

Summary Report for Individual Task
805K-79R-5003
Conduct a Recruiting Company In-Progress Review
Status: Approved

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 Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are conducting recruiting operations and have access to; the Company and Centers' Recruiting Operational Plans, Leader Zone, Guidance Counselor Resource Center, USAREC Calendar, and USAREC Manuals 3 and 3-06. This task should not be trained in MOPP 4.

Standard: Conduct IPR IAW USAREC Manual 3-30, Appendix C. para C-13 thru C-28; Monitor and direct recruiting operations; evaluate unit performance and redirect operations as needed.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
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.

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

- a. Review operational plans developed by the Company Commander.
- b. Review Planning Calendars.
- c. Access Leader Zone and GCR and pull all reports applicable to the company.
- d. Analyze Recruiting Functions.

(1) Review the previous IPR notes for agreed upon COA changes, and time lines established.

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

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

(4) Review MAP or Leader Zone and identify chokepoints and shortfalls.

(5) Review previous weeks processing list identified lead sources used in development of the ROP to determine if prospecting is occurring in identified market segments and its effectiveness.

(6) Review school recruiting plan for compliance.

(7) Review FSTP program and determine effectiveness of program for referrals and prevention of losses.

e. Validate data.

f. Create an outline of discussion points and questions.

2. Conduct the IPR.

a. State the purpose of the IPR.

(1) To discover strengths.

(2) To aid in the creation of future plans that are adaptive and forward thinking.

(3) To identify weaknesses and establish COA to positively impact mission accomplishment.

b. Establish an atmosphere of mutual trust.

c. Review personnel Issues.

(1) Pay.

(2) NCOERs.

(3) ATP.

- (4) Factors that impact operations.
- (5) Potential absences.
- (6) Any personal issues that adversely impact mission accomplishment.

d. Have Center Leader detail the results of their plan.

- (1) What was supposed to happen?
- (2) What happened?
- (3) Why did it happen?
- (4) What can we do to improve performance next time?

e. Review Present Mission Posture.

- (1) Determine the company's mission accomplishment.
- (2) Determine total enlistees by name.
- (3) Determine if expected FS losses exist (by name).

f. Review Projections.

- (1) Determine all potential enlistees by name.
- (2) Review any issues of concern for all projections:
 - (a) Determine enlistment eligibility status.
 - (b) Address all possible obstacle (influencers, apprehensions, any other).
 - (c) Verify transportation issues.
 - (d) Verify lodging issues.
 - (e) Validate projections on GCR.

(3) Identify waiver(s) requiring Quality Assurance

Note: The 1SG will not normally QA waivers during IPR. Set aside time as needed to QA waivers.

g. Review Processing.

- (1) Determine all future testers by name.
- (2) Review projected testers and determine any obstacles.
- (3) Review TNE for follow-up actions.

(4) Determine optimum processing dates (test and MEPS).

(5) Identify potential training indicators/choke points and provide coaching.

h. Review Prospecting.

(1) Discuss appointments made.

(a) Accomplishments vice requirements.

(b) Effectiveness of lead sources targeted for prospecting (e.g. FS referral Program, COI referrals).

(2) Review time, location and presence of influencers in relation to appointments made.

(3) Review no-show appointments.

(4) Review all conducted appointments.

(a) Discuss level of commitment.

(b) Discuss enlistment eligibility.

(c) Discuss next follow-up activity.

(5) Review prospecting shortfalls.

(a) Discuss training indicators/choke points and Center Leader's corrective COA.

(b) Provide coaching on training indicators/choke points.

i. Review Center plan.

(1) Determine if present ROP will accomplish the mission.

(a) Review recommended changes.

(b) Discuss how these changes will be implemented.

(c) Define the measurement for effectiveness.

(d) Discuss early warning indicators.

(2) Determine follow-up requirements for the next IPR.

(3) Review future decisive, shaping and sustaining operations.

j. Recap the IPR Process.

k. Determine any future training requirements as needed.

3. Plan Follow-up.

- a. Plan next follow-up activity.
- b. Set follow-up plan for scheduled time sensitive events.
- c. Set next IPR date and time.

