

Summary Report for Individual Task
805K-79R-4108
Conduct End of Week Recruiting Center AAR (Health Care)
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 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have just completed the recruiting week and have access to; Center ROP, DCA, Leader Zone, BI Zone, UM 3-06, and Leader's Guide to AAR.

Standard: Conduct weekly AAR at the end of each week, phase line, or event IAW Leader's Guide to AAR; review what was supposed to occur; establish what happened; determine what was right or wrong with what happened; determine how task should be done differently next time.

Special Condition: None

Safety Risk: Low

MOPP 4:

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| Task Statements |
|------------------------|

Cue: None

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| DANGER |
| None |

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| WARNING |
| None |

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| CAUTION |
| None |

Remarks: None

Notes: All required references can be accessed at the following link:

<https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Prepare for the AAR.

a. Review center's weekly activities.

- (1) Center's current mission posture (PL/QTR/YTD).
- (2) School visits.
- (3) Future Soldier training.
- (4) COI/VIP follow-ups.

b. Recruiter Supporting plans.

- (1) Analyze the recruiter plans for lessons learned.
- (2) Analyze the recruiter area canvass route for improvements/successes.

c. Center Supporting plans.

- (1) Analyze center plans for lessons learned.
- (2) Analyze telephone and virtual prospecting for improvements/successes.

d. Analyze Future Soldier Training Plans.

2. Conduct the AAR, ensure all members are present.

Note: The AAR can be conducted as a best practice brief or during a team building meal.

a. Discuss overall picture of the center's activities (ROP).

- (1) Determine what key events took place during the week.
- (2) Determine if prospecting and processing requirements were achieved by reviewing prospecting analysis data.
- (3) Discuss items that weren't captured during the week's IPR's that may benefit the team or hinder the team from being successful.

b. Discuss recruiter activities (ROP).

- (1) Discuss what high schools were visited and what was the outcome.
- (2) Discuss what areas were canvassed and what was posted.
- (3) Identify what face to face locations were targeted and if they were beneficial.
- (4) Determine if Army Interview objectives were accomplished and how that will impact the mission.

c. Discuss prospecting and processing activities (ROP).

- (1) Discuss what and how many packets were completed/what is packet status.

(2) Discuss prospecting analysis to determine if telephone prospecting times are effective.

(3) Discuss other areas that may have been a part of determine if the right person was selected for the given task.

d. Discuss FS activities (ROP).

(1) Discuss the weeks Future Soldier Training and what impact it had on the readiness of the Future Soldiers to ship to IADT.

(2) Discuss the status of all UF 1137 and what actions were taken to get them up to date.

(3) Discuss the status of any new Future Soldiers that enlisted during the week i.e.: status of orientation; FS Folder; any potential issues that may impede a successful FS program.

(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. Prepared for the AAR. | | | |
| a. Reviewed center's weekly activities. | | | |
| (1) Center's current mission posture (PL/QTR/YTD). | | | |
| (2) School visits. | | | |
| (3) Future Soldier training. | | | |
| (4) COI/VIP follow-ups. | | | |
| b. Recruiter Supported plans. | | | |
| (1) Analyzed recruiter plans for lessons learned. | | | |
| (2) Analyzed recruiter area canvass route for improvements/successes. | | | |
| c. Center Supported plans. | | | |
| (1) Analyzed center plans for lessons learned. | | | |
| (2) Analyzed telephone and virtual prospecting for improvements/successes. | | | |
| d. Analyzed Future Soldier Training Plans. | | | |
| 2. Conducted the AAR, ensure all members are present. Note: The AAR can be conducted as a best practice brief or during a team building meal. | | | |
| a. Discussed overall picture of the center's activities (ROP). | | | |
| (1) Determined what key events took place during the week. | | | |
| (2) Determined if prospecting and processing requirements were achieved by reviewing prospecting analysis data. | | | |
| (3) Discussed items that weren't captured during the week's IPR's that may have benefited the team or hindered the team from being successful. | | | |
| b. Discussed recruiter activities (ROP). | | | |
| (1) Discussed what high schools were visited and what was the outcome. | | | |
| (2) Discussed what areas were canvassed and what was posted. | | | |
| (3) Identified what face to face locations were targeted and if they were beneficial. | | | |
| (4) Determined if Army Interview objectives were accomplished and how they will impact the mission. | | | |
| c. Discussed prospecting and processing activities (ROP). | | | |
| (1) Discussed what and how many packets were completed/what is the packets status. | | | |
| (2) Discussed prospecting analysis to determine if telephone prospecting times were effective. | | | |
| (3) Discussed other areas that may have been a part of determine if the right person was selected for the given task. | | | |
| d. Discussed FS activities (ROP). | | | |
| (1) Discussed the weeks Future Soldier Training and what impact it had on the readiness of the Future Soldiers to ship to IADT. | | | |
| (2) Discussed the status of all UF 1137 and what actions were taken to get them up to date. | | | |
| (3) Discussed the status of any new Future Soldiers that enlisted during the week i.e.: status of orientation; FS Folder; any potential issues that may have impeded a successful FS program. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--------------------|------------------------------|----------|---------|
| | USAREC Manual 3-06 | Recruiting Center Operations | 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