

USAAC Pamphlet 601-1

Personnel Procurement

Instructional Guide for the Partnership for Youth Success Program

**Headquarters
United States Army Accessions Command
1600 Spearhead Division Avenue
Department 600
Fort Knox, Kentucky 40122-5600
11 July 2011**

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Instructional Guide for the Partnership for Youth Success Program

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History. This is a new USAAC Pam 601-1.

Summary. This pamphlet provides guidance to U.S. Army Recruiting Command and U.S. Army Cadet Command battalion leaders, recruiters, Reserve Officers' Training Corps cadre, and Army guidance counselors on the implementation of the Partnership for Youth Success Program. It includes guidance on battalion level marketing, battalion oversight responsibilities, and recruiter and guidance counselor procedures. It also addresses the rules of en-

gagement for all leaders, recruiters, and cadre members.

Applicability. This pamphlet is applicable to all elements of this command that are responsible for building and sustaining grassroots community relations programs. It is also applicable to units and individuals responsible for prospecting potential companies for partnerships with the Partnership for Youth Success Program, processing applicants for enlistment in the Regular Army, Army Reserve, or commissioning Reserve Officers' Training Corps cadets into the Army Reserve and National Guard as part of the Partnership for Youth Success Program. Use of the term battalion throughout this pamphlet refers to both the Recruiting Command battalion element and the Cadet Command university Senior Reserve Officers' Training Corps Program. Use of the term recruiter throughout this pamphlet refers to both Recruiting Command recruiters and Cadet Command recruiting operations officers. Use of the term Soldier refers to both enlisted Soldiers and

commissioned officers.

Proponent and exception authority.

The proponent for this pamphlet is the Deputy Chief of Staff, G7. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Proponent may delegate this authority, in writing, to a division chief within the proponent agency.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-SP, 1600 Spearhead Division Avenue, Department 600, Fort Knox, KY 40122-5600.

Distribution. This pamphlet is available in electronic media only and can be found at <http://my.usaac.army.mil>.

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Chapter 1

Introduction

1-1. Purpose

This pamphlet provides guidance to U.S. Army Recruiting Command (USAREC) and U.S. Army Cadet Command (USACC) battalion and company level leaders, recruiting operations officers (ROOs), guidance counselors (GCs), and recruiters on the rules of engagement for marketing and managing the Partnership for Youth Success (PaYS) Program. It is a how-to pamphlet for securing regional and national PaYS partnerships, processing PaYS applicants and cadets, using PaYS as a recruiting tool, and supervising the PaYS process.

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 pamphlet are explained in the glossary.

1-4. Overview

a. The PaYS Program is an outreach initiative between the U.S. Army and select corporations, companies, and public sector agencies designed to assist recruiting efforts and reconnect America with its Army. The PaYS Program assists employers in finding experienced and reliable employees while offering Future Soldiers (FSs) employment opportunities after successful Army service or upon college graduation with a commission in the U.S. Army Reserve (USAR) or Army National Guard (ARNG). Corporations, companies, and agencies that have signed a PaYS partnership agreement are incorporated into community-based grassroots programs and are informed and motivated centers of influence (COIs). They become advocates and trusted sources of information that can positively impact local perceptions of the Army and build a more favorable Army recruiting environment. PaYS COIs must be cross-referenced with other COIs and fully integrated into Army organized events at both the national and local level.

b. Army leaders and recruiting personnel should note that DOD 5500.7-R prohibits the Government from endorsing or creating the appearance of endorsement for a PaYS participating employer.

c. The ethics rules require that the PaYS staff or recruiters show no favoritism or preference for particular companies. For example, Army recruiting stations or military entrance processing stations (MEPS) will not feature posters or premium giveaway items from particular PaYS employers. Recruiters will not wear or display one firm's logos or materials at the expense of other participating firms. Efforts will be employed to ensure that marketing of the program will evenly support all participating employers.

d. The PaYS Army advertising campaign may feature particular employer efforts and "success stories," while recognizing the limits of the nonendorsement policy. PaYS training may feature particular company practices and enlistment or recruitment coordination.

e. Individual firms are encouraged to provide their own special advertising message to their prospective labor markets. The Government's prohibitions do not limit a private company's right to market its product or employment opportunities. If a potential Government endorsement issue is created by a particular advertisement, the PaYS Office and PaYS employers will review and work together to assure compliance with ethics policies.

