

Summary Report for Individual Task
805B-79T-5114
Review an RRNCO's Time Management Work Plan
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: Your RRNCO has reported to your designated place and time (in person or remote) to discuss his/her work plan. You have access to the necessary planning tools, leader guidance, area of operation IAW NGR 601-1, all web based applications, calendar, leave dates, RWS, and all current regulatory guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Inspect records that ensure the RRNCO has developed and employs a time management work plan resulting in an increase of leads to enlistment productivity. Plan inspection to include-

- a. Identify of personnel to be reviewed.
- b. Identify resources required for conducting the review.
- c. Identify goals for achieving assigned objectives and that self-generated goals are met.
- d. Review all records of events, appointments, obligations, and activities are being recorded.
- e. Provide appropriate feedback, coaching, and goal setting advice is given to the RRNCOs work plan.
- f. Review the appropriate Reference and state specific guidance to determine short-term, mid-term, and long-term plans. Make sure all work plans address ways to increase effectiveness, efficiency, and productivity using feedback from -

(1) Review of short-term plan. (Covers current week and the following week) (2) Review of mid-term plan. (Covers current month and next two months) (3) Review of long-term plan (Covers any activity taking place four or more months out) g. Document results of RRNCOs Time Management Work Plan on DA FORM 4856. h. Review results to determine effectiveness of RRNCOs Time Management Work Plan. i. Assess and Monitor RRNCOs Time Management Work Plan.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review the Soldier's past Recruiting and Retention activities performance:
 - a. Choose a period for review.
 - b. Analyze data to identify trends by:
 - (1) Review AARs.
 - (2) Review counseling statements on DA Form 4856.
 - (3) Review NCOER Support Form(s) on DA Form 2166-8-1.
 - (4) Review NCOER(s) on DA Form 2166-8.
 - (5) Review reports from Report Management Zone.
 - (6) Review reports from Leader Zone.
 - (7) Review reports from Leader Dashboard.
 - (8) Review leave records.
 - (9) Review state specific RRNCO data performance reports.
 - (10) Interview Soldier about practices.
2. Review the appropriate reference and state specific guidance to determine short-term, mid-term, and long-term plans:
 - a. Review short-term plan for current week and the following week. Ensure events are recorded into their monthly calendar found in Microsoft Outlook:
 - (1) Review RRNCO's schedule for appointments, events, and displays.
 - (2) Review RRNCO's schedule for applicant processing.
 - (3) Review RRNCO's schedule for all prospecting times.
 - (4) Review RRNCO's schedule for administrative actions.
 - (5) Review RRNCO's schedule for travel requirements.
 - (6) Review RRNCO's schedule for personal/family time activities and events.
 - (7) Review RRNCO's schedule for all physical training requirements.
 - (8) Ensure RRNCO inputs reminders into MS Outlook to check mid-term and long-term plans.
 - (9) Inspect personal log of all recruiting and retention activities.
 - (10) Ensure RRNCO is using computer applications for better planning when establishing future goals and work plans.

(11) Ensure a daily record of contacts, appointments, and enlistments are being recorded.

b. Review mid-term plan that covers three months (current month and next two months). Review three monthly calendars from RRNCO's mid-term work plan that show major activities for each month:

(1) Review RRNCO's schedule for all school functions/presentations.

(2) Review RRNCO's schedule for all strength maintenance meetings.

(3) Review RRNCO's schedule for all drills (MUTA 4, 5, or AT) and RSP training.

(4) Review RRNCO's schedule for all military leave.

(5) Review the state marketing plan compared to RRNCO's marketing plan.

(6) Inspect that the MEPS/MET calendar is built into RRNCO's Microsoft Outlook calendar.

(7) Review that their projected and completed activities are posted to the next three months in Microsoft Outlook.

(8) Ensure RRNCO records task changes and new task to the MS Outlook calendar.

c. Review long-term plan(s) that covers any activity taking place four or more months into the future in Microsoft Outlook . Review RRNCO annual work plan that lists the major goals in functional terms:

(1) Review RRNCO's schedule for drills/RSP dates and locations.

(2) Review RRNCO's schedule for all MEPS activities.

(3) Review RRNCO's schedule for all strength maintenance meetings (state, area, unit, awards).

(4) Ensure RRNCO participates and schedules school functions (presentations, SASVAB, athletic events, awards banquets, JRROTC functions, graduation dates).

(5) Review RRNCO's schedule for civic events (holidays, parades, displays).

(6) Review RRNCO's schedule for all military leave.

(7) Review RRNCO's schedule for professional development (college classes, ACCP courses, NCOES courses).

(8) Review RRNCO's schedule for all state and local marketing events.

