

Report Date: 16 Apr 2014

**Summary Report for Individual Task
805B-79T-4402
Conduct an Officer Recruiting Presentation
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You have scheduled an officer recruiting presentation. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Deliver presentation IAW NG Pam 601-1 para 2-20 to a targeted group in the officer recruiter's area of responsibility.

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare the presentation.

a. Establish objectives.

(1) Provide information/package.

(2) Generate leads.

(3) Plan strategy (situation, audience, purpose, method (SPAM), logistics).

(4) Types of audiences.

b. Identify your audience.

(1) Request unit command influence for targeted audience (if applicable). (consider a command staff prescreen inquiry/briefing).

(2) Know the makeup of the group you are presenting to. (past deployments, long term prior service, enlisted over-strength situations in the unit, etc...).

(a) Officer Candidate School (OCS).

(b) Reserve Officers' Training Corps (ROTC).

(c) Recruit Sustainment Program (RSP).

(d) High schools.

(e) Seminaries.

(f) Hospitals/clinics (doctors, dentists, physician's assistants, nurses, behavioral health specialist).

(g) Fraternities/sororities.

(h) Reserve component transition centers.

(i) Law schools.

(j) Conferences/workshops.

(k) Local units/leadership (company, battalion, brigade, state).

c. Gather information (research, verify content, and materials).

d. Construct presentation.

(1) Body (key points, transition statements, interaction plan).

(2) Closing (review key points, interface, ask for questions, capture leads, thank audience)

(3) Opening (background, objectives, agenda, time (BOAT)).

2. Rehearse the presentation.

NOTE: refer to rehearsal checklist, NGB Pam 601-1 Appendix D.

3. Execute.

a. Build trust/rapport (eye contact, language, voice projection, posture, ice breakers).

b. Open.

c. Anticipate/address concerns and questions (acknowledge, clarify, answer honestly).

d. Discuss/present information.

(1) Present topics (in order, use transitions).

(2) Encourage interaction.

(3) Answer questions/concerns (use parking lot appropriately).

e. Close.

4. Follow-up:

a. Conduct an after action review (AAR).

b. Request secondary briefing for interested groups.(if numbers require).

c. Pursue leads and referrals.

(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 on-the-job training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared the presentation.			
a. Established objectives.			
b. Identified your audience.			
c. Gathered information (researched, verified content and materials.			
d. Constructed presentation.			
2. Rehearsed the presentation.			
3. Executed.			
a. Built trust/rapport.			
b. Opened.			
c. Anticipated/addressed concerns and questions.			
d. Discussed/presented information.			
e. Closed.			
4. Followed-up.			
a. Conducted an After Action Review (AAR).			
b. Requested secondary briefing for interested groups.			
c. Pursued leads and referrals.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	ATTP 5-0.1	Commander and Staff Officer Guide	Yes	No
	FM 5-0	(Superseded 17 May 2012 by ADP 5-0) THE OPERATIONS PROCESS	Yes	No
	NGR 601-1	Army National Guard Strength Maintenance 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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data

79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4
79T-ARNG Officer Strength Manager-SL4	Enlisted	MOS: 79T, Skill Level: SL4