

**Summary Report for Individual Task
805K-79R-5000
Evaluate Center Recruiting Functions
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 Jackson, SC 29207 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are visiting a Center and have access to the recruiters' Recruiter Zone (RZ), Leader Zone (LZ), Report Management Zone (RMZ), and all applicable references. 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: Evaluate recruiting functions IAW UM 3-30, para 4-28 thru 4-43; annotate specific finding(s) on UF 1-201.1 and provide specific directive or guidance required to correct finding(s); annotate training on UF 350-1.2.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine which elements of the recruiting functions will be evaluated during the evaluation.
 - a. Consider results of in-process reviews (IPR).
 - b. Conduct running estimates analysis.
 - c. Review Centers' Recruiting Operation Plan (ROP).
2. Review previous evaluation.
 - a. Ensure Center Leader has taken corrective action where required.
 - b. Identify deficiencies.
 - c. Identify trends and patterns.
 - d. Make an assessment of training deficiencies.
 - e. Close out USAREC Form 1-201.1 and sign.
3. Discuss Center's intelligence process analysis.
 - a. Receive a situational awareness brief using the GAMAT.
 - b. Review market share.
 - c. Identify must win must keep ZIP Codes.
 - d. Review markets of opportunity.
 - e. Identify most productive tactical market segmentations.
 - f. Review and discuss seasonal impacts.
 - g. Review synchronization of assets.
 - h. Review school plans and school zones.
4. Evaluate prospecting operations.
 - a. Review results of completed prospecting operations. Direct adjustments as necessary.
 - b. Review planned prospecting operations to identify potential training indicators.
 - c. Ensure prospecting operations address simultaneous market penetration.
 - d. Evaluate whether planned and completed prospecting operations are occurring in the right market at the right time.
 - e. Determine what adjustments should be made to prospecting operations that will help accomplish the mission.

5. Evaluate processing operations.

a. Review processing efficiencies:

(1) Are requirements being met?

(2) Discuss tested not enlisted (TNE)/physical not enlisted (PNE) report, and applicant processing lists.

(3) Review previous week's processing list.

(4) Direct adjustments as necessary.

b. Review planned processing operations to identify potential training indicators.

c. Determine what adjustments should be made to processing operations that will help accomplish the mission.

6. Evaluate Future Soldier Training Program (FSTP).

a. Ensure Center Leader is managing the FSTP in accordance with UR 601-95.

b. Identify potential Future Soldier losses utilizing the future Soldier roster and input provided by center leaders .

7. Evaluate center training program.

a. Review training folders on DTMS.

b. Review Advance Training Program.

c. Review RZ calendars to ensure physical fitness and all other training is annotated

d. Review counseling folders.

(1) Check to make sure all Soldiers' counseling is up to date.

(2) Confirm performance counseling is completed as required.

(3) Ensure the Noncommissioned Officer Evaluation Report (NCOER) rating scheme is posted.

8. Evaluate shaping operations.

a. Identify markets targeted.

b. Evaluate return on investment (ROI).

c. Review center's AAR of events.

9. Evaluate sustainment operation.

a. Discuss plan to request support of recruiting operations.

b. Review facilities for proper maintenance.

c. Inspect vehicles.

d. Inspect voter registration program.

10. Evaluate Mission Command.

a. Accountability and security of all computers, cell phones, equipment.

b. Ensure wireless capabilities are operational.

c. Review Recruiter Zone (RZ) calendar.

d. Review in-process review (IPR).

e. Assess command climate.

11. Coach, mentor, train and provide guidance based on the results of the operational evaluation. Using USAREC Form 967, Training Record.

12. Complete USAREC Form 1-201.1, Recruiting Inspection Log documenting the results of the evaluation and corrective actions.

