

Soldier's Manual and Training Guide

MOS 79R

Recruiting

SKILL LEVELS SL3/SL4/SL5

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HEADQUARTERS, DEPARTMENT OF THE ARMY

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SKILL LEVELS SL3, SL4, and SL5

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PREFACE

This publication is for skill level SL3, SL4, and SL5 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 79RSL3/SL4/SL5 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.

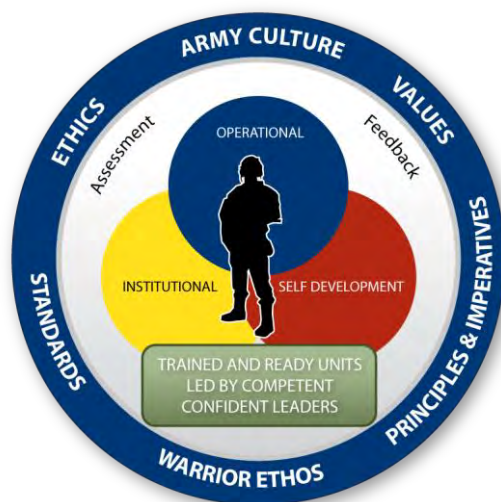


Figure 1-1. Army Training and Leader Development Model

(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 US 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.

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
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.

INST	Institutional
S-D	Self-Development
SOJT	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.

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

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 SL3

- 1 Recruiter
- 2 Health Care Recruiter
- 3 Chaplain Recruiter

Skill Level SL4

- 4 Guidance Counselor
- 5 Battalion Master Trainer
- 6 Station Leader

Skill Level SL5

- 7 Recruiting First Sergeant
- 8 Operations NCO

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

SKILL LEVEL	DUTY POSITION	SUBJECT AREAS	CROSS TRAIN	TRAIN-UP/MERGER
SL3	Recruiter			
SL3	Health Care Recruiter			
SL4	Station Commander			
SL4	Guidance Counselor			
SL5	First Sergeant			

2-4. Part Two, Critical Tasks List.**MOS TRAINING PLAN
MOS 79R****CRITICAL TASKS****CRITICAL TASKS**

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SI
Skill Level SL3				
Subject Area 1 Recruiter				
805K-79R-3023	Conduct Future Soldier Orientation			
805K-79R-3021	Conduct Face to Face Prospecting			
805K-79R-3022	Process an Enlistment Application			
805K-79R-3008	Develop a Plan in Support of Recruiting Station Operations Plan			
805K-79R-3012	Implement the School Recruiting Program			
805K-79R-3014	Overcome Obstacles			
805K-79R-3019	Conduct Telephone Prospecting			
805K-79R-3024	Conduct Future Soldier Follow-up			
805K-79R-3025	Administer Occupational Physical Assessment Test (OPAT)			
805K-79R-3009	Prepare for the Army Interview			
805K-79R-3010	Conduct the Army Interview			
805K-79R-3011	Develop a Recruiter-Centric Network			
805K-79R-3013	Determine Basic Eligibility			
805K-79R-3020	Conduct Virtual Prospecting			
805K-79R-3026	Conduct Follow-Up Activities			
Subject Area 2 Health Care Recruiter				
805K-79R-3010	Conduct the Army Interview			
805K-79R-3019	Conduct Telephone Prospecting			
805K-79R-3020	Conduct Virtual Prospecting			
805K-79R-3021	Conduct Face to Face Prospecting			
805K-79R-3026	Conduct Follow-Up Activities			
805K-79R-3008	Develop a Plan in Support of Recruiting Station Operations Plan			
805K-79R-3114	Process a Health Care Officer Application			
805K-79R-3118	Lead Future Soldier Training for a Health Care Officer			
805K-79R-3011	Develop a Recruiter-Centric Network			
805K-79R-3110	Implement a Health Care School Recruiting Program			
805K-79R-3009	Prepare for the Army Interview			
Subject Area 3 Chaplain Recruiter				
805K-79R-3315	Conduct a Chaplain Army Interview			
805K-79R-3311	Develop a Chaplain Recruiter-Centric Network			
805K-79R-3310	Develop a Chaplain School Recruiting Program			
805K-79R-3312	Conduct Chaplain Telephone Prospecting			

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SI
805K-79R-3314	Conduct Chaplain Virtual Prospecting			
805K-79R-3316	Conduct Chaplain Follow-Up Activities			
805K-79R-3317	Process a Chaplain Application			
805K-79R-3313	Conduct Chaplain Face-to-Face Prospecting			
Skill Level SL4				
Subject Area 4 Guidance Counselor				
805K-79R-4316	Perform Before Ship Quality Control Procedures			
805K-79R-4321	Complete Guidance Counselor Resource Center (GCRc) Enlistment Procedures			
805K-79R-4322	Complete GCRc Accession Procedures			
805K-79R-4331	Process an OCS/WOFT Candidate			
805K-79R-4320	Complete End-of-Day Activities in an Army Liaison Office			
805K-79R-4323	Maintain the Applicant Background Screening Program (ABS)			
805K-79R-4314	Process a Renegotiation Request			
805K-79R-4317	Perform Battalion Operations Quality Control Procedures			
805K-79R-4324	Process a Future Soldier Loss			
805K-79R-4325	Validate a Processing List			
805K-79R-4327	Open an Army Liaison Office			
805K-79R-4332	Perform Guidance Counselor Quality Control Procedures			
805K-79R-4329	Process a Waiver			
Subject Area 5 Battalion Master Trainer				
805K-79R-4402	Assess the Team			
805K-79R-4405	Plan Near-Term Training			
805K-79R-4403	Manage the Organization Schools Program			
805K-79R-4404	Monitor USAREC Leader Development Programs and Certifications			
Subject Area 6 Station Leader				
805K-79R-4015	Establish a Battle Rhythm			
805K-79R-4017	Develop a Station Recruiting Operation Plan			
805K-79R-4018	Conduct a Weekly Planning Meeting			
805K-79R-4019	Conduct an In-Progress Review			
805K-79R-4020	Conduct a Weekly After Action Review (AAR)			
805K-79R-4022	Manage Station's Future Soldier Training Program (FSTP)			
805K-79R-4009	Conduct Intelligence Preparation of the Battlefield (IPB)			
805K-79R-4010	Conduct Recruiting Functions Analysis			
805K-79R-4014	Implement a Recruiting Station School Recruiting Program (SRP)			
805K-79R-4012	Analyze the Mission Accomplishment Plan			
805K-79R-4021	Perform Quality Control Check of an Enlistment Record			
805K-79R-4016	Implement a Station Training Program			
805K-79R-4011	Determine Individual Enlisted Conversion Data			
805K-79R-4013	Develop a Mission Accomplishment Plan (MAP)			
805K-79R-4023	Perform Quality Assurance Check of Future Soldier's Record			
Skill Level SL5				
Subject Area 7 Recruiting First Sergeant				
805K-79R-5009	Conduct an In-Progress Review			

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SI
805K-79R-5017	Assess Future Soldier Training Program			
805K-79R-5004	Evaluate Recruiting Functions			
805K-79R-5005	Develop a Mission Accomplishment Plan			
805K-79R-5006	Monitor Unit Training Program			
805K-79R-5007	Enforce a Company Recruiting Operation Plan			
805K-79R-5012	Conduct After Action Review (AAR)			
805K-79R-5013	Assess Operations Overview Brief			
805K-79R-5014	Analyze Conversion Data			
805K-79R-5015	Evaluate Prospecting Operations			
805K-79R-5016	Evaluate Processing Operations			
805K-79R-5008	Establish Company Battle Rhythm			
805K-79R-5010	Conduct Station Inspections			
805K-79R-5011	Perform Quality Assurance (QA) of a Waiver			
Subject Area 8 Operations NCO				
805K-79R-7450	Develop a Mission Accomplishment Plan			
805K-79R-7457	Process a Board Edit Request			
805K-79R-7453	Perform Delayed Entry Program +10 Quality Control Procedures			
805K-79R-7455	Process a Special Missions Applicant			
805K-79R-7456	Process a Waiver Workflow			
805K-79R-7451	Complete Opening Activities for a Recruiting Operations Office			
805K-79R-7452	Complete End-of-Day Activities for a Recruiting Operations Office			
805K-79R-7454	Manage the Ship Without Advanced Reservation Program			
805K-79R-7458	Process a Renegotiation Request			
805K-79R-7459	Process a Future Soldier Loss			

CHAPTER 3

MOS/Skill Level Tasks

Skill Level SL3

Subject Area 1: Recruiter

805K-79R-3023

Conduct Future Soldier Orientation

Conditions:

You are a recruiter assigned to a recruiting station. You have a Future Soldier who recently enlisted and you are required to lead them through his/her requirements of the Future Soldier Program in accordance with current doctrine. You have all reference material and all required equipment. You have access to all leader's guidance and direction.

Standards:

Conduct a Future Soldier Orientation as outlined in current doctrine that results in the Future Soldier being 100% ready for requirements of Initial Active Duty Training (IADT).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Applicant became a Future Soldier.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Prepare for Future Soldier Orientation.

a. Establish date and location for the conduct of orientation. Conduct within 3 to 10 days after enlistment.

b. Identify all individuals that will be in attendance.

(1) Attempt to gather blueprint on influencers that will be attending.

(2) Inform the Future Soldier of their responsibility to bring:

(a) Future Soldier Welcome Kit (RPI 200).

(b) Enlistment contract.

(c) List of questions.

c. Familiarize self with www.futuresoldiers.com website.

2. Launch www.futuresoldiers.com.

3. Conduct Future Soldier Orientation.

a. Conduct the Future Soldier orientation using the Future Soldier & Spouse Orientation tab of the www.futuresoldiers.com website.

(1) Review the Future Soldier Welcome Kit (RPI 200).

(2) Introduce the Basic Training packing list to the Future Soldier.

(3) Discuss the Future Soldier's enlistment options, and projected ship date.

(4) Review the Statement of Understanding with Future Soldiers who have the Partnership for Youth Success (PaYS) option. Discuss and answer questions on the PaYs program with the Future Soldier. Ensure they understand the benefits of the program.

(5) Discuss Concurrent Admission Program (ConAP) and complete the ConAP College Referral form.

(6) Discuss the opportunity for advanced rank while in the Future Soldier Training Program.

(7) Discuss any financial questions and/or concerns the Future Soldier may have and introduce the SF1199, Direct Deposit Form and explain its importance.

(8) Ensure the Future Soldier understands the limitations when using the Future Soldier identification card (USAREC Form 601-210.25).

(9) Assist the Future Soldier in creating a GoArmy.com account.

(10) Introduce the Future Soldier to the Future Soldier Training System (FSTS) by clicking the “Enter the FSTS” link, located at the bottom of the Enlisted Orientation page. Have the Future Soldier log into the FSTS using their goarmy.com user name and password and provide an overview on the training modules.

(11) Assist the Future Soldier in establishing an Army Referral System (ARS) account.

(12) Discuss the importance of maintaining mental, physical, and moral eligibility.

(13) Discuss the requirements and schedule a date to conduct the Occupational Physical Assessment Test.

(14) Review and explain prohibited activities. Fill out and sign DD Form 2983, Recruit/Trainee Prohibited activities Acknowledgment form (Fill out in accordance with UR 27-4).

(15) Discuss the requirement for the Future Soldier to contact their Recruiter every two weeks and have one office meeting with the Future Soldier each month.

(16) Provide the Future Soldier with the near term training schedule.

b. Conducted Sexual Harassment Assault Response Program training.

c. Scheduled physical fitness requirements.

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 Prepared for Future Soldier Orientation.	_____	_____
2 Launched www.futuresoldiers.com.	_____	_____
3 Conducted Future Soldier Orientation.	_____	_____

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

Required

UR 601-210 v7 Enlistment and Accessions
Processing

Primary

USAREC TC 5-03.5 Leading Future Soldiers

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-3021
Conduct Face to Face Prospecting

Conditions:

You are a Recruiter, and your prospecting plan indicates a planned face to face prospecting activity in your local recruiting area of operation. You have access to a government vehicle, business cards, appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI), and Recruiting Operation Plan.

Standards:

Conduct face to face prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Prospecting plan indicates a requirement to prospect.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Target areas identified through market analysis (ROP).
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.

- d. Actively listen to lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.
4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover a goal/passion.
 - b. Determine the need to develop a goal.
 - c. Respect their goals.
5. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Should the lead decline an appointment, attempt to include the lead in the recruiter's network.
6. Execute the decision if the individual makes an appointment.
 - a. Prequalify the prospect.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the prospect with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.

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 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve their goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Program

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3022
Process an Enlistment Application

Conditions:

You are a Recruiter and have an applicant who has agreed to enlist, and you must construct the applicant's enlistment packet. You have access to Recruiter Zone (RZ), and Recruiter Work Station (RWS), and an applicant with all needed source documents.

Standards:

Process an Enlistment Application with all source and supporting documents scanned into Electronic Records Management (ERM) without error, which passes SF86 E-Validation with 100% accuracy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You have a prospect that agreed to enlist in the Army.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Obtain Applicant's source documents IAW regulatory guidance.
2. Access Applicant's record in RZ.
3. Complete instruction page.
4. Complete remaining sections of the applicant's Electronic Record:
 - a. USMEPCOM 680-3A-E.
 - b. Pre-Screening Criteria.
 - c. Physical Screening Criteria.

- d. Person.
 - e. Technology Information.
 - f. Group/Member Associations.
 - g. Contact Method.
 - h. Alias.
 - i. Residences.
 - j. Foreign Languages.
 - k. Employment History.
 - l. Military Service History.
 - m. Military Service Schools.
 - n. Foreign History.
 - o. Background/Investigation.
 - p. Education.
 - q. Financial History.
 - r. Family & Associates.
 - s. Citizenship.
 - t. Character References.
 - u. Beneficiaries (Not currently used at recruiter level).
 - v. Name Preference.
 - w. Complete Parental Consent Section. Note: Only needed if the applicant is under the age of 18.
 - x. Test (All applicants should have an EST, ACT, or SAT score entered).
 - y. Remarks Review.
5. Print required documents:

- a. Access the "Applicant Profile" tab in RZ.
 - b. Access the forms from forms and documents section.
 - c. Select all forms requiring a signature.
 - d. Select Print.
6. Ensure following documents are signed:
- a. US MEPCOM 680-3A-E.
 - b. DD 2807-2, Medical Prescreen of Medical History Report.
 - c. DD 369, Police Record Check.
 - d. DD Form 1966 page 5 (if required).
 - e. USAREC Form 601-210.02 Probation Officer and/or Court Records Report (Front) (if necessary).
7. Scan all source and supporting documents into applicants Electronic Records Management (ERM) Record.
8. Perform SF-86 E-Validation.
9. Complete Sex offender check IAW with USAREC Message.
10. Perform Live Scan.
11. Submit packet to Station Commander for Quality Assurance/Quality Control (QA/QC) process.

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

	GO	NO GO
1 Obtained Applicant's source documents IAW regulatory guidance.	_____	_____
2 Accessed Applicant's record in RZ.	_____	_____

Performance Measures	GO	NO GO
3 Completed instruction page.	_____	_____
4 Completed remaining sections of the applicant's Electronic Record:	_____	_____
5 Printed required documents:	_____	_____
6 Ensured following documents are signed:	_____	_____
7 Scanned all source and supporting documents into applicants Electronic Records Management (ERM) Record.	_____	_____
8 Performed SF-86 E-Validation.	_____	_____
9 Completed Sex offender check IAW with USAREC Message.	_____	_____
10 Performed Live Scan.	_____	_____
11 Submitted packet to Station Commander for Quality Assurance/Quality Control (QA/QC) process.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment and Accessions Processing

UR 601-210 v7 Enlistment and Accessions Processing

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3008
Develop a Plan in Support of Recruiting Station Operations Plan

Conditions:

Your Station Commander has directed you to develop a plan in support of the Station Recruiting Operations Plan. You have access to Recruiter Work Station (RWS), Market Intelligence Information, Recruiting Operation Plan (ROP), Lead Prospect Analysis (LPA), and Military Entrance Processing Station (MEPS) processing schedule.

Standards:

Develop a plan that meets the marketing and resource requirements for the designated area with 100% adherence to the Station Commander's guidance and intent.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Directed to create a plan.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Teamwork and collaboration

Communication and engagement (oral, written, and negotiation)

Cultural and joint, interagency, intergovernmental, and multinational competence

Performance Steps

1. Gather market intelligence.
 - a. Conduct Market Intelligence Gathering.
 - (1) Identify Community Partners (CP) and Very Important People (VIP).
 - (2) Identify Prospects, Applicants, Future Soldiers.
 - (3) Determine population density.
 - (4) Determine economic status.
 - (5) Determine race.
 - (6) Determine age.

(7) Determine recruiting "hot zones," such as highly productive schools, gathering places or economic trends within the community.

(8) Identify school and seasonal community events that can have a positive or negative effect on prospecting efforts.

b. Analyze Station Recruiting Operation Plan (ROP).

2. Develop a prospecting plan utilizing Station Recruiting Operation Plan (ROP).

a. Evaluate intelligence preparation of the environment.

b. Evaluate conversion data.

c. Evaluate market penetration.

d. Enter all training programs (Station/Company/Battalion), and events.

e. Annotate the plan in the Recruiting Zone (RZ) calendar.

f. Schedule any requested recruiting service support activities.

3. Plan processing activities.

a. Plan Military Entrance Processing Station (MEPS) Actions (e.g. Armed Services Vocational Aptitude Battery (ASVAB), Military Entrance Processing, etc.).

b. Plan to Process an Enlistment Application using the Applicant's Electronic Record Management (ERM) Record.

4. Submit plan electronically to Station Commander for review and approval.

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

Performance Measures

GO **NO
GO**

1 Gathered market intelligence.

2 Developed a prospecting plan utilizing Station Recruiting Operation Plan (ROP).

3 Planned processing activities.

Performance Measures

GO **NO
GO**

- | | | |
|---|-------|-------|
| 4 Submitted plan electronically to Station Commander for review and approval. | _____ | _____ |
|---|-------|-------|

Evaluation Guidance: Score "GO" if the Soldier correctly performs all performance measures. Score "NO GO" if the Soldier 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

UM 3-0 Recruiting Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.3 Partnerships

Primary

UM 3-0 Recruiting Operations

805K-79R-3012

Implement the School Recruiting Program

Conditions:

You are a new recruiter and have been directed to implement a school recruiting program for your assigned schools. You have access to Recruiter Work Station (RWS), Market Intelligence Information, School Zone (SZ), and Recruiter Publicity Items/Personal Publicity Items.

Standards:

Implement the School Recruiting Program in local secondary and post-secondary schools in order to increase Army awareness, create a positive working relationship, and increase Army enlistments ensuring that 100% of prescribed benchmarks are achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Recruiter assigned new schools to operate in.

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. Update all school information using School Zone:

a. Access School Zone (SZ).

b. Select school.

c. Update the following tabs.

(1) School information.

(2) Faculty/students.

(3) Activities.

(4) Evaluation.

(5) School Events Calendar.

2. Develop a plan for your assigned school IAW Station Recruiting Operation Plan:
 - a. Request resources and support.
 - b. Examine the school's web-site and save useful information.
 - c. Coordinate visits to the campus, classroom presentations, career fairs, and all other events throughout the year.
 - d. Annotate all scheduled events in the SZ, School Events Calendar.
3. Conduct school penetration activities.
 - a. Develop relationships with school community by volunteering for school activities.
 - b. Establish Community Partners (CP) and Very Important Person (VIP) by engaging all school employees who may assist in recruiting efforts.
 - c. Place literature (RPIs, posters, etc.)
4. Conduct lead generation activities.
 - a. Engage students using trimester approach and according to current milestones.
 - b. Review employment opportunities for the school and provide information to students during critical decision-making periods.
 - c. Counsel students with applications to ROTC, West Point, and the preparatory academy.
 - d. Conduct presentations in class.
 - e. Deploy throughout the campus (when officials permit) to introduce yourself to seniors and lower classmen and add leads to your advanced lead refinement list (ALRL) database.
 - f. Deploy questionnaires, information cards, or similar tools to gather lead information during class presentations.
5. Present the School Armed Services Vocational Aptitude Battery-Career Exploration Program (ASVAB-CEP).
 - a. Confirm that schools are scheduled for ASVAB-CEP.

b. Employ the battalion's Education Services Specialist (ESS) to provide guidance for those schools that do not wish to administer the test.

c. Set up a follow-up meeting with the guidance counselor, principal, or school superintendent on the benefits of ASVAB-CEP testing.

d. Communicate the ASVAB-CEP testing with students during class presentations, telephone prospecting, and general conversations.

e. Coordinate ASVAB-CEP test and interpretation.

f. Connect with ASVAB-CEP qualified applicants according to current Command guidelines.

g. Inform school of March2Success.com website as a benefit for SAT/ACT and ASVAB study guide.

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

GO **NO
GO**

1 Updated all school information using School Zone:	_____	_____
2 Developed a plan for your assigned school IAW Station Recruiting Operation Plan:	_____	_____
3 Conducted school penetration activities.	_____	_____
4 Conducted lead generation activities.	_____	_____
5 Presented the School Armed Services Vocational Aptitude Battery-Career Exploration Program (ASVAB-CEP).	_____	_____

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

Required

USAREC Reg 350-13 School Recruiting
Programs

Primary

USAREC Reg 350-13 School Recruiting
Programs

805K-79R-3014 Overcome Obstacles

Conditions:

You are a recruiter and have encountered an obstacle from an individual you are speaking with regarding the US Army. You have access to Recruiter Work Station (RWS), Blue Print Information, and Current USAREC Messages.

Standards:

Overcome the real obstacle in order to lead the individual through the decision making process to make a decision utilizing the five steps to overcome obstacles in the correct order.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You have encountered an obstacle while communicating with an individual.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. State "Obviously You". (e.g. "Obviously you have a good reason for saying that. Do you mind if I ask what it is?")

2. Repeat the obstacle as a question.(e.g. "So John, I understand that you are saying you don't want to separate from your wife during training. Is that correct?")

3. Check for smokescreen. (e.g. "Well, John, if you do not have to be separated from your wife while you are at training, will you join the Army?")

a. If the individual answers yes, proceed to step four.

b. If the answer is no, go back to step one to find the real objection.

4. Show emotion.(e.g. "I understand how you feel, John. Many people in your situation have felt the same way. What we have found is the time away from your Family is a small price to pay for the investment you are about to make for your future and theirs.")

5. Use logic. (e.g. “John, suppose the Army offers a job to you with guaranteed skill training in the field of your choice. You also receive a cash bonus, education assistance, including free medical, dental, and life insurance. However, you have to be separated from your wife for a few months. Wouldn’t you take it?” (wait for response) “Sure you would, but John, the only organization I know that can make you that kind of offer is 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

GO **NO
GO**

1 Stated "Obviously You".	_____	_____
2 Repeated the obstacle as a question.	_____	_____
3 Checked for smokescreen.	_____	_____
4 Showed emotion.	_____	_____
5 Used logic.	_____	_____

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 TC 5-03.2 Influencing and Interviewing

Primary

USAREC TC 5-03.2 Influencing and Interviewing

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3019

Conduct Telephone Prospecting

Conditions:

You are a Recruiter assigned to your recruiting station, and your prospecting plan indicates a planned telephone prospecting activity. You have access to a telephone, Recruiter Work Station and the Station Recruiting Operation Plan.

Standards:

Conduct telephone prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Prospecting plan indicates a requirement to prospect.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Launch list by specified parameters.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to lead.

3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.
4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover a goal/passion.
 - b. Determine the need to develop a goal.
 - c. Respect their goals.
5. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Should the lead decline an appointment, attempt to include the lead in the recruiter's network.
6. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.

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	GO	NO GO
1 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve their goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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
AR 40-501 Standards of Medical Fitness	
AR 600-9 The Army Body Composition Program	
AR 601-210 w Ch3 Regular Army and Reserve Components Enlistment Program	
USAREC TC 5-03.1 Prospecting, Processing, and Analysis	USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3024
Conduct Future Soldier Follow-up

Conditions:

You are a recruiter and have a Future Soldier who recently enlisted. You must lead him/her through the requirements of being a Future Soldier. You have all reference material and all required equipment. You have access to all leader's guidance and direction.

Standards:

Conduct Future Soldier follow-up within the assigned recruiting station area of operation, resulting in successful accession of Future Soldiers while ensuring 100% of required contact benchmarks are met as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Applicant became a Future Soldier.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Counsel Future Soldier of follow-up contact responsibilities after enlistment.
 - a. Assess any Future Soldier that enlisted on a tape test, or gains or loses 5 pounds, will be weighed and taped weekly.
 - b. Conduct FS Orientation.
 - c. Conduct telephonic contact every two weeks.
 - d. Conduct face to face contact once a month.
 - e. Conduct weekly follow-up in the last 45 days prior to shipping, alternating face to face and telephonic.

- f. Conduct face to face contact 3 days prior to shipping.
- 2. Check with Alternate / Split shippers that have returned from Basic training.
 - a. Conduct follow-up once per quarter.
 - b. Conduct weekly follow-ups during the last 45 days or if any issues come up during normal follow-ups.
 - c. Conduct face to face contact 3 days prior to shipping to advance individual training.
- 3. Check with Courtesy shippers.
 - a. Assess any Future Soldier that enlisted on a tape test, or gains or loses 5 pounds, will be weighed and taped face to face weekly.
 - b. Conduct telephonic contact every two weeks.
 - c. Conduct face to face once each month.
 - d. Conduct weekly follow-up in the last 45 days prior to shipping, alternating face to face and telephonic.
 - e. Conduct face to face contact 3 days prior to shipping.
 - f. Contact Military Entrance Processing Station to verify receipt of the packet.
- 4. Record results of follow-up activities in Recruiter Zone.
 - a. Contact History.
 - b. Weight.
 - c. Next 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

	GO	NO GO
1 Counseled Future Soldier of follow-up contact responsibilities after enlistment.	_____	_____
2 Checked with Alternate / Split shippers that have returned from Basic training.	_____	_____

Performance Measures

GO **NO
GO**

3 Checked with Courtesy shippers.

4 Recorded results of follow-up activities in Recruiter Zone.

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Component's Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

USAREC TC 5-03.5 Leading Future Soldiers

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-3025
Administer Occupational Physical Assessment Test (OPAT)

Conditions:

You are assigned as a recruiter and have a requirement to complete the OPAT for Future Soldiers. You have access to an environment free of significant hazards with an ample amount of space, electrical service to power the sound system or playback device, Future Soldiers, necessary OPAT equipment and applicable doctrine.

Standards:

Administer the four physical performance tests as part of the Occupational Physical Assessment Test (OPAT) used to assess an individual's physical capabilities, ensuring all tasks are performed with 100% adherence to current regulatory guidance.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Future Soldier has enlisted in the Army.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Comprehensive fitness

Adaptability and initiative

Lifelong learner (includes digital literacy)

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. Prepare to administer OPAT.
 - a. Complete a Risk Assessment.
 - b. Conduct inventory of OPAT equipment.
 - c. Obtain the appropriate number of required documents.
 - d. Brief OPAT graders on the purpose and organization of test.
2. Establish OPAT test site to accommodate each event.

- a. Setup Standing Long Jump.
 - b. Setup Seated Power Throw.
 - c. Setup Strength Deadlift.
 - d. Setup Interval Aerobic Run.
3. Complete required documents.
- a. Complete OPAT consent form.
 - b. Complete OPAT scorecard.
4. Administer OPAT.
- a. Complete testing for Standing Long Jump, Seated Power Throw, Strength Deadlift, and Interval Aerobic Run (Note: Interval Aerobic Run will be conducted last).
 - b. Ensure Future Soldiers have a five-minute break in between each event.
5. Update Future Soldier’s Electronic Record in Recruiter Zone.
- a. Load OPAT consent form.
 - b. Load OPAT score card.
 - c. Enter OPAT score.

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 Prepared to administer OPAT.	_____	_____
2 Established OPAT test site to accommodate each event.	_____	_____
3 Completed required documents.	_____	_____
4 Administered OPAT.	_____	_____
5 Updated Future Soldier’s Electronic Record in Recruiter Zone.	_____	_____

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 OJT for Soldiers who experience major difficulties in task performance.

References

Required

Primary

FM 7-22 Army Physical Readiness Training

UR 601-210 v7 v7 Enlistment and Accessions Processing

USAREC TC 5-03.5 Leading Future Soldiers

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-3009
Prepare for the Army Interview

Conditions:

You are a Recruiter, and your prospecting plan indicates that you have a prospect scheduled for an Army Interview. You have access to Recruiter Work Station (RWS), Blue Print Information, Evidence Book, Current USAREC Messages, and appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI).

Standards:

Prepare for an Army Interview by identifying proper Army programs using prospects goals and passions IAW current regulatory guidance without error.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Lead agrees to an Army Interview.

Note: None

Performance Steps

1. Research goals/passions using the information obtained during prior contact with the prospect to gather accurate information that will be presented during the Army interview.
2. Create a good appearance.
 - a. Ensure area is presentable.
 - b. Ensure personal appearance is IAW approved Army guidance.
3. Organize by tailoring prospect's interview using the facets of Soldier, highlighting the programs and benefits you plan to present.
4. Ensure that all materials required are obtained prior to the interview.

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 | Researched goals/passions using the information obtained during prior contact with the prospect to gather accurate information that will be presented during the Army interview. | _____ | _____ |
| 2 | Created a good appearance. | _____ | _____ |
| 3 | Organized by tailoring prospect's interview using the facets of Soldier, highlighting the programs and benefits you plan to present. | _____ | _____ |
| 4 | Ensured that all materials required are obtained prior to the interview. | _____ | _____ |

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

UR 601-210 V7 v7 Enlistment and Accessions Processing

USAREC TC 5-03.2 Influencing and Interviewing

USAREC TC 5-03.2 Influencing and Interviewing

805K-79R-3010
Conduct the Army Interview

Conditions:

You are a Recruiter, and your prospecting plan indicates that you have a prospect scheduled for an Army Interview. You have access to Recruiter Work Station (RWS), Blue Print Information, Evidence Book, Current USAREC Messages, appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI), and all current regulatory guidance.

Standards:

Conduct the Army Interview IAW current regulatory guidance without error. Assist the prospect to identify their goals and formulate a plan to achieve them.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You have a prospect that has come into your office for an initial appointment.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Establish Trust and Credibility:

a. Establish Rapport - Create an atmosphere of mutual understanding, trust, and agreement between you and the prospect.

b. Place the Prospect at Ease - Let the prospect know you understand they may have fears and concerns.

c. Communicate "Your Personal" Army story - Lets the applicant know who you are, why you joined the Army and what you have accomplished.

d. Communicate "The" Army Story - Lets the prospect see the big picture, some of the things they will do when they become a Soldier.

2. Verify Basic Eligibility.

3. Establish Goals/Passions:

a. Summarize - Make the transition from prequalification to identifying goals and passion using Soldier.

b. Identify goals/passion using Soldier - Ask open-ended, fact-finding questions that generate goal-oriented answers, discussing all facets of Soldier.

c. Identify short- & long-term goals - Identify the Prospects desired outcome, eliminate assumptions.

d. Develop prospects Course of Action (COA) - Ask how the prospect plans on achieving their goals and aspirations.

4. Generate and Compare Alternatives:

a. RA- Programs and options you have already presented that will help them achieve their goals through an active duty enlistment.

b. USAR - Programs and options you have already presented that will help them achieve their goals through a reserve enlistment.

5. Execute the Decision Making Process:

a. Request the prospect to decide on the best COA.

b. Request the prospect why they selected that COA.

6. Engender a Commitment and Execute the Decision (ask the prospect to join the RA/USAR):

a. If yes, execute the decision:

(1) Discuss the Armed Services Vocational Aptitude Battery (ASVAB) (schedule).

(2) Discuss the application.

(3) Discuss the physical exam (schedule).

(4) Discuss the enlistment process (set time lines).

(5) Touch on the Future Soldier Training Program (FSTP).

(6) Request a referral.

b. If no:

- (1) Attempt to overcome the obstacle.
- (2) Schedule follow-up within 72 hours (face-to-face is preferred).
- (3) Add to a network.
- (4) Request a referral.
- (5) Finish on a positive note.

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.

Performance Measures

GO **NO
GO**

1 Established Trust and Credibility:	_____	_____
2 Verified Basic Eligibility.	_____	_____
3 Established Goals/Passions:	_____	_____
4 Generated and Compare Alternatives:	_____	_____
5 Executed the Decision Making Process:	_____	_____
6 Engendered a Commitment and Execute the Decision (ask the prospect to join the RA/USAR):	_____	_____

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

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and

Required

Reserve Component's Enlistment Program

USAREC TC 5-03.2 Influencing and
Interviewing

Primary

USAREC TC 5-03.2 Influencing and
Interviewing

805K-79R-3011
Develop a Recruiter-Centric Network

Conditions:

Your Station Commander has directed you to establish a relationship within your recruiting area of operations by developing Internal and External Networks. You have access to Recruiter Work Station (RWS), Station Synchronization Matrix, a list of Community Partners (CP) and Very Important People (VIP), and Market Intelligence Information.

Standards:

Develop a Recruiter-Centric Network within your recruiting area of operation that engages 85% of all USAREC units that will increase Army awareness and create a positive working relationship with the community IAW current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You identify a need to seek assistance from others in recruiting efforts.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

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. Develop Internal Network.
 - a. Develop relationships with other Recruiting Command personnel.
 - (1) Engage Fellow Army recruiters in the station.
 - (2) Engage Sister Service recruiters.
 - b. Develop a relationship with other units.
 - (1) Engage all active military units.
 - (2) Engage all Army Reserve and National Guard units.

