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Manpower and Equipment Control

# **Staffing Guide for U.S. Army Recruiting Brigade Headquarters**

Headquarters  
Department of the Army  
Washington, DC  
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# ***SUMMARY of CHANGE***

DA PAM 570-563

Staffing Guide for U.S. Army Recruiting Brigade Headquarters

This revision--

- o Changes the publication title from U.S. Army Recruiting District Headquarters to Staffing Guide for U.S. Army Recruiting Brigade Headquarters and assumes responsibility for U.S. Army Reserve (USAR) recruiting within the recruiting brigade area.
- o Changes the internal and external headquarters organization structure, functions, and staffing (chaps 1 and 2).

Manpower and Equipment Control

Staffing Guide for U.S. Army Recruiting Brigade Headquarters

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**History.** This UPDATE printing publishes a new DA pamphlet, which is effective 12 February 1987. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This revision of the staffing guide for Recruiting Brigade Headquarters (previously identified as Recruiting District Headquarters and later changed to Region

Recruiting Headquarters) does not include responsibility for Military Entrance Processing Stations (MEPS). These stations were previously named Armed Forces Examining and Entrance Stations (AFEES). The Recruiting Brigade has also assumed responsibility for the U.S. Army Reserve (USAR) recruiting within the Recruiting Brigade area. Changes in internal and external headquarters organization structure, functions, and staffing have been incorporated in this revision. As new patterns of workload-manpower relationships develop in the future, they will be reflected in changes to this guide.

**Applicability.** This publication applies to Regular Army (RA) and USAR personnel in the U.S. Army Recruiting Command (USAREC). It does not apply to the Army National Guard (ARNG).

**Interim changes.** Interim changes to this publication are not official unless they are authenticated by The Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency for this publication is the U.S. Army Recruiting Command. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, United States Army Recruiting Command (HQ, USAREC), ATTN: USARCRM-FR, Fort Sheridan, IL 60037-6140.

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## Chapter 1 Introduction

### Section I Purpose of Staffing Guide

#### 1-1. Purpose

This pamphlet provides the guidance for determining the number and kind of positions required for performing U.S. Army Recruiting Brigade Headquarters functions. These personnel perform the activities needed to provide command direction and supervision of all USAREC activities within an assigned geographical area. Activities include the managerial, administrative, operational, promotional, liaison, coordinating, and logistical functions required to direct, supervise, and support the recruitment and enlistment of U.S. Army personnel; Army Nurse Corps (ANC) personnel; USAR personnel; and assist, as directed, in ARNG and Army Medical Service procurement within the assigned geographical area. A detailed statement of the typical mission of a Recruiting Brigade Headquarters is contained in paragraph 1-9.

a. The yardsticks contained in this staffing guide are designed to serve as guides to determine the number of positions required for performing Recruiting Brigade Headquarters functions. This information will also provide data to higher headquarters for use in evaluating manpower requirements of Recruiting Brigade Headquarters.

b. The qualitative staffing guidance in this pamphlet is designed primarily to aid in designating, classifying, and grading military and civilian positions in tables of distribution and allowances (TDA) for Recruiting Brigade Headquarters. This information describes job requirements in terms of the appropriate military occupational specialty (MOS) code, duty titles that describe the work performed. Also described are skill and responsibility involved, and appropriate distribution of positions at various staffing levels. For those positions that should be filled by civilians, a suggested civilian position title and classification code (Office of Personnel Management (OPM)) are shown (para 1-8b(5)). The positions are delineated as military or civilian according to criteria in AR 570-4.

#### 1-2. References

Related publications are listed below:

- a. AR 310-49 (The Army Authorization Document Systems (TAADS)).
- b. AR 570-3 (Manpower Utilization and Requirements).
- c. AR 570-4 (Manpower Management).
- d. AR 601-210 (Regular Army and Army Reserve Enlistment Program).
- e. AR 611-101 (Commissioned Officer Specialty Classification System).
- f. AR 611-112 (Manual of Warrant Officer Military Occupational Specialities).
- g. AR 611-201 (Enlisted Career Management Fields and Military Occupational Specialities).
- h. DA PAM 570-4 (Manpower Procedures Handbook).

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

Abbreviations and special terms are explained in the glossary.

#### 1-4. Applicability of staffing guide

a. *Manpower.* Yardstick allowances indicated in this staffing guide apply to all military and civilian personnel used regardless of the source of personnel (permanently assigned, temporarily detailed, or other). Yardsticks provide for a 40-hour a week operation and include normal allowances for all nonproductive time such as annual and sick leave, training and orientation time, and military duties. Appendix A provides guidance for computing manpower requirements for periods other than a 40-hour week.

b. *Operating situations.*

(1) Manpower requirements stated in yardsticks are those normally required to perform each function as described in the guide

under normal operating situations. Unusual factors that may affect actual manpower requirements in specific operating situations must be considered in determining requirements.

(2) The staffing guide cannot be used as a basis for hiring personnel. Because of the type of activities performed, not all positions listed in this guide may be required. On the other hand, a requirement may exist for positions not included in this guide.

c. *Conservation of manpower.* While intended chiefly as a guide for determining manpower requirements for performing Recruiting Brigade Headquarters functions, this staffing guide also has an important related objective—the conservation of manpower resources. The yardstick allowances used depict the best method to use manpower in the Recruiting Brigade Headquarters. According to Department of the Army policy of being economical in using manpower, every effort should be made to operate within these allowances or to operate with fewer personnel than indicated.

#### 1-5. Use of staffing guide in manpower surveys

The staffing guide will be used in manpower surveys per AR 570-4 and DA PAM 570-4 as a tool for determining manpower requirements for Recruiting Brigade Headquarters functions. When local factors require deviation from yardsticks in this guide, valid standards developed in connection with work measurement activities may be used along with yardsticks to establish manpower requirements.

#### 1-6. Revision of the staffing guide

a. *Survey report data.* This staffing guide will be revised periodically to depict changes in staffing requirements based on current operations and organization. The basic sources of information for revising this guide are manpower surveys and management studies. Survey report forms should be prepared in enough detail to provide specific information on workloads, identification, and definition of work units, the number of units used as the basis for computing staffing allowances, and the number of man-hours expended. In addition, proper comments should be made by the commander and survey team on organization structure, function statements, descriptions of work performed, kinds of positions, and other staffing guide information.

b. *Establishment of new yardsticks.* Every effort has been made to provide a staffing table for each function commonly found in Recruiting Brigade Headquarters. For functions having no applicable staffing table, detailed information should be provided in survey report form as described in a above. Where justified by available information, a staffing table will be made for such functions and put in future revisions of this guide.

c. *Refinement of existing yardsticks.* A work unit or single staffing figure type of yardstick has not been developed for most Recruiting Brigade Headquarters functions. Requirements for most functions will be determined by local appraisal pending development of a yardstick. Workload data based on suitable work units and pertinent comments on this activity should be recorded in Schedule X of the survey report to assist in developing yardsticks.

