



**DEPARTMENT OF THE ARMY**  
RECRUITING AND RETENTION SCHOOL  
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE  
10000 HAMPTON PARKWAY  
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO  
ATTENTION OF:

ATSG-RR

19 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Recruiting School's Course Attendance Requirements

1. The purpose of this memorandum is to facilitate the selection process for Soldiers coming to the Recruiting and Retention School (RRS). All Soldiers must meet height/weight standards and be able to pass the Army Physical Fitness Test (APFT).

2. Soldiers on **Temporary Profiles** are not authorized to attend any course. Requests for exceptions to policy for course attendance or for changes in training standards will be addressed to the Commandant, RRS, 10000 Hampton Parkway, Fort Jackson, SC 29207-7025.

3. Requests for exception to policy for course deferment will be addressed to HQ USAREC, ATTN: RCTNG, 1307 3rd Avenue, Fort Knox, KY 40121-2725. The Brigade Commander will sign all requests for exception to policy.

4. The following is an extract of the United States Army Recruiting Command (USAREC) Regulation 350-1 and the Recruiting and Retention School's Standard Operating Procedures (SOP). It describes the courses taught by the Recruiting Department at the RRS and their prerequisites and requirements:

**Army Recruiter Course (ARC)** - Fort Jackson/6 weeks, 4 days - The goal of the ARC is to teach prospective recruiters the interpersonal, conceptual, administrative, technical, and tactical skills necessary to succeed in the contemporary recruiting environment. The curriculum is designed to provide training in the principles of adaptive leadership, eligibility, technology systems, interpersonal communications, Army programs, time management, prospecting, interviewing, and small unit recruiting tactics. The ARC is divided into nine major segments: 1)Enlistment eligibility, 2)Recruiting technology, 3)Recruiting knowledge, 4)Interpersonal and communication skills, 5)Prospecting, 6)Interviewing, 7)Processing, 8)Future Soldiers, and 9)Recruiting Exercise (RECEX). As a prerequisite, Soldiers

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attending the ARC must have an active/open Army Knowledge Online (AKO) account and possess a valid Common Access Card (CAC). Students must meet AR 600-9 weight standards prior to enrollment. In accordance with the guidance established in the RRS SOP, ARC students will be administered an Army Physical Fitness Test (APFT) during their first week of attendance. Students who fail the APFT will be counseled on DA Form 4856-R and retested seven days after the first test. Students must possess a valid driver's license.

b) **Health Care Recruiting Course (HCRC), Phase 2** - Fort Jackson/3 weeks - The HCRC provides selected personnel specialized training in the procurement and processing procedures unique to Army Medical Department (AMEDD) recruiting efforts. Course curriculum includes training in product knowledge, Army interview skills, and processing procedures necessary to perform as a Health Care Recruiter. In accordance with the guidance established in the RRS SOP, HCRC students will be administered an APFT during their first week of attendance. Students who fail the APFT will be counseled on DA Form 4856-R and retested seven days later. Students must meet AR 600-9 weight standards at the time of the APFT. Students must complete and pass all sections of the AMEDD HCRC, Phase 1), prior to and within 12 months of course attendance.

c) **Recruiting Operations Officers Course (ROOC)** - Virtual Classroom/ 2 weeks - The ROOC provides training to officers selected for assignment as recruiting BN operations officers. The curriculum is designed to provide training in the principles of the time management, personnel procurement, and the enlistment process to include eligibility, incentives, benefits, and the Suitability Program. The ROOC is conducted electronically through a Centra Software.

d) **Guidance Counselor/Operations Course (GCOC)** - Fort Jackson/ 4 weeks - The GCOC provides training in the skills and knowledge necessary to perform in the positions of GC, operations NCO, USAREC liaison, and HQ USAREC directorate staff. Upon graduation, Soldiers attain the additional skill identifier V7. Personnel must graduate from the GCOC to remain eligible for duty position(s), which require V7. NCOs in MOS 79R, contractors, and DA civilians are eligible to attend the GCOC. Selected Soldiers must be in the rank of staff sergeant through master sergeant.