(3) Engage all Reserve Officers' Training Corps (ROTC) and Junior Reserve Officers' Training Corps (JROTC) units.

c. Develop relationships with Future Soldiers.

(1) Engage Future Soldiers are still socially connected to society.

(2) Inform Future Soldiers of possible promotion incentives from referrals.

2. Develop External Network.

a. Develop a local government network.

b. Develop a local business network.

c. Develop relationships with local clubs and organizations.

3. Update information systems to keep records on entire network current:

a. Update Recruiter Zone.

b. Update Recruiter Zone calendar.

c. Update School Zone.

d. Update CP/VIP.

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	Developed Internal Network.	_____	_____
2	Developed External Network.	_____	_____
3	Updated information systems to keep records on entire network current:	_____	_____

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

UM 3 Recruiting

UM 3-0 Recruiting Operations

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

USAREC TC 5-03.3 Partnerships

Primary

UM 3-0 Recruiting Operations

805K-79R-3013
Determine Basic Eligibility

Conditions:

You are a Recruiter, and your prospecting plan indicates that you have a prospect scheduled for an Army Interview. You have access to a Recruiter Work Station (RWS), Blue Print Information, and current USAREC Messages.

Standards:

Correctly determine a prospect's enlistment eligibility through questioning in accordance with current regulatory guidance with 100% accuracy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You have a lead that has agreed to an Army Interview.

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. Determine the individual's age.
 - a. Verify date and place of birth using approved documentation.
 - b. Verify citizenship status using approved documentation.
 - c. Verify Social Security Number (SSN) using approved documentation.
2. Determine if the individual had prior military service.
 - a. Determine which service individual was in.
 - b. Verify prior service using approved documentation.
3. Determine the individual's physical qualifications.

- a. Determine if the individual has ever been or is currently under the care of a physician.
 - b. Determine if the individual has ever taken or is currently taking any medications.
 - c. Determine if the individual has ever used or experimented with illegal drugs.
 - d. Determine if the individual has a history of or been treated for a psychological disorder including Attention Deficit Disorder (ADD).
 - e. Determine if the individual has ever had a broken bone.
 - f. Determine if the individual has any tattoos or piercings.
 - g. Verify individual's height and weight.
4. Determine if the individual had any law violations.
- a. Determine if the individual has ever been arrested, cited, charged, held convicted or detained.
 - b. Determine if the individual has had any charges dropped, dismissed, expunged, sealed from the record, or was found not guilty.
5. Determine the individual's education level.
- a. Determine the individual's current grade level.
 - b. Determine what school the individual is enrolled in.
 - c. Determine if the individual has a high school diploma or a General Education Diploma (GED).
 - d. Determine if the individual possesses a post-secondary degree.
 - e. Verify education using approved documentation.
6. Determine the individual's marital status.
- a. Determine and verify if the individual has ever been married.
 - b. Determine dual military status.
 - c. Verify marital status using approved documentation.
7. Determine the individual's dependency status.

a. Determine if the individual has anyone who is financially, legally, or morally dependent on them.

b. Determine the number of dependents.

c. Verify dependency status using approved documentation.

8. Determine if the individual has taken the Armed Services Vocational Aptitude Battery (ASVAB), Armed Services Vocational Aptitude Battery- Career Exploration Program (ASVAB-CEP) or Prescreen Internet Based Computerized Adaptive Test (PiCAT).

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	Determined the individual's age.	_____	_____
2	Determined if the individual had prior military service.	_____	_____
3	Determined the individual's physical qualifications.	_____	_____
4	Determined if the individual had any law violations.	_____	_____
5	Determined the individual's education level.	_____	_____
6	Determined the individual's marital status.	_____	_____
7	Determined the individual's dependency status.	_____	_____
8	Determined if the individual has taken the ASVAB, ASVAB-CEP or PICAT.	_____	_____

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**

Primary

AR 40-501 Standards of Medical Fitness

Required

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Component's Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

USAREC TC 5-03.2 Influencing and Interviewing

Primary

USAREC TC 5-03.2 Influencing and Interviewing

805K-79R-3020
Conduct Virtual Prospecting

Conditions:

You are a Recruiter, and your prospecting plan indicates a planned virtual prospecting activity. You have access to a social media platform, RWS, internet access and the Station Recruiting Operation Plan.

Standards:

Conduct virtual prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Prospecting plan indicates a requirement to prospect.

Note: None

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Launch list by specified parameters.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.

4. Identify to the lead the need for a plan to achieve his/her goals.

- a. Discover a goal/passion.
- b. Determine the need to develop a goal.
- c. Respect his/her goals.

5. Request an appointment.

- a. Attempt to overcome obstacles.
- b. Respect and support the decision.
- c. Attempt to include the lead in the recruiter's network, should the lead decline an appointment.

6. Execute the decision if the lead makes an appointment.

- a. Prequalify the lead.
- b. Establish a specific date, time, and place to conduct The Army Interview.
- c. Attempt to identify any influencers and include them in the interview.
- d. Determine if transportation is required.
- e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.

7. Reaffirm the date, time, and location of the appointment.

8. Request a referral.

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 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____

Performance Measures

GO **NO
GO**

3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve his/her goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Army Regular and Reserve Components Enlistment Program

USAREC Social Media Guide

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3026
Conduct Follow-Up Activities

Conditions:

Your electronic planner indicates you must conduct follow-up activities with leads, prospects, applicants, Future Soldiers, Community Partners (CPs). You have access to Recruiter Work Station (RWS), Recruiter Zone (RZ), telephone, and blueprint information.

Standards:

Conduct follow-up activities to sustain relationships with leads, prospects, applicants, Future Soldiers, and Community Partners IAW current regulatory guidance with 100% accuracy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are set to follow the Recruiting Operations Plan guidance.

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. Plan the frequency of Follow ups for leads.

a. Contact leads IAW Station Commander guidance.

b. Contact lead IAW current USAREC guidance.

2. Plan Follow-ups for a lead.

a. Record the name and place of all face to face Follow-ups in the appropriate time block of the Recruiter Zone calendar.

b. Record telephone Follow up by placing name, telephone number and time to call in the Recruiter Zone calendar.

3. Perform Follow-up for a lead.

- a. Identify yourself.
- b. Present the reason for the contact.
- c. Establish trust and credibility to use blueprint information.
- d. Identify the lead's current and future goals.
- e. Determine how lead plans to achieve their goals.
- f. Develop COA to show alternatives on achieving their goals.
- g. Attempt to make an appointment.
- h. Dismantle any objections.
- i. Determine Basic Enlistment Eligibility.
- j. Schedule a Follow-up call if unable to make an appointment.
- k. Request referrals.

4. Plan Follow-up frequency for prospects.

- a. Confirmation of any appointments scheduled outside of 72 hours.
- b. Contacting individuals immediately after no show appointments.
- c. Scheduling dates to determine the progress of alternate COA.

5. Plan Follow up for prospects.

a. Document the name and place of all face to face Follow-ups on the appropriate time block of the Recruiter Zone calendar.

b. Document telephone Follow up by placing name, telephone number and time to call in the Recruiter Zone calendar.

6. Perform Follow-up procedures for a prospect.

- a. Establish contact.
- b. Establish rapport.

- c. Present the reason for the contact.
 - d. Review plans, goals, and how the Army can be beneficial.
 - e. Overcome objections.
 - f. Engender a commitment to enlist.
 - g. Discuss processing options.
 - h. Schedule Follow-up date and time.
 - i. Request referrals.
7. Plan Follow-up frequency for applicants.
- a. Conduct Follow-up within 72 hours of the initial interview to schedule processing.
 - b. Contacting individuals immediately after no show appointments.
 - c. Scheduling dates to determine the progress of the alternate course of action.
8. Plan Follow up for applicants.
- a. Document the name and place of all face to face Follow-ups on the appropriate time block of the Recruiter Zone calendar.
 - b. Document telephone Follow up by updating applicant contact history and adding a future Follow up in Recruiter Zone Calendar.
9. Perform Follow-up procedures for an applicant.
- a. Establish contact.
 - b. Establish rapport.
 - c. Present the reason for the contact.
 - d. Review plans, goals, and how the Army can be beneficial.
 - e. Dismantle objections.
 - f. Engender a commitment to enlist.
 - g. Discuss processing options.

- h. Schedule Follow-up date and time.
 - i. Request referrals.
10. Plan Follow-up frequency for CPs and VIPs IAW regulatory guidance.
11. Perform Follow-up procedures for CPs and VIPs.
- a. Establish contact.
 - b. Establish rapport.
 - c. Present the reason for the contact.
 - d. Schedule Follow-up date and time.
 - e. Request referrals.
12. Record results of Follow-up activities in Recruiter Zone.

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 Planned the frequency of Follow ups for leads.	_____	_____
2 Planned Follow-ups for a lead.	_____	_____
3 Performed Follow-up for a lead.	_____	_____
4 Planned Follow-up frequency for prospects.	_____	_____
5 Planned Follow up for prospects.	_____	_____
6 Performed Follow-up procedures for a prospect.	_____	_____
7 Planned Follow-up frequency for applicants.	_____	_____
8 Planned Follow up for applicants.	_____	_____
9 Performed Follow-up procedures for an applicant.	_____	_____

Performance Measures

GO **NO
GO**

- | | | | |
|----|---|-------|-------|
| 10 | Planned Follow-up frequency for CPs and VIPs IAW regulatory guidance. | _____ | _____ |
| 11 | Performed Follow-up procedures for CPs and VIPs. | _____ | _____ |
| 12 | Recorded results of Follow-up activities in Recruiter Zone. | _____ | _____ |

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Programs

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

Subject Area 2: Health Care Recruiter
805K-79R-3010
Conduct the Army Interview

Conditions:

You are a Recruiter, and your prospecting plan indicates that you have a prospect scheduled for an Army Interview. You have access to Recruiter Work Station (RWS), Blue Print Information, Evidence Book, Current USAREC Messages, appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI), and all current regulatory guidance.

Standards:

Conduct the Army Interview IAW current regulatory guidance without error. Assist the prospect to identify their goals and formulate a plan to achieve them.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You have a prospect that has come into your office for an initial appointment.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Establish Trust and Credibility:

a. Establish Rapport - Create an atmosphere of mutual understanding, trust, and agreement between you and the prospect.

b. Place the Prospect at Ease - Let the prospect know you understand they may have fears and concerns.

c. Communicate "Your Personal" Army story - Lets the applicant know who you are, why you joined the Army and what you have accomplished.

d. Communicate "The" Army Story - Lets the prospect see the big picture, some of the things they will do when they become a Soldier.

2. Verify Basic Eligibility.

3. Establish Goals/Passions:

a. Summarize - Make the transition from prequalification to identifying goals and passion using Soldier.

b. Identify goals/passion using Soldier - Ask open-ended, fact-finding questions that generate goal-oriented answers, discussing all facets of Soldier.

c. Identify short- & long-term goals - Identify the Prospects desired outcome, eliminate assumptions.

d. Develop prospects Course of Action (COA) - Ask how the prospect plans on achieving their goals and aspirations.

4. Generate and Compare Alternatives:

a. RA- Programs and options you have already presented that will help them achieve their goals through an active duty enlistment.

b. USAR - Programs and options you have already presented that will help them achieve their goals through a reserve enlistment.

5. Execute the Decision Making Process:

a. Request the prospect to decide on the best COA.

b. Request the prospect why they selected that COA.

6. Engender a Commitment and Execute the Decision (ask the prospect to join the RA/USAR):

a. If yes, execute the decision:

(1) Discuss the Armed Services Vocational Aptitude Battery (ASVAB) (schedule).

(2) Discuss the application.

(3) Discuss the physical exam (schedule).

(4) Discuss the enlistment process (set time lines).

(5) Touch on the Future Soldier Training Program (FSTP).

(6) Request a referral.

b. If no:

(1) Attempt to overcome the obstacle.

(2) Schedule follow-up within 72 hours (face-to-face is preferred).

(3) Add to a network.

(4) Request a referral.

(5) Finish on a positive note.

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.

Performance Measures

GO **NO
GO**

1 Established Trust and Credibility:

2 Verified Basic Eligibility.

3 Established Goals/Passions:

4 Generated and Compare Alternatives:

5 Executed the Decision Making Process:

6 Engendered a Commitment and Execute the Decision (ask the prospect to join the RA/USAR):

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

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

Required

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Program

USAREC TC 5-03.2 Influencing and Interviewing

Primary

USAREC TC 5-03.2 Influencing and Interviewing

805K-79R-3019

Conduct Telephone Prospecting

Conditions:

You are a Recruiter assigned to your recruiting station, and your prospecting plan indicates a planned telephone prospecting activity. You have access to a telephone, Recruiter Work Station and the Station Recruiting Operation Plan.

Standards:

Conduct telephone prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Prospecting plan indicates a requirement to prospect.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Launch list by specified parameters.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to lead.

3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.
4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover a goal/passion.
 - b. Determine the need to develop a goal.
 - c. Respect their goals.
5. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Should the lead decline an appointment, attempt to include the lead in the recruiter's network.
6. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.

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

GO **NO
GO**

1 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve their goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Program

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3020
Conduct Virtual Prospecting

Conditions:

You are a Recruiter, and your prospecting plan indicates a planned virtual prospecting activity. You have access to a social media platform, RWS, internet access and the Station Recruiting Operation Plan.

Standards:

Conduct virtual prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Prospecting plan indicates a requirement to prospect.

Note: None

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Launch list by specified parameters.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.

4. Identify to the lead the need for a plan to achieve his/her goals.
 - a. Discover a goal/passion.
 - b. Determine the need to develop a goal.
 - c. Respect his/her goals.
5. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Attempt to include the lead in the recruiter's network, should the lead decline an appointment.
6. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.

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 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____

Performance Measures	GO	NO GO
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve his/her goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Regular Army and Reserve Components Enlistment Program

USAREC Social Media Handbook

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3021
Conduct Face to Face Prospecting

Conditions:

You are a Recruiter, and your prospecting plan indicates a planned face to face prospecting activity in your local recruiting area of operation. You have access to a government vehicle, business cards, appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI), and Recruiting Operation Plan.

Standards:

Conduct face to face prospecting activities to help a lead identify the need for an appointment by correctly performing 100% of the steps of prospecting as outlined in current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Prospecting plan indicates a requirement to prospect.

Note:21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Target areas identified through market analysis (ROP).
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.

- d. Actively listen to lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply a simple Army Story to this purpose.
4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover a goal/passion.
 - b. Determine the need to develop a goal.
 - c. Respect their goals.
5. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Should the lead decline an appointment, attempt to include the lead in the recruiter's network.
6. Execute the decision if the individual makes an appointment.
 - a. Prequalify the prospect.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the prospect with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.

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 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve their goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3026
Conduct Follow-Up Activities

Conditions: Your electronic planner indicates you must conduct follow-up activities with leads, prospects, applicants, Future Soldiers, Community Partners (CPs). You have access to Recruiter Work Station (RWS), Recruiter Zone (RZ), telephone, and blueprint information.

Standards: Conduct follow-up activities to sustain relationships with leads, prospects, applicants, Future Soldiers, and Community Partners IAW current regulatory guidance with 100% accuracy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:You are set to follow the Recruiting Operations Plan guidance.

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. Plan the frequency of Follow ups for leads.

a. Contact leads IAW Station Commander guidance.

b. Contact lead IAW current USAREC guidance.

2. Plan Follow-ups for a lead.

a. Record the name and place of all face to face Follow-ups in the appropriate time block of the Recruiter Zone calendar.

b. Record telephone Follow up by placing name, telephone number and time to call in the Recruiter Zone calendar.

3. Perform Follow-up for a lead.

- a. Identify yourself.
 - b. Present the reason for the contact.
 - c. Establish trust and credibility to use blueprint information.
 - d. Identify the lead's current and future goals.
 - e. Determine how lead plans to achieve their goals.
 - f. Develop COA to show alternatives on achieving their goals.
 - g. Attempt to make an appointment.
 - h. Dismantle any objections.
 - i. Determine Basic Enlistment Eligibility.
 - j. Schedule a Follow-up call if unable to make an appointment.
 - k. Request referrals.
4. Plan Follow-up frequency for prospects.
- a. Confirmation of any appointments scheduled outside of 72 hours.
 - b. Contacting individuals immediately after no show appointments.
 - c. Scheduling dates to determine the progress of alternate COA.
5. Plan Follow up for prospects.
- a. Document the name and place of all face to face Follow-ups on the appropriate time block of the Recruiter Zone calendar.
 - b. Document telephone Follow up by placing name, telephone number and time to call in the Recruiter Zone calendar.
6. Perform Follow-up procedures for a prospect.
- a. Establish contact.
 - b. Establish rapport.
 - c. Present the reason for the contact.

d. Review plans, goals, and how the Army can be beneficial.

e. Overcome objections.

f. Engender a commitment to enlist.

g. Discuss processing options.

h. Schedule Follow-up date and time.

i. Request referrals.

7. Plan Follow-up frequency for applicants.

a. Conduct Follow-up within 72 hours of the initial interview to schedule processing.

b. Contacting individuals immediately after no show appointments.

c. Scheduling dates to determine the progress of the alternate course of action.

8. Plan Follow up for applicants.

a. Document the name and place of all face to face Follow-ups on the appropriate time block of the Recruiter Zone calendar.

b. Document telephone Follow up by updating applicant contact history and adding a future Follow up in Recruiter Zone Calendar.

9. Perform Follow-up procedures for an applicant.

a. Establish contact.

b. Establish rapport.

c. Present the reason for the contact.

d. Review plans, goals, and how the Army can be beneficial.

e. Dismantle objections.

f. Engender a commitment to enlist.

g. Discuss processing options.

h. Schedule Follow-up date and time.

- i. Request referrals.
- 10. Plan Follow-up frequency for CPs and VIPs IAW regulatory guidance.
- 11. Perform Follow-up procedures for CPs and VIPs.
 - a. Establish contact.
 - b. Establish rapport.
 - c. Present the reason for the contact.
 - d. Schedule Follow-up date and time.
 - e. Request referrals.
- 12. Record results of Follow-up activities in Recruiter Zone.

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 Planned the frequency of Follow ups for leads.	_____	_____
2 Planned Follow-ups for a lead.	_____	_____
3 Performed Follow-up for a lead.	_____	_____
4 Planned Follow-up frequency for prospects.	_____	_____
5 Planned Follow up for prospects.	_____	_____
6 Performed Follow-up procedures for a prospect.	_____	_____
7 Planned Follow-up frequency for applicants.	_____	_____
8 Planned Follow up for applicants.	_____	_____
9 Performed Follow-up procedures for an applicant.	_____	_____
10 Planned Follow-up frequency for CPs and VIPs IAW regulatory guidance.	_____	_____

Performance Measures

GO **NO
GO**

11 Performed Follow-up procedures for CPs and VIPs. _____

12 Recorded results of Follow-up activities in Recruiter Zone. _____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

805K-79R-3008
Develop a Plan in Support of Recruiting Station Operations Plan

Conditions: Your Station Commander has directed you to develop a plan in support of the Station Recruiting Operations Plan. You have access to Recruiter Work Station (RWS), Market Intelligence Information, Recruiting Operation Plan (ROP), Lead Prospect Analysis (LPA), and Military Entrance Processing Station (MEPS) processing schedule.

Standards:

Develop a plan that meets the marketing and resource requirements for the designated area with 100% adherence to the Station Commander's guidance and intent.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Directed to create a plan.

Note:21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Teamwork and collaboration

Communication and engagement (oral, written, and negotiation

Cultural and joint, interagency, intergovernmental, and multinational competence

Performance Steps

1. Gather market intelligence.
 - a. Conduct Market Intelligence Gathering.
 - (1) Identify Community Partners (CP) and Very Important People (VIP).
 - (2) Identify Prospects, Applicants, Future Soldiers.
 - (3) Determine population density.
 - (4) Determine economic status.
 - (5) Determine race.
 - (6) Determine age.

(7) Determine recruiting "hot zones," such as highly productive schools, gathering places or economic trends within the community.

(8) Identify school and seasonal community events that can have a positive or negative effect on prospecting efforts.

b. Analyze Station Recruiting Operation Plan (ROP).

2. Develop a prospecting plan utilizing Station Recruiting Operation Plan (ROP).

a. Evaluate intelligence preparation of the environment.

b. Evaluate conversion data.

c. Evaluate market penetration.

d. Enter all training programs (Station/Company/Battalion), and events.

e. Annotate the plan in the Recruiting Zone (RZ) calendar.

f. Schedule any requested recruiting service support activities.

3. Plan processing activities.

a. Plan Military Entrance Processing Station (MEPS) Actions (e.g. Armed Services Vocational Aptitude Battery (ASVAB), Military Entrance Processing, etc.).

b. Plan to Process an Enlistment Application using the Applicant's Electronic Record Management (ERM) Record.

4. Submit plan electronically to Station Commander for review and approval.

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

Performance Measures

GO **NO
GO**

1 Gathered market intelligence.

2 Developed a prospecting plan utilizing Station Recruiting Operation Plan (ROP).

3 Planned processing activities.

Performance Measures

GO **NO
GO**

- | | | |
|---|-------|-------|
| 4 Submitted plan electronically to Station Commander for review and approval. | _____ | _____ |
|---|-------|-------|

Evaluation Guidance: Score "GO" if the Soldier correctly performs all performance measures. Score "NO GO" if the Soldier 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

UM 3-0 Recruiting Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.3 Partnerships

Primary

UM 3-0 Recruiting Operations

805K-79R-3114
Process a Health Care Officer Application

Conditions:

Given a health care officer applicant that has agreed to process for a direct commission, you must complete an application packet. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), Direct Commissioning Application (DCA), Report Management Zone (RMZ), Army Regulation (AR) 40-501, AR 135-100, AR 135-101, AR 600-9, AR 601-100, AR 601-210, AR 601-270, Department of the Army Pamphlet (DA PAM) 600-4, DA PAM 611-21, USAREC Regulation (UR) 601-37, UR 601-210, USMEPCOM Regulation 40-1, USMEPCOM Regulation 601-23, current USAREC messages, local MEPS Standard Operating Procedure (SOP), and Health Services Directorate (HSD) SharePoint website access.

Standards:

Process a health care officer application, to include loading all supporting documents into DCA without error, which passes DCA E-Validation and Quality Control (QC) Summary checks and ensures that 100% of all regulatory guidance is followed and achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Process a health care officer application.

Note: 21st Century Soldier Competencies:

Adaptability and Initiative

Character and Accountability

Lifelong Learner

Teamwork and Collaboration

Communication and Engagement

Critical Thinking and Problem Solving

Tactical and Technical Competence

Cultural and Joint, Interagency, Intergovernmental, and Multinational Competence

Performance Steps

1. Transfer applicant record from RZ to DCA.
 - a. Access prospect record in RZ.
 - b. Access contact history screen.
 - c. Update contact information tabs as needed.

- d. Update contact history result to "Conducted".
 - e. Update disposition to "Agreed to Process".
 - f. Annotate any recruiter remarks.
 - g. Update next action to "Physical".
 - h. Update next action date and start time.
 - i. Save the contact history.
2. Obtain the current Application Packet checklist from the HSD SharePoint website
 3. Change DCA packet status to Packet Preparation.
 - a. Complete the Instructions screen.
 - b. Complete the Person screen.
 - c. Complete the Corps/AOC screen.
 4. Conduct LiveScan fingerprint check.
 5. Submit a Curriculum Vitae (CV) or Resume for Review.
 6. Conduct Medical Processing for a Health Care Officer Applicant.
 7. Complete the DCA packet.
 - a. Complete all DCA screens with the applicant.
 - b. Load all application documents into their appropriate sections in DCA.
 8. Conduct Waiver Processing for a Health Care Applicant, if applicable.
 9. Complete Quality Control (QC) check between information entered into the DCA screens and loaded documents to confirm information matches.
 - a. Select "Perform E-Validation" to generate an E-Validation Code and Report.
 - b. Review the E-Validation Report by clicking on the E-Validation Code.
 - c. Correct any E-Validation Report errors listed.

d. Select "Perform E-Validation" to validate corrections, and repeat steps 9a-d until a 2Y E-Validation Code is achieved.

10. Complete the application packet.

a. Select the required documents the applicant must sign from the "Assemble a Board Packet" section.

b. Select the "Get Signatures and Save" button to generate the digital documents for signature.

c. Review the documents with the applicant, and answer any questions.

d. Complete the signature documents with the applicant.

e. Select "Initiate QC Summary" to generate a QC Summary Code and Report.

f. Correct any QC Summary Code errors and repeat step 10e until a 2I QC Summary Code is achieved.

11. Complete QC check between information listed on the QC Summary Report and loaded documents to confirm information matches.

a. Select "View QC Summary Report" from the "I Want To..." dropdown menu.

b. Select "View Packet" from the "I Want To..." dropdown menu.

c. Correct any QC Summary Report errors listed and repeat step 10, if applicable.

12. Submit the application packet for review.

a. Select the "Workflows" tab.

b. Select the application packet workflow.

c. Submit the application packet workflow for review.

d. Inform the station commander of the submission.

13. Correct any errors identified by higher echelons.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures	GO	NO GO
1 Transferred applicant record from RZ to DCA.	_____	_____
2 Obtained the current Application Packet checklist from the HSD SharePoint website	_____	_____
3 Changed DCA packet status to Packet Preparation.	_____	_____
4 Conducted LiveScan fingerprint check.	_____	_____
5 Submitted a Curriculum Vitae (CV) or Resume for Review.	_____	_____
6 Conducted Medical Processing for a Health Care Officer Applicant.	_____	_____
7 Completed the DCA packet.	_____	_____
8 Conducted Waiver Processing for a Health Care Applicant, if applicable.	_____	_____
9 Completed Quality Control (QC) check between information entered into the DCA screens and loaded documents to confirm information matches.	_____	_____
10 Completed the application packet.	_____	_____
11 Completed QC check between information listed on the QC Summary Report and loaded documents to confirm information matches.	_____	_____
12 Submitted the application packet for review.	_____	_____
13 Corrected any errors identified by higher echelons.	_____	_____

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

References

Required

AR 135-100 Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)

Primary

AR 135-101 Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

Required

(Reprinted W/Basic Incl C1-4)

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-100 Appointment Of Commissioned And Warrant Officers In The Regular Army

AR 601-210 w Ch 3 Active And Reserve Components Enlistment Program

AR 601-270 Military Entrance Processing Station (MEPS)

MEPCOM REG 40-1 Medical Processing and Examinations

MEPCOM Reg 601-23 Personnel Produrement Enlistment Processing

PAM 600-4 AMEDD Officer Development And Career Management

PAM 611-21 Military Occupational Classification And Structure

UR 601-210 v7 Enlistment & Accessions Processing

USAREC 601-37 Army Medical Recruiting Program

USAREC 601-37 Army Medical Recruiting Program

805K-79R-3118
Lead Future Soldier Training for a Health Care Officer

Conditions:

You are a health care recruiter with a health care officer applicant that has been board selected and approved for a direct commission into the Active Army or Army Reserve. You must lead and manage them as a new Future Soldier (FS), including completing their commissioning and/or contract documents and conducting training, until their report date to either the Officer Basic Leadership Course (OBLC) or their Army Reserve Troop Program Unit (TPU). You have access to a Recruiter Work Station (RWS), Direct Commissioning Application (DCA), USAREC Regulation (UR) 601-37, USAREC Training Circular (UTC) 5-03.5, current USAREC messages, and Health Services Directorate (HSD) SharePoint website access.

Standards:

Conduct commissioning and/or contract procedures, and lead, train, and manage a health care officer FS, ensuring 100% of all regulatory guidance is followed and achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Lead a FS.

Note:21st Century Soldier Competencies:

Adaptability and Initiative

Character and Accountability

Lifelong Learner

Communication and Engagement

Tactical and Technical Competence

Cultural and Joint, Interagency, Intergovernmental, and Multinational Competence

Performance Steps

1. Obtain approved board results memorandum from HSD.
2. Inform applicant of board results.
 - a. Inform applicant within 72 hours of results being released.
 - b. Coordinate with the applicant on the best date, time, and location, within the next five days, to complete the commissioning documents.
 - c. Inform the applicant of what required documents to provide.

- d. Update contact history in DCA.
3. Complete pre-commissioning and/or pre-contract steps in DCA.
 - a. Complete "Contract Details" screen from the "Contract Questionnaire" section.
 - b. Complete "Contract Witness" screen from the "Contract Questionnaire" section.
 - c. Complete E-Validation and Quality Control (QC) Summary Code generation.
 - (1) Select "Perform E-Validation" to generate an E-Validation Code.
 - (2) Correct any E-Validation Code errors and repeat step 3c(1) until a 5Y E-Validation Code is achieved.
 - (3) Select "Initiate QC Summary" to generate a QC Summary Code and Report.
 - (4) Correct any QC Summary Code errors and repeat step 3c(3) until a 4Y QC Summary Code is achieved.
 - d. Initiate Security Clearance Application.
 - (1) Select the "Generate Security Clearance Application" button to generate an electronic Standard Form (SF) 86.
 - (2) Select "View Packet" from the "I Want To..." dropdown menu to confirm SF 86 was generated.
 4. Complete commissioning and/or contract.
 - a. Load required documents into DCA.
 - b. Complete a contract and Letter of Intent (LOI) for an Active Army applicant.
 - (1) Select the required documents the applicant must sign from the "Assemble a Board Packet" and "Assemble a Contract Packet" sections.
 - (2) Select the "Get Signatures and Save" button to generate the digital documents for signature.
 - (3) Review the documents with the applicant, and answer any questions.
 - (4) Complete the signature documents with the applicant.
 - (5) Complete the contract and LOI with the applicant.

(6) Load LOI into DCA in place of Department of the Army (DA) Form 71.

c. Complete a contract and commission an Army Reserve or Health Professions Scholarship Program (HPSP) applicant.

(1) Select the required documents the applicant must sign from the "Assemble a Board Packet" and "Assemble a Contract Packet" sections.

(2) Select the "Get Signatures and Save" button to generate the digital documents for signature.

(3) Review the documents with the applicant, and answer any questions.

(4) Complete the signature documents with the applicant.

(5) Complete the contract and DA Form 71 with the applicant.

(6) Complete applicable USAREC Forms (UF).

(a) Complete UF 601-37.23, if Army Reserve incentives are awarded.

(b) Complete UF 601-37.34, if HPSP applicant.

(c) Complete UF 601-37.23, if HPSP applicant's letter of acceptance has changed or undergraduate education is completed.

(d) Load applicable UF into DCA.

d. Complete E-Validation and QC Summary Code generation.

(1) Select the "Perform E-Validation" button to generate an E-Validation Code.

(2) Correct any E-Validation Code errors and repeat step 4d(1) until a 6Y E-Validation Code is achieved.

(3) Select the "Initiate QC Summary" button to generate a QC Summary Code and Report.

(4) Correct any QC Summary Code errors and repeat step 4d(3) until a 5I QC Summary Code is achieved.

e. Submit the commissioning documents and/or contract for review.

(1) Select the "Workflows" tab.

- (2) Select the applicant's workflow.
- (3) Submit the workflow for review.
- (4) Inform the station commander of the submission.

f. Inform the applicant of their status change to FS.

(1) Inform the FS about the Occupational Physical Assessment Test (OPAT).

(a) Inform the FS about the OPAT.

(b) Inform the FS that the OPAT must be completed within 30 days of commissioning/contracting.

(c) Complete the OPAT consent form.

(d) Load the OPAT consent form into DCA.

(e) Coordinate with the FS on the best date, time, and location, within the next 30 days, to conduct the OPAT.

(2) Complete Department of Defense (DD) Form 2983.

(a) Review DD 2983 with the FS.

(b) Complete the DD 2983 with the FS.

(c) Load DD 2983 into DCA.

(3) Coordinate with the FS on the best date, time, and location, within the next 3-10 business days, to conduct a FS Orientation.

g. Provide copies of all signed commissioning and/or contracting documents to the FS.

h. Update contact history in DCA.

5. Lead the FS.

a. Conduct a FS Orientation.

(1) Complete the FS Orientation counseling.

(2) Review the contract and any applicable documents with the FS.

(3) Complete the Army Knowledge Online (AKO) account registration with the FS.

(4) Coordinate with the FS on the date and time to obtain any necessary items for reporting to OBLC or their TPU.

(5) Coordinate with the FS on follow-up contact, visits, and events.

(6) Update LiveScan fingerprint check, if over or close to 180 days since initial check, or if FS will not ship before 180 days has passed.

(7) Update the FS Information Screen in DCA.

(a) Select "View FS Information" from the "I Want To..." dropdown menu.

(b) Update the FS information.

(8) Update contact history in DCA.

b. Conduct the OPAT.

(1) Conduct the OPAT as scheduled.

(2) Complete the OPAT Results Form.

(3) Load the OPAT Results Form into DCA.

(4) Update the OPAT Results in DCA.

(a) Select "View OPAT Results" from the "I Want To..." dropdown menu.

(b) Update the OPAT information.

(5) Update contact history in DCA.

c. Conduct scheduled follow-ups with the FS.

(1) Contact the FS at least once every 30 days from FS orientation until 30 days from reporting to OBLC or their TPU.

(2) Contact the FS twice a week when less than 30 days from reporting to OBLC or their TPU.

(3) Update contact history in DCA.

d. Conduct height/weight screening.

(1) Coordinate with the FS, every six months, on the best date, time, and location to complete a height/weight screening.

