

STP 805K-79R-OCFS

# Recruiting Officer Civilian Foundation Standards (OCFS) Manual

MOS 79R

13 May, 2018



## HEADQUARTERS, DEPARTMENT OF THE ARMY

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SOLDIER TRAINING  
PUBLICATION  
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HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, DC, 13 May 2018

## Officer Foundation Standards (OCFS) Manual

### Recruiting Officer Civilian Foundation Standards

#### SKILL LEVELS 0

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## PREFACE

This publication is for skill level soldiers holding military occupational specialty (MOS) MOS 79R and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks that support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL MOS 79R have access to this publication. This STP is available for download from the Reimer Digital Library (RDL).

This manual applies to both Active and Reserve Component soldiers.

The proponent of this publication is HQ, TRADOC. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Training and Curriculum Development, Recruiting and Retention College, Fort Knox, KY 40121.



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## CHAPTER 1

### Introduction

#### 1.1 General

The soldier training publication (STP) identifies the individual military occupational specialty (MOS) training requirements for soldiers in various specialties, for example. Another source of STP task data is the General Dennis J. Reimer Training and Doctrine Digital Library at <https://atiam.train.army.mil/catalog/>. Commanders, trainers, and soldiers should use the STP to plan, conduct, and evaluate individual training in units. The STP is the primary MOS reference to support the self-development and training of every soldier in the unit. It is used with the Soldier's Manual of Common Tasks, Army training and evaluation program (ARTEP) products, and ADRP 7-0, Training Units and Developing Leaders, to establish effective training plans and programs that integrate soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in ADRP 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

#### 1.2 Training Requirement

Every soldier, noncommissioned officer (NCO), warrant officer, and officer has one primary mission — to be trained and ready to fight and win our nation's wars. Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

a. Operational Environment.

(1) Commanders and leaders at all levels must conduct training with respect to a wide variety of operational missions across the full spectrum of operations. These operations may include combined arms, joint, multinational, and interagency considerations, and span the entire breadth of terrain and environmental possibilities. Commanders must strive to set the daily training conditions as closely as possible to those expected for actual operations.

(2) The operational missions of the Army include not only war, but also military operations other than war (MOOTW). Operations may be conducted as major combat operations, a small-scale contingency, or a peacetime military engagement. Offensive and defensive operations normally dominate military operations in war along with some small-scale contingencies. Stability operations and support operations dominate in MOOTW. Commanders at all echelons may combine different types of operations simultaneously and sequentially to accomplish missions in war and MOOTW. These missions require training since future conflict will likely involve a mix of combat and MOOTW, often concurrently. The range of possible missions complicates training.

Army forces cannot train for every possible mission; they train for war and prepare for specific missions as time and circumstances permit.

(3) One type of MOOTW is the Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) event. To assist commanders and leaders in training their units, CBERNE-related information is being included in AMEDD mission training plans (MTPs). Even though most collective tasks within an MTP may support a CBRNE event, the ones that will most directly be impacted are clearly indicated with a statement in the CONDITION that reads: "THIS TASK MAY BE USED TO SUPPORT A CBRNE EVENT." These collective tasks and any supporting individual tasks in this soldier's manual should be considered for training emphasis.

(4) Our forces today use a train-alert-deploy sequence. We cannot count on the time or opportunity to correct or make up training deficiencies after deployment. Maintaining forces that are ready now, places increased emphasis on training and the priority of training. This concept is a key link between operational and training doctrine.

(5) Units train to be ready for war based on the requirements of a precise and specific mission. In the process they develop a foundation of combat skills that can be refined based on the requirements of the assigned mission. Upon alert, commanders assess and refine from this foundation of skills. In the train-alert-deploy process, commanders use whatever time the alert cycle provides to continue refinement of mission-focused training. Training continues during time available between alert notification and deployment, between deployment and employment, and even during employment as units adapt to the specific battlefield environment and assimilate combat replacements.

b. How the Army Trains the Army.

(1) Training is a team effort and the entire Army — Department of the Army Commands (ACOMs), the institutional training base, units, the combat training centers (CTCs), each individual soldier, and the civilian workforce — has a role that contributes to force readiness. Department of the Army and ACOMs are responsible for resourcing the Army to train. The Institutional Army, including schools, training centers, and NCO academies, for example, train soldiers and leaders to take their place in units in the Army by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEP evaluations provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training

produces the force — soldiers, leaders, and units — that can successfully execute any assigned mission.

(2) The Army Training and Leader Development Model (Figure 1-1) centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout a soldier's and leader's time span are the operational, institutional, and self-development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, and joint training exercises and deployments that satisfy national objectives. Each of these actions provides foundational experiences for soldier, leader, and unit development.
- The institutional domain focuses on educating and training soldiers and leaders on the key knowledge, skills, and attributes required to operate in any environment. It includes individual, unit and joint schools, and advanced education.
- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

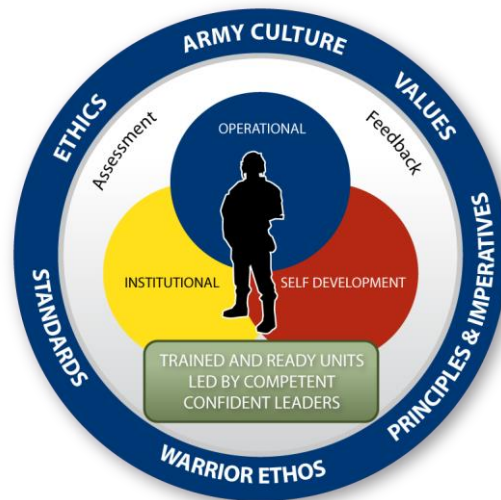


Figure 1-1. Army Training and Leader Development Model

(3) Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear,

formative guidance directly related to the outcome of training events measured against standards.

c. Leader Training and Leader Development.

(1) Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently soldiers first and should be technically and tactically proficient in basic soldier skills. They are also adaptive, capable of sensing their environment, adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2) Leader training is an expansion of these skills that qualifies them to lead other soldiers. As such, doctrine and principles of training require the same level of attention of senior commanders. Leader training occurs in the Institutional Army, the unit, the CTCs, and through self-development. Leader training is just one portion of leader development.

(3) Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key role in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

(4) A life cycle management diagram for soldiers is on page 1-5. You can find more information and check for updates at <http://das.cs.amedd.army.mil/ooc.htm> (scroll down to LIFE CYCLE MANAGEMENT, select ENLISTED, and find the appropriate tab along the bottom). This information, combined with the MOS Training Plan in Chapter 2, forms the career development model for the MOS.

d. Training Responsibility. Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1) Commander Responsibility.

(a) The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is, therefore, the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b) Commanders ensure STP standards are met during all training. If a soldier fails to meet established standards for identified MOS tasks, the soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP evaluation. The objective is to focus on sustaining MOS proficiency — this is the critical factor commanders must adhere to when training individual soldiers in units.

(2) NCO Responsibility.

(a) A great strength of the U.S. Army is its professional NCO Corps who takes pride in being responsible for the individual training of soldiers, crews, and small teams. The NCO support channel parallels and complements the chain of command. It is a channel of communication and supervision from the Command Sergeant Major (CSM) to the First Sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standards-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the solidarization process of newly assigned enlisted soldiers, and begin their professional development. NCOs are responsible for conducting standards-based, performance-oriented, battle-focused training. They identify specific individual, crew, and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training and conduct after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) Soldier Responsibility. Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldier's Manual of Common Tasks at their current skill level and below. Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

### 1.3 Battle-Focused Training

Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution, and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. **Linkage between METL and STP.** A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer Digital Library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

b. **Relationship of STPs to Battle-focused Training.** The two key components of any STP are the soldier's manual (SM) and trainer's guide (TG). Each gives leaders important information to help implement the battle-focused training process. The trainer's guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the trainer's guide to help identify training needs.

(1) Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the soldier's manual task summaries or in the Reimer Digital Library. The task summaries ensure that --

- Trainers in every unit and location define task standards the same way
- Trainers evaluate all soldiers to the same standards

(2) Figure 1-2 shows how battle-focused training relates to the trainer's guide and soldier's manual:

- The left column shows the steps involved in training soldiers.

- The right column shows how the STP supports each of these steps.

<b>BATTLE-FOCUS PROCESS</b>	<b>STP SUPPORT PROCESS</b>
Select supporting soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what soldier tasks to assess
Determine training objectives	Use TG to set objectives
Determine strategy; plan for training	Use TG to relate soldier tasks to strategy
Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

Figure 1-2. Relationship of Battle-focused Training and STP

#### 1.4 Task Summary Format

Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the soldier must know and the skills that he must perform to standards for each task. The format of the task summaries included in this SM is as follows:

- a. **Task Title.** The task title identifies the action to be performed.
- b. **Task Number.** A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.
- c. **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.
- d. **Standards.** The task standards describe how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- e. **Performance Steps.** This section includes a detailed outline of information on how to perform the task. Additionally, some task summaries include safety statements



and notes. Safety statements (danger, warning, and caution) alert users to the possibility of immediate death, personal injury, or damage to equipment. Notes provide a small, extra supportive explanation or hint relative to the performance steps.

f. Evaluation Preparation (when used). This subsection indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.

g. Performance Measures. This evaluation guide identifies the specific actions that the soldier must do to successfully complete the task. These actions are listed in a GO/NO-GO format for easy evaluation. Each evaluation guide contains an evaluation guidance statement that indicates the requirements for receiving a GO on the evaluation.

h. References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.

## **1.5 Training Execution**

All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

a. Preparation for Training. Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and company commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for

preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations and simulators availability, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standards-based, performance-oriented training requires rehearsals for trainers, support personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products, and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of Training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standards-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under

which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

c. Recovery from Training. The recovery process is an extension of training, and once completed, it signifies the end of the training event. At a minimum, recovery includes conduct of maintenance training, turn-in of training support items, and the conduct of AARs that review the overall effectiveness of the training just completed.

(1) Maintenance training is the conduct of post-operations preventive maintenance checks and services, accountability of organizational and individual equipment, and final inspections. Class IV, Class V, TADSS, and other support items are maintained, accounted for, and turned-in, and training sites and facilities are closed out.

(2) AARs conducted during recovery focus on collective, leader, and individual task performance, and on the planning, preparation, and conduct of the training just completed. Unit AARs focus on individual and collective task performance, and identify shortcomings and the training required to correct deficiencies. AARs with leaders focus on tactical judgment. These AARs contribute to leader learning and provide opportunities for leader development. AARs with trainers and evaluators provide additional opportunities for leader development.

## **1.6 Training Assessment**

Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training, conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel, and provide the link between the unit's performance and the Army standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of soldiers, leaders,

battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of Training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of soldiers, commanders, leaders, battle staffs, and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and soldiers. Evaluation tells soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined soldiers, leaders, and units. Training without evaluation is a waste of time and resources.

(3) Evaluations are used by leaders as an opportunity to coach and mentor soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in the tasks they are evaluating and normally will not be dual-hatted as a participant in the training being executed.

c. Role of Commanders and Leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

d. After Action Review. The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating soldiers,

leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

### **1.7 Training Support**

This manual includes the following information which provides additional training support information.

## CHAPTER 2

### Trainer's Guide

#### 2.1 General

The MOS Training Plan identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MOS Training Plan should be used as a guide for conducting unit training and not a rigid standard. The MOS Training Plan consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MOS Training Plan shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MOS Training Plan. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position Column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area Column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train Column.** This column lists the recommended duty position for which soldiers should be cross trained.
- **Train-up/Merger Column.** This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area Column.** This column lists the subject area number and title in the same order as Section I, Part One of the MOS Training Plan.
- **Task Number Column.** This column lists the task numbers for all tasks included in the subject area.
- **Title Column.** This column lists the task title for each task in the subject area.

□ **Training Location Column.** This column identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word “OP” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

<b>INST</b>	Institutional
<b>S-D</b>	Self-Development
<b>SOJT</b>	Supervised On-The-Job Training

Figure 2-1. Training Locations

□ **Sustainment Training Frequency Column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

<b>BA</b>	Biennially
<b>AN</b>	Annually
<b>SA</b>	Semi-
<b>QT</b>	Quarterly
<b>BM</b>	Bimonthly
<b>MO</b>	Monthly
<b>BW</b>	Biweekly
<b>WK</b>	Weekly
<b>DA</b>	Daily
<b>HR</b>	Hourly
<b>OT</b>	One time
<b>OTHER</b>	

Figure 2-2. Sustainment Training Frequency Codes

□ **Sustainment Training Skill Level Column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

**2-2. Part One, Section I. Subject Area Codes.****Skill Level 0**

- 1 Recruiting Executive Officer (XO)
- 2 Recruiting Operations Officer S-3
- 3 Operation SGM
- 4 Recruiting Company Commander
- 5 Recruiter S-1
- 6 Recruiter S-2
- 7 Recruiter S-4
- 8 Recruiter S-6
- 9 Recruiter S-8
- 10 Soldier Family Assistance Manager
- 11 A&PA Specialist
- 12 Education Service Specialist

**2-3. Part One, Section II, Duty Position Training Requirements.**

<b>SKILL LEVEL</b>	<b>DUTY POSITION</b>	<b>SUBJECT AREAS</b>	<b>CROSS TRAIN</b>	<b>TRAIN-UP/MERGER</b>
0	Recruiter			
0	Commander			



**2-4. Part Two, Critical Tasks List.****MOS TRAINING PLAN****CRITICAL TASKS****CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SI</b>
<b>Skill Level 0</b>				
<b>Subject Area 1 Recruiting Executive Officer (XO)</b>				
805K-79R-8105	Conduct the Battalion Organizational Inspection Program			
805K-79R-8110	Manage a Commander's Budget			
805K-79R-8109	Manage Unit Investigations			
805K-79R-8106	Direct the Battalion Staff Operation			
805K-79R-8107	Manage the Battalion Recruiting Standards Program			
<b>Subject Area 2 Recruiting Operations Officer S-3</b>				
805K-79R-7419	Establish Operational Plan(s) in a Recruiting Environment			
805K-79R-7420	Employ Waivers or Exception to Policy (ETP) Process			
805K-79R-7412	Manage an Operations Staff Assisted Visit (SAV)			
805K-79R-7414	Manage Officer Candidate Selection (OCS)/ Warrant Officer Candidate Flight Training (WOFT) program.			
805K-79R-7418	Coordinate Semi-Annual Reserve and Recruiting Partnership Counsel (R2PC)			
805K-79R-7423	Manage Organizational Training			
805K-79R-7410	Produce Operational Order			
805K-79R-7422	Implement the Recruiting Standards Program			
805K-79R-7413	Perform a Semi-Annual Guidance Counselor Office Inspection.			
805K-79R-	Update a School Profile Evaluation.			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SI</b>
7417				
805K-79R-7415	Evaluate an Applicant's Education			
805K-79R-7409	Conduct Suitability Match Interview Procedures			
805K-79R-7411	Conduct Fusion Cell Using Military Decision Making Process (MDMP)			
805K-79R-7416	Manage the Unit Calendar			
<b>Subject Area 3 Operation SGM</b>				
805K-79R-7430	Analyze the Mission Accomplishment Plan (MAP)			
805K-79R-7431	Conduct an In-Progress Review			
805K-79R-7432	Validate the Mission Accomplishment Plan (MAP)			
805K-79R-7433	Verify an Order of Merit List (OML)			
<b>Subject Area 4 Recruiting Company Commander</b>				
805K-79R-7017	Maintain Personnel Readiness			
805K-79R-7019	Manage the Army Safety Program at the Company Level			
805K-79R-7020	Plan Company Training			
805K-79R-7024	Manage Company Sponsorship Program			
805K-79R-7025	Conduct Station Visit			
805K-79R-7010	Develop a Battle Rhythm			
805K-79R-7011	Conduct a Recruiting Company In-Progress Review			
805K-79R-7012	Conduct Market Analysis			
805K-79R-7013	Conduct Intelligence Preparation of the Battlefield for a Recruiting Operational Environment			
805K-79R-7022	Manage Family Support Group			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng Sl</b>
805K-79R-7003	Conduct Mission Command of a Recruiting Company			
805K-79R-7004	Analyze Intelligence in the Recruiting Environment			
805K-79R-7005	Manage the Company Future Soldier Training Program			
805K-79R-7009	Develop a Company School Recruiting Plan (SRP)			
805K-79R-7008	Develop a Company Recruiting Operations Plan (ROP)			
805K-79R-7021	Analyze the Mission Accomplishment Plan			
805K-79R-7014	Establish a Recruiting Station's Annual Mission			
805K-79R-7015	Conduct Future Soldier Asset Inventory			
805K-79R-7016	Conduct Company Future Soldier Event			
805K-79R-7018	Implement the Command Supply Discipline Program			
805K-79R-7023	Complete Tasking Orders			
805K-79R-7026	Refine Company Policy Letters			
805K-79R-7027	Recommend Applicant Suitability			
805K-79R-7028	Conduct Investigations			
805K-79R-7007	Conduct a Company After Action Review			
805K-79R-7006	Conduct Sustainment Operations			
<b>Subject Area 5 Recruiter S1</b>				
805K-79R-7220	Manage Soldier Records			
805K-79R-7015	Conduct Future Soldier Asset Inventory			
805K-79R-7219	Manage Unit Sponsorship Program			
805K-79R-	Perform Quality Control Checks of DA Form			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng Sl</b>
7212	4187			
805K-79R-7213	Manage Military Awards Program			
805K-79R-7214	Manage Suspension of Favorable Personnel Actions (FLAGs) Program			
805K-79R-7215	Perform Personnel Strength Management and Accountability			
805K-79R-7216	Process Reassignment/Reattachment from USAREC			
805K-79R-7218	Process Semi-Centralized Promotions (Sergeant/Staff Sergeant)			
<b>Subject Area 6 Recruiter S-2</b>				
805K-79R-8611	Train the Recruiting Force on Market Analysis			
805K-79R-8612	Conduct Intelligence Preparation of the Battlefield (IPB)			
805K-79R-8613	Develop Recommendations for Priority Targets			
805K-79R-8614	Perform Missioning Procedures			
805K-79R-8610	Develop Recommendations for Positioning the Recruiting Force (PAE)			
805K-79R-8609	Asses a Recruiting Market			
<b>Subject Area 7 Recruiter S-4</b>				
805K-79R-7820	Manage Property Accountability			
805K-79R-7822	Manage Fleet Operations			
805K-79R-7807	Manage Government Purchase Card (GPC) Program			
805K-79R-7821	Manage Recruiting Facility Program			
805K-79R-7823	Manage Procurement Procedures			
<b>Subject Area 8 Recruiter S-6</b>				
805K-79R-7912	Maintain Information Technology Infastructure			
805K-79R-7913	Maintain Mobile Assets with Lines of Services			
805K-79R-	Configure a Recruiting Workstation			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng Sl</b>
7906				
805K-79R-7907	Perform Technical Support			
805K-79R-7908	Process a Service/Support Request			
805K-79R-7909	Process Arriving/Departing Personnel Information Technology (IT)/Information Assurance (IA)			
805K-79R-7910	Verify Information Assurance Compliance			
805K-79R-7911	Develop an Information Technology Running Estimate			
<b>Subject Area 9 Recruiter S-8</b>				
805K-79R-8008	Manage Applicant Travel Request			
805K-79R-8013	Manage Government Travel Card Program			
805K-79R-8014	Develop a schedule to secure Department of Defense (DoD) Level II Financial Management Certification.			
805K-79R-8018	Process personnel in the government travel credit card (GTCC) program.			
805K-79R-8010	Manage Defense Travel System			
805K-79R-8011	Manage General Funds Enterprise Business System (GFEBS) Purchase Requests for Government Purchase Cards (GPC).			
805K-79R-8009	Assist in the Management of Commanders Budget			
805K-79R-8012	Facilitate reconciliation of Government Purchase Card (GPC) transactions			
<b>Subject Area 10 Soldier Family Assistance Manager</b>				
805K-79R-8404	Manage Brigade Quality Army Community Service (QACS) Budget			
805K-79R-8407	Facilitate assistance with the Family Advocacy Program			
805K-79R-8409	Provide advocacy for the Exceptional Family Member Program (EFMP)			
805K-79R-8410	Provide Soldiers and Family members with services regarding their healthcare benefits.			
805K-79R-	Create a Military Family Life			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng Sl</b>
8402	Consultant/Personal Financial Counselor (MFLC/PFC) continental United States (CONUS) Rotation Schedule			
805K-79R-8403	Establish partnerships with community organizations.			
805K-79R-8406	Manage the Army Community Service Army Volunteer Program.			
805K-79R-8411	Manage Self-Sufficiency Exempted Non-appropriated Funds (SSE NAF)			
805K-79R-8401	Coordinate Army Community Service (ACS) Programs to geo-dispersed soldiers and families.			
805K-79R-8400	Conduct Soldier and Family Assistance Program Manager (SFAPM) training.			
<b>Subject Area 11 A&amp;PA Specialist</b>				
805K-79R-8304	Conduct Media Event			
805K-79R-8303	Develop a Marketing / Advertising Plan			
805K-79R-8307	Prepare Public Affairs Planning			
805K-79R-8308	Manage Community Relation Readiness Program			
805K-79R-8305	Conduct Public Affairs Training			
805K-79R-8306	Manage Execution of Marketing Plan			
805K-79R-8309	Manage Marketing Budget			
805K-79R-8310	Manage Social Media Program			
<b>Subject Area 12 Education Service Specialist</b>				
805K-79R-8211	Manage Headquarters Support System/Force Structure Address and ZIP Code Realignment (HSS/FAZR)			
805K-79R-8212	Manage Battalion School Recruiting Plan			
805K-79R-8213	Facilitate Battalion Educator/Community Partner (ED/CP) Tour			
805K-79R-8206	Develop Battalion School Recruiting Plan			

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SI</b>
805K-79R-8207	Evaluate Education Credentials			
805K-79R-8214	Brief Soldiers on Educational Opportunities			
805K-79R-8215	Train Others on Educational Outreach Programs			
805K-79R-8210	Coordinate Outreach Opportunities with the Education Community			
805K-79R-8208	Evaluate School's Correct Tier/DOD Education Code Classification			
805K-79R-8209	Establish Battalion ASVAB-Career Exploration Program (ASVAB-CEP)			

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**CHAPTER 3**  
**MOS/Skill Level Tasks**

Skill Level 0  
Subject Area 1: Recruiting Executive Officer (XO)  
**805K-79R-8105**  
**Conduct the Battalion Organizational Inspection Program**

**Conditions:**

You are assigned as the executive officer (XO) in a recruiting battalion, and the commander has directed you to execute the Organizational Inspection Program. You have access to all required publications, reports, materials and subject matter experts (SME).

**Standards:**

Conduct a Battalion Organizational Inspection Program to the standards established in regulatory guidance ensuring all investigations meet operational criteria with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**The commander has directed you to execute the Organizational Inspection Program.

**Note:**None

**Performance Steps**

1. Develop and/or validate Organizational Inspection Program (OIP), prepare inspections schedules.
2. Verify inspected areas are still valid and in accordance with references.
3. Prepare for inspection.
  - a. Validate Subject Matter Expert (SMEs), conduct In Progress Review (IPR) with SMEs.
  - b. Validate checklist.



- (1) Download current Inspector General (IG) inspection checklist.
  - (2) Conduct an in-process review (IPR) with SMEs to ensure inspection items are still current/valid.
  - (3) Reproduce checklists based on IPR.
- c. Develop courses of action (COA) and plan for execution.
- (1) Disseminate checklists to SMEs and the unit to be inspected.
  - (2) Provide the unit with the last Inspection's reply by endorsement (RBE).
  - (3) Review the inspection process with SMEs and members of the unit to be inspected.
  - (4) Coordinate inspection schedule with SME's and members of the unit to be inspected.
4. Supervise inspection to ensure compliance with applicable regulations and commander's guidance.

NOTE: Conduct Initial Command Inspection (ICI) within 90 days of assumption of command and annually thereafter.

5. Report findings to commander and command sergeant major (CSM).
  - a. Consolidate inspections checklist and findings from SMEs.
  - b. Organize out-brief.
  - c. Execute out-brief.
6. Conduct follow-up actions.
  - a. Conduct an after action review (AAR) with inspectors/SMEs.
  - b. Review follow-up actions for the inspected unit.
    - (1) Review RBE from inspected unit.
    - (2) Conduct follow-up inspection if needed.
    - (3) Conduct spot-checks of companies and stations.
  - c. Collect RBE from Company Commander.

d. Submit issues that cannot be resolve to next higher headquarters.

7. Maintain and file inspection results.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Developed and/or validated Organizational Inspection Program (OIP), prepare inspections schedules.	_____	_____
2 Verified inspected areas are still valid and in accordance with references.	_____	_____
3 Prepared for inspection.	_____	_____
4 Supervised inspection to ensure compliance with applicable regulations and commander's guidance.	_____	_____
5 Reported findings to commander and command sergeant major (CSM).	_____	_____
6 Conducted follow-up actions.	_____	_____
7 Maintained and filed inspection results.	_____	_____

**Evaluation Guidance:** Score "GO" if the Soldier correctly performs all performance measures. Score "NO GO" if the Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 1-201 Army Inspection Policy

**Primary**

ARMY REG 1-201 Army Inspection Policy

ARMY REG 190-51 Security of Unclassified Army Property (Sensitive and NonSensitive)

ARMY REG 25-400-2 The Army Records

**Required**

**Primary**

Information Management System (ARIMS)

ARMY REG 350-1 Army Training and  
Leader Development

ARMY REG 37-104-4 Military Pay and  
Allowances Policy

ARMY REG 600-8-14 Identification Cards  
for Members of the Uniformed Services

ARMY REG 600-8-8 The Total Army  
Sponsorship Program

ARMY REG 600-9 The Army Body  
Composition Program

ARMY REG 623-3 Evaluation Reporting  
System

ARMY REG 670-1 Wear and Appearance  
of Army Uniforms and Insignia

USAREC MANUAL 3-0 Recruiting  
Operations

USAREC MANUAL 3-29 Recruiting  
Brigade and Battalion Operations

USAREC MANUAL 3-30 Recruiting  
Company Operations V1

USAREC REG 1-201 Inspections

USAREC REG 380-4 Security Program

USAREC REG 350-13 School Recruiting  
Program

USAREC Reg 601-2 Management of  
Centers of Influence Events and Educator  
Tours

USAREC REG 601-106 Active Duty For  
Operational Support-Reserve Component  
Program

**Required**

**Primary**

USAREC REG 601-210 Enlistment and  
Accessions Processing

USAREC REG 601-73 Market Analysis to  
Support Recruiting Operations

USAREC REG 601-208 Local Recruiting  
Marketing Program

USAREC REG 608-1 National Voter  
Registration Act

**805K-79R-8110**  
**Manage a Commander's Budget**

**Conditions:**

You are the battalion executive officer (XO) assigned to a recruiting battalion, and you receive a new budget for the fiscal year and monthly status of funds from the brigade. You have a requirement to assess and submit changes or adjustments to the spend plan you received from the Brigade Resource Manager Specialist (RMS). You have access to all relevant references.

**Standards:**

Execute fiscal year (FY) budget within 1% of the Annual Funding Program (AFP).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive a new budget for the fiscal year and monthly status of funds from brigade.

**Note:** None

**Performance Steps**

1. Receive budget for the fiscal year (FY) from brigade.
  - a. Compare previous and current year needs and obligations.
  - b. Compile projections of financial needs from each subordinate organization.
  - c. Compare mission requirements of last FY to current FY.
2. Respond to brigade based on proposed budget received.
  - a. Submit proposed changes based on commander's guidance and input from staff sections.
  - b. Document proposed changes.
  - c. Attach supporting documentation.
3. Execute budget plans.
  - a. Monitor status of funds.

- (1) Review for incorrect funding.
- (2) Reconcile discrepancies with brigade.
- b. Adjust spending to improve execution rate.
- c. Submit unfunded requirements (UFR) as directed.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Received budget for the fiscal year from brigade.	_____	_____
2 Responded to brigade based on proposed budget received.	_____	_____
3 Executed budget plans.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or On-the job training (OJT) for Soldiers who experience major difficulties in task performance.

**References**

**Required**

DFAS-IN MANUAL 37-100-FY The Army Management Structure

**Primary**

DFAS-IN MANUAL 37-100-FY The Army Management Structure

DFAS-IN REG 37-1 Finance and Accounting Policy Implementation.

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

FAR Federal Acquisition Regulation

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

**805K-79R-8109**  
**Manage Unit Investigations**

**Conditions:**

You are serving as the battalion executive officer assigned to a recruiting battalion. Your battalion identifies the need to conduct an investigation. You have access to all required publications, reports and materials pertinent to the investigation, and the Brigade Judge Advocates (BJA) or legal advisors consultation. Investigating Officer (IO) has received formal training.

**Standards:**

Conduct administrative requirements for investigative process while providing the Investigating Officer (IO) the guidance to conduct a thorough, impartial investigation, which determines the facts of the case, and provides the appointing authority with findings and recommendations ensuring 100% compliance with governing standards, regulations, and laws.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Your battalion identifies the need to conduct an investigation.

**Note:** Only Commissioned officers, Warrant officers, or Department of the Army (DA) civilian employees paid under the General Schedule, Level 11(GS 11) or higher may be appointed as Investigating Officers (IOs) to ascertain facts and render findings and recommendations for the appointing authority. The IO must be senior to the person against whom adverse findings and recommendations may be rendered.

**Performance Steps**

1. Initiate Investigation.
  - a. Analyze initial facts and information regarding the investigation to include consultation with Legal and record within the log.
  - b. Designate directives as dictated by Appointing Authority.
  - c. Appoint Investigating Officer (IO).
    - (1) Provide suspense.
    - (2) Develop/provide scope of investigation.

- (3) Provide guidance to conduct investigation.
  - (4) Provide guidance on Report of Investigation (ROI).
  - (5) Provide enclosures as required.
- d. Suspend favorable personnel actions (FLAG) for personnel investigated and other actions as required.
- 2. Provide guidance to IO, as required, throughout investigative process.
  - 3. Receive ROI. Provide feedback/corrective actions, as needed, to IO.
  - 4. Submit ROI and BN endorsement for legal review.
    - a. Update log accordingly.
    - b. Provide feedback as required.
  - 5. Receive closure of investigation.
    - a. Close investigation in accordance with Appointment Authority.
    - b. Implement/conduct Appointment Authority corrective/follow-up measures.
    - c. Inform/provide designated official with corrective/follow-up measures.
    - d. As required, remove suspension of favorable personnel actions (FLAG).
    - e. Maintain and file completed investigation.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Initiated Investigation.	_____	_____
2 Provided guidance to Investigating Officer (IO), as required, throughout investigative process.	_____	_____
3 Received Report of Investigation (ROI). Provide feedback/corrective actions, as needed, to IO.	_____	_____



<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
4 Submitted ROI and Battalion endorsement for legal review.	_____	_____
5 Received closure of investigation.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 15-6 Procedures for Investigating Officers and Boards of Officers

USAREC REG 27-2 Legal Services Support for the U.S. Army Recruiting Command

**Primary**

ARMY REG 15-6 Procedures for Investigating Officers and Boards of Officers

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**805K-79R-8106**  
**Direct the Battalion Staff Operation**

**Conditions:**

You are serving as battalion executive officer (XO) assigned to a recruiting battalion. You have a requirement to effectively direct headquarters staff activities to support recruiting operations and maintain mission momentum. You have access to all required publications, materials, equipment and the commander's guidance.

**Standards:**

Direct the battalion staff's activities in support of the battalion's mission ensuring 100% compliance with the commander's intent and regulatory guidance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have a requirement to effectively direct headquarters staff activities.

**Note:** None

**Performance Steps**

1. Coordinate mission analysis.
  - a. Analyze the higher headquarters order.
  - b. Perform initial intelligence preparation of the battlefield (IPB) for the recruiting area.
  - c. Determine specified, implied, and essential tasks.
  - d. Review available assets.
  - e. Determine constraints.
  - f. Identify critical facts and assumptions.
  - g. Conduct risk assessment.
  - h. Determine initial Commander's Critical Information Requirement (CCIR) and Essential Elements of Friendly Information (EEFI).
  - i. Update operational timelines.

- j. Develop initial mission statement.
  - k. Provide commander a mission analysis briefing.
  - l. Publish the mission statement.
  - m. Develop and finalize the commander's intent.
  - n. Issue the commander's guidance to all parties.
  - o. Direct the issuance of a warning order.
  - p. Review facts and assumptions.
2. Conduct staff operations.
- a. List all mission requirements.
  - b. Establish priorities for the staff.
  - c. Review staff estimates.
  - d. Develop courses of action (COA).
  - e. Analyze and compare COAs.
  - f. Provide recommended COAs to the commander.
  - g. Disseminate COA decision to all necessary and required parties.
  - h. Manage execution efforts.
  - i. Conduct AAR and assessments as necessary.
3. Consolidate and synchronize battalion staff functions, timelines, and operations.
- a. Produce synch matrix.
  - b. Allocate resources. (manpower, equipment, funds).
  - c. Develop operational timelines and support documents. (training calendar).
  - d. Control interaction with lateral/external commands and higher headquarters  
Issue orders production.

- e. Disseminate policies, plans and decisions of the Battalion Commander and staff.
- f. Manage execution efforts.
- g. Control use of resources under your authority.
- h. Conduct AAR and assessments as necessary.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Coordinated mission analysis.	_____	_____
2 Conducted staff operations.	_____	_____
3 Consolidated and synchronized battalion staff functions, timelines, and operations.	_____	_____

**Evaluation Guidance:** Score "GO" if the Soldier correctly performs all performance measures. Score "NO GO" if the Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

ADRP 5-0 The Operations Process

ADRP 6-0 Mission Command

ADRP 7-0 Training Units and Developing Leaders

**Primary**

ADRP 5-0 The Operations Process

**805K-79R-8107**  
**Manage the Battalion Recruiting Standards Program**

**Conditions:**

You are serving as the battalion executive officer (XO) assigned to a recruiting battalion. You have the responsibility for managing the battalion's Recruiting Standards Program (RSP). You have access to Leader Zone (LZ), Report Management Zone (RMZ), and all applicable regulations.

**Standards:**

Manage the Recruiting Standards Program (RSP) in your battalion to ensure the integrity within the recruiting process with 100% accuracy. Ensure that all reporting and investigating procedures are enforced according to unit Standard Operating Procedures (SOP) and current regulations.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have the responsibility for managing the battalion's Recruiting Standards Program (RSP).

**Note:** At Battalion level, the Volume II reports are required monthly with visibility to include the Companies and Stations. At Brigade level, the Volume II reports are required quarterly with visibility to include the Battalions and Companies.

**Performance Steps**

1. Review the Enlistment Standards Functional Area Analysis Package, Volume II, and quality assurance reports (QARs) to identify negative trends and specific issues.

a. Analyze the collection of select pertinent applicant data from LZ and other applicable sources.

b. Disseminate findings to the battalion and company commanders, primary staff, special staff (Master Trainer), and senior guidance counselor (SGC).

c. Communicate identified trends to affected company commanders.

2. Conduct Recruiter Standards Program (RSP) training for appropriate key personnel.

a. Train investigating officers regarding proper investigation techniques.

- b. Brief new Soldiers on recruiting standards.
- 3. Direct the review of all suspected violations of the RSP.
  - a. Review suspected violations with Processing Procedure Review (PPR) and Recruiting Misconduct (RM) investigations.
  - b. Assign investigating officer, as needed.
  - c. Annotate all PPRs on USAREC Form 601-210.30 and RMs on USAREC form 601-210.31.
  - d. Forward completed Report of Investigation (ROI) to BDE for closure.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the Enlistment Standards Functional Area Analysis Package, Volume II, and quality assurance reports (QARs) to identify negative trends and specific issues.	_____	_____
2 Conducted Recruiter Standards Program (RSP) training for appropriate key personnel.	_____	_____
3 Directed the review of all suspected violations of the RSP.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

<p><b>Required</b>          ARMY REG 15-6 Procedures for Investigating Officers and Boards of Officers</p> <p>ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program</p> <p>USAREC REG 27-4 Prohibited and Regulated Activities</p>	<p><b>Primary</b></p> <p>USAREC REG 27-4 Prohibited and Regulated Activities</p>
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**Required**

**Primary**

USAREC REG 27-2 Legal Services  
Support for the U.S. Army Recruiting  
Command

Subject Area 2: Recruiting Operations Officer S-3  
**805K-79R-7419**  
**Establish Operational Plan(s) in a Recruiting Environment**

**Conditions:**

The commander issues guidance on execution of the operation and you are the S-3 in a recruiting staff, using the Military Decision Making Plan (MDMP) to distribute the plan, publish the battle rhythm and track events to support the mission.

**Standards:**

Establish a recruiting operations plan by synchronizing staff and subordinate unit activities, coordinating subordinate support requests, updating staff situational understanding, and accessing operational progress. Ensure all tasks are used in establishing the recruiting operations plan (ROP) using an operations order format or concept of operations (CONOP).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**The command receives an operations plan or warning.

**Note:**21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner (include digital literacy).

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Perform MDMP (Decisive action).
  - a. Initiate MDMP.
  - b. Synchronize the Fusion Cell.
  - c. Participate in the Fusion Cell.
  - d. Draft initial plan for approval.
2. Distribute Operation Plan (Shaping action).



a. Determine Format for plan (5 Paragraph operations order/ Concept of Operations (CONOP)).

b. Establish means of delivery.

c. Validate receipt.

d. Monitor task execution.

e. Receive, track and resolve Request for Information (RFI)s.

3. Publish Organizational Battle Rhythm.

a. Obtain Battle Rhythm from higher echelon.

b. Establish section Battle Rhythm.

c. Consolidate and synch Organizational/ Unit Battle Rhythm.

d. Synch resources and personnel.

e. Update as necessary.

4. Manage Organizational Operational Calendar (Sustaining action).

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Performed MDMP (Decisive action).	_____	_____
2 Distributed Operation Plan (Shaping action).	_____	_____
3 Published Organizational Battle Rhythm.	_____	_____
4 Managed Organizational Operational Calendar (Sustaining action).	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty.

Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References****Required**

ADRP 5-0 The Operations Process

ADRP 6-0 Mission Command

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

FM 6-0 Commander and Staff Organization and Operations

USAREC MANUAL 3-29 Recruiting Brigade and Battalion Operations

USAREC Training Circular 5-03.4 Training and Leader Development

**Primary**

ADRP 5-0 The Operations Process

USAREC MANUAL 3-29 Recruiting Brigade and Battalion Operations

**805K-79R-7420**  
**Employ Waivers or Exception to Policy (ETP) Process**

**Conditions:**

Operations section receives a waiver request or an exception to policy. You have access to the Internet, Electronic Record Management (ERM), Guidance Counselor Resource center (GCRC), and all applicable references.

**Standards:**

Validate waiver /exception to policy records are complete, all entries are correct IAW USAREC Reg 601-210, AR 40-501, and records pass all levels of validation with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Operations section receives a waiver packet or an exception to policy.

**Note:**21st Century Competencies:

Tactical and Technical competence.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving.

**Performance Steps**

1. Process a moral waiver.

a. Access ERM Inbox.

b. Select appropriate record.

c. Select View Packet (record).

(1) QC the record.

(2) Review USAREC Form 601-210.08, Moral Waiver Worksheet for completeness.

(3) Compare USAREC Form 601-210.08 with SF 86 or the electronic national security questionnaire (eNSQ) to ensure all charges are listed.

(4) Initiate quality assurance on USMEPCOM 680-ADP and all source documents, such as birth certificate, SSN card, education credentials, and other needed documents.

(5) Verify completeness of the GCRc enlistment record ensuring all supporting documents are present. Refer to USAREC Reg 601-210 app M.

(6) Confirm level of waiver.

(a) Operations NCO or waivers analyst makes recommendation as Ops 1.

(b) Provide (operations NCO) recommendation as Ops 2.

(c) Provide action officer recommendation as Ops 3 and forward to battalion commander for action.

(7) Schedule applicant for interview (if required) with the battalion commander.

(8) Obtain endorsement for approval/disapproval, if applicable.

(9) Forward to approval authority, if applicable.

2. Process an administrative waiver.

a. Access ERM inbox.

b. Select appropriate record.

c. Select "View Packet" (record).

(1) Conduct QC of record.

(2) Review USAREC Form 601-210.08 for completeness.

(3) Compare USAREC Form 601-210.08 with SF 86 or eNSQ to ensure all charges are listed to record.

(4) Initiate a quality assurance on all source documents such as, birth certificate, SSN card, education credentials, and any other needed documents.

(5) Verify completeness of the GCRc enlistment record ensuring all supporting documents are present.

(6) Confirm level of waiver.

(a) Operations NCO or waivers expert make a recommendation as Ops 1.

- (b) Provide operations NCO recommendation as Ops 2.
  - (c) Provide action officer recommendation as Ops3 and forward to approval authority.
  - (7) Schedule applicant for interview with the battalion commander.
  - (8) Obtain endorsement for approval/disapproval, if applicable.
  - (9) Forward to approval authority, if applicable.
3. Process a medical waiver.
- a. Access ERM inbox.
  - b. Select appropriate record.
  - c. Select "View Packet" (record).
    - (1) Conduct a QC of the record.
    - (2) Provide recommendation and forward to approval authority.
4. Process an exception.
- a. Access ERM.
  - b. Select appropriate record.
  - c. Select "View Packet" (record).
  - d. Verify exception meets regulatory guidance.
  - e. Verify required documents for exception are scanned into GCRc such as, a learner's permit for a driver's license exception. Note: Ensure all exceptions have a MEPCOM 680ADP scanned into the record.
  - f. Exit view record.
  - g. Select "Forward to BDE for Approval".
  - h. Enter your recommendation and any additional comments.
  - i. Select "Finish Task".

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Processed a moral waiver.	_____	_____
2 Processed an administrative waiver.	_____	_____
3 Processed a medical waiver.	_____	_____
4 Processed an exception.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 40-501 Standards of Medical Fitness

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-7412**  
**Manage an Operations Staff Assisted Visit (SAV)**

**Conditions:**

As the S-3 you are tasked with conducting an operational SAV. The visit is scheduled at a prescribed time and date. The S-3 evaluates the companies based on predetermined criteria and items in the Inspector General (IG) inspection checklist.

**Standards:**

Conduct an operations SAV. Provide an on site After Action Review (AAR) to the battalion commander addressing the items on the IG inspection checklist with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received a SAV schedule from the Executive Officer

**Note:**21st Century Competencies:

Teamwork and Collaboration.

Tactical and Technical competence.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving.

**Performance Steps**

1. Provide the USAREC IG checklist to the subordinate unit.
2. Schedule the inspection.
  - a. Coordinate with the subordinate unit to be inspected.
  - b. Coordinate with the staff to conduct the inspection.
3. Coordinate the inspection in accordance with (IAW) the IG inspection checklist.
4. Provide and on site AAR.
5. Provide a written AAR to the commander(s).
6. Conduct follow up as necessary.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Provided the USAREC IG checklist to the subordinate unit.	_____	_____
2 Scheduled the inspection.	_____	_____
3 Coordinated the inspection in accordance with (IAW) the IG inspection checklist.	_____	_____
4 Provided and on site AAR.	_____	_____
5 Provided a written AAR to the commander(s).	_____	_____
6 Conducted follow up as necessary.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ARMY REG 1-201 Army Inspection Policy

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 601-210 Enlistment and Accessions Processing

USAREC REG 1-201 Inspections

USAREC REG 1-201 Inspections



**805K-79R-7414**  
**Manage Officer Candidate Selection (OCS)/ Warrant Officer Candidate Flight Training (WOFT) program.**

**Conditions:**

The Battalion Operations has received an OCS/ WOFT packet from a company and must process, plan, and oversee the battalion OCS/ WOFT selection program.

**Standards:** Manage the Battalion OCS/ WOFT Program in accordance with (IAW) USAREC Regulation 601-210 to ensure each applicant's packet is accurately and timely processed for the next scheduled OCS/WOFT Examination Board with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Battalion operations has received an OCS/WOFT packet.

**Note:**21st Century Competencies:

Adaptability and Initiative.

Teamwork and Collaboration.

Communication and Engagement (oral, written, negotiation).

**Performance Steps**

1. Receive USAREC OCS/WOFT board and packet submission suspense dates.
  - a. Coordinate dates for BN-level OCS/WOFT board based on organizational SOP.
  - b. Identify three commissioned officers (O-3 and above).
    - (1) President for the board must be O-4 and higher.
    - (2) For OCS applicants, one commissioned officer must be from cadet command.
2. Publish guidance to subordinates for OCS/WOFT board participation IAW organizational standard operating procedures (SOP).
3. Monitor submission of complete board packets.
  - a. Receive OCS/WOFT packets from company based on published suspense dates for battalion level board.

- b. Monitor quality control of submitted packets.
  - (1) Determine if eligibility waiver is required.
  - (2) Validate completion of security interview.
- 4. Conduct the battalion OCS/WOFT examining board.
  - a. Ensure completion of UF 601-210.11, board evaluation form, including signature block of board member.
  - b. Inform OCS/WOFT board applicants receiving non-favorable recommendation by two or more board members of a six month wait for resubmission.
  - c. Ensure Battalion Commander or Executive Officer (XO) on orders endorses UF 601-210.12.
- 5. Manage completion of follow up procedures.
  - a. If USAREC retains approval authority, monitor submission of compliant packets for recommended board applicants.
  - b. Ensure the proper notification of applicants following the release of the USAREC board results.
    - (1) Battalion Commander or XO notifies applicant of USAREC decision within 72 hours of the USAREC board results.
    - (2) Monitor the projection of recommended applicants for processing at the Military Entrance Processing Station (MEPS) are within ten days after notification.
  - c. If battalion retains approval authority, monitor the projection of approved applicants for MEPS processing no later than ten working days following signature of UF 601-210.11.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Received USAREC OCS/WOFT board and packet submission suspense dates.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
2 Published guidance to subordinates for OCS/WOFT board participation IAW organizational standard operating procedures (SOP).	_____	_____
3 Monitored submission of complete board packets.	_____	_____
4 Conducted the battalion OCS/WOFT examining board.	_____	_____
5 Managed completion of follow up procedures.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-7418****Coordinate Semi-Annual Reserve and Recruiting Partnership Counsel (R2PC)****Conditions:**

As a member of the operations section you are required to coordinate a R2PC as directed. You are given access to the Recruiting Commissioned Officer Foundation Standards Manual, data on each troop program unit (TPU) assigned to the battalion, general office supplies, and a point of contact list.

**Standards:**

Coordinate a semi-annual R2PC that identifies potential council members, establishes the agenda, record minutes and provide R2PC after action reviews (AARs) to brigade no later than 10 business days after the R2PC.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Coordinate a semi annual R2PC.

**Note:** 21st Century Competencies:

Teamwork and Collaboration.

Tactical and technical competence.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving.

**Performance Steps**

1. Coordinate Council dates and location based on USAREC and commander guidance.
  - a. Ensure inclusion of R2PC dates on the battalion calendar.
  - b. Submit R2PC dates to higher headquarters in accordance with published guidance.
2. Inform R2PC council members of time, date and location of meeting.
  - a. Consolidate contact information for appropriate TPUs and accessions partners.
  - b. Use all available methods of communication to contact/invite council members.
  - c. Publish invitation from commander for R2PC no later than 90 days prior to the event.

3. Coordinate participation from other accessions partners in supported area of operations.
4. Develop R2PC format and event agenda.
  - a. Gather input from TPUs for specific training requests.
  - b. Review previously solicited agenda items and event AARs to identify potential topics.
  - c. Include discussion on USAREC directed topics, to include but not limited to: organization area of operations, assigned mission and mission accomplishments, TPU unit recruiting plan, and Active Duty for Operational Support (ADOS) and other initiatives.
5. Conduct R2PC.
  - a. Ensure minutes of discussion are taken and published to attendees.
  - b. Conduct AAR's with attendees.
6. Provide AAR to higher headquarters no later than 10 business days after event.
7. Maintain sign in roster and AAR for at least two years following the event.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Coordinated Council dates and location based on USAREC and commander guidance.	_____	_____
2 Informed R2PC council members of time, date and location of meeting.	_____	_____
3 Coordinated participation from other accessions partners in supported area of operations.	_____	_____
4 Developed R2PC format and event agenda.	_____	_____
5 Conducted R2PC.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
6 Provided AAR to higher headquarters no later than 10 business days after event.	_____	_____
7 Maintained sign in roster and AAR for at least two years following the event.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 601-2 Army Recruiting Support Programs

**Primary**

ARMY REG 601-2 Army Recruiting Support Programs

**805K-79R-7423**  
**Manage Organizational Training**

**Conditions:**

You are an S-3 Officer at a recruiting battalion (BN) or brigade (BDE) level unit, assigned to manage the unit's organizational training. You are provided a computer with access to Digital Training Management System (DTMS), Advanced Training Program (ATP), and USAREC/ BDE SOPs.

**Standards:**

Manage organizational training by validating reports in DTMS to ensure all information in the database is complete IAW FM 6-0, UR 601-210 and Unit SOPs with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Receive training guidance from higher echelon.

**Note:**21st Century Soldier Competencies:

Adaptability an initiative.

Lifelong learner.

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Tactical and technical competence (full spectrum capable).

**Performance Steps**

1. Support the Organization Inspection Program (OIP).
  - a. Receive guidance from the Program Coordinator on subordinate units to be inspected.
  - b. Coordinate inspection dates and supporting events (in brief, out brief).
  - c. Appoint members of the S-3 to conduct the inspections of applicable items.
  - d. Conduct follow up actions as directed.
  - e. Schedule Staff Assistance Visits (SAV) as requested.
2. Monitor Unit Training Plan.

- a. Provide Higher Headquarters guidance to determine training requirements.
- b. Identify the requirements for training  
NOTE: USAREC does not have a published Mission Essential Task List (METL).
- c. Develop courses of action (COA)'s for the unit training plan.
- d. Compare the COA's, and seek approval from the Commander.
- e. Publish the Unit Training Plan.
- f. Monitor Master Trainers for compliance with AR 350-1 and UR 350-1 requirements while executing the training plan.
- g. Recommend changes for mandatory training events as guidance is revised or further developed by higher headquarters.
- h. Manage development of training classes.
- i. Coordinate resources for larger events that require TDY or off-site locations  
Notes: This includes Annual Training Conferences (ATC's), Station Commander Quarterly Leadership Developments (CLQLD's), Company Quarterly Training Briefs (CQTB's), and Staff Rides.
- j. Review subordinate unit's training schedules.
- k. Monitor the Professional Military Educational Program; monitor Order of Merit List.
- l. Monitor Certification Programs  
Notes: This includes the Advanced Training Program (ATP), Station Commander Certification, Guidance Counselor/Operations NCO Certification, the Senior Master Trainer/Master Trainer Certification, and the First Sergeant Certification, and the Assistant Station Commander Program.

3. Ensure completion of semi-annual inspection of the Military Entrance Processing Station (MEPS) Guidance Counselor (GC) Office.

4. Review erroneous enlistment and liaison reports to provide preventative and corrective training for Guidance Counselors.

#### **Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the



CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Supported the Organization Inspection Program (OIP).	_____	_____
2 Monitored Unit Training Plan.	_____	_____
3 Ensured completion of semi-annual inspection of the MEPS GC Office.	_____	_____
4 Reviewed erroneous enlistment and liaison reports to provide preventative and corrective training for Guidance Counselors.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 350-1 Army Training and Leader Development

**Primary**

ARMY REG 350-1 Army Training and Leader Development

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

## 805K-79R-7410 Produce Operational Order

**Conditions:**

As the S-3, your organization receives an operations plan, an operations order, fragmentary order from higher headquarters, or receives directive from their commander to accomplish a mission organic to the organization. You have all appropriate regulations and SOPs available.

**Standards:** Develop and publish your organization's order based on FM 6-0 and organization Standard Operation Procedures (SOPs) with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Receives an operations plan.

**Note:** 21st Century Competencies:

Adaptability and initiative.

Teamwork and Collaboration.

Communication and engagement (oral, written, negotiation).

Critical thinking and problem solving skills.

Tactical and technical competence.

**Performance Steps**

1. Receive an order from higher command or directive from commander and initiate mission analysis.

a. Notify fusion cell and other appropriate staff members to initiate analysis.

b. Use mission variables in combination with operational variables to refine understanding of the situation and to visualize, describe, and direct operations.

2. Develop your unit's mission from the higher headquarter's operations order (OPORD).

a. Extract the mission and intent of immediate higher commander and commander two levels up.

b. Determine your unit's specified, essential, and implied tasks from the OPORD.

c. Receive commander's intent.

- d. Identify constraints and/or limitations.
- 3. Issue warning order (WARNO) as required.
- 4. Develop the plan.
  - a. Coordinate with commander, fusion cell members, and other appropriate staff sections to identify methods and resources needed to accomplish desired end state.
  - b. Use appropriate decision making processes to determine executable method to accomplish the desired end state.
  - c. Draft initial mission statement, concept of operation, and end state.
- 5. Draft OPORD using 5 paragraph format and all appropriate regulations and guidance.
- 6. Receive final approval from commander on OPORD including intent, mission statement, concept of operation, and end state.
- 7. Publish operations order through appropriate methods.
- 8. Validate receipt from subordinate commanders.
- 9. Assess performance and completion of mission.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Received an order from higher command or directive from commander and initiate mission analysis.	_____	_____
2 Developed your unit's mission from the higher headquarter's operations order (OPORD).	_____	_____
3 Issued warning order (WARNO) as required.	_____	_____
4 Developed the plan.	_____	_____
5 Drafted OPORD using 5 paragraph format and all appropriate	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
regulations and guidance.		
6 Received final approval from commander on OPORD including intent, mission statement, concept of operation, and end state.	_____	_____
7 Published operations order through appropriate methods.	_____	_____
8 Validated receipt from subordinate commanders.	_____	_____
9 Assessed performance and completion of mission.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 3-0 Operations

ADP 5-0 The Operations Process

ADP 6-0 Mission Command

ADRP 6-0 Mission Command

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

FM 6-0 Commander and Staff Organization and Operations

FM 6-0 Commander and Staff Organization and Operations

**805K-79R-7422**  
**Implement the Recruiting Standards Program**

**Conditions:**

As an S-3/Operations Sergeant Major/ Operations NCOIC, you maintain awareness to prevent violations of the USAREC Recruiting Standards Program (RSP) reported through your guidance counselors and operations staff. You have access to all applicable regulations.

**Standards:**

Support RSP in your organization to ensure the integrity within the recruiting process with 100% accuracy. Ensure that all reporting and investigating procedures are enforced according to unit Standard Operating Procedures (SOP) and current regulations.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**As an Operations officer, Sergeant Major, or NCOIC, you are tasked with maintaining awareness and supporting the RSP in accordance with USAREC regulations.

**Note:**21st Century Competencies:

Teamwork and Collaboration.

Tactical and Technical competence.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving skills.

**Performance Steps**

1. Validate training of appropriate personnel on RSP.
  - a. Identify staff and organizational personnel that require current RSP training.
  - b. Coordinate for RSP training with organizational RSP manager.
2. Enforce organizational Standard Operating Procedures (SOP)for reporting and investigating RSP violations.
3. Support volume II analysis in accordance with SOP.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Validated training of appropriate personnel on RSP.	_____	_____
2 Enforced organizational Standard Operating Procedures (SOP)for reporting and investigating RSP violations.	_____	_____
3 Supported volume II analysis in accordance with SOP.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

### **805K-79R-7413**

#### **Perform a Semi-Annual Guidance Counselor Office Inspection.**

##### **Conditions:**

You are tasked to conduct a semi-annual inspection of the Guidance Counselor office. The visit is scheduled at a prescribed time and date. The operations section evaluates the guidance counselor offices based on predetermined criteria contained in USAREC form 601-210.05.

##### **Standards:**

Perform a battalion guidance counselor inspection ensuring guidance counselors are following regulatory guidance. Ensure deficiencies are identified and USAREC form 601-210.05 is filled out with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You are tasked to conduct a semi-annual inspection.

**Note:** 21st Century Competencies:

Tactical and Technical competency.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving.

##### **Performance Steps**

1. Select Guidance Counselor office to inspect (if more than one).
  - a. Download USAREC form 601-210.05 Guidance Counselor Shop Inspection Checklist.
  - b. Notify Senior Guidance Counselor of date/time group for inspection.
2. Review USAREC Regulation 601-210 to understand procedures and guideline items in checklist.
3. Conduct inspection in accordance with (IAW) USAREC form 601-210.05.
4. Provide findings through after action review (AAR) and back brief.

##### **Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Selected Guidance Counselor office to inspect (if more than one).	_____	_____
2 Reviewed USAREC Regulation 601-210 to understand procedures and guideline items in checklist.	_____	_____
3 Conducted inspection in accordance with (IAW) USAREC form 601-210.05.	_____	_____
4 Provided findings through after action review (AAR) and back brief.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 1-201 Army Inspection Policy

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

TRADOC Suppl to ARMY REG 1-201  
Army Inspection Program

USAREC REG 601-210 Enlistment and  
Accessions Processing



**805K-79R-7417**  
**Update a School Profile Evaluation.**

**Conditions:**

The battalion Education Service Specialist (ESS) is unavailable due to geographic dispersion. The battalion S-3 is tasked with updating the school profile and/or conducting a site visit in support of the battalion ESS.

**Standards:**

Conduct site visit and submit completed USAREC form 601-210.40 (v2) with 100% accuracy to the appropriate authority. This will be updated in the Headquarters Support System/Force Structure , Address, Zip code Realignment (FAZR).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**The battalion ESS or another entity requests that a site visit be completed for a school that is geographically dispersed from the battalion ESS.

**Note:**21st Century Competencies:

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving.

Tactical and technical competence.

**Performance Steps**

1. Identify school to be updated.
2. Conduct internet research.
3. Validate school is within battalion's area of responsibility.
4. Call school to verify type of education programs offered.
5. Determine if an on-site physical visit is required.
6. Complete USAREC form 601-210.40 (v2).
7. Submit to battalion commander if coded "L".
8. Submit to competent authority to update HSS/FAZR.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Identified school to be updated.	_____	_____
2 Conducted internet research.	_____	_____
3 Validated school is within battalion's area of responsibility.	_____	_____
4 Called school to verify type of education programs offered.	_____	_____
5 Determined if an on-site physical visit is required.	_____	_____
6 Completed USAREC form 601-210.40 (v2).	_____	_____
7 Submitted to battalion commander if coded "L".	_____	_____
8 Submitted to competent authority to update HSS/FAZR.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-7415**  
**Evaluate an Applicant's Education**

**Conditions:**

As a Recruiting Battalion Executive Officer or S-3 Officer in the absence of the Battalion Education Service Specialist (ESS), an applicant needs their education credentials evaluated

**Standards:**

Complete the education evaluation worksheet to determine their tier/department of defence (DoD) education code with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** A subordinate entity requests an applicant's education credentials be evaluated.

**Note:** 21st Century Competencies:

Communication and Engagement (oral, written, negotiation).

Critical Thinking and Problem Solving.

Tactical and Technical Competence.

**Performance Steps**

1. Ensure related source documents are uploaded to Guidance Counselor Resource center (GCRc).
  - a. Official transcripts from each school, 9-12th grade.
  - b. Diploma or official transcript showing graduation date from the school issuing the diploma.
2. Utilize UR 601-210 to review the applicant's education credentials to determine tier/DoD education code.
3. Submit all USAREC from 601-210.41 to the Brigade ESS if anyone from the battalion chain of command questions the evaluation for validation prior to processing.
4. Maintain USAREC form 601-210.41 on file for three years.
5. Submit an exception to policy (ETP) to Enlistment Eligibility Processing Division (EPPD) via workflow if any supporting documents are missing.

6. Re-evaluate the applicant's credentials after they graduate from the diploma producing agency.

7. Complete USAREC form 601-210.41, block IV prior to DEP-out.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Ensured related source documents are uploaded to Guidance Counselor Resource center (GCRc).	_____	_____
2 Utilized UR 601-210 to review the applicant's education credentials to determine tier/DoD education code.	_____	_____
3 Submitted all USAREC from 601-210.41 to the Brigade ESS if anyone from the battalion chain of command questions the evaluation for validation prior to processing.	_____	_____
4 Maintained USAREC form 601-210.41 on file for three years.	_____	_____
5 Submitted an exception to policy (ETP) to Enlistment Eligibility Processing Division (EPPD) via workflow if any supporting documents are missing.	_____	_____
6 Re-evaluated the applicant's credentials after they graduate from the diploma producing agency.	_____	_____
7 Completed USAREC form 601-210.41, block IV prior to DEP-out.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-7409**  
**Conduct Suitability Match Interview Procedures**

**Conditions:**

As BN Operations Officer, Operations SGM, or NCOIC (E-8 or above), you receive notification of discrepancies between an applicant's SF 86 and the Record of Arrest and Prosecution (RAP) sheet.

**Standards:**

Perform interview procedures and complete a Memorandum for Record (MFR) following match identification by the Applicant Background Screening Manager (ABSM). Ensure task is completed within 7 days following notification of discrepancies with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive notification of discrepancies between an applicant's SF 86 and the RAP Sheet.

**Note:** 21st Century Competencies:

Teamwork and Collaboration.

Communication and Engagement (oral, written, negotiation).

Critical thinking and problem solving skills.

**Performance Steps**

1. Conduct interview of identified Future Soldier (FS) within 7 days of notification.
  - a. Navigate Guidance Counselor Resource center (GCRC) to identify methods to contact FS.
  - b. Make all attempts to contact and speak with FS.
  - c. Determine if FS intentionally concealed information that resulted in ABS match and any involvement of Recruiting Personnel.
  - d. If FS makes allegation that recruiting personnel was involved in concealing information, report Processing Procedure Review (PPR)/ Recruiter Misconduct (RM) to organizational Recruiting Standards Program (RSP) manager.
  - e. Verify FS responses to required questions based on match results, if necessary based on Issue Code.

2. Complete Memorandum for Record (MFR) detailing interview result.  
 Notes: MFR includes, but is not limited to whether the discrepancy was intentional and/or if involvement by recruiting personnel occurred.

- a. Annotate answers to all required questions on MFR.
- b. Ensure MFR is uploaded into the applicant’s record.

3. Notify appropriate personnel of interview results.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted interview of identified FS within 7 days of notification.	_____	_____
2 Completed Memorandum for Record (MFR) detailing interview result. Notes: MFR includes, but is not limited to whether the discrepancy was intentional and/or if involvement by recruiting personnel occurred.	_____	_____
3 Notified appropriate personnel of interview results.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-7411**

**Conduct Fusion Cell Using Military Decision Making Process (MDMP)**

**Conditions:**

Serving on a recruiting battalion or higher staff in a recruiting environment, given a Warning Order (WARNO), Operations Order (OPORD), Operations Plan from higher headquarters, or request for community/school engagement that supports recruiting activities.

**Standards:**

Apply the MDMP in a recruiting battalion or brigade fusion cell in the correct sequence. This will allow you to direct and support recruiting operations.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received WARNO, OPORD, or operations plan that changes the situation, or operating environment.

**Note:**21st Century Competencies:

Adaptability and Initiative.

Teamwork and Collaboration.

Communication and Engagement.

Critical thinking and Problem solving.

**Performance Steps**

1. Initiate the MDMP upon receipt or request of recruiting operation.
  - a. Alert fusion cell and other key participants.
  - b. Gather the tools.
    - (1) Appropriate publications.
    - (2) All documents related to the mission.
    - (3) Standard Operating Procedures (SOP).
    - (4) Running estimates (Mission Accomplishment Plan (MAP), tasks, and calendar.

- 
- c. Update running estimates (status or resources, market dynamics, civil considerations).
  - d. Conduct initial assessment of time and resources available to plan, prepare, and begin execution.
  - e. Validate commander's guidance for operation.
  - f. Issue the WARNO to appropriate agencies.
2. Conduct mission analysis and issue WARNO.
    - a. Analyze directed or requested requirements.
    - b. Perform analysis of recruiting and market environments.
    - c. Determine specified, implied, and essential tasks.
    - d. Review available assets organic to organization and accessible through Total Army Involvement in Recruiting (TAIR) partners to identify resources and shortfalls.
    - e. Determine constraints utilize Strength, Weakness, Opportunity, and Threat (SWOT) analysis and Staff Judge Advocate (SJA).
    - f. Identify critical facts and develop assumptions.
    - g. Begin risk management.
    - h. Develop Command Critical Information Requirements (CCIR).
    - i. Nest directed themes and messages directed by USAREC.
    - j. Develop proposed problem statement.
    - k. Receive course of action (COA) evaluation criteria.
    - l. Issue WARNO.
3. Develop COA.
    - a. Assess capabilities of appropriate recruiting subordinates.
    - b. Generate options that support directed or requested activity.
    - c. Develop a broad concept.



- d. Develop task organization chart.
  - e. Conduct COA briefing.
  - f. Continue analysis of selected or modified COA.
4. Analyze COA.
- a. Notify fusion cell and other necessary participants.
  - b. Gather tools.
  - c. List assumptions.
  - d. List known critical events and decision points.
  - e. Develop Political, Military, Economic, Social, Information, Infrastructure, Influences, physical environment, and time (PMESII-PT) and Area, Structures, Capabilities, Organizations, People, and Events (ASCOPE) pivot table.
  - f. Compare advantages/disadvantages of each COA.
  - g. Conduct COA decision briefing if directed.
5. Receive COA approval from commander.
- a. Issue final planning guidance.
    - (1) Refine commander's intent (if necessary).
    - (2) New CCIR's to support execution.
  - b. Issue a WARNO to appropriate subordinate organizations.
6. Perform plans production, dissemination, and transition.
- a. Prepare the order or plan by turning the selected COA into a clear, concise concept of operations.
    - (1) COA statement becomes the concept of operations for the plan.
    - (2) Update assumptions.
    - (3) Prepare final timeline for the operation.
  - b. Staff writes the OPORD or operations plan.

- c. Commanders review and approve orders or plan.
- d. Staff reproduces and disseminates the approved orders or plan.
- e. Subordinates understand the plan or order.
  - (1) Subordinates acknowledge receipt of the higher order.
  - (2) Commander and staff conduct confirmation briefings with subordinates.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Initiated the MDMP upon receipt or request of recruiting operation.	_____	_____
2 Conducted mission analysis and issue WARNO.	_____	_____
3 Developed COA.	_____	_____
4 Analyzed COA.	_____	_____
5 Received COA approval from commander.	_____	_____
6 Performed plans production, dissemination, and transition.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 3-0 Operations

ADP 5-0 The Operations Process

ADP 6-0 Mission Command

ADRP 5-0 The Operations Process

**Required**

ADRP 6-0 Mission Command

**Primary**

ADRP 6-0 Mission Command

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**805K-79R-7416**  
**Manage the Unit Calendar**

**Conditions:**

As the S-3, you are tasked with ensuring that all unit events and tasks are tracked in a consolidated format and location. You have access to Microsoft Outlook, SharePoint, and subordinate unit synch matrixes.

**Standards:**

Manage a unit calendar that consolidates all events in one calendar, allows situational awareness for staff and leadership at all levels, and synchronize events at all levels with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You are required to manage a unit calendar.

**Note:** 21st Century Competencies:

Teamwork and Collaboration.

Adaptability and Initiative.

Communication and Engagement (oral, written, negotiation).

Critical thinking and Problem solving skills.

**Performance Steps**

1. Establish format for a unit calendar.
  - a. Synchronize with higher headquarters calendars.
  - b. Receive guidance from higher headquarters.
2. Set permissions for write/contribute or read-only access.
  - a. Elect certain staff members for write/contribute access to add events.
  - b. Coordinate with S-6/Information Management Office (IMO) to set permissions for individuals.
3. Designate all staff and subordinate unit events that should be input into the calendar.
4. Determine categories or color code assignment for calendar.

- a. Assign categories or color codes for different events.
  - b. Ensure color coding is captured as Standard Operating Procedures (SOP) for situational awareness.
5. Add events to calendar.
    - a. Verify recruiting station identification (RSID) for event.
    - b. Verify location and resources.
    - c. Verify dates.
    - d. Mitigate scheduling conflicts between company , battalion, and brigade.
    - e. Verify color coding assignment is correct.
  6. Upload calendar through Outlook or SharePoint.
  7. Disseminate location of calendar to leadership.
  8. Update calendar as needed.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Established format for a unit calendar.	_____	_____
2 Set permissions for write/contribute or read-only access.	_____	_____
3 Designated all staff and subordinate unit events that should be input into the calendar.	_____	_____
4 Determined categories or color code assignment for calendar.	_____	_____
5 Added events to calendar.	_____	_____
6 Uploaded calendar through Outlook or SharePoint.	_____	_____
7 Disseminated location of calendar to leadership.	_____	_____

**Performance Measures**

**GO**

**NO  
GO**

8 Updated calendar as needed.

\_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ARMY REG 350-1 Army Training and Leader Development

FM 6-0 Commander and Staff Organization and Operations

FM 6-0 Commander and Staff Organization and Operations

USAREC MANUAL 3-0 Recruiting Operations

Subject Area 3: Operation SGM  
**805K-79R-7430**  
**Analyze the Mission Accomplishment Plan (MAP)**

**Conditions:** In a recruiting battalion, given a mission accomplishment plan, you need to analyze the MAP to identify effectiveness, efficiency, and training indicators in order to ensure the battalion is on the right path for mission accomplishment. You have access to a recruiter workstation, the MAP, and all applicable references.

**Standards:** Analyze the MAP to identify training indicators in the unit's enlistment process with 100% accuracy in accordance with (IAW) USAREC TC 5-03.1.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Need to analyze the MAP to identify effectiveness, efficiency, and training indicators.

**Note:** None

**Performance Steps**

1. Review the USAREC MAP benchmarks set forth IAW USAREC Training Circular 5-03.1.
2. Access the MAP in Integrated Knowledge Resource Online for me (IKROme).
3. Pull the respective recruiting Phase Line (PL) MAPs for both Active Duty and Reserve.
4. Divide the total appointments made by the total appointments required to determine if the 100% benchmark was met.
5. Divide the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.
6. Divide the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.
7. Divide the total amount of test passed Grad Senior Alpha (GSA) by the total amount of tested to determine if the 50% test passed benchmark was met.

8. Divide the total amount of applicants projected to the Military Entrance Processing Station (MEPS) floor by the total amount of testers that passed to determine if the 83% floor benchmark was met.

9. Divide the total amount of applicants enlisted by the total amount of applicants projected to determine if the 90% contract benchmark was met.

10. Determine if there are training indicators at each benchmark IAW the Recruiting Funnel Troubleshooting Guide in USAREC TC 5-03.1, Chapter 11.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the USAREC MAP benchmarks set forth IAW USAREC Training Circular 5-03.1.	_____	_____
2 Accessed the MAP in Integrated Knowledge Resource Online for me (IKROme).	_____	_____
3 Pulled the respective recruiting Phase Line (PL) MAPs for both Active Duty and Reserve.	_____	_____
4 Divided the total appointments made by the total appointments required to determine if the 100% benchmark was met.	_____	_____
5 Divided the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.	_____	_____
6 Divided the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.	_____	_____
7 Divided the total amount of test passed Grad Senior Alpha (GSA) by the total amount of tested to determine if the 50% test passed benchmark was met.	_____	_____
8 Divided the total amount of applicants projected to the Military Entrance Processing Station (MEPS) floor by the total amount of testers that passed to determine if the 83% floor benchmark was met.	_____	_____



**Performance Measures**

**GO**

**NO  
GO**

- |    |   |       |       |
|----|---|-------|-------|
| 9  | Divided the total amount of applicants enlisted by the total amount of applicants projected to determine if the 90% contract benchmark was met. | _____ | _____ |
| 10 | Determined if there are training indicators at each benchmark IAW the Recruiting Funnel Troubleshooting Guide in USAREC TC 5-03.1, Chapter 11.  | _____ | _____ |

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

**Primary**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

USAREC Training Circular 5-03.4 Training  
and Leader Development

## **805K-79R-7431**

### **Conduct an In-Progress Review**

**Conditions:** In a recruiting battalion, assigned as an Operations SGM, you must conduct an In-Progress Review (IPR) with subordinate units in order to ensure they are on the right path for mission accomplishment. You have access to Leader Zone (LZ), Recruiter Work Station (RWS), Mission Accomplishment Plan (MAP), and subordinate Recruiting Operations Plan (ROP).

**Standards:** Conduct an IPR in accordance with USAREC Manual 3-30 and USAREC TC 5-01; access recruiting operations, evaluate unit performance and redirect operations in accordance with command guidance and mission requirements.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Conduct an In-Progress Review (IPR) with subordinate units in order to ensure they are on the right path for mission accomplishment.

**Note:** None

#### **Performance Steps**

1. Prepare for the IPR.
  - a. Establish a time and place for the IPR.
  - b. Use Leader Zone, ROP, MAP and other available resources to review data.
    - (1) Appointment Manager.
    - (2) Military Entrance Processing Station (MEPS) processing list.
    - (3) Applicant Processing List (APL) (operational analysis).
    - (4) Tested not enlisted (TNE) report (Production Planner).
    - (5) Electronic Planning Guide (Bn-level).
    - (6) Current USAREC Messages and command guidance.
    - (7) Future Soldier Log.

2. Determine any personnel issues affecting the team/mission on the following:
  - a. Soldier issues (personal or professional).
  - b. Available recruiting force vs. Required Recruiting Force (RRF).
  - c. Soldiers scheduled for school (functional courses / NCOPDS).
3. Assess current mission posture utilizing available systems and reports.
  - a. Determine the unit's year-to-date (YTD) mission.
  - b. Determine achievements and remaining requirements (Phase Line (PL) and YTD).
  - c. Determine Future Soldier status in order to identify losses that might affect mission accomplishment.
4. Review Projections.
  - a. Evaluate whether projections are sufficient to achieve the weekly MAP requirements utilizing available systems and reports.
  - b. Validate projections and visualize whether projections will meet mission requirements.
  - c. Utilize MEPS Processing List to review all projection types.
5. Review Processing.
  - a. Utilize available systems to determine how many applicants are scheduled to test, physical or "other" process for the next five processing days.
  - b. Evaluate whether processing meets or exceeds the Test, Test Pass, Floor, and Contract requirements from the MAP.
  - c. Review MET/TNE (Mental Evaluation Test/Tested Not Enlisted) Log to sort applicants that are test qualified to identify them for further processing if Floor and enlistment processing is insufficient to achieve weekly MAP requirements.
  - d. Review the status of waivers/exceptions as applicable.
  - e. Review each unit's test pass achievement to determine whether a sufficient number of applicants are passing the test with a 50 or higher AFQT (Benchmark is 50% of all testers as a minimum).

- f. Review the Operational Analysis Report.
- 6. Evaluate Prospecting.
  - a. Assess the unit’s AM achievements against the weekly MAP requirements.
  - b. Review ROP.
  - c. Review each unit’s prospecting plan to determine whether prospecting efforts will achieve the weekly AM requirements by category.
  - d. Utilize the unit’s ROP in conjunction with Prospecting Guidance, including station commander and company leadership team comments, to determine if the prospecting efforts will meet or exceed the daily and weekly MAP requirements.
- 7. Review Future Soldier Training Program.
- 8. Redirect operations as needed.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Prepared for the IPR.	_____	_____
2 Determined any personnel issues affecting the team/mission on the following:	_____	_____
3 Assessed current mission posture utilizing available systems and reports.	_____	_____
4 Reviewed Projections.	_____	_____
5 Reviewed Processing.	_____	_____
6 Evaluated Prospecting.	_____	_____
7 Reviewed Future Soldier Training Program.	_____	_____
8 Redirected operations as needed.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3-29 Recruiting  
Brigade and Battalion Operations

USAREC MANUAL 3-30 Recruiting  
Company Operations

USAREC MANUAL 3-31 Recruiting Station  
Operations

USAREC Training Circular 5-01 Mission  
Command

USAREC Training Circular 5-01 Mission  
Command

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

USAREC Training Circular 5-03.5 Leading  
Future Soldiers

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**805K-79R-7432**  
**Validate the Mission Accomplishment Plan (MAP)**

**Conditions:** In a recruiting battalion, assigned as an Operations SGM, you just received a newly constructed MAP. You need to validate the MAP to set conditions for successful recruiting operations. You have access to a recruiter workstation, the MAP, and all applicable regulations.