(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.			
Note : Each station should have a predetermined time and place for the IPR.			
a. Reviewed operational plans developed by the company commander.			
b. Reviewed planning calendars.			
c. Accessed Leader Zone and GCR and pulled all reports applicable to the company.			
d. Analyzed recruiting functions.			
(1) Reviewed the previous IPR notes for agreed upon COA changes, and time lines established.			
(2) Reviewed the intelligence used in development of plan, including all relevant market data.			
(3) Reviewed prospecting and lead generation activities to measure effectiveness and achievement of requirements.			
(4) Conduct operational analysis and identified choke points and shortfalls.			
(5) Reviewed previous weeks processing list and identified lead sources used in development of the ROP to determine if prospecting was occurring in identified market segments and its effectiveness.			
(6) Reviewed school recruiting plan for compliance.			
(7) Reviewed FSTP program and determined effectiveness of generating referrals and preventing losses.			
e. Validated data.			
f. Created an outline of discussion points and questions.			
2. Conducted the IPR.			
a. Stated the purpose of the IPR.			
(1) To discover strengths.			
(2) To aid in the creation of future plans that are adaptive and forward thinking.			
(3) To identify weaknesses and establish COA to positively impact mission accomplishment.			
b. Established an atmosphere of mutual trust.			
c. Reviewed Personnel Issues.			
(1) Pay.			
(2) NCOERs/Awards/Admin.			
(3) ATP.			
(4) Factors that impact operations.			
(5) Potential absences.			
(6) Personal issues that adversely impact mission accomplishment.			
d. Had Center Leader detail the results of their plan.			
(1) What was supposed to happen?			
(2) What happened?			
(3) Why did it happen?			
(4) What can we do to improve performance next time?			
e. Reviewed present mission posture.			
(1) Determined the company's mission accomplishment.			
(2) Determined total enlistees by name.			
(3) Determined if expected FS losses existed (by name).			
f. Reviewed Projections.			
(1) Determined all potential enlistees by name.			
(2) Reviewed any issues of concern for all projections:			
(a) Determined enlistment eligibility status.			
(b) Addressed all possible obstacle (influencers, apprehensions, any other).			
(c) Reviewed transportation issues.			

(d) Reviewed lodging issues.			
(e) Validated projections on GCR.			
(3) Identify current waivers requiring QA.			
g. Reviewed Processing.			
(1) Determined all future testers by name.			
(2) Reviewed projected testers and determined any obstacles.			
(3) Reviewed TNE for follow-up actions.			
(4) Determined optimum processing dates (test and MEPS).			
(5) Identified potential training indicators/choke points and provided coaching.			
h. Reviewed Prospecting.			
(1) Discussed appointments made.			
(a) Accomplishments vice requirements.			
(b) Effectiveness of lead sources targeted for prospecting (e.g. FS Referral Program, COI referrals).			
(2) Reviewed time, location and presence of influencers in relation to appointments made.			
(3) Reviewed no-show appointments.			
(4) Reviewed all conducted appointments.			
(a) Discussed level of commitment.			
(b) Discussed enlistment eligibility.			
(c) Discussed next follow-up activity.			
(5) Reviewed prospecting shortfalls.			
(a) Discussed training indicators/choke points and Center Leader's corrective COA.			
(b) Provided coaching on training indicators/choke points.			
i. Reviewed Center Plan.			
(1) Determined if present ROP will accomplish the mission.			
(a) Reviewed recommended changes.			
(b) Discussed how these changes would be implemented.			
(c) Defined the measurement for effectiveness.			
(d) Discussed early warning indicators.			
(2) Determined follow-up requirements for the next IPR.			
(3) Reviewed future decisive, shaping and sustaining operations.			
j. Recapped the IPR Process.			
k. Determined any future training requirements as needed.			
3. Planned Follow-up.			
a. Planned next follow-up activity.			
b. Set follow-up plan for scheduled time sensitive events.			
c. Set next IPR date and time.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC Manual 3	Recruiting	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	Yes	Yes

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. 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