(2) Complete the screening as scheduled.

(3) Complete step 5a(6).

(4) Update contact history in DCA.

e. Lead the Army Reserve FS through in-processing at their TPU.

(1) Coordinate with the TPU on the best date and time to process the FS.

(2) Escort the FS to the TPU.

(3) Assist the FS and the TPU with in-processing, if applicable.

(4) Update contact history in DCA.

f. Update contact history in DCA anytime contact with the FS occurs.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

1	Obtained approved board results memorandum from HSD.	_____	_____
2	Informed applicant of board results.	_____	_____
3	Completed pre-commission and/or pre-contract steps in DCA.	_____	_____
4	Completed commissioning and/or contract.	_____	_____
5	Led the FS.	_____	_____

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

References

Required

USAREC 601-37 Army Medical Recruiting Program

Primary

USAREC 601-37 Army Medical Recruiting Program

Required

Primary

USAREC TC5-03.5 Leading Future Soldiers

805K-79R-3011
Develop a Recruiter-Centric Network

Conditions:

Your Station Commander has directed you to establish a relationship within your recruiting area of operations by developing Internal and External Networks. You have access to Recruiter Work Station (RWS), Station Synchronization Matrix, a list of Community Partners (CP) and Very Important People (VIP), and Market Intelligence Information.

Standards:

Develop a Recruiter-Centric Network within your recruiting area of operation that engages 85% of all USAREC units that will increase Army awareness and create a positive working relationship with the community IAW current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You identify a need to seek assistance from others in recruiting efforts.

Note: 21ST CENTURY Soldier COMPETENCIES

Character and accountability

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. Develop Internal Network.
 - a. Develop relationships with other Recruiting Command personnel.
 - (1) Engage Fellow Army recruiters in the station.
 - (2) Engage Sister Service recruiters.
 - b. Develop a relationship with other units.
 - (1) Engage all active military units.
 - (2) Engage all Army Reserve and National Guard units.

(3) Engage all Reserve Officers' Training Corps (ROTC) and Junior Reserve Officers' Training Corps (JROTC) units.

c. Develop relationships with Future Soldiers.

(1) Engage Future Soldiers are still socially connected to society.

(2) Inform Future Soldiers of possible promotion incentives from referrals.

2. Develop External Network.

a. Develop a local government network.

b. Develop a local business network.

c. Develop relationships with local clubs and organizations.

3. Update information systems to keep records on entire network current:

a. Update Recruiter Zone.

b. Update Recruiter Zone calendar.

c. Update School Zone.

d. Update CP/VIP.

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 Developed Internal Network.	_____	_____
2 Developed External Network.	_____	_____
3 Updated information systems to keep records on entire network current:	_____	_____

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

UM 3 v1 Recruiting

UM 3-0 Recruiting Operations

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

USAREC TC 5-03.3 Partnerships

Primary

UM 3-0 Recruiting Operations

805K-79R-3110

Implement a Health Care School Recruiting Program

Conditions:

Given a health care schools market, you must develop and implement a school recruiting program for your assigned colleges, universities, professional schools, residencies, and fellowship programs. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), School Zone (SZ), USAREC Regulation (UR) 350-13, USAREC Training Circular (UTC) 5-03.1, UTC 5-03.3, Recruiting Promotional Items (RPI), and Personal Presentation Items (PPI).

Standards:

Implement a health care school recruiting program in order to increase Army Health Care awareness, create a positive working relationship, and increase Army Health Care officer contracts ensuring that 100 percent of prescribed benchmarks are achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Implement a school recruiting program for your assigned colleges, universities, professional schools, residencies, and professional programs.

Note:

21st Century Soldier Competencies:

Adaptability and Initiative

Communication and Engagement

Critical Thinking and Problem Solving

Cultural and Joint, Interagency, Intergovernmental, and Multinational Competence

Performance Steps

1. Implement a Post-Secondary, Graduate, and Doctorate School Recruiting Program.
2. Implement a Health Care Professional School Recruiting Program.
3. Implement a Residency or Fellowship School Recruiting 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.

Performance Measures

GO **NO
GO**

- | | | |
|--|-------|-------|
| 1 Implemented a Post-Secondary, Graduate, and Doctorate School Recruiting Program. | _____ | _____ |
| 2 Implemented a Health Care Professional School Recruiting Program. | _____ | _____ |
| 3 Implemented a Residency or Fellowship School Recruiting Program. | _____ | _____ |

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO-GO if any performance measure is failed (F). If the Soldier scores a 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 TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.3 Partnerships

805K-79R-3009
Prepare for the Army Interview

Conditions: You are a Recruiter, and your prospecting plan indicates that you have a prospect scheduled for an Army Interview. You have access to Recruiter Work Station (RWS), Blue Print Information, Evidence Book, Current USAREC Messages, and appropriate Recruiter Publicity Item (RPI)/Personal Presentation Item (PPI).

Standards: Prepare for an Army Interview by identifying proper Army programs using prospects goals and passions IAW current regulatory guidance without error.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Lead agrees to an Army Interview.

Note:None

Performance Steps

1. Research goals/passions using the information obtained during prior contact with the prospect to gather accurate information that will be presented during the Army interview.
2. Create a good appearance.
 - a. Ensure area is presentable.
 - b. Ensure personal appearance is IAW approved Army guidance.
3. Organize by tailoring prospect's interview using the facets of Soldier, highlighting the programs and benefits you plan to present.
4. Ensure that all materials required are obtained prior to the interview.

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 Researched goals/passions using the information obtained during prior	_____	_____

Performance Measures

GO **NO
GO**

contact with the prospect to gather accurate information that will be presented during the Army interview.

2 Created a good appearance. _____

3 Organized by tailoring prospect's interview using the facets of Soldier, highlighting the programs and benefits you plan to present. _____

4 Ensured that all materials required are obtained prior to the interview. _____

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

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

UR 601-210 v7 v7 Enlistment and Accessions Processing

USAREC TC 5-03.2 Influencing and Interviewing

USAREC TC 5-03.2 Influencing and Interviewing

Subject Area 3: Chaplain Recruiter
805K-79R-3315
Conduct a Chaplain Army Interview

Conditions:

You are a chaplain recruiter, and you have an appointment scheduled to conduct an Army Interview with a chaplain prospect interested in the Army Chaplaincy. You have access to a Recruiter Work Station (RWS), Blueprint Information, Recruiter Zone (RZ), Chaplain Board Schedule, Army Regulation (AR) 40-501, AR 601-210, USAREC Regulation (UR) 601-108, UR 601-210, USAREC Training Circular (UTC) 5-03.2, Current USAREC Messages, Recruiter Publicity Items (RPI), and Personal Presentation Items (PPI).

Standards:

Conduct an Army Interview with a chaplain prospect in accordance with (IAW) UTC5-03.2 in order to (IOT) engender a commitment to commission into the Army Chaplaincy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Conduct an Army Interview with a chaplain prospect.

Note: 21st Century Soldier Competencies:

Character and accountability

Adaptability and initiative

Communication and engagement (oral, written, and negotiation)

Critical thinking and problem solving

Tactical and technical competence (full spectrum capable)

Lifelong learner (includes digital literacy)

Performance Steps

1. Prepare for the Army Chaplain Interview.
 - a. Prepare to discuss the prospect's Call to Service as an Army Chaplain.
 - b. Verify current chaplain accession policies, regulations, and incentives.
 - c. Identify Army Reserve (AR) Troop Program Units (TPU) within your Recruiting Area of Operations (AO).
 - d. Understand the ecclesiastical endorsement process.
 - e. Understand current chaplain qualifications.

f. Maintain a positive attitude.

2. Establish Trust and Credibility.

a. Establish Rapport - Create an atmosphere of mutual understanding, trust, and agreement between you and the prospect.

b. Place the Prospect at Ease - Let the prospect know you understand they may have fears and concerns.

c. Communicate the Army Story.

(1) Communicate your personal Army story, letting the prospect know who you are, why you joined the Army, and what you have accomplished.

(2) Communicate the Army Chaplain story, letting the prospect know about the history of the Army Chaplain Corps and what they would be doing as an Army Chaplain.

3. Verify Basic Eligibility.

4. Establish Goals and Passions.

a. Establish a smooth transition from basic eligibility verification to identifying goals, passions, and reasons for interest in the Army Chaplaincy.

b. Identify the prospect's goals and passions, asking open-ended, fact-finding questions that generate goal-oriented answers.

c. Develop prospects Course of Action (COA) - Ask how the prospect plans on achieving their goals and aspirations.

5. Generate and Compare Alternatives.

a. Regular Army (RA) - Programs and options you have already presented that will help them achieve their goals through an active duty enlistment.

b. AR - Programs and options you have already presented that will help them achieve their goals through an AR enlistment.

6. Execute the Decision Making Process:

a. Request the prospect to decide on the best COA.

b. Request the prospect explain why they selected that COA.

7. Engender a Commitment and Execute the Decision (ask the prospect to join the RA/AR).

a. If yes, execute the decision.

(1) Discuss the application process and establish timelines (backwards plan).

(2) Discuss the application, to include information and source documents needed.

(3) Discuss the physical examination (PE).

(4) Manage applicant expectations and address any questions they or their family, friends, or influencers may have.

(5) Request a referral.

b. If no.

(1) Attempt to overcome the obstacle.

(2) Schedule follow-up within 10 business days.

(3) Request a referral.

(4) Finish on a positive note.

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.

Performance Measures

GO **NO
GO**

1 Prepared for the Army Chaplain Interview.	_____	_____
2 Established Trust and Credibility.	_____	_____
3 Verified Basic Eligibility.	_____	_____
4 Established Goals and Passions.	_____	_____
5 Generated and Compare Alternatives.	_____	_____
6 Executed the Decision Making Process:	_____	_____
7 Engendered a Commitment and Execute the Decision (ask the	_____	_____

Performance Measures

GO

**NO
GO**

prospect to join the RA/USAR).

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

References

Required

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active And Reserve Components Enlistment Program

UR 601-108 Army Chaplain Recruiting Program

UR 601-210 V7 Enlistment & Accessions Processing

USAREC TC 5-03.2 Influencing and Interviewing

USAREC TC 5-03.2 Influencing and Interviewing

805K-79R-3311
Develop a Chaplain Recruiter-Centric Network

Conditions:

Your Station Commander has directed you to establish a network-centric relationship within your recruiting area of operations (AO) by developing Internal and External Networks with local Army Reserve (AR) units, Community Partners (CP), Very Important People (VIP), and area education, business, and community leaders and organizations. You have access to a Recruiter Work Station (RWS), station Synchronization Matrix, CP and VIP lists, USAREC Manual (UM) 3-0, USAREC Training Circular (UTC) 5-03.1, UTC 5-03.3, and USAREC Regulation (UR) 601-108.

Standards:

Develop a chaplain recruiter-centric network within your recruiting AO that engages at least 85% of your network in order to (IOT) increase Army and AR chaplain program awareness and creates a positive working relationship within your AO in accordance with (IAW) current doctrine.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Your Station Commander has directed you to establish a network-centric relationship.

Note:21st Century Soldier Competencies:

Character and Accountability

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. Identify markets of opportunity in the AO and establish rapport with key personnel who are or can be developed into CPs and VIPs.
 - a. Faculty and staff of seminary and religious degree-producing colleges.
 - b. Officers of local and national denominational associations and organizations.
 - c. Transition and retention NCOs and unit administrators at troop program units (TPUs).
 - d. AR Recruiting Partnership Council members.

- e. Professional clergy.
- 2. Communicate with CPs, VIPs, and contacts to obtain personnel and student directories.
 - a. Seminary and religious degree-producing colleges.
 - b. Denominational conventions (local, regional, and national level attendees).
 - c. Denominational and religious organizations and associations.
- 3. Distribute Chaplain Corps information in the target market.
 - a. Distribute mission related information via email, online sources, and mail outs.
 - b. Post Recruiting Publicity Items (RPI's), business cards and other mission related information in approved locations. Materials should be distributed in the following areas:
 - (1) Working professionals.
 - (2) Students in final year of studies.
 - (3) Faculty and staff.
 - (4) Denominational and religious conventions (local, regional, and national level).
- 4. Conduct presentations and activities where leads can be obtained.
 - a. Seminary and religious degree-producing colleges.
 - b. Denominational and religious conventions (local, regional, and national level).
 - c. TPUs.
 - d. Denominational and religious organizations and associations.
 - e. Clinical Pastoral Education (CPE) programs.
 - f. Sister recruiting services.
 - g. Army program participants (active duty (AD) and AR obligors).
 - h. Local, County, State and Federal institutions / agencies.

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.

Performance Measures	GO	NO GO
1 Identified markets of opportunity in the AO and establish rapport with key personnel who are or can be developed into CPs and VIPs.	_____	_____
2 Communicated with CPs, VIPs, and contacts to obtain personnel and student directories.	_____	_____
3 Distributed Chaplain Corps information in the target market.	_____	_____
4 Conducted presentations and activities where leads can be obtained.	_____	_____

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

References

Required

UR 601-108 Army Chaplain Recruiting Program

Primary

USAREC Manual 3-0 Recruiting Operations

USAREC Manual 3-0 Recruiting Operations

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.3 Partnerships

805K-79R-3310
Develop a Chaplain School Recruiting Program

Conditions:

Given a chaplain schools market, you must develop a chaplain school recruiting program (CSR) for your colleges, universities, and seminaries. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), School Zone (SZ), USAREC Regulation (UR) 350-13, UR 601-108, USAREC Training Circular (UTC) 5-03.1, UTC 5-03.3, Recruiting Promotional Items (RPI), and Personal Presentation Items (PPI).

Standards:

Develop a CSR which includes a schedule for visiting assigned schools and programs, list of key personnel to visit, a contact person to obtain school list and directories, appropriate PPI and RPI support materials, and a list of presentations to conduct or schedule in accordance with (IAW) appropriate USAREC regulations.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Develop a chaplain school recruiting program.

Note:21st Century Soldier Competencies:

Adaptability and Initiative

Communication and Engagement

Critical Thinking and Problem Solving

Cultural and Joint, Interagency, Intergovernmental, and Multinational Competence

Performance Steps

1. Communicate with schools in assigned area.
 - a. Colleges/Universities.
 - b. Seminaries.
2. Establish a working relationship with key personnel.
 - a. Colleges/Undergraduate schools.
 - (1) Registrars.
 - (2) Financial aid advisors.

- (3) Placement directors.
- (4) Department chair persons.
- (5) Club officers.
- (6) Reserve Officer Training Corps (ROTC) professors of military Science (PMS).

b. Seminars.

- (1) Dean of students.
- (2) Financial aid advisors.
- (3) Chaplain advisors.
- (4) Club officers.

3. Coordinate Community Partner (CP) functions with identified key personnel.

a. Colleges/Undergraduate schools.

- (1) Registrars.
- (2) Financial aid advisors.
- (3) Placement directors.
- (4) Department chair persons.
- (5) Club officers.
- (6) Reserve Officer Training Corps (ROTC) professors of military Science (PMS).

b. Seminars.

- (1) Dean of students.
- (2) Financial aid advisors.
- (3) Chaplain advisors.
- (4) Club officers.

4. Obtain contact lists of students, faculty members, and key personnel.

5. Distribute Army Chaplain information.

a. Establish a cyber recruiting presence on school job boards and electronic newsletters.

b. Distribute emails and cyber flyers to students, faculty, and key personnel.

c. Place RPIs, business cards, and other mission related information in approved locations.

6. Coordinate visits at colleges, seminaries, and residency programs.

7. Conduct chaplain presentations and events.

8. Document activities in SZ and RZ.

9. Implement changes as needed.

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

GO **NO
GO**

1 Communicated with schools in assigned area.	_____	_____
2 Established a working relationship with key personnel.	_____	_____
3 Coordinated Community Partner (CP) functions with identified key personnel.	_____	_____
4 Obtained contact lists of students, faculty members, and key personnel.	_____	_____
5 Distributed Army Chaplain information.	_____	_____
6 Coordinated visits at colleges, seminaries, and residency programs.	_____	_____
7 Conducted chaplain presentations and events.	_____	_____
8 Documented activities in SZ and RZ.	_____	_____
9 Implemented changes as needed.	_____	_____

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

References**Required**

UR 601-108 Army Chaplain Recruiting Program

USAREC REG 350-13 School Recruiting Programs

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.3 Partnerships

Primary

UR 601-108 Army Chaplain Recruiting Program

805K-79R-3312
Conduct Chaplain Telephone Prospecting

Conditions:

You are a chaplain recruiter assigned to your recruiting station, and your prospecting plan indicates you have a telephone prospecting activity scheduled. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), electronic planner, telephone, station Recruiting Operation Plan, Army Regulation (AR) 40-501, AR 600-9, AR 601-210, USAREC Regulation (UR) 601-108, and USAREC Training Circular (UTC) 5-03.1.

Standards:

Conduct telephone prospecting activities to contact chaplain leads and obtain a qualified appointment by correctly performing 100% of the steps of prospecting in accordance with (IAW) UTC 5-03.1.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Your prospecting plan indicates you have a telephone prospecting activity scheduled.

Note:21st Century Soldier Competencies:

Character and Accountability

Adaptability and Initiative

Communication and Engagement (Oral, Written, and Negotiation)

Critical Thinking and Problem Solving

Tactical and Technical Competence (Full Spectrum Capable)

Lifelong Learner (Includes Digital Literacy)

Performance Steps

1. Develop a solid prospecting plan.
 - a. Identify contact list, prioritizing by best time to call and available blueprint information.
 - b. Prepare appropriate statements for the contact.
 - (1) Opening statement, introducing yourself and stating the reason for the call.
 - (2) Appropriate chaplain messaging that targets their call to service.
 - (3) Closing statement that supports the chaplain messaging.
2. Establish trust and credibility.

- a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to the lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply either your Army Chaplain story or the Army Chaplain Story.
 4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover the lead's goals or passion.
 - b. Display a genuine interest in the lead's goals or passion.
 - c. Determine the need to develop a plan to achieve their goals or passion.
 - d. Respect their goals or passion.
 5. Identify facts and eliminate assumptions.
 - a. Identify any assumptions or misunderstandings the lead may have.
 - b. Attempt to resolve those misunderstandings or assumptions.
 - c. Use a Subject Matter Expert (SME) or peer to assist, if needed.
 6. Request an appointment.
 - a. Attempt to overcome obstacles.
 - b. Respect and support the decision.
 - c. Attempt to include the lead in the recruiter's network if they decline an appointment.
 7. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.

c. Attempt to identify any influencers and include them in the interview.

d. Determine if transportation is required.

e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.

8. Reaffirm the date, time, and location of the appointment.

9. Request a referral.

10. Document the contact and appointment in RZ.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

1	Developed a solid prospecting plan.	_____	_____
2	Established trust and credibility.	_____	_____
3	Presented the reason for the contact.	_____	_____
4	Identified to the lead the need for a plan to achieve their goals.	_____	_____
5	Identified facts and eliminate assumptions.	_____	_____
6	Requested an appointment.	_____	_____
7	Executed the decision if the lead makes an appointment.	_____	_____
8	Reaffirmed the date, time, and location of the appointment.	_____	_____
9	Requested a referral.	_____	_____
10	Documented the contact and appointment in RZ.	_____	_____

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

References**Required**

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-108 Army Chaplain Recruiting Program

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3314
Conduct Chaplain Virtual Prospecting

Conditions:

You are a chaplain recruiter assigned to your recruiting station, and your prospecting plan indicates you have a virtual prospecting activity scheduled. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), electronic planner, contact list, station Recruiting Operation Plan, Army Regulation (AR) 40-501, AR 600-9, AR 601-210, USAREC Regulation (UR) 601-108, USAREC Training Circular (UTC) 5-03.1, and USAREC Social Media Guide.

Standards:

Conduct virtual prospecting activities to contact chaplain leads and obtain a qualified appointment by correctly performing 100% of the steps of prospecting in accordance with (IAW) UTC 5-03.1.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Your prospecting plan indicates you have a virtual prospecting activity scheduled.

Note:None

Performance Steps

1. Construct a solid prospecting plan.
 - a. Define who it is you intend to contact.
 - b. Launch list by specified parameters.
 - c. Prepare appropriate statements for the contact.
 - (1) Opening statement, introducing yourself and stating the reason for the contact.
 - (2) Appropriate chaplain messaging that targets their call to service.
 - (3) Closing statement that supports the chaplain messaging.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Ask open-ended, fact-finding questions.

3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply either your Army Chaplain story or the Army Chaplain Story.
4. Identify to the lead the need for a plan to achieve his/her goals.
 - a. Communicate an understanding of the lead having goals or a passion they wish to achieve.
 - b. Communicate the need to develop a plan to achieve their goals or passion.
 - c. Communicate your desire to help the lead achieve those goals or passions.
 - d. Use a Subject Matter Expert (SME) or peer to assist, if needed.
5. Request an appointment.
 - a. Attempt to overcome obstacles they may reply with.
 - b. Respect and support the decision.
 - c. Attempt to include the lead in the recruiter's network if they decline an appointment.
6. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.
7. Reaffirm the date, time, and location of the appointment.
8. Request a referral.
9. Document the contact and appointment in RZ.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures	GO	NO GO
1 Constructed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve his/her goals.	_____	_____
5 Requested an appointment.	_____	_____
6 Executed the decision if the lead makes an appointment.	_____	_____
7 Reaffirmed the date, time, and location of the appointment.	_____	_____
8 Requested a referral.	_____	_____
9 Documented the contact and appointment in RZ.	_____	_____

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

References

Required

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-108 Army Chaplain Recruiting Program

USAREC Social Media Guide

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-3316
Conduct Chaplain Follow-Up Activities

Conditions:

You are a chaplain recruiter, and your electronic planner indicates you are scheduled to conduct follow-up activities with Future Chaplains, applicants, prospects, leads, and Community Partners (CP). You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), CP list, blueprint information, USAREC Regulation (UR) 601-108, and USAREC Training Circular (UTC) 5-03.1.

Standards:

Conduct Follow-Up Activities to sustain relationships and facilitate further processing with Future Chaplains, applicants, prospects, leads, and CPs in accordance with (IAW) UTC 5-03.1.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Conduct Follow-Up Activities to sustain relationships and facilitate further processing.

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. Identify individuals and activities requiring a follow-up.
 - a. Leads.
 - b. Prospects.
 - c. Applicants.
 - d. Future Chaplains.
 - e. Community Partners (CP).
2. Schedule follow-up activities.

- a. Plan how the follow-up activity will be conducted (telephone, face-to-face, or virtual).
 - b. Annotate follow-up activity in your electronic planner.
3. Conduct follow-up activities.
- a. Review key points discussed in the last contact with the subject of the follow-up.
 - b. Engender a commitment from the subject.
 - c. Attempt to overcome any obstacle the subject may have.
 - d. Schedule additional follow-up activities with the subject, if needed.
 - e. Obtain any documents required for processing, if needed.
4. Document the results of the follow-up in RZ and your electronic planner.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO	NO GO
_____	_____
_____	_____
_____	_____
_____	_____

- 1 Identified individuals and activities requiring a follow-up.
- 2 Scheduled follow-up activities.
- 3 Conducted follow-up activities.
- 4 Documented the results of the follow-up in RZ.

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

References

Required

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Required

Primary

UR 601-108 Army Chaplain Recruiting
Program

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

805K-79R-3317
Process a Chaplain Application

Conditions:

Given a chaplain applicant that has agreed to process for a direct commission, you must complete an application packet. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), Direct Commissioning Application (DCA), Report Management Zone (RMZ), Army Regulation (AR) 40-501, AR 135-100, AR 600-9, AR 601-100, AR 601-210, AR 601-270, Department of the Army Pamphlet (DA PAM) 600-4, DA PAM 611-21, USAREC Regulation (UR) 601-108, UR 601-210, USMEPCOM Regulation 40-1, USMEPCOM Regulation 601-23, current USAREC messages, and local MEPS Standard Operating Procedure (SOP).

Standards:

Process a chaplain application, to include loading all supporting documents into DCA without error, which passes DCA E-Validation and Quality Control (QC) Summary checks and ensures that 100% of all regulatory guidance is followed and achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Process a chaplain application.

Note:21st Century Soldier Competencies:

Character and Accountability

Lifelong Learner

Teamwork and Collaboration

Communication and Engagement

Critical Thinking and Problem Solving

Tactical and Technical Competence

Performance Steps

1. Transfer applicant record from RZ to DCA.
 - a. Access prospect record in RZ.
 - b. Access contact history screen.
 - c. Update contact history result to "Conducted".
 - d. Update disposition to "Agreed to Process".

- e. Update next action date and start time.
2. Obtain the current chaplain application packet QC checklist.
3. Change DCA packet status to Packet Preparation.
 - a. Complete the Instructions screen.
 - b. Complete the Person screen.
 - c. Complete the Corps/AOC screen.
4. Conduct LiveScan (LS) fingerprint check.
 - a. Upload Signed DD Form 369.
 - b. Conduct LS once authorized by station leadership.
5. Conduct medical processing for a chaplain applicant.
6. Complete the DCA packet.
 - a. Complete all DCA screens with the applicant.
 - b. Load all application documents into their appropriate sections in DCA.
7. Conduct waiver processing for a chaplain applicant, if applicable.
8. Complete Quality Control (QC) check between information entered into the DCA screens and loaded documents to confirm information matches.
 - a. Select "Perform E-Validation" to generate an E-Validation Code and Report.
 - b. Review the E-Validation Report by clicking on the E-Validation Code.
 - c. Correct any E-Validation Report errors listed.
 - d. Select "Perform E-Validation" to validate corrections, and repeat steps 8a-d until a 2Y E-Validation Code is achieved.
9. Complete the application packet.
 - a. Select and generate the required documents from the "Generate Required Documents" section.
 - b. Review the documents with the applicant, and answer any questions.

- c. Complete the signature documents with the applicant.
 - d. Select "Initiate QC Summary" to generate a QC Summary Code and Report.
 - e. Correct any QC Summary Code errors and repeat step 9a-d, including resigning any documents if needed, until a 2I QC Summary Code is achieved.
10. Complete QC check between information listed on the QC Summary Report and loaded documents to confirm information matches.
- a. Select "View QC Summary Report" from the "I Want To..." dropdown menu.
 - b. Select "View Packet" from the "I Want To..." dropdown menu.
 - c. Correct any QC Summary Report errors listed and repeat step 10, if applicable.
11. Submit the application packet for review.
- a. Select the "Workflows" tab.
 - b. Select the application packet workflow.
 - c. Submit the application packet workflow for review.
 - d. Inform the station commander of the submission.
12. Correct any errors identified by higher echelons.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures	GO	NO GO
1 Transferred applicant record from RZ to DCA.	_____	_____
2 Obtained the current chaplain application packet QC checklist.	_____	_____
3 Changed DCA packet status to Packet Preparation.	_____	_____
4 Conducted LiveScan (LS) fingerprint check.	_____	_____
5 Conducted medical processing for a chaplain applicant.	_____	_____

Performance Measures	GO	NO GO
6 Completed the DCA packet.	_____	_____
7 Conducted waiver processing for a chaplain applicant, if applicable.	_____	_____
8 Completed Quality Control (QC) check between information entered into the DCA screens and loaded documents to confirm information matches.	_____	_____
9 Completed the application packet.	_____	_____
10 Completed QC check between information listed on the QC Summary Report and loaded documents to confirm information matches.	_____	_____
11 Submitted the application packet for review.	_____	_____
12 Corrected any errors identified by higher echelons.	_____	_____

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

References

Required

Primary

AR 135-100 Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-100 Appointment Of Commissioned And Warrant Officers In The Regular Army

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

AR 601-270 Military Entrance Processing Station (MEPS)

MEPCOM Reg 40-1 Medical Processing and Examinations

Required

MEPCOM Reg 601-23 Personnel
Prourement Enlistment Processing

PAM 611-21 Military Occupational
Classification And Structure

UR 601-108 Army Chaplain Recruiting
Program

UR 601-210 v7 Enlistment & Accessions
Processing

Primary

UR 601-108 Army Chaplain Recruiting
Program

805K-79R-3313
Conduct Chaplain Face-to-Face Prospecting

Conditions:

You are a chaplain recruiter assigned to your recruiting station, and your prospecting plan indicates you have a face-to-face prospecting activity scheduled. You have access to a Recruiter Work Station (RWS), Recruiter Zone (RZ), electronic planner, government vehicle, business cards, station Recruiting Operation Plan, Army Regulation (AR) 40-501, AR 600-9, AR 601-210, USAREC Regulation (UR) 601-108, USAREC Training Circular (UTC) 5-03.1, Recruiting Publicity Items (RPI), and Personal Presentation Items (PPI).

Standards:

Conduct face-to-face prospecting activities to contact chaplain leads and obtain a qualified appointment by correctly performing 100% of the steps of prospecting in accordance with (IAW) UTC 5-03.1.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Your prospecting plan indicates you have a face-to-face prospecting activity scheduled.

Note:21st Century Soldier Competencies:

Character and Accountability

Adaptability and Initiative

Communication and Engagement (Oral, Written, and Negotiation)

Critical Thinking and Problem Solving

Tactical and Technical Competence (Full Spectrum Capable)

Lifelong Learner (Includes Digital Literacy)

Performance Steps

1. Develop a solid prospecting plan.
 - a. Identify contact targets and areas based on the station ROP and market analysis.
 - b. Prepare appropriate statements for the contact.
 - (1) Opening statement that introduces yourself and the Army.
 - (2) Appropriate chaplain messaging that targets their call to service.
 - (3) Closing statement that supports the chaplain messaging.

- c. Prepare yourself to contact leads.
 - (1) Verify your government vehicle is fueled and road ready.
 - (2) Verify you have business cards and appropriate RPI and PPI.
 - (3) Verify you have contact list information, if available.
2. Establish trust and credibility.
 - a. Introduce self with rank, name, and service.
 - b. Discover additional blueprint information.
 - c. Ask open-ended, fact-finding questions.
 - d. Actively listen to the lead.
3. Present the reason for the contact.
 - a. Establish to the lead that you are there to assist him/her.
 - b. Apply either your Army Chaplain story or the Army Chaplain Story.
4. Identify to the lead the need for a plan to achieve their goals.
 - a. Discover the lead's goals or passion.
 - b. Display a genuine interest in the lead's goals or passion.
 - c. Determine the need to develop a plan to achieve their goals or passion.
 - d. Respect their goals or passion.
5. Identify facts and eliminate assumptions.
 - a. Identify any assumptions or misunderstandings the lead may have.
 - b. Attempt to resolve those misunderstandings or assumptions.
 - c. Use a Subject Matter Expert (SME) or peer to assist, if needed.
6. Request an appointment.
 - a. Attempt to overcome obstacles.

- b. Respect and support the decision.
- c. Attempt to include the lead in the recruiter's network if they decline an appointment.
- 7. Execute the decision if the lead makes an appointment.
 - a. Prequalify the lead.
 - b. Establish a specific date, time, and place to conduct The Army Interview.
 - c. Attempt to identify any influencers and include them in the interview.
 - d. Determine if transportation is required.
 - e. Obtain all contact information from the prospect and provide the lead with recruiter contact information.
- 8. Reaffirm the date, time, and location of the appointment.
- 9. Request a referral.
- 10. Document the contact and appointment in RZ.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures	GO	NO GO
1 Developed a solid prospecting plan.	_____	_____
2 Established trust and credibility.	_____	_____
3 Presented the reason for the contact.	_____	_____
4 Identified to the lead the need for a plan to achieve their goals.	_____	_____
5 Identified facts and eliminate assumptions.	_____	_____
6 Requested an appointment.	_____	_____
7 Executed the decision if the lead makes an appointment.	_____	_____
8 Reaffirmed the date, time, and location of the appointment.	_____	_____

Performance Measures

GO **NO
GO**

9 Requested a referral.

10 Documented the contact and appointment in RZ.

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

References

Required

Primary

AR 40-501 Standards of Medical Fitness

AR 600-9 The Army Body Composition Program

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-108 Army Chaplain Recruiting Program

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

Skill Level SL4
Subject Area 4: Guidance Counselor
805K-79R-4316
Perform Before Ship Quality Control Procedures

Conditions: As a Guidance Counselor at Military Entrance Processing Station (MEPS), you receive a completed enlistment packet for an applicant that is scheduled to ship within 7-30 days and given access to UR 601-210 and DA PAM 611-21.

Standards:

Perform the Before Ship Quality Control (BSQC) no later than 7-30 days of applicant ship date. Verify the record has all required ship documents in Guidance Counselor Resource Center (GCRc) and the applicant meets enlistment eligibility with 100% accuracy in accordance with (IAW) Army regulation 601-210.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Received a completed enlistment packet for an applicant that is scheduled to ship within 7-30 days.

Note:21st Century Soldier Competencies:

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Access Guidance Counselor Resource Center (GCRc) from Integrated Knowledge Resources Online for me (IKROme).
2. Access "Electronic Record Management (ERM) inbox" from GCRc.
3. Select hyperlink labeled as BS QC.
4. View QC Summary report to verify changes in the record since Delayed Entry Program in (DEP-IN)(ensure applicant remains qualified for enlistment and MOS.
5. Select "View Packet".
6. QC packet for the required ship documents.
 - a. Verify the REQUEST reservation.
 - b. Verify the qualifications for options and programs selected.

c. Review the medical data on the DD 2807-1, DD 2808, UMF 40-1-15, and the GCRc 680-3ADP.

d. Verify the Future Soldiers (FS) Military Occupational Specialty (MOS) qualifications per DA PAM 611-21, AR 601-210, and applicable messages.

e. Ensure Future Soldiers enlisting for the Student Loan Repayment Program (SLRP) have a qualifying loan in accordance with (IAW) UR 350-13 and any appropriate messages by reviewing the FS's promissory notes/deferment paperwork.

f. Verify the status of the Future Soldiers tech check and security clearance submission status.

g. Review the enlistment record for completeness and accuracy IAW UR 601-210 and AR 601-210.

