

**Summary Report for Individual Task
805B-79T-5105
Conduct Performance Review
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 have contacted the subordinate RRNCO for their monthly review. You have access to all web-based applications, RRNCOs counseling packet, RRNCOs recruiting / retention tools, all applicable regulations, all applicable operational messages and command guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct a Performance Review by evaluating an RRNCOs Strength Maintenance data, initiating a performance review, and documenting the results of performance review.

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. Evaluate RRNCO strength maintenance data (as applicable) from:
 - a. Previous performance counseling (if applicable).
 - b. Automated production reports:
 - (1) Report Management Zone:
 - (a) Market share.
 - (b) Lead source analysis.
 - (c) NPS/PS accession report.
 - (d) Demographical analysis.
 - (2) Leader Zone - RRNCO activity report:
 - (a) RRNCO planning tools (if applicable).
 - (b) Personal observation and other records that provide insight on the RRNCO ability to perform.
 - (c) Electronic packet processing.
2. Perform counseling/performance review:
 - a. Discuss performance issues relating to:
 - (1) Professional/personal concerns (Soldier welfare).
 - (2) Mission objectives.
 - b. Discuss production activities:
 - (1) Prospecting.
 - (2) Interviews.
 - (3) MEPS processing.
 - (4) School programs.
 - (5) Waivers.
 - (6) Projections.
 - c. Discuss RSP support role in accordance with (IAW) state guidance.
 - d. Discuss strength maintenance responsibilities in assigned units IAW state guidance.

3. Document results of performance review by addressing the following (as applicable):
 Note: Utilized DA Form 4856, DA Form 2166-8-1, or other acceptable format as stated in state SOP:

- a. Positive performance observations.
- b. Observations where performance needs improvement.
- c. Additional training requirements.
- d. Long and short term professional/personal goals.
- e. Mission objectives.
- f. Plan of action to sustain/improve performance.
- g. Schedule next event.

(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. Reviewed and evaluated RRNCO strength maintenance data (as applicable).			
2. Initiated performance review.			
3. Documented results of performance review.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdf/files/r623_3.pdf	Yes	No
	DA PAM 623-3	Evaluation Reporting System	Yes	No
	FM 6-22 (FM 22-100)	ARMY LEADERSHIP COMPETENT, CONFIDENT, AND AGILE	Yes	No
	NGR 601-1	Personnel Procurement - 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 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
Senior Leader Course	Enlisted	MOS: 79T, Skill Level: SL5, Duty Pos: REA
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4