

Summary Report for Individual Task
805K-79R-4300
Complete End-of-Day Activities for a Recruiting BN Operations Office
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 completed all RA and AR enlistments, shippers, and actions for the operating day and must complete the battalion's end of day reports. You have access to the internet, Recruit Quota System (REQUEST), GCRc, Report Management Zone (RMZ), AR 601-210 and UR 601-96. Required references can be accessed using the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

Standard: Ensure that all actions are complete and reports contain zero errors by annotating on USMEPCOM 727 and processing list with current days processing and next day's projections. Run and verify the disposition roster, compare all required reports against USMEPCOM 727 and attach all reports and file. Provide current day's processing results to the BN Commander and CSM.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

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. Validate that all actions have been completed (through REQUEST / SGC).
 - a. Log into REQUEST using user ID and password.
 - b. Select Web REQUEST production.
 - c. Enter user ID and password.
 - d. Check "I agree" and Select next.
 - e. Select "O" reports.
 - f. Select unconfirmed accession/shipper.
 - g. Select office code.
 - h. Select include subordinates.
 - i. Select create report.
 - j. Compare with processing list and disposition roster. Note: For AR cancellations and RA reservations, the process is the same. Click on the appropriate tab.
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2. Annotate USMEPCOM Form 727, Processing List (PL) with current day's processing and next day's projections.
3. Save all required reports to local drive IAW USAREC Reg 601-96, Para P-4, Guidance Shop/Battalion SOP, applicable USAREC messages.
 - a. Regular Army shippers (unconfirmed).
 - b. AR shippers (unconfirmed).
 - c. RA cancellations (confirmed).
 - d. AR cancellations (confirmed).
 - e. RA reservations (confirmed).
 - f. AR reservations (confirmed).
 - g. Unconfirmed shippers.
4. Run and verify the disposition roster.
 - a. Log into the IKROMe.
 - b. Select "Report Management Zone". (under launch).
 - c. Select Intelligence.

- d. Select Data Warehouse (DWH) Validation/most current.
 - e. Select "RA/AR Report".
 - f. Select appropriate battalion.
 - g. Click on "BDE Report by Recruiter Name".
 - h. Ensure all reports are saved electronically.
 - i. Verify with end of day reports.
5. Compare all required reports against USMEPCOM Form 727.
 6. Attach all reports electronically to the USMEPCOM Form 727 and file.
 7. Provide the battalion commander and CSM with current day's processing results.
 8. Update brigade's end of day report IAW the Battalion SOP.
 9. Close out with brigade IAW the Battalion SOP.

(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. Validated that all actions have been completed (through REQUEST / SGC).			
a. Logged into REQUEST using user ID and password.			
b. Selected Web REQUEST production.			
c. Entered user ID and password.			
d. Checked "I agree" and selected next.			
e. Selected "O" reports.			
f. Selected unconfirmed accession/shipper.			
g. Selected office code.			
h. Selected include subordinates.			
i. Selected create report.			
j. Compared with processing list and disposition roster.			
2. Annotated USMEPCOM Form 727, Processing List (PL) with current day's processing and next day's projections.			
3. Attached all required reports electronically IAW USAREC Reg 601-96, Para P-4, Guidance Shop/Battalion SOP, applicable USAREC messages.			
a. Regular Army shippers (unconfirmed).			
b. AR shippers (unconfirmed).			
c. RA cancellations (confirmed).			
d. AR cancellations (confirmed).			
e. RA reservations (confirmed).			
f. AR reservations (confirmed).			
g. Unconfirmed shippers.			
4. Pulled and verified the disposition roster.			
a. Logged into the IKROMe.			
b. Selected "Report Management Zone".			
c. Selected Intelligence.			
d. Selected Data Warehouse (DWH) Validation/most current.			
e. Selected "RA/AR Report".			
f. Selected appropriate battalion.			
g. Clicked on "Bde Report by Recruiter Name".			
h. Printed disposition roster.			
i. Verified with end of day reports.			
5. Compared all required reports against USMEPCOM Form 727.			
6. Attached all reports to the USMEPCOM Form 727 and file.			
7. Provided the battalion commander and CSM with current day's processing results.			
8. Updated brigade's end of day report IAW the Battalion SOP.			
9. Closed out with brigade IAW the Battalion SOP.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	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. "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