**Standards:** Validate the Regular Army / Army Reserve MAP's are built on the system prior to T-2 of the upcoming phase line with 100% accuracy in accordance with USAREC TC 5-03.1, chapter 10.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Validate a newly constructed MAP to set conditions for successful recruiting operations.

**Note:** None

**Performance Steps**

1. Utilize RMZ (Mission Command tab: Map Creation report) to verify the MAP is built for the respective Phase Line (PL).
2. Access the MAP in the Integrated Knowledge Resource Online for Me (IKROme) tab in My Apps.
3. Pull the respective recruiting PL MAPs for both Active Duty and Reserve.
4. Validate available recruiting force.
5. Validate the total mission, including Future Soldier losses.
6. Analyze the prospecting dates and percentages.
7. Validate the prospecting dates and percentages align with mission requirements.
8. Analyze the processing dates and percentages.
9. Validate the processing dates and percentages align with mission requirements.
10. Validate conversion data IAW unit SOP.

11. Validate contract placement with weekly processing percentages.

### Evaluation Preparation:

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

Performance Measures	GO	NO GO
1 Utilized RMZ (Mission Command tab: Map Creation report) to verify the MAP is built for the respective Phase Line (PL).	_____	_____
2 Accessed the MAP in the Integrated Knowledge Resource Online for Me (IKROme) tab in My Apps.	_____	_____
3 Pulled the respective recruiting PL MAPs for both Active Duty and Reserve.	_____	_____
4 Validated available recruiting force.	_____	_____
5 Validated the total mission, including Future Soldier losses.	_____	_____
6 Analyzed the prospecting dates and percentages.	_____	_____
7 Validated the prospecting dates and percentages align with mission requirements.	_____	_____
8 Analyzed the processing dates and percentages.	_____	_____
9 Validated the processing dates and percentages align with mission requirements.	_____	_____
10 Validated conversion data IAW unit SOP.	_____	_____
11 Validated contract placement with weekly processing percentages.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

### References

**Required**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

USAREC Training Circular 5-03.4 Training  
and Leader Development

**Primary**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis



**805K-79R-7433**  
**Verify an Order of Merit List (OML)**

**Conditions:** In a recruiting battalion as an Operations SGM, you have just received an order of merit list. You are responsible to verify the list to ensure that Soldiers are eligible to attend Professional Military Education (PME) courses. You have access to command guidance and all applicable reference material.

**Standards:** Verify an OML by ensuring the Senior Master Trainer (SMT) manages an accurate OML to 100% accuracy in accordance with USAREC Regulation 350-1.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Verify the OML to ensure Soldiers are eligible to attend PME courses.

**Note:** None

**Performance Steps**

1. Verify the SMT has identified Soldiers who are required to attend PME courses and has the Soldiers on the Order of Merit List (OML).
2. Verify Schools NCO is monitoring ATRRS and communicating with all echelons.
3. Verify the Soldiers scheduled for PME are academically and physically qualified.
4. Verify the chain of command, support staff, and Soldier are notified of scheduling, cancellations, deferments, or other discrepancies.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Verified the SMT has identified Soldiers who are required to attend PME courses and has the Soldiers on the Order of Merit List (OML).	_____	_____
2 Verified Schools NCO is monitoring ATRRS and communicating	_____	_____

**Performance Measures****GO****NO  
GO**

with all echelons.

3 Verified the Soldiers scheduled for PME are academically and physically qualified.

\_\_\_\_\_

\_\_\_\_\_

4 Verified the chain of command, support staff, and Soldier are notified of scheduling, cancellations, deferments, or other discrepancies.

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References****Required**

USAREC REG 350-1 Training and Leader Development

**Primary**

USAREC REG 350-1 Training and Leader Development

Subject Area 4: Recruiting Company Commander  
**805K-79R-7017**  
**Maintain Personnel Readiness**

**Conditions:** You are a Company Commander assigned to a recruiting company. Given the requirement to perform monthly administrative and personnel action requirements. You have access to a recruiter workstation, monthly personnel reports and AR 600-8.

**Standards:** Perform routine administrative actions with 100% compliance to the performance measures. Utilize all appropriate references and regulations.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon receiving a Soldier action.

**Note:** 21st Century Soldier Competencies

Character and accountability.

Adaptability and initiative.

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

**Performance Steps**

1. Describe Enlisted Personnel Management (EPM).

a. Career Management Fields.

(1) Military Occupational Specialty (MOS) Primary, Secondary, and Additional Skill Identifier (ASI).

(2) Career Branches (Assignment Managers).

b. Assignments.

(1) Needs of the Army-Soldiers preference.

(2) Stabilization Assignments.

c. Career Mapping.

d. Schooling.

- 
- (1) Professional Development.
  - (2) Special Qualification Identifier / Additional Skill Identifier Producing.
2. Identify Enlisted Promotions.
    - a. Semi Centralized enlisted promotion system for promotion to Staff Sergeant (SSG).
    - b. Centralized enlisted promotion system.
      - (1) Identify eligibility criteria for promotion to Sergeant First Class (SFC).
      - (2) Identify eligibility criteria for promotion to Master Sergeant (MSG).
    - c. Required counseling for non-recommended/non-selected Soldiers.
  3. Submit an award recommendation.
    - a. Identify submission requirements for submitting an award.
    - b. Complete a DA Form 638/638-1.
      - (1) Administration data.
      - (2) Narrative.
      - (3) Citation.
      - (4) Approval authority.
    - c. Conduct presentation ceremony.
  4. Conduct performance evaluation.
    - a. Identify the rating chain officials.
      - (1) Rater qualification/responsibility.
      - (2) Senior rater qualification/responsibility.
      - (3) Reviewer qualification/responsibility.
    - b. Counsel subordinates on performance utilizing the Evaluation Entry System (EES).

- c. Evaluate Subordinates Performance utilizing EES.
  - (1) Administration portion.
  - (2) Rater portion.
  - (3) Senior Rater portion.
  - (4) Reviewer portion.
- 5. Submit a request for personnel action (DA Form 4187).
  - a. School.
  - b. Duty Status change.
  - c. Reassignment/special assignment.
  - d. Complete Personnel Identification Data (Section 1).
  - e. Complete Duty Status Change (Section 2).
  - f. Complete Request for Personnel Action (Section 3).
- 6. Complete monthly reporting requirements.
  - a. Unit Personnel Accountability Report AAA-162.
  - b. Suspension of Favorable Personnel Actions Management Report AAA-095.
  - c. Good Conduct Medal Roster AAA-199.
  - d. Unit Commanders Finance Report (UCFR).
- 7. Maintain Soldier Physical Readiness.
  - a. Medical Protection System (MEDPROS).
  - b. Non-deployable.
  - c. Commander's Portal.
- 8. Maintain Soldier Family Programs.
  - a. Family Care Plans.

- b. Married Army Couples Program.
- c. Exceptional Family Member Program.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Described Enlisted Personnel Management (EPM).	_____	_____
2 Identified Enlisted Promotions.	_____	_____
3 Submitted an award recommendation.	_____	_____
4 Conducted performance evaluation.	_____	_____
5 Submitted a request for personnel action (DA Form 4187).	_____	_____
6 Completed monthly reporting requirements.	_____	_____
7 Maintained Soldier Physical Readiness.	_____	_____
8 Maintained Soldier Family Programs.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 600-8 Military Personnel Management

ARMY REG 600-8-19 Enlisted Promotions and Reductions

ARMY REG 600-8-2 Suspension of Favorable Personnel Actions (Flag)

**Primary**

ARMY REG 600-8 Military Personnel Management

**Required**

ARMY REG 600-8-22 Military Awards

ARMY REG 614-200 Enlisted  
Assignments and Utilization Management

DA PAM 600-8 Military Human Resources  
Management Administrative

DA PAM 611-21 Military Occupational  
Classification and Structure

**Primary**

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**805K-79R-7019**  
**Manage the Army Safety Program at the Company Level**

**Conditions:** While serving as a recruiting company commander in your operational environment and given unit Standard Operating Procedure (SOP).

**Standards:** Manage the Army Safety Program at the company level by identifying the Army Safety Program policies, responsibilities and procedures with 100% compliance to AR 385-10.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon assuming command.

**Note:** 21st Century Soldier Competencies

Character and accountability.

Adaptability and initiative.

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Identify the Army Safety Program policies, responsibilities and procedures to help protect and preserve Army personnel and property against accidental loss.

a. Identify the regulatory requirement for the Army Safety Program.

b. Identify the importance of the Army Safety Program.

c. Identify how the Army Safety Program is organized.

d. Locate information on roles and responsibilities of key players in the Army Safety Program.

e. Recognize the principles of the Army Safety Program.

f. Identify the requirements for conducting safety inspections.

2. Determine the requirements for establishing a Unit Safety Program.



- a. Identify the roles and responsibilities of the key players in the unit safety program.
  - b. Identify the legal and administrative options available to the commander to address negative safety behavior and enforcement.
  - c. Identify the key programmatic functions of the unit safety program.
  - d. Identify the resources available for creating a unit safety program.
3. Determine the purpose for accident investigation and reporting.
- a. Identify the regulatory requirement for Army accident reporting.
  - b. Identify what constitutes an army accident.
  - c. Classify an army accident.
  - d. Identify immediate response procedures and associated legal obligations.
  - e. Identify the why, when, and how for accident reporting.
  - f. Identify the why, when, and how for accident investigations.
  - g. Identify causes of accidents using the modern accident causation model.
  - h. Identify the relationship between the accident investigation and other investigations.
4. Identify the Risk Management process used to maintain a steady downward trend in Army losses in accidents and other sources.
- a. Identify the Risk Management process used to maintain a steady downward trend in Army losses in accidents and other sources.
  - b. Identify who has responsibility for Risk Management.
  - c. Identify the five steps of the Risk Management process.
  - d. Identify the benefits of Risk Management.
  - e. Apply the Risk Management process in operational planning.
  - f. Identify who has Risk Management approval authority.

- 
- g. Identify the types of information available from RMIS to support the Risk Management process.
  - h. Identify how the Ground Risk Assessment Tool (GRAT) supports the Risk Management process.
  - i. Identify the types of information available from the Hazardous Materials Information Resource System (HMIRS) to support the Risk Management process.
5. Determine workplace safety hazards and controls.
    - a. Identify key types of workplace hazards.
    - b. Identify the hazards that pose the greatest risk in the workplace.
    - c. Identify controls to mitigate the greatest risks.
    - d. Identify key resources for guidance on workplace safety.
  6. Determine transportation safety principles.
    - a. Identify key types of transportation hazards.
    - b. Identify the hazards that pose the greatest risk in transportation.
    - c. Identify controls to mitigate the greatest transportation risks.
    - d. Identify key resources for guidance on transportation safety.
  7. Determine public, family, child and youth, off-duty recreation, and seasonal safety hazards and controls.
    - a. Identify types of off-duty hazards.
    - b. Identify the key hazards that pose the greatest risk off duty.
    - c. Identify controls to mitigate the greatest risks.
    - d. Identify key resources for guidance on off-duty safety.
  8. Recognize additional sources of loss prevention.
    - a. Identify significant loss areas other than combat and accidents and the associated Army policies.

b. Identify preventive strategies and resources that should be put in place for general loss prevention for their units.

c. Identify warning signs that should alert commanders that an individual may be in jeopardy.

d. Identify specific intervention strategies to respond to individual warning signs.

e. Locate additional information and assistance about loss prevention.

9. Communicate the importance of safety.

a. Identify methods for communicating safety.

b. Identify the purpose of conducting safety briefings.

c. Determine areas to address in safety briefings.

d. Employ a model to create a command safety briefing.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Identified the Army Safety Program policies, responsibilities and procedures to help protect and preserve Army personnel and property against accidental loss.	_____	_____
2 Determined the requirements for establishing a Unit Safety Program.	_____	_____
3 Determined the purpose for accident investigation and reporting.	_____	_____
4 Identified the Risk Management process used to maintain a steady downward trend in Army losses in accidents and other sources.	_____	_____
5 Determined workplace safety hazards and controls.	_____	_____
6 Determined transportation safety principles.	_____	_____
7 Determined public, family, child and youth, off-duty recreation,	_____	_____

**Performance Measures**

**GO**      **NO  
GO**

and seasonal safety hazards and controls.

8 Recognized additional sources of loss prevention.

\_\_\_\_\_

9 Communicated the importance of safety.

\_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 385-10 The Army Safety Program

**Primary**

ARMY REG 385-10 The Army Safety Program

ATP 5-19 Risk Management

DA PAM 385-30 Risk Management

**805K-79R-7020**  
**Plan Company Training**

**Conditions:** You are currently at the end of the fiscal year, and you have scheduled a meeting with your 1SG and station commanders to address training indicator and mandatory training requirements. You have access to Report Management Zone (RMZ), and Leader Zone (LZ) reports, applicable regulations, command guidance, and the company calendar.

**Standards:** Develop a company training plan with 100% compliance to USAREC TC 5-03.4.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Issued USAREC Calendar and higher echelon training guidance.

**Note:** 21st Century Soldier Competencies

Character and accountability.  
Adaptability and initiative.  
Teamwork and collaboration.  
Communication and engagement .  
Critical thinking and problem solving.

**Performance Steps**

1. Conduct a training assessment.
  - a. Review the battalion Mission Essential Task List (METL).
  - b. Assess the company METL.
  - c. Receive input from subordinate leaders.
  - d. Review previous after action reviews (AARs), current tactics, techniques, and procedures (TTPs), and trends.
  - e. Identify specified or implied tasks.
2. Review training guidance.
  - a. Review regulatory guidance.

- 
- b. Review USAREC, brigade, and battalion command training guidance.
  - c. Review previous company training guidance.
  - d. Review calendars from higher headquarters.
3. Develop the company training plan.
- a. Conduct a training meeting.
  - b. Incorporate training guidance.
  - c. Align training priorities.
  - d. Allocate training resources.
  - e. Plan discretionary time for short suspense training requirements.
  - f. Develop near term, short range, and long-range training calendars addressing the most critically identified training indicators first.
  - g. Develop training schedules.
    - (1) Use data obtained from the analysis.
    - (2) Consider most appropriate training method for the subject.
- Note: Methods may include Lecture, Small group, Role playing/hands on, Guest speaker/Subject Matter Expert (SME) when appropriate, Teleconference (VTC or TC).
- (3) Consider budgetary constraints.
  - (4) Coordinate training locations.
  - h. De-conflict localized events (via information drawn from subordinates).
  - i. De-conflict MEPCOM operating schedule (via MEPS home page).
4. Obtain commander's approval.
5. Input approved schedule in Defense Training Management System (DTMS).
6. Distribute schedule to Subordinates.

7. Implement company training plan.
  - a. Prepare for training (equipment, resources, doctrine, facilities).
  - b. Certify trainers for the period of instruction.
  - c. Conduct risk management.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted a training assessment.	_____	_____
2 Reviewed training guidance.	_____	_____
3 Developed the company training plan.	_____	_____
4 Obtained commander’s approval.	_____	_____
5 Inputted approved schedule in Defense Training Management System (DTMS).	_____	_____
6 Distributed schedule to Subordinates.	_____	_____
7 Implemented company training plan.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 7-0 Training Units and Developing Leaders

ADRP 7-0 Training Units and Developing Leaders

ARMY REG 350-1 Army Training and

**Required**

**Primary**

Leader Development

USAREC MANUAL 3-0 Recruiting  
Operations

USAREC MANUAL 3-30 Recruiting  
Company Operations

USAREC MANUAL 3-31 Recruiting  
Station Operations

USAREC Training Circular 5-03.4 Training  
and Leader Development

USAREC Training Circular 5-03.4 Training  
and Leader Development



**805K-79R-7024**  
**Manage Company Sponsorship Program**

**Conditions:**

You are a leader and have the responsibility of creating and managing the unit sponsorship program. You have access to Army Career Tracker (ACT) and DA Form 5434.

**Standards:** Ensure 100% of Soldiers and Family members are placed with a sponsor.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Arrival or departure of Soldier within your formation.

**Note:**21st Century Soldier Competencies

Character and accountability.  
Teamwork and collaboration.  
Communication and engagement.

**Performance Steps**

1. Receive assignment instructions or request for orders.
2. Complete DA Form 5434 using the Army Career Tracker (ACT) on <https://actnow.army.mil>.
3. Appoint a sponsor, within ten calendar days.
4. Contact gaining Soldier and Family within 120 days from arrival date.
5. Provide Welcome Letter and important information regarding their assigned location.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

**GO**      **NO**  
**GO**

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Received assignment instructions or request for orders.	_____	_____
2 Completed DA Form 5434 using the Army Career Tracker (ACT) on <a href="https://actnow.army.mil">https://actnow.army.mil</a> .	_____	_____
3 Appointed a sponsor, within ten calendar days.	_____	_____
4 Contacted gaining Soldier and Family within 120 days from arrival date.	_____	_____
5 Provided Welcome Letter and important information regarding their assigned location.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 600-8-8 The Total Army Sponsorship Program

**Primary**

ARMY REG 600-8-8 The Total Army Sponsorship Program

**805K-79R-7025**  
**Conduct Station Visit**

**Conditions:** You are the commander of an Army recruiting company. You have access to the station, company and higher headquarter Recruiting Operations Plans (ROPs), Leader Zone (LZ), applicable regulations and higher headquarters guidance.

**Standards:** Conduct a station visit with 100% compliance to USAREC TC 5-01 utilizing established policies and procedures.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Your company battle rhythm requires you to conduct station visits at designated intervals.

**Note:**21st Century Soldier Competencies

Lifelong learner.  
Comprehensive Fitness.  
Communication and engagement.  
Tactical and technical competence.

**Performance Steps**

1. Prepare for station visit.
  - a. Develop a list of two or three critical items that must always be checked regardless of time.
  - b. Determine the areas of interest and scope of the inspection.
  - c. Develop inspection checklist with focus on compliance with existing policies and guidance, adherence to principles of integrity, and satisfaction of performance standards.
  - d. Request Future Soldiers to be at station during inspection to facilitate commander follow-up/Future Soldier Asset Inventory (FSAI) requirements.
2. Conduct station visit.
  - a. Complete an inspection during every station visit.

b. Conduct station huddle during first 10 or 15 minutes of inspection; provide Soldiers opportunity to voice concerns or issues.

c. Annotate findings on USAREC Form 1-201.1 during every inspection.

d. Ensure Station Commander (SC) presents the complete log to inspecting personnel so that they may validate previous USAREC Form 1-201.1 during the inspection.

e. Check elements two echelons down (recruiter level) to evaluate how orders and guidance are communicated and enforced below company level.

f. Identify sustains and improves.

g. Annotate on-the-spot corrections in the inspection report.

h. Ensure first sergeants dedicate a portion of each station inspection to train the station commander on a specific, critical task.

i. Conduct FSAs, if applicable.

3. Complete station visit.

a. Ensure CL annotates comments on USAREC Form 1-201.1 upon completion of the Station Operations Overview (SO2).

b. Ensure CL annotates USAREC Form 1-201.1 in the case of special dignitaries who may not be familiar with or interested in writing in the inspection log.

c. Ensure CL maintains USAREC Form 1-201.1 for the fiscal year (in a three-ring binder or securely fastened within a file folder).

d. Ensure CL transfers USAREC Form 1-201.1 to the functional files at the close of the FY, maintains them for one year, and then destroys them.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

1 Prepared for station visit.

<b>GO</b>	<b>NO</b>
<b>_____</b>	<b>GO</b>
<b>_____</b>	<b>_____</b>

**Performance Measures**

**GO**

**NO  
GO**

2 Conducted station visit.

\_\_\_\_\_

\_\_\_\_\_

3 Completed station visit.

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance

**References**

**Required**

**Primary**

USAREC MANUAL 3-30 Recruiting  
Company Operations V1

USAREC REG 1-201 Inspections

USAREC Training Circular 5-03.4 Training  
and Leader Development

USAREC Training Circular 5-03.4 Training  
and Leader Development

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**805K-79R-7010**  
**Develop a Battle Rhythm**

**Conditions:** Given command, you need to establish a battle rhythm that is nested with higher command and implements company mandatory functions.

**Standards:** Develop an approved company battle rhythm with 100% compliance to USAREC Training Circular 5-01 Mission Command.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon assuming command.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES  
ADAPTABILITY AND INITIATIVE.  
LIFELONG LEARNER.  
TEAMWORK AND COLLABORATION.  
COMMUNICATION AND ENGAGEMENT.  
CRITICAL THINKING AND PROBLEM SOLVING.  
TACTICAL AND TECHNICAL COMPETENCE.

**Performance Steps**

1. Review the battalion and station battle rhythm.
2. Direct first sergeant to provide considerations into the company battle rhythm.
  - a. Establish daily In-Progress Review times.
  - b. Determine a station visit schedule.
  - c. Establish weekly After Action Review times.
  - d. Establish times for administrative duties.
  - e. Record training days.
  - f. Record holidays.
3. Consider time available.

a. Balance of daily duties and responsibilities with the time required to plan, prepare, and conduct operations.

b. Consider logistical constraints.

4. Approve the battle rhythm.

a. Ensure battle rhythm nested with higher headquarters battle rhythm.

b. Ensure battle rhythm does not disrupt recruiting operations.

c. Ensure battle rhythm allows for predictability and flexibility.

d. Determine the inputs and outputs of all events to ensure they are identified and synchronized.

e. Ensure event is necessary.

5. Publish the battle rhythm.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the battalion and station battle rhythm.	_____	_____
2 Directed first sergeant to provide considerations into the company battle rhythm.	_____	_____
3 Considered time available.	_____	_____
4 Approved the battle rhythm.	_____	_____
5 Published the battle rhythm.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ADP 5-0 The Operations Process

ADP 6-0 Mission Command

ADP 6-22 Army Leadership

USAREC Training Circular 5-01 Mission  
Command

**Primary**

USAREC Training Circular 5-01 Mission  
Command



**805K-79R-7011**  
**Conduct a Recruiting Company In-Progress Review**

**Conditions:** You are conducting recruiting operations and have access to the Company and Stations' Recruiting Operational Plans, Leader Zone, Guidance Counselor Resource Center, USAREC Calendar, and USAREC TC 5-01.

**Standards:**

Conduct In-Progress Review (IPR) with each station assigned to the company with 100% accuracy to USAREC TC 5-01.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Conduct as directed by regulation.

**Note:**21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner (includes digital literacy).

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Prepare for the In-Progress Review (IPR).

Note: Each station should have a predetermined time and place established for the IPR.

a. Review the company's recruiting operation plan.

b. Review training calendar, sync matrix, and battle rhythm.

c. Access Leader Zone and Guidance Counselor Redesign (GCR) program and pull all reports applicable to the company.

d. Analyze Recruiting Functions.

(1) Review the previous IPR notes for agreed upon Course of Action (COA) changes, and timelines established.

(2) Review the intelligence used in developing the plan, including all relevant market data.

(3) Review prospecting and lead generation activities to measure effectiveness and achievement of requirements.

(4) Review the company and station’s Mission Accomplishment Plan (MAP) and Leader Zone to identify chokepoints and shortfalls.

(5) Review the prior week’s processing list to identify lead sources used in developing the Company Recruiting Operations Plan (ROP) to determine if prospecting is occurring in identified market segments and that it is effective.

(6) Review School Recruiting Plan (SRP) for compliance.

(7) Review Future Soldier Training Program (FSTP) and determine the effectiveness of the program for referrals and prevention of losses.

e. Validate data.

f. Create an outline of discussion points and questions.

2. Conduct the IPR.

3. Plan Follow-up.

a. Plan next follow-up activity.

b. Set follow-up plan for scheduled time-sensitive events.

c. Confirm next IPR date and time.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Prepared for the In-Progress Review (IPR). Note: Each station should have a predetermined time and place established for the IPR.	_____	_____
2 Conducted the IPR.	_____	_____
3 Planned Follow-up.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3 Recruiting

USAREC MANULA 3-30 Recruiting  
Company Operations

USAREC Training Circular 5-01 Mission  
Command

USAREC Training Circular 5-01 Mission  
Command

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**805K-79R-7012**  
**Conduct Market Analysis**

**Conditions:** You are a commander identifying market potential within your recruiting environment using Market Share Report, Market Intelligence Dashboard, and internal and external environmental factors to maximize your ability to conduct mission command of your organization.

**Standards:** Conduct market analysis using the performance measures with 100% accuracy IAW USAREC Regulation 601-73.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Identifying market potential within your recruiting environment .

**Note:** 21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner (includes digital literacy).

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Review the Market Share Report.
  - a. Determine the categories of the market (DOD) by ZIP Code: Must Keep, Must Win, Market of Opportunity, or Supplemental.
  - b. Determine the average number of contracts written annually by DOD (over last four completed fiscal years).
  - c. Compare current year data to the average for each ZIP Code to uncover potential markets of opportunity.
2. Assess competition in the market (recruiter share).
  - a. Review recruiter share.
  - b. Determine primary competition categorically in each market.

c. Compare and contrast other services/competitions strengths and weaknesses in each market.

3. Describe the Environmental Effects (Market Intelligence Dashboard (MID)).

a. General population.

b. Woods & Pool Youth Population.

c. Lewin Qualified Military Available (QMA).

d. Market Demographics.

e. Population Report.

f. Labor Report.

g. Ethnicity Report.

h. Segmentation Data.

i. Nielsen Prizm Segmentation.

j. Product to Population.

k. Penetration.

l. Segmentation Analysis and market Assessment.

m. Unemployment.

n. Propensity.

o. School, Education (ED), Level and Box Categories.

p. Geographic Size of Market.

4. Assess positioning in the market (Positioning, Analysis, and Evaluation (PAE), Out of Area Contracts (OAC)).

a. Determine if the area is properly aligned with the market geographically.

b. Assess the unit demographic makeup and force structure.

c. Determine if recruiters are provided with adequate assets to make mission (proper number of high schools in the market, the proper number of ZIP Codes assigned, and adequate QMA population).

5. Develop courses of action for improvement.

- a. Establish market factors negatively impacting mission accomplishment.
- b. Determine positive actions influencing mission accomplishment.
- c. Define future operations that will result in improved performance in the market.
- d. Determine training shortfalls.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the Market Share Report.	_____	_____
2 Assessed competition in the market (recruiter share).	_____	_____
3 Described the Environmental Effects (Market Intelligence Dashboard (MID)).	_____	_____
4 Assessed positioning in the market (Positioning, Analysis, and Evaluation (PAE), Out of Area Contracts (OAC)).	_____	_____
5 Developed courses of action for improvement.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02

**Primary**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

**Required**  
Intelligence

**Primary**

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**805K-79R-7013**  
**Conduct Intelligence Preparation of the Battlefield for a Recruiting Operational Environment**

**Conditions:** You are tasked to conduct an Intelligence Preparation of the Battlefield (IPB), and you have access to Graphical Representation of USAREC Market and Production (GRUMP), Report Management Zone (RMZ), Market Intelligence Dashboard (MID), and command guidance (OPORDS/FRAGOS).

**Standards:** Conduct IPB in order to define the baseline recruiting operational environment to include the competition that impacts the recruiting mission with 100% compliance to USAREC Training Circular 5-02.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon assuming command.

**Note:** 21st Century Soldier Competencies

Character and accountability.  
Communication and engagement.  
Adaptability and initiative.

**Performance Steps**

1. Define the Operational Environment (OE).
  - a. Complete a Political, Military, Economic, Social, Information and Infrastructure/Influencers (PMESII-PT)/Area, Structures, Capabilities, Organizations, People and Events (ASCOPE) matrix for the OE.
  - b. Consider organizational and market-based approaches.
2. Describe the environmental effects.
  - a. Identify general population data.
  - b. Identify market demographics.
  - c. Conduct market analysis.
3. Evaluate the threat.



a. Identify the competition.

b. Identify academia.

4. Assess market potential using Segmentation Analysis Market Assessment (SAMA).

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Defined the Operational Environment (OE).	_____	_____
2 Described the environmental effects.	_____	_____
3 Evaluated the threat.	_____	_____
4 Assessed market potential using Segmentation Analysis Market Assessment (SAMA).	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC MANUAL 3-30 Recruiting  
Company Operations

**Primary**

USAREC Training Circular 5-02  
Intelligence

USAREC Training Circular 5-02  
Intelligence

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**805K-79R-7022**  
**Manage Family Support Group**

**Conditions:** You are the commander of a recruiting company. A current higher headquarters family support group (FSG) program and the major command's directives are available to you. You are in contact with representatives from the company readiness support group (RSG), the Army Soldier/Family Advocate (SFA), and a representative from the installation's Morale, Welfare and Recreation (MWR) if available. Army Command Policy (AR 600-20) and DA Form 5305 are also available to you.

**Standards:** Direct family readiness group activities with 100% accuracy to the performance measures utilizing AR 600-20 and all available resources .

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You assume command of a recruiting company.

**Note:** 21st Century Soldier Competencies

Character and accountability.

Comprehensive fitness.

Adaptability and initiative.

Lifelong learner.

Teamwork and collaboration.

Communication and engagement.

Critical thinking and problem solving.

Cultural and joint, interagency, intergovernmental, and multinational competence.

**Performance Steps**

1. Attend the Soldier/Family Advocate (SFA) brief.
2. Schedule time for subordinate Soldiers to attend company awareness briefings presented by Soldier/Family Advocate Program (SFAP) personnel.
3. Stress the importance of family care planning and the requirement to initiate a family care plan (DA Form 5305 [Family Care Plan]) in accordance with AR 600-20.
4. Establish a family support group plan that draws support from the following:
  - a. Company first sergeant (1SG) and other unit key leaders.

- b. Army Community Services (ACS).
- c. SFAP.
- d. Mayoral programs.
- e. Better Opportunities for Single Soldiers (BOSS).
- f. FRGs.

Note: FRG is "an organization of family members, volunteers, Soldiers, and civilian employees belonging to a unit/organization which together provide an avenue of mutual support and assistance and a network of communication among the members, the chain of command, and community resources." Unit FRGs consist of all assigned and attached Soldiers (married and single), their spouses, and their children. This membership is automatic, and participation is voluntary. Extended families, fiancées, boy/girlfriends, retirees, DA civilians, and even interested community members can and should be included.

- 5. Ensure that your plan has the following objectives:
  - a. Provide mutual support between families.
  - b. Assist Soldiers and families when they need help.
  - c. Facilitate communication to resolve family concerns.
  - d. Provide sound advice to Soldiers and families when they need help.
- 6. Coordinate with SFAP, FRGs, and MWR to do the following:
  - a. Brief you and unit leaders.
  - b. Brief Soldiers and family members on:
    - (1) Pay and allowance benefits.
    - (2) BOSS councils.
    - (3) Teen groups.
    - (4) Medical.
      - (a) Physical health.

- (b) Tri-service medical care (TRICARE).
  - (c) Exceptional Family Member Program (EFMP).
  - (d) Medical facilities.
  - (5) Dental insurance, treatment, and facilities.
  - (6) Childcare.
  - (7) Chaplains.
  - (8) Family support.
    - (a) Family readiness groups.
    - (b) Spouse education.
  - (9) Mayoral programs.
  - (10) Other community offices, groups, and organizations.
7. Send invitations and encourage family members to attend the FSG activities presentation.
8. Reference the TRADOC Family Readiness Group Handbook before appointing FRG positions and establishing an informal funds account.
9. Execute the plan.
- a. Introduce the family support organizations to the Soldiers and family members.
  - b. Remind family members that the FSG's intent is to:
    - (1) Forge unit cohesion at the family level.
    - (2) Give support during spouse deployment.
    - (3) Provide counsel to family members in need.
  - c. Determine the family members' level of satisfaction with the presentation.
  - d. Ask the company 1SG, other key unit leaders, and volunteer groups for their assistance in identifying family issues not covered during the presentation.
  - e. Seek advice from MWR and SFAP on solving pending issues.

f. Verify that the rear detachment is thoroughly briefed on its responsibilities to the unit FSG program.

g. Direct the company 1SG to support unit volunteer FSGs in accordance with installation command directives.

10. Follow up to ensure the company FSG program meets its objectives.

11. Brief the battalion commander on the company family support activities.

### Evaluation Preparation:

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

Performance Measures	GO	NO GO
1 Attended the Soldier/Family Advocate (SFA) brief.	_____	_____
2 Scheduled time for subordinate Soldiers to attend company awareness briefings presented by Soldier/Family Advocate Program (SFAP) personnel.	_____	_____
3 Stressed the importance of family care planning and the requirement to initiate a family care plan (DA Form 5305 [Family Care Plan]) in accordance with AR 600-20.	_____	_____
4 Established a family support group plan that draws support from the following:	_____	_____
5 Ensured that your plan has the following objectives:	_____	_____
6 Coordinated with SFAP, FRGs, and MWR to do the following:	_____	_____
7 Sent invitations and encourage family members to attend the FSG activities presentation.	_____	_____
8 Referenced the TRADOC Family Readiness Group Handbook before appointing FRG positions and establishing an informal funds account.	_____	_____
9 Executed the plan.	_____	_____
10 Followed up to ensure the company FSG program meets its objectives.	_____	_____

**Performance Measures**

**GO**

**NO  
GO**

11 Briefed the battalion commander on the company family support activities. \_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 600-20 Army Command Policy

ARMY REG 608-1 Army Community Service

ARMY REG 608-10 Child Development Services

ARMY REG 608-18 The Army Family Advocacy Program

ATP 3-35 Army Deployment and Redeployment

**Primary**

ARMY REG 600-20 Army Command Policy

**805K-79R-7003**  
**Conduct Mission Command of a Recruiting Company**

**Conditions:** You are a company commander assigned to a recruiting company. Given a recruiting company, an annual recruiting mission, intelligence information, communication equipment, recruiting facilities, government operated vehicles and higher headquarters intent.

**Standards:**

Exercise mission command by performing 100% of the performance measures.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon assuming company command.

**Note:** 21ST CENTURY SOLDIER COMPETENCIES

ADAPTABILITY AND INITIATIVE.  
LIFELONG LEARNER.  
TEAMWORK AND COLLABORATION.  
COMMUNICATION AND ENGAGEMENT.  
CRITICAL THINKING AND PROBLEM SOLVING.  
TACTICAL AND TECHNICAL COMPETENCE.

**Performance Steps**

1. Conduct Mission Command.
  - a. Build cohesive teams through mutual trust.
  - b. Create shared understanding.
  - c. Provide a clear commanders intent and vision.
  - d. Exercise disciplined initiative.
  - e. Use mission orders.
  - f. Accept prudent risk.
  - g. Blend the art of command with the science of control.

2. Develop a Company Recruiting Operation Plan (ROP).
3. Develop a Company School Recruiting Plan (SRP).
4. Develop a Battle Rhythm.
5. Conduct a Recruiting Company In-Progress Review.
6. Conduct a Company After Action Review.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted Mission Command.	_____	_____
2 Developed a Company Recruiting Operation Plan (ROP).	_____	_____
3 Developed a Company School Recruiting Plan (SRP).	_____	_____
4 Developed a Battle Rhythm.	_____	_____
5 Conducted a Recruiting Company In-Progress Review.	_____	_____
6 Conducted a Company After Action Review.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 6-0 Mission Command

ADRP 6-22 Army Leadership

USAREC MANUAL 3 Recruiting

USAREC MANUAL 3-0 Recruiting  
Operations



**Required**

**Primary**

USAREC MANUAL 3-30 Recruiting  
Company Operations

USAREC REG 350-13 School Recruiting  
Programs

USAREC Training Circular 5-01 Mission  
Command

USAREC Training Circular 5-01 Mission  
Command

USAREC Training Circular 5-02  
Intelligence

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

USAREC Training Circular 5-03.3  
Partnerships

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**805K-79R-7004**  
**Analyze Intelligence in the Recruiting Environment**

**Conditions:** You are a commander responsible for conducting the initial and ongoing analysis of your recruiting environment. You are responsible for establishing and assigning mission, assets, and manpower based off of your analysis.

**Standards:** Analyze intelligence in the recruiting environment with 100% accuracy IAW USAREC Training Circular 5-02.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Development of the Recruiting Operations Plan.

**Note:** 21st Century Soldier Competencies Adaptability and initiative. Lifelong learner (includes digital literacy). Teamwork and collaboration. Communication and engagement (oral, written, and negotiation). Critical thinking and problem solving.

**Performance Steps**

1. Conduct Market Analysis.
  - a. Review the Market Share Reports.
  - b. Assess competition in the market (recruiter share).
  - c. Describe the Environmental Effects.
  - d. Assess positioning in the market (Position Analysis & Evaluation (PAE), Out of Area Contract (OAC)).
  - e. Develop courses of action for improvement.
2. Conduct Intelligence Preparation of a Battlefield of the Recruiting Operational Environment.
  - a. Define the Operational Environment.
  - b. Describe the Environmental Effects.
  - c. Evaluate the Threat.

- d. Assess Market Potential using Segmentation Analysis Market Assessment.
3. Establish a Recruiting Station’s Annual Mission.
- a. Collect the unit's reports related to market intelligence.
  - b. Conduct basic market analysis.
  - c. Develop and assign the mission.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted Market Analysis.	_____	_____
2 Conducted Intelligence Preparation of a Battlefield of the Recruiting Operational Environment.	_____	_____
3 Established a Recruiting Station’s Annual Mission.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02 Intelligence

**Primary**

USAREC Training Circular 5-02 Intelligence

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**805K-79R-7005**  
**Manage the Company Future Soldier Training Program**

**Conditions:** You have Future Soldiers waiting to ship to Initial Military Training (IMT). You have access to Report Management Zone (RMZ), Leader Zone (LZ), command guidance, company calendar and recruiter work station (RWS), and all applicable regulations and publications.

**Standards:** Manage the Company Future Soldier Training Program with 100% compliance to UTC 5-03.5.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have taken command of a recruiting company.

**Note:** 21st Century Soldier Competencies

Character and accountability.  
Teamwork and collaboration.  
Communication and engagement.  
Tactical and technical competence.