## Section II Using the Staffing Guide

#### 1-7. Staffing table code structure

Chapter 2 of the staffing guide is arranged in a series of staffing sections, each representing a major element of U.S. Army Recruiting Brigade Headquarters. These elements are identified numerically according to the staffing table code structure developed for this activity. Each Headquarters code series number contains the prefix "563-." Major functional areas are identified by a code series number ending in "0", such as 563-50, Personnel and Administration Division. Subordinate functional areas are identified by a code series number within the major group, such as 563-50: Office of Chief, Personnel and Administration Division, and 563-52 Administration Services Branch.

## 1–8. Content of staffing sections

*a. Function statements.* Each staffing section is prefaced by a brief general statement describing the functions typically performed by the major element concerned.

*b. Organization charts.* Organization charts in this staffing guide depict the typical major and subordinate elements of Recruiting Brigade Headquarters.

(1) *Structure.* The Recruiting Brigade Headquarters structure, depicted by the organization chart, represents the typical organization for that activity. It was developed through studying existing Recruiting Brigade Headquarters and conforms to the organizational pattern established by HQ USAREC. All major organizational levels are designated in the guide as “divisions” regardless of the size of such elements. This structure may be used as guidance, but it does not represent an organizational directive, nor does it represent authority to establish elements not essential for accomplishing the Recruiting Brigade Headquarters mission.

(2) *Indexes to staffing tables.* The organization charts, in addition to depicting organizational structure, also serve as indexes to staffing tables that indicate proper positions for staffing these functional areas. The overall organization chart for Recruiting Brigade Headquarters (fig 1–1) indicates the code series applicable to the major elements concerned. Numbers shown in detailed organization charts refer to specific staffing tables. Where there is no organization chart because no subordinate element exists, the number of the appropriate staffing table is shown at the end of the function statement for the functions concerned.

(3) *MOS code.* The MOS code indicates the proper occupational classification of the position (AR 611–101, AR 611–112, and AR 611–201), describing the specific skills and knowledge required.

(4) *Position delineation.* In this column, the code letters M (Military) and C (Civilian), indicate the type of personnel that should be used in each position according to position delineation policy and criteria prescribed by AR 570–4. Although a position is delineated for military or civilian occupancy, the requirements of the CONUS rotation base, space or fund limits, or availability of civilian skills at required locations may require staffing other than that indicated.

(5) *Civilian positions.*

(a) For positions that are designated in the position delineation column as civilian, an appropriate job title and classification code are shown. Civilian job titles and codes shown for General Schedule (GS) and Wage Board (WB) positions are usually those contained in the OPM Regulations. The appropriate pay method category symbols and pay grades for civilian positions are determined locally per existing regulations, the OPM position classification standards, the Federal Personnel Manual, and appropriate DA Civilian Personnel Regulations.

(b) The prefix “WB” is used in the staffing guide to identify wage board or “blue collar” positions. In actual operations and in the TDA, these positions will be designated by WG (non-supervisory), WL (leader) or WS (supervisory). Civilian position titles and codes used in the staffing guide are not intended to imply any specific grade level.

*c. Staffing tables.* Staffing tables provide specific guidance for determining the manpower and position requirements for performing each function as described in the “work performed” statement that appears with the table. (This statement is omitted in instances where it would duplicate a function statement as in major elements containing only one staffing table.)

(1) *Types of yardsticks.*

(a) The work-unit-type yardstick indicated manpower requirements in relation to work units at various workload levels. Manpower requirements for workload levels other than those shown in yardsticks are determined through interpolation or extrapolation.

(b) The single staffing-figure-type yardstick shows only a single typical staffing requirement. Research indicates no significant variation in the number of personnel used for performing a function.

(c) For some headquarters functions, no manpower requirements are shown. Requirements for these functions will be determined by local appraisal.

(2) *Military duty position titles.* Regardless of the delineation of the position all positions are identified by a military title and code unless positions are consistently filled by civilians. The duty position titles used are those considered most descriptive of the duties performed.

## Section III Mission and Organization of the U.S. Army Recruiting Brigade Headquarters

### 1–9. Mission of the U.S. Army Recruiting Brigade Headquarters

The mission of the U.S. Army Recruiting Brigade Headquarters is as follows:

*a.* Commands the U.S. Army Recruiting Brigade, consisting of the headquarters and all U.S. Army Recruiting Battalions located within assigned geographic boundaries; and exercises authority over all assigned personnel.

*b.* Performs managerial, personnel, administrative, operational, training, budget, promotional, logistical, automation, liaison and coordination functions needed to operate the Recruiting Brigade Headquarters and subordinate activities.

*c.* Provides mission support for all Recruiting Brigade activities.

*d.* Supervises the RA and USAR programs and missions pertaining to recruitment and enlistment of personnel. Also, to assist, as directed, the ARNG, Army Medical Procurement, and other specialized personnel procurement programs.

### 1–10. Organization of the U.S. Army Recruiting Brigade Headquarters

A typical organization of a Recruiting Brigade Headquarters is depicted in figure 1–1.

