Summary Report for Individual Task
805B-79T-4703
Maintain Recruiting Station Identification (RSID) Territory Assignments and Relationships
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: Given an office environment, RWS with internet connection, access to Headquarters Support System (HSS)/Force Address and Zip Code Realignment (FAZR), and a requirement to maintain RSID structure, and recruiting territory assignments IAW applicable guides and SOPs. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Maintain correct Recruiter Station Identification (RSID) and territory assignments utilizing the HSS/FAZR application IAW Automation Systems Support User Guide (ASSUG) and local SOPs.

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. Create new RSID by referring to latest Automation System Support User Guide.

2. Review RSID for accuracy in Force Structure Address and Zip code Realignment (FAZR).

    a. Contact RRNCOIC or RRNCO for current RSID information.

    b. Refer to latest Automation System Support User Guide for RSID change process.

3. Update RSID for changes to contact information and area assignments in FAZR.

    a. Contact RRNCOIC or RRNCO for current RSID information.

    b. Refer to latest Automation System Support User Guide for RSID update process.

    c. Notify POC of task accomplishment.

4. Delete RSID when assigned person has departed command, by referring to latest Automation System Support User Guide.

5. Create new area assignment (by zip code) in FAZR. NOTE: Refer to latest Automation System Support User Guide for creation process.

6. Review zip code assignments per RSID for accuracy in FAZR.

    a. Refer to state SOP to determine who is authorized to assigns zip codes. NOTE: Usually RRNCOIC.

    b. Refer to latest Automation System Support User Guide for zip code assignment/re-assignment process.

7. Update zip code assignments in FAZR, as necessary. NOTE: All zip codes must be assigned.

    a. Refer to latest Automation System Support User Guide for update process.

    b. Notify POC of task accomplishment.

8. Create new School in FAZR.

    a. Contact USAREC Education Specialist if a school does not exist in FAZR.

    b. Refer to latest Automation System Support User Guide for contact process.

    c. Notify POC of task accomplishment.

9. Review school assignments in FAZR for accuracy.

    a. Refer to state SOP to determine who is authorized to assign schools. NOTE: Usually RRNCOIC.

    b. Refer to latest Automation System Support User Guide for review process.

    c. Notify POC of task accomplishment.

10. Update school assignments in FAZR to reflect Command guidance.

    a. Refer to state SOP to determine who is authorized to assign schools. NOTE: Usually RRNCOIC.

    b. Refer to latest Automation System Support User Guide for update process.

    c. Notify POC of task accomplishment.

(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 on-the-job-training 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, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Created new RSID by referring to latest Automation System Support User Guide (ASSUG).			
2. Reviewed RSID for accuracy in Force Structure Address and Zip code Realignment (FAZR).			
a. Contacted RRNCOIC or RRNCO for current RSID information.			
b. Referred to latest Automation System Support User Guide for RSID change process.			
3. Updated RSID for changes to contact information and area assignments in FAZR.			
a. Contacted RRNCOIC or RRNCO for current RSID information.			
b. Refer to latest Automation System Support User Guide for RSID update process.			
c. Notify POC of task accomplishment.			
4. Deleted RSID when assigned person departed command. Referred to latest Automation System Support User Guide.			
5. Created new area assignment (by zip code) in FAZR.			
6. Reviewed zip code assignments per RSID for accuracy in FAZR.			
a. Referred to state SOP to determine who was authorized to assigns zip codes.			
b. Referred to latest Automation System Support User Guide for zip code assignment/re-assignment process.			
7. Updated zip code assignments in FAZR, as necessary.			
a. Referred to latest Automation System Support User Guide for updated process.			
b. Notified POC of task accomplishment.			
8. Created new School in FAZR.			
a. Contacted USAREC Education Specialist if a school did not exist in FAZR.			
b. Referred to latest Automation System Support User Guide for contact process.			
c. Notified POC of task accomplishment.			
9. Reviewed school assignments in FAZR for accuracy.			
a. Referred to state SOP to determine who was authorized to assign schools.			
b. Referred to latest Automation System Support User Guide for review process.			
c. Notified POC of task accomplishment.			
10. Updated school assignments in FAZR to reflect Command guidance			
a. Referred to state SOP to determine who was authorized to assign schools. NOTE: Usually RRNCOIC.			
b. Referred to latest Automation System Support User Guide for updated process.			
c. Notified POC of task accomplishment.			

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.

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-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4