

DISCLAIMER:

THIS PDF IS NOT ALL ENCOMPASSING AND IT IS UP TO THE INDIVIDUAL SOLDIER TO SEE THEIR CAREER COUNSELOR TO REFERENCE ANY UPDATES!

**COMPILED BY: SFC SADLER, ANDREW
FOR**

ARMYREENLISTMENT.COM

**CAREER
COUNSELOR
PACKET**





DEPARTMENT OF THE ARMY
US ARMY RECRUITING AND RETENTION COLLEGE
1929 OLD IRONSIDES AVENUE, BUILDING 2389
FORT KNOX, KENTUCKY 40121

RCRS-RT

DATE WROTE

MEMORANDUM FOR Commander, 10th Mountain Division, ATTN: Command Career Counselor, Fort Drum, New York 00001

SUBJECT: Exception to Policy (ETP) pertaining to SGT Quick, Matthew, XXX-XX-6789

1. References:

- a. DA Pam 601-280, Army Retention Program Procedures, 16 Oct 19
- b. DA Pam 611-21, Military Occupational Classification and Structure, 6 Dec 19
- c. AR 614-200, Enlisted Assignments and Utilization Management, 26 Feb 09

2. SGT Quick's request for a Department of the Army Retention Training (DART) ETP to attend course 501-79S30, Career Counselor, for the purpose of PMOS reclassification to 79S is **approved**.

3. This memorandum serves as notification that based on this approval, SGT Quick meets the prerequisites for reclassification to PMOS 79S. He will provide a copy of this memorandum to her serving Career Counselor without delay to initiate reclassification/reenlistment action. If approved by the Army Human Resources Command (AHRC), he will be scheduled to attend the Career Counselor Course (79S) and issued assignment instructions by AHRC. **SGT Quick is given a COVID-19 ETP for the DART requirement for course attendance, however, it is strongly recommended that he attends DART prior to the Career Counselor Course date if the opportunity presents.**

4. The 36-month service remaining requirement (SRR) is calculated from the date of graduation. Soldiers who do not have sufficient time to meet the SRR must reenlist or extend prior to attending the Career Counselor Course. Failure to comply may result in removal from the course.

5. Point of contact for this action is MSG Waterbury at (867) 530-9999 (DSN 555) or samantha.t.waterbury.aol@hotmail.aol.

Timtim Donahue

TIMTIM DONAHUE
SGM, USA
Director, Retention Department

Digitally signed by
DONAHUE.TIMTIM.000 8675309
Date: 2021.14.88 10:61:59 -09'00'

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) Commander 1-1 Human Resources Battalion Fort Drum, NY 00001	2. TO (Include ZIP Code) RRC, Retention Department ATTN: 79S Proponent 1929 Old Ironsides Avenue BLDG 2389 Fort Knox, KY 40121-5123	3. FROM (Include ZIP Code) Commander 2-218 Human Resources Company Fort Drum, NY 00001
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Quick, Matthew J.	5. GRADE OR RANK/PMOS/AOC SGT/42A2O00YY	6. SOCIAL SECURITY NUMBER 123-45-6789
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required) QUICK, MATTHEW J JUSTIN 123456789	Digitally signed by QUICK, MATTHEW, JUSTIN 123456789 Date: 2020.10.01 15:58:58 -08'00'	10. DATE (YYYYMMDD) 20200932
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SECTION IV - COMMENTS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. Soldier requests voluntary reclassification training from PMOS 88H to MOS 79S.
2. Upon completion of training, Soldier requests MOS 79S be awarded as his PMOS.
3. Soldier understands that upon approval, he must extend or reenlist to meet the SRR before school attendance.
4. Soldier verifies that he meets all prerequisites of AR 601-280, Appendix B, Para B-2 and DA PAM 611-21.
5. Soldier requests TDY en route (Can request TDY and return but need a funding memo from your Division)
6. Soldier is not enrolled in EFMP (not a requirement)
7. Soldier is not enrolled in the Married Army Couples Program (MACP) (or is enrolled)

Attachments

1. ERB
2. DA Form 705
3. Verification of Security Clearance
4. BN Commanders Endorsement
5. Command Career Counselor's Recommendation
6. Other Letters of Recommendation
7. Last NCOER