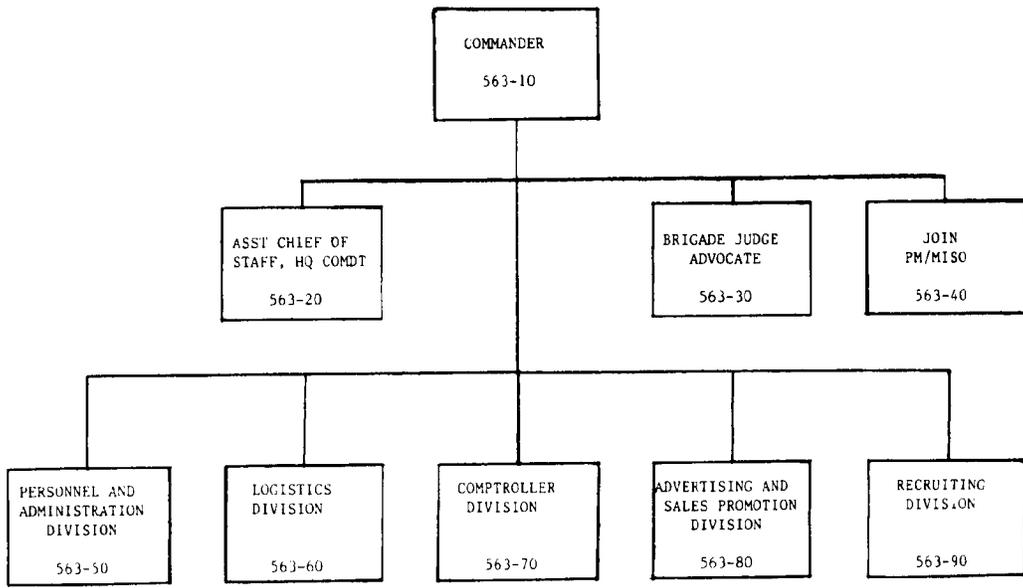


Figure 1-1. US Army Recruiting Brigade Headquarters Organization Chart

**Chapter 2  
Staffing Sections**

**2-1. Commander (code series 563-10)**

- a. The Commander performs the following functions:
- (1) Commands Headquarters, U.S. Army Recruiting Brigade.
  - (2) Commands Subordinate U.S. Army Recruiting Battalions located within the assigned geographic area of each Recruiting Brigade.
  - (3) Supervises the RA and USAR procurement programs within the Recruiting Brigade as they pertain to recruitment, enlistment, and reenlistment of personnel, procurement of RA, USAR and ANC personnel, and assists, as directed, the ARNG, the Office of The Surgeon General, and other specialized personnel procurement programs.
  - (4) Performs managerial, administrative, operational, liaison,

funds control, budgetary, promotional, and logistical functions necessary to operate the Recruiting Brigade Headquarters and support all subordinate USAREC activities.

b. For staffing guidance, see table 2-1.

**2-2. Assistant Chief of Staff, Headquarters Commandant (code series 563-20)**

- a. The Assistant Chief of Staff, Headquarters Commandant performs the following functions:
- (1) Commands troops assigned to the Recruiting Brigades Headquarters.
  - (2) Provides local security for the headquarters.
  - (3) Receives, transports, and accommodates visitors.
  - (4) Coordinates and arranges office and conference space and moves headquarters elements.
  - (5) Manages supply support, training and travel arrangements.
  - (6) Accounts for Government property used by headquarters elements.
- b. For staffing guidance, see table 2-2.

**Table 2-1  
Staffing Table for: Office of the Commander (code series 563-10)**

Manpower requirements* .....					6
<i>Military positions</i>		<i>Civilian positions</i>			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Cdr	41B			M	1
Dep Cdr	41B			M	1
Cofs	41A			M	1
CSM	00Z			M	1
Secy-steno	71C	Secy-steno	GS-0318	C	1
Secy-steno	71C	Secy-steno	GS-0318	C	1

Notes:

\*This staffing table indicates typical personnel requirements based on research. It does not indicate significant variation in the number of personnel used.

**Table 2-2  
Staffing Table for: Office of the Assistant Chief of Staff, Headquarters Commandant (code series 563-20)**

Manpower requirements* .....					4
<i>Military positions</i>		<i>Civilian positions</i>			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Asst Cofs, HQ Comdt	42A			M	1
Pers admin sp	75B	Mil pers clk	GS-204	M	1
Sup Sgt	76Y	Gen sup sp	GS-2001	M	1
Motor veh op	64C	Motor veh op	WG-5703	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-3. Brigade Judge Advocate (code series 563-30)**

- a. The Brigade Judge Advocate performs the following functions:
- (1) Advises the commander, headquarters staff, and subordinate unit commanders on matters pertaining to military justice, administrative law, procurement, claims litigation, and improper recruiting practice actions.
  - (2) Coordinates with supporting installations and officials of other Federal, state, and local agencies on legal problems of the Recruiting Brigade.

- (3) Communicates directly with and receives guidance from the Command Legal Counsel, HQ USAREC, on technical, legal issues.
- b. For staffing guidance, see table 2-3.

**2-4. Joint Optical Information Network Program Manager/Management Information System Office (code series 563-40)**

- a. The primary responsibility of the Joint Optical Information Network Program Manager/Management Information System Office (JOIN PM/MISO) personnel is to provide field support and materiel

management of the JOIN and Army Recruiting and Accession System (ARADS). Secondary responsibilities include the following:

- (1) Manages system acquisition, operation, and disposal for automated data processing (ADP) systems.
- (2) Provides direct support to Recruiting Brigade systems, including specialized training, testing, and developing and maintaining ADP software not provided by HQ USAREC.

(3) Develops specifications for word processing/data processing requirements.

(4) Develops and coordinates Recruiting Brigade concepts for inclusion in the USAREC Command Automation Plan.

(5) Provides technical guidance to Recruiting Brigade and Recruiting Battalion users on ADP security problems, programs, policies, concepts, procedures, techniques, equipment, and software.

(6) Insures all application software developed within the Recruiting Brigade and Recruiting Battalion has been approved according to the Command Patents System before using.

*b.* For staffing guidance, see table 2-4.

**Table 2-1**  
**Staffing Table for: Office of the Brigade Judge Advocate (code series 563-30)**

Manpower requirements*					1
Military positions		Civilian positions		Position delineation	Number of positions
Title	MOS code	Title	Code		
Brigade judge advocate	55A			M	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**Table 2-4**  
**Staffing Table for: Office of the Joint Optical Information Network Program Manager/Management Information Systems Office (JOIN PM/MISO) (code series 563-40)**

Manpower requirements*					3
Military positions		Civilian positions		Position delineation	Number of positions
Title	MOS code	Title	Code		
MISO off	53B	Sys anal	GS-334	M	1
Prog anal	74F	Comp prog	GS-334	M	1
Prog sp	74F	Comp prog	GS-334	M	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-5. Personnel and Administration Division (code series 563-50)**

*a.* The Chief, Personnel and Administration Division (fig 2-1 below) performs the following functions:

(1) Supervises the staff on all matters pertaining to military personnel support to Recruiting Brigade Headquarters and subordinate Recruiting Battalions including personnel services and actions, promotions, reductions, senior NCO reassignments, reliefs, and Reports of Investigation.

(2) Monitors military personnel actions of all Recruiting Battalion and Recruiting Brigade Headquarters to determine adequacy of personnel assigned.

(3) Provides administrative support service for Recruiting Brigade Headquarters.

(4) Manages and monitors command reenlistment program.

