

Summary Report for Individual Task
805K-79R-3006
Lead a Future Soldier
Status: Approved

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Destruction Notice: None

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Condition: You have a newly enlisted Future Soldier who is scheduled to receive a Future Soldier Orientation. You have access to: Recruiter Work Station (RWS), Futuresoldiers.com, AR 601-210, USAREC Regulation 601-95, Recruiter Zone (RZ), RPI 237 Army Pocket Physical Training Guide, Recruiting Operations Plan (ROP), current USAREC Messages, and all applicable USAREC Forms. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct Future Soldier orientation and follow-ups to reinforce the decision to enlist, verify that Future Soldier remains morally and physically qualified IAW AR 601-210, Chapter 2 (Non Prior Service Applicants), Chapter 3 (Prior Service Applicants), and successfully ship Future Soldier to Initial Entry Training Site.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
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. Prepare for Future Soldier Orientation.

a. Establish date and location for the conduct of initial orientation. Note: Initial orientation must be conducted within 3 to 10 days after enlistment.

b. Identify all individuals that will be in attendance.

c. Review the chosen course of action from the Army Interview and compare and contrast with the enlistment program, option, and incentives.

(1) Review with the Future Soldier their reason to enlist.

(2) Determine how enlistment program, option, and incentive will help Future Soldier achieve their "True Passion".

d. Familiarize self with FutureSoldier.com web site. Note: *USAR ONLY* Contact the unit of assignment within three working days of enlistment or transfer to coordinate a date and time for the new member's sponsorship appointment. Recruiter will escort the Future Soldier to the TPU's personnel section no later than 10 days after accession. The recruiter will receive a completed USAR form 62-R from the TPU and scan it into Electronic Records Management (ERM). The recruiter will escort the Future Soldier to the nearest ID Card Facility to facilitate the issuing of a Department of Defense (DoD) issued Common Access Card (CAC).

2. Conduct Future Soldier Orientation.

a. Discuss the Future Soldier's guarantee(s) and projected AD date or projected IADT date.

(1) Verify data on DD Form 4 Series (Enlistment/Reenlistment Document-Armed Forces of the United States).

(2) Verify all supporting annexes.

(3) Verify Future Soldier received a printout from the Recruit Quota System (REQUEST).

b. Discuss Follow-up requirements Note: Advise the Future Soldier that it's their responsibility to maintain contact. If for any reason the Future Soldier fails to make contact it becomes the recruiter's responsibility to follow-up.

(1) Future Soldier is required to contact the recruiter every two (2) weeks.

(2) Future Soldier is required to visit the office once each month.

(3) If the Future Soldier was enlisted using body fat standards they are required to make weekly face to face contact with the recruiter, who will monitor their progress by annotating results under the Maintain a Future Soldier Tab in RZ.

c. Provide schedules for Future Soldier Training Program functions.

(1) All training dates will be planned out annually. USAREC Form 496 (Near-Term Training Plan) will be published and distributed to all Future Soldiers quarterly.

(2) Training should include the pre-basic training tasks from the USAREC Form 1137.

d. Discuss Future Soldier referrals.

(1) Explain incentive awards program.

(2) Familiarize Future Soldier with how to submit referrals on-line through the FutureSoldier.com Web site by clicking on the "Referrals" link and completing the necessary information.

e. Discuss the importance of maintaining mental, physical, and moral eligibility, and Initiate the Future Soldier asset inventory.

f. Discuss the required SF 1199 Direct Deposit Form.

g. Review the Future Soldier Welcome Kit (RPI 200).

h. Answer questions and/or concerns the Future Soldier may have.

i. Discuss Concurrent Admissions Program (ConAP).

(1) Complete the ConAP College Referral Form online.

(2) Later, if applicable, assist Future Soldier with college application forms.

j. Review USAREC Form 1196.

(1) Discuss prohibited activities.

(2) Discuss inappropriate relationships.

k. Review the Future Soldier's training program.

3. Conduct Future Soldier Follow-up.

a. Understand Follow-up requirements.

(1) Initial briefing will be conducted 3-10 days after enlistment.

(2) Telephonic sustainment contact every two weeks.

(3) Face to Face tutorial meeting once each month.

(4) Contact Future Soldier weekly during the last 45 days. Alternate follow-up between telephone and face-to-face contact.

(5) Face-to-face contact 3 days prior to ship date.