**Performance Steps**

1. Analyze the current Future Soldier Training Program (FSTP).
  - a. Analyze Future Soldier (FS) loss rates for current and past 2-years.
  - b. Identify separation trends.
  - c. Analyze VOLUME II Training Based Attrition (TBA) data.
  - d. Analyze referral enlistment data by Recruiting Station Identifier (RSID) for current and past 2-years.
  - e. Identify potential losses with input from Station Commanders.
  - f. Determine ship potential as Red, Amber, or Green based on current information.
  - g. Evaluate station-level FSTP.
  - h. Observe Future Soldier functions/training at the station level.

- i. Identify shortfalls with the current FSTP IAW applicable guidance.
2. Update the company FSTP Standard Operating Procedures (SOP).
  - a. Establish training plan with Station Commander's input.
  - b. Establish incentive program for FS referrals.
  - c. Plan for Future Soldier contact at required intervals.
  - d. Determine ship code criteria.
    - (1) Body Composition.
    - (2) Moral.
    - (3) Medical.
    - (4) Education/graduation potential.
    - (5) Occupational Physical Assessment Test (OPAT).
    - (6) Dependency status.
    - (7) Well-being.
    - (8) Additional administrative requirements.
  - e. Determine additional ship code criteria.
3. Implement the company FSTP.
  - a. Brief FSTP plan to Station Commanders.
  - b. Observe Future Soldier functions/training at the station level.
  - c. Conduct company-level Future Soldier function.
  - d. Conduct 60-day and 30-day Future Soldier Asset Inventories (FSAls).
  - e. Ensure FS promotions are conducted IAW regulatory guidance.
  - f. Annotate Future Soldier comments and provide guidance/suspense dates in Leader Zone (LZ).

4. Validate FSTP.

- a. Inspect FS training, academic standing, fitness, and physical/moral eligibility.
- b. Ensure risk assessment is completed before physical training.
- c. Ensure required Leader Based Training (SHARP, ACE, Resiliency) is annotated.
- d. Ensure Basic Training Task List (BTTL) is completed in the Future Soldier Training System (FSTS).
- e. Verify recruiting stations are in compliance with USAREC Regulation 601-210 and the Company SOP.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Analyzed the current Future Soldier Training Program (FSTP).	_____	_____
2 Updated the company FSTP Standard Operating Procedures (SOP).	_____	_____
3 Implemented the company FSTP.	_____	_____
4 Validated FSTP.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3-0 Recruiting Operations

USAREC MANUAL 3-30 Recruiting Company Operations

USAREC REG 601-210 Enlistment and

**Required**

Accessions Processing

USAREC Training Circular 5-03.5 Leading  
Future Soldiers

**Primary**

USAREC Training Circular 5-03.5 Leading  
Future Soldiers

**805K-79R-7009**  
**Develop a Company School Recruiting Plan (SRP)**

**Conditions:** You are a recruiting company commander responsible for secondary and post-secondary schools. You have access to School Zone (SZ), applicable regulations, command guidance, 1SG and station commander input, and school calendar.

**Standards:** Develop a company School Recruiting Plan (SRP) incorporating both secondary and post-secondary school penetration with 100% compliance to USAREC Regulation 350-13.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Annually at the end of each school year.

**Note:** 21ST CENTURY SOLDIER COMPETENCIES

ADAPTABILITY AND INITIATIVE.  
LIFELONG LEARNER.  
TEAMWORK AND COLLABORATION.  
COMMUNICATION AND ENGAGEMENT.  
CRITICAL THINKING AND PROBLEM SOLVING.  
TACTICAL AND TECHNICAL COMPETENCE.

**Performance Steps**

1. Evaluate previous school year (SY) recruiting plan.
  - a. Identify effective and ineffective aspects of the previous SY recruiting plan.
  - b. Identify uncooperative and hard to penetrate schools.
  - c. Evaluate all assigned school information for the previous SY within SZ.
2. Develop the school recruiting plan for the next SY.
  - a. Draft the school recruiting plan using the five paragraph OPORD.
  - b. Validate achievements and set enlistment goals for new SY.
  - c. Request secondary and post-secondary student directory information.



d. Report any problems obtaining student directory information to the BN Education Services Specialist (ESS) and Commander.

e. Identify Community Partner's (CP) and plan targeted recruiting events to increase participation and support.

f. Identify key events and time period(s) that requires recruiter involvement or increased prospecting.

g. Identify partnerships with JROTC/ROTC units.

\*AMEDD( Universities, Pre-Medical and Medical Schools).

h. Plan to target hard to penetrate schools.

i. Identify areas of opportunities to direct force within available media.

j. Identify volunteer positions, within the assigned schools, to allow for recruiter penetration.

k. Identify and request local and national assets to support school penetration plan.

l. Manage the Armed Services Vocational Aptitude Battery (ASVAB) program.

m. Nest school plan with HHQs SRP and directives.

n. Review Solomon Amendment.

o. Review Hutchinson Amendment.

p. Review No Child Left Behind Act.

q. Review Family Education Rights and Privacy Act (FERPA).

r. Reference Appendix C & D USAREC Regulation 350-13 for milestones timelines during SY.

### 3. Implement SRP.

a. Validate completion of all school folders within School Zone (SZ) for all assigned secondary and post-secondary schools within the evaluation tab by completing the Company Commander Review section.

b. Promote professional attendance in school activities weekly.

c. Verify that school list/information are obtained and input to advanced lead refinement list (ALRL) and SZ information.

d. Regularly make presentations in class using films or videos.

e. Promote college attendance by military personnel (Future Soldiers, recruiters, TPU members, military spouses, etc.).

f. Direct activities designed to foster a long-term relationship with administration CPs.

g. Direct activities at career days and fairs that bring students and recruiters together.

h. Direct station(s) involvement in faculty member and student organizations that often seek appropriate speakers for their interest areas.

i. Institute awareness of the (ASVAB) in every high school.

j. Promote education tours for CPs.

k. Build working relationships with local colleges and with points of contact at Concurrent Admissions Program (ConAP) colleges.

l. Comply with procedural rules and guidelines established by the schools.

m. Coordinate with Advertising and Public Affairs (APA) to resource available marketing and assets to penetrate secondary and post-secondary.

n. Market ConAP to non-participating colleges.

o. Manage ConAP colleges with the operating environment.

#### 4. Supervise the SRP.

a. Validate SRP quarterly, as a minimum.

(1) Assess penetration plans based on seasonality and market conditions.

(2) Authenticate SZ with station commanders to ensure requirements are being met.

(3) Confirm scheduling and conduct of directed recruiting operations.

b. Modify plan, as needed, to achieve desired production goals from assigned schools and adjust to unanticipated changes in the recruiting environment.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Evaluated previous school year (SY) recruiting plan.	_____	_____
2 Developed the school recruiting plan for the next SY.	_____	_____
3 Implemented SRP.	_____	_____
4 Supervised the SRP.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References  
Required**

**Primary**

USAREC MANUAL 3-0 Recruiting Operations

USAREC MANUAL 3-30 Recruiting Company Operations

USAREC REG 350-13 School Recruiting Programs

USAREC REG 350-13 School Recruiting Programs

USAREC Training Circular 5-03.1 Prospecting, Processing, and Analysis

USAREC Training Circular 5-03.3 Partnerships

**805K-79R-7008**  
**Develop a Company Recruiting Operations Plan (ROP)**

**Conditions:** You are currently at the end of the Fiscal Year (FY) and currently reviewing the upcoming FY's strategy. You have access to Report Management Zone (RMZ), and Leader Zone (LZ) reports, applicable regulations, command guidance, 1SG and station commander input, and company calendar.

**Standards:** Establish a company Recruiting Operations Plan (ROP) IAW UTC 5-01 that meets 100% of the performance measures.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Completion of each phase line (PL), quarter, and FY.

**Note:** 21ST CENTURY SOLDIER COMPETENCIES

ADAPTABILITY AND INITIATIVE.  
LIFELONG LEARNER.  
TEAMWORK AND COLLABORATION.  
COMMUNICATION AND ENGAGEMENT.  
CRITICAL THINKING AND PROBLEM SOLVING.  
TACTICAL AND TECHNICAL COMPETENCE.

**Performance Steps**

1. Analyze the battalion Recruiting Operations Plan (ROP).
  - a. Utilize troop-leading procedures nested with the battalion Military Decision-Making Process (MDMP).
  - b. Incorporate the operational variables and mission variables.
  - c. Establish running estimates through Recruiting Functions Analysis (RFA).
  - d. Incorporate the seasonal battle rhythms affecting recruiting operations.
  - e. Utilize a company event synchronization matrix.
  - f. Adjust recruiting operations already in progress (if needed).
2. Conduct intelligence preparation of the battlefield (IPB).

- a. Define the Operational Environment.
- b. Describe the environmental effects.
- c. Evaluate the threat.
- d. Assess market potential using Segmentation Analysis Market Assessment (SAMA).
- 3. Review stations' ROP.
- 4. Analyze the company Mission Accomplishment Plan (MAP).
- 5. Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.
- 6. Draft the company ROP.
  - a. Establish priorities.
  - b. Synchronize Recruiting Functions.
  - c. Synchronize Battle Rhythm.
  - d. Identify, request and allocate resources.
  - e. Identify all Future Soldier Training Program (FSTP) events.
  - f. Identify all training.
- 7. Publish the company ROP.
- 8. Publish FRAGOs to the company ROP.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Analyzed the battalion Recruiting Operations Plan (ROP).	_____	_____
2 Conducted intelligence preparation of the battlefield (IPB).	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
3 Reviewed stations' ROP.	_____	_____
4 Analyzed the company Mission Accomplishment Plan (MAP).	_____	_____
5 Conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.	_____	_____
6 Drafted the company ROP.	_____	_____
7 Published the company ROP.	_____	_____
8 Published FRAGOs to the company ROP.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3 Recruiting

USAREC MANUAL 3-0 Recruiting Operations

USAREC MANUAL 3-30 Recruiting Company Operations

USAREC Training Circular 5-01 Mission Command

USAREC Training Circular 5-01 Mission Command

USAREC Training Circular 5-02 Intelligence

USAREC Training Circular 5-03.1 Prospecting, Processing, and Analysis

**805K-79R-7021**  
**Analyze the Mission Accomplishment Plan**

**Conditions:** You are a recruiting company commander you need to analyze the Company's Mission Accomplishment Plan (MAP) achievements to identify chokepoints in the Company's effectiveness and efficiency. You have access to a recruiter workstation, the Mission Accomplishment Plan (MAP) and all applicable references.

**Standards:** Analyze the Mission Accomplishment Plan to identify chokepoints in the Company's enlistment process with 100% accuracy IAW USAREC TC 5-03.1.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** To update running estimates.

**Note:** 21ST CENTURY SOLDIER COMPETENCIES

Adaptability and initiative  
Lifelong Learner  
Critical thinking and problem solving  
Tactical and technical competence

**Performance Steps**

1. Review the USAREC MAP benchmarks set forth IAW USAREC Training Circular 5-03.1.
2. Access the Mission Accomplishment Plan (MAP) in Integrated Knowledge Resource Online for me (IKROme).
3. Generate the last three completed Recruiting Calendar Months (RCMs) MAPS for both Active Duty and Reserve.
4. Divide the total appointments required by the total appointments made to determine if the 100% benchmark was met.
5. Divide the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.
6. Divide the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.

Note: Reference Internet Computerized Adaptive Test (iCAT) authorization and reporting for Prescreen Internet Based Computerized Adaptive Test (PiCAT) data.

7. Divide the total amount of testers that passed by the total amount of testers achieved to determine if the 50% benchmark was met.

8. Divide the total amount of applicants sent to the Military Entrance Processing Station (MEPS) floor by the total amount of testers that passed to determine if the 83% benchmark was met.

9. Divide the total amount of applicants that contracted by the total amount of applicants sent to the Military Entrance Processing Station (MEPS) floor to determine if the 90% benchmark was met.

10. Determine if there are training needs at each benchmark IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the USAREC MAP benchmarks set forth IAW USAREC Training Circular 5-03.1.	_____	_____
2 Accessed the Mission Accomplishment Plan (MAP) in Integrated Knowledge Resource Online for me(IKROme).	_____	_____
3 Generated the last three completed Recruiting Calendar Months (RCMs) MAPS for both Active Duty and Reserve.	_____	_____
4 Divided the total appointments required by the total appointments made to determine if the 100% benchmark was met.	_____	_____
5 Divided the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.	_____	_____
6 Divided the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.	_____	_____



<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
7 Divided the total amount of testers that passed by the total amount of testers achieved to determine if the 50% benchmark was met.	_____	_____
8 Divided the total amount of applicants sent to the Military Entrance Processing Station (MEPS) floor by the total amount of testers that passed to determine if the 83% benchmark was met.	_____	_____
9 Divided the total amount of applicants that contracted by the total amount of applicants sent to the Military Entrance Processing Station (MEPS) floor to determine if the 90% benchmark was met.	_____	_____
10 Determined if there are training needs at each benchmark IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

**Primary**

USAREC Training Circular 5-03.1  
Prospecting, Processing, and Analysis

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**805K-79R-7014**  
**Establish a Recruiting Station's Annual Mission**

**Conditions:** You have received the unit's annual mission from your battalion and have been directed to assign your station's annual mission within specified guidelines. You have access to IKROME, Report Management Zone, BI Zone, USAREC Regulations, and USAREC Training Circulars.

**Standards:** Establish a station's annual recruiting mission with 100% compliance to USAREC Regulation 601-73.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** On receipt of the annual mission

**Note:**

21ST Century Soldier Competencies  
Adaptability and initiative.  
Lifelong learner.  
Teamwork and collaboration.  
Communication and engagement.  
Critical-thinking and problem-solving skills.  
Tactical and technical competence.

**Performance Steps**

1. Collect unit reports related to market intelligence procedures.
  - a. Review Positioning Analysis and Evaluation (PAE) - current unit structure, personnel, and stations boundaries.
  - b. Review Table of Distribution and Allowances (TDA), authorized and required recruiting force structure.
  - c. Analyze competition reports (4 years of historical data and achievements).
    - (1) Market Share at Company Level.
    - (2) Recruiter Share.
    - (3) Market Share at Station Level.

- (4) Other reports as needed (i.e., ARNG, USAR data, etc.).
- d. Analyze Dime Report.
- e. Analyze Out of Area Contracts (OAC).
- f. Analyze Geographical Accession Mapping Analysis Tool. (GAMAT).
- g. Review Environmental Effects.
- h. Review current command guidance.
- i. Review current targeting and/or marketing plans.
- j. Review anticipated funds available for FY marketing ability.
- 2. Conduct Market Analysis.
  - a. Review the Market Share Reports.
  - b. Assess competition in the market (recruiter share).
  - c. Describe the Environmental Effects.
  - d. Assess positioning in the market (PAE, OAC).
  - e. Develop courses of action for improvement.
- 3. Assign station's mission.
  - a. Review current missioning guidance and explain mission adjudication procedures.
  - b. Assess unit's ability to achieve the mission.
  - c. Collaborate with subordinate units.
    - (1) Station Commanders determine 40% of their market share by category.
    - (2) Station Commanders provide feedback on the ability to achieve mission based on 40% of share.
  - d. Receive confirmation and concurrence from subordinate leaders on mission allocation.
  - e. Adjust mission based on any additional considerations.

f. Develop quarterly and monthly mission.

g. Validate that mission is loaded correctly into Integrated Knowledge Resources Online for ME (IKROME).

h. Accept mission in IKROME.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Collected unit reports related to market intelligence procedures.	_____	_____
2 Conducted Market Analysis.	_____	_____
3 Assigned station's mission.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

**Primary**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02  
Intelligence

**805K-79R-7015**  
**Conduct Future Soldier Asset Inventory**

**Conditions:** You have Future Soldiers (FS) waiting to ship to Initial Military Training (IMT). You have access to Leader Zone (LZ), Recruiter Zone (RZ), command guidance, and all applicable regulations and publications.

**Standards:** Conduct Future Soldier Asset Inventory (FSAI) with 100% accuracy in accordance with USAREC Regulation 601-210.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have Future Soldier who reaches the required 60-day or 30-day interval for an FSAI.

**Note:** 21st Century Soldier Competencies

Character and accountability.  
Communication and engagement.  
Adaptability and initiative.

**Performance Steps**

1. Establish a schedule for conducting Future Soldier Asset Inventory (FSAI) at the required intervals.
  - a. Conduct FSAs at 60-days and 30-days prior to ship, at a minimum.
  - b. Employ the Future Soldier Manager on LZ to schedule FSAs.
2. Prepare for FSAI.
  - a. Review contact history of company leaders, station commanders, and recruiters.
  - b. Identify potential Future Soldier (FS) concerns with input from Station Commanders and recruiters.
3. Conduct FSAI.
  - a. Address the Future Soldier (FS) as Private.

- b. Conduct FSAI using questions listed in table O-2 of USAREC Regulation 601-210.
  - c. Ask FS about effort to provide referrals.
  - d. Determine ship potential as Red, Amber, or Green based on current information.
4. Complete FSAI.
- a. Annotate all information indicating that the FS is not ready or able to ship to training in the "Remarks" section of Future Soldier Manager.
  - b. Ensure FS ship potential is updated in Recruiter Zone.
  - c. Issue guidance and suspense dates in Future Soldier Manager.
  - d. Report FSAI contact percentages and results to Battalion Operations on a monthly basis.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Established a schedule for conducting Future Soldier Asset Inventory (FSAI) at the required intervals.	_____	_____
2 Prepared for FSAI.	_____	_____
3 Conducted FSAI.	_____	_____
4 Completed FSAI.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

<p><b>Required</b> USAREC MANUAL 3-30 Recruiting Company Operations</p>	<p><b>Primary</b></p>
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**Required**

USAREC REG 601-210 Enlistment and  
Accessions Processing

USAREC Training Circular 5-03.5 Leading  
Future Soldiers

**Primary**

USAREC REG 601-210 Enlistment and  
Accessions Processing

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**805K-79R-7016**  
**Conduct Company Future Soldier Event**

**Conditions:** You have Future Soldiers waiting to ship to Initial Military Training (IMT). You intend to conduct a company Future Soldier (FS) event to reinforce commitment and generate referrals. You have access to Advertising and Public Affairs (A&PA) support, the company and higher headquarter Recruiting Operations Plans (ROPs), applicable regulations and higher headquarters guidance.

**Standards:** Conduct a company Future Soldier (FS) event with 100% compliance to USAREC Training Circular 5-03.5.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Your ROP requires company FS events to be conducted at designated intervals.

**Note:**21st Century Soldier Competencies

Character and accountability.  
Teamwork and collaboration.  
Comprehensive Fitness.  
Communication and engagement.  
Tactical and technical competence.

**Performance Steps**

1. Plan company-level Future Soldier (FS) event.
  - a. Analyze historical data of similar events to ensure maximum Return on Investment (ROI).
  - b. Designate NCOIC for planning and coordination of the event.
  - c. Ensure planned function is within funding limits and does not violate directives against prohibited activities established in regulatory guidance.
  - d. Conduct initial risk assessment.
  - e. Establish date, time, and location of the event.
  - f. Determine equipment, personnel, and safety equipment needed for the event.



g. Plan for the use of authentic military equipment (if available) to add realism and establish familiarity.

h. Coordinate company and/or battalion-level assets for the event.

i. Coordinate with Regular Army, Army Reserve, and National Guard units in the surrounding area to provide vehicles or equipment (static displays) and informal TAIR teams for demonstrations, if applicable.

j. Coordinate the provision of food for the event.

k. Coordinate advertising and publicity for the event.

l. Request Future Soldier Training Program (FSTP) functions through higher headquarters IAW established policies and procedures.

m. Send invitations to family members, Community Partners (CPs), and key chain of command personnel needed for promotions.

n. Request that FS bring guests to the event.

o. Plan for public promotion of FS who earn advanced rank.

p. Conduct rehearsals as needed.

q. Conduct reconnaissance of site prior to event.

2. Conduct company-level FS event.

a. Conduct safety brief.

(1) Ensure FS complete USAREC Form 601-210.27.

(2) Ensure FS complete USAREC Form 601-210.24.

(3) Review DD Form 2977.

b. Supervise event execution.

3. Complete company-level FS event.

a. Conduct After Action Review (AAR).

b. Forward appropriate AAR to higher headquarters.

- c. Annotate FS participation.
- d. Conduct follow-ups with leads and referrals.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Planned company-level Future Soldier (FS) event.	_____	_____
2 Conducted company-level FS event.	_____	_____
3 Completed company-level FS event.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ARMY REG 350-1 Army Training and Leader Development

USAREC MANUAL 3-30 Recruiting Company Operations

USAREC REG 601-210 Enlistment and Accessions Processing

USAREC Training Circular 5-03.5 Leading Future Soldiers

USAREC Training Circular 5-03.5 Leading Future Soldiers

**805K-79R-7018**  
**Implement the Command Supply Discipline Program**

**Conditions:**

Given a geographically dispersed environment, with the requirement to implement the Command Supply Discipline Program (CSDP). You have access to AR 710-2 (Supply Policy Below the National Level), AR 735-5 (Policies and Procedures for Property Accountability), FM 10-27-4 (Organizational Supply for Unit Leaders), and local standing operating procedures (SOPs).

**Standards:** Maintain a CSDP with 100% accuracy in accordance with AR 710-2 and AR 735-5.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon taking Command of a Recruiting Company.

**Note:** 21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner (includes digital literacy).

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Initiate CSDP. (Reference: AR 710-2, Appendix B-1 and AR 735-5, Chapter 11, paragraph 11-1).

a. Define CSDP.

(1) A compilation of existing regulatory requirements.

(2) A mandatory program.

(3) A program designed to simplify command, supervisory, and managerial responsibilities.

b. Develop CSDP to implement in a unit.

(1) Provide the personal interest and direction necessary to establish an effective CSDP.

(2) Identify the appropriate CSDP requirements listing from AR 710-2, Appendix B for use.

(3) Review the requirements listing within the CSDP to become familiar with applicable regulatory requirements.

(4) Make additions to the requirements listing for the unit's uniqueness.

(5) Incorporate local Standard Operation Procedures (SOP) requirements into the CSDP.

c. Obtain parent level inspection checklists.

d. Obtain parent level evaluation schedule for your unit.

e. Report to the immediate higher headquarters any applicable requirements within the requirements listing or checklists that cannot be completed.

2. Execute the CSDP. (Reference: AR 710-2, Appendix B, and AR 735-5 Chapter 11, paragraph 11-6).

a. Perform routine duties utilizing the CSDP.

b. Review past evaluations conducted by higher headquarters to determine if any discrepancies have not been corrected.

c. Perform general regulatory requirements.

d. Check property authorization documents.

e. Check requesting and receiving supplies.

f. Check disposition of property.

g. Check property responsibility.

h. Check organizational clothing and individual equipment (OCIE) and personal clothing.

i. Check management of loads. (Company asset trailer/Mobile Marketing Trailer MMT).

j. Check prescribed load list (PLL). (Company asset trailer/Mobile Marketing Trailer MMT).

k. Check inventories.

l. Check adjustments for lost, damaged, or destroyed property.

m. Check storage.

n. Check USAREC Form 700-5.4 Vehicle Service and Inspection Checklist.

3. Maintain operating supplies:

a. Maintain sufficient quantities of paper, ink, and imaging kits.

b. Maintain an adequate supply of blank disks.

c. Maintain a sufficient amount of cleaning supplies for internal operating systems, disk drives, and system exterior.

4. Perform property accountability:

a. Establish sub-hand receipt holders (SHRHs).

b. Keep sub-hand receipts current.

c. Assign all on-hand property to SHRHs.

d. Post supervisor information to the SHRH files.

5. Perform component hand receipt functions.

a. Create a master component list (MCL) for all property items needing component hand receipts.

b. Keep MCLs current.

c. Track all component shortages for replenishment.

d. Print current component hand receipts and obtain the signature of the responsible sub-hand receipt holder.

e. List component serial numbers for each component hand receipt as required.

f. Restrict access to the MCL to the responsible staff personnel only.

6. Perform supply management.

- a. Store supplies in the appropriate area and keep a supply inventory.
- b. Process requests for issue promptly to correct supply shortages.
- c. Process turn-ins to the BN S-4.

7. Perform supply support requirements.

- a. Periodically review unit supply actions to ensure compliance with Army regulations and policies.
- b. Have the S-4 staff periodically inspect unit supply actions to ensure compliance with Army regulations and policies.

8. Maintain the CSDP. (Reference: AR 710-2, Appendix B and AR 735-5, Chapter 11, paragraphs 11-1 through 11-6).

- a. Develop measures to enforce supply discipline.
- b. Continue command emphasis on supply discipline by unit leadership.
- c. Provide training to unit personnel on supply requirements, procedures, and methods.
- d. Take administrative measures for accounting for lost, damaged, and destroyed property.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Initiated CSDP. (Reference: AR 710-2, Appendix B-1 and AR 735-5, Chapter 11, paragraph 11-1).	_____	_____
2 Executed the CSDP. (Reference: AR 710-2, Appendix B, and AR 735-5 Chapter 11, paragraph 11-6).	_____	_____
3 Maintained operating supplies:	_____	_____
4 Performed property accountability:	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
5 Performed component hand receipt functions.	_____	_____
6 Performed supply management.	_____	_____
7 Performed supply support requirements.	_____	_____
8 Maintained the CSDP. (Reference: AR 710-2, Appendix B and AR 735-5, Chapter 11, paragraphs 11-1 through 11-6).	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 710-2 Supply Policy Below the National Level

**Primary**

ARMY REG 710-2 Supply Policy Below the National Level

ARMY REG 735-5 Property Accountability Policies

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**805K-79R-7023**  
**Complete Tasking Orders**

**Conditions:** Given a tasking order from your battalion S-3. The order outlines the details of the task and suspense for task completion.

**Standards:** Complete the task with 100% accuracy according to the order and time allotted.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** To update running estimates.

**Note:** 21ST CENTURY SOLDIER COMPETENCIES

Adaptability and initiative.

Lifelong Learner.

Critical thinking and problem solving.

Tactical and technical competence.

**Performance Steps**

1. Receive the tasking order.
2. Review the order for the detailed understanding of the task.
3. Plan the steps to complete the task.

Note: This often requires cross-coordination with several support entities within your footprint.

4. Send the task to your subordinate or support personnel.
5. Check task completion progress during routine inspections.
6. Update task completion status by suspense date.
  - a. Send confirmation of task completion to both the higher echelon task lead and the S-3 tasking representative.
  - b. Update tracker if available.



**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Received the tasking order.	_____	_____
2 Reviewed the order for the detailed understanding of the task.	_____	_____
3 Planned the steps to complete the task.	_____	_____
Note: This often requires cross-coordination with several support entities within your footprint.		
4 Sent the task to your subordinate or support personnel.	_____	_____
5 Checked task completion progress during routine inspections.	_____	_____
6 Updated task completion status by suspense date.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References****Required**

ADP 5-0 The Operations Process

ADRP 5-0 The Operations Process

**Primary**

ADP 5-0 The Operations Process

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**805K-79R-7026**  
**Refine Company Policy Letters**

**Conditions:** Given applicable regulations and references to develop and establish policies and procedures for each policy published.

**Standards:** Develop company policy letters that are 100%compliant with but not limited to higher command policies.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Within 90 days of assuming command.

**Note:**21ST CENTURY SOLDIER COMPETENCIES

ADAPTABILITY AND INITIATIVE.  
LIFELONG LEARNER.  
TEAMWORK AND COLLABORATION.  
COMMUNICATION AND ENGAGEMENT.  
CRITICAL THINKING AND PROBLEM-SOLVING.  
TACTICAL AND TECHNICAL COMPETENCE.

**Performance Steps**

1. Analyze current policies, procedures, and command guidance.
2. Identify gaps or required policy updates.
3. Create a draft policy to be reviewed by legal.
4. Adjudicate recommended changes/comments.
5. Obtain approval for newly developed policy.
6. Distribute approved policy/procedure or publication.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Analyzed current policies, procedures, and command guidance.	_____	_____
2 Identified gaps or required policy updates.	_____	_____
3 Created a draft policy to be reviewed by legal.	_____	_____
4 Adjudicated recommended changes/comments.	_____	_____
5 Obtained approval for newly developed policy.	_____	_____
6 Distributed approved policy/procedure or publication.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 25-50 Preparing and Managing Correspondence

**Primary**

ARMY REG 600-20 Army Command Policy      ARMY REG 600-20 Army Command Policy

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**805K-79R-7027**  
**Recommend Applicant Suitability**

**Conditions:** You have received notification that there is a waiver request waiting in your Enlisted Records Management (ERM) inbox. You have access to required references and the commander's guidance.

**Standards:** Process enlistment waivers within 48 hours to determine eligibility IAW Army and USAREC regulations and USAREC messages.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** On receipt of waiver, review, or exception request.

**Note:** 21st Century Soldier Competencies  
Lifelong learner.  
Teamwork and collaboration.  
Communication and engagement.  
Critical-thinking and problem-solving skills.

**Performance Steps**

1. Verify the merit of an applicant's waiver request through waiver interview (if required).
  - a. Validate if an applicant's interview is consistent with their written statement.
  - b. Determine if the applicant has any additional charges not listed.
    - (1) If there are no additional charges, continue to approve/disapprove.
    - (2) If there are additional charges, request additional documents and determine if they are still eligible for a waiver.

Note: At this time return without action.

- c. Determine any disqualifying attributes IAW regulatory guidance.
2. Recommend approval, disapproval, or return without action.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Verified the merit of an applicant's waiver request through waiver interview (if required).	_____	_____
2 Recommended approval, disapproval, or returned without action.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 601-210 Enlistment and Accessions Processing

USAREC REG 600-22 Assignment of Enlistment Processing Responsibility

**Primary**

USAREC REG 601-210 Enlistment and Accessions Processing

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**805K-79R-7028**  
**Conduct Investigations**

**Conditions:** You are a recruiting commander identified as the Investigation Officer (IO) for an administrative investigation.

**Standards:** Conduct an administrative investigation with 100% completion IAW AR 15-6.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive appointment orders identifying you as the IO.

**Note:** 21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner.

Communication and engagement.

Critical thinking and problem solving.

**Performance Steps**

1. Review the appointment orders.
2. Determine the scope of the investigation according to the appointment orders.
  - a. The scope of the investigation will include answers to the who/what/where/when/why/how questions regarding the allegation(s).
  - b. Ensure that this scope is maintained during questioning.
3. Conduct a legal review with the proponent Staff Judge Advocate or a representative of that office.
4. Gather evidence.

NOTE: Evidence can be found in several ways including digital communication, written communication, physical evidence and sworn statements.

5. Conduct interviews and question personnel.

- a. Schedule interviews with personnel within the scope of the investigation.
  - b. Meet with the individual in a private location.
  - c. Explain and obtain a signed copy of USAREC Form 27-2.3, Privacy Act Statement.
  - d. Issue a rights warning and obtain a copy of the signed DA 3881, Rights Warning Procedure/Waiver Certificate.
  - e. Question the interviewee and memorialize the statements on the DA 2823, Sworn Statement.
6. Provide findings and recommendations.
- a. Collate all evidence, Privacy Act Statements, Rights Waiver Documents, and Sworn Statements with a written Report of Investigation. ROIs follow the format outlined in AR 15-6.
  - b. Submit for legal review.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Reviewed the appointment orders.	_____	_____
2 Determined the scope of the investigation according to the appointment orders.	_____	_____
3 Conducted a legal review with the proponent Staff Judge Advocate or a representative of that office.	_____	_____
4 Gathered evidence.	_____	_____
NOTE: Evidence can be found in several ways including digital communication, written communication, physical evidence and sworn statements.		
5 Conducted interviews and question personnel.	_____	_____

**Performance Measures****GO****NO  
GO**

6 Provided findings and recommendations.

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References****Required**

ARMY REG 15-6 Procedures for Investigation Officers and Boards of Officers

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 601-210 Enlistment and Accessions Processing

**Primary**

ARMY REG 15-6 Procedures for Investigation Officers and Boards of Officers



**805K-79R-7007**  
**Conduct a Company After Action Review**

**Conditions:** You have just completed an event or regularly designated period and have scheduled a meeting with your 1SG, station commanders, and recruiters to identify what happened, why did it happen and how can we improve it next time. You have access to Report Management Zone (RMZ), Leader Zone (LZ) reports, applicable regulations, the commander's intent, and the company calendar.

**Standards:** Conduct an After Action Review of an event/mission utilizing UM 3-30 with 100% adherence to the performance measures.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Upon completion of an event.

**Note:** 21st Century Soldier Competencies

Adaptability and initiative.

Lifelong learner (includes digital literacy).

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

**Performance Steps**

1. Prepare to conduct an After Action Review (AAR).
  - a. Review the station's plan, goals, achievements, and milestones.
  - b. Analyze event(s), reports and/or data.
2. Conduct an AAR.
  - a. Explain the AAR agenda.
  - b. Discuss previous event/mission goals and accomplishments.
  - c. Discuss obstacles and lessons learned.
  - d. Discuss tactics, techniques, and procedures (TTP) and training needs.

- e. Discuss current mission requirements and update plan of action.
  - f. Identify resources required.
  - g. Summarize and conclude the AAR.
3. Update the company Recruiting Operations Plan (ROP).
- a. Provide direction to the Station Commanders to conduct station running estimates.
  - b. Update the company running estimates.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Prepared to conduct an After Action Review (AAR).	_____	_____
2 Conducted an AAR.	_____	_____
3 Updated the company Recruiting Operations Plan (ROP).	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

Leader's Guide to AAR The Leader's Guide to After Action Review (AAR)

TRADOC REG 350-6 Enlisted Initial Entry Training Policies and Administration

USAREC MANUAL 3-0 Recruiting Operations

USAREC MANUAL 3-30 Recruiting Company Operations

USAREC MANUAL 3-30 Recruiting Company Operations

**Required**

**Primary**

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**805K-79R-7006**  
**Conduct Sustainment Operations**

**Conditions:**

You are a Company Commander assigned to a Recruiting Company. Given Soldiers, General Services Administration (GSA) fleet vehicles, cellular phones, computer systems, and other authorized equipment.

**Standards:**

Conduct sustainment operations within a recruiting company with 100% accuracy to ADRP 4-0, Sustainment.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Assumption of Command of a Recruiting Company.

**Note:** 21st Century Soldier Competencies

Character and accountability.

Adaptability and initiative.

Teamwork and collaboration.

Communication and engagement (oral, written, and negotiation).

Critical thinking and problem solving.

Tactical and technical competence (full spectrum capable).

**Performance Steps**

1. Integrate the fundamentals of sustainment.

Note: Sustainment is the provision of logistics, personnel services, and health service support necessary to maintain operations until successful mission completions (APD 4-0).

- a. Coordinate the three major elements of the sustainment war fighting function.
- b. Coordinate the seven principles of sustainment.
- c. Coordinate the five principles of personnel services.
- d. Coordinate the six principles of army health systems (AHS).

2. Integrate sustainment support to the Recruiting battalion.
  - a. Coordinate with the Recruiting Battalion.
    - (1) Battalion S-1.
    - (2) Battalion S-4.
    - (3) Battalion Solider Family Assistance Service representative.
  - b. Coordinate with local support agencies.
    - (1) Logistics Health Incorporated (LHI).
    - (2) Medical/Dental facilities/providers.
    - (3) Local Military facilities/providers.
3. Perform force protection measures within a recruiting environment.
4. Integrate elements of sustainment.
  - a. Logistics.
    - (1) Maintenance.
    - (2) Supply.
  - b. Personnel Services.
    - (1) Personnel Accountability.
    - (2) Strength Reporting.
    - (3) Personnel Information Management.
    - (4) Personnel Readiness Management.
    - (5) Personnel Support.
    - (6) Morale, Welfare, and Recreation and Community Support.
  - c. Financial Management.
  - d. Legal Support.

e. Health Service Support.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Integrated the fundamentals of sustainment.	_____	_____
<p>Note: Sustainment is the provision of logistics, personnel services, and health service support necessary to maintain operations until successful mission completions (APD 4-0).</p>		
2 Integrated sustainment support to the Recruiting battalion.	_____	_____
3 Performed force protection measures within a recruiting environment.	_____	_____
4 Integrated elements of sustainment.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

<b>Required</b> ADP 4-0 Sustainment	<b>Primary</b>
ADRP 4-0 Sustainment	ADRP 4-0 Sustainment

Subject Area 5: Recruiter S-1  
**805K-79R-7220**  
**Manage Soldier Records**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, and are the Human Resource Specialist. You receive a request for a records update from a soldier in the unit. You have access to Electronic Military Personnel Office (eMILPO), Interactive Personnel Electronic Record Management System (iPERMS), AR 600-8-104, and Outlook Email

**Standards:**

You must process the updates in the soldier's record, and perform a financial and personnel records review at least annually with 100% accuracy IAW AR 600-8-104.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive a request for a records update

**Note:** None

**Performance Steps**

1. Determine the correct method for performing the record update.
  - a. Determine if documents to be added to the Soldiers record are authorized IAW AR 600-8-104 and valid.
  - b. Upload authorized documents into iPERMS as applicable.
  - c. Ensure Soldier Record Brief matches with documentation in iPERMS.
  - d. Validate appropriate changes for Soldiers Record Brief (SRB) in eMILPO for RA Soldiers, and email to appropriate agency at HQ USAREC for AGR Soldiers.
2. Perform a Financial and Personnel Records update at least annually, or as needed.
  - a. Initiate the appropriate records review in iPERMS.
  - b. Verify the Soldier has completed viewing all new records since last review.

- c. Verify the Soldier has signed the records review in iPERMS once complete.
- d. Update any corrections as identified in iPERMS by the Soldier.
- e. Complete the records manager viewing of documents and sign as the reviewer.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Determined the correct method for performing the record update.	_____	_____
2 Performed a Financial and Personnel Records update at least annually, or as needed.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-104 Army Military  
Human Resource Records Management

**Primary**

ARMY REG 600-8-104 Army Military  
Human Resource Records Management

DA FORM 4187 Personnel Action



**805K-79R-7015**  
**Conduct Future Soldier Asset Inventory**

**Conditions:** You have Future Soldiers (FS) waiting to ship to Initial Military Training (IMT). You have access to Leader Zone (LZ), Recruiter Zone (RZ), command guidance, and all applicable regulations and publications.

**Standards:** Conduct Future Soldier Asset Inventory (FSAI) with 100% accuracy in accordance with USAREC Regulation 601-210.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have Future Soldier who reaches the required 60-day or 30-day interval for an FSAI.

