



**DEPARTMENT OF THE ARMY
13TH ARMORED CORPS SUSTAINMENT COMMAND
39009 SUPPORT AVE
FORT HOOD, TX 76544-5046**

AFVG-CO

MEMORANDUM FOR 13th Armored Corps Sustainment Command

SUBJECT: Policy Letter #16, Hometown Recruiter Assistance Program (HRAP) and Total Army Involvement Recruiting (TAIR) Award Policy

1. REFERENCES:

- a. AR 601-2, Army Recruiting Support Programs, dated 13 April 2020
- b. AR 600-8-10, Leave and Pass, dated 3 June 2020
- c. 13ACSC Policy Letter #13, Command Awards Policy

2. PURPOSE: To establish the 13th ACSC Commander's policy for HRAP.

3. APPLICABILITY: This policy applies to all assigned Soldiers, NCOs, and Officers assigned to the 13th ACSC, and is effective immediately.

4. POLICY: Soldiers can be placed in a Non-Chargeable Absence status up to 14 days and participate in HRAP. The leave form submission must follow the local units leave and pass policy. The approving authority for HRAP must be a Lieutenant Colonel (LTC) or higher in the Soldier's chain of command. Soldiers who are flagged or under investigation are not authorized to participate. The HRAP Soldier is not authorized to claim reimbursement for travel expenses and per diem allowances for duty in a Non-Chargeable Absence status. Commanders will identify Soldiers that support USAREC in TAIR events, Hometown Recruiting Assistance Program (HRAP), or similar recruiting missions. The Soldier's chain of command should recognize deserving 13th ACSC Soldiers by recommending an impact award to recognize the Soldier's efforts in support of USAREC.

5. The Soldier must be familiar with the geographical area and contribute to the recruiting efforts in the area. Typically, the familiarity is through family members, high school, college, and civic organization connections. The connection will provide the optimum opportunity to help support the recruiting effort.

6. The commander can verify the Soldiers productivity and support with the station commander or company commander. The chain of command will follow the 13th ACSC awards policy memorandum for submission for the award.

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7. The point of contact is the 13th ACSC Retention Office at (254) 287-1456.



LAHAVIE J. BRUNSON
COL, LG
Commanding