(5) Is the staff proponent for the Recruiting Brigade military Equal Opportunity (EO), health benefits, and Family Life programs.

(6) Is the staff proponent for reporting requirements of the Overweight and Physical Training programs.

(7) Provides liaison between the Recruiting Battalion and local Military Personnel Office (MILPO), Finance and Accounting Office (F&AO) for coordinating military pay and personnel actions.

*b.* For staffing guidance, see table 2-5.

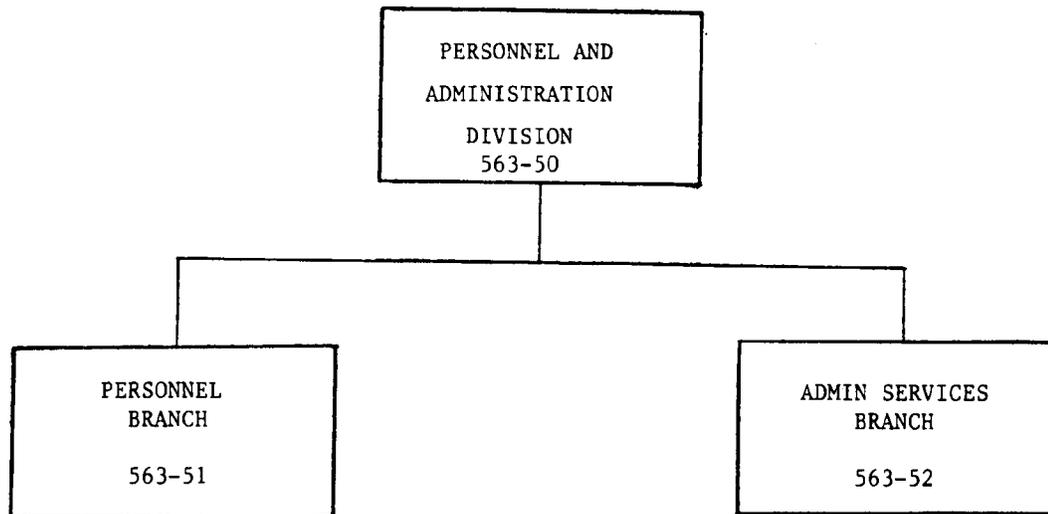


Figure 2-1. Personnel and Administration Division

**Table 2-5**  
**Staffing Table for: Office of the Chief, Personnel and Administration Division (code series 563-50)**

Manpower requirements*					3
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Pers and admin off	42A	Pers mgr	GS-0201	M	1
Pers sgt	75Z	Mil pers tech	GS-0204	M	1
Secy	71C	Secy	GS-0318	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-5-1. Personnel Branch, Personnel and Administration Division (code series 563-51)**

a. The Personnel Branch, Personnel and Administration Division performs the following functions:

- (1) Monitors recruiting brigade military assets to determine the adequacy of assigned workforce.
- (2) Monitors gains, reassignments, transfers, and provides statistics and reports on personnel management matters as required.
- (3) Accomplishes tasks related to preparing and processing military personnel actions for subordinate headquarters.
- (4) Acts as interface with the servicing MILPO for all personnel actions from subordinate headquarters.

(5) Monitors management indicators provided by servicing MILPO and takes corrective action when needed.

(6) Processes Officer Evaluation Reports (OER) and Enlisted Evaluation Reports (EER).

(7) Processes and reviews reports on recruiting investigations, improper recruiter practice cases, reliefs, and all other adverse actions.

(8) Administers the brigade reenlistment program, including bars to reenlist and waivers.

(9) Coordinates with the servicing FAO and acts as point of contact for resolution of pay inquiries.

b. For staffing guidance, see table 2-5.1.

**Table 2-5-1**  
**Staffing Table for: Personnel Branch, Personnel and Administration Division (code series 563-51)**

Manpower requirements*					8
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Pers off	42A	Pers mgr	GS-0201	M	1
Pers staff NCO	75Z	Mil pers tech	GS-0204	M	1
Reenl NCO	OOR	—	—	M	1
Pers act NCO	75E	Mil pers clk	GS-0204	M	1
Fin spec	73C	Acct clk	GS-0501	M	1
Pers mgt sp	75C	Mil pers clk	GS-0204	M	1

**Table 2-5-1****Staffing Table for: Personnel Branch, Personnel and Administration Division (code series 563-51)—Continued**

Manpower requirements*					8
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Pers act sp	75E	Mil pers clk	GS-0204	M	*
Pers admin sp	75B	Mil pers clk	GS-0204	C	1
Admin sp	71L	Clk-typ	GS-0303	C	1

## Notes:

\*Manpower requirements will be determined by on-site appraisal.

**2-5-2. Administrative Service Branch, Personnel and Administration Division (code series 563-52)**

a. The Administrative Services Branch, Personnel and Administration Division performs the following functions:

(1) Manages internal administrative services for the Recruiting Brigade.

(2) Administers the Records Management program, EO program, Family Service program, and Military and Recruiting Brigade Awards program.

(3) Coordinates, consolidates and assembles administrative reports (e.g., Inspector General Reports).

(4) Maintains reference library.

(5) Processes and authenticates active duty for training, Invitational and Temporary Duty travel orders.

(6) Manages the headquarters security program, official mail control program, the electronic mail system, and publications and forms for the Brigade.

(7) Acts as advisor on health benefits, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), Army Community Services (ACS) and military medical programs.

(8) Monitors the administration and reporting requirements of the Army Weight Control and Physical Readiness Training Programs.

b. For staffing guidance, see table 2-5.2.

**2-6. Logistics Division (code series 563-60)**

a. The Chief, Logistics Division performs the following functions:

(1) Advises the Recruiting Brigade commander on all aspects of the logistical operations and activities within the Recruiting Brigade.

(2) Provides guidance to Recruiting Brigade Headquarters and subordinate units on supply, property accountability (includes ADP equipment inventories), procurement services, Interservice Support Agreements (ISSA), facilities management (including ADP equipment), leased housing, and vehicle management; coordinates and implements logistics policy and programs from higher headquarters, and develops implementation procedures to support policy.

b. For staffing guidance, see table 2-6.