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Prior to attending the resident course, students must have completed the pre-resident portion of the GCOC. Battalions are responsible for ensuring implementation, completion, and verification of the pre-resident requirements. The curriculum is designed to provide RA and AR enlistment procedures based on the U.S. Military Entrance Processing Command criteria. Students are instructed in a "hands-on" approach and learn to operate and manage the most up-to-date computer software, hardware, and applications. Students are instructed in interpretation of Army regulations; selection and completion of enlistment forms; Suitability Procedures; enlistment programs and options, various reporting procedures; Officer Candidate School and Warrant Officer Flight Training procedures; missioning procedures; contract positioning, analysis, and evaluation; and waiver processing. In accordance with the guidance established in the RRS SOP, GCOC students will be administered an APFT during their first week of attendance. Students who fail the APFT will be counseled on DA Form 4856-R and retested seven days later. Soldiers must meet the ht/wt requirements of AR 600-9 at the time of the APFT. Students must meet assignment criteria in accordance with USAREC Reg. 601-96. Phase 1 consists of 20 DL courses. Phase 2 includes 1 week of on-the-job training with a recruiting operations section and 1 week of on-the-job training with a GC office (Military Entrance Processing Station).

e) **Executive Officer (XO) Course - Fort Knox**/ 1 week - USAREC XO Course. XOs will attend this course within 6 months of assuming an XO position. This is a 1-week course conducted at HQ USAREC.

f) **Station Commander Course (SCC), Phase 2** - Fort Jackson/ 4 weeks - The purpose of the SCC is to provide the knowledge and skills required of the station commander. Graduates are able to manage station assets, employ system resources, evaluate and train recruiters, and guide production. The SCC is open to detailed recruiters who have submitted a conversion packet and placed on the 79R conversion OML. Students must complete and pass all sections of SCC, Phase 1, prior to and within 12 months of course attendance. Battalions are responsible for ensuring completion of phase I. In accordance with the guidance established in the RRS SOP, SCC students will be administered an APFT during their first week of attendance. Students who fail the APFT will be counseled on DA Form 4856-R and retested seven

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days later. Students must meet AR 600-9 weight standards at the time of taking the APFT.

g) **Recruiting Sergeant Major Operations Course (RSMOC)** - Fort Bliss/ 2 weeks - The RSMOC trains senior NCOs selected for assignment as battalion operation's SGM. The curriculum is designed to enhance the skills required to manage and analyze system resources and evaluate and train personnel to accomplish the recruiting mission. This course focuses primarily on analytical skills in a geographically dispersed command. Emphasis is placed on operational doctrine, analysis of battalion recruiting functions, technological advances, and synchronization of battalion staff elements. RSMOC is offered to 79R SGMs as a two week elective during their resident attendance at the Sergeant Major's Course.

h) **Recruiting Company Leader's Course (RCLC)** - Fort Jackson/ 3 weeks resident for CPTs and 1 week VCS followed by 2 weeks resident for 1SGs - The purpose of the RCLC is to provide training to officers selected for assignment as company commanders and newly selected 79R 1SGs. The curriculum is designed to provide training on recruiting doctrine, policies, programs, procedures, and adaptive leadership. In accordance with the guidance established in the RRS SOP, RCLC students will be administered an APFT during their first week of attendance. Students who fail the APFT will be counseled on DA Form 4856-R and retested seven days later. Students must meet AR 600-9 weight standards at the time of taking the APFT. The course includes instruction, practical exercises, and experience-based training to enable company leaders to plan their operations to better achieve their missions.

i) **Recruiting Pre-Command Course (PCC)** - Fort Jackson/ 2 weeks and Fort Knox/ 1 week - The PCC provides training to officers selected for assignment as battalion or brigade commanders. The curriculum is designed to provide training on recruiting doctrine, policies, programs, procedures, and adaptive leadership. Training includes specific leadership training on command responsibilities, recruiting integrity, recruiting environments, and the roles and relationships encountered in a command position. The PCC is open to AA officers (colonel or lieutenant colonel) selected to serve as or holding the position of battalion commander or brigade commander. There is a 40-hour nonresident DL phase. The second phase is a 2-week resident

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course conducted by and at the RRS followed by a 1-week resident course at Fort Knox, hosted by the RRS Forward. The third phase is validation training conducted by the deputy-commanding general (DCG) or deputy commanding officer (DCO) at a location of their choosing. The PCC is designed to train, challenge, and prepare candidates for command. Numerous mentors, leaders, and practical exercises will be used throughout the course to enhance the learning experience.

5. POC for this memorandum is CSM Punihaole at (803)751-8762.

JAMES H. COMISH  
COL, AG  
Commandant

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