1-5. General

a. The PaYS Program provides America's youth with an opportunity to serve their country while they prepare for their future. Soldiers learn technical skills required by the civilian sector along with work ethic, teamwork, communication, and leadership during an enlistment in the Regular Army (RA), initial entry training (IET) for the USAR, and while attending the Reserve Officers' Training Corps (ROTC) Program during college. RA Soldiers transition to the PaYS partner, selected at the time of enlistment, after completing their active duty tour. Soldiers in the USAR transition to the PaYS partner after completion of IET. Reserve component (RC) cadets transition upon completion of college and ROTC requirements. Cadets not selected for active duty are also eligible to select a PaYS partner.

b. PaYS is a strategic program that leaders can leverage to their advantage. The opportunity to connect the Army with high-profile employers in the battalion area can open several avenues for recruiting and community building. For example, a number of the participating PaYS partners, local Army recruiters, and ROTC cadre have worked together at job fairs and community events. Partners and their local Army counterparts have shared exhibit space at regional

conferences and conventions. This connection to corporate America, regional companies, and local government agencies is a critical part of reconnecting America with the Army. Examples of different ways to utilize PaYS partners are available on the PaYS Intranet Web Site link from the U.S. Army Accessions Command (USAAC) G7 or USAREC G7/9 portals. The PaYS Program has long-term benefits to your market. As PaYS Soldiers transition to employment with their PaYS partners they become a strong base of Army veterans and will remember that the Army invested in their future. These veterans are the parents and influencers of future generations that will consider the Army a great place to start.

c. The PaYS Program is ideally suited for the enlisted USAR Soldier since it provides an immediate job interview when they complete IET. ROTC cadets accessing into the RC also benefit from an immediate job opening. The program also benefits the USAR and ARNG since it contributes to readiness by having a fully qualified and trained Soldier or cadet employed. Experience has shown that having a quality job in the community is key to the Soldier's stability and contributes to keeping USAR Soldiers and cadets and ARNG cadets in their unit. The employers who participate in PaYS by posting RC jobs gain potential qualified employees who are immediately available for employment interviews upon completion of their Army training or ROTC requirements. Those employers who have a direct match between their RC Soldier's skill training and the civilian job receive an added bonus by hiring an RC Soldier.

d. The Office of the PaYS Program Manager (PM); Headquarters, U.S. Army Accessions Command, administers the PaYS Program. The Office of the PaYS PM has two functional branches, the Marketing and Administration Branch and the Information Management Branch, which includes a Help Desk.

(1) The Marketing and Administration Branch is responsible for preparation of PaYS correspondence, assisting battalions throughout the life cycle of each nominated potential partner, providing red-carpet customer service to each participating PaYS partner, and assisting PaYS Soldiers and cadets with questions and partner contact information. The PaYS Marketing Team monitors the number of positions available, encourages partners to load additional positions as they are depleted, and monitors the success of the program. The PaYS Marketing Team is available to assist battalions as they present the PaYS Program and secure an agreement to partner. The PaYS Marketing Team is available to provide PaYS training to battalions, GCs, and recruiters. Contact the PaYS Marketing Team at (502) 613-1600. The PaYS Marketing Team will coordinate training and assistance visits with the appropriate subordinate command headquarters. The administration cell prepares the Memorandum of Agreement (MOA) between the Army and prospective PaYS partner and tracks various program data.

(2) The Information Management Branch designs and develops the Web site to provide general information to the public (Internet) and to maintain a medium for data collection and reporting with the recruiting force (Intranet). It collects and reconciles partner job forecasts, aligns these jobs with a military occupational specialty (MOS) and expiration term of service (ETS) year, and makes the jobs available in the Recruit Quota System (REQUEST) for enlisting Soldiers. It collects and reconciles partner position forecasts for ROTC cadets, aligning these positions with a college degree and makes them available in the Recruiting Operations Officer Reservation System. The branch also determines the status of Soldiers and cadets throughout their Army enlistment life cycle, provides this status to the partner, and monitors the transition of PaYS Soldiers to their selected partner company.