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE SMART, IMMA R. CPT, AG, Commanding	13. SIGNATURE SMART.IMMA.RELLY.1 23456789 Digitally signed by SMART, IMMA, RELLY, 123456789 Date: 2020.10.01 15:58:58 -08'00'	14. DATE (YYYYMMDD) 20201001
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15. NAME OF INDIVIDUAL Quick, Matthew J.		16. SSN 123-45-6789	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO Commander 1-1 Human Resources Battalion Fort Drum, NY 00001	b. FROM Commander 2-218 Human Resources Company Fort Drum, NY 00001	
c. ACTION: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle) MATTERS, WININ G.		e. RANK LTC	f. DATE (YYYYMMDD) 20201005
g. TITLE/POSITION BATTALION COMMANDER		h. SIGNATURE <i>Winin G. Matters</i>	
i. COMMENTS <i>Climb to Glory!</i>			
AUTHORITY	a. TO RRC, Retention Department ATTN: 79S Proponent 1929 Old Ironsides Avenue BLDG 2389	b. FROM Commander 1-1 Human Resources Battalion Fort Drum, NY 00001	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

EXAMPLE

Click to view Tables

Army Physical Fitness Test Scorecard

For use of this form, see FM 7-22; the proponent agency is TRADOC.

NAME (Last, First, MI)

Quick, Matthew J.

GENDER

Male

UNIT

HSC

TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE
20191004	E-5	28									
HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION	
	WEIGHT:	BODY FAT:		WEIGHT:	BODY FAT:		WEIGHT:	BODY FAT:		WEIGHT:	BODY FAT:
70	170 lbs.	%		lbs.	%		lbs.	%		lbs.	%
	GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
80	TMT	100									
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
80	TMT	100									
2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS
12:32	TMT	100									
ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS	
EVENT _____	300		EVENT _____			EVENT _____			EVENT _____		
TIME _____			TIME _____			TIME _____			TIME _____		
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		
NCOIC/OIC SIGNATURE	NCOIC/OIC SIGNATURE		NCOIC/OIC SIGNATURE		NCOIC/OIC SIGNATURE		NCOIC/OIC SIGNATURE		NCOIC/OIC SIGNATURE		
<i>M56 [Signature]</i>											
COMMENTS	COMMENTS		COMMENTS		COMMENTS		COMMENTS		COMMENTS		
Recard											

EXAMPLE

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN
SU - SIT UPS APFT - ARMY PHYSICAL FITNESS TEST



DEPARTMENT OF THE ARMY

1-1 HUMAN RESOURCES BATTALION
16 DONT STEPON MYGRASS
FORT DRUM, NY 00001

WER-DW-GO

14 January 2021

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification

1. The following individual's security clearance was verified via the Joint Personal Adjudication System (JPAS) by the undersigned unit Security Manager.

NAME: Quick, Matthew
SSN: XXX-XX-6789
DATE / PLACE OF BIRTH: XXXX XX XX / Louisiana
INVESTIGATION TYPE: XX
INVEST CLOSED: XX / XX XX
DATE OF ADJUDICATION: XXXX / XX XX
CLEARANCE ELIGIBILITY: TS-SCI

2. Point of contact for this document is undersigned at (867) 530-9999 (DSN 555) or andrew.sadler.aol@gmail.com.

EXAMPLE

Andrew Sadler
ANDREW SADLER
SPC(P), USA
SECURITY MANAGER

Digitally signed by
SADLER.ANDREW.000 8675309
Date: 2021.14.88 10:61:59 -09'00'



DEPARTMENT OF THE ARMY

1-1 HUMAN RESOURCES BATTALION
16 DONT STEPON MYGRASS
FORT DRUM, NY 00001

WER-DW-GO

DATE WROTE

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Reclassification to 79S, Career Counselor

1. I strongly recommend Sergeant Matthew Quick for reclassification to PMOS 79S, Career Counselor. SGT Quick is an exceptional asset to the command. SGT Quick constantly strives for excellence and has great ideas he then implements throughout the footprint.
2. SGT Quick is a true professional whose contributions ensured that we exceeded all retention objectives. SGT Quick is a dedicated NCO who took time to work with the Career Counselor in the Battalion to ensure that Soldiers were provided accurate information. As well as ensuring the retention board was always updated to standard.
3. I give my highest recommendation for his acceptance into this career field. SGT Quick's ability to ensure Soldiers best interest when helping them choose a career makes him an ideal candidate as an Army Career Counselor.
4. The point of contact for this memorandum is LTC Winin G. Matters, at 555-123-6868 or winin.g.matters.aol@hotmail.aol.