(9) Ensure RRNCO incorporates NGB Mobile Event Team schedule into their schedule

(10) Inspect that RRNCO input reminders to check long-term plans.

(11) Ensure RRNCO records task changes and new task to the Microsoft Outlook calendar.

3. Review results to determine effectiveness of work plan:

a. Determine if RRNCO is using their time in the most efficient and productive manner possible.

b. Ensure web based applications assist the RRNCO's with scheduling and managing productive recruiting and retention activities.

c. Ensure that RRNCO's consider using activities/tasks/functions when developing their work plans. Such activities may include:

- (1) Visit supported units/organizations.
- (2) Obtain new lists.
- (3) Refine and contact new leads.
- (4) Schedule/confirm an appointment.
- (5) Interview a prospect/applicant.
- (6) Schedule an applicant for processing.
- (7) Contact a new enlistee for a referral.
- (8) Visit a media outlet.
- (9) Request/place an advertisement.
- (10) Service take-one racks, poster, etc.
- (11) Contact a civic organization.
- (12) Visit a school/athletic event.
- (13) Visit a counselor, teacher, school official.
- (14) Schedule a presentation, talk, speech.
- (15) Schedule, conduct, participate in a career day.
- (16) Plan/conduct a display.
- (17) Plan flexible time for unscheduled appointments.
- (18) Plan meals, rest, and off-duty time.
- (19) Have lunch/dinner with a COI/VIP/enlistee/applicant.
- (20) Schedule administrative actions.

d. Define trends that should be sustained, improved, or eliminated.

e. Identify goals and create solutions.

- (1) Identify goals that will adjust trends.

(2) Create solutions:

(a) Develop possible solutions.

(b) Analyze and compare solutions.

(c) Identify best solution(s):

4. Formally counsel Soldier:

a. Prepare PART I, ADMINISTRATIVE DATA, of DA FORM 4856 using ERB or PQR.

b. Prepare PART II, BACKGROUND INFORMATION, of DA FORM 4856:

(1) Identify this as performance counseling.

(2) Identify that the counseling will focus on time management.

(3) Identify facts and observations made prior to counseling.

c. Prepare PART III, SUMMARY OF COUNSELING, of DA FORM 4856:

(1) Discuss trends that should be sustained, improved, and eliminated.

(2) Discuss goals you have set for the RRNCO.

d. Prepare plan of action:

(1) Outline solution with actions that will be specific enough to modify RRNCO's behavior.

(2) Include a starting and ending time and date to accomplish the solution.

e. Prepare session closing:

(1) Summarize key points.

(2) Check that RRNCO understands the plan of action.

(3) Have RRNCO check appropriate box.

(4) Have RRNCO sign and date.

f. Prepare leader responsibilities:

(1) Outline what you will do to assist the RRNCO in the implementation of the plan of action.

(2) Sign and date.

5. Supervise RRNCO's time management work plan:

a. Conduct periodic checks to ensure plan of action is being followed.

- b. Make any needed corrections to RRNCO's activities.
 - c. Make any needed corrections to plan of action.
6. Complete assessment at the end of the designated plan of action period:
- a. Identify success or shortcomings of the plan of action.
 - b. Discuss if the plan of action should be ended, extended, or adjusted.
 - c. Prepare PART IV, ASSESSMENT OF THE PLAN OF ACTION, on DA FORM 4856:
 - (1) Identify successes or shortcomings of the plan of action. Discuss if the plan of action should be ended, extended, or adjusted.
 - (2) Have the RRNCO and yourself sign and date.
 - (3) Ensure both the counselor and RRNCO maintain a copy.
 - d. Continue to monitor the RRNCO's time management work plan as needed.