(3) The Help Desk is available to respond to requests for assistance on all technical matters pertaining to the PaYS Program from partners, the recruiting force, Soldiers, and cadets. As the initial point for external communications, the Help Desk oversees various key aspects of customer support management of user names and passwords for access to the PaYS Web Site. This also includes the processing of reports; the coordination with our partners regarding the current status of participating Soldiers and cadets; and the tracking, research, and followup of requests for USAREC Form 1202 (Statement of Understanding (SOU) - Partnership for Youth Success (PaYS)) or the USACC Statement of Understanding - Reserve Officers' Training Corps Partnership for Youth Success. In addition, the Help Desk administers operation of the PaYS Information Exchange (PIX), a Web-based portal available through www.armypays.com. PIX facilitates communication between the partner and Soldier or cadet through the use of a messaging facility and the maintenance of individual Soldier contact information and status. Shortly after enrollment in the PaYS Program, the Help Desk will mail HQ USAAC Form 1008 (PaYS Postcard) to the home of record address of every enlisted FS and ROTC cadet in their academic senior year. The postcard will provide basic facts about the PaYS Program. Parents may read the information on the card and visit armypays.com for more details; again reinforcing the decision to enlist. The Help Desk's telephone number is (502) 613-1222 and e-mail address is Payshelpdesk@usaac.army.mil.

Chapter 2 Responsibilities of Battalion Leaders

2-1. Marketing and partnership referral process

a. Battalions and their subordinate elements are responsible for prospecting, nominating, briefing, and processing local and national companies and state and local government agencies for partnership in the PaYS Program. Battalion commanders or their designated representatives are responsible for tracking and reporting the status of their partner nominations to the assigned marketing analyst in the PaYS PM Office. It is essential that battalions provide the PaYS marketing analysts with current contact information of the staff member tasked to manage the PaYS Program. RPI 988 (Partnership for Youth Success (PaYS)) is available through the Accessions Distribution Center for prospective partners (<http://adc.usaac.army.mil>).

b. The PaYS marketing analysts are responsible for assisting battalions as they prospect, nominate, brief, and process potential partners within their recruiting areas. The PaYS Intranet Web Site link from the USAAC G7 or USAREC G7/9 portals contain the electronic Lead Submission Application. The Lead Submission Application lists information on all nominated potential partners, active partners, and leads disapproved and/or not pursuing (terminated nominations).

(1) As a general rule, local and regional employers should have a minimum of 500 employees. This quantity provides a company size that can reasonably forecast jobs 10 years into the future. Smaller companies may have greater difficulty in making such a forecast. Smaller companies may also have more difficulty in supporting their commitment to USAR or ARNG annual training and mobilizations.

(2) Not all nominated companies will be approved for partnership or commit to partner. Companies may decline to participate or the command may disapprove the partnership request. Reasons for rejection may include issues with labor unions, company image not in keeping with the Army image, or the company only hires part-time employees.

c. To nominate a company for partnership, the battalion or user enters the requested information using the online Lead Submission Application. The submitter should research for any adverse media coverage or negative reputation in the local area before nomination. As a minimum, the following information is required when submitting nominations:

- (1) Name of company or agency.
- (2) Company or agency Web site uniform resource locator.
- (3) Company or agency address.
- (4) Name, telephone number, and e-mail address of company or agency point of contact.
- (5) Lead source.

d. Once the battalion enters the information in the Lead Submission Application, the PaYS marketing analyst conducts indepth research and submits a recommendation to the PaYS PM. The PaYS PM is the approval and/or disapproval authority for new partners. The PaYS marketing analyst will keep the battalion informed of the lead status by updating the online Lead Referral System Map and/or through telephone contact.

e. Battalions will wait for the PM's approval before a PaYS marketing presentation is presented. The PaYS marketing presentation is available for download from the USAAC G7 or USAREC G7/9 PaYS portals. The PaYS marketing analyst is available to assist the battalion conducting the briefing either in person or as a participant via conference call. It is important to obtain permission to pursue approval prior to presenting the program marketing presentation to avoid receiving a commitment from a company that may eventually be disapproved. The marketing team regularly updates the PaYS marketing presentation in accordance with the USAAC standard briefing template. Battalions may change backgrounds only if they are using formats approved by the brigade commander as the brigade standard. It is vital that the text avoid any implication of job guarantee or contractual agreement; therefore, the PaYS PM must approve any changes in the text.

