

**Summary Report for Individual Task
805B-79T-4701
Develop Reports Using Web Applications
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: Given an office environment and Recruiter Work Station (RWS) with internet connection; create a Recruiting and Retention Command (RRC) report(s), using web applications and applicable manuals. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Operate RMZ and DPRO web applications to obtain current and historical data in regard to Recruiting, Retention and Attrition management missions.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Access Integrated Knowledge Resources Online for me (IKROme).
 - a. Obtain a Virtual Private Network (VPN) connection IAW Automated Systems Support User Guide.
 - b. Login to IKROme (<http://IKROme.usaac.army.mil>) using Common Access Card (CAC) credentials.

2. Access the Leader's Dashboard in IKROme.
 - a. Locate the Leader's Dashboard – National Guard Raw Production Reports within the IKROme portal.
 - b. Select the appropriate reports and review.
 - c. Locate the Leader's Dashboard – National Guard Production Analysis Reports within the IKROme portal.
 - d. Select the appropriate reports and review.

 - e. Locate the Leader's Dashboard – National Guard Other Analysis Reports within the IKROme portal.
 - f. Select the appropriate reports and review.

NOTE: You may be required to download the latest Hyperion plug-in.

3. Access Report Management Zone (RMZ) by referencing the Data warehouse user guide.
 - a. Locate the RMZ application link in IKROme.
 - b. Select the RMZ application link in IKROme to open RMZ.
 - c. Examine the ROOT Directory.
 - d. Access reports from the following ROOT Directory areas IOT to access desired recruiting mission information:
 - (1) Data warehouse.
 - (2) FAZR-RSID.
 - (3) FAZR-Schools.
 - (4) FAZR-Territory.
 - (5) Leads.
 - (6) MPA–Production.
 - (7) PER.
 - (8) TOS.
 - (9) Training.

4. Create Custom Query utilizing the RMZ Master Model Training Guide.
5. Access Directors Personal Readiness Overview (DPRO) for desired retention and attrition information.
 - a. Log into the G1 portal (<https://arngg1.ngb.army.mil>) using Common Access Card (CAC) credentials.
 - b. Locate and access the DPRO application link.
 - c. Access and modify the Command Navigator to the appropriate command level, as desired.
 - d. Access appropriate reports, dashboards, presentations, data trends, ranking reports and analytical tools IAW the DPRO user guide.

(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. Accessed Integrated Knowledge Resources Online for me (IKROme).			
a. Obtained a Virtual Private Network (VPN) connection IAW Automated Systems Support User Guide.			
b. Logged in to IKROme (http://IKROme.usaac.army.mil) using Common Access Card (CAC) credentials.			
2. Accessed the Leader's Dashboard in IKROme.			
a. Located the Leader's Dashboard – National Guard Raw Production Reports within the IKROme portal.			
b. Selected the appropriate reports and review.			
c. Located the Leader's Dashboard – National Guard Production Analysis Reports within the IKROme portal.			
d. Selected the appropriate reports and review.			
e. Located the Leader's Dashboard – National Guard Other Analysis Reports within the IKROme portal.			
f. Selected the appropriate reports and review.			
3. Accessed Report Management Zone (RMZ) by referencing the Data warehouse user guide.			
a. Located the RMZ application link in IKROme.			
b. Selected the RMZ application linked into IKROme to opened RMZ.			
c. Examined the ROOT Directory.			
d. Accessed reports from the following ROOT Directory areas IOT to access desired recruiting mission information:			
4. Created Custom Query utilizing the RMZ Master Model Training Guide.			
5. Accessed Directors Personal Readiness Overview (DPRO) for desired retention and attrition information.			
a. Logged into the G1 portal (https://arngg1.ngb.army.mil) using Common Access Card (CAC) credentials.			
b. Located and accessed the DPRO application link.			
c. Accessed and modified the Command Navigator to the appropriate command level, as desired.			
d. Accessed appropriate reports, dashboards, presentations, data trends, ranking reports and analytical tools IAW the DPRO user guide.			

Supporting Reference(s): None

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