



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

19 July 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-048, Hometown Recruiter Assistance Program (HRAP) And Hometown Officer Recruiting Program (HORP)

1. The HRAP and HORP during Holiday Block Leave (HBL) is designed to assist in the Army National Guard's (ARNG) recruiting efforts and mission by capitalizing on the Initial Entry Training (IET) experiences of ARNG Soldiers and providing the opportunity to participate in HRAP while on initial active duty for training (IADT) orders as designated by DCS, G-1.

a. HRAP is only for ARNG IET Enlisted Soldiers attending Basic Combat Training and Advance Individual Training.

b. HORP is only for Lieutenants attending Basic Officer Leadership Course (BOLC) and Warrant Officers attending Warrant Officer Basic Course (WOBC).

c. HBL for FY18 is scheduled for 20 Dec 2017 - 2 Jan 2018 (14 days).

2. Soldiers in accordance with paragraph 1.a. & b. may volunteer for the HBL program and are eligible for a maximum of 10 days Permissive Temporary Duty (PTDY). Any days over the 10 days PTDY are classified as chargeable leave.

a. HRAP/HORP participants are not authorized to claim reimbursement for travel expenses and per diem allowances; all expenses are the responsibility of the Soldier.

b. Soldiers approved for HRAP or HORP must assist their hometown unit Recruiting and Retention Noncommissioned Officer In charge (RRNCOIC) (enlisted), or their Officer Strength Manager/Warrant Officer Strength Manager (OSM/WOSM) (officer) in their recruiting and retention functions. The attachment to the DA Form 31 is to verify HRAP/HORP participation (See enclosed forms).

3. The TRADOC ARNG Liaison at Initial Entry Training (IET) installations will ensure that appropriate steps are taken to establish HRAP participation in conjunction with reporting dates to the parent State.

4. For Army Command (ACOM) Procedures:

a. Soldier must meet all requirements IAW AR 601-2, chapter 7.

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b. Soldier must complete DA Form 31 and then submit it through their training company chain of command IAW AR 601-2, chapter 7, paragraph 7-3.b.

(1) In Block 7 on the DA Form 31, check "PERMISIVE TDY" and in the dropdown window select "Participation in other Official or Semi-Official Program of the Army"

(2) In block 17, copy and paste the below quoted remarks over the auto generated "PERMISIVE TDY" remarks.

"Dates HRAP/HROP Conducted: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_"

RRNCOIC Printed Name: \_\_\_\_\_ RRNCOIC Signature:  
\_\_\_\_\_ Contact Number: \_\_\_\_\_"

c. Soldier may voluntarily terminate their participation in the HRAP/HORP at any time and return/proceed to their normal/scheduled training installation.

d. Soldier will receive a safety briefing from their TRADOC training company prior to departure.

5. Duty requirements for HRAP/HORP Soldiers include:

a. Reporting to a recruiting team within the State they are requesting HRAP/HORP with an approved DA Form 31.

b. Performing multiple recruiting tasks to support the recruiting activities in and around the local recruiting team area. Soldier will receive an in-brief from Recruiting Team NCOIC on specific referral techniques and goals. Soldier will understand that their goal is to raise awareness and assist in finding qualified prospects for enlistment and prospective officer and/or warrant officer candidates.

c. Hand carrying the completed DA Form 31 back to the training company to complete the processing of PTDY and leave dates after the RRNCOIC/OSM/WOSM has completed block 17 of the DA Form 31. Completion of block 17 by the RRNCOIC/OSM/WOSM indicates the verification and completion of HRAP participation prior to releasing HRAP/HORP participant to TRADOC training company. This will ensure the Soldier receive proper credit for PTDY and leave.

6. The HRAP/HORP Soldiers/Officers will not:

a. Drive applicants to Military Entrance Processing Station (MEPS) or medical appointments.

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- b. Run police/court record checks or request for references.
- c. Drive government-owned vehicles.

7. RRNCOICs/OSMs/WOSMs will:

a. Annotate all HRAP/HORP dates, Print Rank and Name, Sign, and provide a contact number in block 17 of DA Form 31 on each HRAP Soldier's.

b. Make maximum use of HRAP Soldiers within the community.

c. Brief HRAP/HORP Soldiers on Duties and responsibilities.

d. Ensure Soldier does not work more than 24 hours per week performing HRAP/HORP duties.

e. Reinforce importance of Soldier maintaining DA Form 31 for proper credit of HRAP/HORP duty and leave when they arrive at or return to the training installation by:

(1) Completing block 17 of the DA Form 31 (See enclosed example form).

(2) Entering all HRAP/HORP dates.

(3) Providing Rank, Name, Sign, and a contact number.

(a). All duty periods will be recorded on the DA Form 31 no other form(s) are authorized.

(b). Any Soldier returning without the DA Form 31, and failing to obtain a verifying signature from an RRNCOIC/OSM/WOSM will result in the Soldier being charged leave for the entire period.

(c). It is strongly recommended the Soldier make copies of their completed DA Form 31 in the event the original form is lost or misplaced.

8. The TRADOC ARNG Liaison will:

a. Assist the local finance office with any issues that arise pertaining to chargeable and non-chargeable leave as a result from HRAP/HORP.

b. Provide National Guard Bureau, Recruiting Operations Branch (ARNG-HRR-O) no later than 15 January with a by Name list/roster of all Soldiers that participate in HRAP/HORP for auditing and tracking purposes.

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(1) The by name list/roster at a minimum should include the Soldier's Rank, Full name (e.g. LAST, First, Middle), last 4 of SSN, State of ARNG affiliation, and state they conducted HRAP/HORP.

(2) The TRADOC ARNG will retain for historical purposes all HRAP by name rosters for a total of three years.

9. Points of contact:

a. HRAP: Mr. Bryant, Michael D Sr - email: michael.d.bryant6.civ@mail.mil or (703) 607-1308.

b. HORP: Mr. Cardwood, Anthony - email: Anthony.cardwood.civ@mail.mil or (703) 604-4203.

c. WORP: CW3 Severin, Laura - email: laura.k.severin.mil@mail.mil or (703) 607-2979.



1 Encls

1. [HRAP-HORP Sample Da31.pdf](#)

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