**Note:** 21st Century Soldier Competencies

Character and accountability.  
Communication and engagement.  
Adaptability and initiative.

**Performance Steps**

1. Establish a schedule for conducting Future Soldier Asset Inventory (FSAI) at the required intervals.
  - a. Conduct FSAs at 60-days and 30-days prior to ship, at a minimum.
  - b. Employ the Future Soldier Manager on LZ to schedule FSAs.
2. Prepare for FSAI.
  - a. Review contact history of company leaders, station commanders, and recruiters.
  - b. Identify potential Future Soldier (FS) concerns with input from Station Commanders and recruiters.
3. Conduct FSAI.
  - a. Address the Future Soldier (FS) as Private.

- b. Conduct FSAI using questions listed in table O-2 of USAREC Regulation 601-210.
  - c. Ask FS about effort to provide referrals.
  - d. Determine ship potential as Red, Amber, or Green based on current information.
4. Complete FSAI.
- a. Annotate all information indicating that the FS is not ready or able to ship to training in the "Remarks" section of Future Soldier Manager.
  - b. Ensure FS ship potential is updated in Recruiter Zone.
  - c. Issue guidance and suspense dates in Future Soldier Manager.
  - d. Report FSAI contact percentages and results to Battalion Operations on a monthly basis.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Established a schedule for conducting Future Soldier Asset Inventory (FSAI) at the required intervals.	_____	_____
2 Prepared for FSAI.	_____	_____
3 Conducted FSAI.	_____	_____
4 Completed FSAI.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

<p><b>Required</b> USAREC MANUAL 3-30 Recruiting Company Operations</p>	<p><b>Primary</b></p>
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**Required**

USAREC REG 601-210 Enlistment and  
Accessions Processing

USAREC Training Circular 5-03.5 Leading  
Future Soldiers

**Primary**

USAREC REG 601-210 Enlistment and  
Accessions Processing

**805K-79R-7219  
Manage Unit Sponsorship Program**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, and are the unit's sponsorship coordinator. You are tasked to initiate the sponsorship program for a new in-bound Soldier. You have access to the Army Career Tracker (ACT) hierarchy for your unit, AR 600-8-8, and AR 600-8-101.

**Standards:**

You must identify the subordinate unit for in-bound soldier, forward welcome letter and verify that DA Form 5434 is completed in ACT with 100% accuracy in accordance with AR 600-8-8.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Initiate a new in-bound Soldier in the sponsorship program.

**Note:**None

**Performance Steps**

1. Identify the subordinate unit the in-bound Soldier will be assigned to.
2. Notify subordinate unit of in-bound personnel.
3. Forward welcome letter to in-bound Soldier with sponsor information through the ACT Sponsorship Module.
4. Validate that DA Form 5434 is completed in ACT.
5. Pull weekly Command Report from ACT Module to provide to Command Team.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Identified the subordinate unit the in-bound Soldier will be	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
assigned to.		
2 Notified subordinate unit of in-bound personnel.	_____	_____
3 Forwarded welcome letter to in-bound Soldier with sponsor information through the ACT Sponsorship Module.	_____	_____
4 Validated that DA Form 5434 is completed in ACT.	_____	_____
5 Pulled weekly Command Report from ACT Module to provide to Command Team.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-101 Personnel Readiness Processing

**Primary**

ARMY REG 600-8-8 The Total Army Sponsorship Program

ARMY REG 600-8-8 The Total Army Sponsorship Program

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**805K-79R-7212**  
**Perform Quality Control Checks of DA Form 4187**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, You have received a DA Form 4187 for processing of a personnel action, you have access to DA Pam 600-8 and the USAREC G-1 eSOP.

**Standards:**

Review the contents of the DA Form 4187 for 100% accuracy and completeness IAW DA Pam 600-8.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Processing of a personnel action

**Note:**None

**Performance Steps**

1. Verify the administrative data is correct.
  - a. Verify the Soldier's name is correct.
  - b. Verify the Soldier's grade of rank and Primary Military Occupational Specialty (PMOS) (for enlisted personnel only) is correct.
  - c. Verify the Soldier's Social Security Number (SSN) is correct.
  - d. Must research current regulatory guidance, MILPER, ALARACT IOT accurately process actions.
2. Review the contents of DA Form 4187, Section 3 (Request for Personnel Action) for completeness and accuracy.
3. Review the contents of DA Form 4187, Section 4 (Remarks) for completeness and accuracy.
  - a. Review any comments written in Section 4 for appropriateness to the requested action.
  - b. Verify the attachment of any additional comment sheets to DA Form 4187.

4. Review the contents of DA Form 4187, Section 5 (Certification/Approval/Disapproval) for completeness and accuracy.

a. Review the information and requested action(s) contained in Section 2 and Section 3.

b. Verify the "verified" section is checked-off.

c. Verify either "recommended approval" or "recommended disapproval" has been checked-off for the requested action(s).

5. Verify the routing and submission information for DA Form 4187 is complete and accurate.

a. Verify the "Thru:" designation or address is correct.

b. Verify the "To:" designation or address is correct.

c. Verify the "From:" designation or address is correct.

d. Verify the submission of DA Form 4187 for approval/disapproval as stated in local SOP.

6. Verify the signature(s) and action item(s) on DA Form 4187 are complete and accurate.

a. Verify "is approved" or "is disapproved" is checked-off in DA Form 4187 Section 5.

b. Verify DA Form 4187 contains the appropriate command authority signature(s).

c. Assign and complete all action item(s) indicated by the appropriate signing authority as stated in appropriate regulation or local SOPs.

d. Verify a copy of the Soldier's action is maintained in the local suspense files as stated in appropriate regulation or local SOPs.

e. Forward DA Form 4187 to the appropriate agency.

7. Verify the Soldier is notified of the results of the DA Form 4187.

- a. Verify the Soldier's action was returned from higher headquarters approved or disapproved.
- b. Verify the DA Form 4187 and supporting documentation is properly routed to the Soldier.
- c. Verify orders are published, if necessary.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Verified the Soldier's name is correct.	_____	_____
2 Reviewed the contents of DA Form 4187, Section 3 (Request for Personnel Action) for completeness and accuracy.	_____	_____
3 Reviewed the contents of DA Form 4187, Section 4 (Remarks) for completeness and accuracy.	_____	_____
4 Reviewed the contents of DA Form 4187, Section 5 (Certification/Approval/Disapproval) for completeness and accuracy.	_____	_____
5 Verified the routing and submission information for DA Form 4187 is complete and accurate.	_____	_____
6 Verified the signature(s) and action item(s) on DA Form 4187 are complete and accurate.	_____	_____
7 Verified the Soldier is notified of the results of the DA Form 4187.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References****Required**

DA FORM 4187 Personnel Action

**Primary**

DA FORM 4187 Personnel Action



**805K-79R-7213**  
**Manage Military Awards Program**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, you have been given the responsibility to manage the Military Awards Program for you unit. You have received an award request. You have access to AR 600-8-2, Electronic Military Personnel Office (eMILPO), DA Form 268 and all other applicable supporting documentation.

**Standards:**

Ensure that all supporting documents are error free, and are included in the award request, DA Form 638 within the proper time limitations IAW AR 600-8-2

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received an award recommendation

**Note:**None

**Performance Steps**

1. Identify guidelines for processing awards.
  - a. Check to ensure awarded is within proper time limitations.

(1) Conduct a legal and Recruiter Impropriety check. List all known legal actions and substantiated cases the Soldier received during the period of the award. Check eMILPO to ensure Soldier is not flagged. If the Soldier is flagged stop the process, review AR 600-8-22, and determine eligibility for a waiver.

(2) Monitor and manage all MSM recommendations so they are received at USAREC headquarters not later than 30 days prior to the presentation date or end date of award whichever date is earliest.

(3) Monitor and manage all LOM recommendations so they are received at USAREC Headquarters not later than 90 days prior to the presentation date or end date of award whichever date is earliest.

(4) Prepare a letter of lateness for the battalion commander's signature to address any MSM/LOM that does not meet established timelines.

(5) Provide a copy of a letter of apology to the Soldier if award is to be presented after the Soldier has departed.

b. Ensure the Soldier Record Brief (SRB) is included with award recommendation.

c. Ensure interim awards are given promptly to award a suitable lesser decoration pending the final approval of a higher award, in cases where commanders determine an interim award is appropriate.

d. Ensure the interim award is revoked upon approval of the higher award.

e. Ensure only one award is given for the same act, achievement, or period of meritorious service.

f. Ensure succeeding awards and decorations are awarded as an oak leaf cluster or numerical device.

g. Sign block 22a, DA Form 638, indicating the Soldier meets all administrative requirements to receive the award if the Soldier is fully eligible.

2. Identify purpose of Army awards and their required forms.

a. Advise personnel on eligibility requirements for the potential recipients.

b. Advise personnel on correct approval authority for Army individual awards.

3. Initiate and maintain permanent orders log to issue permanent order numbers.

4. Develop and maintain a tracking system to project Soldiers who may warrant award consideration due to transfer or separation from the unit or command, and track awards currently being processed.

5. Verify the DA Form 638 contains the correct administrative data and is properly formatted.

6. Forward DA Form 638 with all required documents enclosed to appropriate approval authority for signature for Army Achievement Medal and higher awards.

7. Forward form AAA-199 with all required documents enclosed to appropriate approval authority for signature for Army Good Conduct Medal (RA)

a. Receive signed AAA-199 from Co Cdr with recommendations. If Co Cdr recommends "no" a memo with reason must accompany the AAA-199.

b. Prepares orders, and certificates (if initial or retirement award)

- c. Update eMILPO, and upload orders to iPERMS.
- 8. Initiate Army Good Conduct Medal (AGR):
  - a. Receive memorandum from higher headquarters.
  - b. Forward to company commander for yes/no recommendations and signature.
  - c. Receive yes/no recommendations with signature from company commander and forward to higher headquarters for orders production.
  - d. Forward orders to the Recruiting company
  - e. Upload orders to IPERMS.
- 9. Maintain file copy of award (DA Form 638 and certificate, if applicable).
- 10. Ensure the approved award is uploaded into IPERMS at the award approval authority level.
- 11. Collect award data (AAMs and MOVSM for Battalion level)for annual awards report and quarterly Equal Opportunity reports.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Identified guidelines for processing awards.	_____	_____
2 Identified purpose of Army awards and their required forms.	_____	_____
3 Initiated and maintain permanent orders log to issue permanent order numbers.	_____	_____
4 Developed and maintain a tracking system to project Soldiers who may warrant award consideration due to transfer or separation from the unit or command, and track awards currently being processed.	_____	_____
5 Verified the DA Form 638 contains the correct administrative data and is properly formatted.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
6 Forwarded DA Form 638 with all required documents enclosed to appropriate approval authority for signature for Army Achievement Medal and higher awards.	_____	_____
7 Forwarded form AAA-199 with all required documents enclosed to appropriate approval authority for signature for Army Good Conduct Medal (RA)	_____	_____
8 Initiated Army Good Conduct Medal (AGR):	_____	_____
9 Maintained file copy of award (DA Form 638 and certificate, if applicable).	_____	_____
10 Ensured the approved award is uploaded into IPERMS at the award approval authority level.	_____	_____
11 Collected award data (AAMs and MOVSM for Battalion level)for annual awards report and quarterly Equal Opportunity reports.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

<b>Required</b>	<b>Primary</b>
ARMY REG 600-8-105 Military Orders	
ARMY REG 600-8-22 Military Awards	ARMY REG 600-8-22 Military Awards

**805K-79R-7214**

**Manage Suspension of Favorable Personnel Actions (FLAGs) Program**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, you have been given the responsibility to manage the Suspension of Favorable Personnel Actions Program (SFPA) for you unit. You have access to AR 600-8-2, Electronic Military Personnel Office (eMILPO), DA Form 268 and all other applicable supporting documentation.

**Standards:**

Ensure that all supporting documents are error free, and are included in the flag request, DA Form 268 when a flag is being imposed, and lifted within 3 working days IAW AR 600-8-2

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Suspension of Favorable Personnel Actions Program (SFPA)

**Note:**None

**Performance Steps**

1. Ensure that all supporting documents are included in the flag request, DA Form 268 when a flag is being imposed.

- a. Initiate the transaction in eMILPO within 3 working days.
- b. Print the automated DA Form 268 from eMILPO.
- c. Verify that the appropriate authority signs and dates the DA Form 268.

d. Place DA Form 268 into the local Active Flag File as dictated by SOP and regulatory guidance.

2. Ensure that all supporting documents are included with the DA Form 268 when a flag is to be lifted.

- a. Initiate the transaction in eMILPO within 3 working days.
- b. Print the automated DA Form 268 from eMILPO.

c. Verify that the appropriate authority signs and dates the DA Form 268

d. Placed DA Form 268 into the local Inactive Flag File as dictated by SOP and regulatory guidance.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Ensured that all supporting documents are included in the flag request, DA Form 268 when a flag is being imposed.	_____	_____
2 Ensured that all supporting documents are included with the DA Form 268 when a flag is to be lifted.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-2 Suspension of Favorable Personnel Actions (Flag)

**Primary**

ARMY REG 600-8-2 Suspension of Favorable Personnel Actions (Flag)

**805K-79R-7215**  
**Perform Personnel Strength Management and Accountability**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, you have been given the responsibility to manage personnel and strength management and accountability in your unit. You have received notification of an incoming soldier. You have access to AR 600-8-2, Electronic Military Personnel Office (eMILPO), DA Form 268 and all other applicable supporting documentation.

**Standards:**

You must process the soldier for arrival and appropriately slot them within the proper time limitations. Ensure that all supporting documents are error free, and are included in the request, AAA-162 within the proper time limitations IAW AR 600-8-6

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Personnel and strength management and accountability for your unit.

**Note:** None

**Performance Steps**

1. Process personnel accounting actions.
  - a. Process a Soldier arrival and appropriately slot Soldier (RA/AGR) in eMILPO and HSS.
  - b. Process an Arrival Correction Date.
  - c. Process a Reassignment.
    - (1) Prepare required paperwork requesting operational reassignment within USAREC IAW current command guidance, regulatory guidance and system requirements.
    - (2) Prepare a request for voluntary reassignment.
    - (3) Maintain electronic file copies of all operational moves.
  - d. Process an attachment.

- e. Process a Duty Status Change.
  - f. Process a Transitional/Loss transaction.
  - g. Process a Departure transaction.
  - h. Process a Revoke Departure transaction.
2. Review Unit Personnel Reports.
- a. Unit Personnel Accountability Report (AAA-162).
    - (1) Ensure unit strength is reconciled by Company Commander monthly.
    - (2) Bn S-1 will review and reconcile all applicable Personnel Registers (DA Form 3. 1) and submit required eMILPO transaction.
  - b. Unit Personnel Accountability Notices Report (AAA-165), identify and reconcile any issues on the AAA-165s as annotated by Company Commander monthly.
  - c. Alpha Roster derived from the Report Management Zone (RMZ) in HSS.
  - d. Review/reconcile miscellaneous account report (from RMZ) and coordinate with other staff, as necessary, at least monthly.
3. Manage Personnel Strength Reporting Data.
- a. Project personnel requirements based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers and Army civilians.
  - b. Develop personnel distribution plans.
  - c. Conduct reassignments and diversions to meet operational requirements.
  - d. Verify receipt of all pending and potential task organization changes with S1s/G1s.
4. Ensure reports reflect current task organization IAW information provided from the S-2.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.



<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Processed personnel accounting actions.	_____	_____
2 Reviewed Unit Personnel Reports.	_____	_____
3 Managed Personnel Strength Reporting Data.	_____	_____
4 Ensure reports reflect current task organization IAW information provided from the S-2.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-6 Personnel Accounting and Strength Reporting

ARMY REG 601-1 Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

ARMY REG 614-200 Enlisted Assignments and Utilization Management

ARMY REG 630-10 Absence Without Leave, Desertion, and Administration of Personnel

FM 1-0 Human Resources Support

**Primary**

ARMY REG 600-8-6 Personnel Accounting and Strength Reporting

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**805K-79R-7216**  
**Process Reassignment/Reattachment from USAREC**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, you have been given the responsibility to manage soldiers Reassignment/Reattachment for your unit. You have received a levy notification from either USAREC G-1 or Military Personnel Division (MPD). You have access to AR 601-1, AR 600-8-11, Headquarters Support System (HSS), and Outlook Email, and all other applicable supporting documentation.

**Standards:**

You must process the soldier for reassignment. Ensure that all supporting documents are error free, and are included in the request, DA Form 5118 within the proper time limitations IAW AR 600-8-11

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received a levy notification

**Note:**None

**Performance Steps**

1. Ensure completion of DA Form 5118 (Reassignment Status and Election Statement) in HSS as directed in levy notification for MOS 79R.
2. Forward the email from MPD with the appropriate attachments to the effected Soldier with the instructions to return the documents when completed for Soldiers who are not PMOS 79R, MOS 79R going or returning from OCONUS, Command Sergeant's Major and officers.
3. Return completed attachments to MPD before 10 business days have elapsed for orders creation.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Ensured completion of DA Form 5118 (Reassignment Status and Election Statement) in HSS as directed in levy notification for MOS 79R.	_____	_____
2 Forwarded the email from MPD with the appropriate attachments to the effected Soldier with the instructions to return the documents when completed for Soldiers who are not PMOS 79R, MOS 79R going or returning from OCONUS, Command Sergeant's Major and officers.	_____	_____
3 Returned completed attachments to MPD before 10 business days have elapsed for orders creation.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-11 Reassignment

ARMY REG 601-1 Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

**Primary**

ARMY REG 601-1 Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

**805K-79R-7218**  
**Process Semi-Centralized Promotions (Sergeant/Staff Sergeant)**

**Conditions:**

You are currently working in an S-1 recruiting office assigned to a recruiting Battalion, and are assigned as the Human Resource Specialist for your assigned unit. You have just received the AAA-294 back from the Company Commander with Soldiers identified for appearance before the promotion board. You have access to AR 600-8-19, Electronic Military Personnel Office (eMILPO), and Promotion Point Worksheet (PPW).

**Standards:**

You must verify the eligibility for promotion and accuracy while perform promotion board actions, process board proceedings and maintaining sergeant/staff sergeant promotion standing list. You must prepare board proceeding memorandum within 1 Day, and ensure authority approves or disapproves board result within 3 days IAW AR 600-8-19 with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received the AAA-294 back from the Company Commander with Soldiers identified for appearance before the promotion board.

**Note:**None

**Performance Steps**

1. Verify recommendations and eligibility for promotion to SGT/SSG.

a. Prepare for the promotion board.

(1) Prepare the unit enlisted promotion report and eligibility/ineligibility listing for USAR Soldiers; forward it to the unit commander to select Soldiers for board appearance the month prior to the promotion board.

(2) Prepare automated promotion point worksheets (RA)/DA Form 3355 (AGR) for Soldiers the commander has recommended for promotion board appearance.

b. Verify promotion data on Soldier Record Brief (SRB) and in Interactive Personnel Electronic Management System (iPERMS).

(1) Ensure Soldiers provide documents (if required) to verify award of promotion points.

(2) Verify all of the required information is contained in the recommendation including APFT data/scores, weapons qualification data/scores, and duty performance evaluation.

c. Verify Soldier meets eligibility requirements for recommendation.

2. Produce Memorandum of Instruction (MOI) to schedule and conduct the promotion board.

a. Conduct actions to schedule promotion board IAW regulatory guidance.

b. Verify promotion board members are properly appointed.

(1) Verify president is the senior member and is an officer, CSM or SGM.

(2) Verify members are at least one grade senior to those being considered.

(3) Verify at least one voting member is the same sex as Soldiers being considered.

(4) Verify that the reason is included in board proceedings if a same sex board member is not possible.

(5) Verify the board includes a minority member if reasonably available.

(6) Verify a non-voting recorder from the battalion S-1 is appointed.

c. Verify conduct of promotion selection board.

(1) Schedule the monthly promotion board with board members appointed in writing by promotion authority during the valid time frames as outlined in regulatory guidance.

(2) Verify all DA Forms 3355, with sections A and B completed for each Soldier scheduled to appear before the promotion board.

(3) Ensure unit commander notified of board schedule.

(4) Ensure unit notifies Soldier(s) and board members.

(5) Verify conduct of promotion board.

(6) Verify recorder collects all DA Forms 3356 and prepares DA Forms 3357 after each Soldier's appearance and obtains president's signature.

(7) Verify section D, DA Form 3355, is completed by the Soldier, board recorder, and the promotion authority.

d. Process results of promotion selection board.

(1) Prepare the board proceeding memorandum not later than 1 duty day after the board adjourns.

(2) Ensure president reviews memorandum for accuracy signs and forwards to promotion authority.

(3) Ensure promotion authority approves or disapproves the board and signs the memo within 3 days of board adjournment.

(4) Forward the memorandum to USAREC G1 for AGR Soldiers within 3 days of board adjournment.

(5) Ensure promotion point data is entered into the appropriate database as soon as possible.

(6) Ensure Soldiers not recommended or who have not attained the minimum points are counseled by the promotion authority and/or board president. Ensure Soldier and counselor sign block D of DA Form 3355. Ensure "Soldier refuses to sign" is entered if Soldier will not sign block D of DA Form 3355.

(7) Ensure administrative points are determined as of and up until the date the board is approved.

(8) Maintain file copies of promotion board proceedings IAW AR 600-8-19.

3. Monitor SGT/SSG promotion list to determine if Soldier made cut off score and receives promotion orders.

4. Maintain appropriate promotion files IAW current Army regulations.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Verified recommendations and eligibility for promotion to SGT/SSG.	_____	_____
2 Produced Memorandum of Instruction (MOI) to schedule and	_____	_____

**Performance Measures**

**GO**      **NO  
GO**

conduct the promotion board.

- |   |  |       |       |
|---|--|-------|-------|
| 3 | Monitored SGT/SSG promotion list to determine if Soldier made cut off score and receives promotion orders. | _____ | _____ |
| 4 | Maintained appropriate promotion files IAW current Army regulations.                                       | _____ | _____ |

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 600-8-19 Enlisted Promotions and Reductions

**Primary**

ARMY REG 600-8-19 Enlisted Promotions and Reductions

Subject Area 6: Recruiter S-2  
**805K-79R-8611**  
**Train the Recruiting Force on Market Analysis**

**Conditions:**

You are assigned to an recruiting element as the S-2 and you are tasked to train the force on market analysis procedures and have access to:

USAREC Manual 3-0 Recruiting Operations

USAREC Manual 3-29 Recruiting Brigade and Battalion Operations

USAREC Training Circular 5-02 Intelligence

USAREC Regulation 350-1 Training and Leader Development

USAREC Training Circular 5-03.4 Training and Leader Development

Market Intelligence Dashboard (MID)

Segmentation Analysis & Market Assessment iSAMA

Reserve Vacancy Reports

Command guidance (OPORDS/FRAGOS)

**Standards:**

You are assigned to an recruiting element as the S-2 and you are required to conduct training IAW UR 350-1 and/or when directed, to the recruiting force on how to conduct market analysis with 100% adherence to USAREC published guidance. Provide corrective training and follow-up assessment if necessary.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Assess a Recruiting Market



2. Plan the training event.
  - a. Receive guidance from the commander.
  - b. Verify the training environment as live, virtual or constructive and lock in required resources.
3. Prepare for the training event.
  - a. Conduct pre-execution checks
  - b. Conduct the final reconnaissance of the training site.
  - c. Finalize support and conduct rehearsals
  - d. Complete final preparation
  - e. Prepare and develop an assessment plan
4. Conduct the training event.
5. Conduct final AAR.
6. Provide the commander assessment for considerations
7. Conduct corrective training (if necessary)
8. Schedule follow-up assessment (If necessary)

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Assessed a Recruiting Market	_____	_____
2 Planned the training event.	_____	_____
3 Prepared for the training event	_____	_____
4 Conducted the training event	_____	_____
5 Conducted final AAR.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
6 Provided the commander assessment for considerations	_____	_____
7 Conducted corrective training (if necessary)	_____	_____
8 Scheduled follow-up assessment (If necessary)	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3-0 Recruiting Operations

USAREC REG 350-1 Training and Leader Development

USAREC REG 350-1 Training and Leader Development

USAREC REG 601-73 Missioning Procedures

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02 Intelligence

USAREC Training Circular 5-03.4 Training and Leader Development

**805K-79R-8612**  
**Conduct Intelligence Preparation of the Battlefield (IPB)**

**Conditions:**

You are assigned to an recruiting element S-2 and you are tasked to conduct an Intelligence Preparation of the Battlefield (IPB) and you have access to:

USAREC Training Circular 5-02 Intelligence.

USAREC Regulation 601-73 Market Analysis to Support Recruiting Operations.

USAREC Training Circular 5-01 Mission Command.

Market Intelligence Dashboard (MID).

Segmentation Analysis & Market Assessment iSAMA.

Reserve Vacancy Reports

Command guidance (OPORDS/FRAGOS).

This task should not be trained in MOPP 4.

**Standards:**

You are assigned to an recruiting element S-2 and you are tasked to conduct an Intelligence Preparation of the Battlefield (IPB) of a recruiting unit's market and environment with 100% accuracy IAW with United States Army Recruiting Command (USAREC) command guidance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Prepare for IPB.
  - a. Login to MID.

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b. Pull MID reports.

- (1) Market Share
- (2) Production Standard.
- (3) Production Group
- (4) Production Individual
- (5) Employment
- (6) Population
- (7) Production to Population (P2P)
- (8) Penetration
- (9) Segment Population
- (10) Segment Penetration
- (11) Standard Reports
- (12) Standard Reports
  - (a) Population
  - (b) Demographic Income Military Education report (DIME).
  - (c) Labor
  - (d) Ethnicity
- (13) Out of area contract report (OAC)
- (14) Last High School Attended (LHSA)

c. Login to USAREC G2 Sharepoint Site

d. Pull Market Analysis Reports

- (1) Reserve Vacancy Reports
- (2) Market Share Analytics

- (3) Quality MAR
- (4) Segmentation Market Report
- (5) Top 10 Segment Potential Report
- (6) Race/Ethnic MAR
- (7) PRIZM Premier
- (8) Top 10 Segment List
- (9) Zip Code Rollup Report
- (10) Zip Code by Category Report
- (11) Single Zip Code Report
- (12) Zip Code Segment Detail Report
- (13) Race/Ethnic SMR
- (14) Segmentation Analysis Market Assessment reports (SAMA).

2. Define the Operational Environment.

a. Analyze the population/demographic mix of the AO.

b. Identify the Area of Interests (AOI) and the effect on recruiting operations within the Area of Operations (AO).

3. Describe the Market Environment Effects.

a. Identify production trends within categories, segments and demographic subsets

b. Determine changes and opportunities within the market.

4. Evaluate the Threat

a. Determine competition within the market

b. Identify competitor capabilities

c. Prepare a SWOT

5. Assess Market Potential.
  - a. Identify markets with the highest potential within the Area of Operations (AO)
  - b. Determine markets to exploit, expand or assume risk.
6. Prepare information brief to Commander and Staff

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Prepared for IPB.	_____	_____
2 Defined the Operational Environment	_____	_____
3 Described the Environment Effect	_____	_____
4 Evaluated the Threat	_____	_____
5 Conducted an Assessment of Market Potential	_____	_____
6 Prepared and presented information brief to Commander and Staff.	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-01 Mission Command

USAREC Training Circular 5-02 Intelligence

**Primary**

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

**805K-79R-8613**  
**Develop Recommendations for Priority Targets**

**Conditions:**

You are working in a recruiting element S-2 and you have been directed by the commander to identify, determine and consolidate a priority target list from a high payoff target list. You have access to:

USAREC Manual 3-0 Recruiting Operations.

USAREC Manual 3-29 Recruiting Brigade and Battalion Operations

USAREC Training Circular 5-02 Intelligence

Market Intelligence Dashboard (MID).

G2 SPAN

Reserve Vacancy Reports

Segmentation Analysis & Market Assessment iSAMA.

Command guidance (OPORDS/FRAGOS).

This task should not be trained in MOPP 4.

**Standards:**

You are working in a recruiting element S-2 and you have been directed by the commander to identify, determine and consolidate a priority target list from a high payoff target list that is 100% IAW United States Army Recruiting Command (USAREC) published guidance within the recruiting area of operation.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have been directed by the commander to develop recommendations for priority targets

**Note:** None

**Performance Steps**

1. Understand commander's guidance.

2. Assess a Recruiting Market
3. Identify high payoff targets
4. Determine priority targets.
5. Consolidate recommended priority target list IAW with local SOP

**Evaluation Preparation:**

is task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Understood commander's guidance.	_____	_____
2 Assessed a Recruiting Market	_____	_____
3 Identified high payoff targets	_____	_____
4 Determined priority targets.	_____	_____
5 Consolidated recommended priority target list IAW with local SOP	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

FM 3-09 Field Artillery Operations and Fire Support

USAREC MANUAL 3-0 Recruiting Operations

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02

**Primary**

USAREC Training Circular 5-02



**Required  
Intelligence**

**Primary  
Intelligence**

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**805K-79R-8614**  
**Perform Missioning Procedures**

**Conditions:**

You are assigned to a recruiting element S-2 and your Headquarters has posted your new mission requirements. You are tasked to develop multiple COA's to distribute RA, USAR, and special missions. You have access to :

1. USAREC Regulation 601-73 Market Analysis to Support Recruiting Operations
2. USAREC Manual 3 – 29 Recruiting Brigade and Battalion Operations
3. USAREC Circular 5 – 02 Intelligence
4. Mission Production and Awards (MPA)
5. Report Management Zone (RMZ)
6. Automated Territorial Alignment System (ATAS)
7. Market Intelligence Dashboard (MID)
8. Reserve Vacancy Reports
9. Recruiting Calendar
10. Command Mission Model
11. Command guidance (OPORDS/FRAGOS)

**Standards:**

You are assigned to a recruiting element S-2 and you have received a mission document. Use current mission model to develop multiple COA's to distribute RA, USAR, and special missions with 100% accuracy IAW USAREC Published guidance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Establish timeline for mission development by setting dates for:
  - a. Obtaining Commander's approval.
  - b. Release mission to subordinate units.
  - c. Validate mission is accurate and loaded.
  - d. Ensure mission is accepted by subordinate units

2. Analyze assigned mission

- a. Compare mission and accomplishments using the most recent and previous like time frames.
- b. Compare percent of unit mission to percent of unit historical DOD production by mission category.
- c. Review latest market assessment
- d. Identify changes in DOD competition.
- e. Identify market shifts (socioeconomic/DOD).
- f. Identify resource availability (Required Recruiting Force (RRF) fill), as necessary.
- g. Identify resource availability (Required Recruiting Force (RRF) fill), as necessary.

3. Develop multiple courses of action for subordinate unit's mission:

- a. Input primary COA factor weights into mission model.
- b. Input alternate COA factor weights into mission model.

4. Prepare decision brief to commander and and/or staff

- a. Schedule a date.
- b. Prepare presentation of COAs with recommendation

5. Present decision brief to commander and/or staff

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Established timeline for mission development by setting dates for:	_____	_____
2 Analyzed assigned mission:	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
3 Developed multiple courses of action for subordinate unit's mission:	_____	_____
4 Prepared decision brief to commander and and/or staff	_____	_____
5 Presented decision brief to commander and/or staff	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 5-0 The Operations Process

USAREC REG 601-73 Missioning Procedures

USAREC REG 601-73 Missioning Procedures

USAREC Training Circular 5-02 Intelligence

**805K-79R-8610**

**Develop Recommendations for Positioning the Recruiting Force (PAE)**

**Conditions:**

You are working in a recruiting element S-2 and tasked to conduct a Position, Analysis, and Evaluation (PAE) and you have access to:

1. USAREC Regulation 601-73 Recruiting Market Analysis to Support Recruiting Operations
2. USAREC Manual 3-0 Recruiting Operations
3. USAREC Manual 3-29 Recruiting Brigade and Battalion Operations
4. USAREC Training Circular 5-02 Intelligence
5. Market Intelligence Dashboard (MID)
6. Headquarters Support System (HSS) – Force Structure Address and ZIP Code realignment (FAZR)
7. Current Table of Distribution and Alignment (TDA)
8. Recruiting Facilities Management System (RFMIS)
9. G2 SharePoint PAE SPAN Site
10. Most Current version of MapInfo Software
11. Most Current version of Graphical Representation of USAREC Market and Production (GRUMP)
12. Updated GRUMP Databases (RMA, Analyst, Market Share and Core Data)
13. Last completed PAE
14. Reserve Vacancy Reports
15. Command guidance (OPORDS/FRAGOS).

**Standards:**

You are working in a recruiting element S-2 and you are tasked to evaluate the subordinate units Required Recruiting Force (RRF) distribution and market boundaries with 100% adherence to USAREC published guidance that optimally distributes resources to the recruiting market. Provide multiple courses of action to the Commander on distribution of the (RRF) and market boundaries.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Prepare for PAE.

a. A. Inform all leaders and recommended staff sections of the intent to conduct a PAE IAW USAREC Reg 601-73.

- (1) Consider internal factors.
- (2) Consider external factors.
- (3) Consider S-1 language requirements
- (4) Consider permanent change of station (PCS) costs.
- (5) Consider S-4 facility requirements and constraints (Corp of Engineers).
- (6) Consider budget constraints.
- (7) Consider information technology (IT) requirements.
- (8) Consider command and control constraints.
- (9) Review documentation from previous PAE.
- (10) Review company and station boundaries.
- (11) Review out-of-area contract data (obtained from MID) to see if any Zips need to be assigned to a different s.
- (12) Consider Quality of Life issues.

b. Obtain the most updated PAE databases utilizing the automated GRUMP.NET from the start menu and selecting all programs, U.S. Army, GRUMP.NET on your computer.

NOTE: This procedure may take a while to complete while new files are being downloaded.

c. Print required reports.

- (1) Average Location Report (ALRPT)
- (2) Detailed Location Report (DLRPT)
- (3) High School Enrollment Report (HSRPT)
- (4) Location Organization Report (LORPT)
- (5) College Enrollment Report

(6) Summary Location Report (SLRPT)

(7) Previous USAREC Form 601-73.1.

2. Conduct In-Brief.

a. Schedule a date.

b. Brief will include the affected units, staff and appropriate higher HQs (may be by VTC).

c. Brief will include the command guidance.

d. Brief will obtain any additional command guidance.

3. Execute PAE.

a. Use Military Decision Making Process (MDMP) to select the best course of action (COA).

b. Ensure subordinate units develop and evaluate COAs for their area of responsibility (AOR). Ensure COA 1 is to maintain status quo (I.e. no changes)

c. Allocate the total Required Recruiting Force (RRF).

d. Allocate the AGR portion of the RRF based upon current distribution guidelines and directives

4. Prepare documentation:

a. Update RMA files.

b. Prepare memorandum for record of all PAE actions

5. Submit PAE to higher HQs for review.

**Evaluation Preparation:**

May be evaluated by using the evaluation guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above.

**Performance Measures**

1 Prepared for PAE.

**GO**

**NO  
GO**

\_\_\_\_\_

\_\_\_\_\_

2 Conducted In-Brief.

\_\_\_\_\_

\_\_\_\_\_

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
3 Execute PAE.	_____	_____
4 Prepare documentation:	_____	_____
5 Submit PAE to higher HQs for review.	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ADP 5-0 The Operations Process

USAREC MANUAL 3-0 Recruiting Operations

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02 Intelligence

USAREC Training Circular 5-02 Intelligence



**805K-79R-8609**  
**Asses a Recruiting Market**

**Conditions:**

You are working in a recruiting element S-2 and you are directed to conduct an assessment of the recruiting market given you have access to:

1. USAREC Manual 3-0 Recruiting Operations.
2. USAREC Manual 3-29
3. USAREC Training Circular 5-02
4. Market Intelligence Dashboard (MID).
5. Segmentation Analysis & Market Assessment iSAMA.
6. Reserve Vacancy Reports
7. Command guidance (OPORDS/FRAGOS).

**Standards:**

You are working in a recruiting element S-2 and you are directed to conduct an assessment of the recruiting market. You are to stay within 100% adherence to USAREC published guidance, analyze and identify market potential areas of focus, production trends and training indicators. Make recommendations to Commander. Provide corrective training to assessed market if necessary.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Prepare for recruiting assestment
  - a. Login to MID.
  - b. Pull MID reports.

- 
- (1) Market Share.
  - (2) Production Standard
  - (3) Production Group
  - (4) Production Individual
  - (5) Employment
  - (6) Population
  - (7) Production to Population (P2P)
  - (8) Penetration
  - (9) Segment Population.
  - (10) Segment Penetration
  - (11) Standard Reports
    - (a) Demographics
      - \_1\_ Population
      - \_2\_ Demographic Income Military Education report (DIME).
      - \_3\_ Labor
      - \_4\_ Ethnicity
    - (b) Out of area contract report (OAC)
    - (c) Last High School Attended (LHSA)
- c. Login to USAREC G2 Sharepoint Site
  - d. Pull Market Analysis Reports
    - (1) Segmentation Analysis Market Assessment reports (SAMA).
    - (2) Market Assessment Report (MAR)
    - (3) Quality MAR

- (4) Segmentation Market Report
- (5) Top 10 Segment Potential Report
- (6) Race/Ethnic MAR
- (7) PRIZM Premier
- (8) Top 10 Segment List
- (9) Zip Code Rollup Report
- (10) Zip Code by Category Report
- (11) Single Zip Code Report
- (12) Zip Code Segment Detail Report
- (13) Race/Ethnic SMR
- (14) Reserve Vacancy Reports

2. Conduct recruiting market assessment.

- a. Understand commander's intent.
- b. Identify trends
- c. record observations within the reports pulled
- d. Conduct a verbal communication with level being assessed.
- e. Provide a written assessment to the Commander.
  - (1) Focus on market assessment
  - (2) Market trends
  - (3) Training indicators
- f. Conduct corrective training (if necessary)
- g. Schedule follow-up assessment (If necessary).