Note: Any Future Soldier that enlisted using tape test results or has weight issues must be administered the tape test weekly, results annotated in Maintain a Future Soldier Tab in RZ, and need to be coded Amber on FS Profile.

b. Follow-up is conducted telephonic or face-to-face.

Note: Consistent Future Soldier Follow-up is essential to good Future Soldier management.

c. Discuss mental, physical, and moral eligibility

d. Discuss "New" Leads.

e. Discuss status of past leads.

f. Discuss upcoming programs and /or functions.

g. Document results of contacts and attempts to contact in contact history within the RWS.

h. If the Future Soldier is in high school, they are required to bring in their progress/report cards to the recruiter.

4. Losing unit's responsibility for Follow-up with courtesy shippers.

a. Obtain all information concerning Future Soldier member's destination and annotate Future Soldier record in RWS.

b. Inform Center Leader of the location from which the Future Soldier will ship.

c. Inform the Future Soldier member that upon relocating, he or she should immediately contact the Recruiter at that location, whose name, telephone number, and address will be obtained.

Note: If exact location is known before the relocation, the losing Center Leader will contact the gaining Center Leader and obtain the identity of the "gaining" recruiter who will be responsible for follow-up. The recruiter's name, address, and telephone number will be provided to the "losing" recruiter who will provide it to the Future Soldier.

d. Explain that the new Recruiter will be responsible for final processing and transportation to the MEPS if necessary. Emphasize the importance of maintaining contact with new Recruiter.

Note: Courtesy shippers remain the responsibility of the Recruiting Battalion, Company, Center, and Recruiter that enlisted the Future Soldier.

5. Gaining unit's responsibility for Follow-up with courtesy Shippers.

Note: When a Future Soldier member contacts the new Center and identifies self as a member of the RA or AR, having enlisted outside the Center's and Recruiting Battalion's geographical area, the new recruiter, who has responsibility for the area where the Future Soldier member now resides will:

a. Build trust and credibility.

b. Obtain the Future Soldier's profile from Recruiter Zone.

c. Reemphasize follow-up requirements.

d. Contact the recruiter of credit.

e. Provide the Center Leader with the Future Soldier's enlistment information so the company commander can request the Future Soldier' enlistment packet from the original MEPS.

f. Continue to maintain Future Soldier follow-up and training IAW USAREC Reg 601-95/ FutureSoldier.com/Initial orientation.

g. Seniors/juniors are required to provide their recruiter with their progress/report cards.

6. Implement Physical Training Program.

a. Review the UF 1251 (Medical Safety card).

Note: This card provides the Recruiter with instructions on how to identify medical problems that may arise when doing PT as well as reminding them to conduct a risk assessment.

b. Conduct a risk assessment using DD Form 2977 Risk Management Worksheet.

c. Administer the 1-1-1 Physical Fitness Assessment. Administer the assessment NLT 10 days after enlistment and at a minimum of 45 days. The Physical Fitness Assessment must be administered NLT 30 days prior to shipping.

- d. Assign appropriate physical fitness training schedule to your Future Soldier.
- e. Train Future Soldiers on the Standardized Physical Training Session.
- f. Complete UF 992 U.S. Army Future Soldier Training Program Physical Training Program Statement (If Applicable).

7. Train pre-basic training tasks.

- a. Train each task on the pre-basic training task list.
- b. Document mastery of task on the USAREC Form 1137.

8. Identify the type of Future Soldier event to be conducted (Funded or Unfunded) based on the UF 496 quarterly training schedule.

- a. Funded event to be conducted IAW UR 601-95 (2 per year).

- (1) Complete UF 1115 Future Soldier Training Function Request and After Action Report blocks 1-10b.
- (2) Forward UF 1115 to BN through company IAW BN SOP and UR 601-95.
- (3) If event exceeds \$3000 or \$10 per person then approval authority will be HQ USAREC.
- (4) Complete Risk Management (RM).

- b. Unfunded event to be conducted IAW 601-95 (2 per Qtr or 8 per year).

- (1) Complete Risk Management (RM).
- (2) Obtain approval for high risk events.

9. Plan the Future Soldier Event:

- a. Date, Time, and Location of the event.
- b. Determine equipment, personnel, and safety equipment needed for testing.
- c. Send out invitations to family members, COI's, VIP's, and key chain of command personnel.
- d. Coordination of food for funded event
- e. Finalize site via recon.

