section II, not used.

e. Section III, Request for Personnel Action, enter "X" in "Other - Training Seat Cancellation."

f. Section IV, Remarks, fill-in applicable information.

g. Section V, Certification/Approval/Disapproval.

(1) Unit commander or his or her designated representative must check the "IS APPROVED" block before canceling the reservation.

(2) Commander or authorized representative must sign and date the form.

h. Required documentation to accompany any request to cancel training:

(1) Medical. If soldier is disqualified by a MEPS' doctor, USAREC OP 3 is not required for cancellation. If soldier is found disqualified by another military medical treatment facility or produces documentation proving a medical condition exists, USAREC OP 3 must be initiated and documentation of medical condition attached.

(2) Education. If soldier requests cancellation for higher education (i.e., scholarship, military academy, etc.,), USAREC OP 3 must be initiated and supporting documentation of acceptance must be attached.

(3) Joined Other Component. USAREC OP 3 and copy of documentation showing a reservation or contract exists with another component.

(4) Personal (Unit Interview Requested). This category includes reasons such as hardship, refusal to ship, employment conflict, etc., unit will provide first endorsement with reason for cancellation.

(5) Other (Specify). Used for unusual circumstances not covered by other categories (use of this category should be minimal and must have supporting documentation).

i. In all cases, GCs will further explain the reason for cancellation in the Remarks section of "ARCNCL." Cancellations using code 18, "Unit Request," will have supporting documentation filed in the Rctg Bn residual packet.

Circle the appropriate copy designator

Copy 1 Copy 2 Copy 3 Copy 4

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf *(Section III)*.

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
N/A	COMMANDER, U.S. ARMY RCTG BN Enter Rctg Bn address TELEPHONE:	COMMANDER, U.S. ARMY RCTG STN Enter soldier's unit of assignment TELEPHONE:

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
GREEN, JOE A.	E1/75B	111-22-3333

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above soldier's duty status is changed from _____ to

_____ effective _____ hours, _____ _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* TRAINING SEAT CANCELLATION
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
/signed/	20020905

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

(1) I request that my training reservation for MOS 75B, scheduled for 28 Dec 02 be canceled.

(2) My request is based upon the following reason(s): MEDICAL _____ EDUCATION X JOINED OTHER COMPONENT _____ PERSONAL (UNIT INTERVIEW REQUESTED) _____ OTHER *(Specify)* _____.

(3) I understand that I must comply with the requirements of DA Form 3540 (Certificate and Acknowledgment of Service Requirements) and continue to attend and satisfactorily perform all scheduled training with my unit unless notified otherwise by my commander.

(4) I acknowledge that no false promises nor recruiter misrepresentation are a factor or reason for this request being initiated.

(5) I have contacted my recruiter and he/she is aware of this action.

(6) Recruiter's Name SFC HIGHROLLER, RSID OA1P.

(7) Required documentation to substantiate request must accompany this DA Form 4187.

(8) Enlistment date 26 May 02, Education Level 14D, AFQT 99, NPS/PS NPS.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL [X] IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
WHOSE IN CHARGE, CPT, INF Commanding	/signed/	20020910

DA FORM 4187, JAN 2000 PREVIOUS EDITIONS ARE OBSOLETE USAREC OP 3, Rev 1 Apr 2000 (Previous editions are obsolete)

V2.00

Figure D-1. Sample of a completed USAPEC OP 3

Glossary

Section I
Abbreviations

AD
active duty

AIT
advanced individual training

ARISS
Army Recruiting Information Support System

ARNG
Army National Guard

BT
basic training

CG
Commanding General

CLT
company leadership team

ConAP
Concurrent Admissions Program

DEP
Delayed Entry Program

DOD
Department of Defense

DTP
Delayed Training Program

ENTNAC
Entrance National Agency Check

FAO
finance and accounting office

GC
guidance counselor

HQ USAREC
Headquarters, United States Army Recruiting Command

HRAP
Hometown Recruiter Assistance Program

IADT
initial active duty for training

IRR
Individual Ready Reserve

MEPS
Military Entrance Processing Station

MOS
military occupational specialty

MRE
meal ready to eat

MSO
military service obligation

NPS
nonprior service

PDR
prospect data record

PS
prior service

PT
physical training

RA
Regular Army

RBJ
reevaluation believed justified

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

Rctg Co
recruiting company

REA
recruiter expense allowance

REQUEST
Recruit Quota System

RPI
recruiting publicity item

RS
recruiting station

RS Bde
United States Army Recruiting Support Brigade

RSID
recruiting station identification

RSM
recruit ship month

RWS
recruiter workstation

SGC
senior guidance counselor

SSN
social security number

TPU
troop program unit

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

Section II
Terms

accession
- RA. An individual who has entered onto AD from the DEP or straight onto AD from civilian life.
- USAR. An individual who enlists or transfers into the USAR.

Delayed Entry Program
An enlistment program which allows an individual to delay entry onto AD for a period of up to 365 days. This program is subject to controls, as determined by CG, USAREC.

Delayed Training Program
The time from USAR enlistment to departure for IADT to an MOS-producing school.

DEP and DTP function
A planned, organized, formal gathering, USAREC sponsored and originating at RS, Rctg Co, or Rctg Bn level. It consists of DEP and/or DTP members and their guests. The purpose of the function is to reinforce enlistment commitment and obtain new leads.

DEP and DTP management
Those activities and actions initiated by recruiters to ensure members of the DEP and DTP remain mentally and physically qualified for enlistment, maintain their desire to enlist, and actively seek to refer names of individuals who express a desire to find out more about Army opportunities to their recruiters.

DEP loss
A DEP separation or voided DEP contract. Categories of losses are identified in USAREC Reg 601-56.

DEP or DTP ownership
The responsibility for ensuring a DEP or DTP member remains morally and physically qualified, maintains his or her desire to enter the RA or USAR, and accesses.

DEP or DTP referral
A name, address, and/or telephone number provided by a DEP or DTP member or applicant, who has agreed to an appointment with a recruiter and for whom a PDR has been initiated.

DEP or DTP retention
Encouraging members of the DEP or DTP to stay mentally and physically prepared to access into the RA or ship to IADT.

DTP loss
A member of the DTP who fails to ship to training.

pull-forward
A form of early ship which is accomplished only at the voluntary request of the DEP enlistee for a hardship reason; it entails the renegotiation of the contract and reservation from a recruit ship week to an earlier recruit ship week. Pull-forward may be accomplished only after an exception to policy is approved in accordance with paragraph 3-4b.