

**Report Date:** 06 Jan 2014

**Summary Report for Individual Task  
805B-79R-3304  
Conduct Follow Up Activities (RST)  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You have individuals who require follow up. You have full access to reference material and all required tools.

**Standard:** Conduct Follow-up activities for leads and uncommitted prospects that lead to an appointment or other scheduled follow-up. Conducted using the following for a lead; Planning follow-up frequency; Planning follow-ups; Performing follow-up Conducted using the following for a Prospect; Planning the frequency of follow-up; Planning follow-ups; Performing follow-up

**Special Condition:** None

**Safety Level:** Low

**MOPP:**

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Develop Pre-Call Plan
  - a. Identify need for follow up
  - b. Determine timely follow up
2. Establish Contact
  - a. Re-establish rapport
  - b. State reason for contact
  - c. Verify goals
  - d. Identify need for a plan
  - e. Establish your values
  - f. Respect their plan/decision
  - g. Identify facts and eliminate assumptions
  - h. Engender a commitment
    - (1) Yes-proceed to i
    - (2) No-work through obstacles
      - (a) Yes-proceed to i
      - (b) No
        - \_1\_ Respect decision
        - \_2\_ Set-up follow up
  - i. Validate appointment
  - j. Ask for a referral
3. Update RZ based on outcome

(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 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. Created a logical pre-call plan that coincides with ET plan			
2. Identified the need for follow up			
3. Contacted person for a follow up			
4. Engendered a commitment or Set a follow up			
5. Asked for a referral			

**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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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
79R - Recruiting Support Team - SL3	Enlisted	MOS: 79R, Skill Level: SL3