10. Conduct the Event.

- a. Complete UF 1116 Future Soldier Training Function Attendance List.
- b. Conduct Risk Management (RM) brief.
- c. Conduct training.

d. Complete UF 992 U.S. Army Future Soldier Training Program Physical Training Program Statement (If Applicable).

11. Conduct Informal AAR with all attendees and Formal AAR at Center:

a. Complete UF 1116 back.

b. Forward UF 1115 and UF 1116 to BN.

12. Process a Future Soldier for Ship.

a. Begin preparation for ship 14 days prior to ship.

(1) Complete UF 1137 with required information for ship.

(2) Ensure all blocks requiring signatures are signed by Recruiter, Center Leader, and Company Commander as applicable.

b. Gather all required source documents 3 days prior to ship.

c. Scan required documents.

(1) Scan the following documents for all Future Soldiers:

(a) UF 1137

(b) UF 1136 (Basic Training Task List (BTTL) Certificates, if completed)

(c) DA Form 705

(d) UF 1241

(e) SF 1199

(f) DA 5500

(g) AKO Confirmation

(h) Source DOCS (SSN Card, Birth Certificate, HS Diploma, Marriage Certificate, Divorce Certificate)

(2) Scan the following documents for a hometown shipper (USAR):

(a) DA 3081 Periodic Medical Evaluation

(b) DA Form 1302 Hometown Shipper Checklist

(c) USAR 62-R

(3) Scan the following documents for a Prior Service Shipper:

(a) Medical Records

(b) Dental Records

(c) Clothing Records

(d) DD Form 368 Conditional Release (Reserve Component Transfer Only)

(e) All other Service Documents as needed

NOTE: if the Soldier has a security clearance requirement, they must see the security investigator at MEPS 7 days prior to shipping.

NOTE: Ensure the packet is in a "Go Packet" status 14 days out for all Hometown Shippers.

13. Ship a Future Soldier.

a. Ensure all Hometown Shippers are processed and depart on the day of their reservation.

b. Ensure all non-Hometown Shipper Soldiers (Regular Army) depart the night prior to their ship date to spend the night at the MEPS Hotel.

(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. Prepared for Future Soldier Orientation.			
a. Established date and location for the conduct of orientation. Note: Initial orientation must be conducted within 3 to 10 days after enlistment.			
b. Identified all individuals that will be in attendance. Note: It is recommended that all influencers attend the initial briefing. More specifically for high school seniors and currently in high school members at least, be briefed with their parents present, since, in most cases, the parents greatly influence the Future Soldier member's decision to enlist.			
c. Reviewed the chosen course of action from the Army Interview and compared and contrast with the enlistment program, option, and incentives.			
(1) Reviewed with the Future Soldier their reason to enlist.			
(2) Determined how enlistment program, option, and incentive will help Future Soldier achieve their "True Passion". Note: Having a clear picture of the Future Soldiers motivation for enlistment will help to reinforce the decision as well as focus on how the Army will help them achieve their "True Passion".			
d. Familiarized self with FutureSoldier.com web site. Note: *USAR ONLY* Telephonically contact the unit of assignment within three working days of enlistment or transfer to coordinate a date and time for the new member's sponsorship appointment. Recruiter will escort the Future Soldier to the TPU's personnel section no later than 10 days after accession. The recruiter will receive a completed USAR form 62-R from the TPU and scan it into Electronic Records Management (ERM). The recruiter will escort the Future Soldier to the nearest ID Card Facility to facilitate the issuing of a Department of Defense (DoD) issued Common Access Card (CAC).			
2. Conducted Future Soldier Orientation.			
a. Discussed the Future Soldier's guarantee(s) and projected AD date or projected IADT date.			
(1) Verified data on DD Form 4 Series (Enlistment/Reenlistment Document-Armed Forces of the United States).			
(2) Verified all supporting annexes.			
(3) Verified Future Soldier received a printout from the Recruit Quota System (REQUEST).			
b. Discussed Follow-up requirements. Note: Advise the Future Soldier that it's their responsibility to maintain contact. If for any reason the Future Soldier fails to make contact it becomes the recruiter's responsibility to follow-up.			
(1) Future Soldier was required to contact the recruiter every two (2) weeks.			
(2) Future Soldier was required to visit the office once each month.			
(3) If the Future Soldier was enlisted using body fat standards they are required to make weekly face to face contact with the recruiter, who will monitor their progress by annotating results under the Maintain a Future Soldier Tab in RZ.			
c. Provided schedules for Future Soldier Training Program functions.			
(1) All training dates were planned out annually. USAREC Form 496 (Near-Term Training Plan) will be published and distributed to all Future Soldiers quarterly.			
(2) Training included the pre-basic training tasks from the USAREC Form 1137.			
d. Discussed Future Soldier referrals.			
(1) Explained incentive awards program.			
(2) Familiarized Future Soldier with how to submit referrals on-line through the FutureSoldier.com Web site by clicking on the "Referrals" link and completing the necessary information.			
e. Discussed the importance of maintaining mental, physical, and moral eligibility, and Initiate the Future Soldier asset inventory.			
f. Discussed the required SF 1199 Direct Deposit Form.			
g. Reviewed the Future Soldier Welcome Kit (RPI 200).			
h. Answered questions and/or concerns the Future Soldier may have.			
i. Discussed ConAP.			
(1) Completed the ConAP College Referral Form online.			

