

**Summary Report for Individual Task  
805B-79R-3302  
Manage Leads (RST)  
Status: Approved**

---

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

DESTRUCTION NOTICE: None

**Condition:** After completion of the recruiting centers IPR and coordinating with the RST & ET plan; given an RWS with access to the USAREC intranet your required to Manage leads. This task should not be trained in MOPP.

**Standard:** Conducted prospecting activities, collected leads from ET and updated RZ with new information.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

Task Statements

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Access RZ using the RWS
  - a. Select People Overview
    - (1) View Priority Leads
      - (a) Prioritize leads
      - (b) Conduct prospecting Activities
    - (2) View New Priority Leads
      - (a) Prioritize leads
      - (b) Conduct prospecting Activities
  - b. Categorize leads based on coordinated prospecting plan of (ET)
    - (1) Market
      - (a) Priority Highschools
      - (b) Priority zipcodes
      - (c) Custom Segmentation
    - (2) Area
    - (3) Events
    - (4) Time Frame (i.e. Grads / Seniors the day prior to visit by ET)
2. Conduct prospecting based on Telephone/Internet/Email task # 805B-79R-3305
3. Collect leads from ET activities
4. Update RZ based on identification results

(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.

| PERFORMANCE MEASURES   | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Prioritized leads prior to prospecting activities           |    |       |     |
| 2. Prioritized New leads in the same manor                     |    |       |     |
| 3. Used the ET prospecting plan for RST prospecting activities |    |       |     |
| 4. Updated RZ with results from RST prospecting activities     |    |       |     |

**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. N/A

**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 :**

| Task Number   | Title                           | Proponent                                    | Status   |
|---------------|---------------------------------|--|----------|
| 805B-79R-3305 | Conduct Email Prospecting (RST) | 805B - Recruiting and Retention (Individual) | Approved |

**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 |