

**Summary Report for Individual Task
805B-79R-5105
Evaluate Center Recruiting Functions
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are visiting a recruiting center. You have a requirement to evaluate the recruiting center utilizing the eight recruiting functions. You have access to Leader Zone (LZ), Report Management Zone (RMZ), and all applicable references.

Standard: Evaluate a center's recruiting functions:

- o Determine which elements of the recruiting functions will be evaluated during the evaluation.
- o Review previous evaluations.
- o Discuss the center's intelligence gathering and analysis.
- o Evaluate prospecting operations.
- o Evaluate processing operations.
- o Evaluate Future Soldier Training Program (FSTP).
- o Evaluate center training program.
- o Evaluate shaping operations
- o Evaluate sustainment operations
- o Evaluate C2
- o Coach, mentor, train and provide guidance based on the operational evaluations. Using the USAREC Form 967, Training Record
- o Complete USAREC Form 1117, Recruiting Inspection Log documenting the results of the evaluation and corrective actions.
- o Recap visit by reviewing USAREC Form 1117 with center commander.

Special Condition: None

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine which elements of the recruiting functions will be evaluated during the evaluation.
 - a. Consider results of in-process reviews (IPR)
 - b. Conduct strengths, weaknesses, opportunities and threats (SWOT) analysis
 - c. Review center's Recruiting Operation Plan (ROP)
2. Review previous evaluation
 - a. Ensure center commander has taken corrective action where required.
 - b. Identify deficiencies
 - c. Identify trends and patterns
 - d. Make an assessment of training deficiencies
 - e. Close out USAREC Form 1117 and sign
3. Discuss center's intelligence process analysis.
 - a. Receive a situational awareness brief using the GAMAT.
 - b. Review market share.
 - c. Identify must win must keep ZIP Codes
 - d. Review markets of opportunity
 - e. Identify most productive tactical market segmentations
 - f. Review LPA and discuss seasonal impacts.
 - g. Review synchronization of assets
 - h. Review school plans and School Zone
4. Evaluate prospecting operations.
 - a. Review results of completed prospecting operations:
 - (1) Are MAP requirements being met?
 - (2) Direct adjustments as necessary.
 - b. Review planned prospecting operations to identify potential training indicators.
 - c. Ensure prospecting operations address simultaneous market penetration.

- d. Evaluate whether planned and completed prospecting operations are occurring in the right market at the right time.
 - e. Determine what adjustments should be made to prospecting operations that will help accomplish the mission.
5. Evaluate processing operations.
- a. Review MAP accomplishment:
 - (1) Are MAP requirements being met?
 - (2) Discuss tested not enlisted (TNE)/physical not enlisted (PNE) report.
 - (3) Review previous week's processing list
 - (4) Direct adjustments as necessary.
 - b. Review planned processing operations to identify potential training indicators.
 - c. Determine what adjustments should be made to processing operations that will help accomplish the mission.
6. Evaluate Future Soldier Training Program (FSTP).
- a. Ensure Assistant Center Commander is managing the FSTP in accordance with UR 601-95.
 - b. Identify potential Future Soldier losses utilizing the future Soldier roster and input provided by the assistant center commander
7. Evaluate Center training program.
- a. Review training folders on the Learning Management System (LMS).
 - b. Review New Recruiter Development Program
 - c. Review center training schedules.
 - d. Review RZ calendars to ensure physical fitness and all other training is annotated
 - e. Review counseling folders.
 - (1) Check to make sure all Soldiers' counseling is up to date.
 - (2) Confirm performance counseling is completed as required.
 - (3) Ensure the Noncommissioned Officer Evaluation Report (NCOER) rating scheme is posted
8. Evaluate shaping operations
- a. Identify markets targeted
 - b. Evaluate return on investment (ROI)

c. Review center's AAR of events

9. Evaluate sustainment operation

a. Discuss plan to request support of recruiting operations

b. Review facilities for proper maintenance

c. Inspect vehicles

d. Inspect stamp logs

e. Inspect voter registration

f. Verify permanent change of station (PCS) awards (as needed)

10. Evaluate C-2

a. Accountability and security of all computers, cell phones, equipment

b. Ensure wireless capabilities are operational

c. Review Recruiter Zone (RZ) calendar

d. Review in-process review (IPR)

e. Assess command climate

11. Coach, mentor, train and provide guidance based on the results of the operational evaluation. Using USAREC Form 967, Training Record

12. Complete USAREC Form 1117, Recruiting Inspection Log documenting the results of the evaluation and corrective actions.

