

Summary Report for Individual Task  
805K-79R-8200  
Develop Battalion School Recruiting Plan  
Status: Approved

---

**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 Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** The school year has just ended and it is time to develop a new battalion secondary and post-secondary school recruiting plan. This task should not be trained in MOPP 4.

**Standard:** Develop a battalion Secondary and Post-Secondary School Plan culminating with the battalion commanders approval.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Collect input from fusion cell members to formulate the battalion's Secondary and Post-Secondary School Recruiting Program (SRP) that meets USAREC and brigade guidance and the commander's intent.
  - a. Collect ASVAB CEP data. (MEPS ESS)
  - b. Collect school market data. (S-2)
  - c. Collect previous advertising marketing data. (A&PA)
  - d. Collect USAREC Education Outreach Program data. (BDE ESS)
2. Analyze school market data.
  - a. Analyze ASVAB CEP data. (MEPS ESS)
  - b. Analyze school market data (S-2) for DOD propensity, Army market share.
  - c. Analyze previous advertising marketing data.(A&PA)
  - d. Analyze previous SY school plan.
  - e. Analyze USAREC Education Outreach Programs usage. (BDE ESS)
3. Identify key components of SRP.
  - a. Write SRP.
  - b. Distribute school plan to key staff for feedback. (XO, S3, S2, APA)
  - c. Adjust plan to reflect staff recommendations.
  - d. Prepare plan for battalion commander's signature.
4. Publish Secondary and Post-Secondary School Plan.
  - a. Distribute Secondary and Post-Secondary School Plan to brigade, companies and staff.
  - b. Provide assistance to company commanders in development of company Secondary and Post Secondary School Plans.
  - c. Review company SRPs.
  - d. Send company SRP to battalion commander for approval.
5. Manage BN Secondary and Post-Secondary School Plan.
  - a. Conduct school plan training.
  - b. Conduct training on Education Outreach Programs.
  - c. Collect RMZ reports.

- d. Analyze RMZ reports.
- e. Validate School Zone.
- f. Update HSS/FAZR.
- g. Monitor ASVAB CEP data.
- h. Obtain School Directories when requested.
- i. Provide updates to battalion commander.
- j. Refine School Plan as conditions change. (FRAGO)
- k. Conduct Command Inspection Program.
- l. Conduct Education Outreach activities.

(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. Collected input from fusion cell members to formulate the battalion's Secondary and Post-Secondary School Recruiting Program (SRP) that meets USAREC and brigade guidance and the commander's intent.			
a. Collected ASVAB CEP data. (MEPS ESS)			
b. Collected school market data. (S-2)			
c. Collected previous advertising marketing data. (A&PA)			
d. Collected USAREC Education Outreach Program data. (BDE ESS)			
2. Analyzed school market data.			
a. Analyzed ASVAB CEP data. (MEPS ESS)			
b. Analyzed school market data (S-2) for DOD propensity, Army market share.			
c. Analyzed previous advertising marketing data. (A&PA)			
d. Analyzed previous SY school plan.			
e. Analyzed USAREC Education Outreach Programs usage. (BDE ESS)			
3. Identified key components of SRP.			
a. Adjusted current plan to reflect identified needs with USAREC, brigade and battalion guidance.			
b. Wrote school plan.			
c. Distributed school plan to key staff.			
d. Adjusted plan to reflect staff recommendations.			
e. Prepared plan for battalion commander's signature.			
4. Published Secondary and Post-Secondary School Plan.			
a. Distributed Secondary and Post-Secondary School Plan to brigade, companies and staff.			
b. Provided assistance to company commanders in development of company Secondary and Post Secondary School Plans.			
c. Reviewed Company SRPs.			
d. Sent Company SRP to Battalion Commander for approval.			
5. Managed BN Secondary and Post-Secondary School Plan.			
a. Conducted school plan training.			
b. Conducted training on Education Outreach Programs.			
c. Collected RMZ reports.			
d. Analyzed RMZ reports.			
e. Validated School Zone.			
f. Updated HSS/FAZR.			
g. Monitored ASVAB CEP data.			
h. Obtained School Directories when requested.			
i. Provided updates to battalion commander.			
j. Refined School Plan as conditions change. (FRAGO)			
k. Conducted Command Inspection Program.			
l. Conducted Education Outreach activities.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	No	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC PAM 350-13	School Recruiting Program Handbook	Yes	Yes
	USAREC REG 601-101	Education Enlistment Credentials	Yes	No
	USAREC REG 601-107	Operational Management Systems	Yes	No
	USAREC REG 601-59	Department of Defense Student Testing Program	Yes	No
	USAREC REG 601-81	Educators/Centers of Influence Tour Program	Yes	No
	USAREC REG 601-85	Total Army Involvement in Recruiting	Yes	No
	USAREC REG 601-87	Recruiting Market Analysis	Yes	No
	USAREC REG 601-95	Delayed Entry and Delayed Training 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. All required references can be accessed at the following link:  
<https://sites.google.com/a/goarmy.com/publications-library/home>

**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