7. Choose approve or disapprove, make comments on all discrepancies.

8. Click on Finish Task (a workflow has been generated).

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 Accessed Guidance Counselor Resource Center (GCRc) from IKROme.	_____	_____
2 Accessed "Electronic Record Management (ERM) inbox" from GCRc.	_____	_____
3 Selected hyperlink labeled as BS QC.	_____	_____
4 Viewed QC Summary report to verify changes in the record since Delayed Entry Program (DEP-IN) (ensure applicant remains qualified for enlistment and MOS).	_____	_____
5 Selected "View Packet".	_____	_____
6 QC'd packet for the required ship documents.	_____	_____
7 Chose approve or disapprove, make comments on all discrepancies.	_____	_____
8 Clicked on Finish Task (a workflow has been generated).	_____	_____

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 training for Soldiers who experience major difficulties in task performance.

References**Required**

AR 601-210 w Ch 3 Active and Reserve
Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions
Processing

UR 601-210 v7 Enlistment & Accessions
Processing

805K-79R-4321

Complete Guidance Counselor Resource Center (GCRc) Enlistment Procedures

Conditions:

You, the Guidance Counselor (GC) are provided with a fully qualified applicant at the Military Entrance Processing Station (MEPS) for enlistment. You have access to Guidance Counselor Resource Center (GCRc), Recruit Quota System (REQUEST) and all applicable regulations and publications.

Standards:

Process an applicant for enlistment in the Regular Army/ United States Army Reserves (RA/USAR) using GCRc and REQUEST. Enlist the applicant with 100% accuracy in accordance with (IAW) USAREC regulations and publications.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are provided a fully qualified applicant by the Senior Guidance Counselor.

Note: 21st Century Soldier competencies:

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

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Log into GCRc using Integrated Knowledge Resources Online for me (IKROMme).
 - a. Log into the portal using a Common Access Card (CAC) or Identification (ID) with password.
 - b. Select "GCRc" under "My Apps".
2. Perform GCRc enlistment procedures.
 - a. Process a Difference Report.
 - b. Review applicant's medical processing forms.
 - c. Scan all medical processing forms.
 - d. Review SF 86 questions with the applicant.
 - e. Sign SF 86 with signature pages.

f. Annotate free flow remarks.

g. Complete the GCRc 680-ADP.

h. Submit 680-ADP data to Recruit Quota System (REQUEST).

i. Log into the REQUEST system.

(1) Select "Reservation Processing".

(2) Enter applicants social security number (SSN) and select "Go".

(3) Select the "review/update data" tab to verify data populated from GCRc.

(4) Determine if the reservation is a "temporary" or "make reservation".

(5) Verify that the temporary reservation is in fact the job the applicant wants.

(6) Determine if the Military Occupational Specialty (MOS) selected by the applicant requires a security clearance.

(7) Complete USAREC Form 601-210.10 when required.

j. Convert temporary reservation to permanent.

(1) Navigate to the "Process Applicant" screen.

(2) Enter applicants SSN.

(3) Select "Convert to permanent".

(4) Close out document and verify that correct incentives were given to the applicant.

(5) Select "Send record to GCRc".

(6) Select "Send reservation letter".

(7) Print new reservation letter.

k. Make Reservation.

(1) Select "Reservation" tab.

(2) Select "Applicant name".

- (3) Select "Make Reservation".
- (4) Update data on training type, Reservation type, College credit hours.
- (5) Select "Verify".
- (6) Input preference screen when required.
- (7) Select "Next".
- (8) Choose Opportunities.
- (9) Select "Next".
- (10) Select a Partnership for Youth Success (PaYS) program.
- (11) Select Uncommitted (UNCM) button.
- (12) Review reservation with applicant and click "Reserve".
- (13) Click Hyperlink "Print all".
- (14) Return to process applicant screen.
- (15) Enter applicant SSN.
- (16) Select "Send record to Army Recruiting Information Support System (ARISS)".
- (17) Close REQUEST.

I. Return to GCRc and refresh screen.

- (1) Left click on appropriate applicant.
- (2) Select "process an applicant".
- (3) Select "Annex Forms".
 - (a) Brief annex, sign and save to ERM, print and close screen.
 - (b) Select DA Form 5435 (USAR), brief, sign, and save to ERM, print and close screen.
 - (c) Select "PaYS" USAREC Form 1202, brief, sign and save to ERM, print and close screen.

- (4) Select 'remarks and review" and input appropriate comments.
- (5) Select DD Form 1966, brief, sign and save to ERM, print and close screen.
- (6) Validate everything saved into ERM.

m. Assemble all required documents and submit to SGC who will review applicant's enlistment record to ensure completeness and accuracy prior to MEPCOM processing for the pre-enlistment interview (PEI), and swear-in ceremony.

n. Send applicant and required forms to MEPCOM operations for PEI processing.

o. Complete appropriate entries on DD Form 4.

p. Direct applicant to the MEPCOM swear-in ceremony.

q. Scan required documents after oath of enlistment.

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
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1 Logged into GCRc using IKROMme.

_____	_____
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2 Performed GCRc enlistment procedures.

_____	_____
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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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-4322
Complete Gur Accession Procedures

Conditions:

The Senior Guidance Counselor (SGC) assigns you a fully qualified applicant for shipment. You have access to Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations, publications and messages. All references can be accessed at the following link:

<https://sites.google.com/a/goarmy.com/publications-library/home>

Standards:

Process an applicant for shipment to basic combat training (BCT) or unit of assignment by completing fingerprints (live scan or FD 258 card), submitting proper documents for NACLIC and SF86 data with zero errors.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:None

Note:None

Performance Steps

1. Complete DEP-out procedures for non-prior service (NPS), days of service (DOS), and prior-service (PS) Regular Army (RA) applicants.

a. Log into GCRc to review and validate applicant's packet:

(1) Medical.

(2) Suitability.

(3) Request reservation.

(4) Military Occupational Specialty (MOS) QUALS.

(5) Enlistment Eligibility.

(6) Verify required ship documents are in electronic records management (ERM).

b. Conduct Personal Interview.

(1) Review, update SF86, Live Scan results, and Entrance National Security Questionnaire (eNSQ).

(2) Review Joint Personnel Adjudication System (JPAS) results.

(3) Review qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96 and guidance counselor (GC) interview.

(4) Refer to SGC or security technician (ST) for USAREC Form 1227 review if needed.

(5) Scan in updated DD Form 2808 and any other additional documents i.e. promotion documents, etc.

(6) Update and save GCRc 680-ADP to reflect promotion, basic pay entry date (BPED), active duty service date (ADSD), etc.

c. Log into REQUEST system.

(1) Go to "Process applicant".

(2) Enter applicants SSN then select "go".

(3) Print reservation letter.

(4) Verify ship location.

(5) Select "Send record to ARISS".

d. Return to GCRc to complete DEP-out annex and ship DD1966.

(1) Select appropriate applicant from the processing list.

(2) Select "Process App" from tool bar.

(3) Select "Annex Forms" from menu.

(4) Answer tattoo and law questions, validate GI Bill enrollment.

(5) Select "Save".

(6) Review form with applicant and electronically sign.

(7) Save to ERM and print.

(8) Select "Ship DD1966" under "Process App".

(a) Review form to ensure its completeness and sign it along with the applicant.

(b) Save and print the "Ship DD1966".

(9) If the "DD1966" was not completed at the time of enlistment for Days of Service and Prior Service applicants, select "DD1966" under "Process App".

(a) Review form to ensure its completeness and sign it along with the applicant.

(b) Save and print DD1966.

(10) Breakdown and process packet IAW (Military Entrance Processing Command (MEPCOM) SOP.

(11) Review and sign DD FM 4/3 (NPS) or DD FM 4/1 and 4/2 (prior service and DOS applicants).

(12) Scan appropriate DD Form 4, MEPCOM 680-ADP with accession data and orders into ERM after swear-in.

2. Complete Hometown Shipper Ship-out procedures for NPS United States Army Reserve (USAR) applicant.

a. Log into GCRC, review and validate applicant packet:

(1) Medical.

(2) Suitability.

(3) Request reservation.

(4) MOS QUALS.

(5) Enlistment Eligibility.

(6) Verify required ship documents are in ERM.

(7) Review JPAS Result for accept JPAS.

b. Submit packet to Transportation.

c. Notify Recruiting Stations that packets are ready for pick-up.

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	GO	NO GO
1 Completed DEP-out procedures for non-prior service (NPS), days of service (DOS), and prior-service (PS) Regular Army (RA) applicants.	_____	_____
2 Completed ship-out procedures for NPS United States Army Reserve (USAR) applicant.	_____	_____

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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

PAM 611-21 Military Occupational Classification and Structure

USAREC Reg 601-107 Operational Management Systems

UR 601-210 v7 v7 Enlistment and Accessions Processing

UR 601-210 v7 v7 Enlistment and Accessions Processing

805K-79R-4331
Process an OCS/WOFT Candidate

Conditions:

Given a special mission candidate; Officer Candidate School and Warrant Officer Flight Training (OCS, WOFT), you are responsible as the battalion operations NCO for ensuring you execute appropriate procedures for enlistment. You have access to Guidance Counselor Resource Center (GCRc), Recruit Quota System(REQUEST), UR 601-210 and all applicable regulations.

Standards:

Process special mission applicants into the Regular Army or Army Reserve using GCRc with 100% accuracy in accordance with USAREC regulations and battalion standard operating procedures (SOP).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Given a special mission candidate.

Note: 21st Century Soldier Competencies:

Tactical and technical competence (full spectrum capable).

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

Performance Steps

1. Qualify and process a RA or USAR Officer Candidate School (OCS) applicant.
 - a. Verify enlistment eligibility.
 - (1) Verify source documents.
 - (2) Verify applicant is physically qualified.
 - (3) Confirm completed UF 601-210.10.
 - b. Execute a battalion OCS Board.
 - (1) Coordinate with appropriate board members.
 - (2) Consolidate all completed UF 601-210.11 after conducting board.
 - (3) Prepare UF 601-210.12.

(4) Place all OCS specific documents in record/ Electronic Records Management (ERM).

(5) Email a request for a vacancy load for a valid officer Troop Program Unit (TPU) position to AR G1. (USAR Only).

(6) Ensure applicant is projected to enlist/access within 10 working days of board approval.

2. Qualify and process a Regular Army (RA) Warrant Officer Flight Training (WOFT) applicant.

a. Verify enlistment eligibility.

(1) Verify source documents.

(2) Confirm completed UF 601-210.10.

(3) Validate approved Class I flight physical.

b. Execute a battalion WOFT Board.

(1) Coordinate with appropriate board members.

(2) Consolidate all completed UF 601-210.11 after conducting the board.

(3) Prepare UF 601-210.12.

(4) Scan all WOFT specific documents in record.

c. Email headquarters (HQ) USAREC Special Missions Branch.

(1) Verify that the packet is ready for review.

(2) Submit for processing.

d. Ensure applicant is projected to enlist within 10 working days of board approval.

Evaluation Preparation:

is 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 Qualified and process a RA or USAR Officer Candidate School (OCS) applicant. | _____ | _____ |
| 2 Qualified and process a RA Warrant Officer Flight Training (WOFT) applicant. | _____ | _____ |

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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-4320
Complete End-of-Day Activities in an Army Liaison Office

Conditions:

The MEPS floor has just closed and you must now complete end of day reporting activities. You have access to Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST), and all applicable regulations and publications. All references can be accessed at the following link:

<https://www.sites.google.com/a/goarmy.com/publications-library/home>

Standards:

Complete end of day reports (USMEPCOM PCN ZHM0003 and USMEPCOM form 727) without error, IAW USAREC Regulation 601-96, para P-5, and provide reports to battalion operations.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:None

Note:All required references can be accessed at the following link:

<https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Log into REQUEST.
 - a. From the Reservations Tab, ensure all reservations have been confirmed, such as enlist, ship, etc.
 - b. Verify no flag records.
 - c. File all reports IAW USAREC Reg 601-96 J-8.
 - d. Verify that inbox is empty prior to COB IAW USAREC Reg 601-96.
2. Confirm all result codes in GCRc IAW USAREC Reg 601-96 app P-5.
3. Close out with battalion operations (S3).

Evaluation Preparation:

Complete end of day reports (USMEPCOM PCN ZHM0003 and USMEPCOM form 727). and report them to battalion operations. You have access to Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications.

Performance Measures

GO **NO
GO**

- | | | |
|---|-------|-------|
| 1 Logged into REQUEST. | _____ | _____ |
| 2 Confirmed all result codes in GCRc IAW USAREC Reg 601-96 app P-5. | _____ | _____ |
| 3 Closed out with battalion operations (S3). | _____ | _____ |

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

AR 601-210 Active and Reserve Components Enlistment Program

USAREC Reg 601-107 Operational Management Systems

UR 601-210 v7 v7 Enlistment and Accessions Processing

UR 601-210 v7 v7 Enlistment and Accessions Processing

805K-79R-4323
Maintain the Applicant Background Screening Program (ABS)

Conditions:

You have been assigned the additional duty of the Applicant Background Screening (ABS) manager. You have obtained the Entrance National Agency Check Record of Arrest and Prosecution (ENTNAC) (RAP) sheet report via Background Investigation Report (BIR). Given access to AR 601-210 and UR 601-210, maintain the ABS process for all enlistment/accessions.

Standards:

Verify submission of National Agency Check Local Agency Check (NACLAC) using Guidance Counselor Resource Center (GCRc). Perform the necessary procedures to substantiate suitability with 100% accuracy in accordance with (IAW) USAREC regulations and publications.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Receive ENTNAC RAP sheet.

Note:21st Century Soldier Competencies:
Tactical and technical competence.
Critical thinking and problem solving.

Performance Steps

1. Access Background Investigation Report (BIR) on a daily basis with your username and password. (<https://www4.mepcom.army.mil/bir/login.jsp?referer=warningMsg.html>)
2. Find applicant in question.
3. Print out RAP sheet.
4. Open Guidance Counselor Resource Center (GCRc) via Integrated Knowledge Resources Online for me (IKROme).
5. Conduct a search for applicant in the find screen.
6. Open the applicants record through process app and recruiter zone.
7. Review discrepancies on SF86, DD Form 369's, UF 1037's and the RAP sheet (if all information on the RAP sheet is listed on the SF86 the applicant has favorable results).

8. Scan RAP sheet into the applicant's record under core admin ENTNAC RAP sheet.
9. If unfavorable annotate this as a match on the UF 1054.
10. Notify the Battalion S3 OIC or NCOIC (SGM or MSG only).
11. Update UF 1054 with final disposition and annotate results on the DD Form 1966.

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 Accessed Background Investigation Report (BIR) on a daily basis with your username and password. (https://www4.mepcom.army.mil/bir/login.jsp?referer=warningMsg.html)	_____	_____
2 Found applicant in question.	_____	_____
3 Printed out RAP sheet.	_____	_____
4 Opened GCR via IKROme.	_____	_____
5 Conducted a search for applicant in the find screen.	_____	_____
6 Opened the applicants record through process app and recruiter zone.	_____	_____
7 Reviewed discrepancies on SF86, DD Form 369's, UF 1037's and the RAP sheet (if all information on the RAP sheet is listed on the SF86 the applicant has favorable results).	_____	_____
8 Scanned RAP sheet into the applicant's record under core admin ENTNAC RAP sheet.	_____	_____
9 If unfavorable annotated as a match on the UF 1054.	_____	_____
10 Notified the Battalion S3 OIC or NCOIC (SGM or MSG only).	_____	_____
11 Updated UF 1054 with final disposition and annotate results on the DD Form 1966.	_____	_____

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**

AR 601-210 Active and Reserve Components
Enlistment Program

Primary

UR 601-210 v7 v7 Enlistment and Accessions Processing UR 601-210 v7 v7 Enlistment and
Accessions Processing

805K-79R-4314
Process a Renegotiation Request

Conditions: The Senior Guidance Counselor (SGC) has assigned you a Future Soldier (FS) that wishes to renegotiate his/her enlistment contract you have access to Guidance Counselor Resource Center (GCRc), Recruit Quota System (REQUEST), and all applicable regulations and publications.

Standards: As a Guidance Counselor (GC), Perform a FS renegotiation using GCRc and REQUEST with 100% accuracy in accordance with (IAW) USAREC regulations and policies.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: The Future Soldier wishes to renegotiate their contract.

Note: 21st Century Soldier Competencies:
Tactical and technical competence (full spectrum capable).
Communication and engagement (oral, written, and negotiation).

Performance Steps

1. Receives completed UF 601-210.22 (Request to Change Enlistment Options) and workflow.
2. Verify appropriate approval authority.
3. Access REQUEST.
4. Select Process Applicant tab.
5. Enter applicant data.
6. Select Reno Component.
7. Select a new Military Occupational Specialty (MOS) and/or ship date and complete the reservation.
8. Prepare a new automated annex A (for Non-prior service, glossary non prior service, and prior service (if applicable)). The Guidance Counselor and Future Soldier (FS) then sign the new annex.

9. Ensure FS receives incentives offered at time or original enlistment unless otherwise indicated by Enlistment Eligibility Processing Division (EEPD).

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 Received completed UF 601-210.22 (Request to Change Enlistment Options) and workflow.	_____	_____
2 Verified appropriate approval authority.	_____	_____
3 Accessed REQUEST.	_____	_____
4 Selected Process Applicant tab.	_____	_____
5 Entered applicant data.	_____	_____
6 Selected Reno Component.	_____	_____
7 Selected a new MOS and/or ship date and complete the reservation.	_____	_____
8 Prepared a new automated annex A (for Non prior service, glossary non prior service, and prior service (if applicable). The Guidance Counselor and FS then sign the new annex.	_____	_____
9 Ensured FS receives incentives offered at time or original enlistment unless otherwise indicated by Enlistment Eligibility Processing Division (EEPD).	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NOGO" 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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-4317
Perform Battalion Operations Quality Control Procedures

Conditions:

As a battalion operations NCO, you have received an approved enlistment record in the Guidance Counselor Resource Center (GCRc). You have access to the internet, Integrated Knowledge Resources Online for me (IKROme), Enlisted Records Management (ERM) Inbox, AR 601-210, UR 601-210 and DA PAM 611-21.

Standards:

Perform a quality control (QC) check of all documents in the ERM sub-folders. Ensure they are completed no later than (NLT) the first working day after receipt of the Delayed Entry Program (DEP+10) QC workflow. Verify the record contains all required enlistment documents and verify the applicant meets enlistment eligibility with 100% accuracy.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Received a BNOP QC at Battalion operations.

Note:21st Century Competencies.

Critical thinking and problem solving.

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Access ERM inbox through "My Apps" in IKROme.
 - a. Select the "Task Name" hyperlink on the battalion operations quality control (BNOP QC) record.
 - b. Select "View Packet".
2. Conduct QC of the enlistment record by reviewing all ERM tree subfolders.
 - a. Verify all documents have been verified against the information in the record.
 - (1) Verify updated MEPCOM 680-ADP uploaded in ERM.
 - (2) Verify Drug and Alcohol Test (DAT) and Human Immunodeficiency Virus (HIV)results.
 - (3) Compare fingerprint submission and results.

- (4) Ensure security investigation was submitted and accepted.
 - (5) Validated Military Occupational Specialty (MOS) qualifications.
 - (6) Review the difference report for changes in the record.
- b. Review documents for completeness.
 - c. Verify enlistment eligibility.
3. Close ERM tree.
 4. Select approve or disapprove.
 - a. Insert corrective action remarks if disapproved.
 - b. Select finish.
 5. Ensure corrective action(s) were completed on the fourth processing day of notification.

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 and notes above.

Performance Measures	GO	NO GO
1 Accessed ERM inbox through "My Apps" in IKROme.	_____	_____
2 Conducted QC of the enlistment record by reviewing all ERM tree subfolders.	_____	_____
3 Closed ERM tree.	_____	_____
4 Selected approve or disapprove.	_____	_____
5 Ensured corrective action(s) were completed on the fourth processing day of notification.	_____	_____

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

805K-79R-4324

Process a Future Soldier Loss

Conditions:

As a Battalion Operations NCO or Military Entrance Processing Station (MEPS) Guidance Counselor, you received notification to process a Future Soldier (FS) loss. You have access to Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Army regulation 601-210, and USAREC regulation 601-210.

Standards:

Process a Future Soldier loss using Guidance Counselor Resource Center (GCRc) with 100% accuracy in accordance with (IAW) USAREC regulations, battalion standard operating procedures (SOP), and publications.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Received a Future Soldier loss that requires processing at Battalion operations or MEPS.

Note:21st Century Soldier Competencies:

Tactical and technical competence.
Character and accountability.

Performance Steps

1. Process a Future Soldier loss at Battalion operations.
 - a. Receive a notification or UF 601-210.21 from the company, Senior Guidance Counselor (SCG)/Guidance Counselor (GC) or higher level to discharge a Future Soldier.
 - (1) Verify all necessary documents are scanned and updated into the record.
 - (2) Forward UF 601-210.21 if applicable and supporting documents to approval authority.
 - (3) GC/Operations personnel performing the loss action sign the UF 601-210.21.
 - b. Complete Guidance Counselor Resource Center (GCRc) cancellation requirements.
 - (1) Access GCRc via Integrated Knowledge Resources Online for me (IKROme).

(2) Locate DEP/DTP on Select a Person Screen and click hyper link name.

(3) Select Electronic Records Management (ERM) and scan signed UF 601-210.21 with any supporting documentation under Delayed Entry Program/ Delayed Training Program (DEP/DTP) Admin.

(4) Log out of GCRc.

c. Perform Recruit Quota System (REQUEST) cancellation.

(1) Access REQUEST.

(2) Select "Process Applicant".

(3) Enter Future Soldier social security number (SSN) and click "GO".

(4) Select "Cancel Reservation".

(5) Select "Process".

(6) Select "Yes" if agree.

(7) Select reason code for cancellation.

(8) Enter reason as stated on UF 601-210.21.

(9) Select "Cancel".

(10) Log out of "REQUEST".

ci. Initiate cancellation workflow through GCR with correct code.

cii. Approving authority validates cancellations and approves in GCR workflow.

ciii. Publish appropriate discharge orders within 14 days after cancellation.

civ. Upload completed discharge documents into Electronic Records Management (ERM).

(DEP) Access MEPS SGO/GC from MEPSO Integrated Res Delay System (MIS)

i. Upload an updated 680-3ADP in ERM within seven days of discharge orders.

2. Process a Drug and Alcohol Test (DAT) loss at MEPS.

a. GC processes positive DAT cancellation on the same day of notification.

- (1) Validate updated PULHES.
- (2) Scan updated USMEPCOM 680-3ADP and DD 2808.
- (3) Access REQUEST.
- (4) Select "Process Applicant".
- (5) Enter Future Soldiers social security number (SSN) and click "GO".
- (6) Select "Cancel Reservation".
- (7) Select "Process".
- (8) Select "Yes" if agree.
- (9) Select reason code for cancellation.
- (10) Select "Cancel".
- (11) Log out of REQUEST.

b. Notify Battalion operations that the reservation has been cancelled.

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 Processed a Future Soldier loss at Battalion operations.	_____	_____
2 Processed a DAT loss at MEPS.	_____	_____

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

AR 601-210 Active and Reserve Components Enlistment Program

Primary

Required

UR 601-210 v7 Enlistment & Accessions
Processing

Primary

UR 601-210 v7 Enlistment & Accessions
Processing

805K-79R-4325
Validate a Processing List

Conditions:

The Senior Guidance Counselor (SCG) has assigned you the task of validating a processing list (USMEPCOM form 727) with your Battalions, Companies, and the Military Entrance Processing Station (MEPS) front control desk. You have access to Guidance Counselor Resource Center (GCRc), Recruit Quota System (REQUEST), UR 601-210 and all applicable regulations and publications.

Standards:

Validate a USMEPCOM form 727 using GCRc with Battalions, Companies, and MEPS with 100% accuracy. Send completed USMEPCOM 727 to battalion operations.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Validate a USMEPCOM Form 727.

Note: 21st Century Soldier Competencies:

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Access GCRc Select a Person screen.
2. Select Date Range.
3. Print a GCRc screen shot.
4. Access MEPCOM Integrated Resource System (MIRS).
5. Obtain the appropriate processing lists.
6. Compare GCRc screen shot with appropriate processing lists.
7. Adjust UMF 727 to match GCRc print out.
8. Submit 727 to MEPS.
9. Forward reconciled USMEPCOM 727 to battalion operations.

10. Confirm USMEPCOM 727 actions with battalion operations on scheduled processing date.

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 Accessed GCRc Select a Person screen.	_____	_____
2 Selected Date Range.	_____	_____
3 Printed a GCRc screen shot.	_____	_____
4 Accessed MIRS.	_____	_____
5 Obtained the appropriate processing lists.	_____	_____
6 Compared GCRc screen shot with appropriate processing lists.	_____	_____
7 Adjusted UMF 727 to match GCRc print out.	_____	_____
8 Submitted 727 to MEPS.	_____	_____
9 Forwarded reconciled USMEPCOM 727 to battalion operations.	_____	_____
10 Confirmed USMEPCOM 727 actions with battalion operations on scheduled processing 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 on the job training for Soldiers who experience major difficulties in task performance.

References

Required
AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-4327

Open an Army Liaison Office

Conditions:

You have applicants arriving at Military Entrance Processing Station (MEPS) to process. You have access to the guidance shop standard operating procedures (SOP), Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), USMEPCOM 727, and UR 601-210.

Standards:

Open an Army liaison office in accordance with guidance counselor office SOP. Complete morning reports using MIRS and GCRc, inform the Senior Guidance Counselor (SCG) of morning actions, and prepare for the day's activities with 100% accuracy in accordance with (IAW) Guidance Counselor office SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Applicants arrived at MEPS to process.

Note: 21st Century Soldier Competencies:

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

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Access MEPCOM Integrated Resource System (MIRS) and GCRc.
2. Verify Armed Services Vocational Aptitude Battery (ASVAB) test scores from the previous night's test.
3. Complete morning reports.
 - a. Human Immunodeficiency Virus (HIV) (ZHM005).
 - b. Drug and alcohol test (DAT) (ZHM002).
 - c. Background investigation report (BIR) (Entrance National Agency Check (ENTNAC) submission report).
4. Conduct applicant check-in.
 - a. Update USMEPCOM form 727 as actions occur.

- b. Resolve all processing issues and concerns.
- 5. Update battalion operations regarding floor status.
- 6. Inform Senior Guidance Counselor of morning 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 Accessed MIRS and GCRc.	_____	_____
2 Verified ASVAB test scores from the previous night's test.	_____	_____
3 Completed morning reports.	_____	_____
4 Conducted applicant check-in.	_____	_____
5 Updated battalion operations regarding floor status.	_____	_____
6 Informed Senior Guidance Counselor of morning activities.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NOGO" 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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

Primary

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-4332
Perform Guidance Counselor Quality Control Procedures

Conditions:

As a Guidance Counselor (GC) at Military Entrance Processing Station (MEPS), you have applicants projected to enlist into the Delayed Entry Program (DEP) or the Delayed Training Program (DTP). You have access to Guidance Counselor Resource Center (GCRc), and all applicable regulations, publications, and USAREC Messages.

Standards:

Review the applicant's record in Guidance Counselor Resource Center (GCRc) and run the validation report to check for administrative errors; assign a status of 'Go' or 'No-Go', with 100% accuracy in accordance with (IAW) USAREC regulations.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Received a GCQC via ERM inbox.

Note:21st Century Soldier Competencies:

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

Tactical and technical competence (full spectrum capable).

Performance Steps

1. Log into the Integrated Knowledge Resources Online for me (IKROme).
 - a. Select "GCRc" from the drop down menu under my launcher.
 - b. From the GCRc main screen, enter date of processing that needs quality controlled(QC'd).
2. Select appropriate applicant's record.
3. Verify the record has a 'Y' validation.
4. Select applicant by name.
5. Select process application.
6. Verify each is complete in Recruiter Zone.
 - a. 680-3AE.

- b. Foreign Languages.
 - c. Name preference.
 - d. Person.
 - e. Physical Screening Criteria.
 - f. Personal Screening Criteria.
 - g. Moral Screening Criteria.
 - h. Technology Information.
 - i. Group Member Associations.
 - j. Contact Method.
 - k. Aliases.
 - l. Residences.
 - m. Employment.
 - n. Military Service School.
 - o. Foreign History.
 - p. Citizenship.
 - q. Character References.
7. Select Electronic Records Management (ERM) in GCRc.
8. Select View Packet.
9. Verify all required documents are present.
- a. Validation Report.
 - b. Social Security documentation.
 - c. Education document(s).
 - d. Driver's License (if listed in RZ and on supporting forms).

- e. Citizenship documentation.
 - f. MEPCOM 680-3A-E.
 - g. DD 2807-2.
 - h. Any additional required medical documentation.
 - i. Live scan results/EBC results.
 - j. EBC release DD 369.
 - k. Any applicable waiver documents.
 - l. Sex Offender Check results.
 - m. Dependency Documents (if applicable).
 - n. Verify Future Soldier Remote Reservation System (FSR2S) Qualifications (if applicable).
10. Check that each document is legible.
 11. Verify any waiver or suitability / exception to policy (ETP) results as required.
 12. Select GCRc links.
 13. Select GCRc inbox.
 14. Select appropriate applicant that required GC QC.
 15. Select appropriate “approve” or disapprove” link.
 16. Insert required comments in comments box.
 17. Select finish task.
 18. Close all completed records.

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 Logged into the IKROme.	_____	_____
2 Selected appropriate applicant's record.	_____	_____
3 Verified the record has a 'Y' validation.	_____	_____
4 Selected applicant by name.	_____	_____
5 Selected process application.	_____	_____
6 Verified each is complete in Recruiter Zone.	_____	_____
7 Selected ERM in GCRc.	_____	_____
8 Selected View Packet.	_____	_____
9 Verified all required documents are present.	_____	_____
10 Checked that each document is legible.	_____	_____
11 Verified any waiver or suitability / ETP results as required.	_____	_____
12 Selected GCRc links.	_____	_____
13 Selected GCRc inbox.	_____	_____
14 Selected appropriate applicant that required GC QC.	_____	_____
15 Selected appropriate "approve" or disapprove" link.	_____	_____
16 Inserted required comments in comments box.	_____	_____
17 Selected finish task.	_____	_____
18 Closed all completed records.	_____	_____

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**
 AR 601-210 w Ch 3 Active and Reserve

Required

Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions
Processing

Primary

UR 601-210 v7 Enlistment & Accessions
Processing

805K-79R-4329
Process a Waiver

Conditions:

As an operations NCO, you receive a waiver request from the company command group at the battalion operations section. Given access to AR 40-501, AR 601-210, and UR 601-210.

Standards:

Process an applicant's waiver request using Guidance Counselor Resource Center (GCRc) to review the applicant's enlistment packet with 100% accuracy. Send the record to the appropriate approval authority when complete.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Received a waiver workflow in battalion operations inbox.

Note:21st Century Soldier Competencies:Tactical and technical competence (full spectrum capable).Communication and engagement (oral, written, and negotiation) .

Performance Steps

1. Process a moral waiver.

a. Access GCRc.

b. Select Inbox.

c. Select appropriate record.

d. Select View Packet (record).

(1) Perform a Quality Control (QC) of 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 control on 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.

(6) Confirm level of waiver.

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

(8) Provide (operations personnel) recommendation as Ops 2.

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

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

2. Process an administrative waiver.

a. Access GCRc.

b. Select "Inbox".

c. Select appropriate record.

d. 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 control on all source documents such as, dependents documents, custody documents, DA Form 3072 and any other needed documents.

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

(6) Confirm level of waiver.

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

(8) Provide operations NCO recommendation as Ops 2.

(9) Provide recommendation as Ops3 and forward to approval authority.

(10) Schedule applicant for interview with the battalion commander.

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

3. Process a medical waiver.

- a. Access GCRc.
- b. Select "Inbox".
- c. Select appropriate record.
- d. Select "View Packet" (record).

(1) Conduct a QC of the record.

(2) Provide recommendation and forward to approval authority.

Evaluation Preparation:

is 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 Processed a moral waiver.	_____	_____
2 Processed an administrative waiver.	_____	_____
3 Processed a medical waiver.	_____	_____

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 training for Soldiers who experience major difficulties in task performance.

References

Required

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

Subject Area 5: Battalion Master Trainer
805K-79R-4402
Assess the Team

Conditions: You are assigned as a Senior Master or Master Trainer in a recruiting organization and must systematically assess your units effectiveness and develop courses of action by conducting a recruiting functions analysis with access to: Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), School Zone (SZ), Reserve Unit Zone (RUZ), Business Intelligence Zone (BI Zone), Mission Accomplishment Plan (MAP), Recruiting Funnel and all applicable references.

Standards: Analyze the eight recruiting functions with 100% compliance to UTC 5-01, Chapter 2.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Assess your units effectiveness and develop courses of action.

