

Summary Report for Individual Task
805B-79R-3402
Conduct a Future Soldier Orientation (FSL)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Jackson, RRS foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have a new Future Soldier and are required to lead them through their requirements, you have all reference material and all required equipment. You have access to all leader's guidance and direction.

Standard: Lead a Future Soldier which results in an increased probability of accession, including all the following steps as required:

- o Preparing for Future Soldier initial orientation
- o Conducting Future Soldier initial orientation and counseling
- o Conducting Future Soldier follow-up
- o Losing unit's responsibility for follow-up with courtesy shippers (as required)
- o Gaining unit's responsibility for follow-up with courtesy shippers (as required)
- o Implementing physical training program
- o Ensure completion of pre-basic training tasks (time constraints considered)

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Conduct a Battle Hand-Off

- a. Ensure the first hand-off is done properly using the red carpet treatment.

2. Prepare for Future Soldier Initial Orientation

- a. Establish date and location for the conduct of initial orientation.

Note: Initial orientation must be conducted within 3 to 10 days after enlistment.

- b. Identify all individuals that will be in attendance.

Note: It is recommended that all influencers attend the initial briefing. More specifically for high school seniors and currently in high school members at least, be briefed with their parents present, since, in most cases, the parents greatly influence the Future Soldier member's decision to enlist.

- (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. Review the chosen course of action from the Army Interview and compare and contrast with the enlistment program, option, and incentives.

- (1) Review with the Future Soldier their reason to enlist.

- (2) Determine how enlistment program, option, and incentive will help Future Soldier achieve their "True Passion".

Note: Having a clear picture of the Future Soldiers motivation for enlistment will help to reinforce the decision as well as focus on how the Army will help them achieve their "True Passion".

- d. Familiarize self with FutureSoldier.com web site.

Note: *USAR ONLY* Telephonically contact the unit of assignment within three working days of enlistment or transfer to coordinate a date and time for the new member's sponsorship appointment. Recruiter will escort the Future Soldier to the TPU's personnel section no later than 10 days after accession. The recruiter will receive a completed USAR form 62-R from the TPU and scan it into Electronic Records Management (ERM).

3. Conduct Future Soldier Initial Orientation

- a. Discuss the Future Soldier's guarantee(s) and projected AD date or projected IADT date.

- (1) Verify data on DD Form 4 Series (Enlistment/Reenlistment Document-Armed Forces of the United States).

- (2) Verify all supporting annexes.

- (3) Verify Future Soldier received a printout from the Recruit Quota System (REQUEST).

- b. Discuss Follow-up requirements.

Note: Advise the Future Soldier that it's their responsibility to maintain contact. If for any reason the Future Soldier fails to make contact it becomes the recruiter's responsibility to follow-up.

(1) Future Soldier is required to contact the recruiter every two (2) weeks.

(2) Future Soldier is required to visit the office once each month.

(3) If the Future Soldier was enlisted using body fat standards they are required to make weekly face to face contact with the recruiter, who will monitor their progress using DA Forms 5500-5501.

c. Provide schedules for Future Soldier Training Program functions.

(1) All training dates will be planned out annually. USAREC Form 496 (Near-Term Training Plan) will be published and distributed to all Future Soldiers quarterly.

(2) Training should include the pre-basic training tasks from the USAREC Form 1137.

Note: Training plans can be obtained by down loading tasks from TRADOC Pam 600-4. Training will be conducted using Task, Conditions, and Standards.

d. Discuss Future Soldier referrals

(1) Explain incentive awards program

(2) Familiarize Future Soldier with how to submit referrals on-line through the FutureSoldier.com Web site by clicking on the "Referrals" link and completing the necessary information.

e. Discuss the importance of maintaining mental, physical, and moral eligibility, and Initiate the Future Soldier asset inventory

f. Discuss the required SF 1199 Direct Deposit Form

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

h. Answer questions and/or concerns the Future Soldier may have.

i. Discuss ConAP

(1) Complete the ConAP College Referral Form online.