f. Local USAR and ARNG units have a vested interest in working with battalion leaders in fostering positive relationships with PaYS partner companies. Having the opportunity for a job with a quality employer upon completion of IET or graduation and commissioning is a significant benefit to RC Soldiers. RC PaYS Soldiers who arrive at their unit qualified in an MOS or branch who have a full-time job with a local company should reduce attrition. Local RC units are also valuable sources for identifying potential PaYS partners through Recruiting Partnership Council meetings with battalions.

g. USAREC battalions will ensure MEPS' GCs have a generous supply of USAAC Forms 119 (PaYS Pocket Card) on hand and give every enlisted FS with the PaYS option a card. Battalions are responsible for using normal publications resupply channels to reorder USAAC Forms 119.

h. USACC battalions will offer the PaYS Program to each eligible prospect and to cadets involuntarily accessed to

the RC. ROTC cadre will provide USAAC Form 119 to cadets who elected the PaYS option. Additionally, PaYS should be used as another recruiting and retention tool to attract qualified applicants into the Army ROTC RC. If prospects or cadets are interested they can perform a search at armypays.com and print the job details page on the selected partner.

2-2. MOAs

a. As part of the PaYS marketing presentation to prospective partners, battalions may include a draft copy of the PaYS MOA found on armypays.com. Although not a legal contract, the MOA is a legal document that must remain consistent in language from one partnership to another. The current MOA has evolved through numerous corporate partner legal reviews without any language modification. In unique instances, when changes to the MOA are requested, the PaYS PM will obtain a legal review from the USAAC Staff Judge Advocate. The purpose of providing the draft during the initial presentation is to allow the prospective partner to review the terms of the agreement and facilitate the agreement to partner. (“Providing your legal department accepts the terms of the MOA, would you like to become a PaYS partner and take advantage of the high quality skilled young men and women...”)

b. When a PaYS marketing presentation is complete, battalions will update the assigned PaYS marketing analyst on whether or not the prospective partner has expressed further interest, requires additional information, agrees to partner, or declines altogether. The PaYS marketing analyst will update the Lead Referral System Map accordingly. For those prospects that express interest in participating in the program, battalions must provide the PaYS marketing analyst with the following information to generate an official MOA:

- (1) Legal name of company or agency.
- (2) Complete name of the official signing the MOA.
- (3) Title of the official signing the MOA.
- (4) Telephone number of the official signing the MOA.
- (5) Complete name of the prospective partner point of contact.
- (6) Title of the prospective partner point of contact.
- (7) Telephone number of the prospective partner point of contact.
- (8) Complete mailing address (no post office box) of the prospective point of contact.

c. The PaYS program administrator will prepare two official copies of the MOA and send them to the prospective partner for signature. The appropriate authority for the prospective partner will sign both copies and return them in the Federal Express envelope provided to the PaYS PM who submits them to USAAC Command Group for signature. The PaYS program administrator will forward one copy of the signed MOA to the new PaYS partner and retain one copy on file.

d. Once the signed MOA is received by the PaYS Administration Branch, the PaYS Help Desk can issue a user identification (ID) and password to the PaYS partner’s designated job submitter. Battalions can familiarize themselves with the job-loading procedures by viewing the online job-loading tutorial found on the PaYS Intranet Web Site link from the USAAC G7 or USAREC G7/9 portals. The PaYS partner can load forecasted jobs after receiving access to the database from the PaYS Help Desk. The marketing analyst will review job descriptions and qualifications and for enlisted Soldiers match selected MOSs to each job. The marketing analyst activates jobs when the MOS match is complete and accepted. Active jobs are visible to GCs and recruiters while performing a job search using REQUEST and the Future Soldier Remote Reservation System (FSR2S). For RC cadets the PaYS partner’s job submitter will input job descriptions, job qualifications, and select an associated career field for each position. Marketing analysts review these positions before activating; which makes them visible to battalions and cadets performing a job search using the Recruiting Operations Officer Reservation System. The marketing analyst will monitor the selling of each PaYS partner’s loaded positions and will contact specific GCs and ROTC battalions to facilitate the selling of stagnant positions as necessary.

e. This entire process may seem lengthy and battalion leaders may feel the need to streamline the process. Protecting all parties involved is the reason each process must be included preventing future problems as PaYS Soldiers begin their transition to civilian life.