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Prepare for recruiting assessment	_____	_____
2 Conduct recruiting market assessment.	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individuals who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3-0 Recruiting Operations

USAREC REG 601-73 Missioning Procedures

USAREC REG 601-73 Market Analysis to Support Recruiting Operations

USAREC Training Circular 5-02 Intelligence

USAREC Training Circular 5-02 Intelligence

Subject Area 7: Recruiter S-4  
**805K-79R-7820**  
**Manage Property Accountability**

**Conditions:**

You are currently working in an S-4 recruiting office assigned as the Supply Specialist assigned to a recruiting Battalion. Your commander has designated you as the Primary Hand Receipt Holder (PHRH), and has informed you to fix the supply accountability. You have access to AR 735-5, and PAM 710-2-1, and your commander's guidance

**Standards:**

You must verify the information on all equipment received and distributed for 100% accuracy and process required forms to the appropriate agency IAW AR 735-5. Ensure that all supporting documents are error free within the proper time limitations PAM 710-2-1

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Your commander has designated you as the Primary Hand Receipt Holder

**Note:** None

**Performance Steps**

1. Maintain required publications.
2. Maintain unit supply files.
3. Request supplies and equipment.
4. Receive supplies and equipment
5. Issue supplies and equipment.
6. Process Hand Receipts/Sub-hand Receipts.
7. Store property securely.
8. Conduct property inventories.
9. Turn-In property

- 10. Execute Lateral Transfer of Property.
- 11. Initiate Property Adjustment Documents.
- 12. Process Property Adjustment Documents (\*)

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Maintained required publications.	_____	_____
2 Maintained unit supply files.	_____	_____
3 Requested supplies and equipment	_____	_____
4 Received supplies and equipment	_____	_____
5 Issued supplies and equipment.	_____	_____
6 Processed Hand Receipts/Sub-hand Receipts.	_____	_____
7 Stored property securely.	_____	_____
8 Conducted property inventories.	_____	_____
9 Turned-In property.	_____	_____
10 Executed Lateral Transfer of Property.	_____	_____
11 Initiated Property Adjustment Documents.	_____	_____
12 Processed Property Adjustment Documents.(*)	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 710-2 Supply Policy Below  
the National Level

ARMY REG 735-5 Property Accountability  
Policies

DA PAM 710-2-1 Using Unit Supply  
System

**Primary**

ARMY REG 735-5 Property Accountability  
Policies

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**805K-79R-7822**  
**Manage Fleet Operations**

**Conditions:**

You are currently working in an S-4 recruiting office assigned to a recruiting Battalion, and are the designated fleet operations manager. You have received a memo from your Commander that there has been reports of no proper vehicle accountability within the subordinate units. You have been task to look into these problems, manage, and validate the Recruiting Fleet Operations Manager. You have access to PAM 710-2-1 (USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)), AR 58-1 (MANAGEMENT, ACQUISITION, AND USE OF MOTOR VEHICLES), AR 735-5 (Property Accountability Policies and AR 600-55 (THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING), and local standing operating procedures (SOPs).

**Standards:**

You must manage fleet operations and actions within your area of operations, review and update fleet operation procedures, IAW PAM 710-2-1 25-400-2 (USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES) with 100% accuracy and processing of required forms to the appropriate agency. Ensure that all supporting documents are error free within the proper time limitations IAW AR 58-1 (MANAGEMENT, ACQUISITION, AND USE OF MOTOR VEHICLES), and DOD Consolidated policy and procedures.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have received a memo from your Commander that there has been reports of no proper vehicle accountability within the subordinate units.

**Note:** None

**Performance Steps**

1. Review USAREC basis of issue plan (BOIP).
2. Review Force Structure Address and Zip Code Realignment (FAZR) System "REQUIREMENTS" field.
3. Assign RSIDs in GSA Mileage Express database.
4. Monitor accountability down to Company Commander.



5. Establish SOP in accordance with DoD Directives, DA and USAREC regulations.
6. Coordinate regularly with GSA Fleet Service Representative.
7. Track fleet mileage.
8. Conduct vehicle rotations as needed.
9. Maintain monthly maintenance actions.
10. Conduct newcomer safety brief.
11. Monitor vehicle misuse (DA and USAREC).
12. Oversee accident program.
13. Monitor vehicle replacement/turn-in program.
14. Initiate Loss, Damage or Destroyed actions.
15. Certify GSA billing.
16. Validate annual inspections.
17. Ensure vehicles are located in safe and secure locations.
18. Monitor GOV key control.
19. Monitor GOV license plates.
20. Monitor WEX card.
21. Establish GOV files.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Reviewed USAREC basis of issue plan (BOIP).	_____	_____
2 Reviewed Force Structure Address and Zip Code Realignment	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
(FAZR) System "REQUIREMENTS" field.		
3 Assigned RSIDs in GSA Mileage Express database.	_____	_____
4 Monitored accountability down to Company Commander.	_____	_____
5 Established SOP in accordance with DoD Directives, DA and USAREC regulations.	_____	_____
6 Coordinated regularly with GSA Fleet Service Representative.	_____	_____
7 Tracked fleet mileage.	_____	_____
8 Conducted vehicle rotations as needed.	_____	_____
9 Maintained monthly maintenance actions.	_____	_____
10 Conducted newcomer safety brief.	_____	_____
11 Monitored vehicle misuse (DA and USAREC).	_____	_____
12 Overseen accident program.	_____	_____
13 Monitored vehicle replacement/turn-in program.	_____	_____
14 Initiated Loss, Damage or Destroyed actions.	_____	_____
15 Certified GSA billing.	_____	_____
16 Validated annual inspections.	_____	_____
17 Ensured vehicles are located in safe and secure locations.	_____	_____
18 Monitored GOV key control.	_____	_____
19 Monitored GOV license plates.	_____	_____
20 Monitored WEX card.	_____	_____
21 Established GOV files.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance

measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 58-1 Management, Acquisition, and Use of Motor Vehicles

**Primary**

ARMY REG 58-1 Management, Acquisition, and Use of Motor Vehicles

ARMY REG 600-55 The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

ARMY REG 735-5 Property Accountability Policies

DODI 6055.04DOD Traffic Safety Program

DA PAM 710-2-1 Using Unit Supply System

**805K-79R-7807**  
**Manage Government Purchase Card (GPC) Program**

**Conditions:**

You are currently working in an S-4 recruiting office assigned to a recruiting Battalion, and responsible to manage GPC Purchase Card Program for your command. You have received a memo from your Commander that there has been reports of over spending with the Government Purchase card within the unit. You have access to AR 710-2 (Supply Policy below the National Level PAM 710-2-1 (USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES), and local standing operating procedures (SOPs).

**Standards:**

You must Manage the Government Purchase Card program for your unit IAW the ACCESS On-line (U.S. Bank) framework, ensure that any government purchase that are done with the Government Purchase Card are not to exceed the authorized limit, and If needed identify potential split purchase are done IAW AR 735-5 with 100% accuracy and processing of required forms to the appropriate agency. Ensure that all supporting documents are error free within the proper time limitations IAW PAM 710-2-1

**Special Condition:** Obtain training and certification on the following: a. GPC b. Defense Acquisition University (DAU) c. ACCESS On-Line d. ATRRS

**Special Standards:** None

**Special Equipment:**

**Cue:**Received a memo from your Commander that there has been reports of over spending with the Government Purchase card within the unit.

**Note:**None

**Performance Steps**

1. Ensure GPC Limits are not exceeded - \$5,000 Supplies; \$2,500 Services
2. Identify potential split purchases.
3. Conduct market research to determine mandatory sources of supply.
4. Provide acceptance documentation/receipt of purchase.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the

materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Ensured GPC Limits are not exceeded - \$5,000 Supplies; \$2,500 Services	_____	_____
2 Identified potential split purchases.	_____	_____
3 Conducted market research to determine mandatory sources of supply.	_____	_____
4 Provided acceptance documentation/receipt of purchase.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 710-2 Supply Policy Below the National Level

**Primary**

ARMY REG 710-2 Supply Policy Below the National Level

LOCAL SOP

DA PAM 710-2-1 Using Unit Supply System (Manual Procedures)

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**805K-79R-7821**  
**Manage Recruiting Facility Program**

**Conditions:**

You are currently working in an S-4 recruiting office assigned to a recruiting Battalion, and are the designated facility manager. You have received a memo from your Commander that there has been reports of subordinate units having problems with landlords of their rental properties. You have been task to look into these problems and manage the Recruiting Facility Program. You have access to AR 405-90 (Disposal of Real Estate), AR 420-1 (Army Facilities Management), AR 25-400-2 (The Army Records Information Management System (ARIMS)), and AR 405-70 (Utilization or Real Property), and local standing operating procedures (SOPs).

**Standards:**

You must manage facility requirements and actions within your area of operations. IAW AR 25-400-2 with 100% accuracy and processing of required forms to the appropriate agency. Ensure that all supporting documents are error free within the proper time limitations IAW AR 420-1 (Army Facilities Management), and DOD Consolidated policy and procedures

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Coordinate recruiting facilities in accordance with regulatory guidance.
2. Provide technical guidance based upon regulations and directives as pertaining to facility management.
3. Determine facility program requirements.
4. Enter facility program in Rental Facilities Management Information System. (RFMIS)
5. Prioritize facility program.
6. Coordinate facility program with local U.S. Army Corps of Engineers (COE) District.

7. Ensure required documents for facility program are uploaded in RFMIS (i.e. justification packages, delineated areas).
8. Conduct site selections.
9. Receive floor plans from the local COE District
10. Provide approved floor plans to the local COE District
11. Conduct walk-thru for acceptance of new offices/relocations.
12. Ensure all upgrades and expansions are complete as required.
13. Ensure janitorial services are performed in accordance with the JRFC policy.
14. Submit monthly janitorial checklists to local COE District.
15. Ensure facilities meet or exceed, safety and health standards.
16. Coordinate emergency upgrades and/or forced relocations with local COE District.
17. Coordinate with other local services as required.
18. Brief leadership on all facility program actions.
19. Manage the furniture program
20. Validate facility addresses and phone numbers in Headquarters Support System-Force Structure Address and ZIP Code Realignment System (HSS-FAZR) and Rental Facilities Management Information System. (RFMIS) quarterly
21. Enter future facility addresses in (HSS) FAZR once new address is determined in order for G-6 to initiate communications
22. Coordinate removal of communications equipment with G-6 and turn-in to applicable agency.
23. Ensure Initial Inspections are conducted for Government Leased Housing Program (GLHP).
24. Inform the S-1 when a Soldier enrolls or dis-enrolls in GLHP
25. Ensure exit inspections are conducted for GLHP

26. Submit completed inspections to the USAREC Government Leased Housing Office.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Coordinated recruiting facilities in accordance with regulatory guidance.	_____	_____
2 Provided technical guidance based upon regulations and directives as pertaining to facility management.	_____	_____
3 Determined facility program requirements.	_____	_____
4 Entered facility program in Rental Facilities Management Information System. (RFMIS)	_____	_____
5 Prioritized facility program.	_____	_____
6 Coordinated facility program with local U.S. Army Corps of Engineers (COE) District.	_____	_____
7 Ensured required documents for facility program are uploaded in RFMIS (i.e. justification packages, delineated areas).	_____	_____
8 Conducted site selections.	_____	_____
9 Received floor plans from the local COE District	_____	_____
10 Provided approved floor plans to the local COE District	_____	_____
11 Conducted walk-thru for acceptance of new offices/relocations.	_____	_____
12 Ensured all upgrades and expansions are complete as required.	_____	_____
13 Ensured janitorial services are performed in accordance with the JRFC policy.	_____	_____
14 Submitted monthly janitorial checklists to local COE District.	_____	_____
15 Ensured facilities meet or exceed, safety and health standards.	_____	_____



Performance Measures	GO	NO GO
16 Coordinated emergency upgrades and/or forced relocations with local COE District.	_____	_____
17 Coordinated with other local services as required.	_____	_____
18 Briefed leadership on all facility program actions.	_____	_____
19 Managed the furniture program	_____	_____
20 Validated facility addresses and phone numbers in Headquarters Support System-Force Structure Address and ZIP Code Realignment System (HSS-FAZR)and Rental Facilities Management Information System. (RFMIS) quarterly.	_____	_____
21 Entered future facility addresses in (HSS) FAZR once new address is determined in order for G-6 to initiate communications	_____	_____
22 Coordinated removal of communications equipment with G-6 and turn-in to applicable agency.	_____	_____
23 Ensured Initial Inspections are conducted for Government Leased Housing Program (GLHP).	_____	_____
24 Informed the S-1 when a Soldier enrolls or dis-enrolls in GLHP	_____	_____
25 Ensured exit inspections are conducted for GLHP	_____	_____
26 Submitted completed inspections to the USAREC Government Leased Housing Office.	_____	_____

**Evaluation Guidance:** Score "GO" if individual correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or OJT for individual who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ARMY REG 25-400-2 The Army Records Information Management System (ARIMS)

ARMY REG 385-10 The Army Safety Program

**Required**

**Primary**

ARMY REG 405-70 Utilization or Real  
Property

ARMY REG 405-90 Disposal Real Estate

ARMY REG 420-1 Army Facilities  
Management

ARMY REG 420-1 Army Facilities  
Management

**805K-79R-7823**  
**Manage Procurement Procedures**

**Conditions:**

You are currently working in an S-4 recruiting office assigned to a recruiting Battalion, and have the responsible to manage procurement procedures for your commander. You have received a memo from your Commander that there has been reports of in proper purchases being approved in the unit. You have been task to look into these Purchases manage, and validate the procurement procedures. You have access to PAM 710-2-1 (USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)), and local standing operating procedures (SOPs).

**Standards:**

You must manage procurement procedures prior to making unit purchases, review basic issue, and request exceptions to determine proper procedures in order to validate 100% of unit requirements IAW TRADOC Regulation 5-14 (Acquisition Management Oversight – AMO)

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have received a memo from your Commander that there has been reports of in proper purchases being approved in the unit

**Note:** None

**Performance Steps**

1. Validate purchase request.
2. Review Basis of Issue Plan (BOIP).
3. Request exception to BOIP as required.
4. Identify type of property and or services.
5. Determine procurement method.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the

materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Validated purchase request.	_____	_____
2 Reviewed Basis of Issue Plan (BOIP).	_____	_____
3 Requested exception to BOIP as required.	_____	_____
4 Identified type of property and or services.	_____	_____
5 Determined procurement method.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 710-2 Supply Policy Below the National Level

DA PAM 710-2-1 Using Unit Supply System (Manual Procedures)

**Primary**

ARMY REG 710-2 Supply Policy Below the National Level

Subject Area 8: Recruiter S-6  
**805K-79R-7912**  
**Maintain Information Technology Infrastructure**

<b>DANGER</b>
None
<b>WARNING</b>
None
<b>CAUTION</b>
None

**Conditions:**

As Battalion or Brigade IMO, tasked to maintain information technology infrastructure services, administrator roles, command guidance, publications, forms, and support. You have access to a recruiter work station, UR25-1 and other applicable resources.

**Standards:**

Process Request for Service for Analog/VoIP and Networking Communication Device to maintain 100% mission capability.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Responsibility to maintain information technology infrastructure services.

**Note:**None

**Performance Steps**

1. Process an Analog / VoIP Communication Request for Service.
  - a. Identify the specific technical problem.
  - b. Analyze the fact to determine the specific problem.
  - c. Verify user's location. (i.e., RSID, Area Code).
  
2. Process a request for service (RFS) for a line services or desktop device repair/replacement

- a. Identify VoIP services or desktop device repair/replacement.
    - (1) Open a request for service and submit to IT Help Desk Support.
    - (2) Obtain device MAC address and AD user-name.
    - (3) Send request for service
  - b. Verify a resolution.
3. Process a Network Communication Remedy Service Request.
- a. Identify the specific network technical problem.
  - b. Obtain information to determine the specific network problem.
    - (1) Submit request for service to IT Help Desk Support.
    - (2) Include system name, RSID and AD user-name.
  - c. Verify a resolution.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Processed an Analog / VoIP Communication Request for Service.	_____	_____
2 Processed a request for service (RFS) for a line services or desktop device repair/replacement	_____	_____
3 Processed a Network Communication Remedy Service Request.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required** **Primary**  
 AR 25-1 Information Management Army  
 Information Technology

**Required**

**Primary**

UP 25-1-1 USAREC Information  
Technology Implementation instructions

UR 25-1 Information Resource  
Management Program

UR 25-1 Information Resource  
Management Program

USAREC REG 25-2 USAREC  
Cybersecurity

**805K-79R-7913**  
**Maintain Mobile Assets with Lines of Services**

<b>DANGER</b>
None
<b>WARNING</b>
None
<b>CAUTION</b>
None

**Conditions:** As Battalion or Brigade IMO with a responsibility to maintain mobile devices and/or data services, administrator roles, access to G-6 Mobility Support Branch, command guidance, publications, forms, and support. This task should not be trained in MOPP 4.

**Standards:**

Maintain mobile assets with lines of service adhering to 100% mission capability.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Responsibility to maintain mobile devices and/or data services.

**Note:** None

**Performance Steps**

1. Configure Mobile Device and Identify mobile device authorized for use by user.
  - a. Verify user's location. (i.e., RSID, Area Code).
  - b. Select device and verify service/device is active.
    - (1) Turn on device.
    - (2) Determine if service/device is suspended submit G-6 Mobile Support Request form on the G-6 share point site.



(a) Select Mobile Support Request

(b) End User last name

- End User first name
- Rank
- Duty Position
- BDE
- RSID
- Email address of requestor
- Verify device is registered in HSS
- Select Mobile Support Request
- Describe issue
- Carrier
- Make/model of device
- Enter mobile device number (MDN)
- Enter device IMEI# and SIM
- If lost/stolen or damaged, determine in FLIPL/statement has been initiated (if not, select N/A)
- Mailing address
- Submit when complete

c. Ensure factory Reset has been completed.(through initial device setup).(Refer to OEM User Manual)

d. Ensure device is registered in end user's Headquarters Support System (HSS) Database.

(1) Perform search for device. If registered, go to Step E.

(2) Validate registration, if not have user enter information into HSS database.

e. Request Mobile Iron PIN. (for Mobile Device Management provision)

(1) Submit G-6 Mobile Iron Pin Request for MDM Pin. (Approx. 7-14 days).  
Include the following information:

(2) Select Mobile Support Request

(3) End User last name

- End User first name
- Rank
- Duty Position
- BDE
- RSID

- Email address of requestor
- Verify device is registered in HSS
- Click on Mobile Iron PIN
- Select type of request
- If a change user is required, put information for previous user that had device.
- Carrier
- Make/Model
- SIM and IMEI#'s of device requesting support
- If lost/stolen or damaged, determine in FLIPL/statement has been initiated (if not, select N/A)
- Mailing address
- Enter MDN
- Submit

f. Provide instructions/assistance for when Pin is received. (Refer to DISA provisioning SOP)

## 2. Register MiFi Devices

- a. Verify device is registered in user's HSS profile.
- b. Perform search in HSS, if registered and services active, go to Step 3.
- c. Validate registration, if device is not registered, inform user to register device in HSS.

## 3. Verify MiFi Services

- a. Verify MiFi Device service
  - (1) Verify service is active, go to Step 4.
  - (2) Validate service, if device is suspended submit G-6 Mobile Support Request form on the G-6 share point site.
- b. Select Mobile Support Request
- c. End User last name
  - End User first name
  - Rank
  - Duty Position
  - BDE
  - RSID
  - Email address of requestor
  - Verify device is registered in HSS

- Click on Mobile Support Request
- Select type of request
- Carrier
- Make/Model
- IMEI# of device requesting service
- Enter MDN
- Submit

4. Replace lost/stolen/damaged Mobile Voice and/or Data Device. Determine circumstances of lost/stolen/damaged device.

- a. Notify S-4.
- b. Request replacement Device via G-6 Mobile Support Request
- c. Received replacement from S-4, notify user.
- d. Deploy device.

5. Out-processing personnel

- a. Submit Mobile Iron PIN deletion
- b. Submit the G-6 Mobile Support Request form on the G-6 share point site.
- c. End User last name
  - End User first name
  - Rank
  - Duty Position
  - BDE
  - RSID
  - Email address of requestor
  - Verify device is registered in HSS
  - Click on Mobile Support Request
  - Select type of request (Other, explain deleting Mobile Iron PIN)
  - If a change user is required, put information for previous user that had device.
  - Carrier
  - Make/Model
  - SIM and IMEI#'s of device requesting support
  - If lost/stolen or damaged, determine in FLIPL/statement has been initiated (if not, select N/A)
  - Mailing address
  - Enter MDN
  - Submit

d. Disassociate phone from users' Apple ID.

- (1) Log in to <https://appleid.apple.com>
- (2) Direct user to access their Apple Id Account
- (3) Answer security questions
- (4) Remove phone from account

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Configured Mobile Device and Identify mobile device authorized for use by user.	_____	_____
2 Registered MiFi Devices	_____	_____
3 Verified MiFi Services	_____	_____
4 Replaced lost/stolen/damaged Mobile Voice and/or Data Device. Determine circumstances of lost/stolen/damaged device.	_____	_____
5 Out-processed personnel	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 25-1 Information Management Army Information Technology

USAREC PAM 25-1-1 USAREC Information Technology Implementation instructions

**Primary**

ARMY REG 25-1 Information Management Army Information Technology

USAREC REG 25-1 Information Resource Management Program

**Required**

**Primary**

USAREC REG 25-2 USAREC  
Cybersecurity

**805K-79R-7906**  
**Configure a Recruiting Workstation**

<b>DANGER</b>
None
<b>WARNING</b>
None
<b>CAUTION</b>
None

**Conditions:**

You have determined a need or receive a request to configure a new recruiting workstation. You have access to the Latest Approved Image Guide and required equipment. This task should not be trained in MOPP 4.

**Standards:** Configure a new workstation IAW the latest USAREC G-6 approved imaging guide after determining appropriate course of action based on user's authorization and duty position with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Identify workstation authorized for use by user.
  - a. Verify user's position. (i.e. recruiter, guidance counselor, office staff
  - b. Obtain USAREC approved operating system for workstation.
  - c. Obtain USAREC G-6 approved imaging guide pertinent to the operating system being installed.
2. Install USAREC operating system onto user workstation IAW latest USAREC G-6 approved imaging guide.

- a. Review Security Inventory Report on desktop to ensure compliance.
  - b. Validate all patches, updates, and applicable user applications. are installed, does not include supplemental software (i.e.: LiveScan, Map Info, etc) are installed.
3. Install Supplemental software based on individual specific roles.
- a. Install above base line non licensed software include the following information
    - (1) Select software center by typing software center in Cortana
    - (2) Select the software required
      - (a) Enter Customer Name:
      - (b) Email:
      - (c) Tel #:
      - (d) Duty Position:
      - (e) RSID:
      - (f) Physical Address for Deployment of Livescan Device (if applicable):
      - (g) Computer Name:
      - (h) Service Tag:
      - (i) Justification:
    - (3) Install software after receiving installation pin via email to requestor
    - (4) Verify installation of software
  - b. Install above base line licensed software include the following information
    - (1) Select software center by typing software center in Cortana
    - (2) Select the software required
      - (a) Enter Customer Name:
      - (b) Email:

- (c) Tel #
  - (d) Duty Position:
  - (e) RSID:
  - (f) Physical Address for Deployment of Livescan Device (if applicable):
  - (g) Computer Name:
  - (h) Service Tag:
  - (i) Justification:
- (3) Install software after receiving installation pin via email to requestor
  - (4) Verify installation of software

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Identified workstation authorized for use by user.	_____	_____
2 Installed USAREC operating system onto user workstation IAW latest USAREC G-6 approved imaging guide.	_____	_____
3 Installed Supplemental software based on individual specific roles.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 25-1 Information Management  
Army Information Technology

USAREC PAM 25-1-1 USAREC

**Primary**

ARMY REG 25-1 Information  
Management Army Information  
Technology



**Required**

Information Technology Implementation  
instructions

**Primary**

USAREC REG 25-1 Information Resource  
Management Program

USAREC REG 25-2 USAREC  
Cybersecurity

**805K-79R-7907**  
**Perform Technical Support**

<b>DANGER</b>	
None	
<b>WARNING</b>	
None	
<b>CAUTION</b>	
None	

**Conditions:**

You are assigned as an information management officer assigned to a recruiting Battalion or Brigade and you determine a need/receive a request for support of an automation device. You access the current imaging guide, the internet, commander's guidance, policy, and all applicable system accesses.

**Standards:**

Perform technical support for information technology (IT) requests by completing all required steps with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You determine a need/receive a request for support of an automation device.

**Note:** None

**Performance Steps**

1. Identify the specific technical problem.
  - a. Ask fact finding questions to determine the specific problem.
  - b. Identify the problem using administrative tools.
  - c. Research Knowledge Base articles for specific solutions. (Knowledge Management is reached by accessing Remedy and USAREC G-6 SPAN.)
2. Determine course of actions or level of support required.

- a. Determine and select level of resource and support.
- b. Ensure action and resolution is within applicable policies, procedures and regulatory guidance.
- 3. Provide resolution.
  - a. Employ local IT resources.
  - b. Engage brigade IT support.
  - c. Coordinate USAREC IT support.
  - d. Use 3rd party IT support. (i.e. Dell, IBM, HP etc.)

NOTE: Use of the "Support Bridge" can be used throughout the process to assist in resolving technical issue.

REFERENCE: CA Support Bridge Live Automation 6.0, Technicians User Guide

- 4. Ensure IT technical support issue is resolved.
  - a. Validate that the user has successfully tested the solution.
  - b. Close the incident.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Identified the specific technical problem.	_____	_____
2 Determined course of actions or level of support required.	_____	_____
3 Provided resolution.	_____	_____
4 Ensured IT technical support issues is resolved.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC PAM 25-1-1 USAREC  
Information Technology Implementation  
instructions

USAREC REG 25-1 Information Resource  
Management Program

USAREC REG 25-2 USAREC  
Cybersecurity

**Primary**

USAREC REG 25-1 Information Resource  
Management Program

**805K-79R-7908  
Process a Service/Support Request**

<b>DANGER</b>	
None	
<b>WARNING</b>	
None	
<b>CAUTION</b>	
None	

**Conditions:**

You are assigned as an Information Management Officer and receive a request for an item/asset/service for use, repair, replacement, or installation and have access to Information Technology (IT) Equipment, Products and Support form via the USAREC G-6 Sharepoint.

**Standards:**

Complete and submit a service/support request to Brigade S-6 via the USAREC G-6 sharepoint for approval with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**

**Note:**None

**Performance Steps**

1. Receive a Service Support Request from the user which identifies the need for Hardware, Software, or support.

a. Validate a procurement request including the following

- (1) Request is justified.
- (2) Check against current inventory and cross level if available.
- (3) Check against current Basis of Issue/Supplemental Software list.

(4) Validate request is a non-pacing item with a cost under \$3,000 forward to BDE S-4 for procurement.

(5) Validate request is a pacing Item or exceeds \$3,000 proceed to d)

b. Prepare an IT Equipment Product and Services Request (ITEPs) ticket on the G-6 SharePoint site

c. Complete sections 1-9 of the ITEPs Form and check box to submit to Brigade S6.

2. Submit ITEP to appropriate section for further processing.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Receive a Service Support Request from the user which identifies the need for Hardware, Software, or support.	_____	_____
2 Submit ITEP to appropriate section for further processing.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 25-1 Information Resource Management Program

**Primary**

USAREC REG 25-1 Information Resource Management Program

**805K-79R-7909  
Process Arriving/Departing Personnel Information Technology (IT)/Information Assurance (IA)**

<b>DANGER</b>
None
<b>WARNING</b>
None
<b>CAUTION</b>
None

**Conditions:**

Assigned as Information Management Officer and you are in-processing or out-processing personnel for your unit. You have access to all reference material, required equipment, access to all required systems, and commander's guidance.

**Standards:**

Process personnel arriving or departing the unit, ensuring 100% of processing required are conducted IAW current doctrine.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have personnel IN/OUT processing your unit.

**Note:** None

**Performance Steps**

1. Identify processing requirement.
  - a. Select in-processing: go to step 2.
  - b. Select out-processing: go to step 3.
2. Perform In-Processing.
  - a. Verify that the user is the one pictured on their CAC.

- b. Verify embedded CAC data. (i.e. AKO, certificates, expiration, name)
- c. Release CAC back to user.

3. Validate user information in Army Training and Certification Tracking System (ATCTS).

a. Complete Login into ATCTS. (<https://atc.us.army.mil/iastar/index.php> ) (Select DoD certificate)

- b. Make note of Last Awareness Training Date.
- c. Select Find & Move User here.
- d. Enter users AKO, Enterprise Email Address or EDIP number.
- e. Select Find User.

Note: If no ATCTS Account exists for the user, register them as new user.

- (1) Complete Logout of your ATCTS account.
- (2) Select REGISTER at the login screen.
- (3) Complete the User Registration form on behalf of the user.
- (4) Select your unit.
- (5) Select Register.
- (6) Complete Login into ATCTS as yourself.
- (7) Locate user's record.
- (8) Select Edit User.

(9) Verify Users account by overriding users Profile Assignment and set as General User.

- (10) Select Save User Info.
- (11) Complete logout of ATCTS

f. Ensure user's DOD Cyber Awareness Training date and AUP date are within one year.



(1) If not, user must complete DOD Cyber Awareness Training at <https://ia.signal.army.mil>.

(2) If not, user must digitally sign the AUP in <https://ia.signal.army.mil>.

g. Select Request Move (record will take up to 48 hours to populate your unit. (if record was not inactive)

h. Select the Management Tab.

i. Locate the user.

j. Select Edit User.

k. Update users AKO and Enterprise Email Accounts if necessary.

l. Ensure the HQ Alignment and Signal Command/FICIO Unit are set properly to your organization. (automatic if user was inactive)

m. Verify users account. If required set Profile to General User.

n. Select Save User Info.

o. Determine overdue training requirements.

p. Complete by logging out of ATCTS.

4. Validate the DD Form 2875. (USAREC Overlay).

a. Verify the user's information on their CAC matches the information listed.

b. Verify the supervisor's justification meets the requested access.

c. Verify the Security Manager Suitability validation.

(1) Check for Favorable Suitability, continue to the next step.

(2) Check for Unfavorable Suitability, return to Security Manager for Waiver processing.

5. Verify user roles in IMS. (<https://ims.usaac.army.mil>)

a. Complete login to IMS.

b. Select "Pick List", then Select recruiting station identification (RSID) to see users under that RSID.

(1) If user exists, proceed to sub-step "5".

(2) If user does not exist, return user to S-1 and request S-1 verify user has been processed through the automated personnel system.

- c. Select user by clicking action "Update" icon. (paper w/pencil)
- d. Check "Bypass Workflow" and "Submit".
- e. Select the user's "Applicant Type" (Enlisted).
- f. Select the applications that the user is required to have access to.
- g. Check the box to acknowledge that a "valid USAAC Form 101 is on file".
- h. Select the "Continue" button.
- i. Select the role(s) that apply to the user.
- j. Select "Update".
- k. Select "Print USAAC Form 101". (print if needed, close)
- l. Select the "OK" button.
- m. Complete by logging out of IMS.

#### 6. Register User CAC Certificates.

- a. Access IKrome, My Apps, CAC Registration.
- b. Select the HIMS CAC Registration App.
- c. Select Users proper certificate (Smart Card Logon) hit OK.
- d. Select Continue
- e. Select DoD CAC Registration.

(1) Successful – continue to next step.

(2) Processing Failure /or non-receipt of email notification – elevate to IMS administrators.

- f. Determine if Distributed File Server access is required. (Staff level only)

(1) If required- email Helpdesk request. (usarmy.knox.hrc.mbx.it-helpdesk@mail.mil )

(a) Username.

(b) Server/share.

(c) Mirror account user name.

(2) If not required proceed to step g.

g. Ensure that User is in appropriate Email Group/Distributions List.

h. Request, if required, DISA Mobile Iron pin and enterprise email mobile entitlements.

i. Validate accountability and serviceability of equipment.

j. Validate current duty station in Milconnect.

k. Complete In Processing.

7. Perform Out-Processing.

a. Validate equipment accountability and serviceability-shortages/irreparable damages reported to S-4.

b. Release ownership of users Army Training and Certification Tracking System (ATCTS) account.

(1) Log into ATCTS. (<https://atc.us.army.mil/iastar/index.php>) (Select DoD certificate)

(2) Select the Management Tab.

(3) Find user, select Edit.

(4) Scroll to bottom select "Inactivate User".

(5) Logout of your ATCTS account.

(6) Mark users DD Form 2875 deactivate.

8. Remove user roles in IMS. ( <https://ims.usaac.army.mil> )

- a. Complete Login.
  - b. Select "pick List", then select recruiting station identification (RSID) to see users under that RSID.
  - c. Select user by clicking action "Update" icon. (paper w/pencil)
  - d. Check "Bypass Workflow" and "Submit".
  - e. De-select the applications. (except Windows and CAC enable AD that the user is required to have access to.
  - f. Check the box to acknowledge that a "valid USAAC Form 101 is on file". (if required)
  - g. Select the "Continue" button.
  - h. Select "Update".
  - i. Select "Print USAAC Form 101". (print if needed, close)
  - j. Select the "OK" button.
  - k. Select "Update".
  - l. Receive IMS notifications in your Outlook Email.
  - m. Complete Log out of IMS.
9. Remove Distributed File Server access exists (Staff level only).
- a. Validate requirement- email Helpdesk request. (usarmy.knox.hrc.mbx.it-helpdesk@mail.mil)
    - (1) Username.
    - (2) Server/share.
    - (3) Modify or Delete.
  - b. Validate requirement, If not required proceed to step 8.
  - c. Remove User from appropriate Email Group/Distributions List.
  - d. Request, if required, DISA Mobile Iron pin and enterprise email mobile entitlements revocation.

10. Remove Computer from AD.  
 (<https://questcentral.usarec.army.mil/ARServerAdmin/>)

- a. Complete log in to Questcentral.
- b. Search Computer name. (IAW USAREC G-6 approved naming convention)
- c. Select Computer name.
- d. Select Properties Drop Down menu, select DELETE
- e. Confirm delete.
- f. Complete Log out of Questcentral.

g. Annotate files to 1 year residual file. Out-Process is complete.  
 (Asterisks indicates a leader performance step.)

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Identified processing requirement.	_____	_____
2 Performed In-Processing.	_____	_____
3 Validated user information in Army Training and Certification Tracking System (ATCTS).	_____	_____
4 Validated the DD Form 2875. (USAREC Overlay).	_____	_____
5 Verified user roles in IMS. ( <a href="https://ims.usaac.army.mil">https://ims.usaac.army.mil</a> )	_____	_____
6 Registered User CAC Certificates.	_____	_____
7 Performed Out-Processing.	_____	_____
8 Removed user roles in IMS. ( <a href="https://ims.usaac.army.mil">https://ims.usaac.army.mil</a> )	_____	_____
9 Removed Distributed File Server access exists (Staff level only).	_____	_____

**Performance Measures**

**GO**      **NO  
GO**

10 Removed Computer from AD.

\_\_\_\_\_

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was wrong and how to do it correctly.

**References**

**Required**

**Primary**

ARMY REG 380-5 Department of the Army  
Information Security Program

USAREC PAM 25-1-1 USAREC  
Information Technology Implementation  
instructions

USAREC REG 25-1 Information Resource  
Management Program

USAREC REG 25-1 Information Resource  
Management Program

USAREC REG 25-2 USAREC  
Cybersecurity

**805K-79R-7910  
Verify Information Assurance Compliance**

<b>DANGER</b>	
None	
<b>WARNING</b>	
None	
<b>CAUTION</b>	
None	

**Conditions:**

You are assigned as the Information Systems Assurance Officer for your Battalion/Brigade and have a requirement to verify information assurance. You have access to Image Guide, recruiting workstation user guides, required equipment, commander's guidance and policy, and all applicable systems accesses.

**Standards:**

Verify Information Assurance Compliance of individual user and the user's recruiting workstation with 100% adherence with AR 25-2 and USAREC Reg. 25-2.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Required to verify information assurance.

**Note:**None

**Performance Steps**

1. Verify individual maintains minimum requirements.
  - a. Ensure DD 2875 has been signed by appropriate staff members and has met minimum suitability.
  - b. Complete downloading form, if necessary, from the following website:  
<http://span.usarec.army.mil/sites/HQ/G6/SitePages/IA.aspx>.
  - c. Ensure DOD Cyber Awareness Training is up to date. (required annually)

- (1) Validate user information by going to the following website:  
(<https://atc.us.army.mil>)
  - (2) Ensure user logs on the site and view data. (<https://ia.signal.army.mil>)
    - (a) Complete "Login".
    - (b) Select "Login w/CAC DOD Approved Certificate Login".
    - (c) Click "confirm".
    - (d) Click on "view scores and print certificate". (shows date user signed AUP and date user completed Cyber Awareness Training)
  - (3) Notify user when training expires. (minimum 30 days prior to expiration)
  - (4) If user has not completed training by the expiration date.
    - (a) USAREC IA will disable Windows access IAW AUP
    - (b) Send ticket to help desk to enable user once training is complete and verified in ATCTS.

NOTE: When user provides proof of compliance(either by ATCTS verification, emailing or faxing certification), send ticket to help desk to enable the account.

- d. Verify that Acceptable use policy is signed. (annual requirement)

- (1) Review information through <https://atc.us.army.mil>.

NOTE: If you have more than one AUP in ATC, it will only reflect the latest date. The signal website below reflects the accurate date.

- (2) Ensure user signs AUP at <https://ia.signal.army.mil>.

## 2. Verify workstation Information Assurance requirements.

- a. Monitor the master vulnerability report. (daily)
- b. Verify workstation is compliant in all areas.
- c. Verify the security inventory report. (as required)
- d. Check the common access card (CAC) cryptographic logon (CCL)report monthly.(received through electronic mail)
- e. Validate individual required documentation filed by the IMOs.



(1) DD 2875's are kept on file for 1 year, then destroyed.