**Table 2-5-2****Staffing Table for: Administrative Services Branch, Personnel and Administration Division (code series 563-52)**

Manpower requirements*					5
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Admin off	42A	Admin off	GS-0301	C	1
Equal opport NCO	00R	Eq opport sp	GS-0160	M	1
Mail dist spec	71L	Mail clk	GS-0305	M	1
Pers admin sp	75B	Mil Pers clk	GS-0204	C	1
Secy	71C	Secy	GS-0218	C	1

## Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**Table 2-6****Staffing Table for: Office of the Chief, Logistics Division (code series 563-60)**

Manpower requirements*					7
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Log off	92B	Log mgt sp	GS-346	C	1
Sup NCO	76Z	Gen supply sp	GS-2001	M	1
Veh op NCO	64Z	Trans sp	GS-2101	M	1
GS-346	C	Log mgt sp			1
		Realty sp	GS-1170	C	1
Admin sp	71L	Log clk (typ)	GS-322	C	1

**Table 2-6**  
**Staffing Table for: Office of the Chief, Logistics Division (code series 563-60)—Continued**

Manpower requirements*					7
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delineation	Number of positions
Secy	71C	Secy (typ)	GS-318	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-7. Comptroller Division (code series 563-70)**

a. The Comptroller (fig 2-2 below) performs the following functions:

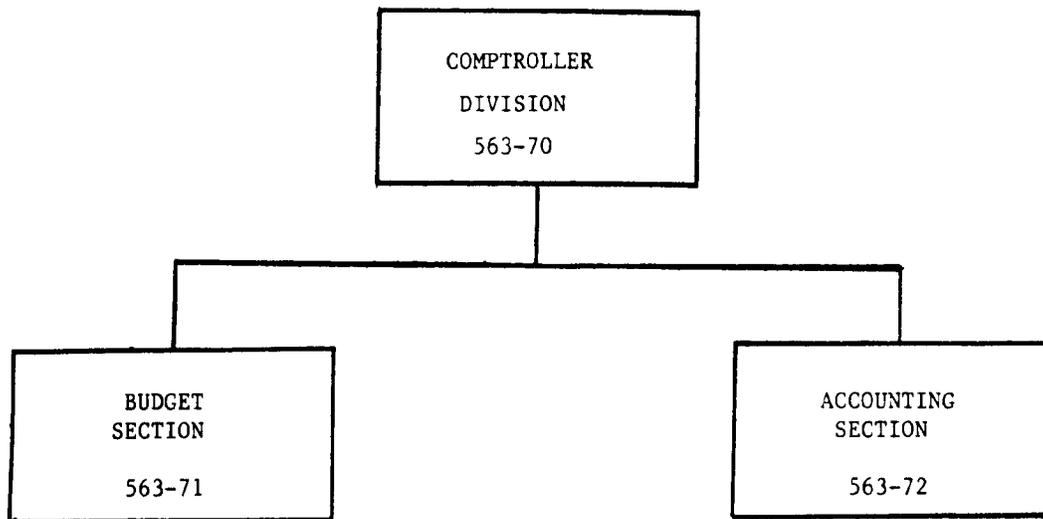
- (1) Advises the command on how to manage and control financial resources.
- (2) Interprets and implements HQ USAREC policies and procedures pertaining to fund control.
- (3) Plans, organizes, directs, and controls command programs, budget, accounting, statistics, manpower management, and management information requirements.

(4) Develops and evaluates the Command Obligation Plan (including the Command Obligation Travel Plan), the annual Command Operating Budget (COB), Quarterly Budget Execution Reviews (QBER), and USAREC monthly Status of Funds Report.

(5) Controls and maintains TDA, including preparing and submitting changes to HQ USAREC.

(6) Plans, develops, and implements manpower and management systems, procedures, and techniques by analysis and on-site surveys to assist in accomplishing the command mission.

b. For staffing guidance, see table 2-7.



**Figure 2-2. Comptroller Division**

**Table 2-7**  
**Staffing Table for: Office of the Comptroller (code series 563-70)**

Manpower requirements*					5
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delineation	Number of positions
Compt	45A	Financial mgr	GS-0505	C	1
Prog bud off	45B	Prog anal	GS-0345	C	1
		Mgt anal manpower	GS-0343	C	1
Secy	71C	Secy	GS-0318	C	1
Admin sp	71C	Manpower clerk	GS-0344	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-7.1. Budget Section, Comptroller Division (code series 563-71)**

a. The Budget Section performs the following functions:

- (1) Prepares the Command Operating Budget (COB) for the brigade.
- (2) Performs budget duties focusing on Recruiting Brigade and battalion financial operations.
- (3) Formulates policies, plans, and procedures applicable to programming and budgeting according to basic policies established by HQ USAREC.
- (4) Develops Letter of Instruction (LOI) and other written guidance, as necessary, on all aspects of financial management.
- (5) Receives, reviews and maintains funding documents when received from Operating Agency 38.
- (6) Distributes obligation targets and floors to activities within

the functional area; reviews budget estimates and fund use of subordinate elements and recommends reprogramming of available funds, when necessary, to ensure a continuing balance of financial resources among subordinate elements.

- (7) Conducts Program Budget Advisory Committee (PBAC) meetings at the Recruiting Brigade and provides charts, analysis, etc. Necessary for decision making.
  - (8) Compiles actual data and develops funding estimates for the Recruiting Brigade Quarterly Budget Execution Reviews (QBER).
  - (9) Develops and maintains cost analysis with which to measure performance.
  - (10) Compiles financial data for commander and staff, as required.
  - (11) Conducts special research projects and report findings, as directed.
- b. For staffing guidance, see table 2-7.1.

**Table 2-7-1  
Staffing Table for: Budget Section, Comptroller Division (code series 563-71)**

Manpower requirements*					3
Military positions		Civilian positions		Position delineation	Number of positions
Title	MOS code	Title	Code		
Program budget off	45B	Budget off	GS-0560	C	1
Program budget off	45B	Budget anal	GS-0560	C	1
Program budget off	45B	Budget anal	GS-0560	C	1
Program budget off	45B	Budget anal	GS-0560	C	*
Admin sp	71L	Budget clk-typ	GS-0501	C	*

Notes:

\*Manpower requirements will be determined by on-site appraisal.

**2-7.2. Accounting Section, Comptroller Division (code series 563-72)**

a. The Accounting Service performs the following functions:

- (1) Performs fund control duties for Recruiting Brigade Financial Operations.
- (2) Certifies funds and prepares obligating documents and transmittals.
- (3) Receives, sorts and distributes all Standard Army Financial Systems (STANFINS) reports (hard copy and microfiche) to subordinate battalions and brigade staff.
- (4) Verifies obligations, accrued expenditures, disbursements and cost codes shown on STANFINS reports on orders placed, unliquidated obligations, accounts payable, disbursement cost adjustments, cost transfers, and cost distribution.
- (5) Receives, reviews and maintains on file reports on orders received, unliquidated obligations accounts payable, disbursements, fund adjustments, fund transfers and fund distribution.
- (6) Performs continuous review of the unliquidated obligations.