Note: None

Performance Steps

1. Identify trends, gaps and other obstacles within Mission Command.
 - a. Review notes from After Action Review (AAR).
 - b. Review Electronic Planning Guides (EPG).
 - c. Review any existing personnel issues.
2. Identify trends, gaps and other obstacles within Intelligence.
 - a. Assess Market Potential.
 - b. Analyze Political (or policy), Military, Economic, Social, Information, Infrastructure, Physical Environment and Time (PMESII-PT).
 - c. Review Segmentation Analysis and Market Assessment (SAMA).
 - d. Review Intelligence Reports.
 - (1) Demographic, Income, Military and Education Report (DIME).

- (2) Labor Report.
 - (3) Out of Area Contract Report (OAC).
 - (4) Production Report.
 - e. Evaluate School Zone (SZ).
 - f. Evaluate Reserve Unit Zone (RUZ).
3. Identify trends, gaps and other obstacles within Prospecting.
- a. Evaluate enlisted conversion data.
 - b. Conduct prospecting analysis.
 - c. Review Armed Services Vocational Aptitude Battery (ASVAB) leads.
 - d. Review Advanced Lead Refinement List (ALRL).
 - e. Analyze Lead Prospecting Analysis (LPA) Report.
4. Identify trends, gaps and other obstacles within the Army Interview.
- a. Assess the station commander's ability to perform an Army Interview to standard.
 - b. Assess recruiter's product knowledge.
 - c. Analyze conversion data from make to conduct and conduct to test.
5. Identify trends, gaps and other obstacles within Processing.
- a. Identify Chokepoints.
 - b. Review Flash to Bang Report.
 - c. Review Tested Not Enlisted (TNE) Log.
 - d. Review the Qualified Not Enlisted (QNE) Log.
 - e. Review Applicant Processing List (APL).
6. Identify trends, gaps and other obstacles within the Future Soldier Training Program.
- a. Analyze Future Soldier Loss Report.

b. Review the Qualified Not Enlisted (QNE) Log.

c. Review Applicant Processing List (APL).

7. Identify trends, gaps and other obstacles within Training and Leader Development.

a. Review training assessments (CTAR, ROP, etc.).

b. Review physical fitness program.

c. Review external training guidance.

d. Review Noncommissioned Officer Leader Development Program (NCOLDP), Advanced Training Program (ATP), Noncommissioned Officer Professional Development (NCOPD).

e. Review Military Occupation Specialty (MOS) certification 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	GO	NO GO
1 Identified trends, gaps and other obstacles within Mission Command.	_____	_____
2 Identified trends, gaps and other obstacles within Intelligence.	_____	_____
3 Identified trends, gaps and other obstacles within Prospecting.	_____	_____
4 Identified trends, gaps and other obstacles within the Army Interview.	_____	_____
5 Identified trends, gaps and other obstacles within Processing.	_____	_____
6 Identified trends, gaps and other obstacles within the Future Soldier Training Program.	_____	_____
7 Identified trends, gaps and other obstacles within Training and Leader Development.	_____	_____

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

AR 601-210 w Ch 3 Active and Reserve
Components Enlistment Program

UM 3-30 Recruiting Company Operations

UR 601-210 v7 Enlistment & Accessions
Processing

USAREC Manual 3-31 Recruiting Station
Operations

USAREC TC 5-03.2 Influencing and
Interviewing

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

USAREC TC 5-03.4 Training and Leader
Development

USAREC TC 5-03.5 Leading Future Soldiers

Primary

USAREC Manual 3-31 Recruiting Station
Operations

805K-79R-4405

Plan Near-Term Training

Conditions: In a recruiting battalion, given command guidance to plan the next quarter of training in order to improve and sustain proficiency in all mission essential tasks. You have access to: recruiter work station (RWS), Digital Training Management System (DTMS), and all applicable references.

Standards: Plan Near-Term Training with 100% adherence to USAREC TC 5-03.4, USAREC Regulation 350-1, DTMS, and all applicable references. Using recruiter work station (RWS), Digital Training Management System (DTMS), and all applicable references. Annotate all training Items on USAREC Form 350-1.1 and USAREC Form 350-1.2.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:sked to plan the next quarter of training.

Note:None

Performance Steps

1. Assess team performance to determine level of proficiency.
 - a. Review After Action Review (AAR).
 - b. Review previous USAREC Forms 350-1.2.
 - c. Review personal observations.
 - d. Review all records that provide insight on the team's ability to perform the tasks being assessed.
2. Select tasks to be trained.
 - a. Identify the impact of the commander's intent on the team.
 - b. Determine which portions of the commander's training plan apply to the team.
 - c. Determine which tasks to train.
3. Schedule near-term training.

- a. Plan training execution.
- b. List required resources and support.
- c. Coordinate for required resources and support.
- d. Establish Training Plans.
- e. Brief commander on the training plan.
- f. Adjust plan based on commander's guidance.

4. Complete USAREC Form 350-1.1.

5. Ensure training is published in Defense Training Management System (DTMS) no later than one month prior to execution of training.

6. Submit to approving authority.

7. Distribute Near-Term Training Plan to all personnel involved.

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

GO **NO
GO**

1 Assessed team performance to determine level of proficiency.	_____	_____
2 Selected tasks to be trained.	_____	_____
3 Scheduled near-term training.	_____	_____
4 Completed USAREC Form 350-1.1.	_____	_____
5 Ensured training is published in Defense Training Management System (DTMS) no later than one month prior to execution of training.	_____	_____
6 Submitted to approving authority.	_____	_____
7 Distributed Near-Term Training Plan to all personnel involved.	_____	_____

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**

ADP 7-0 Training Units and Developing Leaders

ADRP 7-0 Training Units and Developing Leaders

USAREC Manual 3-0 Recruiting Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-03.4 Training and Leader Development

Primary

USAREC Reg 350-1 Training and Leader Development

805K-79R-4403
Manage the Organization Schools Program

Conditions:

In a recruiting organization as a trainer, given all applicable systems to process actions, ensure all eligible Soldiers in your organization are enrolled in the ATRRS portal to attend NCOPDS and functional courses.

Standards: Process school requests and cancellations to next higher echelon so that assigned Soldiers will be able to attend required schools in a timely manner.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:The Command has a change in personnel who requires ATRRS access.

Note:None

Performance Steps

1. Access Army Training Requirements and Resources System (ATRRS) to determine which Soldiers in your unit have a scheduled school date.

- a. Login.
- b. View "Scheduled training" report to see by name list of Soldiers scheduled for school.
- c. View "SSD report" to determine how many Soldiers in your organization are complete or enrolled.
- d. Disseminate results of reports analysis to next higher.

2. Request or cancellation of a schools.

- a. Review DA Form 4187 and all supporting documents from subordinate unit for accuracy.
- b. Forward to next approving authority.
- c. Return without action if warranted.
- d. Annotate internal tracker to reflect latest action.

3. Verify school vacancies in ATRRS.
 - a. Access the ATRRS Portal.
 - b. Log in to ATRRS.
 - c. Type LS and click the "Go" button.
 - d. Enter correct school code, (805K Recruiting Schools), (Click go to function).
 - e. Select the desired course.
 - f. Type R5 and click GO button to view future class information.
 - g. Determine if desired dates of training on DA Form 4187 are available.
 - h. Continue processing request if dates are available according to ATRRS.
 - i. Return without action if requested dates are not available according to ATRRS.
 - j. Log out of ATRRS.

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

	GO	NO GO
1 Accessed ATRRS to determine which Soldiers in your unit have a scheduled school date.	_____	_____
2 Requested or cancellation of a schools.	_____	_____
3 Verified school vacancies in ATRRS.	_____	_____

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**

AR 350-1 Army Training and Leader Development

Primary

Required

USAREC Reg 350-1 Training and Leader
Development

Primary

USAREC Reg 350-1 Training and Leader
Development

805K-79R-4404**Monitor USAREC Leader Development Programs and Certifications**

Conditions: You are assigned as a Senior Master Trainer or Master Trainer of a recruiting organization, track that Soldiers in the unit complete appropriate Leader Development Programs and Certifications within the prescribed timeline. You have access to: USAREC G3 Training SharePoint and all applicable references.

Standards: Validate that Soldiers complete all Programs and Certifications they are enrolled in to meet 100% adherence of USAREC Regulation 350-1.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Track Soldiers in the unit complete appropriate Leader Development Programs and Certifications.

Note:None

Performance Steps

1. Access USAREC G3 training SharePoint site.
2. Enter the Leader Development Programs page.
3. Select desired program or certification.
4. Enroll Soldier in accordance with UR 350-1.
5. Monitor progress.
6. Provide feedback to higher as necessary.
7. Validate completion of courses.
8. Process disenrollments as necessary IAW UR 350-1.
9. Maintain order of merit lists (OML) for functional courses.

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.

Performance Measures

GO **NO
GO**

1	Accessed USAREC G3 training SharePoint site.	_____	_____
2	Entered the Leader Development Programs page.	_____	_____
3	Selected desired program or certification.	_____	_____
4	Enrolled Soldier in accordance with UR 350-1.	_____	_____
5	Monitored progress.	_____	_____
6	Provided feedback to higher as necessary.	_____	_____
7	Validated completion of courses.	_____	_____
8	Processed disenrollments as necessary IAW UR 350-1.	_____	_____
9	Maintained order of merit lists (OML) for functional courses.	_____	_____

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 6: Station Commander
805K-79R-4015
Establish a Battle Rhythm

Conditions:

You are a newly assigned Station Commander and must establish a Battle Rhythm within your recruiting station while having access to: Station and Company Recruiting Operation Plans (ROP), training schedules, IKROME and all applicable references. This task will not be performed in MOPP-4.

Standards:

Establish a Station Battle Rhythm in synchronization with Company Battle Rhythm with 100% adherence to USAREC TC 5-01, USAREC TC 5-3.4, and UM 3-30. Using the Station and Company Recruiting Operation Plans (ROP), training schedules, IKROME and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: New assignment as a Station Commander and your commander has directed you to establish a monthly battle rhythm.

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 following: Stations state of training, Recruiting Operation Plan, Market Intelligence, The current mission, and Battle Rhythm of higher headquarters.
2. Establish Physical Readiness Training schedule.
3. Establish daily In-Progress Review times.
4. Establish weekly planning meeting.
5. Establish weekly After Action Review times.

- 6. Establish times for administrative duties.
- 7. Establish training days.
- 8. Identify holidays and non-processing days.
- 9. Distribute Battle Rhythm.

Evaluation Preparation:

is 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 Reviewed the following: Stations state of training, Recruiting Operation Plan, Market Intelligence, The current mission, and Battle Rhythm of higher headquarters.	_____	_____
2 Established Physical Readiness Training schedule.	_____	_____
3 Established daily In-Progress Review times.	_____	_____
4 Established weekly planning meeting.	_____	_____
5 Established weekly After Action Review times.	_____	_____
6 Established times for administrative duties.	_____	_____
7 Established training days.	_____	_____
8 Identified holidays and non-processing days.	_____	_____
9 Distributed Battle Rhythm.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs 6 out of 6 performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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 V1

Primary

Required

USAREC Manual 3-31 Recruiting Station
Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-03.4 Training and Leader
Development

Primary

USAREC TC 5-01 Mission Command

805K-79R-4017
Develop a Station Recruiting Operation Plan

Conditions:

You are assigned as a Station Commander in a recruiting station and must develop a Recruiting Operation Plan (ROP) prior to the start of the Recruiting Calendar Month (RCM), while having access to: Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references. This task should not be trained in MOPP-4.

Standards:

Develop a Recruiting Operation Plan (ROP) with 100% adherence to USAREC TC 5-01. Using Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Develop a Recruiting Operation Plan prior to the start of the recruiting calendar month (RCM).

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 Commander's intent and targeting guidance.
2. Conduct Recruiting Functions Analysis.
3. Input findings on USAREC Form 5-01.1 (Tab 1).
4. Conduct Intelligence Preparation of the Battlefield.
5. Input findings on USAREC Form 5-01.1 (Tab 2).
6. Determine Individual Enlisted Conversion Data.

7. Input findings on USAREC Form 5-01.1 (Tab 3).
8. Develop a Mission Accomplishment Plan.
9. Input findings on USAREC Form 5-01.1 (Tab 4).
10. Direct prospecting activities.
11. Input findings on USAREC Form 5-01.1 (Tab 4).
12. Ensure the three lines of efforts are addressed. Prospecting, Processing, and Leading Future Soldiers.
13. Submit to Company Commander for approval.
14. Distribute ROP to Recruiters.
15. Validate Recruiters Electronic Planning Guide (EPG) to ensure compliance.
16. Assess effects of activities.
17. Communicate results of assessment with lateral units and higher headquarters.

Evaluation Preparation:

is 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 Reviewed Commander’s intent and targeting guidance.	_____	_____
2 Conducted Recruiting Functions Analysis.	_____	_____
3 Inputted findings on USAREC Form 5-01.1 (Tab 1).	_____	_____
4 Conducted Intelligence Preparation of the Battlefield.	_____	_____
5 Inputted findings on USAREC Form 5-01.1 (Tab 2).	_____	_____
6 Determined Individual Enlisted Conversion Data.	_____	_____
7 Inputted findings on USAREC Form 5-01.1 (Tab 3).	_____	_____
8 Developed a Mission Accomplishment Plan.	_____	_____

Performance Measures	GO	NO GO
9 Inputted findings on USAREC Form 5-01.1 (Tab 4).	_____	_____
10 Directed prospecting activities.	_____	_____
11 Inputted findings on USAREC Form 5-01.1 (Tab 4).	_____	_____
12 Ensured the three lines of efforts are addressed. Prospecting, Processing, and Leading Future Soldiers.	_____	_____
13 Submitted to Company Commander for approval.	_____	_____
14 Distributed ROP to Recruiters.	_____	_____
15 Validated Recruiters Electronic Planning Guide (EPG) to ensure compliance.	_____	_____
16 Assessed effects of activities.	_____	_____
17 Communicated results of assessment with lateral units and higher headquarters.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures and supplementary steps. 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>Required USAREC Manual 3-0 Recruiting Operations</p> <p>USAREC Manual 3-30 Recruiting Company Operations V1</p> <p>USAREC Manual 3-31 Recruiting Station Operations</p> <p>USAREC TC 5-01 Mission Command</p> <p>USAREC TC 5-02 Intelligence</p> <p>USAREC TC 5-03.1 Prospecting, Processing, and Analysis</p>	<p>Primary</p> <p>USAREC TC 5-01 Mission Command</p>
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805K-79R-4018
Conduct a Weekly Planning Meeting

Conditions: You are a Station Commander assigned to a recruiting station preparing for this week of recruiting activities. You have access to Leader Zone, School Zone, Recruiters Electronic Planning Guides, Recruiting Operation Plan, Applicant Processing List, and all applicable regulations this task should not be trained in MOPP-4.

Standards: Conduct weekly planning meeting by synchronizing station prospecting, processing and Future Soldier operations while also reviewing station resources (available manning, equipment & event support assets), the current mission posture against station requirements, and scheduled activities for the week with 100% adherence to USAREC REG 3-31.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Preparing for this week of recruiting activities.

Note: 21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Lifelong learner (includes digital literacy)

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. Prepare for weekly Planning meeting.
 - a. Analyze current mission posture.
 - b. Establish the time for the weekly planning meeting.
 - c. Establish the location the weekly planning meeting will take place.
2. Modify prospecting efforts by reviewing Recruiters Electronic Planning Guides.
3. Adjust current Recruiting Operation Plan as necessary.
4. Assess Applicant processing issues.

5. Assess Future Soldier issues.
6. Assess what events need support for this week and the next.
7. Assess the need for any resources.

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 Prepared for weekly Planning meeting.	_____	_____
2 Modified prospecting efforts by reviewing Recruiters Electronic Planning Guides.	_____	_____
3 Adjusted current Recruiting Operation Plan as necessary.	_____	_____
4 Assessed Applicant processing issues.	_____	_____
5 Assessed Future Soldier issues.	_____	_____
6 Assessed what events need support for this week and the next.	_____	_____
7 Assessed the need for any resources.	_____	_____

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 3-31 Recruiting Station Operations

Primary

USAREC Manual 3-31 Recruiting Station Operations

805K-79R-4019
Conduct an In-Progress Review

Conditions:

As a Station Commander assigned to a recruiting station you must conduct a daily In-Progress Review (IPR). You have access to: Leader Zone (LZ), Recruiter Work Station (RWS) Mission Accomplishment Plan (MAP), and Station Recruiting Operations Plan (ROP). This task will not be performed in MOPP-4.

Standards:

Conduct In-Progress Review (IPR) with 100% adherence to USAREC Manual 3-31 and USAREC TC 5-01; monitor and direct recruiting operations, evaluate unit performance and redirect operations as needed.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Conduct Daily IAW Statopm Battle Rhythm

Note: 21ST CENTURY Soldier COMPETENCIES
 CHARACTER AND ACCOUNTABILITY
 ADAPTABILITY AND INITIATIVE
 LIFE LONG LEARNER
 TEAMWORK AND COLLABORATION
 COMMUNICATION AND ENGAGEMENT
 CRITICAL THINKING AND PROBLEM SOLVING
 CULTURAL AND JOINT, INTERAGENCY, INTERGOVERNMENTAL, AND
 MULTINATIONAL COMPETENCE
 TACTICAL AND TECHNICAL COMPETENCE

Performance Steps

1. Prepare for the IPR.

a. Establish a time and place for the IPR.

b. Use Leader Zone, Recruiting Operations Plan (ROP), Mission Accomplishment Plan (MAP) and available resources to review data.

2. Determine any personnel issues affecting the team/mission on the following:

-Any Soldier Issues?

-How many team members are available to accomplish plan?

-Are all Quarterly Counseling's/ NCOERS complete?

- How can the team increase efficiency?
- How can the team increase effectiveness?

3. Review current mission posture.

- What is the Station's year to date mission requirements?
- When will the Station make its year to date mission requirements?
- Are there any obstacles or potential obstacles that may affect the mission requirements?
- What are the options to overcome identified obstacles?
- Who is shipping to their training base this week or this month?
- Are there any issues that may prevent them from shipping?
- Are there any pending Future Soldier losses?

4. Review Projections.

- Applicant Name
- NCO Name
- Floor Date
- Issues
- Is Application Complete? Pass all levels of validation?
- Hot seat/SPF/High School Pull.

5. Review Processing.

- Who is projected to enlist or commission and when?
- Does the applicant require special testing (medical or administrative)?
- What might keep this applicant from enlisting or commissioning?
- Did the applicant receive a proper quality assurance check?
- Testers
- Physicals
- Medical Reads
- Transportation Plan
- 30-90 day Applicant Processing List (APL) and Carry Forward.
- Test Not Enlisted (TNE), Physical Not Enlisted (PNE), Qualified Not Enlisted (QNE), and Waivers.

6. Review Prospecting.

- Analyze yesterday's prospecting plan.
- What was supposed to happen?
- What results were expected and achieved?
- Did results meet or achieve MAP?
- What is the COA to correct shortfalls?
- Review future prospecting plan.

7. Review Recruiting Operation Plan.

- Is the ROP designed to meet desired outcome?
- What must be changed?
- Training Issues?
- Additional Resources needed?

- Has today's plans been reviewed?
- Ensure Electronic Planning Guide meets ROP Requirements
- Based on yesterday's prospecting plan, what was supposed to happen?
- What results did the team expect and achieve?
- Did results meet or exceed the Station requirements?
- What is the Course of Action (COA) to correct shortfalls?

8. Review Future Soldier Training Program.

- Discuss Future Soldiers Shipping this month.
- When are they shipping?
- Are quality assurance checks completed?
- Does the NCO have all required documents scanned into electronic record?
- What Future Soldier event is planned?
- How many referrals did Future Soldiers provide last week?
- Discuss Red, Amber, Green, and past due actions.
- Have all Future Soldiers received initial orientation?

9. Monitor ongoing recruiting operations.

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 Prepared for the IPR.	_____	_____
2 Determined any personnel issues affecting the team/mission.	_____	_____
3 Reviewed current mission posture.	_____	_____
4 Reviewed Projections.	_____	_____
5 Reviewed Processing.	_____	_____
6 Reviewed Prospecting.	_____	_____
7 Reviewed Recruiting Operation Plan.	_____	_____
8 Reviewed Future Soldier Training Program.	_____	_____
9 Monitored ongoing recruiting operations.	_____	_____

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 Manual 3-30 Recruiting Company
Operations V1

Primary

USAREC Manual 3-31 Recruiting Station
Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

805K-79R-4020
Conduct a Weekly after Action Review (AAR)

Conditions: You are assigned as a Station Commander in a recruiting station and must conduct a weekly after action review having access to: Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), and Business Intelligence Zone (BI), as well as all applicable references. Task shouldn't be performed in MOPP-4.

Standards:

Conduct a weekly AAR by discussing strengths and weaknesses of the present mission posture, projections, processing, prospecting, Future Soldiers and provide guidance to sustain strengths and correct deficiencies. Complete with 100% adherence to the Leader's Guide to AAR.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked to conduct weekly after action review.

Note:

21ST CENTURY Soldier COMPETENCIES

Character and accountability

Adaptability and initiative

Lifelong learner (includes digital literacy)

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. Prepare for the After Action Review (AAR).
 - a. Review operational plans developed by the company commander.
 - b. Review Planning Calendars AAR comments.
 - c. Access Leader Zone and pull all reports applicable to the station.
 - d. Analyze Recruiting Operation Plan elements.
 - e. Review the previous AAR notes for agreed upon COA changes, and time lines established.

f. Review prospecting and lead generation activities to measure effectiveness.

g. Review Mission Accomplishment Plan and identify chokepoints and shortfalls.

h. Review previous weeks Applicant Processing List (APL) to identify lead sources used in development of the ROP to determine if prospecting is occurring in identified market segments and its effectiveness.

i. Review School Recruiting Plan for compliance.

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

k. Create an outline of discussion points and questions.

2. State reason for AAR.

3. Review what was supposed to happen.

a. Review Mission Accomplishment Plan (MAP) requirements.

b. Review prospecting requirements.

c. Review Future Soldier Training Program (FSTP).

d. Review Station Recruiting Operation Plan (ROP) requirements.

4. Establish what did happen.

a. Review Mission Accomplishment Plan (MAP) achievements.

b. Review prospecting achievements.

c. Review Future Soldier Training Program (FSTP).

d. Review Station Recruiting Operation Plan (ROP) achievements.

5. Determine what was right or wrong with what happened.

6. Determine how the tasks should happen different.

7. Recap the AAR Process.

8. Set next AAR 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.

Performance Measures	GO	NO GO
1 Prepared for the After Action Review (AAR).	_____	_____
2 Stated reason for AAR.	_____	_____
3 Reviewed what was supposed to happen.	_____	_____
4 Established what did happen.	_____	_____
5 Determined what was right or wrong with what happened.	_____	_____
6 Determined how the tasks should happen different.	_____	_____
7 Recapped the AAR Process.	_____	_____
8 Set next AAR date and time.	_____	_____

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 V1

Primary

USAREC Manual 3-31 Recruiting Station Operations

USAREC MANUAL 3-31 Recruiting Station Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-4022
Manage Station's Future Soldier Training Program (FSTP)

Conditions: You are a Station Commander assigned to a recruiting station with Future Soldiers waiting to assess to Initial Military Training (IMT). You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), and all applicable regulations. This task should not be trained in MOPP-4.

Standards: Implement a Station's FSTP by evaluating current and past Future Soldier training programs; conduct an on-going analysis of the management tools to further identify trends and realize needed improvements; validate the recruiter has personalized the Future Soldier follow-up; schedule and supervise Future Soldier functions and training sessions; verify maintenance of the Future Soldier roster; conduct a Future Soldier out brief with 100% adherence to USAREC TC 5-03, USAREC REG 601-210 APPENDIX O, and all current USAREC Messages.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Assigned to a recruiting station with Future Soldiers waiting to assess to Initial Military Training (IMT).

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 current and past Future Soldier training programs.
 - a. Analyze loss rates for the current and past 2-years.
 - b. Analyze station's FSTP to determine effectiveness and if new COA is needed.
 - c. Conduct on-going analysis of the Future Soldier Program management tools to identify trends and realize improvements that need to be made.
2. Validate Future Soldier Orientation is conducted within 10 days.

3. Validate the Recruiter has personalized the Future Soldier follow-up via contact history.
4. Schedule and supervise Future Soldier functions and training sessions.
 - a. Ensure Future Soldier functions are enjoyable by scheduling achievable and applicable training.
 - b. Ensure USAREC Form 601-210.24 FSTP statement is completed and kept on file for 1 year.
 - c. Ensure USAREC Form 601-210.27, Medical safety for Future Soldiers Physical Training Program is completed.
 - d. Ensure DD Form 2977, Deliberate Risk Assessment Worksheet is completed.
5. Verify Occupational Physical Assessment Test (OPAT) is completed within 30 days of ship date.
 - a. Ensure OPAT Consent Form and Score sheet have been uploaded in ERM.
 - b. Validate OPAT score meets Future Soldiers' MOS qualifications.
6. Verify maintenance of the Future Soldier roster.
 - a. Assess Future Soldiers' Ship Potential (Green, Amber, Red).
 - b. Ensure next action date is not a past due action (Updated Contact History).
 - c. Ensure all height and weight entries are annotated.
 - d. Ensure Future Soldier Referrals (FSR) are accurately credited.
 - e. Ensure Future Soldiers have no JPAS errors.
7. Perform Quality Checks on Future Soldier ship packet.
8. Conduct a Future Soldier 72 hour ship 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.

Performance Measures

	GO	NO GO
1 Evaluated current and past Future Soldier training programs.	_____	_____

Performance Measures	GO	NO GO
2 Validated Future Soldier Orientation is conducted within 10 days.	_____	_____
3 Validated the Recruiter has personalized the Future Soldier follow-up via contact history.	_____	_____
4 Scheduled and supervised Future Soldier functions and training sessions.	_____	_____
5 Verified Occupational Physical Assessment Test (OPAT) is completed within 30 days of ship date.	_____	_____
6 Verified maintenance of the Future Soldier roster.	_____	_____
7 Performed Quality Checks on Future Soldier ship packet.	_____	_____
8 Conducted a Future Soldier 72 hour ship 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 OJT for Soldiers who experience major difficulties in task performance.

References

Required

- UM 3-31 Recruiting Station Operations
- UR 601-210 v7 Enlistment and Accessions Processing
- USAREC TC 5-03.5 Leading Future Soldiers

Primary

- UM 3-31 Recruiting Station Operations

805K-79R-4009

Conduct Intelligence Preparation of the Battlefield (IPB)

Conditions:

You are assigned as a Station Commander in a recruiting station and tasked to conduct Intelligence Preparation of the Battlefield (IPB). You have access to: Geographical Accessions Mapping Analysis Tool (GAMAT), Business Intelligence Zone (BI Zone), Report Management Zone (RMZ), G2 Market Analysis Tools and all applicable references. This task shouldn't be trained in MOPP-4

Standards: Conduct Intelligence Preparation of the Battlefield (IPB) with 100% adherence IAW USAREC TC 5-01 and USAREC TC 5-02 in order to define the operational environment, describe environmental effects, evaluate the threat, assess market potential and accurately annotate findings on the Recruiting Operations Plan Tool using Geographical Accessions Mapping Analysis Tool (GAMAT), Business Intelligence Zone (BI Zone), Report Management Zone (RMZ), G2 Market Analysis Tools and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked to conduct IPB.

Note: 21ST CENTURY Soldier COMPETENCIES
ADAPTABILITY AND INITIATIVE
LIFELONG LEARNER
CRITICAL THINKING AND PROBLEM SOLVING
TACTICAL AND TECHNICAL COMPETENCE

Performance Steps

1. Prepare for Intelligence Preparation of the Battlefield.
 - a. Login to Business Intelligence(BI) Zone.
 - b. Navigate to Market Intelligence (MID).
 - c. Pull MID reports: Market Share (Active, Reserve, and Combined), Production (Standard, Group, and Individual), Employment, Population, Production to Population (P2P), Penetration, Segment Population, Segment Penetration, Standard Reports – Demographics Reports - Demographic Income Military Education Report (DIME), Standard Reports – Demographics Reports - Labor Report, Standard Reports – Demographics Reports - Ethnicity Report, Standard Reports Out of Area Contracts Report (OAC), Standard Reports Last High School Attended Report (LHSA).

- d. Login to Report Management Zone (RMZ).
 - e. Navigate to Intelligence.
 - f. Pull RMZ reports.
 - g. Login to IKROme home page.
 - h. Navigate to G2 Market Analysis Tools.
 - i. Pull Market Assessment Report and Zip Code by Category Report.
2. Interpret Area, Structure, Capabilities, Organizations, People and Events (ASCOPE) intelligence gathered from the field.
 3. Assess civil considerations by analyzing ASCOPE variables.
 - a. Describe how area impact PMESII- PT in your recruiting operational environment.
 - b. Describe how structures impact your PMESII – PT in your recruiting environment.
 - c. Describe how capabilities impact PMESII- PT in your recruiting operational environment.
 - d. Describe how organizations impact PEMSII- PT in your recruiting operational environment.
 - e. Describe how people impact PEMSII- PT in your recruiting operational environment.
 - f. Describe how events impact PEMSII- PT in your recruiting operational environment.
 4. Analyze Political, Military, Economic, Social, Information, Infrastructure, Physical Environment, and Time (PMESII-PT) (Define the Operational Environment / Describe Environmental Effects).
 - a. Identify the distribution of responsibility and power at all levels of governance or cooperation. Political is also the source of law and policy changes which directly impact recruiting operations from the local school district to national level.
 - b. Identify the military capabilities and infrastructure in the operational environment.
 - c. Analyze the general employment and youth employment rates, as well as the type of employment opportunities in your recruiting area of operation.
 - d. Identify the cultural, religious, and ethnic makeup within your operational environment.

e. Identify the nature, scope, characteristics, and effects of individuals, organizations, and systems that collect, process, disseminate, or act on information.

f. Analyze your Area of Operation for the basic facilities, services, and installations needed for the functioning of a community or society.

g. Identify the physical circumstances and conditions that influence the execution of operations, and how it affects your recruiting efforts.

h. Determine the decision cycles, tempo, and planning horizons that impacts the recruiting station operations.

5. Identify Strengths, Weaknesses, Opportunities, and Threats (SWOT) of the PMESII-PT variables. (Evaluate the Threat).

a. Describe what strengths impact PEMSII- PT in your recruiting operational environment.

b. Describe how weaknesses impact your PEMSII – PT in your recruiting environment.

c. Describe what opportunities impact PEMSII- PT in your recruiting operational environment.

d. Describe what threats impact PEMSII- PT in your recruiting operational environment.

6. Annotate finding of PMESII-PT and SWOT on Phase two, Tab two of Recruiting Operation Plan (ROP) Tool.

7. Assess market potential.

a. Review Intelligence Segmentation Analysis and Market Assessment (iSAMA) Reports.

b. Identify potential enlistment goal remaining.

c. Assess potential using Segmentation Market Report.

d. Assess potential using Demographic Data.

e. Assess potential using Ethnic Production to Population.

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 Prepared for Intelligence Preparation of the Battlefield.	_____	_____
2 Interpreted ASCOPE intelligence gathered from the field.	_____	_____
3 Assessed civil considerations by analyzing ASCOPE variables.	_____	_____
4 Analyzed PMESII-PT (Define the Operational Environment / Describe Environmental Effects).	_____	_____
5 Identified Strengths, Weaknesses, Opportunities, and Threats (SWOT) of the PMESII-PT variables. (Evaluate the Threat).	_____	_____
6 Annotated finding of PMESII-PT and SWOT on Phase two, Tab two of Recruiting Operation Plan (ROP) Tool.	_____	_____
7 Assessed market potential.	_____	_____

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 3-0 Recruiting Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

Primary

USAREC TC 5-01 Mission Command

805K-79R-4010

Conduct Recruiting Functions Analysis

Conditions: You are assigned as a Station Commander in a recruiting station and must systematically assess your unit's effectiveness and develop courses of action by conducting a recruiting functions analysis with access to: Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), Report Management Zone (RMZ), School Zone (SZ), Business Intelligence Zone (BI), Mission Accomplishment Plan (MAP), Recruiting Funnel and all applicable references.

Standards: Conduct an analysis on the eight recruiting functions with 100% adherence IAW USAREC Manual 3-31 and USAREC TC 5-01 using Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), Report Management Zone (RMZ), School Zone (SZ), Business Intelligence Zone (BI), Mission Accomplishment Plan (MAP), Recruiting Funnel and all applicable references while accurately annotating the specific findings on the Recruiting Operation Plan (ROP).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Must systematically assess your unit's effectiveness and develop courses of action.

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. Identify trends, gaps and other obstacles within Mission Command.
 - a. Review notes from AARs.
 - b. Review notes from meetings.
 - c. Review Electronic Planning Guides (EPG).
 - d. Review Notes from In Progress Reviews (IPR).
 - e. Review any existing personnel issues.

- f. Review upcoming/pending NCOERs.
 - g. Review upcoming leave.
 - h. Review the Station's Battle Rhythm.
 - i. Review the Station's existing Recruiting Operation Plan (ROP).
2. Annotate Mission Command findings in Phase 1, Tab 1 of the ROP tool.
 3. Identify trends, gaps and other obstacles within Intelligence.
 - a. Assess Market Potential.
 - b. Analyze PMESII-PT.
 - c. Review Segmentation Analysis and Market Assessment (SAMA).
 - d. Review Intelligence Reports.
 - e. Evaluate School Zone (SZ).
 - f. Evaluate Reserve Unit Zone (RZ).
 4. Annotate Intelligence findings in Phase 1, Tab 1 of the ROP tool.
 5. Identify trends, gaps and other obstacles within Prospecting.
 - a. Evaluate enlisted conversion data.
 - b. Conduct prospecting analysis.
 - c. Review ASVAB leads.
 - d. Analyze Advanced Lead Refinement List (ALRL).
 - e. Analyze Lead Prospecting Analysis (LPA) Report.
 6. Annotate Prospecting findings in Phase 1, Tab 1 of the ROP tool.
 7. Identify trends, gaps and other obstacles within the Army Interview.
 - a. Analyze steps within Individual Recruiter's Army Interview.
 - b. Identify Chokepoints.