2-3. Advertising and public affairs

a. PaYS partners are valuable COIs. Battalion commanders should capitalize on newly formed partnerships by arranging an appropriate ceremony to publicly recognize the partnership. The USAREC or USACC advertising and public affairs chief should prepare news releases and invite the news media to cover the event. The Office of the PaYS PM will mail the signed and framed star note and PaYS certificate to the USAREC battalion commander. The USAREC battalion commander will include all ROTC personnel when coordinating these publicity signing events.

b. PaYS events must be coordinated with the PaYS marketing analyst. Ceremonies that involve especially significant employers require extensive coordination since the USAREC or USACC Commanding General (CG) usually attends these events. Commanders must allow enough lead time to get on the CG's calendar (usually 90 to 120 days). Commanders can gain maximum exposure by scheduling ceremonies to coincide with an Accessions Support Brigade asset (the Golden Knights for example) or during other previously scheduled community events. Where the CG is involved, the battalion commander must work closely with the specific Command Group and the CG's aide-de-camp.

c. Consider the following when arranging a ceremonial signing:

(1) Army branding banners.

(2) Army flag.

(3) USAREC and/or USACC flag or battalion colors.

(4) Battalion assets - wrapped HMMWV or rock wall.

(5) All local ROTC assets, cadre and cadets.

(6) Company commanders, first sergeants, and local recruiters.

(7) USAR and/or ARNG resources and equipment.

(8) Inviting the following dignitaries:

(a) USAR Ambassador.

(b) State Department of Veterans Affairs Director.

(c) Federal Department of Labor Veterans Training and Assistance Representative.

(d) Local area RA, USAR, and ARNG general officers or representatives.

(e) State or local Employer Support of the Guard and Reserve representative.

(f) Other local and regional COIs such as the state Civilian Aide to the Secretary of the Army, governor, state senator, city mayor, and chamber of commerce members.

(g) Local Association of the United States Army and Military Officer Association of America chapter officers.

d. Battalions are also encouraged to develop strong relationships with PaYS partners in their battalion area. It is also important for battalions to know points of contact for partner companies that are willing to join in joint job fairs, community events, and college or high school visits. Whenever possible PaYS points of contact should be included in COI events, educator tours, and any national asset event occurring in their area (for example, NASCAR event and/or NHRA). A list of current PaYS partners and their representatives contact information is located on the USAAC G7 or USAREC G7/9 PaYS portals under Management Tools.

e. PaYS partners should be included in every battalion's Grassroots Community Relations Program. PaYS partners can positively impact local perceptions of the Army and help the battalion build an environment more favorable to the Army's recruiting message.

f. Photos and stories of events, functions, and noteworthy interactions with PaYS partners should be forwarded to the PaYS Office for inclusion in the monthly PaYS newsletter and on the PaYS facebook page. The PaYS newsletter is not only published on the PaYS Web Site; it is electronically sent to every partner. As partners read about the interactions between Army battalions and their local PaYS partners they will be more inclined to respond when contacted by a local recruiter, commander, or battalion.

2-4. PaYS Soldier tracking

a. Announcing PaYS Soldier hires by PaYS partners within the battalion footprint provides positive publicity for the partner and the Army. The USAAC PaYS staff and the partner will coordinate the media release with the battalion where the former Soldier is working. Battalions are encouraged to use the newly hired Soldiers in conjunction with FS, community, and ROTC events so they can tell their Army story.

b. Tracking PaYS Soldiers is a responsibility of the PaYS Program, but it relies on input from the partners and the Soldiers. The partners can access the Partner Success Page in PIX to annotate the number of Soldiers interviewed and hired. They can also query information on their PaYS Soldiers to determine details about their availability, training, and related data. The PaYS marketers, who work with the brigades and battalions, send the PaYS partners a report that enables the partners to query for information needed to verify their interview and hiring data. The PaYS staff also

assists PaYS Soldiers prepare for their interview and to contact their partner or the PaYS Help Desk for assistance.