(2) Later, if applicable, assist Future Soldier with t college application forms.

j. Discuss The Identification Card (USAREC Form 1134)

(1) Discuss the card's limitations.

(2) Discuss documentation for Exchange privileges.

(3) Discuss documentation for morale, welfare, and recreation services.

(4) Discuss the validity period of the card.

Note: The contract is valid only up to the date listed on the DD Form 4 as the date of entry onto active duty.

(5) Discuss prohibited activities.

(a) Discuss USAREC Form 1196.

(b) Purchase of alcohol and tobacco products is prohibited.

(c) Discuss inappropriate relationships.

Note: Dependents must show a valid ID card.

k. Review the Future Soldier's training program

l. Encourage all Future Soldiers to complete correspondence courses.

(1) Offered on- line through Army Correspondence Course Program (ACCP).

NOTE: Log on to <http://www.atsc.army.mil/accp/aipd.htm>

(2) Enroll into course number 553ED11. (Delayed Entry Program)

4. Conduct Future Soldier Follow-up.

Note: Follow-up and commitment reinforcement should begin at the conclusion of the swearing in ceremony. This should be accomplished in an appropriate setting with congratulatory remarks. The remarks made should include addressing the Future Soldier member as Private (Smith, Jones, etc.)

a. Understand Follow-up requirements.

(1) Initial briefing 3 to 10 days after enlistment.

(2) Telephonic sustainment follow-up every 2 weeks.

(3) Face-to-face meeting once a month.

(4) Weekly during the last 45 days in Future Soldier, alternate follow-up between telephone and face-to-face contact.

(5) Face-to-face contact 3 days prior to ship date.

Note: Any Future Soldier that enlisted using tape test results or has weight issues must be administered the tape test weekly DA Forms 5500-5501 and need to be coded Amber on FS Profile

b. Follow-up is conducted telephonic or face-to-face.

Note: Consistent Future Soldier Follow-up is essential to good Future Soldier management.

c. Discuss mental, physical, and moral eligibility.

d. Discuss "New" Leads.

e. Discuss status of past leads.

f. Discuss upcoming programs and /or functions.

g. Document results of contacts and attempts to contact in contact history within the RWS.

h. If the Future Soldier is in high school, they are required to bring in their progress/report cards to the recruiter.

5. Losing unit's responsibility for Follow-up with courtesy shippers.

- a. Obtain all information concerning Future Soldier member's destination and annotate Future Soldier record in RWS.
- b. Inform station commander of the location from which the Future Soldier will ship.
- c. Inform the Future Soldier member that upon relocating, he or she should immediately contact the RA or AR Recruiter at that location, whose name, telephone number, and address will be obtained.

Note: If exact location is known before the relocation, the losing station commander will contact the gaining station commander and obtain the identity of the "gaining" recruiter who will be responsible for follow-up. The recruiter's name, address, and telephone number will be provided to the "losing" recruiter who will provide it to the Future Soldier.

- d. Explain that the new Recruiter will be responsible for final processing and transportation to the MEPS if necessary. Emphasize the importance of maintaining contact with new Recruiter.

Note: Courtesy shippers remain the responsibility of the Recruiting Battalion, Company, Station, and Recruiter that enlisted the Future Soldier

6. Gaining unit's responsibility for Follow-up with courtesy Shippers.

Note: When a Future Soldier member contacts the new RS and identifies self as a member of the RA or AR, having enlisted outside the RS's and Rctg Bn's geographical area, the new recruiter, who has responsibility for the area where the Future Soldier member now resides will:

- a. Build trust and credibility.
- b. Obtain the Future Soldier's profile from Recruiter Zone.
- c. Reemphasize follow-up requirements.
- d. Contact the recruiter of credit.

- e. Provide the station commander with the Future Soldier's enlistment information so the company commander can request the Future Soldier' enlistment packet from the original MEPS.

- f. Continue to maintain Future Soldier follow-up and training IAW USAREC Reg 601-95/ FutureSoldier.com/Initial orientation.

- g. Seniors/juniors are required to provide their recruiter with their progress/report cards.

