

Summary Report for Individual Task  
805B-79T-5102  
Administer Recruit Sustainment Program Activities  
Status: Approved

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**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 have IET Soldiers assigned to your RSP Company and have an upcoming RSP drill scheduled. You have access to reference materials, your Company Yearly Training Calendar, your monthly training schedule, State SOP, training aids/areas, and all required equipment. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Administer RSP unit activities by completing a RSP Yearly Training Calendar, conducting a training meeting, supervising RSP weekend drill activities, and completing an After Action Review (AAR).

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<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. Complete RSP Yearly Training Calendar:

- a. Receive all applicable guidance from Command Group.
- b. Review available drill dates for conflicts with:
  - (1) Federal Holidays.
  - (2) Other Units Training.
  - (3) Training Site availability.
  - (4) Construction/Renovation Plans.
- c. Forecast resource requirements:
  - (1) Lodging.
  - (2) Food.
  - (3) Training Aids.
  - (4) Instructors.
  - (5) Equipment.
  - (6) Transportation.
  - (7) Outside resources/Agencies.
  - (8) Training Sites.
- d. Submit formal requests to address deficiencies.
- e. Ensure Soldier Training Readiness Modules (STRM) requirements are included.
- f. Determine effectiveness of last YTC RSP Physical Readiness Training:
  - (1) Access Vulcan database pulling PT assessment information.
  - (2) Access Reports tab in Vulcan.
  - (3) Select Roster Builder/General.
  - (4) Build required information columns by using RSP drop down select desired information.
  - (5) Submit Columns.
  - (6) Run Roster.

(7) Export to Excel.

(8) Sort data for required purpose.

g. Establish RSP PRT program:

(1) Implement sustains from assessment of results from previous year's results.

(2) Ensure re-conditioning is conducted IAW RSP handbook and Commanders Guidance.

(3) Confirm understanding of RSP Cadre of their duties and responsibilities in implementation of the PRT.

2. Conduct Training Meeting:

a. Schedule Time and Location with key personnel.

b. Publish training schedule and Composite Risk Maintenance (CRM).

c. Review monthly training schedule/ OPORD.

d. Ensure all training aids/areas have been coordinated with RSP Cadre.

e. Verify Instructors that will be present.

f. Verify medical support will be available.

3. Supervise RSP Drill Weekend activities:

a. Conduct first and final formation.

b. Serve as Safety NCO throughout weekend.

c. Ensure Training Schedule is executed properly.

d. AWOL Recovery.

e. Counsel Soldiers.

f. Administrative actions:

(1) Ensure Ship brief is conducted.

(2) Ensure pay issues are solved.

(3) Conduct promotion ceremonies.

(4) Ensure LODs are handled properly.

(5) Notify Command Group of any possible non shippers.

(6) Ensure all data is uploaded to Vulcan.

(7) Ensure ship packets are complete.

g. Manage RSP PRT Program:

(1) Supervise the administration of the APFT and the 1-1-1 Physical Fitness Assessment (PFA) to ensure that the Warrior is physically capable of performing to Standard required during IET.

(2) Ensure that Vulcan is updated monthly with warriors PFA and Ht/Wt:

(a) RSP form 705 – Pre-IET Physical Training Assessment.

(b) DA form 705- APFT score card.

(3) Ensure all weigh-in rosters and DA form 5500/DA form 5501 Body Fat Content Worksheets are Reviewed by Cadre for accuracy IAW AR 40-501.

(4) Ensure physical fitness is Cadre-led and performed to Army standard IAW TC 3-22.20, IET standardized PT IAW TRADOC/IET Standardized PT Guide.

(5) Ensure all physical profiles are identified by Cadre.

(6) Ensure Cadre conduct PRT on both training days with one day designated for the physical fitness assessment/ APFT to allow them to be tested under ideal Condition.

(7) Ensure that Cadre are training warriors according to the primary objective:

(a) Improving the five components of fitness.

(b) Developing the Warrior's self-confidence, discipline, and esprit de corps.

(c) Developing a healthy lifestyle through education on proper fitness and diet.

(d) Educating Warriors on the FITT factors and principles of exercise.

(e) Conduct proper warm-up and cool-down exercises for a minimum of 5-7 minutes each.

(f) Ensure all Warriors are aware of APFT Standard required to ship and graduate from IET. Conduct phase 1 Quick Shippers PFA within 30 days from ship date.

h. Conduct Battle hand-off with the Soldier's assigned Unit.

4. Conduct AAR for drill weekend with Warriors and RSP Cadre:

a. Ensure time, location and personnel.

b. Set agenda.

c. Review monthly training schedule.

d. Record AAR results.

e. Review results and make necessary adjustments as needed.

(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. Completed RSP Yearly Training Calendar.			
2. Conducted Training Meeting.			
3. Supervised RSP Drill Weekend activities.			
4. Conducted AAR for drill weekend.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	Yes	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf</a>	Yes	No
	FM 3-21.5	(Superseded by TC 3-21.5) DRILL AND CEREMONIES	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
	FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages)	Yes	No
	STP 21-1-SMCT	Soldier's Manual of Common Tasks Warrior Skills Level 1 <a href="https://armypubs.us.army.mil/doctrine/DR_pubs/dr_aa/pdf/stp21_1.pdf">https://armypubs.us.army.mil/doctrine/DR_pubs/dr_aa/pdf/stp21_1.pdf</a>	Yes	No
	TC 25-20	(Rescinded - See LG to AAR) A LEADERS GUIDE TO AFTER ACTION REVIEWS	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. 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 :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4