Chapter 3

Recruiter Rules of Engagement

3-1. PaYS as a combat multiplier

Knowledge of the PaYS Program is a combat multiplier in the hands of a properly trained recruiter. Prospects will more readily commit to the Army when they see the long-term benefit during the Army interview. Influencers such as parents, educators, and significant others will support a decision to join the Army if they also understand the benefit. Apprehensive parents and other influencers will take comfort in knowing the Army has a program that invests in their youths' professional future. PaYS training is available on the USAAC G7 or USAREC G7/9 PaYS portals, on Recruiting Central, and in the Learning Management System. Recruiting stations should have RPI 274 (PaYS Prospect Folder) available for applicants. RPI 274 is available through the Accessions Distribution Center at <http://adc.usaac.army.mil>. ROTC cadre can download an informational PaYS pamphlet from the ROTC PaYS Portal link.

3-2. Presenting PaYS to applicants and their influencers

a. The PaYS Program for USAREC members completes the “enlistment package,” which begins with the Future Soldier Training Program, continues during the term of enlistment, and ends with the job interview with the selected PaYS partner and Army education benefits (Montgomery GI Bill, Post 9/11 GI Bill, Army College Fund).

b. Recruiters will discuss the PaYS partner details when making a temporary reservation using FSR2S. Recruiters will review the jobs loaded by PaYS partners that match the MOS and enlistment term selected during the temporary reservation process. It is important for recruiters to understand that the PaYS Program is not a guarantee of employment. The program establishes a relationship between the Soldier and participating partner and affords the Soldier priority employment consideration. Priority employment consideration may not sound like much; however, this consideration establishes a relationship between the Soldier and partner senior human resource personnel. In some cases, the PaYS Soldier is leaping past thousands of applications and resumes.

c. The PaYS Program for ROTC personnel complements the benefits associated with becoming an Army ROTC officer. ROTC cadre must ensure RC cadets understand that the program is not a promise of employment with a specific partner or a guarantee of employment. The program establishes a relationship between an RC cadet and a participating partner and affords the cadet priority employment consideration. ROTC cadre should stress that it is the responsibility of each cadet to contact the selected PaYS partner to establish rapport and a relationship.

d. Recruiters can access the Partner Regional Activity Map to learn what PaYS partners have jobs loaded in each battalion area. The Partner Regional Activity Map is found on the PaYS Intranet Web Site linked from the USAAC G7 or USAREC G7/9 portals. USAREC recruiters should review USAREC Form 1202 with FSs stressing the importance of contacting the PaYS partner point of contact to establish a relationship. Recruiters should ensure every FS with the PaYS Program option has a USAAC Form 119. USAAC Form 119 is a quick reference guide for Soldiers and will favorably impact the number of Soldiers who contact their partner for an interview.

e. Recruiters can also discuss the fact that America's major employers are looking for the qualities that an individual achieves through Army service. These qualities include a strong work ethic, motivation, experience, and maturity. Army veterans are the kind of employees sought by America's most prestigious employers.

Chapter 4

Recruiter Process

4-1. USAREC recruiter and GC process

a. Recruiters should familiarize themselves with PaYS opportunities in their area. Recruiters and GCs should offer the PaYS Program to each eligible applicant during the enlistment process. Senior guidance counselors (SGCs) should ensure GCs give USAAC Form 119 to each FS with the PaYS enlistment option.

b. Following the normal REQUEST and/or FSR2S temporary reservation procedures, GCs and recruiters can view

related PaYS partner jobs corresponding with the selected MOSs and enlistment terms by selecting a search method. The default search for RA lists those PaYS partners who have jobs loaded in the battalion area. GCs and recruiters have the choice of changing the search methodology to a nationwide (all) search, to a partner search, or a ZIP Code search by clicking on the appropriate radio button. The default search for the USAR is a 50-mile radius search from either home of record ZIP Code or choice ZIP Code. A 100-mile radius search is available using the radio button provided.

c. GCs and recruiters can review up to 20 PaYS jobs that correspond to the selected MOS and enlistment term. By clicking on the job title, GCs and recruiters can display the job description and qualifications for that job. Applicants selecting a PaYS job should be familiar with both job description and job qualification requirements. Some PaYS positions have specific job qualifications. GCs and recruiters must ensure the applicant is aware of any additional requirements.

d. At the MEPS once the GC converts the temporary reservation to a permanent reservation, applicants who selected the PaYS option during the enlistment process must sign and date (electronically) USAREC Form 1202. USAREC Form 1202 is located on the same screen (List of Applicable Forms) with the other automated forms. USAREC Form 1202 is completed in the same manner as the dynamic annex and DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment). USAREC Form 1202 automatically saves in Electronic Records Management like the other automated forms when the GC clicks save after signatures are received. Ensure the FS receives a printed copy of USAREC Form 1202.

