

Summary Report for Individual Task  
805K-79R-4204

Conduct Recruiter In Progress Review  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson, SC 29207 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have assigned recruiters conducting recruiting operations or preparing for an upcoming event; you have access to: Leader Zone, GAMAT, USAREC Manual 3-31, and the Recruiting Center's ROP.

**Standard:** Conduct Recruiter In-Progress daily, IAW USAREC Manual 3-31, Appendix A-3; identify strengths / weaknesses in topic areas of personnel, mission posture, processing, prospecting, ROP, and Future Soldier; provide direction and redirect priority of effort /resources as needed.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

## Performance Steps

1. Prepare for the IPR.
  - a. Establish a time and place for the IPR.
  - b. Use SFAR, and available resources to review data affecting the team's operation plan.
    - (1) SFAR classed report (by mission set).
    - (2) SFAR new report (by mission set).
    - (3) SFAR processing report (by mission set).
    - (4) SWCS Policies and command guidance.
    - (5) Long Range Training Calendar / SYNC Matrix.
    - (6) Level 1 Log.
    - (7) Center ROP.
  - c. Analyze recruiting functions relevant to current mission posture.
  - d. Determine course of action based on findings.
2. Initiate IPR.
  - a. Determine any personnel issues affecting the team/mission on the following:
    - (1) Professional.
    - (2) Personal.
  - b. Direct prospecting.
    - (1) Detail plan from yesterday.
    - (2) Discuss briefings scheduled.
    - (3) Discuss briefings conducted.
    - (4) Requirements vs. achievements (training indicators).
  - c. Identify candidates on processing reports.
    - (1) Projections (determine issues).
    - (2) Waivers.
    - (3) Deficient Packets.

(4) processing but not classed.

d. Assess Future ARSOF Soldiers.

e. Review team's ROP for future activities.

f. Determine follow up guidance.

(1) Review center team's ROPs on the following:

(a) Prospecting.

(b) Briefings.

(c) Processing applicants.

(d) Maintaining Future ARSOF Soldiers.

(e) Follow up.

(2) Mid-range, long- term goals.

g. Determine any special requests/needs.

3. Close the Session.

a. Reemphasize guidance.

b. End on a positive note.

(Asterisks indicates a leader performance step.)

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

**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 the IPR.			
a. Established a time and place for the IPR.			
b. Used SFAR, and available resources to review data affecting the team's operation plan.			
(1) SFAR classed report (by mission set).			
(2) SFAR new report (by mission set).			
(3) SFAR processing report (by mission set).			
(4) SWCS Policies and command guidance.			
(5) Long Range Training Calendar / SYNC Matrix.			
(6) Level 1 Log.			
(7) Center ROP.			
c. Analyzed recruiting functions relevant to current mission posture.			
d. Determined course of action based on findings.			
2. Initiated IPR.			
a. Determined any personnel issues affecting the team/mission on the following:			
(1) Professional.			
(2) Personal.			
b. Directed prospecting.			
(1) Detailed plan from yesterday.			
(2) Discussed briefings scheduled.			
(3) Discussed briefings conducted.			
(4) Requirements vs. achievements (training indicators).			
c. Identified candidates on processing reports.			
(1) Projections (determined issues).			
(2) Waivers.			
(3) Deficient Packets.			
(4) processing but not classed.			
d. Assessed Future ARSOF Soldiers.			
e. Reviewed team's ROP for future activities.			
f. Determined follow up guidance.			
(1) Reviewed center team's ROPs on the following:			
(a) Prospecting.			
(b) Briefings.			
(c) Processing applicants.			
(d) Maintaining Future ARSOF Soldiers.			
(e) Follow up.			
(2) Mid-range, long- term goals.			
g. Determined any special requests/needs.			
3. Closed the Session.			
a. Reemphasized guidance.			
b. Ended on a positive note.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	Yes
	USAREC MANUAL 3-31	Recruiting Center Operations	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.

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None