(2) Assisted Future Soldier with college application forms.			
j. Reviewed USAREC Form 1196.			
(1) Discussed prohibited activities.			
(2) Discussed inappropriate relationships.			
k. Reviewed the Future Soldier's training program.			
3. Conducted Future Soldier Follow-up. Note: Follow-up and commitment reinforcement should begin at the conclusion of the swearing in ceremony. This should be accomplished in an appropriate setting with congratulatory remarks. The remarks made should include addressing the Future Soldier member as Private (Smith, Jones, etc.)			
a. Understood Follow-up requirements.			
(1) Initial briefing 3 to 10 days after enlistment.			
(2) Telephonic sustainment follow-up every 2 weeks.			
(3) Face-to-face meeting once a month.			
(4) Contact Future Soldier weekly during the last 45 days. Alternate follow-up between telephone and face-to-face contact.			
(5) Face-to-face contact 3 days prior to ship date. Note: Any Future Soldier that enlisted using tape test results or has weight issues must be administered the tape test weekly, results annotated in Maintain a Future Soldier Tab in RZ, and need to be coded Amber on FS Profile.			
b. Follow-up is conducted telephonic or face-to-face. Note: Consistent Future Soldier Follow-up is essential to good Future Soldier management.			
c. Discussed mental, physical, and moral eligibility.			
d. Discussed "New" Leads.			
e. Discussed status of past leads.			
f. Discussed upcoming programs and /or functions.			
g. Documented results of contacts and attempts to contact in contact history within the RWS.			
h. If the Future Soldier is in high school, they are required to bring in their progress/report cards to the recruiter.			
4. Losing unit's responsibility for Follow-up with courtesy shippers.			
a. Obtained all information concerning Future Soldier member's destination and annotate Future Soldier record in RWS.			
b. Informed Center Commander of the location from which the Future Soldier will ship.			
c. Informed the Future Soldier member that upon relocating, he or she should immediately contact the RA or AR Recruiter at that location, whose name, telephone number, and address will be obtained. Note: If exact location is known before the relocation, the losing Center Commander will contact the gaining Center Commander and obtain the identity of the "gaining" recruiter who will be responsible for follow-up. The recruiter's name, address, and telephone number will be provided to the "losing" recruiter who will provide it to the Future Soldier.			
d. Explained that the new Recruiter will be responsible for final processing and transportation to the MEPS if necessary. Emphasize the importance of maintaining contact with new Recruiter. Note: Courtesy shippers remain the responsibility of the Recruiting Battalion, Company, Station, and Recruiter that enlisted the Future Soldier.			
5. Gaining unit's responsibility for Follow-up with courtesy Shippers. Note: When a Future Soldier member contacts the new Center and identifies self as a member of the RA or AR, having enlisted outside the Center's and Recruiting Battalion's geographical area, the new recruiter, who has responsibility for the area where the Future Soldier member now resides will:			
a. Built trust and credibility.			
b. Obtained the Future Soldier's profile from Recruiter Zone.			
c. Reemphasized follow-up requirements.			
d. Contacted the recruiter of credit.			