e. GCs will give USAAC Form 119 to every FS who enlists with the PaYS option.

f. GCs can search for PaYS jobs in REQUEST by selecting the O-Reports and the PaYS Program Report. Minimum search criteria are position start date (ETS year) and component. GCs can further refine the search by specifying ZIP Code, battalion, MOS, city, partner, and job title. Search results will display matching PaYS positions with an assignment ID for each position.

g. GCs can update the PaYS option in REQUEST in the “Process Applicant” tab. After finding the applicant’s record using the social security number, GCs must select Update Reservation and Update PaYS (lower left of screen). The same search criteria (all, battalion, partner, or ZIP Code) are available. An additional search using the assignment ID shows results for a specific partner or job.

4-2. SGC procedures

SGCs should ensure GCs provide the FS with a copy of USAREC Form 1202 and save the signed electronic version to Electronic Records Management. SGCs should ensure GCs are offering PaYS to all qualified applicants and providing USAAC Form 119 to all FSs with the PaYS enlistment option.

4-3. USACC ROO process

Job selection process for RC cadets. Access the ROTC PaYS Program Portal page from the ROTC PaYS link located under the Command Interest or Applications portal section. Select the Make a Reservation option and enter the social security number of the RC cadet to access their record. Reserve a PaYS job for a guaranteed interview by simply entering the job code the cadet provides. If the code is not readily available enter the year of graduation or commissioning for that cadet. Next, select up to three states, a career field, a specific partner, or keyword to perform the search. The more fields selected, the faster the search. The resulting search will contain all partners with a position associated with the search parameters. View the job description and qualifications by clicking the job title. Once the cadet makes a selection, click on the radio button and “Reserve the Job Just Selected” tab at the bottom of the page. The next step is to print the Statement of Understanding. The Statement of Understanding must be printed, signed, and faxed to the PaYS Help Desk at (502) 613-1936. Each cadet should receive a copy of the completed Statement of Understanding and USAAC Form 119. A copy will also be maintained in the cadet’s file at the ROTC battalion. Cadets will use the Statement of Understanding to facilitate communication with their selected PaYS partner; which is essential if the cadet is to develop a relationship that results in preferred hiring.

4-4. PaYS team support

The Office of the PaYS PM is available to assist ROTC personnel, GCs, and recruiters with processing problems as well as system problems. The first step is to contact the PaYS Help Desk at (502) 613-1222. For problems associated with policy, partner information, or GC or recruiter processes the Help Desk will refer you to a marketing analyst. For system problems the Help Desk will either address the problem or put you in contact with the appropriate USAAC help agency.

Appendix A References

Section I Required Publication

DOD 5500.7-R

Joint Ethics Regulation. (Cited in para 1-4b.)

Section II Related Publications

RPI 274

PaYS Prospect Folder.

RPI 988

Partnership for Youth Success (PaYS).

Section III Prescribed Form

USAAC Form 119

PaYS Pocket Card. (Prescribed in paras 2-1g, 2-1h, 3-2d, 4-1a, 4-1e, 4-2, and 4-3.)

Section IV Referenced Forms

HQ USAAC Form 1008

PaYS Postcard.

DD Form 2366

Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, U.S. Code) Basic Enrollment.

USAREC Form 1202

Statement of Understanding (SOU) - Partnership for Youth Success (PaYS).

Glossary

Section I Abbreviations

ARNG

Army National Guard

CG

Commanding General

COI

centers of influence

FS

Future Solider

FSR2S

Future Soldier Remote Reservation System

GC

guidance counselor

ID

identification

IET

initial entry training

MEPS

military entrance processing station

MOA

Memorandum of Agreement

MOS

military occupational specialty

PaYS

partnership for youth success

PIX

PaYS Information Exchange

PM

program manager

RA

Regular Army

RC

reserve component

REQUEST

Recruit Quota System

ROO

recruiting operations officer

ROTC

Reserve Officers' Training Corps

SGC

senior guidance counselor

USAAC

U.S. Army Accessions Command

USACC

U.S. Army Cadet Command

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

Section II**Term****Partnership for Youth Success partner**

Company, corporation, or Government agency with a signed PaYS MOA.

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