Winin G Matters
WININ G. MATTERS
LTC, AG
Commanding



DEPARTMENT OF THE ARMY
1-1 HUMAN RESOURCES BATTALION
16 DONT STEPON MYGRASS
FORT DRUM, NY 00001

WER-DW-GO

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4. The point of contact for this memorandum is CSM Ateam, Parto F. , at 555-123-6868 or parto.f.ateam.aol@hotmail.aol.

Parto F. Ateam

PARTO F. ATEAM
CSM, USA
Command Sergeant Major



DEPARTMENT OF THE ARMY
1-1 HUMAN RESOURCES BATTALION
16 DONT STEPON MYGRASS
FORT DRUM, NY 00001

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3. I give my highest recommendation for his acceptance into this career field. SGT Quick's ability to ensure Soldiers best interest when helping them choose a career makes him an ideal candidate as an Army Career Counselor.
4. While SGT Quick was my retention NCO he came up with the idea of a website where Soldiers could go to find the most updated information in regards to retention. Soldiers from all units now utilize this tool to ensure they make the best decisions on their career goals.
5. The point of contact for this memorandum is SFC Block, Samantha, at 555-123-6161 or samantha.block.aac@hotmail.aol.

Samantha Block
SAMANTHA BLOCK
SFC, USA
SENIOR CAREER COUNSELOR



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
2185 THISIS THEWAY ST
FORT DRUM, NY 00001

WER-DW-GO

DATE WROTE

MEMORANDUM FOR RRC, Retention Department, ATTN: 79S Proponent, 1929 Old Ironsides Avenue BLDG 2389, Fort Knox, KY 40121-5123

SUBJECT: Recommendation for SGT Quick, Matthew J., XXX-XX-6789, to attend the

1. I recommend approval of SGT Quick's request to attend the Career Counselor Course and be awarded 79S as his PMOS.
2. SGT Quick has proven himself as a Company reenlistment NCO. He is unquestionably ready to take the next step in pursuit of a career servicing our Soldiers and their families while meeting the Army's need for trained, motivated, and experienced leaders. His track record of excellence as an all-around leader and a reenlistment NCO will make her a valued asset to the Career Counselor field. SGT Quick exhibits the leadership and role model persona that is needed to be a successful Career Counselor in our Army today.
3. SGT Quick should be enrolled in the earliest available course so that the Career Counselor field can take advantage of her expertise.
4. Point of contact is the undersigned at DSN 555-1556.

Jerome L. Pionk

JEROME L. PIONK
SGM, USA
Command Career Counselor

NCOERs

CERTIFICATE

OF COMPLETION

This is to certify that

Matthew Quick

has completed the course

Microsoft Excel 2016 Essentials: Formatting Data

on

on

XXX XX, 2021

skillsoft

NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.

CERTIFICATE

OF COMPLETION

This is to certify that

Matthew Quick

has completed the course

Creating and Formatting Tables in Word 2016

mo_bwo_a04_dt_enus

on

XXX XX, 2021

skillsoft

NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.

Print 

CERTIFICATE

OF COMPLETION

This is to certify that

Matthew Quick

has completed the course

Using the Navigation Panel and Creating Lists in Word
2016

mo_bevn_abvdt_enus

on

XXX XX, 2021

EXAMPLE



NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.

CERTIFICATE

OF COMPLETION

This is to certify that

Matthew Quick

has completed the course

**Introduction to the PowerPoint 2016 Interface and Basic
Tasks**

mo_b...a01_d...enus

XXX XX, 2021

EXAMPLE



NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.