7. Implement Physical Training Program

- a. Review the UF 1251 (Medical Safety card).

Note: This card provides the Recruiter with instructions on how to identify medical problems that may arise when doing PT as well as reminding them to conduct a risk assessment.

- b. Conduct a risk assessment using USAREC Form 1144.

Note: If it is perceived that the Future Soldier is having any of the symptoms noted on the card, immediately cease doing any activity and seek medical aid as necessary.

- c. Administer the 1-1-1 Physical Fitness Assessment. Administer the assessment NLT 10 days after enlistment and at a minimum of 45 days. Must administer NLT 30 days prior to shipping.

Note: One minute of pushups, one minute of sit-ups, and a timed one-mile run.

- d. Assign appropriate physical fitness training schedule to your Future Soldier.

(1) Assign training schedule #1 to the Future Soldier who passes all events on the initial 1-1-1 Physical Fitness Assessment.

(2) Assign training schedule #2 to the Future Soldier who passes the push-ups and sit-ups but fails the one-mile run on the initial 1-1-1 Physical Fitness Assessment.

(3) Assign training schedule #3 to the Future Soldier who fails the push-ups and/or sit-ups but passes the one-mile run on the initial 1-1-1 Physical Fitness Assessment.

(4) Assign training schedule #3 to the Future Soldier who fails the push-ups and/or sit-ups and also fails the one-mile run on the initial 1-1-1 Physical Fitness Assessment.

e. Train Future Soldiers on the Standardized Physical Training Session.

(1) Conduct Warm-up

(a) Warm-up last approximately 10 to 15 minutes.

(b) Conduct conditioning Drill 1 (one set of five repetitions of each exercise)

(c) Conduct military movement drills.

(2) Conduct Activity.

(a) Conduct Speed running.

(b) Conduct Sustained running.

(c) Conduct Conditioning Drill 2.

(3) Conduct Cool-down

Note: The cool-down safely brings you back to your pre-exercise state after performing vigorous conditioning activities. Performance of cool-down also helps to improve flexibility and range of motion.

(a) Conduct Conditioning Drill 1.

(b) Conduct The Stretch Drill (hold each stretch for 20 seconds).

f. Record results on DA Form 705 and Contact history.

Note: The DA Form 705 will be altered by crossing out 2MR, for 2 mile run, and replacing with 1 MR, for 1 mile run. In the points blocks of the DA Form 705, the grader will write "Pass" or "Fail". The standards for "Pass" or "Fail" are listed in USAREC Message 06-014.

(1) Scan the DA Form 705 (either pass or fail) to a desk top file.

Note: File name will be the last 4 digits of the Future Soldiers SSN.

(2) Annotate "PFA passed" or PFA Failed" and the date of the test in the Follow-up section in contact history.

(3) Attach the DA Form 705 to an email and send it to station commander.

8. Train pre-basic training tasks

a. Train each task on the pre-basic training task list.

b. Document mastery of task on the USAREC Form 1137.

(1) Maintain a copy of USAREC Form 1137 for all Future Soldiers.

(2) Maintain in local RS files for a period of 1 year.

(3) Annotate results in the Future Soldier's contact history.

c. If a Soldier was promoted due to completion of the USAREC Form 1137.

(1) The station commander and company commander will validate the USAREC Form 1137 and certify by signature that the Future Soldier actually performed each task to standard.

(2) Forward a copy to MEPS for placement in the Soldier's ship and residual packet.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score a "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.