13. Recap visit by reviewing USAREC Form 1117 with center commander

(Asterisks indicates a leader performance step.)

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.

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. Determined which elements of the recruiting functions will be evaluated during the evaluation.			
a. Considered results of in-process reviews (IPR)			
b. Conducted strengths, weaknesses, opportunities and threats (SWOT) analysis			
c. Reviewed center's Recruiting Operation Plan (ROP)			
2. Reviewed previous evaluation			
a. Ensured center commander took corrective action where required.			
b. Identified deficiencies			
c. Identified trends and patterns			
d. Made an assessment of training deficiencies			
e. Closed out USAREC Form 1117 and sign			
3. Discussed center's intelligence process analysis.			
a. Received a situational awareness brief using the GAMAT.			
b. Reviewed market share.			
c. Identified must win must keep ZIP Codes			
d. Reviewed markets of opportunity			
e. Identified most productive tactical market segmentations			
f. Reviewed LPA and discuss seasonal impacts.			
g. Reviewed synchronization of assets			
h. Reviewed school plans and School Zone			
4. Evaluated prospecting operations.			
a. Reviewed results of completed prospecting operations:			
(1) Are MAP requirements being met?			
(2) Directed adjustments as necessary.			
b. Reviewed planned prospecting operations to identify potential training indicators.			
c. Ensured prospecting operations address simultaneous market penetration.			
d. Evaluated whether planned and completed prospecting operations are occurring in the right market at the right time.			
e. Determined what adjustments should be made to prospecting operations that will help accomplish the mission.			
5. Evaluated processing operations.			
a. Reviewed MAP accomplishment:			
(1) Are MAP requirements being met?			
(2) Discussed tested not enlisted (TNE)/physical not enlisted (PNE) report.			
(3) Reviewed previous week's processing list			
(4) Directed adjustments as necessary.			
b. Reviewed planned processing operations to identify potential training indicators.			
c. Determined what adjustments should be made to processing operations that will help accomplish the mission.			
6. Evaluated Future Soldier Training Program (FSTP).			
a. Ensured Assistant Center Commander is managing the FSTP in accordance with UR 601-95.			
b. Identified potential Future Soldier losses utilizing the future Soldier roster and input provided by assistant center commander			
7. Evaluated center's training program.			
a. Reviewed training folders on the Learning Management System (LMS).			
b. Reviewed New Recruiter Development Program			
c. Reviewed center training schedules.			
d. Reviewed RZ calendars to ensure physical fitness and all other training is annotated			
e. Reviewed counseling folders.			

(1) Checked to make sure all Soldiers' counseling is up to date.			
(2) Confirmed performance counseling is completed as required.			
(3) Ensured the Noncommissioned Officer Evaluation Report (NCOER) rating scheme is posted			
8. Evaluated shaping operations			
a. Identified markets targeted			
b. Evaluated return on investment (ROI)			
c. Reviewed center's AAR of events			
9. Evaluated sustainment operation			
a. Discussed plan to request support of recruiting operations			
b. Reviewed facilities for proper maintenance			
c. Inspected vehicles			
d. Inspected stamp logs			
e. Inspected voter registration			
f. Verified permanent change of station (PCS) awards (as needed)			
10. Evaluated C-2			
a. Accountability and security of all computers, cell phones, equipment			
b. Ensured wireless capabilities are operational			
c. Reviewed Recruiter Zone (RZ) calendar			
d. Reviewed in-process review (IPR)			
e. Assessed command climate			
11. Coached, mentored, trained and provided guidance based on the results of the operational evaluation. Used USAREC Form 967, Training Record			
12. Completed USAREC Form 1117, Recruiting Inspection Log documenting the results of the evaluation and corrective actions.			
13. Recapped visit by reviewing USAREC Form 1117 with center commander			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	No	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-02	Recruiting Company and Station Operations	No	No
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	No	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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 - Recruiting First Sergeant - SL5	Enlisted	MOS: 79R, Skill Level: SL5