(7) Receives billing from services and approves or disapproves it and sends to the servicing F&AO.

- (8) Prepares all miscellaneous obligation Documents (MOD) necessary for accounting records.
  - (9) Receives and processes telephone bills from within the brigade as necessary.
  - (10) Reviews funds to ensure that the certifying authority is citing proper accounting classification including Element of Expense (EOE) and Accounting Processing Code (APC) on documents as required, to reserve or obligate funds and to record expenses.
  - (11) Initiates corrective action when activities deviate from established targets and directs brigade-wide fund control operations.
  - (12) Maintains an orientation program for persons assigned to positions with fund control responsibilities.
  - (13) Develops and publishes a brigade management structure to be used for recording transactions to maintain, control, and use obligation targets.
- b. For staffing guidance, see table 2-7.2.

**Table 2-7-2  
Staffing Table for: Accounting Section, Comptroller Division (code series 563-72)**

Manpower requirements*					4
Military positions		Civilian positions		Position delineation	Number of positions
Title	MOS code	Title	Code		
Acct off	44B	Accountant	GS-0510	C	1
Acct sp	73D	Acct tech	GS-0525	C	1
Acct sp	73D	Acct tech	GS-0525	C	1
Acct sp	73D	Acct tech	GS-0525	C	1

**Table 2-7-2**  
**Staffing Table for: Accounting Section, Comptroller Division (code series 563-72)—Continued**

Manpower requirements*					4
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Acct sp	73D	Acct tech	GS-0525	C	*

Notes:

\*Manpower requirements are based on on-site appraisal.

**2-8. Advertising and Sales Promotion Division (code series 563-80)**

a. The Chief, Advertising and Sales Promotion Division performs the following functions:

- (1) Supports Recruiting Brigade recruiting mission objectives through Recruiting Brigade and Recruiting Battalion advertising and promotional activities.
- (2) Develops, coordinates, executes, and monitors Army advertising, public relations, and sales promotion programs within the Recruiting Brigade.
- (3) Supervises and provides technical assistance to subordinate units within the Recruiting Brigade.
- (4) Implements the Command Information program for the

Recruiting Brigade with periodic input to HQ USAREC, as required.

- (5) Performs public affairs tasks for the Recruiting Brigade.
  - (6) Prepares annual budget and controls and coordinates the cost of advertising purchases and allocates funds for advertising, Total Army Involvement in Recruiting (TAIR), Center of Influence/Delayed Entry Program (COI/DEP), and educator tours.
  - (7) Monitors all advertising expenditures, TAIR event requests, COI/DEP function requests, and educator tour requests.
  - (8) Insures that funds are available for each program and complies with each applicable regulation.
  - (9) Responds to media inquiries and writes news releases and features for media as well as command publications.
- b. For staffing guidance, see table 2-8.

**Table 2-8**  
**Staffing Table for: Office of the Chief, Advertising and Sales Promotion Division (code series 563-80)**

Manpower requirements*					7
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Pub info off	46A	Pub affairs sp	GS-1035	C	1
Pub affairs NCO	84Z	Pub affairs sp	GS-1035	C	1
Pub affairs NCO	71Q	Pub affairs sp	GS-1035	C	1
Pub affairs NCO	71Q	Pub affairs sp	GS-1035	C	1
Acct sp	73D	Bud/acct tech	GS-525	C	1
Secy	71C	Secy	GS-318	C	1
Clk-typ	71L	Clk-typ	GS-303	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-9. Recruiting Division (code series 563-90)**

a. The Chief, Recruiting Division (fig 2-3 below) performs the following functions:

- (1) Supervises personnel on all matters pertaining to the various recruiting programs (officers and enlisted) of the subordinate Recruiting Battalions.
- (2) Plans, directs, and coordinates operations of all subordinate personnel procurement activities to insure maximum production in all assigned mission enlistment programs.

(3) Directs and monitors Recruiting Battalion recruiter training (RT) requirements and the Enlistment Standards (ES) program.

(4) Coordinates, conducts, and assists in market studies at Recruiting Brigade and Recruiting Battalion levels.

(5) Makes periodic assistance visits, as required, to subordinate units.

b. For staffing guidance, see table 2-9.

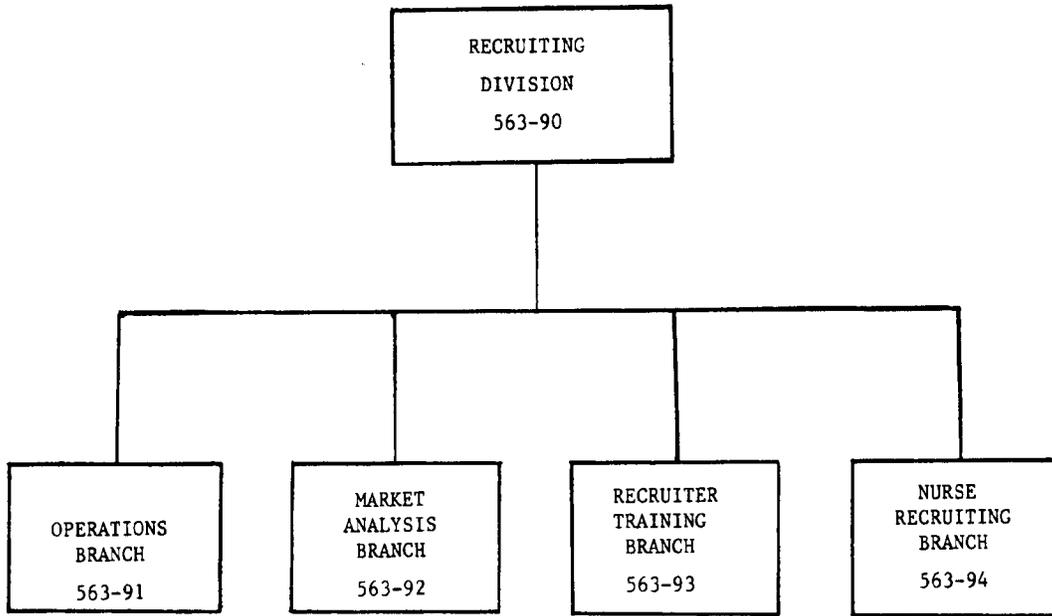


Figure 2-3. Recruiting Division

**Table 2-9**  
**Staffing Table for: Office of the Chief, Recruiting Division (code series 563-90)**

Military positions					Civilian positions		Position delin- eation	Number of positions
Title	MOS code	Title	Code					
Rctg off	41B			M		1		
Anc staff off	66A			M		1		
Op Sgt	OOR			M		1		
Secy	71C	Secy (typ)	GS-318	C		1		