- c. Observe Recruiter's product knowledge.
8. Annotate Army Interview findings in Phase 1, Tab 1 of the ROP tool.
 9. Identify trends, gaps and other obstacles within Processing.
 - a. Identify Chokepoints.
 - b. Review Flash to Bang Report.
 - c. Review Tested Not Enlisted (TNE) Log.
 - d. Review the Qualified Not Enlisted (QNE) Log.
 - e. Review the MEPS Quality Control Reports.
 - f. Review Applicant Processing List (APL).
 10. Annotate Processing findings in Phase 1, Tab 1 of the ROP tool.
 11. Identify trends, gaps and other obstacles within the Future Soldier Training Program.
 - a. Analyze Future Soldier Loss Report.
 - b. Review Future Soldier training records.
 - c. Review Future Soldier promotions.
 - d. Review Future Soldier referrals.
 - e. Review Future Soldier contact history report.
 - f. Review Future Soldier training event roster.
 - g. Review Future Soldier Asset Inventory Results (FSAI).
 12. Annotate Future Soldier Training Program findings in Phase 1, Tab 1 of the ROP tool.
 13. Identify trends, gaps and other obstacles within Training and Leader Development.
 - a. Review mandatory training.
 - b. Review APFT results.
 - c. Review Structured Self-Development.

- d. Review Battalion / Company Training Events.
- e. Review Advanced Training Program – New Recruiters.
- f. Review Digital Training Management System (DTMS) compliance.

14. Annotate Training and Leader Development findings in Phase 1, Tab 1 of the ROP tool.

15. Identify trends, gaps and other obstacles within Sustainment.

- a. Review Facility Inspection Form.
- b. Review Vehicle Maintenance Logs.
- c. Review Key Control Log.
- d. Review MEDPROS.
- e. Review Company and Station Sync Matrix.
- f. Review Hand Receipt.

16. Annotate Sustainment findings in Phase 1, Tab 1 of the ROP tool.

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 Identified trends, gaps and other obstacles within Mission Command.	_____	_____
2 Annotated Mission Command findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
3 Identified trends, gaps and other obstacles within Intelligence.	_____	_____
4 Annotated Intelligence findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
5 Identified trends, gaps and other obstacles within Prospecting.	_____	_____
6 Annotated Prospecting findings in Phase 1, Tab 1 of the ROP tool.	_____	_____

Performance Measures	GO	NO GO
7 Identified trends, gaps and other obstacles within the Army Interview.	_____	_____
8 Annotated Army Interview findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
9 Identified trends, gaps and other obstacles within Processing.	_____	_____
10 Annotated Processing findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
11 Identified trends, gaps and other obstacles within the Future Soldier Training Program.	_____	_____
12 Annotated Future Soldier Training Program findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
13 Identified trends, gaps and other obstacles within Training and Leader Development.	_____	_____
14 Annotated Training and Leader Development findings in Phase 1, Tab 1 of the ROP tool.	_____	_____
15 Identified trends, gaps and other obstacles within Sustainment.	_____	_____
16 Annotated Sustainment findings in Phase 1, Tab 1 of the ROP tool.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs 16 out of 16 performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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 V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,

Primary

USAREC Manual 3-31 Recruiting Station Operations

**Required
and Analysis**

Primary

USAREC TC 5-03.3 Partnerships

USAREC TC 5-03.4 Training and Leader
Development

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-4014
Implement a Recruiting Station School Recruiting Program (SRP)

Conditions:

You are a Station Commander assigned to a Recruiting Station and have High Schools and Colleges assigned to your recruiting area. You are tasked to ensure the Station's SRP is being managed in compliance with the Company's SRP. You have access to Leader Zone, School Zone, Company SRP, and all applicable regulations. This task should not be trained in MOPP-4.

Standards:

Implement a Recruiting Station's School Recruiting Program (SRP) IAW USAREC REG 350-13 and the Company's SRP by obtaining the necessary elements of information and gaining an understanding of each school to assess its environment, accomplish objectives, and achieve recruiting goals.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are tasked to ensure the Station's SRP is being managed in compliance with the Company's SRP.

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 Company's SRP to understand the Commander's intent.
2. Obtain necessary elements of information to gain an understanding of each school.
3. Assign at least one recruiter to each school.
4. Visit each school with the responsible recruiter at the beginning of the school year to visit important Community Partners (CP) and Very Important Persons (VIP) to introduce new recruiters so they become familiar with the campus and the school's policies and procedures.

5. Validate that the recruiting station is linked to all assigned schools through social media networks.
6. Ensure directory information is obtained as soon as available, preferably before the start of each semester/quarter.
7. Ensure student directories are loaded into the Advanced Lead Refinement List (ALRL) in the recruiter's workstation.
8. Contact the company commander and implement school prioritization activities and the School Targeting Matrix.
9. Validate School Zone.
10. Assess the school's environment.
11. Identify resources such as Total Army Involvement in Recruiting (TAIR), Mission Support Battalion (MSB) exhibits, and other local marketing resources that can be used to support the yearly school plan.
12. Visit each school to promote the Concurrent Admissions Program (CONAP) and Armed Services Vocational and Aptitude Battery-Career Exploration Program (ASVAB-CEP) as applicable.
13. Schedule the company commander to visit each school during the school year.
14. Establish recruiting goals.
15. Identify schools not achieving contact milestones and develop a COA for the responsible recruiter to correct any 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.

Performance Measures

	GO	NO GO
1 Reviewed Company's SRP to understand the Commander's intent.	_____	_____
2 Obtained necessary elements of information to gain an understanding of each school.	_____	_____
3 Assigned at least one recruiter to each school.	_____	_____
4 Visited each school with the responsible recruiter at the beginning of	_____	_____

Performance Measures	GO	NO GO
the school year to visit important Community Partners (CP) and Very Important Persons (VIP) to introduce new recruiters so they become familiar with the campus and the school's policies and procedures.		
5 Validated that the recruiting station is linked to all assigned schools through social media networks.	_____	_____
6 Ensured directory information is obtained as soon as available, preferably before the start of each semester/quarter.	_____	_____
7 Ensured student directories are loaded into the Advanced Lead Refinement List (ALRL) in the recruiter's workstation.	_____	_____
8 Contacted the company commander and implement school prioritization activities and the School Targeting Matrix.	_____	_____
9 Validated School Zone.	_____	_____
10 Assessed the school's environment.	_____	_____
11 Identified resources such as Total Army Involvement in Recruiting (TAIR), Mission Support Battalion (MSB) exhibits, and other local marketing resources that can be used to support the yearly school plan.	_____	_____
12 Visited each school to promote the Concurrent Admissions Program (CONAP) and Armed Services Vocational and Aptitude Battery-Career Exploration Program (ASVAB-CEP) as applicable.	_____	_____
13 Scheduled the company commander to visit each school during the school year.	_____	_____
14 Established recruiting goals.	_____	_____
15 Identified schools not achieving contact milestones and developed a COA for the responsible recruiter to correct any shortfalls.	_____	_____

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

Required

USAREC Reg 350-13 School Recruiting
Programs

Primary

USAREC Reg 350-13 School Recruiting
Programs

805K-79R-4012
Analyze the Mission Accomplishment Plan

Conditions:

You are a Station Commander assigned to a recruiting station and are tasked to analyze the Station's MAP achievements to identify chokepoints in the Station's effectiveness and efficiency. You have access to a recruiter workstation, the Mission Accomplishment Plan (MAP) and all applicable references. This task will not be performed in MOPP 4.

Standards:

Analyze the Mission Accomplishment Plan in order to identify chokepoints in the Station's enlistment process with 100% adherence to USAREC TC 5-03.1. Using the Mission Accomplishment Plan (MAP) and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked to identify chokepoints in the Station's enlistment process.

Note: 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 TC 5-03.1
2. Access the Mission Accomplishment Plan (MAP) in IKROme.
3. Generate the last three completed Recruiting Calendar Months (RCMs) MAPS for both Active Duty and Reserve.
(Three months allows the Station Commander to identify trends rather than events that may have hindered achievements).
4. Divide the total appointments required by the total appointments made to determine if the 100% benchmark was met.
5. Determine if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
6. Divide the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.

7. Determine if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
8. Divide the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.
9. Determine if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
10. Divide the total amount of testers that passed by the total amount of testers achieved to determine if the 50% benchmark was met.
11. Determine whether the appropriate steps IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
12. 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.
13. Determine if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
14. 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.
15. Determine if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.
16. Annotate all findings on the Station Training Assessment Review (CTAR) USAREC Form 350-1.6.

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 Reviewed the USAREC MAP benchmarks set forth IAW USAREC TC 5-03.1	_____	_____
2 Accessed the Mission Accomplishment Plan (MAP) in IKROme.	_____	_____
3 Generated the last three completed Recruiting Calendar Months	_____	_____

Performance Measures	GO	NO GO
(RCMs) MAPS for both Active Duty and Reserve. (Three months allows the Station to identify trends rather than events that may have hindered achievements).		
4 Divided the total appointments required by the total appointments made to determine if the 100% benchmark was met.	_____	_____
5 Determined if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
6 Divided the total appointments conducted by the total appointments made to determine if the 75% benchmark was met.	_____	_____
7 Determined if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
8 Divided the total amount of testers by the total of appointments conducted to determine if the 36% benchmark was met.	_____	_____
9 Determined if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
10 Divided the total amount of testers that passed by the total amount of testers achieved to determine if the 50% benchmark was met.	_____	_____
11 Determined whether the appropriate steps IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
12 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.	_____	_____
13 Determined if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
14 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.	_____	_____
15 Determined if there are training needs IAW the recruiting funnel troubleshooting guide in USAREC TC 5-03.1.	_____	_____
16 Annotated all findings on the Station Training Assessment Review (CTAR) USAREC Form 350-1.6.	_____	_____

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 OJT for Soldiers who experience major difficulties in task performance

References

Required

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-4021
Perform Quality Control Check of an Enlistment Record

Conditions:

You are assigned as a Station Commander in a recruiting station with an applicant that has been identified for enlistment. You must perform a quality control check of an enlistment record having access to Leader Zone (LZ), Recruiter Zone (RZ) and Recruiter Work Station (RWS). This task will not be performed in MOPP-4.

Standards: Conduct a quality control check of an enlistment record with 100% adherence to Army Regulation 601-210, USAREC Regulation 601-210, and all applicable USAREC Messages.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Identified an applicant ready for enlistment.

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. Open applicant's electronic record utilizing Leader Zone.
2. Determine if any type of waiver or suitability review is required.
3. Validate source documents via ERM.
4. Verify applicant's Name, Date of Birth, Place of Birth, and Social Security Number has been entered into their electronic record accurately based off source documents.
5. Ensure SF 86 e-validation has been completed and passed validation.
6. Ensure comments "Station Live Scan Authorized" is annotated in contact history.
7. Verify that live scan results are in ERM. If live scan results are not in ERM utilize Report Management Zone to pull live scan report and verify live scan has been completed.

8. Conduct Quality Control Interview.

9. Annotate in contact history that the record has been QCd by CL and ready for enlistment.

10. Verify that applicant qualifies for Military Occupation (MOS) Specialty by using current MOS qualification.

11. Verify temporary reservation has been made using Future Soldier Reservation System (FSR2S).

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	Opened applicant's electronic record utilizing Leader Zone.	_____	_____
2	Determined if any type of waiver or suitability review is required.	_____	_____
3	Validated source documents via ERM.	_____	_____
4	Verified applicant's Name, Date of Birth, Place of Birth, and Social Security Number has been entered into their electronic record accurately based off source documents.	_____	_____
5	Ensured SF 86 e-validation has been completed and passed validation.	_____	_____
6	Ensured comments "Station Live Scan Authorized" is annotated in contact history.	_____	_____
7	Verified that live scan results are in ERM. If live scan results are not in ERM utilize Report Management Zone to pull live scan report and verify live scan has been completed.	_____	_____
8	Conducted Quality Control Interview.	_____	_____
9	Annotated in contact history that the record has been QCd by CL and ready for enlistment.	_____	_____
10	Verified that applicant qualifies for Military Occupation (MOS) Specialty by using current MOS qualification.	_____	_____

Performance Measures

GO **NO
GO**

11 Verified temporary reservation has been made using FSR2S.

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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

AR 601-210 Active and Reserve Components Enlistment Program

UR 601-210 v7 v7 Enlistment and Accessions Processing

UR 601-210 v7 v7 Enlistment and Accessions Processing

USAREC TC 5-03.3 Partnerships

805K-79R-4016
Implement a Station Training Program

Conditions: You are a Station Commander assigned to a recruiting station tasked to implement a station training program. You have access to Digital Training Management System (DTMS), Report Management Zone (RMZ), Leader Zone (LZ) reports, applicable regulations, command guidance, Company and station calendar and a recruiter workstation (RWS). This task should not be trained in MOPP-4.

Standards: Implement a Station Training Program that address recruiting performance with 100% adherence to USAREC TC 5-03.4 and USAREC Regulation 350-1. Using Digital Training Management System (DTMS), Report Management Zone (RMZ), Leader Zone (LZ) reports, applicable regulations, command guidance, Company and Station calendar and a recruiter workstation (RWS).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked to implement a Station training program.

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 a training assessment.
2. Review Company/Station training assessment review (CTAR) USAREC Form 350-1.6.
3. Review training guidance.
4. Develop Near-term Training Plan addressing the most critically identified training indicators first.
5. Prepare for training (equipment, resources, doctrine, facilities).
6. Conduct Risk Management.

7. Execute training event.
8. Document training USAREC Form 350-1.2.
9. Post USAREC Form 350-1.2 into DTMS.
10. Conduct 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.

Performance Measures	GO	NO GO
1 Conducted a training assessment.	_____	_____
2 Reviewed Company/Station training assessment review (CTAR) USAREC Form 350-1.6.	_____	_____
3 Reviewed training guidance.	_____	_____
4 Developed Near-term Training Plan addressing the most critically identified training indicators first.	_____	_____
5 Prepared for training (equipment, resources, doctrine, facilities).	_____	_____
6 Conducted Risk Management.	_____	_____
7 Executed training event.	_____	_____
8 Documented training USAREC Form 350-1.2.	_____	_____
9 Posted USAREC Form 350-1.2 into DTMS.	_____	_____
10 Conducted After Action Review.	_____	_____

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**

AR 350-1 Army Training and Leader Development

Primary

Required

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-01 Mission Command

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.4 Training and Leader Development

Primary

USAREC Reg 350-1 Training and Leader Development

805K-79R-4011

Determine Individual Enlisted Conversion Data

Conditions:

You are a Station Commander tasked to determine individual enlisted conversion data in order to assess training needs and prospecting efforts of individual recruiters. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references. This task will not be completed in MOPP 4.

Standards: Determine individual enlisted conversion data using the recruiters' data in preparation of building the Station's Recruiting Operation Plan (ROP) requirements with 100% adherence to USAREC TC 5-03.1. Using the Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references.

Special Condition: Accurate conversion data takes time to develop. A new recruiter can usually determine reasonable data after a period of 90 days. Until 90 days of data are gathered, recruiters must use the Station's data.

Special Standards: None

Special Equipment:

Cue: Asked to determine individual enlisted conversion data.

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. Access Leader Zone (LZ).
2. Navigate to Prospecting Analysis. Note: Steps 3 through 8 will be completed by using individual recruiter data and by each prospecting method separately (i.e. Face to Face, Telephone, Social Media, etc.).
3. Retrieve individual recruiter Contact Method reports (for each contact method) for each of the preceding 3 months for Grads Only.
4. Calculate the totals (for each contact method) by combining each block of the three separate reports respectively.
-Attempts (i.e. Feb.+ Mar.+ Apr.=Total Attempts Made 90 days)

- Contacted (i.e. Feb.+ Mar.+ Apr.=Total Contacts 90 days)
- Appointments Made (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days).

5. Calculate Contacts required by prospecting method for an appointment make by dividing the Contacts (by prospecting method) by Appointments Made.

6. Calculate the number of hours spent prospecting by dividing total attempts of each method by the suggested standards respectively.

- 25 Attempts per hour Telephone/Social Media
- 5 Attempts per hour Face to Face.

7. Calculate average Contacts per hour by dividing total Contacts by total hours of prospecting per method.

8. Calculate the hours required to achieve 1 Appt. Make (by prospecting method) by dividing Contacts required (Step 5) by average Contacts per hour (Step 7). *NOTE: The above prospecting requirements can be totaled to complete the ROP Tool Tab 3 for each recruiter as well.

9. Navigate to Prospecting Analysis.

10. Retrieve Mission/Performance report for each of the preceding 3 months for Grads Only.

11. Calculate the totals by combining each block of the 3 separate reports respectively.

- Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days)
- Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days)
- Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days)
- Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days)
- Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days)
- Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).

12. Determine the conversion data for Grads at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Grad contracts.

13. Retrieve Mission/Performance report for each of the preceding 3 months for Seniors Only.

14. Calculate the totals by combining each block of the 3 separate reports respectively.

- Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days)
- Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days)
- Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days)
- Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days)
- Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days)
- Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).

15. Determine the conversion data for Seniors at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Senior contracts.

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 Accessed Leader Zone (LZ).	_____	_____
2 Navigated to Prospecting Analysis. Note: Steps 3 through 8 will be completed by using individual recruiter data and by each prospecting method separately (i.e. Face to Face, Telephone, Social Media, etc.).	_____	_____
3 Retrieved individual recruiter Contact Method reports (for each contact method) for each of the preceding 3 months for Grads Only.	_____	_____
4 Calculated the totals (for each contact method) by combining each block of the three separate reports respectively. -Attempts (i.e. Feb.+ Mar.+ Apr.=Total Attempts Made 90 days) -Contacted (i.e. Feb.+ Mar.+ Apr.=Total Contacts 90 days) -Appointments Made (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days).	_____	_____
5 Calculated Contacts required by prospecting method for an appointment make by dividing the Contacts (by prospecting method) by Appointments Made.	_____	_____
6 Calculated the number of hours spent prospecting by dividing total attempts of each method by the suggested standards respectively. -25 Attempts per hour Telephone/Social Media -5 Attempts per hour Face to Face.	_____	_____
7 Calculated average Contacts per hour by dividing total Contacts by total hours of prospecting per method.	_____	_____
8 Calculated the hours required to achieve 1 Appt. Make (by prospecting method) by dividing Contacts required (Step 5) by average Contacts per hour (Step 7). *NOTE: The above prospecting requirements can be totaled to complete the ROP Tool Tab 3 for each recruiter as well.	_____	_____
9 Navigated to Prospecting Analysis.	_____	_____

Performance Measures	GO	NO GO
10 Retrieved Mission/Performance report for each of the preceding 3 months for Grads Only.	_____	_____
11 Calculated the totals by combining each block of the 3 separate reports respectively. -Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days) -Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days) -Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days) -Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days) -Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days) -Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).	_____	_____
12 Determined the conversion data for Grads at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Grad contracts.	_____	_____
13 Retrieved Mission/Performance report for each of the preceding 3 months for Seniors Only.	_____	_____
14 Calculated the totals by combining each block of the 3 separate reports respectively. -Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days) -Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days) -Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days) -Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days) -Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days) -Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).	_____	_____
15 Determined the conversion data for Seniors at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Senior contracts.	_____	_____

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 TC 5-03.1 Prospecting, Processing, and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

805K-79R-4013
Develop a Mission Accomplishment Plan (MAP)

Conditions:

You are assigned as a Station Commander in a recruiting station and must develop a Mission Accomplishment Plan (MAP) prior to the start of the Recruiting Calendar Month (RCM), while having access to: Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references. This task should not be trained in MOPP-4.

Standards: Accurately develop a Mission Accomplishment Plan (MAP) with 100% adherence to USAREC TC 5-03.1 and USAREC TC 5-01. Using Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Develop a Mission Accomplishment Plan prior to the start of the recruiting calendar month (RCM).

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. Prepare for development of Mission Accomplishment Plan.
 - a. Determine Enlisted Conversion Data.
 - b. Identify factors that may impact mission success.
 - c. Identify factors that may aid in mission accomplishment.
 - d. Review published USAREC calendar to identify number of prospecting and processing days available in the upcoming phase line.
2. Input the following criteria.

- a. Enter the mission by category in the top portion of the MAP.
 - b. Enter the number of known or anticipated losses in the top of the MAP.
 - c. Losses plus the mission equals the total mission for the Phase line.
 - d. Determine which conversion data to utilize.
 - e. Multiply the category mission by the category appointment made ratio.
 - f. Multiply the category mission by the category appointment conduct ratio.
 - g. Multiply the category mission by the category Test ratio.
 - h. Multiply the category mission by the category Test Pass ratio.
 - i. Multiply the category mission by the category Floor ratio.
 - j. Repeat process for all categories.
 - k. Input data totals into appropriate sections on the right side of the form.
 - l. Multiply the appointment made goal by the percentage of the prospecting month (each week) found at the top of the plan.
 - m. Input appointment make requirement number into corresponding category for calculated week.
 - n. Ensure weekly totals equal monthly requirement.
 - o. Complete the same calculations for seniors and continue the process for appointments conducted, test and test pass.
3. Determine floor placement based on the percentage of processing days available within the weeks of the PL.
- a. Determine floor placement by multiplying the processing week percentage by the monthly floor requirement.
 - b. Input floor placement into corresponding week based upon calculations.
4. Determine contract placement based on the percentage of processing days available within the weeks of the PL.

a. Determine contract placement by multiplying the processing week percentage by the monthly contract requirement.

b. Input contract placement into corresponding week based upon calculations.

5. Review Mission Accomplishment Plan.

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 Prepared for development of Mission Accomplishment Plan.	_____	_____
2 Inputted the following criteria.	_____	_____
3 Determined floor placement based on the percentage of processing days available within the weeks of the PL.	_____	_____
4 Determined contract placement based on the percentage of processing days available within the weeks of the PL.	_____	_____
5 Reviewed Mission Accomplishment Plan.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures and supplementary steps. 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 V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC Manual 3-0 Recruiting Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

Primary

Required

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-4023
Perform Quality Assurance Check of Future Soldier's Record

Conditions:

As a Station Commander assigned to a recruiting station Perform Quality Assurance Check of Future Soldier Record NLT 30 days prior to the Future Soldier ship date with access to: Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), Report Management Zone (RMZ), and all applicable references. This task should not be performed in MOPP-4.

Standards:

Perform Quality Assurance Check of Future Soldier Record with 100% adherence to USAREC Regulation 601-210, AR 601-210, USAREC TC 5-03.5 and all current USAREC Messages. Using Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), Report Management Zone (RMZ), and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Identified 30 day shippers

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. Access Leader Zone (LZ) from IKROme.
2. Access Future Soldier's Record.
3. Click on processing hyperlink.
4. Review packet for the following minimum ship documents:
Occupation Physical Fitness Test (OPAT) Consent form, OPAT Score Card, DD 2983, SF 1199-A, USAREC Form 601-210.23 (if applicable), USARC Form 62R (Reserve Only), USAREC Form 601-210.20 (Hometown Shipper Checklist)
5. Verify citizenship status.

6. Verify changes and update education codes (HS Diploma/Transcripts).
7. Verify changes in marital status/dependent status.
8. Verify changes in residency.
9. Verify changes in employment.
10. Verify changes in moral qualifications.
11. Verify changes in physical qualifications.
12. Validate driver's license expiration date.
13. Ensure the Future Soldier's JPAS has been accepted.
14. Notify Recruiter and Future Soldier of any action 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.

Performance Measures

	GO	NO GO
1 Accessed Leader Zone (LZ) from IKROme.	_____	_____
2 Accessed Future Soldier's Record.	_____	_____
3 Clicked on processing hyperlink.	_____	_____
4 Reviewed packet for the following minimum ship documents: OPAT Consent form, OPAT Score Card, DD 2983, SF 1199-A, USAREC Form 601-210.23 (if applicable),USARC Form 62R (Reserve Only),USAREC From 601-210.20 (Hometown Shipper Checklist)	_____	_____
5 Verified citizenship status.	_____	_____
6 Verified changes and update education codes (HS Diploma/Transcripts).	_____	_____
7 Verified changes in marital status/dependent status.	_____	_____
8 Verified changes in residency.	_____	_____

Performance Measures

GO **NO
GO**

9	Verified changes in employment.	_____	_____
10	Verified changes in moral qualifications.	_____	_____
11	Verified changes in physical qualifications.	_____	_____
12	Validated driver's license expiration date.	_____	_____
13	Ensured the Future Soldier's JPAS has been accepted.	_____	_____
14	Notified Recruiter and Future Soldier of any action 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**

Primary

Skill Level SL5
Subject Area 7: Recruiting First Sergeant
805K-79R-5009
Conduct an In-Progress Review

Conditions: As a Company First Sergeant assigned to a recruiting company you must conduct a daily In-Progress Review (IPR). You have access to: Leader Zone (LZ), Recruiter Work Station (RWS) Mission Accomplishment Plan (MAP), and Station Recruiting Operations Plan (ROP).

Standards: Conduct In-Progress Review, evaluate unit performance and redirect operations as needed with 100% accuracy (IPR) IAW USAREC Manual 3-30 and USAREC TC 5-01. Utilizing Leader Zone (LZ), Recruiter Work Station (RWS) Mission Accomplishment Plan (MAP), and Station Recruiting Operations Plan (ROP).

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Daily IAW Station Battle Rhythm.

Note: 21ST CENTURY Soldier COMPETENCIES

Character and Accountability
Adaptability and Initiative
Life Long Learner
Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving

Performance Steps

1. Prepare for the In-Progress Review (IPR).
 - a. Establish a time and place for the IPR.
 - b. Use Leader Zone, Recruiting Operations Plan (ROP), Mission Accomplishment Plan (MAP) and available resources to review data.
 - (1) Appointment manager.
 - (2) Military Entrance Processing Station (MEPS) processing list (on floor today).
 - (3) Applicant Processing List (APL) (operational analysis).

- (4) Tested not enlisted (TNE) report (Production Planner).
- (5) Electronic Planning Guide.
- (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. Pay issues (CDRs Monthly Financial Report).
- c. Family issues.
- d. Upcoming anniversaries, birthdays, etc.
- e. Leave, passes, Medical appointments.
- f. Team members available to accomplish the plan.
- g. Monthly performance and/or NCOER counseling Due.
- h. Soldiers scheduled for school (functional courses / NCOPDS).

3. Assess current mission posture utilizing Fiscal Year to Date (FYTD) Mission Quick Look, FYTD Production Quick Look, and Future Soldier Manager.

- a. Determine the Company's or Station's Year to Date (YTD) mission.
- b. Determine Achievements and Remaining requirements YTD.
- c. Determine Future Soldier status in order to identify losses that might affect accomplishment.

4. Review Projections.

- a. Evaluate whether projections are sufficient to achieve the weekly MAP requirements utilizing "On the Floor" on Action Zone.
- b. Validate projections and visualize whether projections will meet mission requirements.
- c. Utilize MEPS Processing List in the "My Reports" section to review all projection types for the next 5 days.

5. Review Processing.

a. Utilize Action Zone 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 or physically qualified to identify them for further processing if Floor and enlistment processing is insufficient to achieve Weekly MAP requirements.

d. Review each station or recruiter’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). Consider:

(1) Are test pass by category sufficient to meet Weekly MAP requirements?

(2) What are the lead sources?

(3) Are the majority of test failures coming from a specific lead source?

(4) Are test pass failures coming from a specific station or recruiter?

(5) Are test pass failures coming from a specific area (ZIP Code, School, etc.)?

(6) Are test pass failures coming from a specific category?

e. Review the Operational Analysis Report.

(1) What are the Weekly MAP Test requirements?

(2) By category/education level, how many applicants have an EST or CAST score that can quickly move to the Test or beyond?

(3) What is the delay or objection?

(4) Do all applicants have an EST or CAST score?

(5) Are ACT or SAT Scores available?

(6) What guidance will you provide to increase test productivity?

(7) Are Appointment Made achievements sufficient to conduct enough appointments?

(8) Is a particular unit or recruiter(s) experiencing a high no-show rate?

(9) Are Appointment Conducts scheduled within 72 hours?

6. Evaluate Prospecting.

a. Assess the unit's Appointment Made achievements against the weekly MAP requirements.

b. Review the station or recruiter's prospecting plan to determine whether prospecting efforts will achieve the weekly AM requirements by category.

c. Utilize Prospecting Guidance in "My Tools" to review each recruiter's plan, including the recruiter and station commander comments, to determine if the prospecting efforts will meet or exceed the daily and weekly MAP requirements.

d. Review the plan and assess whether the plan contains specific activities that will meet the daily objectives.

(1) Does prospecting analysis support telephone prospecting for Grads (SUNY) from 1000-1200?

(2) Does Face-to-Face prospecting in ZIP Code 12206 contain the specificity for approval? Review the Recruiters comments below: F2F 12206 area walking down central cutting over to Grant St. near the school."

e. Assess Prospecting effectiveness and efficiencies utilizing the Mission Performance, Contact Method, and Contact time reports within Prospecting Analysis.

(1) The Mission Performance Tab displays the recruiter's performance metrics compared with the station average (or station against the company average) for each line of the MAP.

(2) The Contact Method Report displays the contact method activity for the unit or recruiter during a select time line.

(3) The Contact Method Report assess the amount of attempts to the number of contacts to determine if prospecting efforts are at the right time, the right location, and using the right contact method.

7. Review Recruiting Operation Plan.

a. Is the ROP designed to meet desired outcome?

b. What must be changed?

- c. Training Issues?
 - d. Additional Resources needed?
 - e. Have today's plans been reviewed?
 - f. Ensure Electronic Planning Guide meets ROP Requirements
 - g. Based on yesterday's prospecting plan, what was supposed to happen?
 - h. What results did the team expect and achieve?
 - i. Did results meet or exceed the Station requirements?
 - j. What is the Course of Action (COA) to correct shortfalls?
8. Review Future Soldier Training Program.
- a. How many Future Soldiers are shipping this month, and who are they?
 - b. When will they ship?
 - c. Has the recruiter completed QA checks?
 - d. Was the occupational physical assessment test (OPAT) completed?
 - e. Was DD Form 2983 (Recruit/Trainee Prohibited Activities Acknowledgement) completed?
 - f. Are necessary documents in the ship packets?
 - g. Have all Future Soldiers received an initial orientation?
 - h. Do all Future Soldiers have an AKO account?
 - i. How many leads did Future Soldiers refer last week?
 - j. What Future Soldier training or event takes place this month?
9. Monitor ongoing recruiting operations.

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 Prepared for the IPR.	_____	_____
2 Determined any personnel issues affecting the team/mission on the following:	_____	_____
3 Assessed current mission posture utilizing FYTD Mission Quick Look, FYTD Production Quick Look, and Future Soldier Manager.	_____	_____
4 Reviewed Projections.	_____	_____
5 Reviewed Processing.	_____	_____
6 Evaluated Prospecting.	_____	_____
7 Reviewed Recruiting Operation Plan.	_____	_____
8 Reviewed Future Soldier Training Program.	_____	_____
9 Monitored ongoing recruiting operations.	_____	_____

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-5017
Assess Future Soldier Training Program

Conditions:

As a First Sergeant assigned to a recruiting company that took a Future Soldier loss within 30 days of the Soldier's ship date. The commander has tasked you with assessing the company's Future Soldier Training Program (FSTP). You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), and all applicable regulations.

Standards: Assess the Company's Future Soldier Training Program (FSTP) by evaluating current and past Future Soldier training programs; conduct an on-going analysis of the management tools to further identify trends and realize needed improvements; utilize Leader Zone to navigate to and review a Future Soldier roster ensuring completeness with 100% adherence to USAREC TC 5-03.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:The commander has tasked you with assessing the company's Future Soldier Training Program.

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 current and past Future Soldier Training Programs.
 - a. Analyze loss rates for the current and past 2-years.
 - b. Analyze company's FSTP to determine effectiveness and if new Course of Action (COA) is needed.
 - c. Conduct on-going analysis of the Future Soldier Program management tools to further identify trends and realize improvements that need to be made.

2. Validate Future Soldier Orientation is conducted within 10 days.
3. Validate stations have personalized the Future Soldier follow-up via contact history.
4. Validate Station Commanders are scheduling and supervising Future Soldier functions and training sessions.
 - a. Ensure Future Soldier functions are enjoyable by scheduling achievable and applicable training.
 - b. Ensure USAREC Form 601-210.24 FSTP statement is completed and kept on file for 1 year.
 - c. Ensure USAREC Form 601-210.27, Medical Safety for Future Soldiers Physical Training Program (MSFSPTP) is completed.
 - d. Ensure DD Form 2977, Deliberate Risk Assessment Worksheet is completed.
5. Verify Occupational Physical Assessment Test (OPAT) is completed within 30 days of ship date.
 - a. Ensure OPAT Consent Form and Score sheet have been uploaded in ERM.
 - b. Validate OPAT score meets Future Soldiers' Military Occupational Specialty (MOS) qualifications.
6. Verify maintenance of the Future Soldier roster.
 - a. Assess Future Soldiers' Ship Potential (FSSP) Green, Amber, Red.
 - b. Ensure next action date is not a past due action (Updated Contact History).
 - c. Ensure all height and weight entries are annotated.
 - d. Ensure Future Soldier Referrals (FSR) are accurately credited.
 - e. Ensure Future Soldiers have no Joint Personnel Adjudication System (JPAS) errors.

