

Summary Report for Individual Task
805B-79T-4404
Develop Army National Guard Officer Strength Maintenance Plan
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You are required to develop an annual Officer Strength Maintenance Plan including AMEDD, Chaplain, JAG, Warrant Officer, and Basic Branch officers to achieve the ARNG Officer Mission objectives. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance.

Standard: Published an officer strength maintenance plan containing a mission for basic branch officers, warrant officers, AMEDD, JAG, and Chaplain Corps officers; to include a procurement plan (source of accession) for each type of officer IAW NGR 601-1, CH 6-19. The officer strength management plan clearly defined responsibility for each portion of the officer accessions plan.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare the mission analysis:
 - a. Identify mission requirements.
 - b. Obtain command mission guidance.
 - (1) National Guard Bureau (end strength ceiling letter).
 - (2) State (TAG guidance, RRC guidance).
 - c. Gather available resources:
 - (1) Personnel (Officer Strength Force, Asst Professor of Military Science, Active Duty Operational Support).
 - (2) Equipment.
 - (3) Regulations.
 - (4) Points of contact (Reserve Component Transition Officers/Reserve Component Career Counselors (RCCC), Recruiting and Retention Advisory Council (RRAC)).
 - (5) Policies (NGB and state).
2. Identify mission requirements:
 - a. Access Director's Personnel Readiness Overview (DPRO) for vacancies.
 - b. Request SIDPERS data from DCSPER/G1 to identify vacancies and examine Unit Manning Report (UMR) for vacancies.
 - c. Examine Unit Manning Report (UMR) for vacancies.
 - d. Call units (state policy on unit vacancy fills, Commander's briefings).
3. Conduct mission analysis:
 - a. Review previous 4-6 years of performance of the officer mission for state/territories using leadership report, Officers, DPRO's commissioned/warrant officer accessions report. (see attachment 3).
 - b. DPRO Officer Strength Update Briefing. (see attachment 4).
4. Develop a target market plan for mission strategy:
 - a. Plan recruiting attrition management and retention activities.
 - (1) Market (mail outs, direct mailers, web ads, magazine ads, promotional items).
 - (2) Prospect (schools, conferences, fairs, events, referrals).

(3) Track officers without degrees, early commissioning program graduates using leadership reports, Officers, DPRO's company grade officer management report and refer to education service officer for degree completion plan. (see attachment 2).

(4) Maintain attrition management using military service obligation completion dates to forecast losses (CPTs, MAJs, CW3s, CW4s). Request MSO completion dates from SIDPERS manager, DCSPER/G1 for your state/territory, and Officer Retention Board results.

b. Cultivate all procurement sources (see attachment 5):

(1) Identify opportunities for accessions at colleges and universities (ROTC, OCS, seminaries, teaching hospitals, law schools, nursing schools, PA school, maritime academies, etc).

(2) Identify conferences and workshops for possible PS Officers, AMEDD, Chaplains. AG, Warrant Officer accessions.

(3) Explore alternate OCS programs (Oklahoma GOLD, Oregon GOLD).

c. Identify military installations PS Officers, AMEDD, Chaplains, AG, Warrant Officer (if applicable).

d. Identify Centers of Influence (COIs) and Very Important Persons (VIPs).

5. Publish a mission planning calendar.

(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 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 to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for mission analysis.			
a. Identified mission requirements.			
b. Obtained command mission guidance.			
c. Gathered available resources.			
2. Identified mission requirements.			
a. Accessed DPRO for vacancies.			
b. Requested SIDPERS data from DCSPER.			
c. Examined UMR for vacancies.			
d. Called units.			
3. Conducted mission analysis.			
a. Reviewed previous 4-6 years of performance.			
b. DPRO Officer Strength Update Briefing.			
4. Developed a target market plan for mission strategy.			
a. Planned recruiting attrition management and retention activities.			
b. Cultivated all procurement sources.			
c. Identified military installations PS Officers, AMEDD, Chaplains, AG, and Warrant Officers.			
d. Identified Centers of Influence.			
5. Published a mission planning calendar.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)	Yes	No
	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)	Yes	No
	ATTP 5-0.1 (Superseded by FM 6-0, 5 MAY 2014)	Superseded by FM 6-0, 5 MAY 2014	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	Yes
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	No
	NGR 600-101	Warrant Officers, Federal Recognition and Related Personnel Actions	Yes	No
	NGR 601-1	Army National Guard Strength Maintenance Program	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.

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