



=167= GAMING CLAN GENERAL ORDER

§

TITLE: RECRUITMENT PROCEDURES	GENERAL ORDER: 2.1
EFFECTIVE: 06 NOV 2019	MODIFIED: 3 JAN 2025, 21 DEC 2024, 6 FEB 2024, 25 SEP 2020, 11 MAY 2020
RESCINDS: CLAN HANDBOOK (18 MAY 2019), CLAN HANDBOOK (20 SEP 2014), IET HANDBOOK (7 JUN 2014), IET HANDBOOK (04 AUG 2013), APB ACADEMY HANDBOOK (19 MAY 2013), GENERAL ORDERS (29 MAY 2009), CLAN HANDBOOK (29 NOV 2008), 167MAN (02 MAY 2008)	

SCOPE: All units and members of the =167= Clan.

CONTENTS: This procedure consists of the following numbered sections.

- I. **RECRUITMENT OVERVIEW**
- II. **RECRUITMENT OUTREACH**
- III. **RECRUITMENT PROCEDURE**

PROCEDURE:

I. RECRUITMENT OVERVIEW

- A. The =167= Clan shall establish policies and procedures which provide guidance and regulation for the advertisement of the clan and the process which members involved in public affairs and recruitment must follow.
- B. The purpose of our recruitment efforts shall be to find like-minded individuals who play official clan games to support the growth and unique culture of the clan as a whole.
- C. Prospective members must be screened for eligibility and placed into a probationary period to ensure they are a good fit for the clan and vice versa. *Refer to General Order 2.0 - Recruitment and Selection.*

II. RECRUITMENT OUTREACH

- A. The general clan population may assist in recruitment and advertisement of the clan, permitting they adhere to all procedures and orders such as those listed in *General Order 3.2 - Member Conduct* and in this General Order.
- B. Positions within game units may be created to aid in recruitment outreach. Trained members may be designated as "recruiters", "recruitment specialists", "recruitment supervisors" or "recruitment officers"

TLP: CLEAR



=167= GAMING CLAN GENERAL ORDER

§

depending on the size and needs of the unit. Their responsibilities shall be to advertise the clan and attract new members while adhering to policies and procedures.

- C. Trained members may be designated as "social media specialists" or "public affairs specialists". They shall compose draft posts for social media pages, draft news articles for the clan website, and screenshots for use in future public affairs, recruitment and training publications.
- D. If an official game has a designated forum for recruitment, the Headquarters Division, or their designee, shall post and/or monitor a thread advertising our clan. The thread shall include basic information about the clan, requirements of joining, our website address and Discord URL. The thread shall contain no visible grammatical errors, spelling errors or profanity.
- E. Recruitment posts may be made anywhere which the website, forum, social media group, or Discord owners/management/administrators specifically authorize. Recruitment and advertising efforts shall not be made in communities, forums, social media groups, or Discords which forbid such activity, or in ones which would reasonably consider us a rival. We maintain zero tolerance for poaching with the exception listed in Paragraph F below.
- F. When one of our members is approached by a friend or unhappy member of another community, even if they would reasonably consider us a rival, the member is permitted to speak with them and answer questions they may have about this community. This is not poaching/enticement.
- G. Social media accounts may be created/managed only at the discretion of the Headquarters Division. The clan's Commanding Officer will retain ownership of all social media accounts and will authorize access to individuals on an as-needed basis.
- H. Clan members may submit draft social media posts and screenshots to their unit's designated "social media specialist", "public affairs specialist", or Unit Leadership in the absence of a specialist. All draft posts for social media are subject to review and approval from the Support Division's Community Outreach Officer prior to their publication.

III. RECRUITMENT PROCEDURE

- A. Game Units shall follow the below procedure for processing new recruits. With approval from the Headquarters Division, Unit Leadership may create additional policies or modify existing policies and/or procedures pertaining to the recruitment process based on their needs.



=167= GAMING CLAN GENERAL ORDER



- B. Upon joining the clan, the Personnel Officer, or their designee, shall grant the following Discord roles to the new member:
1. Enlisted
 2. Sub-Unit Role (*If Applicable*)
 3. Private I (Rank Role)
 4. *Applicable Game Role if not already selected by applicant*
- C. Upon joining the clan, the Personnel Officer, or their designee, shall also complete or request the completion of the following tasks:
1. Create or Update Personnel File
 2. Add to Website Roster
- D. Following a new member entering probation, Unit Leadership shall monitor the applicant's activity and interactions with clan members. Members the probationary associated with should be asked about their experiences prior to making the decision of "PASS" or "FAIL".
- E. Additionally, after the promotion of a Probationary to Full Member, the following actions should take place by Unit Leadership or their designee(s):
1. Update Personnel File, *If Applicable*
 2. *Grant access to relevant website, server(s), etc. if applicable*
- F. If a Probationary is denied full membership, prior to notifying the Probationary, the following actions should be requested or performed by Unit Leadership or their designee(s):
1. Remove all clan-related Discord roles
 2. Update Personnel File to reflect Denial status with date and explanation
 3. *Revoke Website Access and Lock Account, if applicable*
 4. Remove from Website Roster

Under no circumstances shall a denied probationary be notified of their denial *prior to the completion* of all tasks listed above.

Denied applicants and those who failed probation may stay in our Discord, permitting they continue to follow the applicable Discord rules and do not cause a breach of order.