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	N/A
1. Prepared for Future Soldier Initial Orientation			
a. Established date and location for the conduct of initial orientation.			
b. Identified all individuals that will be in attendance.			
(1) Attempted to gather blueprint on influencers that will be attending.			
(2) Informed the Future Soldier of their responsibility to bring:			
(a) Future Soldier Welcome Kit (RPI 200).			
(b) Enlistment contract.			
(c) List of questions.			
c. Reviewed the chosen course of action from the Army Interview and compared and contrasted with the enlistment program, option, and incentives.			
(1) Reviewed with the Future Soldier their reason to enlist.			
(2) Determined how enlistment program, option, and incentive will help Future Soldier achieve their "True Passion".			
d. Familiarized self with FutureSoldier.com web site.			
2. Conducted Future Soldier Initial Orientation			
a. Discussed the Future Soldier's guarantee(s) and projected AD date or projected IADT date.			
(1) Verified data on DD Form 4 Series (Enlistment/Reenlistment Document-Armed Forces of the United States).			
(2) Verified all supporting annexes.			
(3) Verified Future Soldier received a printout from the Recruit Quota System (REQUEST).			
b. Discussed Follow-up requirements.			
(1) Future Soldier is required to contact the recruiter every two (2) weeks.			
(2) Future Soldier is required to visit the office once each month.			
(3) If the Future Soldier was enlisted using body fat standards they are required to make weekly face to face contact with the recruiter, who will monitor their progress using DA Forms 5500-5501.			
c. Provided schedules for Future Soldier Training Program functions.			
(1) All training dates will be planned out annually. USAREC Form 496 (Near-Term Training Plan) will be published and distributed to all Future Soldiers quarterly.			
(2) Training should include the pre-basic training tasks form the USAREC Form 1137.			
d. Discussed Future Soldier referrals			
(1) Explained incentive awards program			
(2) Familiarized Future Soldier with how to submit referrals on-line through the FutureSoldier.com Web site by clicking on the "Referrals" link and completing the necessary information.			
e. Discussed the importance of maintaining mental, physical, and moral eligibility, and Initiate the Future Soldier asset inventory			
f. Discussed the required SF 1199 Direct Deposit Form			
g. Reviewed the Future Soldier Welcome Kit (RPI 200)			
h. Answered questions and/or concerns the Future Soldier had			
i. Discussed ConAP			
(1) Completed the ConAP College Referral Form online.			
(2) Later, if applicable, assist Future Soldier with t college application forms.			
j. Discussed The Identification Card (USAREC Form 1134)			
(1) Discussed the card's limitations.			
(2) Discussed documentation for Exchange privileges.			
(3) Discussed documentation for morale, welfare, and recreation services.			
(4) Discuss the validity period of the card.			
(5) Discussed prohibited activities.			
(a) Discussed USAREC Form 1196.			

(b) Discussed the Purchase of alcohol and tobacco products is prohibited.			
(c) Discussed inappropriate relationships.			
k. Reviewed the Future Soldier's training program			
l. Encouraged all Future Soldiers to complete correspondence courses.			
(1) Offered on- line through Army Correspondence Course Program (ACCP). NOTE: Log on to http://www.atsc.army.mil/accp/aipd.htm			
(2) Enrolled into course number 553ED11. (Delayed Entry Program)			
3. Conducted Future Soldier Follow-up.			
Note : Follow-up and commitment reinforcement should begin at the conclusion of the swearing in ceremony. This should be accomplished in an appropriate setting with congratulatory remarks. The remarks made should include addressing the Future Soldier member as Private (Smith, Jones, etc.)			
a. Understood Follow-up requirements.			
(1) Initial briefing 3 to 10 days after enlistment.			
(2) Telephonic sustainment follow-up every 2 weeks.			
(3) Face-to-face meeting once a month.			
(4) Weekly during the last 45 days in Future Soldier, alternate follow-up between telephone and face-to-face contact.			
(5) Face-to-face contact 3 days prior to ship date.			
b. Follow-up was conducted telephonic or face-to-face.			
c. Discussed mental, physical, and moral eligibility.			
d. Discussed "New" Leads.			
e. Discussed status of past leads.			
f. Discussed upcoming programs and /or functions.			
g. Documented results of contacts and attempts to contact in contact history within the RWS.			
h. If the Future Soldier is in high school, they brought their progress/report cards to the recruiter.			
4. Losing unit's responsibility for Follow-up with courtesy shippers.			
a. Obtained all information concerning Future Soldier member's destination and annotate Future Soldier record in RWS.			
b. Informed station commander of the location from which the Future Soldier will ship.			
c. Informed the Future Soldier member that upon relocating, he or she should immediately contact the RA or AR Recruiter at that location, whose name, telephone number, and address will be obtained.			
d. Explained that the new Recruiter will be responsible for final processing and transportation to the MEPS if necessary. Emphasize the importance of maintaining contact with new Recruiter.			
5. Gaining unit's responsibility for Follow-up with courtesy Shippers.			
Note : When a Future Soldier member contacts the new RS and identifies self as a member of the RA or AR, having enlisted outside the RS's and Rctg Bn's geographical area, the new recruiter, who has responsibility for the area where the Future Soldier member now resides will:			
a. Built trust and credibility.			
b. Obtained the Future Soldier's profile from Recruiter Zone.			
c. Reemphasize follow-up requirements.			
d. Contacted the recruiter of credit.			
e. Provided the station commander with the Future Soldier's enlistment information so the company commander can request the Future Soldier' enlistment packet from the original MEPS.			
f. Continued to maintain Future Soldier follow-up and training IAW USAREC Reg 601-95/ FutureSoldier.com/Initial orientation.			
g. Seniors/juniors provided their recruiter with their progress/report cards.			
6. Implement Physical Training Program			
a. Reviewed the UF 1251 (Medical Safety card).			
b. Conducted a risk assessment using USAREC Form 1144.			

