

Summary Report for Individual Task  
805K-79R-4005  
Manage a Future Soldier Training Program  
Status: Approved

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**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 Knox/SSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have Future Soldiers waiting to ship to IADT and access to: Recruiter Work Station, Leader Zone, Report Management Zone, UM 3-06 and UR 601-95.

**Standard:** Implement FSTP IAW USAREC Regulation 601-95, para 1-4, 1. and successfully ship Future Soldiers to IADT.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

## Performance Steps

1. Evaluate current and past Future Soldier training programs:
  - a. Analyze centers FSTP to determine effectiveness and if new COA is needed.
  - b. Analyze loss rates for the current and past 2-years:
    - (1) Identify separation trends (e.g. fail to grad, apathy, DAT) etc.
    - (2) Identify current Future Soldiers that share similar risk factors, as in (a) above, and consider coding them "amber" or "red" in Leader Zone, as well as validated Future Soldier information, and contact history.
2. Conduct on-going analysis of the Future Soldier Program management tools to further identify trends and realize improvements in pertinent areas on the following:
  - a. During daily IPR with your recruiter, Identify potential Future Soldier losses and develop COAs to reduce future losses.
  - b. Compare contract-to-ship dates. The larger the window, the more likely a loss will occur.
  - c. Compare enlistment options with remarks made on the contact history. Closely monitor those Future Soldier's enlisted outside of their primary interest area (i.e. wanted MP's but enlisted for cook).
  - d. Determine if Future Soldier lack of involvement in schedule FSTP indicates potential loss.
  - e. Determine potential obstacles to performing the center leader's 30-60 day follow-up (spring break, summer vacation, Christmas holidays, etc.) and adjust to accomplish follow-up ahead of schedule.
  - f. Monitor the FS current height/weight monthly, members who were close to their maximum weight limit or were required to be taped at enlistment must be weighed once a week.
3. Validate that the Soldier has personalized the Future Soldier follow-up on the following:
  - a. Initiate In-briefing with Future Soldier explain all necessary requirements.
  - b. Address personal issues in the Future Soldier's life, such as school, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offer support or assistance when needed (IAW regulation).
  - c. Adhere to the follow-up schedule contained in UR 601-95 and local SOPs.
  - d. Promote maximum involvement of all influencers in FSTP events.
  - e. Collecting report cards and check their progress with guidance counselors during and after grading period.
  - f. Reaffirming the commitment of the Future Soldier by involving them in the recruiting center's network.
4. Schedule and supervise Future Soldier functions and training sessions.
  - a. Ensure Future Soldier functions are realistic by scheduling achievable and applicable training.
  - b. Plan training sessions in advance to include all warrior tasks; maximize your efforts with the use of USAREC assets (Comply with restrictions in UR 601-95).

- c. Award Future Soldier in the presence of their peers for academic, athletic, referral, and training achievements.
  - d. Monitor a Future Soldier physical training program IAW current guidance.
  - e. Conduct record APFT for Future Soldier promotion.
5. Verify maintenance of Future Soldier roster.
- a. Review weekly.
  - b. Ensure completeness and accuracy by paying particular attention to the following:
    - (1) Verify proper red/amber/green status per regulation, i.e. amber for renegotiations.
    - (2) Verify necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc.
    - (3) Record of follow-up dates that reflect the next action date.
    - (4) Inform the Company Command Group of Future Soldier status and impending Future Soldier loss. Solicit their involvement in Future Soldier follow-up and relationship-building activities.
    - (5) Confirm AKO has been established.
    - (6) Confirm Future Soldier has passed JPAS or corrections have been made.
    - (7) Verify all referrals have been annotated in Future Soldier record.
    - (8) Annotate comments in Future Soldier record for every encounter.
6. Review Future Soldier Ship Packet and conduct a Future Soldier out brief.
- a. Validate Future Soldier ship documents are completed, accurate and scanned into ERM.
  - b. Initiate the Future Soldier out brief within 72 hours of shipping.
  - c. Validate the Future Soldier has all required documents needed for shipping NLT 10 days prior to ship date.
  - d. Re-validate enlistment accession (i.e. physical, moral or admin).

(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.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Evaluated current and past Future Soldier training programs:			
a. Analyzed centers FSTP to determine effectiveness and if new COA is needed.			
b. Analyzed loss rates for the current and past 2-years:			
(1) Identified separation trends (e.g. fail to grad, apathy, DAT) etc.			
(2) Identified current Future Soldiers that share similar risk factors, as in (1) above, and consider coding them "amber" or "red" in Leader Zone, as well as validated Future Soldier information, and contact history.			
2. Conducted on-going analysis of the Future Soldier Program management tools to further identify trends and realize improvements in pertinent areas on the following:			
a. During daily IPR, identified potential Future Soldier losses and developed COAs to reduce future losses.			
b. Compared contract-to-ship dates. The larger the window, the more likely a loss will occur.			
c. Compared enlistment options with remarks made on the contact history. Closely monitored those Future Soldier's enlisted outside of their primary interest area (i.e. wanted MP's but enlisted for cook).			
d. Determined if Future Soldier lack of involvement in schedule FSTP indicates potential loss.			
e. Determined potential scheduling conflicts that may interfere with center leader's 30-60 day follow-up (spring break, summer vacation, Christmas holidays, etc.) and adjusted to accomplish follow-up ahead of schedule.			
f. Monitored the FS current height/weight bi-weekly; members who were within 5lbs of their maximum/minimum weight limit or were required to be taped at enlistment must be weighed and taped once a week.			
3. Validated the recruiter has personalized the Future Soldier follow-up on the following:			
a. Initiated In-briefing with Future Soldier explained all necessary requirements.			
b. Addressed personal issues in the Future Soldier's life, such as school, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offered support or assistance when needed (IAW regulation).			
c. Adhered to the follow-up schedule contained in UR 601-95 and local SOPs.			
d. Promoted maximum involvement of all influencers in FSTP events.			
e. Collected report cards and validated their progress with guidance counselors during and after grading period.			
f. Reaffirmed the commitment of the Future Soldier by involving them in the recruiting center's network.			
4. Scheduled and supervised Future Soldier functions and training sessions.			
a. Ensured Future Soldier functions are realistic by scheduling achievable and applicable training.			
b. Planned training sessions in advance to include all warrior tasks; maximize your efforts with the use of USAREC assets (Comply with restrictions in UR 601-95).			
c. Awarded Future Soldier in the presence of their peers for academic, athletic, referral, and training achievements.			
d. Monitored a Future Soldier physical training program IAW current guidance.			
e. Conducted record APFT for Future Soldier promotion.			
5. Verified maintenance of Future Soldier roster.			
a. Reviewed weekly.			
b. Ensured completeness and accuracy by paying particular attention to the following:			
(1) Verified proper red/amber/green status per regulation, i.e. amber for renegotiations.			
(2) Verified necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc.			
(3) Recorded the follow-up dates that reflected the next action date.			
(4) Informed the Company Command Group of Future Soldier status and impending Future Soldier loss. Solicited their involvement in Future Soldier follow-up and relationship-building activities.			

(5) Confirmed AKO was established.			
(6) Confirmed Future Soldier passed JPAS or corrections were made.			
(7) Verified all referrals were annotated in Future Soldier record.			
(8) Annotated comments in Future Soldier record for every encounter.			
6. Conducted a Future Soldier out brief.			
a. Validated Future Soldier ship documents were completed, accurate and scanned into ERM.			
b. Initiated the Future Soldier out brief within 72 hours of shipping.			
c. Validated the Future Soldier had all required documents needed for shipping NLT 10 days prior to ship date.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	Yes	Yes

**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