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-9-1. Operations Branch, Recruiting Division (code series 563-91)**

- a. The Operations Branch performs the following functions:
- (1) Interprets, clarifies, and disseminates enlistment policy to subordinate battalions.
  - (2) Analyzes and processes enlistment waivers (felony) through appropriate channels.
  - (3) Compiles and tabulates statistical production data.
  - (4) Evaluates the ES Program at the battalion level based on command regulatory guidance and goals established in the yearly Fiscal Year Action Plan.
  - (5) Conducts visits to subordinate battalions to assist in ES Operations and assures that command ES regulatory guidance is followed.
  - (6) Assists in developing mission breakout for the Recruiting Battalions.

- (7) Conducts scheduled and as required, assistance visits to battalion operations and guidance counselor offices.
- (8) Provides analysis when evaluating the different recruiting support programs (TAIR, man-day spaces, Hometown Recruiter Aide Program, advertising, educations tours).
- (9) Monitors and analyzes the USAR priority unit strength report.
- (10) Participates in recruiting battalion partnership council meetings.
- (11) Processes requests for exception to policy on active duty, DEP and USAR enlistments.
- (12) Monitors and tracks special emphasis enlistment programs, MOS, unit of choice and the Recruiter Incentive awards Program.
- (13) Provides liaison with TPU, MUSARC, and CONUSA on USAR recruiting matters.
- (14) Participates in the quarterly mission assignment process.

(15) Processes waiver for dependents, previous discharge for dependency or hardship, AWOL, lost time, and enlistment grade determination of all USAR enlistees according to AR 601-210.

b. For staffing guidance, see table 2-9.1.

**Table 2-9-1  
Staffing Table for: Operations Branch, Recruiting Division (code series 563-91)**

Manpower requirements*					11
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Op off	41B			M	1
Op off(USAR)	41B	Mil pers off	GS-205	M	1
Op off	41B	Mil pers off	GS-205	M	1
Op off	41B	Mil pers off	GS-205	M	*
Op NCO	OOR	Mil pers tech	GS-204	M	1
Op NCO (USAR)	OOR	Mil pers tech	GS-204	M	1
Asst op NCO	OOR	Mil pers tech	GS-204	M	1
Asst op NCO	OOR	Mil pers tech	GS-204	M	1
ANC op NCO	OOR	Mil pers tech	GS-204	M	*
Admin sp	71L	Admin sp	GS-303	M	1
Admin NCO	71L	Stat asst	GS-1531	C	1
Admin sp	71L	Mil pers clk	GS-204	C	1
Clk-typ	71L	Clk-typ	GS-303	C	1

Notes:

\*Manpower requirements will be determined by on-site appraisal.

**2-9.2. Market Analysis Branch, Recruiting Division (code series 563-92)**

a. The Market Analysis Branch performs the following functions:

(1) Develops a marketing program for all echelons within the brigade.

(2) Analyzes proposed battalion changes to the recruiting force.

(3) Analyzes battalion and brigade mission assignment and proposes equitable battalion share of the mission.

(4) Determines and evaluates the mission for Recruiting Brigade Companies by analyzing various demographic data that contributes to recruiting success (median income, unemployment, population density, etc.).

(5) Analyzes enlistment in relation to factors such as Rapid Electronic Advertising Coupon Transmission (REACT) system leads, Armed Services Vocational Aptitude Battery (ASVAB) test results, media advertising, and Department of Defense competition.

(6) Participates in the quarterly mission assignment process.

(7) Performs field visits as required or requested.

(8) Analyzes the battalion and company advertising programs.

(9) Provides market input to the facility program for the brigade.

(10) Interacts with Program analysis and Evaluation Directorate, HQ USAREC, in the planning and execution of Recruiter Zone Analysis (RZA) according to USAREC Regulation 601-87.

(11) Maintains the Recruiting Station Identification Data Base (RSID) for the brigade.

(12) Supports the battalions with USAR data and information for the USAR data base and analyzes USAR market factors and mission requirements.

(13) Monitors the automated Unit Vacancy System (AUVS) for change in USAR vacancies or unit priorities.

(14) Identifies, tracks, and provides demographic and production data analysis of the top quality markets within the brigade.

(15) Evaluates and corrects Applicant and Recruiting Station data entries to facilitate accuracy of the monthly USAREC S09 and installation directory.

b. For staffing guidance, see table 2-9.2.

**Table 2-9-2  
Staffing Table for: Market Analysis Branch, Recruiting Division (code series 563-92)**

Manpower requirements*					5
Military positions		Civilian positions			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Mktg off	41B	Mktg research anal	GS-345	M	1
Mktg off (USAR)	41B	Prog anal	GS-345	M	1
Op NCO (mktg)	OOR	Prog anal	GS-345	M	1
Op NCO (mktg)	OOR	Prog anal	GS-345	C	1
Admin sp	71L	Data trans clk	GS-303	C	1

Notes:

\*This staffing table indicates typical manpower requirements based on past manpower surveys. It does not indicate significant variation in the number of personnel required or used for each Recruiting Brigade Headquarters.

**2-9-3. Recruiter Training Branch, Recruiting Division (code series 563-93)**

a. The Recruiter Training Branch performs the following functions:

- (1) Advises the Chief Recruiting Division, on matters pertaining to the professional development of brigade personnel.
- (2) Develops, administers, and monitors the brigade Recruiter Training program including USAREC and brigade mandated training.
- (3) Assists in the development of battalion RT programs and provides guidance to battalion RTNCO.
- (4) Conducts and monitors military training as required.
- (5) Provides training assistance to battalions as requested.
- (6) Coordinates and manages allocations for the USAREC institutional school program and brigade refresher courses.
- (7) Performs classroom, seminar, and one-to-one teaching(RA and USAR) as required or directed by brigade commander.
- (8) Conducts JOIN training and demonstrations, as required, to support the brigade.

b. For staffing guidance, see table 2-9.3.

