

**Report Date:** 15 Apr 2014

**Summary Report for Individual Task  
805B-79T-4305  
Distribute Lead Data to Appropriate Recruiting Personnel  
Status: Approved**

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

DESTRUCTION NOTICE: None

**Condition:** You have received leads from a campaign or event. You have full access to reference materials, computer, internet, and leader guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Review lead contact information, input leads into Excel spreadsheet, import leads into Recruiter Zone for distribution to recruiting personnel with 100% accuracy.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** N/A

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Receive lead information.
2. Review lead contact information.
  - a. Name.
  - b. Address.
  - c. Phone number/e-mail.
  - d. DOB.
3. Format lead listing for distribution.
4. Record on spreadsheet.
5. Import spreadsheet into Recruiter Zone.

(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 on-the-job-training 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, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

| PERFORMANCE MEASURES                         | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Received lead information.                |    |       |     |
| 2. Reviewed lead contact information.        |    |       |     |
| 3. Formatted lead listing for distribution.  |    |       |     |
| 4. Recorded on spreadsheet.                  |    |       |     |
| 5. Imported spreadsheet into Recruiter Zone. |    |       |     |

### Supporting Reference(s):

| Step Number | Reference ID | Reference Name   | Required | Primary |
|-------------|--------------|--|----------|---------|
|             | LG to AAR    | A Leader's Guide to After Action Reviews (AAR)                           | Yes      | No      |
|             | NG PAM 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 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. 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   |
|--|----------------|--|
| 79T ARNG<br>Recruiting and<br>Retention-SL4  | Enlisted       | MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4 |
| 79T-ARNG<br>Marketing and<br>Advertising-SL4 | Enlisted       | MOS: 79T, Skill Level: SL4                                 |