

**Summary Report for Individual Task  
805B-79R-3208  
Conduct a Recruiting Event (ET)  
Status: Approved**

---

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

DESTRUCTION NOTICE: None

**Condition:** The Center Commander assigns you to conduct an recruiting event within the station area and set up the rock wall to generate leads. This task should not be trained in MOPP.

**Standard:** Set up a site that will generate interest and leads.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Develop a plan, 30-90 Days out from event.
  - a. Determine audience.
    - (1) Who is going to attend the event?
    - (2) What percent is going to be between 18-27?
    - (3) What are the demographics of the people that attended last year?
    - (4) How many enlistment were gained based on the event last 3 years? ROI
  - b. Determine resources needed.
    - (1) Assets needed
    - (2) Personnel needed to support the event
    - (3) Funding to support the event
  - c. Gather intelligence
    - (1) Previous AAR's
    - (2) Coordinators and event planners
    - (3) Site survey
  - d. Conduct CRM Risk assessment
  - e. Submit formal request
2. Final preparation for the event 0-30 days out.
  - a. Confirm assets
  - b. Final recon of site / Move if necessary
  - c. Verify funding for event
  - d. Obtain assets for event
3. Conduct event 0-Day
  - a. Setup site
    - (1) Table
    - (2) PPI/RPI

(3) Elmo

(4) DogTag Machine etc...

b. Audience engagement / Personnel placement / Management

4. Conduct AAR w/all personnel involved

a. Submit event form to BN AP&A

b. Back brief Company return on investment. ROI

(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:** is 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. Developed a plan using previous AAR's			
2. Submitted a plan to the center commander			
3. Coordinated and synchronized assets			
4. Obtained assets as outlined in the plan			
5. Conducted the Event			
6. Conducted an AAR to garner key points for next year's event			

**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. This task has no impact on the environment

**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 - Recruiter (ET) - SL3	Enlisted	MOS: 79R, Skill Level: SL3
-------------------------------	----------	----------------------------