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 Evaluated current and past Future Soldier Training Programs.	_____	_____

Performance Measures	GO	NO GO
2 Validated Future Soldier Orientation is conducted within 10 days.	_____	_____
3 Validated stations have personalized the Future Soldier follow-up via contact history.	_____	_____
4 Validated Station Commanders are scheduling and supervising Future Soldier functions and training sessions.	_____	_____
5 Verified Occupational Physical Assessment Test (OPAT) is completed within 30 days of ship date.	_____	_____
6 Verified maintenance of the Future Soldier roster.	_____	_____

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

UR 601-210 v7 v7 Enlistment and Accessions Processing

USAREC TC 5-03.5 Leading Future Soldiers USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-5004
Evaluate Recruiting Functions

Conditions: You are assigned as a First Sergeant in a recruiting company and must systematically assess your unit's effectiveness and develop courses of action by conducting a recruiting functions analysis with access to: Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), School Zone (SZ), Reserve Unit Zone (RUZ), Business Intelligence Zone (BI), Mission Accomplishment Plan (MAP), Recruiting Funnel and all applicable references.

Standards: Analyze the eight recruiting functions with 100% compliance to USAREC Manual 3-30 and USAREC TC 5-01. Accurately annotate findings within the Recruiting Operations Plan tab 1 (USAREC Form 5-01.1).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Systematically assess your unit's effectiveness.

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. Identify trends, gaps and other obstacles within Mission Command.
 - a. Review notes from After Action Review (AAR).
 - b. Review notes from meetings.
 - c. Review Electronic Planning Guides (EPG).
 - d. Review Notes from Internal Progress Reviews (IPR).
 - e. Review any existing personnel issues.
2. Identify trends, gaps and other obstacles within Intelligence.

- a. Assess Market Potential.
 - b. Analyze Political (or policy), Military, Economic, Social, Information, Infrastructure, Physical Environment and Time (PMESII-PT).
 - c. Review Segmentation Analysis and Market Assessment (SAMA).
 - d. Review Intelligence Reports.
 - (1) Demographic, Income, Military and Education Report (DIME).
 - (2) Labor Report.
 - (3) Out of Area Contract Report (OAC).
 - (4) Production Report.
 - e. Evaluate School Zone (SZ).
 - f. Evaluate Reserve Unit Zone (RUZ).
3. Identify trends, gaps and other obstacles within Prospecting.
- a. Evaluate enlisted conversion data.
 - b. Conduct prospecting analysis.
 - c. Review Armed Services Vocational Aptitude Battery (ASVAB) leads.
 - d. Review Advanced Lead Refinement List (ALRL).
 - e. Analyze Lead Prospecting Analysis (LPA) Report.
4. Identify trends, gaps and other obstacles within the Army Interview.
- a. Assess the Station Commander's ability to perform an army interview to standard.
 - b. Assess Recruiter's product knowledge.
 - c. Analyze conversion data from make to conduct and conduct to test.
5. Identify trends, gaps and other obstacles within Processing.
- a. Identify Chokepoints.

- b. Review Flash to Bang Report.
 - c. Review Tested Not Enlisted (TNE) Log.
 - d. Review the Qualified Not Enlisted (QNE) Log.
 - e. Review the MEPS Quality Control Reports.
 - f. Review Applicant Processing List (APL).
6. Identify trends, gaps and other obstacles within the Future Soldier Training Program.
- a. Analyze Future Soldier Loss Report.
 - b. Review Future Soldier training records.
 - c. Review Future Soldier promotions.
 - d. Review the Qualified Not Enlisted (QNE) Log.
 - e. Review the MEPS Quality Control Reports.
 - f. Review Applicant Processing List (APL).
7. Identify trends, gaps and other obstacles within Training and Leader Development.
- a. Review training assessments.
 - b. Review physical fitness program.
 - c. Review external training guidance.
 - d. Review Noncommissioned Officer Education System (NCOLDP), Advanced Training Program (ATP), Noncommissioned Officer Professional Development (NCOPD).
 - e. Review Military Occupation Specialty (MOS) certification requirements.
8. Identify trends, gaps and other obstacles within Sustainment.
- a. Review Medical Protection System (MEDPROS).
 - b. Review Company and Station Sync Matrix.
 - c. Review Company Family Readiness Group.
 - d. Assess sponsorship program.

- e. Review Unit Manning Report (UMR).
- f. Review reenlistment program.
- g. Assess Unit's Recruiting Operations Plan.

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 Identified trends, gaps and other obstacles within Mission Command.	_____	_____
2 Identified trends, gaps and other obstacles within Intelligence.	_____	_____
3 Identified trends, gaps and other obstacles within Prospecting.	_____	_____
4 Identified trends, gaps and other obstacles within the Army Interview.	_____	_____
5 Identified trends, gaps and other obstacles within Processing.	_____	_____
6 Identified trends, gaps and other obstacles within the Future Soldier Training Program.	_____	_____
7 Identified trends, gaps and other obstacles within Training and Leader Development.	_____	_____
8 Identified trends, gaps and other obstacles within Sustainment.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs 8 out of 8 performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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

AR 601-210 w Ch 3 Active And Reserve Components Enlistment Program

Primary

UM 3-30 Recruiting Company Operations

UM 3-30 Recruiting Company Operations

UR 601-210 v7 Enlistment & Accessions

Required
Processing**Primary**

UM 3-30 Recruiting Company Operations V1

USAREC Manual 3-30 Recruiting Company
Operations V1

UM 3-31 Recruiting Station Operations

USAREC Reg 350-1 Training and Leader
DevelopmentUSAREC Reg 350-1 Training and Leader
DevelopmentUSAREC TC 5-03.2 Influencing and
Interviewing

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,
and AnalysisUSAREC TC 5-03.4 Training and Leader
Development

USAREC TC 5-03.5 Leading Future Soldiers

805K-79R-5005
Develop a Mission Accomplishment Plan

Conditions:

You are assigned as a company First Sergeant in a recruiting company and must develop a Mission Accomplishment Plan (MAP) prior to the start of the Recruiting Calendar Month (RCM), while having access to: Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references. This task should not be trained in MOPP-4.

Standards: Accurately develop a Mission Accomplishment Plan (MAP) with 100% adherence to USAREC TC 5-03.1 and USAREC TC 5-01. Using Recruiter Work Station (RWS), IKROme, Leader Zone (LZ), Report Management Zone (RMZ), as well as all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Develop a Mission Accomplishment Plan prior to the start of the recruiting calendar month (RCM).

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. Prepare for development of Mission Accomplishment Plan.
 - a. Determine Enlisted Conversion Data.
 - b. Identify factors that may impact mission success.
 - c. Identify factors that may aid in mission accomplishment.
 - d. Review published USAREC calendar to identify number of prospecting and processing days available in the upcoming phase line.
2. Input the following criteria.

- a. Enter the mission by category in the top portion of the MAP.
 - b. Enter the number of known or anticipated losses in the top of the MAP.
 - c. Losses plus the mission equals the total mission for the Phase line.
 - d. Determine which conversion data to utilize.
 - e. Multiply the category mission by the category appointment made ratio.
 - f. Multiply the category mission by the category appointment conduct ratio.
 - g. Multiply the category mission by the category Test ratio.
 - h. Multiply the category mission by the category Test Pass ratio.
 - i. Multiply the category mission by the category Floor ratio.
 - j. Repeat process for all categories.
 - k. Input data totals into appropriate sections on the right side of the form.
 - l. Multiply the appointment made goal by the percentage of the prospecting month (each week) found at the top of the plan.
 - m. Input appointment make requirement number into corresponding category for calculated week.
 - n. Ensure weekly totals equal monthly requirement.
 - o. Complete the same calculations for seniors and continue the process for appointments conducted, test and test pass.
3. Determine floor placement based on the percentage of processing days available within the weeks of the PL.
- a. Determine floor placement by multiplying the processing week percentage by the monthly floor requirement.
 - b. Input floor placement into corresponding week based upon calculations.
4. Determine contract placement based on the percentage of processing days available within the weeks of the PL.

a. Determine contract placement by multiplying the processing week percentage by the monthly contract requirement.

b. Input contract placement into corresponding week based upon calculations.

5. Review Mission Accomplishment Plan.

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 Prepared for development of Mission Accomplishment Plan.	_____	_____
2 Inputted the following criteria.	_____	_____
3 Determined floor placement based on the percentage of processing days available within the weeks of the PL.	_____	_____
4 Determined contract placement based on the percentage of processing days available within the weeks of the PL.	_____	_____
5 Reviewed Mission Accomplishment Plan.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures and supplementary steps. 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 Manual 3-31 Recruiting Station Operations

USAREC Manual 3-0 Recruiting Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

Required

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-5006
Monitor Unit Training Program

Conditions:

As a First Sergeant assigned to a recruiting company. While monitoring organizational training. You have access to: Recruiter Work Station (RWS), Recruiter Zone (RZ), Leader Zone (LZ), School Zone (SZ), Reserve Unit Zone (RUZ), Business Intelligence Zone (BI), Mission Accomplishment Plan (MAP), Recruiting Funnel and all applicable references.

Standards:

Ensure training is being conducted by performing analysis on 100% of the areas outlined as First Sergeant responsibilities in UR 350-1. Utilize your Recruiter Work Station with all applications.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are attending unit training.

Note: 21ST CENTURY Soldier COMPETENCIES

LIFELONG LEARNER
COMMUNICATION AND ENGAGEMENT
CRITICAL THINKING AND PROBLEM SOLVING
TACTICAL AND TECHNICAL COMPETENCE

Performance Steps

1. Advise the commander on training priorities from the training assessments.
 - a. Digital Training Management System (DTMS).
 - b. Mission Essential Task List (METL) Crosswalk.
 - c. Mission Accomplishment Plan.
 - d. Company/Station Training Assessment Review (CTAR).
2. Review external training guidance.
 - a. Assist the company commander in identifying subordinate collective tasks.

- b. Identify MEPS training days.
 - c. Safety Stand Down.
 - d. Mandatory Training.
3. Review the company’s self-development and physical fitness training.
 4. Assess the Noncommissioned Officer Leader Development Program (NCOLDP), Advanced Training Program (ATP) and evaluate recruiters’ progress throughout the program.
 5. Evaluate the company’s Noncommissioned Officer Development Program (NCODP).
 6. Assess the Soldier’s academic and physical preparedness for professional development and functional courses.
 7. Assess the Station Commander Certification Program and Assistant Station Commander Program.
 8. Evaluate the Structured Self-Development and Guided Self-Development Program.

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

	GO	NO GO
1 Advised the commander on training priorities from the training assessments.	_____	_____
2 Reviewed external training guidance.	_____	_____
3 Reviewed the company’s self-development and physical fitness training.	_____	_____
4 Assessed the Noncommissioned Officer Leader Development Program (NCOLDP), Advanced Training Program (ATP) and evaluated recruiters’ progress throughout the program.	_____	_____
5 Evaluated the company’s Noncommissioned Officer Development Program (NCODP).	_____	_____
6 Assessed the Soldier’s academic and physical preparedness for professional development and functional courses.	_____	_____

Performance Measures

GO **NO
GO**

- | | | |
|---|-------|-------|
| 7 Assessed the Station Commander Certification Program and Assistant Station Commander Program. | _____ | _____ |
| 8 Evaluated the Structured Self-Development and Guided Self-Development Program. | _____ | _____ |

Evaluation Guidance: Score "GO" if Soldier correctly performs 100% of the performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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

ADRP 7-0 Training Units and Developing Leaders

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-03.4 Training and Leader Development

Primary

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-03.4 Training and Leader Development

805K-79R-5007
Enforce a Company Recruiting Operation Plan

Conditions: You have received your company's mission; you have access to the Internet, Station, and Company Recruiting Operation Plans (ROP), Leader Zone (LZ), Guidance Counselor Resource Center (GCRc), and all applicable references.

Standards: Implement a Company ROP with 100% compliance to UM 3-30. Utilizing the Internet, Station, and Company Recruiting Operation Plans (ROP), Leader Zone (LZ), Guidance Counselor Resource Center (GCRc), and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Accepted unit's assigned mission.

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. Assist company commander with the development of the ROP.
 - a. Conduct a detailed mission analysis.
 - b. Perform a Recruiting Functions Analysis.
 - c. Perform analysis of the operational environment.
2. Review the company ROP to ensure the commander provides clear intent.
 - a. Ensure the station commander understands the ROP.
 - b. Confirm the station commander's ROP is nested with the company ROP.
 - c. Ensure the station commander's ROP is approved by the company commander.

3. Discuss the findings with the commander.
 - a. Adjust the company ROP as needed.
 - b. Assess the training required to execute the 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	GO	NO GO
1 Assisted company commander with the development of the ROP.	_____	_____
2 Reviewed the company ROP to ensure the commander provides clear intent.	_____	_____
3 Discussed the findings with the commander.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs 3 out of 3 performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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

AR 601-210 Active and Reserve Components Enlistment Program

UM 3-30 Recruiting Company Operations

UM 3-30 Recruiting Company Operations

UR 601-210 v7 Enlistment & Accessions Processing

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC Reg 350-1 Training and Leader Development

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-03.2 Influencing and

Required

Interviewing

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,
and AnalysisUSAREC TC 5-03.4 Training and Leader
Development

USAREC TC 5-03.5 Leading Future Soldiers

Primary

USAREC TC 5-01 Mission Command

805K-79R-5012
Conduct After Action Review (AAR)

Conditions: You are assigned as a company first sergeant in a recruiting company and must conduct a weekly after action review having access to: Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), and Business Intelligence Zone (BI), as well as all applicable references.

Standards: Conduct After Action Review (AAR) following the steps outlined in The Leader's Guide to After Action Review with 100% accuracy. Discuss strengths and weaknesses of the present mission posture, projections, processing, prospecting and Future Soldiers. Utilizing your Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), and Business Intelligence Zone (BI).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked to conduct after action review.

Note: 21st Century Soldier Competencies

Character and accountability
Adaptability and initiative
Lifelong learner (includes digital literacy)
Teamwork and collaboration
Communication and engagement (oral, written, and negotiation)

Performance Steps

1. Prepare for the After Action Review (AAR).
 - a. Review operational plans developed by the company commander.
 - b. Review Planning Calendars AAR comments.
 - c. Access Leader Zone and pull all reports applicable to the station.
 - d. Analyze Recruiting Operation Plan elements.
 - e. Review the previous AAR notes for agreed upon COA changes, and time lines established.
 - f. Review prospecting and lead generation activities to measure effectiveness.

-
- g. Review Mission Accomplishment Plan and identify chokepoints and shortfalls.
 - h. Review previous weeks Applicant Processing List (APL) to identify lead sources used in the development of the ROP to determine if prospecting is occurring in identified market segments and its effectiveness.
 - i. Review School Recruiting Plan for compliance.
 - j. Review Future Soldier Training Program (FSTP) and determine the effectiveness of the program for referrals and prevention of losses.
 - k. Create an outline of discussion points and questions.
2. State reason for AAR.
 3. Review what was supposed to happen.
 - a. Review Mission Accomplishment Plan (MAP) requirements.
 - b. Review prospecting requirements.
 - c. Review Future Soldier Training Program (FSTP).
 - d. Review Station Recruiting Operation Plan (ROP) requirements.
 4. Establish what did happen.
 - a. Review Mission Accomplishment Plan (MAP) achievements.
 - b. Review prospecting achievements.
 - c. Review Future Soldier Training Program (FSTP).
 - d. Review Station Recruiting Operation Plan (ROP) achievements.
 5. Determine what was right or wrong with what happened.
 6. Determine how the tasks should happen differently.
 7. Recap the AAR Process.
 - a. Determine any future training requirements as needed.
 - b. Plan Follow-up.

- (1) Plan next follow-up activity.
- (2) Set follow-up plan for scheduled time sensitive events.

8. Set next AAR 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.

Performance Measures	GO	NO GO
1 Prepared for the After Action Review (AAR).	_____	_____
2 Stated reason for AAR.	_____	_____
3 Reviewed what was supposed to happen.	_____	_____
4 Established what did happen.	_____	_____
5 Determined what was right or wrong with what happened.	_____	_____
6 Determined how the tasks should happen differently.	_____	_____
7 Recaped the AAR Process.	_____	_____
8 Set next AAR date and time.	_____	_____

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

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

Primary

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

Required

Primary

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-5013
Assess Operations Overview Brief

Conditions: You are a First Sergeant assigned to a recruiting company. While visiting a recruiting station, you receive a Station Operations Brief. You are tasked to assess the Operations Overview Brief. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), USAREC G3 Training SharePoint and all applicable regulations.

Standards:

Assess a Recruiting Station Commander's Operations Overview Brief with 100% compliance to the steps outlined in USAREC TC 5-01.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Assess the strengths and weaknesses of the station during the brief.

Note:

21st Soldier Century Competencies
Adaptability and Initiative
Lifelong Learner
Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Validate slides for compliance with USAREC G3 training SharePoint.
 - a. Agenda.
 - b. Desk Top Layout.
 - c. Title Slide.
2. Assess personnel status.
 - a. Authorized personnel vs. assigned and how many are on production.
 - b. Stated the recruiter's name, MOS, time in station, and whether or not the appropriate level of SSD has been completed.

c. Identified Active Guard Reserve (AGR) and who is the Assistant Station Commander (ASC).

d. Army Physical Fitness Test (APFT) scores, Height and Weight, Profile, Medical Protection System (MEDPROS), Structured Self-Development (SSD), Noncommissioned Officer Education System (NCOES), Noncommissioned Officer Evaluation Report (NCOER) due dates, Permanent Change of Station (PCS) dates, and Station Commander Course completion date.

e. Displayed Enlisted Evaluation System (EES) for compliance.

3. Assess the knowledge of the Detailed Mission Accomplishment slide.

4. Verify the leaders' knowledge of Demographic, Income, Military, and Education (DIME) report.

5. Determine the leaders' ability to navigate Graphical Accessions Mapping Analysis Tool (GAMAT).

a. Contracts.

b. Company and Station locations.

c. High Schools and Colleges.

d. Army Reserve and National Guard units.

6. Evaluate the leaders' knowledge Market Share from Business Intelligence (BI) Zone.

a. Market Share for all categories and services.

b. Combined, Regular Army, and Army Reserve data separately.

c. Current Fiscal Year (FY) and Previous FY data.

d. Able to talk contributing factors in the area.

(1) Opening and closing of schools.

(2) New industries.

(3) Income.

- e. Included Prior Service when pulling the Army Reserve Data.
 - f. Market Share by Segmentation Analysis and Market Assessment (SAMA) Zips.
 - g. Briefed market share IAW SAMA Zips.
7. Review the Mission Accomplishment Plan (MAP).
- a. Was a hardcopy of the MAP available for the entry party being brief?
 - b. Briefed shortfalls.
 - c. Briefed the station's work ethic.
 - d. Briefed all training indicators and what training and control measures have been put in place to overcome them.
 - e. Knew station's Leads and Prospecting Analysis (LPA) data.
8. Validate the Recruiting Operations Plan supports the company Recruiting Operations Plan (ROP).
- a. Identified and discussed backward plan from long term to short term goals and the return on investment (ROI).
 - b. Identified and discussed weaknesses and opportunities.
9. Evaluate Training.
- a. Is training documented in Digital Training Management System (DTMS)?
 - b. Discussed training indicators from the MAP.
10. Assess the Future Soldier (FS) training program.
- a. FS locations and drive time to station for FS activities.
 - b. FS referrals.
 - c. FS Basic Training Task List (BTTL) completion percentage.
 - d. What mega FS functions have been completed in the FY and what FS functions are remaining?
 - e. Identified total number of Future Soldiers by category.

f. Soldiers that will assist in contacting leads who live close by.

g. Used RMZ to show Ship Potential Codes and FS loss rate.

h. Explained "red" and "amber" ship codes.

i. Discussed all losses within 30 days of ship date and what control measures have been put in place to mitigate future losses.

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 Validated slides for compliance with USAREC G3 training SharePoint.	_____	_____
2 Assessed personnel status.	_____	_____
3 Assessed the knowledge of the Detailed Mission Accomplishment slide.	_____	_____
4 Verified the leaders' knowledge of Demographic, Income, Military, and Education (DIME) report.	_____	_____
5 Determined the leaders' ability to navigate Graphical Accessions Mapping Analysis Tool (GAMAT).	_____	_____
6 Evaluated the leaders' knowledge Market Share from Business Intelligence (BI) Zone.	_____	_____
7 Reviewed the Mission Accomplishment Plan (MAP).	_____	_____
8 Validated the Recruiting Operations Plan supports the company Recruiting Operations Plan (ROP).	_____	_____
9 Evaluated Training.	_____	_____
10 Assessed the Future Soldier (FS) training program.	_____	_____

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

USAREC Reg 1-201 v2 Inspections

USAREC TC 5-01 Mission Command

Primary

USAREC TC 5-01 Mission Command

805K-79R-5014 Analyze Conversion Data

Conditions:

You are a First Sergeant assigned to a recruiting company and are tasked by the commander to determine each station's enlisted conversion data in order to determine the amount of prospecting required for the company to achieve its mission by category. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references.

Standards:

Determine enlisted conversion data using the the station's data in preparation for building the Company's Recruiting Operation Plan (ROP) requirements with 100% adherence to USAREC TC 5-03.1. Using the Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references.

Special Condition: Accurate conversion data takes time to develop. A new recruiter can usually determine reasonable data after a period of 90 days. Until 90 days of data are gathered, recruiters must use the station's data.

Special Standards: None

Special Equipment:

Cue: Tasked to determine the unit's enlisted conversion data.

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. Access Leader Zone (LZ).
2. Navigate to Prospecting Analysis. Note: Steps 3 through 8 will be completed by using individual recruiter data and by each prospecting method separately (i.e. Face to Face, Telephone, Social Media, etc.).
3. Retrieve station Contact Method reports (for each contact method) for each of the preceding 3 months for Grads Only.
4. Calculate the totals (for each contact method) by combining each block of the three separate reports respectively.

- Attempts (i.e. Feb.+ Mar.+ Apr.=Total Attempts Made 90 days)
- Contacted (i.e. Feb.+ Mar.+ Apr.=Total Contacts 90 days)
- Appointments Made (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days).

5. Calculate Contacts required by prospecting method for an appointment make by dividing the Contacts (by prospecting method) by Appointments Made.

6. Calculate the number of hours spent prospecting by dividing total attempts of each method by the suggested standards respectively.

- 25 Attempts per hour Telephone/Social Media
- 5 Attempts per hour Face to Face.

7. Calculate average Contacts per hour by dividing total Contacts by total hours of prospecting per method.

8. Calculate the hours required to achieve 1 Appt. Make (by prospecting method) by dividing Contacts required (Step 5) by average Contacts per hour (Step 7). *NOTE: The above prospecting requirements can be totaled to complete the ROP Tool Tab 3 for each recruiter as well.

9. Navigate to Prospecting Analysis.

10. Retrieve Mission/Performance report for each of the preceding 3 months for Grads Only.

11. Calculate the totals by combining each block of the 3 separate reports respectively.

- Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days)
- Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days)
- Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days)
- Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days)
- Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days)
- Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).

12. Determine the conversion data for Grads at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Grad contracts.

13. Retrieve Mission/Performance report for each of the preceding 3 months for Seniors Only.

14. Calculate the totals by combining each block of the 3 separate reports respectively.

- Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days)
- Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days)
- Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days)
- Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days)
- Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days)
- Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).

15. Determine the conversion data for Seniors at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Senior contracts.

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	Accessed Leader Zone (LZ).	_____	_____
2	Navigated to Prospecting Analysis. Note: Steps 3 through 8 will be completed by using individual recruiter data and by each prospecting method separately (i.e. Face to Face, Telephone, Social Media, etc.).	_____	_____
3	Retrieved station Contact Method reports (for each contact method) for each of the preceding 3 months for Grads Only.	_____	_____
4	Calculated the totals (for each contact method) by combining each block of the three separate reports respectively. -Attempts (i.e. Feb.+ Mar.+ Apr.=Total Attempts Made 90 days) -Contacted (i.e. Feb.+ Mar.+ Apr.=Total Contacts 90 days) -Appointments Made (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days).	_____	_____
5	Calculated Contacts required by prospecting method for an appointment make by dividing the Contacts (by prospecting method) by Appointments Made.	_____	_____
6	Calculated the number of hours spent prospecting by dividing total attempts of each method by the suggested standards respectively. -25 Attempts per hour Telephone/Social Media -5 Attempts per hour Face to Face.	_____	_____
7	Calculated average Contacts per hour by dividing total Contacts by total hours of prospecting per method.	_____	_____
8	Calculated the hours required to achieve 1 Appt. Make (by prospecting method) by dividing Contacts required (Step 5) by average Contacts per hour (Step 7). *NOTE: The above prospecting requirements can be totaled to complete the ROP Tool Tab 3 for each recruiter as well.	_____	_____

Performance Measures	GO	NO GO
9 Navigated to Prospecting Analysis.	_____	_____
10 Retrieved Mission/Performance report for each of the preceding 3 months for Grads Only.	_____	_____
11 Calculated the totals by combining each block of the 3 separate reports respectively. -Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days) -Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days) -Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days) -Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days) -Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days) -Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).	_____	_____
12 Determined the conversion data for Grads at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Grad contracts.	_____	_____
13 Retrieved Mission/Performance report for each of the preceding 3 months for Seniors Only.	_____	_____
14 Calculated the totals by combining each block of the 3 separate reports respectively. -Appointments Credited (i.e. Feb.+ Mar.+ Apr.=Total Appts. Made 90 days) -Conducted (i.e. Feb.+ Mar.+ Apr.=Total Conducted 90 days) -Tested (i.e. Feb.+ Mar.+ Apr.=Total Tested 90 days) -Passed Test (i.e. Feb.+ Mar.+ Apr.=Total Passed Test 90 days) -Sent to Floor (i.e. Feb.+ Mar.+ Apr.=Total Floor 90 days) -Contracted (i.e. Feb.+ Mar.+ Apr.=Total Enlistments 90 days).	_____	_____
15 Determined the conversion data for Seniors at each step (Make: Contract, Conduct: Contract, etc.) by dividing the total of each process by the total Senior contracts.	_____	_____

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 TC 5-03.1 Prospecting, Processing,
and Analysis

Primary

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-5015
Evaluate Prospecting Operations

Conditions: You are a First Sergeant assigned to a recruiting company and are tasked by the company commander to evaluate prospecting operations for the unit. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references.

Standards: Evaluate prospecting operations with 100% compliance to USAREC TC 5-01, USAREC TC 5-03.1. Accurately annotate findings within the Recruiting Operations Plan tab 1 (USAREC Form 5-01.1).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked by the Company Commander.

Note: 21ST CENTURY Soldier COMPETENCIES

Character and Accountability
Adaptability and Initiative
Life Long Learner
Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Cultural and Joint, Interagency, Intergovernmental, and Multinational Competence
Tactical and Technical Competence

Performance Steps

1. Determine Company prospecting hours utilizing USAREC TC 5-03.1. NOTE: Utilize a minimum of 30 days data and calculate each lead source separately.

a. Contacts to appointment made.

b. Leads to appointment made.

c. Contacts per hour.

2. Validate Graduate and Senior conversion data used on the Mission Accomplishment Plan (MAP) utilizing USAREC TC 5-03.1.

3. Evaluate Prospecting.

- a. Assess the unit's Appointment Made achievements against the weekly MAP requirements.
 - b. Review the station or recruiter's prospecting plan to determine whether prospecting efforts will achieve the weekly Appointment Made requirements by category.
 - c. Utilize Prospecting Guidance in "My Tools" to review each recruiter's plan, including the recruiter and station commander comments, to determine if the prospecting efforts will meet or exceed the daily and weekly MAP requirements.
 - d. Review the plan and assess whether the plan contains specific activities that will meet the daily objectives.
 - e. Assess Prospecting effectiveness and efficiencies utilizing the Mission Performance, Contact Method, and Contact time reports within Prospecting Analysis.
4. Monitor ongoing recruiting operations.

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 Determined Company prospecting hours utilizing USAREC TC 5-03.1. NOTE: Utilize a minimum of 30 days data and calculate each lead source separately.	_____	_____
2 Validated Graduate and Senior conversion data used on the Mission Accomplishment Plan (MAP) utilizing USAREC TC 5-03.1.	_____	_____
3 Evaluated Prospecting.	_____	_____
4 Monitored ongoing recruiting operations.	_____	_____

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

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company

Primary

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company

Required

Operations V1

USAREC Manual 3-31 Recruiting Station
Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

Primary

Operations V1

USAREC TC 5-01 Mission Command

USAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-5016

Evaluate Processing Operations

Conditions: You are a Company First Sergeant assigned to a recruiting company and are tasked by the company commander to evaluate processing operations for the unit. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), and all applicable references.

Standards: Evaluate processing operations with 100% accuracy to USAREC TC 5-01 and USAREC TC 5-03.1. Accurately annotate findings within the Recruiting Operations Plan tab 1 (USAREC Form 5-01.1).

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Tasked by the Company Commander.

Note: 21ST CENTURY Soldier COMPETENCIES

Character and Accountability
Adaptability and Initiative
Life Long Learner
Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving

Performance Steps

1. Evaluate Processing.

a. Utilize Action Zone 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 Mission Accomplishment Plan (MAP).

c. Review Mental Evaluation Test (MET) and Tested Not Enlisted (TNE) Log to sort applicants that are test qualified or physically qualified to identify them for further processing if Floor and enlistment processing is insufficient to achieve Weekly MAP requirements.

d. Review each station or recruiter's test pass achievement to determine whether a sufficient number of applicants are passing the test with a 50 or higher Armed Forces Qualification Test (AFQT). Benchmark is 50% of all testers as a minimum.

e. Review the Operational Analysis Report.

2. Monitor ongoing recruiting operations.

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 Evaluated Processing.

2 Monitored ongoing recruiting operations.

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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

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

USAREC TC 5-03.4 Training and Leader Development

USAREC TC 5-03.4 Training and Leader Development

805K-79R-5008

Establish Company Battle Rhythm

Conditions: You are a First Sergeant newly assigned to a recruiting company. Your commander has directed you to establish a monthly company battle rhythm based on the findings from your RIP/TOA. You have access to the Internet, station, and company Recruiting Operation Plans (ROP), training schedules, Integrated Knowledge Resources Online for Me (IKROME) and all applicable references.

Standards: Establish a company battle rhythm with 100% adherence to UTC 5-01 UTC 5-3.4 and UM 3-30. Using the internet, station and company Recruiting Operation Plans (ROP), training schedules, Integrated Knowledge Resources Online for Me (IKROME) and all applicable references.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:ur commander has directed you to establish a monthly company battle rhythm.

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. Display an understanding of:
 - a. The unit's state of training.
 - b. Lines of Effort.
 - c. Market Intelligence.
 - d. The current mission.
 - e. The battle rhythm of higher headquarters.
2. Establish daily In-Progress Review times.
3. Determine a station visit schedule.
4. Establish weekly After Action Review times.

- 5. Establish times for administrative duties.
- 6. Record training days.
- 7. Record holidays.

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	GO	NO GO
1 Displayed an understanding of:	_____	_____
2 Established daily In-Progress Review times.	_____	_____
3 Determined a station visit schedule.	_____	_____
4 Established weekly After Action Review times.	_____	_____
5 Established times for administrative duties.	_____	_____
6 Recorded training days.	_____	_____
7 Recorded holidays.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs 100% of the performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measures. 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

UM 3-30 Recruiting Company Operations

UR 601-210 v7 Enlistment & Accessions Processing

USAREC Manual 3-30 Recruiting Company Operations V1

USAREC Manual 3-31 Recruiting Station Operations

Primary

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

Required

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing, and Analysis

USAREC TC 5-03.4 Training and Leader Development

Primary

USAREC Reg 350-1 Training and Leader Development

USAREC TC 5-01 Mission Command

805K-79R-5010
Conduct Station Inspections

Conditions: You are a First Sergeant assigned to a recruiting company. You have been directed to inspect the recruiting station as part of your battle rhythm. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), Report Management Zone (RMZ), USAREC G3 Training SharePoint and all applicable regulations.

Standards: Perform a recruiting station inspection in accordance with the guidance found in UTC 5.01. Complete USAREC Form 1-201.1 with 100% accuracy using USAREC Regulation 1-201.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Directed to inspect the recruiting station.

Note:21ST CENTURY Soldier COMPETENCIES

Accountability and Adaptability
Life Long Learner
Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Prepare for the inspection.
 - a. Priorities.
 - b. Critical items.
2. Inspect Government Owned Vehicles (GOVs).
3. Inspect exterior of the facility.
4. Assemble Soldiers to discuss their concerns.
5. Observe station activities.
 - a. Weekly planning meetings.

- b. Daily In-Progress Review.
 - c. Weekly After Action Review.
6. Assess the Operations Overview Brief.
 7. Validate actions taken to correct deficiencies from previous USAREC Form 1-201.1.
 8. Complete the USAREC Form 1-201.1.

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.