c. Administered the 1-1-1 Physical Fitness Assessment. Administered the assessment 10 days after enlistment.			
d. Assigned appropriate physical fitness training schedule to your Future Soldier.			
(1) Assigned training schedule #1 to the Future Soldier who passes all events on the initial 1-1-1 Physical Fitness Assessment.			
(2) Assigned training schedule #2 to the Future Soldier who passes the push-ups and sit-ups but fails the one-mile run on the initial 1-1-1 Physical Fitness Assessment.			
(3) Assigned training schedule #3 to the Future Soldier who fails the push-ups and/or sit-ups but passes the one-mile run on the initial 1-1-1 Physical Fitness Assessment.			
(4) Assigned training schedule #3 to the Future Soldier who fails the push-ups and/or sit-ups and also fails the one-mile run on the initial 1-1-1 Physical Fitness Assessment.			
e. Trained Future Soldiers on the Standardized Physical Training Session.			
(1) Conducted Warm-up			
(a) Warmed-up last approximately 10 to 15 minutes.			
(b) Conducted conditioning Drill 1 (one set of five repetitions of each exercise)			
(c) Conducted military movement drills.			
(2) Conducted Activity.			
(a) Conducted Speed running.			
(b) Conducted Sustained running.			
(c) Conducted Conditioning Drill 2.			
(3) Conducted Cool-down			
(a) Conducted Conditioning Drill 1.			
(b) Conducted The Stretch Drill (hold each stretch for 20 seconds).			
f. Recorded results on DA Form 705 and Contact history.			
(1) Scanned the DA Form 705 (either pass or fail) to a desk top file.			
(2) Annotated "PFA passed" or PFA Failed" and the date of the test in the Follow-up section in contact history.			
(3) Attached the DA Form 705 to an email and send it to station commander.			
7. Trained pre-basic training tasks			
a. Trained each task on the pre-basic training task list.			
b. Documented mastery of task on the USAREC Form 1137.			
(1) Maintained a copy of USAREC Form 1137 for all Future Soldiers.			
(2) Maintained in local RS files for a period of 1 year.			
(3) Annotated results in the Future Soldier's contact history.			
c. If a Soldier was promoted due to completion of the USAREC Form 1137.			
(1) The station commander and company commander validated the USAREC Form 1137 and certified by signature that the Future Soldier actually performed each task to standard.			
(2) Forwarded a copy to MEPS for placement in the Soldier's ship and residual packet.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	TRADOC PAM 600-4	The Soldiers Blue Book	No	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79R - Recruiter - SL3	Enlisted	MOS: 79R, Skill Level: SL3, Duty Pos: REA, SQI: 4