

Summary Report for Individual Task  
805K-79R-5001  
Implement a Company Recruiting Operation Plan  
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 received your company's mission; you have access to the Internet, center and company Recruiting Operation Plans (ROP), Leader Zone (LZ), Guidance Counselor Resource Center (GCRC), and all applicable references. All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

**Standard:** Implement a Company ROP IAW UM 3-30, para 4-16 thru 4-60; back brief battalion commander and receive plan approval; issue plan to center commanders.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<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:** None

### Performance Steps

1. Assist company commander to implement the ROP.
2. Review company ROP and ensure it is understood at center and recruiter level.
3. Establish company battle rhythm.

- a. Determine in-process review (IPR) times (recommend a set time for each center).

Note: Based on operational constraints, other events could interfere with set times for IPR. The First Sergeant and center leaders should adjust accordingly.

- b. Establish center visits based on:

- (1) Mission posture.

- (2) Training needs.

- (3) Personnel issues.

4. Conduct IPR with centers.

5. Conduct center visits.

- a. Assess center appearance and command climate.

- b. Receive a situational awareness brief (SAB) (as needed).

- c. Evaluate centers' recruiting operating systems for compliance with the company ROP.

- d. Provide guidance and training as needed.

6. Recap visit and annotate UF 1-201.1.

7. Discuss findings with commander and adjust company ROP as needed.

Note: The ROP is a living document and should be adjusted to accommodate market changes, command directives, in-process review (IPR) results, and the like.

(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. Assisted Company Commander to implement the ROP.			
2. Reviewed company ROP and ensured it is understood at center and recruiter level.			
3. Established company battle rhythm.			
a. Determined in-process review (IPR) times (recommended a set time for each center).			
b. Established center visits based on:			
(1) Mission posture.			
(2) Training needs.			
(3) Personnel issues.			
4. Conducted IPR with centers.			
5. Conducted center visits.			
a. Assessed center appearance and command climate.			
b. Received a situational awareness brief (SAB) (as needed).			
c. Evaluated centers' recruiting operating systems for compliance with the company ROP.			
d. Provided guidance and training as needed.			
6. Recapped visit and annotated UF 1-201.1.			
7. Discussed findings with commander and adjusted company ROP as needed.			
<b>Note :</b> The ROP is a living document and should be adjusted to accommodate market changes, command directives, in-process review (IPR) results, and the like.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	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.

**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