(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 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 to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Analyzed data to identify trends by			
a. Reviewed AARs			
b. Reviewed counseling statements on DA Form 4856			
c. Reviewed NCOER Support Form(s) on DA Form 2166-8-1			
d. Reviewed NCOER(s) on DA Form 2166-8			
e. Reviewed reports from Report Management Zone			
f. Reviewed reports from Leader Zone			
g. Reviewed reports from Leader Dashboard			
h. Reviewed leave records			
i. Reviewed state specific RRNCO data performance reports			
j. Interviewed Soldier about practices			
2. Reviewed short-term plan, current week, following week, and scheduled			
a. Reviewed RRNCO's schedule for appointments, events, and displays			
b. Reviewed RRNCO's schedule for applicant processing			
c. Reviewed RRNCO's schedule for all prospecting times			
d. Reviewed RRNCO's schedule for administrative actions			
e. Reviewed RRNCO's schedule for travel requirements			
f. Reviewed RRNCO's schedule for personal/family time activities and events			
g. Reviewed RRNCO's schedule for all physical training requirements			
h. Inspected that RRNCO inputs reminder in MS Outlook to check mid-term and long-term plans			
i. Inspected personal log of all recruiting and retention activities			
j. Ensured RRNCO is using computer applications for better planning when establishing future goals and work plans			
k. Ensured a daily record of contacts, appointments and enlistments are being recorded			
3. Reviewed mid-term plan that covers three months (current month and next two months) in Recruiter Zone or MS Outlook			
a. Reviewed RRNCO's schedule for all school functions/presentations			
b. Reviewed RRNCO's schedule for all strength maintenance meetings			
c. Reviewed RRNCO's schedule for all drills (MUTA 4, 5, or AT) and RSP training			
d. Reviewed RRNCO's schedule for all military leave			
e. Reviewed the states marketing plan compared to RRNCOs marketing plan			
f. Ensured the MEPS/MET calendar is built into RRNCOs Microsoft Outlook calendar			
g. Reviewed that their projected and completed activities are posted to the next 3 months			
h. Ensured RRNCO records task changes and new task to the RRNCO Zone calendar or MS Outlook			
4. Reviewed long-term plan covers any activity taking place four or more months into the future in Microsoft Outlook calendar			
a. Reviewed RRNCO's schedule for drills/RSP dates and locations			
b. Reviewed RRNCO's schedule for all MEPS activities			
c. Reviewed RRNCO's schedule for strength maintenance meetings (state, area, unit, awards)			
d. Ensured RRNCO participates and records school functions (presentations, SASVAB, athletic events, awards banquets, JRROTC functions, graduation dates)			
e. Reviewed RRNCO's schedule for civic events (holidays, parades, displays)			
f. Reviewed RRNCO's schedule for all military leave			
g. Reviewed RRNCO's schedule for professional development (college classes, ACCP courses, NCOES courses)			

h. Reviewed RRNCO's schedule for all state and local marketing events			
i. Ensured RRNCO incorporates NGB Mobile Event Team schedule into their schedule			
j. Ensured RRNCO inputs reminders to check long-term plans			
k. Ensured RRNCO records task changes and new task to the Microsoft Outlook calendar			
5. Reviewed results to determine effectiveness of work plan			
a. Defined trends that should be sustained			
b. Defined trends that need improvement			
c. Defined trends that need to be eliminated			
6. Identified goals and created solutions			
a. Identified goals that will adjust trends			
b. Developed possible solutions			
c. Analyzed and compared solutions			
d. Identified best solution(s)			
7. Formally counseled Soldier			
a. Prepared PART I, ADMINISTRATIVE DATA, of DA FORM 4856 using ERB, or PQR			
b. Prepared PART II, BACKGROUND INFORMATION, of DA FORM 4856			
(1) Identified this as a performance counseling			
(2) Identified that the counseling will focus on time management			
(3) Identified facts and observations made prior to counseling			
c. Prepared PART III, SUMMARY OF COUNSELING, of DA FORM 4856			
(1) Discussed trends that should be sustained, improved, or eliminated			
(2) Discussed goals you have set for the RRNCO			
d. Prepared plan of action			
(1) Outlined solution with specific actions to modify RRNCO's behavior			
(2) Included a starting and ending time and date to accomplish the solution			
e. Prepared session closing			
(1) Summarized key points			
(2) Checked that RRNCO understands the plan of action			
(3) Had RRNCO check appropriate box			
(4) Had RRNCO sign and date			
f. Prepared leader responsibilities			
(1) Outlined what you will do to assist the RRNCO in the implementation of the plan of action			
(2) Signed and dated			
8. Supervised RRNCO			
a. Conducted periodic checks to ensure plan of action is being followed			
b. Made any needed corrections to RRNCO's activities			
c. Made any needed corrections to plan of action			
9. Completed assessment at the end of the designated plan of action period			
a. Identified successes or shortcomings of the plan of action			
b. Discussed if the plan of action should be ended, extended, or adjusted			
c. Prepare PART IV, ASSESSMENT OF THE PLAN OF ACTION, on DA FORM 4856			
d. Outline success or shortcomings of the plan of action and if the plan of action should be ended, extended, or adjusted			
e. Have the RRNCO and yourself sign and date			
f. Ensured both maintain a copy			
10. Conducted follow up to ensure RRNCO continues to effectively manage work plan			
a. Continued to effectively manage work plan			

b. Continued to monitor all future actions			
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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	FM 7-21.13	The Soldier's Guide	Yes	No
	FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages	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
	TC 25-20	(Rescinded - See LG to AAR) A LEADERS GUIDE TO AFTER ACTION REVIEWS	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 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.

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 Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4