13. Recap visit by reviewing USAREC Form 1-201.1 with Center Leader.

(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. Determined which elements of the recruiting functions will be evaluated during the evaluation. | | | |
| a. Considered results of in-process reviews (IPR). | | | |
| b. Conducted running estimates analysis. | | | |
| c. Reviewed centers' Recruiting Operation Plan (ROP). | | | |
| 2. Reviewed previous evaluation. | | | |
| a. Ensured Center Leader has taken corrective action where required. | | | |
| b. Identified deficiencies. | | | |
| c. Identified trends and patterns. | | | |
| d. Made an assessment of training deficiencies. | | | |
| e. Closed out USAREC Form 1-201.1. | | | |
| 3. Discussed Center's intelligence process analysis. | | | |
| a. Received a situational awareness brief using the GAMAT. | | | |
| b. Reviewed market share. | | | |
| c. Identified must win must keep ZIP Codes. | | | |
| d. Reviewed markets of opportunity. | | | |
| e. Identified most productive tactical market segmentations. | | | |
| f. Reviewed LPA and discuss seasonal impacts. | | | |
| g. Reviewed synchronization of assets. | | | |
| h. Reviewed school plans and folders. | | | |
| 4. Evaluated prospecting operations. | | | |
| a. Reviewed results of completed prospecting operations. Directed adjustments as necessary. | | | |
| b. Reviewed planned prospecting operations to identify potential training indicators. | | | |
| c. Ensured prospecting operations address simultaneous market penetration. | | | |
| d. Evaluated whether planned and completed prospecting operations are occurring in the right market at the right time. | | | |
| e. Determined what adjustments should be made to prospecting operations that will help accomplish the mission. | | | |
| 5. Evaluated processing operations. | | | |
| a. Reviewed processing efficiencies. | | | |
| (1) Were requirements being met? | | | |
| (2) Discussed tested not enlisted (TNE)/physical not enlisted (PNE) report, and applicant processing lists. | | | |
| (3) Reviewed previous week's processing list. | | | |
| (4) Directed adjustments as necessary. | | | |
| b. Reviewed planned processing operations to identify potential training indicators. | | | |
| c. Determined what adjustments should be made to processing operations that will help accomplish the mission. | | | |
| 6. Evaluated Future Soldier Training Program (FSTP). | | | |
| a. Ensured Center Commander is managing the FSTP in accordance with UR 601-95. | | | |
| b. Identified potential Future Soldier losses utilizing the future Soldier roster and input provided by center commanders. | | | |
| 7. Evaluated center training program. | | | |
| a. Reviewed training folders on the Learning Management System (LMS). | | | |
| b. Reviewed Advance Training Program. | | | |
| c. Reviewed center training schedules. | | | |
| d. Reviewed RZ calendars to ensure physical fitness and all other training is annotated. | | | |
| e. Reviewed counseling folders, and URACs. | | | |

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|---|--|--|--|
| (1) Checked to make sure all Soldiers' counseling and URACs are up to date. | | | |
| (2) Confirmed performance counseling is completed as required. | | | |
| (3) Ensured the Noncommissioned Officer Evaluation Report (NCOER) rating scheme is posted. | | | |
| 8. Evaluated shaping operations. | | | |
| a. Identified markets targeted. | | | |
| b. Evaluated return on investment (ROI). | | | |
| c. Reviewed center's AAR of events. | | | |
| 9. Evaluated sustainment operation. | | | |
| a. Discussed plan to request support of recruiting operations. | | | |
| b. Reviewed facilities for proper maintenance. | | | |
| c. Inspected vehicles. | | | |
| d. Inspected voter registration. | | | |
| 10. Evaluated Mission Command. | | | |
| a. Accountability and security of all computers, cell phones, equipment. | | | |
| b. Ensured wireless capabilities are operational. | | | |
| c. Reviewed Recruiter Zone (RZ) calendar. | | | |
| d. Reviewed in-process review (IPR). | | | |
| e. Assessed command climate. | | | |
| 11. Coached, mentored, trained and provided guidance based on the results of the operational evaluation. Used USAREC Form 967, Training Record. | | | |
| 12. Completed USAREC Form 1-201.1, Recruiting Inspection Log documenting the results of the evaluation and corrective actions. | | | |
| 13. Recapped visit by reviewing USAREC Form 1-201.1 with Center Leader. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--------------------|--|----------|---------|
| | ADP 7-0 | Training Units and Developing Leaders | Yes | No |
| | USAREC MANUAL 3-0 | Recruiting Operations | Yes | No |
| | USAREC Manual 3-30 | Recruiting Company Operations V1 | Yes | Yes |
| | USAREC REG 601-95 | Delayed Entry and Delayed Training 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.

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