Performance Measures	GO	NO GO
1 Prepared for the inspection.	_____	_____
2 Inspected Government Owned Vehicles (GOVs).	_____	_____
3 Inspected exterior of the facility.	_____	_____
4 Assembled Soldiers to discuss their concerns.	_____	_____
5 Observed station activities.	_____	_____
6 Assessed the Operations Overview Brief.	_____	_____
7 Validated actions taken to correct deficiencies from previous USAREC Form 1-201.1.	_____	_____
8 Completed the USAREC Form 1-201.1.	_____	_____

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**

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

Primary

UM 3-30 Recruiting Company Operations

USAREC Manual 3-30 Recruiting Company Operations V1

Required

Primary

USAREC Manual 3-31 Recruiting Station
Operations

USAREC Reg 1-201 v2 Inspections

USAREC Reg 1-201 v2 Inspections

USAREC TC 5-01 Mission Command

USAREC TC 5-01 Mission Command

805K-79R-5011
Perform Quality Assurance (QA) of a Waiver

Conditions: You are a First Sergeant and receive notification that a waiver is pending processing. You are responsible for quality control procedures for the recruiting company. You have access to a Recruiter Work Station (RWS), Leader Zone (LZ), Digital Commissioning Application(DCA), Guidance Counselor Resource Center (GCRc) and all applicable regulations.

Standards: Complete quality control (QC) of a waiver IAW Army Regulation 601-210 and USAREC Regulation 601-210 with zero errors and forward to the appropriate level for processing. Utilizing Recruiter Work Station (RWS), Leader Zone (LZ), Digital Commissioning Application(DCA), Guidance Counselor Resource Center (GCRc) and all applicable regulations.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:A waiver is pending processing.

Note:None

Performance Steps

1. Access recruiter work station.
 - a. Guidance Counselor Resource Center (GCRc).
 - b. Leader Zone.
2. Determine enlistment eligibility.
3. Perform quality control procedures.
 - a. Conduct Waiver IAW UR 601-210 M-3, M-7.
 - b. Administrative Waiver IAW UR 601-210 M-4, M-7.
 - c. Officer Candidate School (OCS) Waivers IAW UR 601-210 M-9, M-7.
 - d. Warrant Officer Flight Training (WOFT) Waivers IAW UR 601-210 M-10, M-7.

4. Forward waiver to the appropriate level for processing.

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 Accessed recruiter work station.	_____	_____
2 Determined enlistment eligibility.	_____	_____
3 Performed quality control procedures.	_____	_____
4 Forwarded waiver to the appropriate level for processing.	_____	_____

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

AR 601-210 Active and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

Primary

AR 601-210 Active and Reserve Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions Processing

Subject Area 8: Operations NCO
805K-79R-7450
Develop a Mission Accomplishment Plan

Conditions:

You are assigned as a Recruiting Operations NCO, and you must develop a Mission Accomplishment Plan (MAP) prior to the start of the Recruiting Calendar Month (RCM). You have access to a Recruiter Work Station (RWS), Integrated Knowledge Recruiting Online for Me (IKROme) website, Leader Zone (LZ), Report Management Zone (RMZ), unit Standard Operating Procedures (SOP), and all applicable references.

Standards: Develop a MAP in accordance with (IAW) UTC 5-01 and 5-03.1, ensuring 100% of prescribed benchmarks are achieved.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You must develop a MAP prior to the start of the RCM.

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. Prepare for development of the MAP.
 - a. Determine which enlisted conversion data to use IAW SOP.
 - b. Identify the number of recruiters available for each component.
 - c. Identify factors that may have negative impact or aid in mission accomplishment.
 - d. Review published USAREC calendar to identify number of prospecting and processing days available in the upcoming RCM.
2. Input the following criteria.
 - a. Select conversion data IAW SOP.

- b. Input the number of recruiters available for the RCM.
- c. Enter the number of known or anticipated losses in the top of the MAP.
- d. Losses plus the mission equals the total mission for the RCM.
- e. Determine contract placement based on the percentage of processing days available within the weeks of the RCM.
- f. Input contract placement into corresponding weeks based upon percentage of processing days available.
- g. Select Calculate MAP.
- h. Multiply the total appointment made goal by the percentage of the prospecting days available found on the USAREC calendar for each week.
- i. Input appointment make requirement number into corresponding category for calculated weeks.
- j. Ensure weekly totals equal monthly requirement.
- k. Complete the same calculations for all categories and continue the process for appointments conducted, test and test pass.
- l. Ensure appointment make requirement is enough to achieve mission accomplishment IAW UTC 5-03.1, and adjust as required.

3. Review the MAP.

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 Prepared for development of the MAP.	_____	_____
2 Inputed the following criteria.	_____	_____
3 Reviewed the MAP.	_____	_____

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures and supplementary steps. 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**

UM 3-0 Recruiting Operations

UM 3-30 Recruiting Company Operations

UM 3-31 Recruiting Station Operations

USAREC TC 5-01 Mission Command

USAREC TC 5-02 Intelligence

USAREC TC 5-03.1 Prospecting, Processing,
and AnalysisUSAREC TC 5-03.1 Prospecting, Processing,
and Analysis

805K-79R-7457
Process a Board Edit Request

Conditions:

You are a recruiting operations NCO, and you must process a request for a Board Edit to ensure mission achievement credit is given to the proper subordinate unit. You have access to the internet, Integrated Knowledge Recruiting Online for me (IKROme), Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Report Management Zone (RMZ), Mission Production and Awards (MPA), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, current USAREC Messages (UM), and local recruiting operations Standard Operating Procedure (SOP).

Standards:

Process a Board Edit request with 100% accuracy in accordance with (IAW) all appropriate regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:

Process a Board Edit request.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration

Communication and Engagement

Critical Thinking and Problem Solving

Tactical and Technical Competence

Performance Steps

1. Review RMZ for missed achievements and loss.
 - a. Access RMZ.
 - b. Select the Mission Command tab.
 - c. Select "MPA Keyview Daily Compare".
 - d. Review the previous day's mission achievements and losses for errors.
2. Submit a board edit request to brigade operations.

- a. Complete memorandum at battalion operations requesting board edit, that includes all needed information to process request.
- b. Submit memorandum to brigade operations via email.
- 3. Process a board edit request at brigade operations.
 - a. Perform Quality Control (QC) check on request using RMZ and REQUEST no later than the end of the day request was received.
 - b. Determine if board edit is required.
 - (1) Return Without Action (RWOA) if more information is required.
 - (2) Disapprove if no edit is required.
 - (3) Approve if validated, and process the edit in MPA.
 - c. Maintain request memorandum on file for at least 12 months.

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.

Performance Measures

	GO	NO GO
1 Reviewed RMZ for missed achievements and loss.	_____	_____
2 Submitted a board edit request to brigade operations.	_____	_____
3 Processed a board edit request at brigade operations.	_____	_____

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
AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program	
UR 601-210 v7 Enlistment & Accessions Processing	UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7453
Perform Delayed Entry Program +10 Quality Control Procedures

Conditions: You are a recruiting operations NCO, and are tasked with performing a quality control (QC) check on the tenth day following enlistment, accession, or Delayed Status (DS), otherwise known as a DEP +10 QC. You have access to the internet, Electronic Records Management (ERM), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, and Recruiting Operations Standard Operating Procedure (SOP).

Standards:

Complete a DEP +10 QC with 100% accuracy in accordance with (IAW) all applicable regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are tasked with performing a DEP +10 QC.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Perform a DEP +10 QC no later than the first working day following receipt of the DEP +10 QC workflow.
 - a. Verify accuracy and completeness of DEP +10 workflow.
 - b. Verify the following are loaded into ERM.
 - (1) Updated USMEPCOM Form 680-ADP.
 - (2) Drug and Alcohol Test (DAT) and Human Immunodeficiency Virus (HIV) test results.
 - (3) Fingerprint submission and results.
 - (4) Security investigation submission and acceptance.
 - (5) Validation of MOS qualifications.

(6) Review of Difference Report for record changes.

2. Complete approval or disapproval of DEP +10 QC workflow.

a. Approve the DEP +10 QC workflow if no errors are found.

b. Disapprove the DEP +10 QC workflow and provide corrections in the remarks section.

c. Verify corrections have been made on the fourth day following disapproval of the DEP +10 workflow.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

1 Performed a DEP +10 QC no later than the first working day following receipt of the DEP +10 QC workflow.

2 Completed approval or disapproval of DEP +10 QC workflow.

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

References

Required

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7455
Process a Special Missions Applicant

Conditions:

You are a recruiting operations NCO, and you are responsible for ensuring the appropriate procedures are conducted for the processing of special missions applicants for Officer Candidate School (OCS) and Warrant Officer Flight Training (WOFT). You have access to the internet, Recruiter Zone (RZ), Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GRCr), Electronic Records Management (ERM), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, current USAREC Messages (UM) and recruiting operations Standard Operating Procedure (SOP).

Standards:

Process OCS and WOFT special missions applicants with 100% accuracy in accordance with (IAW) all appropriate regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Process special missions applicants for OCS of WOFT.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Process an OCS applicant.
 - a. Verify enlistment eligibility.
 - (1) Verify source documents.
 - (2) Verify applicant is physically qualified.
 - (3) Verify USAREC Form (UF) 601-210.10 is completed.
 - b. Execute a battalion OCS Board.
 - (1) Coordinate with appropriate board members.

(2) Consolidate all completed UF 601-210.11 after conducting the board.

(3) Prepare UF 601-210.12.

(4) Load all OCS specific documents in ERM.

(5) Email a vacancy load request for a valid officer Troop Program Unit (TPU) position to AR G1, if processing for the Army Reserve (AR).

c. Verify the applicant is projected to enlist/access within 10 working days of board approval.

2. Process a WOFT applicant.

a. Verify enlistment eligibility.

(1) Verify source documents.

(2) Verify UF 601-210.10 is completed.

b. Execute a battalion WOFT Board.

(1) Coordinate with appropriate board members.

(2) Consolidate all completed UF 601-210.11 after conducting the board.

(3) Load all WOFT specific documents in ERM.

(4) Verify the applicant has an approved Class I flight physical.

(5) Submit WOFT packet to USAREC Special Missions Branch.

c. Verify the applicant is projected to enlist/access within 10 working days of board approval.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

1 Processed an OCS applicant.

2 Processed a WOFT applicant.

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

References

Required

AR 601-210 w Ch 3 Active and Reserve
Components Enlistment Program

UR 601-210 v7 Enlistment & Accessions
Processing

Primary

UR 601-210 v7 Enlistment & Accessions
Processing

805K-79R-7456
Process a Waiver Workflow

Conditions:

You are a recruiting operations NCO, and you are responsible for processing a waiver workflow you received in the Enlisted Records Management (ERM) inbox. You have access to Army Regulation (AR) 40-501, AR 601-210, USAREC Regulation (UR) 601-210, Guidance Counselor Resource Center (GCRc), ERM, and recruiting operations Standard Operating Procedure (SOP).

Standards: Process a waiver workflow using GCRc and ERM with 100% accuracy in accordance with (IAW) all appropriate regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Process a waiver workflow.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Access GCRc.
2. Select ERM inbox.
3. Select appropriate record.
4. Process a moral waiver.
 - a. Perform a Quality Control (QC) check of the record.
 - (1) Select View Packet.
 - (2) Review USAREC Form 601-210.08, Moral Waiver Worksheet, for completeness.
 - (3) Compare USAREC Form 601-210.08 with Standard Form (SF) 86 or the Electronic National Security Questionnaire (ENSQ) to ensure all charges are listed.

(4) Initiate QC on all source documents.

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

(6) Confirm waiver level.

b. Provide recommendations.

(1) Provide Operations NCO or waivers analyst recommendation in GCRc as "Ops 1".

(2) Provide operations personnel recommendation in GCRc as "Ops 2".

(3) Provide final recommendation in GCRc as "Ops 3" and forward to the Battalion Commander for action.

c. Schedule applicant for interview with the battalion commander, if needed.

5. Process an administrative waiver.

a. Perform a QC check of the record IAW step 4a listed above.

b. Provide recommendations IAW step 4b listed above.

c. Schedule applicant for interview with the battalion commander, if needed.

d. Obtain approval/disapproval endorsement, if needed.

6. Process a medical waiver.

a. Perform a QC check of the record IAW step 4a listed above.

b. Provide recommendations IAW step 4b listed above.

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.

Performance Measures

	GO	NO GO
1 Accessed GCRc.	_____	_____
2 Selected ERM inbox.	_____	_____
3 Selected appropriate record.	_____	_____

Performance Measures

GO **NO
GO**

- | | | |
|---------------------------------------|-------|-------|
| 4 Processed a moral waiver. | _____ | _____ |
| 5 Processed an administrative waiver. | _____ | _____ |
| 6 Processed a medical waiver. | _____ | _____ |

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

AR 601-210 w Ch 3 Active and Reserve
Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions
Processing

UR 601-210 v7 Enlistment & Accessions
Processing

805K-79R-7451

Complete Opening Activities for a Recruiting Operations Office

Conditions: You are an operations NCO, and are tasked with opening a recruiting battalion or brigade operations office. You have access to the internet, Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Report Management Zone (RMZ), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, and Recruiting Operations Standard Operating Procedure (SOP).

Standards:

Ensure that all reports are complete within GCRc and REQUEST and contain zero errors, then provide the current day's processing results to the Commander and report them to your higher echelon with 100% accuracy in accordance with (IAW) applicable regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are tasked with opening a recruiting battalion or brigade operations office.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration

Communication and Engagement

Critical Thinking and Problem Solving

Tactical and Technical Competence

Performance Steps

1. Validate that all current day shippers and applicants have been checked in at the Military Entrance Processing Station (MEPS).

a. Access GCRc.

b. Validate that all processors are coded "Y" in the Arrived column.

2. Validate with the MEPS Army guidance counselor that all MEPS floor numbers are correct.

3. Validate that all Future Soldier (FS) losses have been identified during the MEPS opening reports.

4. Request positive control status of all Hometown Shippers (HTS) as required.

5. Complete all required opening procedures IAW 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.

Performance Measures

GO **NO
GO**

1	Validated that all current day shippers and applicants have been checked in at the Military Entrance Processing Station (MEPS).	_____	_____
2	Validated with the MEPS Army guidance counselor that all MEPS floor numbers are correct.	_____	_____
3	Validated that all Future Soldier (FS) losses have been identified during the MEPS opening reports.	_____	_____
4	Requested positive control status of all Hometown Shippers (HTS) as required.	_____	_____
5	Completed all required opening procedures IAW SOP.	_____	_____

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

References

Required

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7452
Complete End-of-Day Activities for a Recruiting Operations Office

Conditions:

You are a recruiting operations NCO that has been notified that all processing has been completed for the day, and you are tasked with completing all end-of-day reports. You have access to the internet, Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Report Management Zone (RMZ), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, and Recruiting Operations Standard Operating Procedure (SOP).

Standards:

Ensure that all reports are complete within GCRc and REQUEST and contain zero errors, then provide the current day's processing results to the Commander and report them to your higher echelon with 100% accuracy in accordance with (IAW) applicable regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: You are tasked with completing all end-of-day reports.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Validate that all current day actions have been confirmed in REQUEST.
 - a. Access REQUEST.
 - b. Select "O" reports.
 - c. Validate all current day shippers have been confirmed.
 - (1) Select Unconfirmed Accession/Shipper Report.
 - (2) Select Office Code.
 - (3) Select "RA".

- (4) Select "Ship".
- (5) Select "Include Subordinates".
- (6) Select "Create Report".
- (7) Verify that all shippers have been confirmed.

d. Validate all current day Regular Army (RA) enlistments have been confirmed.

- (1) Select "RA Reservations".
- (2) Select office code.
- (3) Select "Include Subordinates".
- (4) Select "Create Report".
- (5) Verify that all RA enlistments are confirmed with a date in the "DEP Swear-In" column.

e. Validate all current day Army Reserve (AR) enlistments have been confirmed.

- (1) Select "USAR Reservations".
- (2) Repeat step 1d(2) thru (4).
- (3) Verify that all AR enlistments are confirmed with a date in the "VER Date" column.

2. Validate that all current day processors have final disposition entered in GCRc.

a. Access GCRc.

b. Verify the senior guidance counselor (SGC) has entered a final disposition for all current day processors in the "RSLT Code" column.

c. Coordinate with the SGC if any dispositions are missing and repeat step 2b until all dispositions have been entered.

3. Complete any remaining close-out actions with battalion and brigade IAW SOP.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

- | | | |
|---|-------|-------|
| 1 Validated that all current day actions have been confirmed in REQUEST. | _____ | _____ |
| 2 Validated that all current day processors have final disposition entered in GCRc. | _____ | _____ |
| 3 Completed any remaining close-out actions with battalion and brigade IAW SOP. | _____ | _____ |

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

References

Required

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7454
Manage the Ship without Advanced Reservation Program

Conditions:

You are a recruiting operations NCO, and you have been tasked with managing the Ship Without Advanced Reservation (SWAR) program and ensuring that Soldiers in Phase II of the Alternate Training Program (ATP) are scheduled to attend Advanced Individual Training (AIT). You have access to the internet, Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Electronic Records Management (ERM), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, current USAREC messages, and Recruiting Operations Standard Operating Procedure (SOP).

Standards:

Manage the SWAR program and ensure that Soldiers in Phase II of the ATP are scheduled to attend AIT in accordance with (IAW) all applicable regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Manage the SWAR program.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration

Communication and Engagement

Critical Thinking and Problem Solving

Tactical and Technical Competence

Performance Steps

1. Verify AIT reservations for Phase II ATP Soldiers who have completed Basic Combat Training (BCT) are made.

- a. Access REQUEST.
- b. Access WebREQUEST Production.
- c. Select "Reports".
- d. Select "SWAR" and filter as needed.
- e. Verify AIT reservations are made.

(1) If SWAR Report shows BCT completion, coordinate with Guidance Counselor (GC) to schedule AIT.

(2) If SWAR Report does not show BCT completion, verify BCT completion by alternative means.

(a) DD Form 220, Active Duty Report.

(b) Army Training Requirements and Resource System (ATRRS) entry.

(3) If unable to verify BCT completion, contact the Soldier's unit.

(4) If an Exception to Policy (ETP) is required, do not schedule until it is approved.

(a) Request Exceptions to Policy (ETP) through the chain of command via GCRc.

(b) Verify Soldiers with ETP for BCT attendance meet MOS qualifications for AIT attendance.

f. Verify all Phase II ATP Soldiers are scheduled to ship within 365 days of BCT completion.

2. Verify travel orders are issued.

a. Verify the GC requests travel orders from the Military Entrance Processing Station (MEPS).

b. Verify the GC loaded a copy of the travel orders into ERM.

c. Verify a copy of the travel orders are provided to the Soldier and their unit.

3. Verify the recruiting station coordinates with the Soldier's unit to secure the Phase II packet.

4. Verify Soldiers not attending Phase II AIT are updated on the SWAR Report.

a. Update Soldiers not attending AIT but remaining on the SWAR Report.

(1) Coordinate with the GC to update the Soldier's status in REQUEST using the appropriate code.

(2) Verify that supporting documentation is loaded into ERM.

b. Remove Soldiers that no longer require Phase II AIT.

(1) Coordinate with the GC to remove Soldiers via REQUEST using the appropriate code.

(2) Verify that supporting documentation is loaded into ERM.

5. Verify the recruiting station has confirmed the Soldier has their full uniform issue upon shipping to AIT.

Evaluation Preparation:

This task may be evaluated 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.

Performance Measures

GO **NO
GO**

1 Verified AIT reservations for Phase II ATP Soldiers who have completed Basic Combat Training (BCT) are made.	_____	_____
2 Verified travel orders are issued.	_____	_____
3 Verified the recruiting station coordinates with the Soldier's unit to secure the Phase II packet.	_____	_____
4 Verified Soldiers not attending Phase II AIT are updated on the SWAR Report.	_____	_____
5 Verified the recruiting station has confirmed the Soldier has their full uniform issue upon shipping to AIT.	_____	_____

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

References

Required

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7458
Process a Renegotiation Request

Conditions:

You are a recruiting operations NCO, and you must process a renegotiation (RENO) workflow for a Future Soldier (FS) that wishes to renegotiate their enlistment contract. You have access to the Internet, Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GCRc), Electronic Records Management (ERM), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, current USAREC Messages (UM), and local recruiting operations Standard Operating Procedure (SOP).

Standards:

Process a RENO request with 100% accuracy in accordance with (IAW) all appropriate regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue:Process a renegotiation request.

Note:21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Access the ERM inbox.
2. Select Renegotiation workflow.
3. Select "View Packet".
4. Verify supporting documentation is in the FS record in ERM.
 - a. Verify USAREC Form (UF) 601-210.22 is uploaded and accurate in the FS record.
 - b. Verify required supporting documentation is uploaded in FS record.
 - c. Verify appropriate approval authority.

5. Provide UF 601-210.22 to Commander or delegated approval authority for recommendation and signature.

6. Upload signed UF 601-210.22 to the FS record in ERM.

7. Select the appropriate disposition for the RENO workflow.

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.

Performance Measures

GO **NO
GO**

1 Accessed the ERM inbox.	_____	_____
2 Selected Renegotiation workflow.	_____	_____
3 Selected "View Packet".	_____	_____
4 Verified supporting documentation is in the FS record in ERM.	_____	_____
5 Provided UF 601-210.22 to Commander or delegated approval authority for recommendation and signature.	_____	_____
6 Uploaded signed UF 601-210.22 to the FS record in ERM.	_____	_____
7 Selected the appropriate disposition for the RENO workflow.	_____	_____

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

AR 601-210 w Ch 3A Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

805K-79R-7459
Process a Future Soldier Loss

Conditions:

You are a recruiting operations NCO, and you must process a Future Soldier (FS) loss. You have access to the internet, Recruit Quota System (REQUEST), Guidance Counselor Resource Center (GRCr), Electronic Records Management (ERM), Army Regulation (AR) 601-210, USAREC Regulation (UR) 601-210, current USAREC Messages (UM), and local recruiting operations Standard Operating Procedure (SOP).

Standards: Process a FS loss with 100% accuracy in accordance with (IAW) all appropriate regulations and SOP.

Special Condition: None

Special Standards: None

Special Equipment:

Cue: Process a FS loss.

Note: 21st Century Soldier Competencies:

Teamwork and Collaboration
Communication and Engagement
Critical Thinking and Problem Solving
Tactical and Technical Competence

Performance Steps

1. Process a FS loss.
 - a. Receive a Cancellation workflow in ERM to discharge a FS.
 - (1) Select "View Packet".
 - (2) Verify a completed USAREC Form (UF) 601-210.21 and supporting documents are uploaded to the FS record.
 - (3) Print UF 601-210.21 to obtain Battalion Commander or delegated authority signature.
 - (4) Operations personnel performing the loss action sign the UF 601-210.21.
 - (5) Forward workflow and supporting documents supporting documents to approval authority.

b. Complete GCRc cancellation requirements.

(1) Access GCRc.

(2) Locate FS on the "Select a Person" screen.

(3) Select ERM and scan signed UF 601-210.21 with any supporting documentation under "Delayed Entry Program/ Delayed Training Program (DEP/DTP) Admin".

(4) Log out of GCRc.

c. Perform REQUEST cancellation.

(1) Access REQUEST.

(2) Select "Process Applicant".

(3) Enter FS social security number (SSN) and select "GO".

(4) Select "Cancel Reservation".

(5) Select "Process".

(6) Select "Yes".

(7) Select reason code for cancellation.

(8) Enter reason as stated on UF 601-210.21.

(9) Select "Cancel".

(10) Log out of "REQUEST".

d. Confirm approving authority validates cancellations and approvals in GCRc workflow.

e. Publish appropriate discharge orders within 14 days after cancellation.

f. Load completed discharge documents into ERM.

g. Inform MEPS Senior Guidance Counselor (SGC) / Guidance Counselor (GC) of completed actions.

h. Verify an updated USMEPCOM Form 680-3ADP has been uploaded in ERM within seven days of discharge orders.

2. Process a Drug and Alcohol Test (DAT) loss.

a. Verify with SGC/GC that they have completed all Military Entrance Processing Station (MEPS) actions.

b. Inform battalion leadership of FS loss.

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.

Performance Measures

GO **NO
GO**

1 Processed a FS loss.

2 Processed a DAT loss.

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

AR 601-210 w Ch 3 Active and Reserve Components Enlistment Program

Primary

UR 601-210 v7 Enlistment & Accessions Processing

UR 601-210 v7 Enlistment & Accessions Processing

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**Section
Acronyms &
Abbreviations****GLOSSARY**

1SG	first sergeant
AA	assembly area; anti-aircraft; associate of the arts degree
AAR	after action review; after action report
AARQST	active Army recruit quota system
AC	active component; assistant commandant
ACC	Army correspondence course
ACE	American Council on Education
ACES	Army Continuing Education System
AD	active duty
ADA	Air Defense Artillery
ADAPCP	Army alcohol and drug abuse prevention and control program
ADM	administrative; administration
ADP	automated data processing
ADSW	additional duty special work
ADT	active duty for training
AF	Air Force
AFCT	armed forces classification test
AFQT	armed forces qualification test
AG	Adjutant General
AGR	Active Guard Reserve
AIMS	automated instructional management system
AIT	advanced individual training
ALL	Army law library
AMS	Army Management Structure
AN	annually

AO	Accounting office: area of operations
AOC	area of concentration
AOR	area of responsibility
APC	accounting processing code;armored personnel carrier
APFT	Army Physical Fitness Test
APPLES-MDT	Age, Physical status, Prior service, Law violations, Education, Sole survivor, Marital Status,Dependants, and tests
AR	Army Regulation; Army Reserve
ARA	automatic reimbursement authority
ARC	Advanced Recruiting Course; American Red Cross
ARI	Army Research Institute
ARNG	Army National Guard
ARNGUS	Army National Guard of the United States
AS	as stated; associate of the sciences degree
ASD	Administrative Services Division
ASP	ammunition supply point; Army Suggestion Program
ASR	Army Service Ribbon
ASVAB	Armed Services Vocational Aptitude Battery
ATA	additional training assemblies
ATC	Army Training Center
AUS	Army of the United States
AV	audiovisual
AWOL	absent without leave
BAS	basic allowance for subsistence
BASD	basic active service date
BC	branch code
BLT	basic leadership training

BR	battle roster
BSSRB	broken service selective reenlistment bonus
BT	basic training
CA	civil affairs
CAP	centralized assignment procedures
CAS	close air support
CAST	computerized adaptive screening test
CCID	career counselors identification
CD	Casualty Division
cdr	commander
CD-ROM	compact disk-read only memory
CE	commander's evaluation
CF	copy furnished
CG	Commanding General
CLT	Company Leadership Teams
CMF	Career Management Field
COHORT	cohesion operational readiness training
CONUS	the continental United States
CTT	common task training; common task test; constructed travel time
DA	Department of the Army
DEROS	date eligible for return from overseas
DOB	date of birth
DoD	Department of Defense
DODPM	Department of Defense Military Pay and Allowances Entitlements Manual
DROS	date returned from overseas
DTP	delayed training program
EB	enlisted bonus

ECN	extension control number
EST	enlisted screening test
ETS	Expiration Term of Service
FM	field manual; frequency modulation
FORSCOM	Forces Command
GC	guidance counselor; government conveyance
GED	general education development
GSA	General Services Agency; General Services
HQDA	Administration Headquarters, Department of the Army
HRAP	hometown recruiter assistance program
HSDG	high school diploma graduate
HSSR	high school senior
IADT	initial active duty training
IAW	in accordance with
IG	Inspector General
IRR	Individual Ready Reserve
ITP	individual training plan
LEADS	lead evaluation and distribution system
LRL	lead refinement list
MACOM	Major Army Command
MEPCOM	Military Entrance Processing Command
MEPRS	MEPS reporting system
MEPS	Military Entrance Processing Command
MFR	memorandum for record
MOS	military occupational specialty
MOSC	military occupational specialty code
MPRJ	military personnel records jacket, U.S. Army

MSO	military service obligation
NCO	noncommissioned officer
NG	National Guard
NHSG	non-high school graduate
NPS	non prior service; new permanent station
OBC	officer basic course
OCONUS	outside the continental United States
OCS	officer candidate school
OMPF	official military personnel file
P/D	per diem
PA	personally owned automobile
PCS	permanent change of station
PDQ	permanently disqualified
PDR	prospective data record
PEB	physical evaluation board
PEBD	pay entry base date
PERSCOM	Personnel Command
PMOS	primary military occupational specialty
POB	place of birth
PRI	primary review authority
PS	prior service; postal service
PT	physical training; point
PX	post exchange
QNE	qualified-not enlisted
QPA	quality point average; qualified, pending accession
RA	regular army
RC	reserve component
RCN	reenlistment control number

RCTRNCO	reserve component transition NCO
RE	reentry eligibility
REQUEST	recruit quota system
RPI	retention publicity item
RPMS	recruiter production management system
RRB	regular reenlistment bonus
RS	recruiting station
RSM	recruit ship month
RSP	Recruiting Standards Program
RSW	recruit ship week
RT	recruiter trainer; receiver transmitter
SDS	school data sheet
SF	standard form
SGLI	servicemembers' group life insurance
SL	skill level
SM	soldier's manual
SM/TG	soldier's manual/trainer's guide
SMCT	Soldier's Manual of Common Tasks
SMOS	secondary military occupational specialty
SOP	standing operating procedure
SQI	skill qualification identifier
SRB	selective reenlistment bonue
STP	Soldier Training Publication temporarily
TDQ	disqualified
TM	troop program units
TPU	Training and Doctrine Command
TRNCO	Transition NCO; training NCO

TSC	Theater Support Command; training support center
TTE	transitional training and evaluation
UCMJ	uniform code of military justice
UIC	unit identification code
USAEAA	United States Army Enlistment Eligibility Activity
USAEREC	United States Army Enlisted Records and Evaluation Center
USAR	U.S. Army Reserve
USAREC	United States Army Recruiting Command
VIP	very influential person
WOFT	warrant officer flight training

Section II **Terms**

App Appendix

Applicant

A person who applies voluntarily for enlistment in the Army National Guard and is found eligible for further processing after completing and signing the DD Form 1966 series.

Collective training

Training in institutions or units that prepares cohesive teams and units to accomplish their missions on the battlefield and in operations other than war.

Common Task

A task every Soldier in the Army must learn and perform at some skill level.

Critical Task

See "task." critical collective task, "and" critical individual task."

Cross Training

The systematic training of soldiers on tasks related to another duty position

Individual training

Training that prepares the Soldier to perform specified duties or tasks related to assigned duty position or subsequent duty positions and skill level.

Integration training

Initial entry training in Skill Level 1 tasks for an individual newly arrived in a unit. In all cases the TRADOC school proponent supports this training.

Merger training

Training that prepares an NCO to supervise one or more different MOSs at lower skill levels when the Soldier advances in skill level in his career management field.

Shared tasks

Critical tasks performed by soldiers in an MOS for which the MOS proponent is not the task proponent (that is, shared between schools) and critical tasks performed by soldiers from two or more MOSs from the same proponent (that is, shared within a school).

Sustainment training

See "refresher training".

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

ADP 7-0	Training Units and Developing Leaders
ADRP 7-0	Training Units and Developing Leaders
ARMY REG 40-501	Standards of Medical Fitness
ARMY REG 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)
ARMY REG 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)
ARMY REG 350-1	Army Training and Leader Development
ARMY REG 600-9	The Army Body Composition Program
ARMY REG 601-100	Appointment of Commissioned and Warrant Officers in the Regular Army
ARMY REG 601-210	Regular Army and Reserve Components Enlistment Program
ARMY REG 601-270	Military Entrance Processing Station (MEPS)
ARMY FM 7-22	Army Physical Readiness Training (This Item is Published w/ Basic Incl C1)

MEPCOM REG 40-1	Medical Processing and Examinations
MEPCOM REG 601-23	Personnel Produrement Enlistment Processing
PAM 600-4	AMEDD Officer Development and Career Management
ARMY PAM 611-21	Military Occupational Classification and Structure
USAREC MANUAL 3	Recruiting
USAREC MANUAL 3-0	Recruiting Operations
USAREC MANUAL 3-30	Recruiting Company Operations
USAREC MANUAL 3-31	Recruiting Station Operations
USAREC REG 601-108	Army Chaplain Recruiting Program
USAREC REG 1-201 v2	Inspections
USAREC REG 350-13	School Recruiting Programs
USAREC REG 601-107	Operational Management Systems
USAREC REG 601-210	Enlistment and Accessions Processing
USAREC Social Media Guide	USAREC Social Media Guide
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 5-03.2	Influencing and Interviewing
USAREC Training Circular 5-03.3	Partnerships
USAREC Training Circular 5-03.4	Training and Leader Development
USAREC Training Circular 5-03.5	Leading Future Soldiers

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

ARMY REG 601-210	Active and Reserve Components Enlistment Program
Leader's Guide to AAR	The Leader's Guide to After Action Review (AAR)
USAREC 601-37	Army Medical Recruiting Program
USAREC MANUAL 3-0	Recruiting Operations
USAREC MANUAL 3-30	Recruiting Company Operations
USAREC MANUAL 3-31	Recruiting Station Operations
USAREC REG 1-201	Inspections

USAREC REG 350-1	Training and Leader Development
USAREC REG 350-13	School Recruiting Programs
USAREC REG 601-108	Army Chaplain Recruiting Program
USAREC REG 601-210	Enlistment & Accessions Processing
USAREC Training Circular 5-01	Mission Command
USAREC Training Circular 5-03.1	Prospecting, Processing, and Analysis
USAREC Training Circular 5-03.2	Influencing and Interviewing
USAREC Training Circular 5-03.4	Training and Leader Development
USAREC Training Circular 5-03.5	Leading Future Soldiers

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