(2) Remaining Individual documentation will be filed IAW AR 25-400-2.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Verify individual maintains minimum requirements.	_____	_____
2 Verify workstation Information Assurance requirements.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 25-2 Information Assurance

ARMY REG 25-400-2 The Army Records Information Management System (ARIMS)

USAREC REG 25-2 USAREC Cybersecurity

**Primary**

ARMY REG 25-2 Information Assurance

**805K-79R-7911**  
**Develop an Information Technology Running Estimate**

**DANGER**

Leaders have an inherent responsibility to conduct Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

**WARNING**

Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

**CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

**Conditions:** The S-6 receives a mission requirement from higher headquarters and conducts the military decision making process (MDMP). The commander provides guidance on developing running estimates while operating in a multi-faceted environment, with a mission command system operating and processing information. You are tasked to provide a continuous assessment of the current situation within their functional area. The S-6 establishes communications with subordinate, adjacent and higher headquarters.

**Standards:**

Develops running estimates with 100% adherence with the commander's intent, orders from higher headquarters, FM 6-0, established timelines, and standard operating procedures (SOP).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** The commander orders the staff to provide the him/her and the staff with a continuous assessment of the current situation within their functional area to determine if the current operation is proceeding according to the commander's intent, progressing toward achieving the desired end state, achieving mission objectives, and if planned future operations are supportable.

**Note:** The term "staff officer" refers to any individual member of a staff section (Officer, Warrant Officer, or Noncommissioned Officer) that is responsible for conducting the task

action or generating the product required by the task in the absence of the principal staff officer.

**Performance Steps**

1. Prepare a running estimate Information Technology (IT):
  - a. Validate Information Technology (IT) state in the current operation:
    - (1) Define the IT requirements based on the commander’s intent.
    - (2) Plan IT requirements toward the desired end state.
  - b. Validate planned future operations are supportable.
2. Report the status of the commander's critical information requirements.

**Evaluation Preparation:**

Brief the Soldier: Explain expectations to the Soldier by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Prepared a running estimate Information Technology (IT):	_____	_____
2 Reported the status of the commander's critical information requirements.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if he/she passes all performance measures. Score the Soldier NO-GO if Soldier fails any performance measure. If the Soldier scores NO-GO, show the Soldier why he/she failed and show the Soldier how to perform the measure correctly.

**References**

**Required**

**Primary**

ADP 3-0 Operations

ADP 5-0 The Operations Process

ADP 6-0 Mission Command

FM 6-0 Commander and Staff  
Organization and Operations

USAREC MANUAL 3-29 Recruiting

USAREC MANUAL 3-29 Recruiting

**Required**  
Brigade and Battalion Operations

**Primary**  
Brigade and Battalion Operations

Subject Area 9: Recruiter S-8  
**805K-79R-8008**  
**Manage Applicant Travel Request**

**Conditions:**

You are the Resource Management Specialist (RMS) and receive a request for applicant travel. You have access to the Internet and all relevant references.

**Standards:**

Process applicants to successfully travel ensuring 95% of voucher are closed within 30 business days of completion of travel.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Receive applicant Defense Travel System (DTS) profile.

**Note:**None

**Performance Steps**

1. Process air travel using "Contracted Travel Office".
  - a. Refer to USAREC Applicant travel Standard Operating Procedures (SOP) for detailed instructions.
  - b. Receive travel profile request for applicant traveling via aircraft from the recruiter.
  - c. Build the profile and notify recruiter when complete.
  - d. Review Authorization.
  - e. Ensure Voucher is created (with signed DD Form 1351-2 if required).
  - f. Notify Non-Defense Travel System (DTS) Entry Agent (NDEA) for T-enter.
  - g. Review voucher.
2. Reconcile ground travel using "eTranscor".
  - a. Access eTranscor.

- (1) Select "reports menu".
- (2) Select "credit card invoice".
- b. Validate credit card invoice.
- c. Reconcile and annotate differences to balance amounts.
- d. Prepare DD Form 250.
- e. Submit to USAREC G-8
- f. Monitor transportation usage by station.
  - (1) Access eTranscor.
  - (2) Select station inventory.
  - (3) Review usage and purpose (OMA/OMAR).
- g. Conduct any inquiries through chain of command.
- 3. Process ground travel using "STARFORCE".
  - a. Receive STARFORCE invoice.
  - b. Validate credit card invoice.
  - c. Prepare DD Form 250.
  - d. Submit to USAREC G-8.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Processed air travel using "Contracted Travel Office".	_____	_____
2 Reconciled ground travel using "eTranscor".	_____	_____
3 Processed ground travel using "STARFORCE".	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

**Primary**

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

**805K-79R-8013  
Manage Government Travel Card Program**

**Conditions:**

You are the Resource Management Specialist (RMS) and receive a request for Government Travel Card (GTC) action. You have military and civilian travelers assigned, arriving, and departing the unit. You have access to the internet, financial institution website and all applicable references.

**Standards:**

Manage Government Travel Card Program ensuring 100% compliance with DODi 5154.31.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive a request for action.

**Note:** Additional reference is Dodi 5154.31.

**Performance Steps**

1. Process personnel in the government travel credit card (GTCC) program.
2. Maintain unit reports.
3. Conduct government travel credit card (GTCC) maintenance.
4. Out-process personnel.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Processed personnel in the government travel credit card (GTCC) program.	_____	_____
2 Maintained unit reports.	_____	_____



**Performance Measures**

**GO**

**NO  
GO**

3 Conducted government travel credit card (GTCC) maintenance. \_\_\_\_\_

4 Out-processed personnel. \_\_\_\_\_

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 715-9 Operational Contract Support Planning and Management

**Primary**

ARMY REG 715-9 Operational Contract Support Planning and Management

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

**805K-79R-8014****Develop a schedule to secure Department of Defense (DoD) Level II Financial Management Certification.****Conditions:**

You are assigned as the Resource Management Specialist (RMS), Budget Analyst (BA) or Budget Officer (BO) operating in a recruiting brigade headquarters and are required to receive and maintain Financial Management Certification Level 2. You have access to all required/recommended training and certification resources

**Standards:**

Develop a schedule to secure Department of Defense Level II Financial Management Certification ensuring all mandatory requirements are met and 100% of certifications remain current at all times.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Position Assignment in Financial Management.

**Note:**None

**Performance Steps**

1. Develop a plan to obtain Level 2 Certification (as applicable).
  - a. Complete required training:
    - (1) Financial Management Competencies- (52 Course Hours).
      - (a) Financial Management Systems (PL3)- (8 Course Hours).
      - (b) Decision Support (PL3-) (8 Course Hours).
      - (c) Accounting Analysis OR Financial Management Analysis (PL3)- (10 Course Hours).
      - (d) Budget Formulation, Justification and Presentation OR Budget Execution (PL3)- (10 Course Hours).
      - (e) Concepts, Policies and Principles of Primary Track (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll (PL3))- (10 Course Hours).

(f) Fundamentals and Operations of Alternate Track (Accounting or Audit or Budget or Finance or Military & Civilian Pay (PL1))- (6 Course Hours).

(2) Leadership Competencies- (10 Course Hours).

(3) Other Required Courses- (9 Course Hours).

(a) Audit Readiness.

(b) Fiscal Law.

(c) Ethics.

b. Obtain required experience.

(1) At least 4 years of Financial Management experience.

(2) 2 years DoD Financial Management experience.

c. Submit request and certificates to appropriate levels.

(1) RMS and BA submit to Brigade BO.

(2) BO submit to USAREC G8.

2. Develop a plan to maintain Level 2 Certification (as applicable).

a. Complete required training (60 Continuing Education and Training every two years).

b. Submit request and certificates to appropriate levels.

(1) RMS and BA submit to Brigade BO.

(2) BO submit to USAREC G8.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Developed a plan to obtain Level 2 Certification (as applicable).	_____	_____

**Performance Measures**

**GO**

**NO  
GO**

2 Developed a plan to maintain Level 2 Certification (as applicable). \_\_\_\_\_

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

DOD 7000.14-R Department of Defense  
Financial Management Regulations  
(DODFMR)

**Primary**

DOD 7000.14-R Department of Defense  
Financial Management Regulations  
(DODFMR)

**805K-79R-8018**

**Process personnel in the government travel credit card (GTCC) program.**

**Conditions:**

You are performing duties as the Resource Management Specialist (RMS) and have new personnel arriving to your unit. You have access to Citibank online and internet access.

**Standards:**

Process personnel in the government travel card program ensuring 100% hierarchy assignment.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**New personnel arriving to your unit.

**Note:**None

**Performance Steps**

1. Provide new Soldier/civilian a Government Travel Credit Card (GTCC) on-line application if needed.
2. Provide a statement of understanding to all cardholders.
  - a. Obtain signature and date on a statement of understanding.
  - b. Retain statement of understanding.
  - c. Review command policy.
3. Transfer account to proper "hierarchy" with financial institution (if new Soldier/civilian has a GTCC).
  - a. Provide updated home address changes to financial institution and or unit.
  - b. Cardholder must report to financial institution if card is lost or stolen by calling the toll free number on the back of the card.
4. Conduct Annual Training.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Provided new Soldier/civilian a Government Travel Credit Card (GTCC) on-line application if needed.	_____	_____
2 Provided a statement of understanding to all cardholders.	_____	_____
3 Transferred account to proper "hierarchy" with financial institution (if new Soldier/civilian has a GTCC).	_____	_____
4 Conducted Annual Training.	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

DODI 5154.31 Commercial Travel Management

**Primary**

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

**805K-79R-8010**  
**Manage Defense Travel System**

**Conditions:**

You are the Resource Management Specialist (RMS) and receive requests for travel assistance and have personnel arriving/departing the battalion. You have access to the Internet and all relevant references.

**Standards:**

Manage Defense Travel System (DTS) ensuring 100% compliance with Joint Travel Regulation.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You receive a Personnel Travel Requirement.

**Note:** None

**Performance Steps**

1. Register new travelers in Defense Travel System (DTS).
  - a. Determine if a new arrival has previously registered in DTS.
  - b. For travelers who have never registered in DTS, assist travelers with self-registration.
  - c. For travelers who have registered in DTS.
    - (1) Communicate with an individual's previous unit to "release" them from the system.
    - (2) Receive traveler into battalion.
2. Conduct Defense Travel System (DTS) Training.
3. Troubleshoot DTS issues for travelers.

**NOTE:** Track and process taskers within DTS as required. This will include unsubmitted Voucher reports, Routing Status reports, and pending cancelation reports.

- a. Assist travelers in accessing DTS.

- b. Validate/Update traveler information in DTS profile.
  - c. Provide traveler with guidance on reject notifications.
  - d. Inspect units per Brigade (BDE) Organizational Inspection Program (OIP).
4. Review DTS Authorizations.
  5. Activate traveler's Government Travel Credit Card (GTCC) for the period of travel as needed.
  6. Review DTS vouchers.
  7. Process personnel out of the battalion.
    - a. Confirm that all DTS transactions are finalized.
    - b. Release traveler from the battalion.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Registered new travelers in Defense Travel System (DTS).	_____	_____
2 Conducted Defense Travel System (DTS) Training.	_____	_____
3 Troubleshooted DTS issues for travelers.	_____	_____
4 Reviewed DTS Authorizations.	_____	_____
5 Activated traveler's GTCC for the period of travel as needed.	_____	_____
6 Reviewed DTS vouchers.	_____	_____
7 Processed personnel out of the battalion.	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.



**References**

**Required**

JTR Joint Travel Regulations Uniformed  
Service Members and DOD Civilian  
Employees

**Primary**

JTR Joint Travel Regulations Uniformed  
Service Members and DOD Civilian  
Employees

**805K-79R-8011****Manage General Funds Enterprise Business System (GFEBS) Purchase Requests for Government Purchase Cards (GPC).****Conditions:**

You are the Resource Management Specialist (RMS) in a brigade office environment and received a request for purchase action. You have access to General Funds Enterprise Business System (GFEBS) and all applicable references.

**Standards:**

Create purchase requests in General Funds Enterprise Business System (GFEBS) in accordance with finance regulations with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Purchase Request Initiated.

**Note:** None

**Performance Steps**

1. Receive Request.
  - a. Review DA3953 for accuracy and adherence to internal Standard Operating Procedures (SOP).
  - b. Verify all signatures required.
2. Create Purchase Request.
  - a. Log into General Funds Enterprise Business System (GFEBS).
  - b. Access Enterprise Resource Planning (ERP) System.
  - c. Use Transaction Code ME51N.
  - d. Create the Purchase Request (PR) and save.
  - e. Record PR number on DA3953.
  - f. Exit GFEBS.

3. Release Purchase Request.
  - a. Use Transaction Code ME54N.
  - b. Select the Purchase Request to release.
  - c. Click the release strategy tab to L1 and save.
  - d. Transfer PR for processing by appropriate L4 Certifier.
4. Troubleshoot potential issues (if applicable).
  - a. Transaction Code:
    - (1) ME51N=Create
    - (2) ME52N=Change
    - (3) ME53N=View
    - (4) ME54N=Release
  - b. Reports. Open Commitment report.
5. Track and Process Taskers.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Received Request.	_____	_____
2 Created Purchase Request.	_____	_____
3 Released Purchase Request.	_____	_____
4 Troubleshoot potential issues (if applicable).	_____	_____
5 Tracked and Processed Taskers.	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References****Required**

DOD 7000.14-R Department of Defense  
Financial Management Regulations  
(DODFMR)  
FAR Federal Acquisition Regulation

**Primary**

JTR Joint Travel Regulations Uniformed  
Service Members and DOD Civilian  
Employees

JTR Joint Travel Regulations Uniformed  
Service Members and DOD Civilian  
Employees

**805K-79R-8009**  
**Assist in the Management of Commanders Budget**

**Conditions:**

You are the Resource Management Specialist (RMS), and you receive a new budget for the fiscal year and monthly status of funds from the brigade. You are required to submit a spend plan to USAREC G8. You have access to all relevant references.

**Standards:**

Monitor fiscal year (FY) budget at within 1% of the Annual Funding Program (AFP).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You are required to submit a spend plan to USAREC G8.

**Note:** None

**Performance Steps**

1. Assist in the submission of proposed spend plan.
2. Conduct an analysis of spend plan.
  - a. Compare previous and current year needs and obligations.
  - b. Assist in the compilation of projections of financial needs from each assigned organization.
  - c. Assist in preparation of fiscal year budget spend plan.
3. Monitor budget plans.
  - a. Review status of funds.
    - (1) Validate status of funds against spend plan.
    - (2) Reconcile discrepancies with battalion leadership.
  - b. Provide recommendations to adjust spending to improve execution rate.
  - c. Adhere to continuing resolution (CR) and year-end closeout procedures.

4. Track and Process Taskers.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Assisted in the submission of proposed spend plan.	_____	_____
2 Conducted an analysis of spend plan.	_____	_____
3 Monitored budget plans.	_____	_____
4 Tracked and Processed Taskers.	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

DFAS-IN MANUAL 37-100-FY The Army Management Structure

DFAS-IN REG 37-1 Finance and Accounting Policy Implementation.

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

FAR Federal Acquisition Regulation

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

**Primary**

DFAS-IN MANUAL 37-100-FY The Army Management Structure

**805K-79R-8012**

**Facilitate reconciliation of Government Purchase Card (GPC) transactions**

**Conditions:**

You are the Resource Management Specialist (RMS) and have active Government Purchase Card (GPC) account holders assigned to subordinate units and the headquarters. You have reached the end of the monthly billing cycle and have a requirement to reconcile GPC transactions. You have access to U.S. Bank ACCESS On-Line (AXOL), General Funds Enterprise Business System (GFEBS), Purchase Card Online System (PCOLS), and all applicable references.

**Standards:**

Facilitate reconciliation of Government Purchase Card (GPC) transactions by reviewing cardholder statements, receipts and purchase documents monthly with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have reached the end of the monthly billing cycle.

**Note:** None

**Performance Steps**

1. Verify existing Government Purchase Card (GPC) accounts are loaded in General Funds Enterprise Business System (GFEBS) cardholders and check writers.

2. Provide Cardholder Support.

- a. Advise cardholders on single purchase and monthly limits.
- b. Assist cardholders in review of their transaction logs.
- c. Assist in certification of monthly statements.
- d. Review cardholder source documents as needed.
- e. Review purchase authorization source documents (DA3953) as needed.

f. Verify purchase authorization documents and receipts with access online transactions and purchase order as needed.

3. Process taskers.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Verified existing Government Purchase Card (GPC) accounts are loaded in General Funds Enterprise Business System (GFEBs) cardholders and check writers.	_____	_____
2 Provided Cardholder Support.	_____	_____
3 Processed taskers.	_____	_____

**Evaluation Guidance:** Score "GO" if the individual correctly performs all performance measures. Score "NO GO" if the individual incorrectly performs one or more performance measure. Provide on-the-spot correction, should the individual experience minor difficulty. Consider directing self-study or On the Job Training (OJT) for individuals who experience major difficulties in task performance.

**References**

**Required**

**Primary**

DFAS-IN 37-1 Finance and Accounting Policy Implementation.

DOD 7000.14-R Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)

FAR Federal Acquisition Regulation

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

JTR Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees



Subject Area 10: Soldier Family Assistance Manager  
**805K-79R-8404**  
**Manage Brigade Quality Army Community Service (QACS) Budget**

**Conditions:** In a recruiting battalion, you are given a new fiscal year QACS budget and a requirement to allocate funds to battalion in accordance with the commander's guidance. You have access to USAREC PAM 608-6 and AR 608-1.

**Standards:** Manage 100% QACS budget and allocate the appropriate funds within the battalion in accordance with (IAW) local standard operating procedure (SOP) in the prescribed timeframe and guidance provided by the Commander.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Develop Brigade budget.
2. Receive QACS funding from USAREC Soldier and Family Assistance Branch (SFAB).
3. Distribute QACS funds to Battalion soldier and family assistants (SFAs).
4. Conduct quarterly assessment of spend plan.
5. Process DA Form 3953, Purchase and Request Commitment Form.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Developed Brigade budget.	_____	_____
2 Received QACS funding from USAREC Soldier and Family	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
Assistance Branch (SFAB).		
3 Distributed QACS funds to Battalion soldier and family assistants (SFAs).	_____	_____
4 Conducted quarterly assessment of spend plan.	_____	_____
5 Processed DA Form 3953, Purchase and Request Commitment Form.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ACS Army Community Services

ARMY REG 608-1 Army Community Service

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**Primary**

ARMY REG 608-1 Army Community Service

**805K-79R-8407**  
**Facilitate assistance with the Family Advocacy Program**

**Conditions:** In a recruiting battalion, given a notification of a FAP incident, provide the necessary resources to the command so that the command may take appropriate actions. You have access to USAREC PAM 608-6 and AR 608-18.

**Standards:** Provide resources to the command for all reported domestic violence and child abuse incidents to include immediate notification to the Family Advocacy Program Coordinator (FAPC) within 24 hours of the notification of the event.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Receipt of a FAP incident.

**Note:**None

**Performance Steps**

1. Provide the command with local resources as appropriate.
2. Ensure notification within 24 hours to the FAPC of any domestic assault and child abuse incidents.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Provided the command with local resources as appropriate.	_____	_____
2 Ensured notification within 24 hours to the FAPC of any domestic assault and child abuse incidents.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 608-18 The Army Family  
Advocacy Program

USAREC PAM 608-6 Soldier and Family  
Assistance Program Manager Procedures

**Primary**

ARMY REG 608-18 The Army Family  
Advocacy Program

**805K-79R-8409**

**Provide advocacy for the Exceptional Family Member Program (EFMP)**

**Conditions:** In a recruiting battalion, you are directed to provide a comprehensive coordinated, multiagency approach for medical, educational, community support, housing, and personnel services to families enrolled in EFMP for all Families within the unit's area of operation. You have the commander's guidance, access to AR 608-75 and USAREC PAM 608-6.

**Standards:** Provide services to Families enrolled in EFMP for all Families in compliance with 100% of the commander's guidance and within the established timeline.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**None

**Performance Steps**

1. Identify Soldiers enrolled in the EFMP program.
2. Provide Soldiers with forms, instructions, and filing options for EFMP enrollment.
3. Contact servicing EFMP offices to establish a liaison(s).
4. Assist the Soldier in locating services/providers for EFMP members.
5. Monitor Soldier compliance with enrollment and disenrollment requirements.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Identified Soldiers enrolled in the EFMP program.	_____	_____
2 Provided Soldiers with forms, instructions, and filing options for	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
EFMP enrollment.		
3 Contacted servicing EFMP offices to establish a liaison(s).	_____	_____
4 Assisted the Soldier in locating services/providers for EFMP members.	_____	_____
5 Monitored Soldier compliance with enrollment and disenrollment requirements.	_____	_____

**Evaluation Guidance:** ore "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

ARMY REG 608-1 Army Community Service

ARMY REG 608-75 Exceptional Family Member Program

ARMY REG 608-75 Exceptional Family Member Program

Public Law 104-191, HIPAA, TITLE II The Health Insurance Portability and Accountability Act of 1996, 21 August 1996

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**805K-79R-8410**

**Provide Soldiers and Family members with services regarding their healthcare benefits.**

**Conditions:** In a recruiting battalion, given a certified Beneficiary Counseling and Consultant (BCAC), provide Soldiers and Family members requiring healthcare and dental program information in accordance with (IAW) the Tricare Manual and USAREC PAM 608-6.

**Standards:** Provide geo-dispersed Soldiers and Family members with healthcare and dental information in accordance with (IAW) Tricare Fundamentals Manual within the allotted timeline prescribed in the unit's standard operating procedure (SOP).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Soldiers and Families requesting healthcare and dental information.

**Note:**None

**Performance Steps**

1. Obtain system access required by regional contractor.
2. Provide Soldier with health care information during in processing.
3. Maintain health services in processing briefing and packet roster.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Obtained system access required by regional contractor.	_____	_____
2 Provided Soldier with health care information during in processing.	_____	_____
3 Maintained health services in processing briefing and packet roster.	_____	_____

**Performance Measures****GO****NO  
GO**

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References****Required****Primary**

Public Law 104-191, HIPAA, TITLE II The Health Insurance Portability and Accountability Act of 1996, 21 August 1996

TRICARE Ops Manual 6010.59-M  
TRICARE Operations Manual 6010.59-M

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures



**805K-79R-8402**

**Create a Military Family Life Consultant/Personal Financial Counselor (MFLC/PFC) continental United States (CONUS) Rotation Schedule**

**Conditions:** In a recruiting battalion, given fiscal year (FY) Calendar and USAREC PAM 608-6, you are required to update a current rotation schedule for a new FY for a dispersed population within the unit that require mental health and financial support

**Standards:** Create a MFLC/PFC continental United States (CONUS) rotation schedule that supports the battalion's population in order to counsel 100% of the unit's soldiers and family members within the time directed by the unit commander.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Contract renewal at new fiscal year.

**Note:**None

**Performance Steps**

1. Develop a battalion rotational plan based on projected calendars and seasonal weather conditions.
  - a. Plan rotation schedule to work with known and projected unit events.
  - b. Utilize historical weather conditions to develop schedule to minimize cancelations and disruptions.
  - c. Develop suspense for battalions to submit completed schedule to brigade.
  - d. Submit completed schedule to brigade for schedule development.
2. Consolidate battalions' schedules at brigade level.
3. Review battalion schedule for accuracy and quality control.
4. Submit to United States Army Recruiting Command (USAREC) for approval.
5. Distribute approved schedule to appropriate command.
6. Monitor MFLC/PFC Schedule for required changes.

- a. Communicate with Battalion (Soldier and Family Assistant) SFAs to ensure required changes are identified.
- b. Submit requested changes to USAREC for approval within 30 days of previously scheduled dates.
- c. Coordinate with battalions to identify additional "On-Demand" visits.

**Evaluation Preparation:**

is task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Developed a battalion rotational plan based on projected calendars and seasonal weather conditions.	_____	_____
2 Consolidated battalions' schedules at brigade level.	_____	_____
3 Reviewed battalion schedule for accuracy and quality control.	_____	_____
4 Submitted to United States Army Recruiting Command (USAREC) for approval.	_____	_____
5 Distributed approved schedule to appropriate command.	_____	_____
6 Monitored MFLC/PFC Schedule for required changes.	_____	_____

**Evaluation Guidance:** ore "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**Primary**

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**805K-79R-8403**

**Establish partnerships with community organizations.**

**Conditions:** In a recruiting battalion, assigned as the unit family assistant coordinator, you are given dispersed family members without installation support services. You are tasked to establish an information / referral library of local agencies the provide Soldiers and families quality of life support.

**Standards:** Establish an information/referral library of local agencies that provide Soldiers and Families quality of life (QOL) support IAW unit SOP.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Given a Geographically dispersed Soldier and/or Family require assistance.

**Note:**None

**Performance Steps**

1. Identify local government, community, and non-profit agencies that provide support and assistance to Soldiers and Families.
2. Connect Soldiers and Families with cost effective situation-specific resources.
3. Update information and referral library as required.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Identified local government, community, and non-profit agencies that provide support and assistance to Soldiers and Families.	_____	_____
2 Connected Soldiers and Families with cost effective situation-specific resources.	_____	_____
3 Updated information and referral library as required.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References****Required**

ARMY REG 608-1 Army Community Service  
USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**Primary**

ARMY REG 608-1 Army Community Service

**805K-79R-8406**  
**Manage the Army Community Service Army Volunteer Program.**

**Conditions:** In a recruiting environment, while assigned as a Soldier and Family Assistance Program Manager, the commander has tasked you with identifying the status of the Army Volunteer Program within the unit. You have access to the Volunteer Management and Information System (VMIS).

**Standards:**

Manage the Army Volunteer program within 100% compliance of USAREC PAM 608-6 and USAREC Self-Sufficiency Exempted Non Appropriated Fund (SSE NAF).

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Commander has requested status of the Army Volunteer Program.

**Note:**None

**Performance Steps**

1. Brief the commander on the structure of the volunteer program to include: recruitment, training, record keeping and awards.
2. Recruit volunteers.
  - a. Develop volunteer job descriptions.
  - b. Obtain commander's approval of volunteers and their job descriptions.
  - c. Market volunteer opportunities in welcome packets, newsletters, Facebook, Army Volunteer Corps Coordinator (AVCC) website, in processing briefs, and other training venues.
  - d. Describe incentives such as reimbursement for mileage, childcare, phone calls, stamps and resume builder.
3. Train volunteers.
  - a. Provide new volunteer orientation.
  - b. Provide training in forums such as Army One Source, Army Family Team Building, Army Family Action Plan Symposium, and social media.

- c. Provide volunteer reference materials.
- 4. Record volunteer activities.
  - a. Maintain Volunteer Agreements DD form 2797, Volunteer Service Record DA Form 4162, Parental Permission DA form 5671, Volunteer Daily Time Record DA Form 4173, awards, and monetary reimbursement.
  - b. Maintain volunteer information in the Volunteer Management Information System (VMIS).
  - c. Certify monthly/quarterly reports on volunteer activities and hours.
  - d. Provide volunteer copy of records upon request.
- 5. Conduct volunteer recognition.
  - a. Coordinate volunteer recognition annually.
  - b. Purchase volunteer recognition awards and meals in accordance with SSE NAF.
  - c. Process commander's request for Department of the Army (DA) and United States Army Recruiting Command (USAREC) level volunteer awards.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Briefed the commander on the structure of the volunteer program to include: recruitment, training, record keeping and awards.	_____	_____
2 Recruited volunteers.	_____	_____
3 Trained volunteers.	_____	_____
4 Recorded volunteer activities.	_____	_____
5 Conducted volunteer recognition.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds

ARMY REG 608-1 Army Community Service

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

**Primary**

ARMY REG 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds

**805K-79R-8411**

**Manage Self-Sufficiency Exempted Non-appropriated Funds (SSE NAF)**

**Conditions:**

In a recruiting battalion, you are given a requirement by the Commander to manage SSE NAF quarterly and annual funds as required by unit standard operating procedure (SOP) and the Commander's guidance.

**Standards:** Submit SSE NAF reports quarterly and annually with 100% accuracy in accordance with the Commander's guidance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Directed to perform reports and audits as required.

**Note:**None

**Performance Steps**

1. Process quarterly SSE NAF report.
2. Conduct audit annually and as required.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Processed quarterly SSE NAF report.	_____	_____
2 Conducted audit annually and as required.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job for Soldiers who experience major difficulties in task performance.

**References**



**Required**

ARMY REG 215-1 Military Morale,  
Welfare, and Recreation Programs and  
Nonappropriated Funds

USAREC PAM 608-6 Soldier and Family  
Assistance Program Manager Procedures

**Primary**

ARMY REG 215-1 Military Morale,  
Welfare, and Recreation Programs and  
Nonappropriated Funds

**805K-79R-8401****Coordinate Army Community Service (ACS) Programs to geo-dispersed soldiers and families.**

**Conditions:** In a recruiting battalion, you are given geo-dispersed Soldiers and Families needing ACS support for their quality of life needs. You have access to AR 608-1 and USAREC PAM 608-6.

**Standards:** Coordinate ACS support to 100% of Soldiers and Families that require assistance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Soldier and Family members needing ACS support.

**Note:** None

**Performance Steps**

1. Conduct Wellness Visits in accordance with (IAW) local standard operating procedures (SOP).
2. Provide resource library for Soldiers and family members to include:
  - a. Social service organization.
  - b. Employment opportunities.
  - c. Housing.
  - d. Education.
  - e. Relocation.
  - f. Healthcare issues.
  - g. Military assistance/support facilities.
  - h. Financial counseling.
  - i. Army Family Action Plan.

- j. Army Family Team Building.
- k. Childcare.
- l. Exceptional Family Member Program.
- m. Family Readiness Group information.

- 3. Coordinate follow-up with Soldier and Family member as needed.
- 4. Evaluate trends within the area of operations.

5. Coordinate with unit leadership for additional Army Community Service (ACS) concerns.

- 6. Communicate quality of life concerns to leadership.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted Wellness Visits in accordance with (IAW) local standard operating procedures (SOP).	_____	_____
2 Provided resource library for Soldiers and family members to include:	_____	_____
3 Coordinated follow-up with Soldier and Family member as needed.	_____	_____
4 Evaluated trends within the area of operations.	_____	_____
5 Coordinated with unit leadership for additional Army Community Service (ACS) concerns.	_____	_____
6 Communicated quality of life concerns to leadership.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC PAM 608-6 Soldier and Family  
Assistance Program Manager Procedures

**Primary**

USAREC PAM 608-6 Soldier and Family  
Assistance Program Manager Procedures

**805K-79R-8400**

**Conduct Soldier and Family Assistance Program Manager (SFAPM) training.**

**Conditions:** In a recruiting battalion, you are given a SFAPM that is a new hire or requires refresher training within the area of operations. Conduct training covering all required training needs. You have access to all required regulations, policies, and procedures.

**Standards:** Conduct new hire training to all new Battalion SFA's within 30 days of appointment.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**New hire Battalion SFA

**Note:**None

**Performance Steps**

1. Conduct training for new Battalion SFAPM on the following Army Community Service (ACS) programs:

- a. Relocation/Defense Installation Messaging System (DIMS).
- b. Exceptional Family Member Program (EFMP).
- c. Financial Readiness.
- d. Battalion Volunteer Management Program.
- e. Army Family Team Building (AFTB).
- f. Army Family Action Plan (AFAP).
- g. Self sufficient exemption Non appropriated funding (SSE NAF).
- h. Family Readiness Group (FRG).

2. Provide instruction on required institutional training:

- a. Beneficiary Counseling and Assistance Coordinator (BCAC).

- b. Health Insurance Portability and Accountability Act (HIPAA).
  - c. Family Advocacy Program Training/F.A.S.T Course.
3. Provide guidance on how to complete a wellness visit IAW local SOP.
  4. Provide instructions on how to access the following systems:
    - a. Defense Enrollment Eligibility Reporting System (DEERS).
    - b. Defense Installation Messaging System (DIMS).
    - c. Volunteer Management Information System (VMIS).
    - d. Applicable health care systems as dictated by geographic location.
    - e. Defense Travel System (DTS).
  5. Provide instruction on the Military Family Life Consultants/Personal Financial Counselor (MFLC/PFC) rotation schedule.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Conducted training for new Battalion SFAPM on the following Army Community Service (ACS) programs:	_____	_____
2 Provided instruction on required institutional training:	_____	_____
3 Provided guidance on how to complete a wellness visit IAW local SOP.	_____	_____
4 Provided instructions on how to access the following systems:	_____	_____
5 Provided instruction on the Military Family Life Consultants/Personal Financial Counselor (MFLC/PFC) rotation schedule.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty.

Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds

ARMY REG 608-1 Army Community Service

ARMY REG 608-75 Exceptional Family Member Program

Public Law 104-191, HIPAA, TITLE II The Health Insurance Portability and Accountability Act of 1996, 21 August 1996

**Primary**

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

USAREC PAM 608-6 Soldier and Family Assistance Program Manager Procedures

Subject Area 11: A&PA Specialist  
**805K-79R-8304**  
**Conduct Media Event**

**Conditions:**

In a recruiting battalion, given a significant event scheduled in your area of operation, you have been tasked to engage media outlets in order to leverage the event's influence on the public, and enhance engagement and attendance.

**Standards:** Engage media outlets using all required resources, techniques, and tactics in accordance with AR 360-1 with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have been tasked to engage media outlets.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Construct relationships with media.
2. Produce public affairs themes, messages, and talking points for media interactions.
3. Ensure media ground rules.
4. Coordinate for media facilitation support.
5. Provide accurate responses to media queries.
6. Produce media entities to cover event.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the



CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Constructed relationships with media.	_____	_____
2 Produced public affairs themes, messages, and talking points for media interactions.	_____	_____
3 Ensured media ground rules.	_____	_____
4 Coordinated for media facilitation support.	_____	_____
5 Provided accurate responses to media queries.	_____	_____
6 Produced media entities to cover event.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 360-1 The Army Public Affairs Program

**Primary**

ARMY REG 360-1 The Army Public Affairs Program

USAREC Social Media Guide

**805K-79R-8303**  
**Develop a Marketing / Advertising Plan**

**Conditions:** You receive a tasking by higher headquarters to prepare the annual and quarterly marketing / advertising plans for the upcoming fiscal year. You have access to applicable regulations, higher guidance, Field Marketing Representative (FMR), sync matrix (planning calendar).

**Standards:** Develop a marketing/advertising plan with 100% adherence to USAREC Manual 3-29 and USAREC Regulation 601-208 while remaining within budget constraints.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received a tasking by higher headquarters to prepare the annual / quarterly marketing / advertising plan.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Analyze intelligence data gathered to determine priority targets.
2. Develop a draft copy of the advertising plan.
  - a. Review last years plan.
  - b. Complete advertising plan template.
  - c. Solicit subordinate targeting.
    - (1) Collect national level asset request.
    - (2) Collect national event request.
    - (3) Collect Community Partner(CP) event request.

- (4) Collect Community council request.
- (5) Identify Recruiting Reserve Partnership Council (R2PC).
- (6) Collect Total Army Involvement in Recruiting (TAIR) request.
- d. Review Situational analysis.
- e. Review target market analysis.
- f. Review ethnic penetration.
- g. Verify target audiences.
- h. Review spending plan.
- i. Recognize issues or concerns.
- j. Verify high school marketing analysis.
- 3. Complete marketing / advertising plan.
  - a. Provide necessary changes.
  - b. Obtain approval from Battalion Commander.
  - c. Brief plan to Brigade.
  - d. Ensure Brigade provides a copy to USAREC Headquarters.
  - e. Provide guidance to lower echelons.
- 4. Review plan to ensure you met the commander's intent and did not exceed budget constraints.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Analyzed intelligence data gathered to determine priority targets.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
2 Developed a draft copy of the advertising plan.	_____	_____
3 Completed marketing / advertising plan.	_____	_____
4 Reviewed plan to ensure you met the commander's intent and did not exceed budget constraints.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

**Primary**

USAREC MANUAL 3-29 Recruiting  
Brigade and Battalion Operations

USAREC REG 601-2 Management of  
Centers of Influence Events and Educator  
Tours

USAREC REG 601-208 Local Recruiting  
Marketing Program

USAREC REG 601-208 Local Recruiting  
Marketing Program

**805K-79R-8307**  
**Prepare Public Affairs Planning**

**Conditions:** In a recruiting battalion, given the commander's guidance to prepare a Public Affairs Plan. Increase public awareness of the United States Army's Recruiting Mission.

**Standards:**

Prepare a public affairs plan that optimizes public opinion and builds relationships with the United States Army Recruiting Command in accordance with the commander's intent, timeframe, and AR 360-1 with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You have been given the commander's guidance to prepare a Public Affairs plan.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Coordinate public affairs into the planning process at the onset and keep it throughout the event or operation.
2. Employ the military decision making process in developing the initial Public Affairs plan.
3. Coordinate with other staff sections to ensure synchronization of Public Affairs efforts.
4. Provide a public affairs assessment.
5. Prepare themes.
6. Prepare messages.
7. Prepare talking points.

8. Review the public affairs running estimate.
9. Develop the public affairs input to the operation plan and operation order.
10. Support public information, command information, and public engagement in the development of the public affairs plan.
11. Incorporate traditional, nontraditional, and social media into the public affairs plan and analysis.
12. Integrate the public affairs plan in developing the commander's communication strategy.
13. Integrate higher headquarters public affairs themes throughout the public affairs planning process.
14. Produce public affairs plan in a timely manner.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Coordinated public affairs into the planning process at the onset and keep it throughout the event or operation.	_____	_____
2 Employed the military decision making process in developing the initial Public Affair's plan.	_____	_____
3 Coordinated with other staff sections to ensure synchronization of Public Affair's efforts.	_____	_____
4 Provided a public affair's assessment.	_____	_____
5 Prepared themes.	_____	_____
6 Prepared messages.	_____	_____
7 Prepared talking points.	_____	_____
8 Reviewed the public affairs running estimate.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
9 Developed the public affairs input to the operation plan and operation order.	_____	_____
10 Supported public information, command information, and public engagement in the development of the public affairs plan.	_____	_____
11 Incorporated traditional, nontraditional, and social media into the public affairs plan and analysis.	_____	_____
12 Integrated the public affairs plan in developing the commander's communication strategy.	_____	_____
13 Integrated higher headquarters public affairs themes throughout the public affairs planning process.	_____	_____
14 Produced public affairs plan in a timely manner.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

### References

#### Required

ARMY REG 360-1 The Army Public Affairs Program

#### Primary

ARMY REG 360-1 The Army Public Affairs Program

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**805K-79R-8308**  
**Manage Community Relation Readiness Program**

**Conditions:**

In a recruiting battalion, given a community where community outreach is necessary. Conduct shaping operations that create positive awareness and public opinion for the Army Recruiting mission that meet the commander's intent and command priorities.