**2-9-4. Nurse Recruiting Branch, Recruiting Division (code series 563-94)**

a. The Nurse Recruiting Branch performs the following functions:

- (1) Serves as primary advisor to one or more battalion commanders within a specified area of operation and is under the operational control of the ANC staff officer at the Recruiting Division office of the brigade headquarters.
- (2) Responsible for coordinating and assisting the ANC recruiting activities of the battalion nurse recruiters.
- (3) Serves as interviewer to prospective ANC applicants at one or more battalions.
- (4) Serves as advisor and consultant on all nurse recruiting matters within the assigned area of responsibilities.
- (5) Conducts visits to Bachelor of Science in Nursing (BSN) and COI institutions to discuss ANC opportunities.
- (6) Provides direct assistance to recruiters in the penetration of the Nurse Recruiting Market.
- (7) Assists in the preparation of the applicant enlistment pockets.

b. For staffing guidance, see table 2-9.4.

**Table 2-9-3 Staffing Table for: Recruiter Training Branch, Recruiting Division (code series 563-93)**

Manpower requirements*					6
<i>Military positions</i>		<i>Civilian positions</i>			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
Rt off	41B			M	1
Asst rt off	41B			M	*
RTNCO	OOR			M	1
RTNCO	OOR			M	1
RTNCO (USAR)	OOR			M	1
RTNCO	OOR			M	1
RTNCO	OOR			M	*
Clk-typ	71L	Clk-typ	GS-303	C	1

Notes:

\*Manpower requirements will be determined by on-site appraisal.

**Table 2-9-4 Staffing Table for: Nurse Recruiting Branch, Recruiting Division (code series 563-94)**

Manpower requirements*					
<i>Military positions</i>		<i>Civilian positions</i>			
Title	MOS code	Title	Code	Position delin- eation	Number of positions
ANC counselor	66A			M	*
Clk-typ	71L	Mil pers clk	GS-204	C	*

Notes:

\*Manpower Requirements:

A. ANC counselors are determined by separate analysis conducted at Recruiting Brigade and HQ USAREC. Factors such as number of BSN institutions, number of BSN candidates, working nurse community, and demographics of the assigned recruiting area of responsibility.

B. Clerk position requirement will be determined by on-site appraisal.

## **Appendix A Computing Personnel Allowances for Periods Other than 40-Hour Week**

### **A-1.**

Recruiting Brigade yardsticks provide for 40-hour a week operation. In determining staffing requirements for other than 40-hour a week operation, when the nature of the activity involves a regular manning requirement rather than production of given work units, the yardstick staffing allowance should be modified proportionately to meet the manpower requirements of the work period concerned. Such modified allowances may be computed according to the following factors:

40 hours: 1 staffing allowance

1 hour: 1/40 (.025) staffing allowance

4 hours: 4/40 (.1) staffing allowance

8 hours: 8/40 (.2) staffing allowance

For example, the personnel allowance for a function which is required to be manned for 6 days (48 hours) is computed as follows:

5 days = 40 hours = 1 staffing allowance

1 day = 8 hours = .2 staffing allowance

Total manpower requirement (for each staffing allowance provided by yardstick): 1.2

### **A-2.**

Similarly, the manpower requirement for the following periods, for each yardstick staffing allowance, is shown below:

5½ days (44 hours): 1.1

6½ days (52 hours): 1.3

7 days (56 hours): 1.4 (When a position involves a continuous manning requirement of 8 hours a day, 7 days a week, 52 weeks a year, including holidays, the allowance, including 11 percent leave allowance, will be 1.6 personnel, or 4.8 personnel for the continuous 24-hour a day operation.)

## Glossary

### Section I Abbreviations

#### AAP

Affirmative Action Plan

#### ACS

Army Community Service

#### ADP

automated data processing

#### AFEES

Armed Forces Examining and Entrance Stations

#### ANC

Army Nurse Corps

#### APC

accounting processing code

#### ARADS

Army Recruiting and Accession System

#### ARNG

Army National Guard

#### ASVAB

Armed Services Vocational Aptitude Battery

#### AUVS

Automated Unit Vacancy System

#### AWOL

absent without leave

#### BSN

Bachelor of Science in Nursing

#### CHAMPUS

Civilian Health and Medical Program of the Uniformed Services

#### COB

Command Operating Budget

#### COI

Center of Influence

#### CONUS

continental United States

#### CONUSA

continental United States Army

#### DEP

Delayed Entry Program

#### EER

Enlisted Evaluation Reports

#### EOE

Element of Expense

#### EO

Equal Opportunity

#### ES

Enlistment Standards

#### F&AO

Finance and Accounting Office

#### GS

General Schedule

#### HRAP

Hometown Recruiter Aide Program

#### IFCS

Informal Fund Control System

#### ISSA

Interservice Support Agreements

#### JOIN PM/MISO

Joint Optical Information Network Program Manager/Management Information Systems Office

#### LOI

Letter of Instruction

#### MEPS

Military Entrance Processing Stations

#### MILPO

Military Personnel Office

#### MOD

Miscellaneous Obligation Documents

#### MOS

military occupational specialty

#### MUSARC

Major United States Army Reserve Command

#### NCO

Noncommissioned Officer

#### OER

Officer Evaluation Reports

#### OPM

Office of Personnel Management

#### PBAC

Program Budget Advisory Committee

#### QBER

Quarterly Budget Execution Reviews

#### RA

Regular Army

#### REACT

Rapid Electronic Advertising Coupon Transmission

#### RSID

Recruiting Station Identification Data Base

#### RT

recruiter training

#### RZA

recruiter zone analysis

#### SP

Specialist

#### SSI

speciality skill identifier

#### STANFINS

Standard Army Financial Systems

#### TDA

Table of Distribution and Allowances

#### TAADS

The Army Authorization Document Systems

#### TAIR

Total Army Involvement in Recruiting

#### TPU

Troop Program Unit

#### USAREC

United States Army Recruiting Command

#### USAR

U.S. Army Reserve

#### WB

Wage Board

#### WG

Wage Grade (non-supervisory)

#### WL

Wage Grade Leader

#### WS

Wage Grade (supervisory)

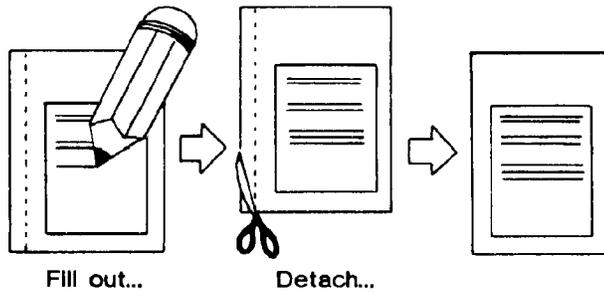
### Section II

#### Terms

There are no special terms.

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