e. Provided the Center Commander with the Future Soldier's enlistment information so the company commander can request the Future Soldier' enlistment packet from the original MEPS.			
f. Continued to maintain Future Soldier follow-up and training IAW USAREC Reg 601-95/ FutureSoldier.com/Initial orientation.			
g. Seniors/juniors are required to provide their recruiter with their progress/report cards.			
6. Implemented Physical Training Program.			
a. Reviewed the UF 1251 (Medical Safety card).			
b. Conducted a risk assessment using DD Form 2977 Composite Risk Management Worksheet.			
c. Administered the 1-1-1 Physical Fitness Assessment. Administer the assessment NLT 10 days after enlistment and at a minimum of 45 days. The Physical Fitness Assessment must be administered NLT 30 days prior to shipping.			
d. Assigned appropriate physical fitness training schedule to your Future Soldier.			
e. Trained Future Soldiers on the Standardized Physical Training Session.			
f. Completed UF 992 U.S. Army Future Soldier Training Program Physical Training Program Statement (If Applicable).			
7. Trained pre-basic training tasks.			
a. Trained each task on the pre-basic training task list.			
b. Document mastery of task on the USAREC Form 1137.			
8. Identified the type of Future Soldier event to be conducted (Funded or Unfunded) based on the UF 496 quarterly training schedule.			
a. Funded event to be conducted IAW UR 601-95 (2 per year).			
(1) Completed UF 1115 Future Soldier Training Function Request and After Action Report blocks 1-10b.			
(2) Forwarded UF 1115 to BN through company IAW BN SOP and UR 601-95.			
(3) If event exceeds \$3000 or \$10 per person then approval authority will be HQ USAREC.			
(4) Completed Risk Management (RM).			
b. Unfunded event to be conducted IAW 601-95 (2 per Qtr or 8 per year).			
(1) Completed Risk Management (RM)			
(2) Obtained approval for high risk events.			
9. Planned the Future Soldier Event.			
a. Date, Time, and Location of the event			
b. Determined equipment, personnel, and safety equipment needed for testing.			
c. Sent out invitations to family members, COI's, VIP's, and key chain of command personnel.			
d. Coordination of food for funded event			
e. Finalized site via recon.			
10. Conducted the Event.			
a. Completed UF 1116 Future Soldier Training Function Attendance List.			
b. Conducted Risk Management (RM) brief.			
c. Conducted training.			
d. Completed UF 992 U.S. Army Future Soldier Training Program Physical Training Program Statement (If Applicable).			
11. Conducted Informal AAR with all attendees and Formal AAR at Center:			
a. Completed UF 1116 back.			
b. Forwarded UF 1115 and UF 1116 to BN.			
12. Processed a Future Soldier for Ship.			
a. Began preparation for ship 14 days prior to ship.			
(1) Completed UF 1137 with required information for ship.			
(2) Ensured all blocks requiring signatures are signed by Recruiter, Center Leader, and Company Commander as applicable.			

b. Gathered all required source documents 3 days prior to ship.			
c. Scanned required documents.			
(1) Scanned the following documents for all Future Soldiers:			
(a) UF 1137			
(b) UF 1136 (Basic Training Task List (BTTL) Certificates, if completed)			
(c) DA Form 705			
(d) UF 1241			
(e) SF 1199			
(f) DA 5500			
(g) AKO Confirmation			
(h) Source DOCS (SSN Card, Birth Certificate, HS Diploma, Marriage Certificate, Divorce Certificate)			
(2) Scanned the following documents for a hometown shipper:			
(a) DA 3081 Periodic Medical Evaluation			
(b) DA Form 1302 Hometown Shipper Checklist			
(c) USAR 62-R			
(3) Scanned the following documents for a Prior Service Shipper:			
(a) Medical Records			
(b) Dental Records			
(c) Clothing Records			
(d) DD Form 368 Conditional Release (Reserve Component Transfer Only)			
(e) All other Service Documents as needed			
NOTE: if the Soldier has a security clearance requirement, they must see the security investigator at MEPS 7 days prior to shipping. NOTE: Ensured the packet is in a "Go Packet" status 14 days out for all Hometown Shippers.			
13. Shipped a Future Soldier.			
a. Ensured all Hometown Shippers are processed and departed on the day of their reservation.			
b. Ensured all non-Hometown Shipper Soldiers departed the night prior to their ship date to spent the night at the MEPS Hotel.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	No	No
	TRADOC PAM 600-4	The Soldiers Blue Book	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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None