**Standards:**

Manage the Community Relations Program with 100% adherence to prescribed USAREC-approved methods, commander's intent and all applicable regulations to elicit a positive response from the external (American public) audiences in order to increase local community propensity.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Shape positive awareness and public opinion for the Army Recruiting mission.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Recommend commanders engage with civic organizations (Unit Memberships) to make a unit operations presentation to these organizations at least once annually.

2. Input unit Community Partner (CP) events into Event Marketing Management (EMM) system.

a. Obtain approval from commander.

b. Pay for event.

c. Enter After Action Review.

3. Maintain prominent events list for battalion area.



4. Coordinate with appropriate federal, state and local officials as directed by commander.
5. Develop relationships with community partners
6. Engage with local organizations that support the Army.
7. Establish new Partnership for Youth Success partners.
8. Coordinate Key Leader engagements (KLEs) to influence the perception of the Army.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Recommended commanders engage with civic organizations (Unit Memberships)to make a unit operations presentation to these organizations at least once annually.	_____	_____
2 Input unit Community Partner (CP) events into Event Marketing Management (EMM)system.	_____	_____
3 Maintained prominent events list for battalion area.	_____	_____
4 Coordinated with appropriate federal, state and local officials as directed by commander.	_____	_____
5 Developed relationships with community partners	_____	_____
6 Engaged with local organizations that support the Army.	_____	_____
7 Established new Partnership for Youth Success partners.	_____	_____
8 Coordinated Key Leader engagements (KLEs) to influence the perception of the Army.	_____	_____

**Evaluation Guidance:**

Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 608-1 Army Community  
Service

USAREC PAM 608-6 Soldier and Family  
Assistance Program Manager Procedures

**Primary**

ARMY REG 608-1 Army Community  
Service

**805K-79R-8305**  
**Conduct Public Affairs Training**

**Conditions:**

In a recruiting battalion, you have just received new assigned personnel in your unit. Given current public affairs policy and talking points, you are directed by the command to provide training to the new personnel on community and media relations.

**Standards:**

Provide training to new personnel in your unit so they are prepared to address media, external organizations and the public at large with USAREC talking points, command guidance and the skills to deliver the Army Recruiting message with zero deficiencies in accordance with, AR 350-1, AR 360-1 and current public affairs policy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**

Received new personnel in your unit.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Navigate the operations process of plan, prepare, and assess in developing the unit training and leader development public affairs training plan.
2. Inform Soldiers and leaders on talking points that support the commander's communication strategy.
3. Inform Soldiers and leaders of media rules of engagement.
4. Provide Soldiers and leaders information and trained on media interaction.
5. Execute successful media or public engagement.
6. Prepare subject matter experts to execute successful media engagement.

7. Ensure all personnel follow and adhere to Public Affairs policy using questioning techniques.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Navigated the operations process of plan, prepare, and assess in developing the unit training and leader development public affairs training plan.	_____	_____
2 Informed Soldiers and leaders on talking points that support the commander's communication strategy.	_____	_____
3 Informed Soldiers and leaders of media rules of engagement.	_____	_____
4 Provided Soldiers and leaders information and trained on media interaction.	_____	_____
5 Executed successful media or public engagement.	_____	_____
6 Prepared subject matter experts to execute successful media engagement.	_____	_____
7 Ensured all personnel follow and adhere to Public Affairs policy using questioning techniques.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

ARMY REG 350-1 Army Training and Leader Development

**Primary**

ARMY REG 350-1 Army Training and Leader Development

ARMY REG 360-1 The Army Public Affairs Program

**805K-79R-8306**  
**Manage Execution of Marketing Plan**

**Conditions:**

In a recruiting battalion, given an approved quarterly marketing /advertising plan. You have access to the Event Marketing Management system and all applicable regulations and publications.

**Standards:**

Effectively manage the execution of the marketing plan with available resources that meets return on investment (ROI) in 100% compliance with UR 601-208.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Received an approved quarterly marketing / advertising plan.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Enter all shaping media requests into Electric Marketing Management system (EEM).
2. Enter all shaping funded and unfunded return on investment engagement activation and awareness events into EEM to include option for Marketing Activity Code (MAC).
3. Create Spending Plan.
4. Execute spend plan.
5. Coordinate with vendors for local purchase orders.
6. Issue information to appropriate levels.

7. Monitor execution of all engagement, activation, and awareness events for AAR to be entered into EEM.

8. Request resources and asset support through EEM.

9. Compare return on investment (ROI) to obligated funds to ensure goals were met.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Entered all shaping media requests into Electric Marketing Management system (EEM).	_____	_____
2 Entered all shaping funded and unfunded return on investment engagement activation and awareness events into EEM to include option for Marketing Activity Code (MAC).	_____	_____
3 Created Spending Plan.	_____	_____
4 Executed spend plan.	_____	_____
5 Coordinated with vendors for local purchase orders.	_____	_____
6 Issued information to appropriate levels.	_____	_____
7 Monitored execution of all engagement, activation, and awareness events for AAR to be entered into EEM.	_____	_____
8 Requested resources and asset support through EEM.	_____	_____
9 Compared return on investment (ROI) to obligated funds to ensure goals were met.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References  
Required**

**Primary**

**Required**

ARMY REG 601-2 Army Promotional  
Recruiting Support Programs

ARMY REG 601-208 The Army Brand and  
Marketing Program

LG to AAR Leader's Guide to After Action  
Reviews

**Primary**

AR 601-208 The Army Brand and  
Marketing Program

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**805K-79R-8309**  
**Manage Marketing Budget**

**Conditions:**

In a Recruiting office, given your approved marketing plan and budget, you are tasked to make fiscally sound purchases with your annual direct advertising and Local Advertisement Media Placement (LAMP) funding that address the commander's intent and command priorities.

**Standards:**

Manage a budget that supports the commander's intent for the advertising plan and public affairs program while staying within budget constraints and aligning with national advertising initiatives staying within 100% compliance of USAREC Regulation 601-208.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You are tasked to make fiscally sound purchases with your LAMP funding.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Manage obligation of funds.
  - a. Commit funding.
    - (1) Input request for funding into Electronic Marketing Management system (EEM).
    - (2) Create DA Form 3953.
    - (3) Submit DA 3953 for all approval signatures.
  - b. Annotate expenditures.
    - (1) Input request for funding into EMM.



- (2) Record on appropriate logs.
- c. Reconcile obligations or expenditures of funds.
  - (1) Review funding actual versus planned.
  - (2) Create updated form as appropriate.
  - (3) Update EMM and appropriate logs.
- 2. Deconflict budget.
  - a. Update budget log.
  - b. Review Local Advertising Media Placement (LAMP) log.
- 3. Orient budget with national advertising initiatives.
  - a. Review additional guidance from higher levels.
  - b. Coordinate with contracted agency representative.
  - c. Develop organizational plan based on commander's intent.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Managed obligation of funds.	_____	_____
2 Deconflicted budget.	_____	_____
3 Oriented budget with national advertising initiatives.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

USAREC REG 601-2 Management of  
Centers of Influence Events and Educator  
Tours

USAREC REG 601-208 Local Recruiting  
Marketing Program

USAREC Pam 601-2-1 Total Army  
Involvement in Recruiting

**Primary**

USAREC REG 601-208 Local Recruiting  
Marketing Program

**805K-79R-8310**  
**Manage Social Media Program**

**Conditions:**

You are tasked by the unit commander to develop strategies, content and tactics to leverage social media platforms to reach, intrigue, generate followers and attract prospects for Recruiter follow up and prospecting and convert audience influencers into CPs.

**Standards:**

Manage a social media program with 100% accuracy in accordance with the Department of the Army Social Media Handbook that engages social media users, in order to increase the number of followers per platform based off of the commander's monthly goals.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** You are tasked by the commander to develop strategies, and tactics to leverage social media to generate followers and attract prospects.

**Note:**

21ST CENTURY SOLDIER COMPETENCIES:

Character and accountability

Communication and engagement (oral, written, and negotiation)

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Critical thinking and problem solving

**Performance Steps**

1. Manage social media marketing goals that solve your biggest challenges.
2. Predict your social media audience.
3. Predict your social competitive landscape.
4. Establish your most important metrics.
5. Identify presence on viable platforms.
6. Establish presence on viable platforms.

7. Construct engaging social media content.
8. Manage a calendar for content distribution and re-distribution.
9. Manage real-time experiences and events.
10. Establish TTPs to reach and attract followers and prospects directly.
11. Engage directly with your audience, respondents and prospects.
12. Track efforts and metrics for constant improvement and refinement.
13. Consolidate the number of engagements, visitors and followers each month.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Managed social media marketing goals that solve your biggest challenges.	_____	_____
2 Predicted your social media audience.	_____	_____
3 Predicted your social competitive landscape.	_____	_____
4 Established your most important metrics.	_____	_____
5 Identified presence on viable platforms.	_____	_____
6 Established presence on viable platforms.	_____	_____
7 Constructed engaging social media content.	_____	_____
8 Managed a calendar for content distribution and re-distribution.	_____	_____
9 Managed real-time experiences and events.	_____	_____
10 Established TTPs to reach and attract followers and prospects directly.	_____	_____
11 Engaged directly with your audience, respondents and prospects.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
12 Tracked efforts and metrics for constant improvement and refinement.	_____	_____
13 Consolidated the number of engagements, visitors and followers each month.	_____	_____

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or on the job training for Soldiers who experience major difficulties in task performance.

**References**

**Required**

The United States Army Social Media Handbook Version 3.1

**Primary**

USAREC Social Media Guide

USAREC Social Media Guide

Subject Area 12: Education Service Specialist  
**805K-79R-8211**

**Manage Headquarters Support System/Force Structure Address and ZIP Code  
 Realignment (HSS/FAZR)**

**Conditions:**

You are a Education Service Specialist (ESS), and there has been a change in an educational institution in your recruiting area. You have access to the Headquarters Support System-Force Structure, Address, ZIP Code Realignment (HSS/FAZR) database, USAREC Regulation (UR) 601-210 and USAREC Regulation (UR) 350-13.

**Standards:**

Access the HSS/FAZR database to add or correct the school data to include; address, type of school (high school or college), and population size. Update the information without errors.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Add a new school into HSS/FAZR education database, IAW Regulatory guidance.
2. Update school information or address information.
3. Update school data.
4. Update School Populations.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Added a new school into HSS/FAZR education database.	_____	_____

**Performance Measures**

**GO**      **NO  
GO**

- |  |       |       |
|--|-------|-------|
| 2 Updated school information or address information. | _____ | _____ |
| 3 Updated school data.                               | _____ | _____ |
| 4 Updated School Populations.                        | _____ | _____ |

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the ESS scores NO GO, show the ESS what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 350-13 School Recruiting Programs

**Primary**

USAREC REG 350-13 School Recruiting Programs

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-8212  
Manage Battalion School Recruiting Plan**

**Conditions:**

You are a Education Service Specialist (ESS), and you have been tasked to manage the battalion secondary and post-secondary school recruiting plan for the current school year (SY). You have access to internet, School Zone (SZ) Army Regulation (AR) 601-210, USAREC Manual (UM) 3-29, USAREC Regulation (UR) 601-208, UM 3-0, UR 601-2 AND UR 601-210.

**Standards:**

Manage a battalion Secondary and Post-Secondary School Plan in accordance with the battalion commander's intent.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Train recruiting force on the SRP.
2. Analyze implementation of the SRP.
3. Provide updates to the battalion leadership.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Trained recruiting force on the SRP.	_____	_____
2 Analyzed implementation of the SRP.	_____	_____
3 Provided updates to the battalion leadership.	_____	_____



**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO-GO if any performance measure is failed (F). If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

**Primary**

USAREC MANUAL 3-29 Recruiting  
Brigade and Battalion Operations

USAREC REG 601-2 Management of  
Centers of Influence Events and Educator  
Tours

USAREC REG 601-208 Local Recruiting  
Marketing Program

USAREC MANUAL 3-0 Recruiting  
Operations

USAREC REG 350-13 School Recruiting  
Programs

USAREC REG 350-13 School Recruiting  
Programs

USAREC REG 601-210 Enlistment and  
Accessions Processing

**805K-79R-8213**  
**Facilitate Battalion Educator/Community Partner (ED/CP) Tour**

**Conditions:**

You are a Education Service Specialist (ESS), and the battalion commander has directed you to facilitate the battalion’s Educator/Community Partner (ED/CP) tour to an active military installation. You have access to the internet, School Zone (SZ), USAREC Regulation (UR) 601-2 and UR 350-13.

**Standards:**

Facilitate the BN's ED/CP tour to a military installation based on the battalion commander’s intent.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Plan a Battalion Educator/Community Partner (ED/CP) Tour.
2. Send WARNO/OPORD to Recruiting force.
3. Conduct ED/CP Tour.
4. Debrief tour activities in an after action report (AAR).
5. Coordinate follow-up message with Recruiters.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Planned a Battalion Educator/Community Partner (ED/CP) Tour.	_____	_____
2 Sent WARNO/OPORD to Recruiting force.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
3 Conducted ED/CP Tour.	_____	_____
4 Debriefed tour activities in an after action report (AAR).	_____	_____
5 Coordinated follow-up message with Recruiters.	_____	_____

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 350-13 School Recruiting Programs

**Primary**

USAREC REG 350-13 School Recruiting Programs

USAREC REG 601-2 Management of Centers of Influence Events and Educator Tours

**805K-79R-8206  
Develop Battalion School Recruiting Plan**

**Conditions:**

You are an Education Service Specialist, and you are responsible for a battalion secondary and post-secondary school recruiting plan for the upcoming school year (SY). You have access to the internet, School Zone (RZ), USAREC Regulation 601-210, USAREC Manual 3-0 and USAREC Regulation 350-13. This task should not be trained in MOPP 4.

**Standards:**

Develop a battalion Secondary and Post-Secondary School Plan culminating with the battalion commander's approval.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Develop a battalion Secondary and Post-Secondary School Plan

**Note:**None

**Performance Steps**

1. Analyze input from fusion cell members.
2. Write SRP.
3. Distribute school plan to commander and key staff for feedback (BC, XO, S-2, S-3).
4. Adjust plan to reflect commander and staff recommendations.
5. Finalize plan for battalion commander's review, approval, and signature.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Analyzed input from fusion cell members.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
2 Wrote SRP.	_____	_____
3 Distributed school plan to commander and key staff for feedback (BC, XO, S-2, S-3).	_____	_____
4 Adjusted plan to reflect commander and staff recommendations.	_____	_____
5 Finalized plan for battalion commander’s review, approval, and signature.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC MANUAL 3-0 Recruiting Operations

**Primary**

USAREC REG 350-13 School Recruiting Programs

USAREC REG 350-13 School Recruiting Programs

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-8207**  
**Evaluate Education Credentials**

**Conditions:**

You are a Education Service Specialist (ESS), and you have received an applicant's education documents. You have access to the internet, School Zone (SZ) and Army Regulation (AR) 601-210. This task should not be trained in MOPP 4.

**Standards:**

Evaluate an applicant's education credentials to determine the correct Tier/DOD Education Code.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Evaluate an applicant's education credentials to determine the correct Tier/DOD Education Code.

**Note:**

**Performance Steps**

1. Determine the proper tier/DOD Education Code based on the applicant's education credentials.
2. Determine the school's correct Tier/DOD Education Code.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Determined the proper tier/DOD Education Code based on the applicant's education credentials.	_____	_____
2 Determined the school's correct Tier/DOD Education Code.	_____	_____

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the ESS scores NO GO, show the ESS what was done wrong and how to do it correctly.

**References**

**Required**

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

**Primary**

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

**805K-79R-8214**  
**Brief Soldiers on Educational Opportunities**

**Conditions:**

You are a Education Service Specialist (ESS), you have to brief a new Soldier with the battalion about local education opportunities and resources to complete a degree. You have access to the internet, School Zone (SZ), and USAREC Regulation (UR) 350-13.

**Standards:**

Serves as the education advisor for Soldiers assigned to the BN to ensure their continued personal and professional educational development. Facilitates access to the programs offered through the ACES, e.g. tuition assistance, at assigned Army Education Centers in accordance with regulatory guidance.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Briefs Soldiers assigned to the Battalion about local education opportunities and resources to complete a degree.
2. Facilitate access to programs offered through Army Continuing Education System (ACES) (e.g. Tuition Assistance).
3. Identify assigned Army Education Centers.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Briefed Soldiers assigned to the Battalion about local education opportunities and resources to complete a degree.	_____	_____
2 Facilitated access to programs offered through Army Continuing	_____	_____



**Performance Measures**

**GO**

**NO  
GO**

Education System (ACES) (e.g. Tuition Assistance).

3 Identified assigned Army Education Centers.

\_\_\_\_\_

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 350-13 School Recruiting Programs

**Primary**

USAREC REG 350-13 School Recruiting Programs

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**805K-79R-8215**  
**Train Others on Educational Outreach Programs**

**Conditions:**

You are a Education Service Specialist (ESS), you are required to train and consult the battalion and education community on programs, policies and career opportunities. You have access to the internet, School Zone (SZ), USAREC Regulation 601-210 and USAREC Regulation 350-13.

**Standards:**

Identifies, develops and delivers systematic training with 100% accuracy in accordance with (IAW) all appropriate regulations and standard operating procedures (SOP) to the Battalion Leadership Team (LBT), Company Leadership Team (CLT), Station Commanders, Recruiters and educators on Army education and career programs.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Provide training on education outreach programs within the battalion area of operations (AO).
2. Provide mandatory educational training in accordance with regulatory guidance.
3. Provide training/briefings to the education community on Army educational and career programs.
4. Create awareness about the development of positive secondary/postsecondary school relations.
5. Conduct inspections as a member of the Battalion's Command Inspection team.
6. Assist with Battalion's recruiting market analysis.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials

listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
1 Provided training on education outreach programs within the battalion area of operations (AO).	_____	_____
2 Provided mandatory educational training in accordance with regulatory guidance.	_____	_____
3 Provided training/briefings to the education community on Army educational and career programs.	_____	_____
4 Created awareness about the development of positive secondary/postsecondary school relations.	_____	_____
5 Conducted inspections as a member of the Battalion's Command Inspection team.	_____	_____
6 Assisted with Battalion's recruiting market analysis.	_____	_____

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 350-13 School Recruiting Programs

**Primary**

USAREC REG 350-13 School Recruiting Programs

USAREC REG 601-210 Enlistment and Accessions Processing

**805K-79R-8210**  
**Coordinate Outreach Opportunities with the Education Community**

**Conditions:**

Serving as an Education Service Specialist (ESS) and given access to relevant material and resources, develop Army awareness in the education community to improve recruiter access, Army image, and build trusting relationships.

**Standards:**

Establish and maintain a working relationship with education officials, faculty and staff to improve the Army’s image, recruiter access, and increase use of Army Education Outreach Programs to meet commander's intent.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**None

**Note:**

**Performance Steps**

1. Facilitate relations between recruiting force and education community.
2. Develop working relationships with community influencers.
3. Plan and execute battalion Education and Community Partner (CP) events.
4. Identify schools that prohibit or limit access.
5. Employ Social Media for Education Outreach.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Facilitated relations between recruiting force and education community.	_____	_____

<b>Performance Measures</b>	<b>GO</b>	<b>NO GO</b>
2 Developed working relationships with community influencers.	_____	_____
3 Planned and execute battalion Education and Community Partner (CP) events.	_____	_____
4 Identified schools that prohibit or limit access.	_____	_____
5 Employed Social Media for Education Outreach.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

**Primary**

USAREC MANUAL 3-29 Recruiting  
Brigade and Battalion Operations

USAREC REG 601-2 Management of  
Centers of Influence Events and Educator  
Tours

USAREC REG 601-208 Local Recruiting  
Marketing Program

USAREC MANUAL 3-0 Recruiting  
Operations

USAREC REG 350-13 School Recruiting  
Programs

USAREC REG 601-210 Enlistment and  
Accessions Processing

USAREC REG 601-210 Enlistment  
and Accessions Processing

USAREC REG 601-73 Market Analysis to  
Support Recruiting Operations

**805K-79R-8208**  
**Evaluate School's Correct Tier/DOD Education Code Classification**

**Conditions:**

You are an Education Service Specialist (ESS), and you are responsible for ensuring schools are listed in Headquarters Support System-Force Structure, Address, and ZIP Code Realignment (HSS/FAZR). You have access to the internet, School Zone (SZ), USAREC form 601-210.40, USAREC form 601-210.41 and Army Regulation (AR) 601-210. This task should not be trained in MOPP 4.

**Standards:**

Evaluate school to determine the correct Tier/DOD Education Code. Ensure classification is included to ensure school is listed in HSS/FAZR.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:**Evaluate school to determine to the correct Tier/DOD Education Code.

**Note:**All required references can be accessed at the following link:  
<https://sites.google.com/a/goarmy.com/publications-library/home>

**Performance Steps**

1. Determine the Tier/DOD Education Code Classification of the school.
2. Complete USAREC Form 601-210.40.
3. Complete USAREC Form 601-210.41 if necessary IAW regulatory guidance.

**Evaluation Preparation:**

This task may be evaluated by using theevaluation guide and/or administering the performance test Evaluation Guide. Ifthe task is performed on the job, use the materials listed in the CONDITIONSstatement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Determined the Tier/DOD Education Code Classification of the school.	_____	_____
2 Completed USAREC Form 601-210.40.	_____	_____

**Performance Measures**

**GO**

**NO  
GO**

3 Completed USAREC Form 601-210.41 if necessary IAW regulatory guidance.

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

**Primary**

ARMY REG 601-210 Regular Army and Reserve Components Enlistment Program

USAREC REG 350-13 School Recruiting Programs

USAREC REG 350-13 School Recruiting Programs

**805K-79R-8209**  
**Establish Battalion ASVAB-Career Exploration Program (ASVAB-CEP)**

**Conditions:**

You are a Education Service Specialist (ESS), and you have to establish Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration program (CEP) testing goals for the next school year. You have access to the internet, School Zone (SZ), Army Regulation (AR) 601-210 and ASVAB data from all MEPS in the battalion area of operations (AO). This task should not be trained in MOPP 4.

**Standards:**

Establish goals, milestones, guidance and training that support the recruiting force and increase the number of schools testing and the number of students tested to achieve commander's intent.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Cue:** Establish goals, milestones, guidance and training that support the recruiting force and increase the number of schools testing and the number of students tested to achieve commander's intent.

**Note:**

**Performance Steps**

1. Establish the battalion's Armed Services Vocational Aptitude Battery Career Exploration Program (ASVAB-CEP) goals.
2. Integrate approved goals into the School Recruiting Plan (SRP).
3. Manage program effectiveness.

**Evaluation Preparation:**

This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

**Performance Measures**

	<b>GO</b>	<b>NO GO</b>
1 Established the battalion's Armed Services Vocational Aptitude	_____	_____



**Performance Measures**

**GO**      **NO  
GO**

Battery Career Exploration Program (ASVAB-CEP) goals.

2 Integrated approved goals into the School Recruiting Plan (SRP).      \_\_\_\_\_      \_\_\_\_\_

3 Managed program effectiveness.      \_\_\_\_\_      \_\_\_\_\_

**Evaluation Guidance:** Score the ESS GO if all performance measures are passed (P). Score the ESS NO GO if any performance measure is failed (F). If the ESS scores NO GO, show the ESS what was done wrong and how to do it correctly.

**References**

**Required**

USAREC REG 350-13 School Recruiting Programs

**Primary**

USAREC REG 350-13 School Recruiting Programs

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## GLOSSARY

### Section I Acronyms & Abbreviations

<b>AAR</b>	After Action Review
<b>AGR</b>	Active Guard Reserve
<b>ALARACT</b>	All Army Activities
<b>AO</b>	Area of Operations
<b>APFT</b>	Army Physical Fitness Test
<b>AR</b>	Army Regulation
<b>ASVAB</b>	Armed Service Vocational Aptitude Battery
<b>BN, Bn</b>	Battalion
<b>BOIP</b>	Basis of Issue Plan
<b>Bde</b>	Brigade
<b>CDR</b>	Commander
<b>CO</b>	Commanding Office
<b>COI</b>	Centers of Influence
<b>CSM</b>	Command Sergeant Major
<b>DA</b>	Department of the Army
<b>DA Form</b>	Department of the Army Form
<b>DOD</b>	Department of Defense
<b>DeCA</b>	Defense Commissary Agency
<b>DoD</b>	Department of Defense
<b>EMILPO</b>	Electronic Military Personnel Office
<b>ESS</b>	Educational Support Specialist

<b>FAZR</b>	Force Address and Zip Code Realignment
<b>FFA</b>	Free-Fire Area
<b>FRAGO</b>	Fragmentary Order
<b>GOV</b>	Government
<b>HQ</b>	Headquarters
<b>HSS</b>	Headquarters Support System
<b>IAW</b>	In Accordance With
<b>IOT</b>	In Order To
<b>JRROTC</b>	Junior Reserve Officer Training Corps
<b>LG to AAR</b>	Leaders Guide to After Action Review
<b>MEPS</b>	Military Entrance Processing Station
<b>METT-TC</b>	Mission, Enemy, Terrain and weather, Troops, and support available, Time available, and Civil considerations.
<b>MILPER</b>	Military Personnel
<b>MOI</b>	Memorandum Of Instruction
<b>MOPP</b>	Mission-Oriented Protective Posture
<b>MOPP4</b>	Mission-Oriented Protective Posture Level 4 (mask, protective suit, boots, and gloves worn)
<b>MPD</b>	Military Personnel Division, Merge/Transfer Patient Data
<b>MSM</b>	Meritorious Service Medal
<b>OCONUS</b>	Outside the Continental United States
<b>PMOS</b>	Primary Military Occupational Specialty
<b>RA</b>	Regular Army
<b>RMZ</b>	Report Management Zone
<b>ROTC</b>	Reserve Officer Training Corps
<b>RSID</b>	Recruiter Station Identification Designator

<b>S-1</b>	Personnel Staff Officer
<b>S-2</b>	Intelligence Staff Officer
<b>SGM</b>	Sergeant Major
<b>SGT</b>	Sergeant
<b>SLRP</b>	Student Loan Repayment Program
<b>SOP</b>	Standing Operating Procedure
<b>SRB</b>	Selective Reenlistment Bonus
<b>SSG</b>	Staff Sergeant
<b>TRADOC</b>	United States Army Training and Doctrine Command
<b>USAREC</b>	United States Army Recruiting Command
<b>WARNO</b>	Warning Order
<b>XO</b>	Executive Officer
<b>iPERMS</b>	Interactive Personnel Electronic Records Management System

## **Section II Terms**

**SEE USAREC GLOSSARY**

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## REFERENCES

### Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

- ACS** Army Community Services (ACS) -- <http://www.myarmyonesource.com/default.aspx>
- ADP 3-0** Operations
- ADP 4-0** Sustainment
- ADP 5-0** The Operations Process
- ADP 6-0 (Change 002, March 06, 2014)** Mission Command  
[http://armypubs.army.mil/doctrine/DR\\_pubs/dr\\_a/pdf/adp6\\_0\\_new.pdf](http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adp6_0_new.pdf)
- ADP 6-22** Army Leadership
- ADP 7-0** Training Units and Developing Leaders
- ADRP 5-0** The Operations Process
- ADRP 6-0 (Change 002, March 28, 2014)** Mission Command  
[http://armypubs.army.mil/doctrine/DR\\_pubs/dr\\_a/pdf/adrp6\\_0\\_new.pdf](http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp6_0_new.pdf)
- ADRP 6-22 (Change 1, 10 Sep 2012)** Army Leadership
- ADRP 7-0** Training Units and Developing Leaders
- ARMY REG 1-201** Army Inspection Policy
- ARMY REG 15-6** Procedures for Administrative Investigations and Boards of Officers
- ARMY REG 190-51** Security of Unclassified Army Property (Sensitive and Nonsensitive)
- ARMY REG 215-1** Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds Instrumentalities
- ARMY REG 25-1** Army Information Technology
- ARMY REG 25-400-2** The Army Records Information Management System (ARIMS)

<b>ARMY REG 25-50</b>	Preparing and Managing Correspondence
<b>ARMY REG 350-1</b>	Army Training and Leader Development
<b>ARMY REG 360-1</b>	The Army Public Affairs Program
<b>ARMY REG 37-104-4</b>	Military Pay and Allowances Policy
<b>ARMY REG 380-5</b>	Department of the Army Information Security Program
<b>ARMY REG 385-10</b>	The Army Safety Program
<b>ARMY REG 40-501</b>	Standards of Medical Fitness
<b>ARMY REG 405-70</b>	Utilization of Real Property
<b>ARMY REG 405-90</b>	Disposal of Real Estate
<b>ARMY REG 600-55</b>	The Army Drive and Operator Standardization Program (Selection, Training, Testing, and Licensing)
<b>ARMY REG 600-8-101</b>	Personnel Readiness Processing
<b>ARMY REG 600-8-105</b>	Military Orders
<b>ARMY REG 600-8-11</b>	Reassignment
<b>ARMY REG 600-8-14</b>	Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel
<b>ARMY REG 600-8-19</b>	Enlisted Promotions and Reductions
<b>ARMY REG 600-8-2</b>	Suspension of Favorable Personnel Actions (Flag)
<b>ARMY REG 600-8-22</b>	Military Awards
<b>ARMY REG 600-8-8</b>	The Total Army Sponsorship Program
<b>ARMY REG 600-9</b>	The Army Body Composition Program
<b>ARMY REG 601-1</b>	Assignment of Enlisted Personnel to the U.S. Army Recruiting Command
<b>ARMY REG 601-2</b>	Army Recruiting Support Programs



<b>ARMY REG 601-210</b>	Regular Army and Reserve Components Enlistment Program
<b>ARMY REG 608-1</b>	Army Community Service
<b>ARMY REG 608-10</b>	Child Development Services
<b>ARMY REG 608-18</b>	The Army Family Advocacy Program
<b>ARMY REG 608-75</b>	Exceptional Family Member Program
<b>ARMY REG 614-200</b>	Enlisted Assignments and Utilization Management
<b>ARMY REG 623-3</b>	Evaluation Reporting System
<b>ARMY REG 630-10</b>	Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
<b>ARMY REG 670-1</b>	Wear and Appearance of Army Uniforms and Insignia
<b>ARMY REG 710-2</b>	Supply Policy Below the National Level
<b>ARMY REG 735-5</b>	Property Accountability Policies
<b>ATP 3-35</b>	Army Deployment and Redeployment
<b>ATP 5-19</b>	Risk Management
<b>DA FORM 4187</b>	Personnel Actions
<b>DFAS-IN 37-1</b>	Finance and Accounting Policy Implementation. Finance and Accounting Policy Implementation. Department of Defense Financial Management Regulations (DODFMR)
<b>DFAS-IN REG 37-1</b>	(Volumes 1-15)
<b>DOD 7000.14-R</b>	Commercial Travel Management
<b>DODI 5154.31</b>	DOD Traffic Safety Program
<b>DODI 6055.04</b>	Federal Acquisition Regulation
<b>FAR</b>	Human Resources Support
<b>FM 1-0</b>	

- FM 10-27-4** Rescinded, May 14, 2014
- FM 3-09** Field Artillery Operations and Fire Support
- FM 6-0** Commander and Staff Organization and Operations
- JTR** Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees (Chapters 1-10 with dices)
- PAM 385-30** Risk Management
- PAM 600-8** Military Human Resources Management Administrative Procedures
- PAM 611-21** Military Occupational Classification and Structure
- PAM 710-2-1** Using Unit Supply System (Manual Procedures)
- Public Law 104-191, HIPAA, TITLE II** The Health Insurance Portability and Accountability Act of 1996, 21 August 1996
- Social Media Handbook Version 3.1** The United States Army Social Media Handbook Version 3.1
- TRADOC REG 350-6** Enlisted Initial Entry Training Policies and administration
- TRADOC Suppl to AR 1-201** Army Inspection Program
- TRICARE Ops Manual 6010.59-M** TRICARE Operations Manual 6010.59-M
- USAREC MANUAL 3** Recruiting
- USAREC MANUAL 3-0** Recruiting Operations
- USAREC MANUAL 3-29** Recruiting Brigade and Battalion Operations
- USAREC MANUAL 3-30** Recruiting Company Operations
- USAREC MANUAL 3-31** Recruiting Station Operations
- USAREC PAM 25-1-1** USAREC Information Technology Implementation Instructions

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<b>USAREC PAM 601-2-1</b>	Total Army Involvement in Recruiting
<b>USAREC PAM 608-6</b>	Soldier and Family Assistance Prog. Manager
<b>USAREC REG 1-201 V2</b>	Inspections
<b>USAREC REG 25-1</b>	Information Resource Management Program
<b>USAREC REG 25-2</b>	USAREC Cybersecurity
<b>USAREC REG 27-2</b>	Legal Services Support for USAREC
<b>USAREC REG 350-13</b>	School Recruiting Program
<b>USAREC REG 380-4</b>	Security Program
<b>USAREC REG 601-2</b>	Management of COI Events and Assignment of Enlistment Processing Responsibility
<b>USAREC REG 601-73</b>	Market Analysis to support Recruiting Operations
<b>USAREC REG 601-2(V3)</b>	Educators/Centers Of Influence Tour Program
<b>USAREC REG 601-106</b>	Active Duty for Operational Support-AR Comp
<b>USAREC REG 601-208</b>	Local Recruiting Marketing Program
<b>USAREC REG 601-210</b>	Enlistment and Accessions Processing
<b>USAREC REG 608-1</b>	National Voter Registration Act
<b>USAREC Social Media</b>	USAREC Social Media Guide
<b>USAREC Training Circular 5-01</b>	Mission Command

<b>USAREC Training Circular 5-02</b>	Intelligence
<b>USAREC Training Circular 5-03.1</b>	Prospecting, Processing, and Analysis
<b>USAREC Training Circular 5-03.3</b>	Partnerships
<b>USAREC Training Circular 5-03.4</b>	Training and Leader Development
<b>USAREC Training Circular 5-03.5</b>	Leading Future Soldiers

### **Related Publications**

Related publications are sources of additional information. They are not required in order to understand this publication.

<b>ADP 5-0</b>	The Operations Process
<b>ADRP 4-0</b>	Sustainment
<b>ADRP 5-0</b>	The Operations Process
<b>ADRP 6-0</b>	Mission Command
<b>ARMY REG 1-201</b>	Army Inspection Policy
<b>ARMY REG 15-6</b>	Procedures for Administrative Investigations and Boards of Officers
<b>ARMY REG 215-1</b>	Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds
<b>ARMY REG 25-1</b>	Army Information Technology
<b>ARMY REG 25-2</b>	Information Assurance
<b>ARMY REG 350-1</b>	Army Training and Leader Development
<b>ARMY REG 360-1</b>	The Army Public Affairs Program
<b>ARMY REG 385-10</b>	The Army Safety Program
<b>ARMY REG 420-1</b>	Army Facilities Management
<b>ARMY REG 58-1</b>	Management, Acquisition, and Use of Motor Vehicles

<b>ARMY REG 600-20</b>	Army Command Policy
<b>ARMY REG 600-8</b>	Military Human Resources Management
<b>ARMY REG 600-8-104</b>	Army Military Human Resource Records Management
<b>ARMY REG 600-8-19</b>	Enlisted Promotions and Reductions
<b>ARMY REG 600-8-2</b>	Suspension of Favorable Personnel Actions (Flag)
<b>ARMY REG 600-8-22</b>	Military Awards
<b>ARMY REG 600-8-6</b>	Personnel Accounting and Strength Reporting
<b>ARMY REG 600-8-8</b>	The Total Army Sponsorship Program
<b>ARMY REG 601-1</b>	Assignment of Enlisted Personnel to the U.S. Army Recruiting Command
<b>ARMY REG 601-2</b>	Army Recruiting Support Programs
<b>ARMY REG 601-208</b>	The Army Brand and Marketing Program
<b>ARMY REG 601-210</b>	Regular Army and Reserve Components Enlistment Program
<b>ARMY REG 608-1</b>	Army Community Service
<b>ARMY REG 608-18</b>	The Army Family Advocacy Program
<b>ARMY REG 608-75</b>	Exceptional Family Member Program
<b>ARMY REG 710-2</b>	Supply Policy Below the National Level
<b>ARMY REG 715-9</b>	Operational Contract Support Planning and Management
<b>ARMY REG 735-5</b>	Property Accountability Policies
<b>DA FORM 4187</b>	Personnel Action
<b>DFAS-IN MAN. 37-100 FY</b>	The Army Management Structure
<b>DOD 7000.14-R (DODFMR)</b>	Department of Defense Financial Management Regulations
<b>FM 6-0</b>	Commander and Staff Organization and Operations

<b>JTR</b>	Joint Travel Regulations Uniformed Service members and DOD Civilian Employees
<b>USAREC Manual 3-29</b>	Recruiting Brigade and Battalion Operations
<b>USAREC Manual 3-30</b>	Recruiting Company Operations
<b>USAREC Pam 608-6</b>	Soldier and Family Assistance Program Manager Procedures
<b>USAREC Reg 1-201</b>	Inspections
<b>USAREC Reg 25-1</b>	Information Resource Management Program
<b>USAREC Reg 27-4</b>	Prohibited and Regulated Activities
<b>USAREC Reg 350-1</b>	Training and Leader Development
<b>USAREC Reg 350-13</b>	School Recruiting Programs
<b>USAREC Reg 601-73</b>	Missioning Procedures
<b>USAREC Reg 601-208</b>	Local Recruiting Marketing Program
<b>USAREC Reg 601-210</b>	Enlistment and Accessions Processing
<b>USAREC Social Media Guide</b>	USAREC Social Media Guide
<b>USAREC Training Circular 5-01</b>	Mission Command
<b>USAREC Training Circular 5-02</b>	Intelligence
<b>USAREC Training Circular 5-03.1</b>	Prospecting, Processing, and
<b>USAREC Training Circular 5-03.4</b>	Analysis Training and Leader
<b>USAREC Training Circular 5-03.5</b>	Development Leading Future Soldiers

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