

Summary Report for Individual Task
805B-79T-5501
Administer Company/Region Professional Development
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: You have just assumed command of a Company/Region Recruiting and Retention Force and are required to provide professional development to your subordinates. You have access to all required reference materials, web based applications, general office supplies, required documents, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Utilizing all required reference materials, provide individual performance expectations, administer counseling, and conduct training in support of professional development.

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. Conduct Orientation for a Newly Assigned RR Section Chief regarding the following:

a. List of Items: Leave and Pass policies Medical procedures (Sick Call, ER, etc...) Administrative actions SGLI
DEERS
Tricare
ID cards
APFT/weight requirements
Pay
SDAP
Clothing allowance
Career planning (MOSQ-SQI)
Mission
School programs
Prospecting
COI/VIP cultivation
Community programs
Media relations
Recruiter Work Station (RWS)
Attrition management/retention activities
MEPCOM
Use of GSA vehicle and credit card
Cell phone usage
Business cards ordering
Use of Mission Zone account
Weekly/monthly reporting (as required)
Physical security (assigned area and equipment)
Issuance and maintenance of regulation library
Expense account
Government travel card
Complete orientation documents as required by state specific SOP
STP 805B-79T-TG
Manage RRNCO apprenticeship program.

b. Review Personnel file (Make sure Soldier claims match records)(List Items Army Military Human Resources Records Management (AMHRRM) AR 600-8-104).

c. Brief duties and responsibilities IAW NGR 601-1, NG Pam 601-1.

d. Document the Orientation on DA Form 4856.

2. Employ 79T STP for the Company/Region.

a. Evaluate Company, Section and Individual on STP Competency.

b. Conduct STP Training.

c. Retrain Company, Section, and Individuals, as needed.

3. Administer Effective Counseling, IAW FM 7-22 Chapter 5.

a. Schedule time and date for counseling.

b. Plan what will be discussed during the counseling session.

c. Encourage interaction during the counseling session.

d. Establish a course of action.

e. Follow up the counseling session for course of action compliance.

f. Close the counseling.

4. Conduct Performance Improvement Review for RRF Section Chief.

a. Evaluate Section Chief Strength Maintenance Data (all three tenets).

b. Initiate Performance Review on Performance Data that is below standard (acknowledge those meeting/exceeding standard).

c. Document Results of Performance Review on Performance Data that is below standard.

5. Conduct NCOER Quality Review.

a. Review DA 2166 to ensure accuracy IAW AR 623-3.

b. Correct any deficiencies in the Administrative Data.

c. Verify information on NCOER.

(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. Conducted orientation for a newly assigned Section Chief regarding the following:			
a. Completed Orientation of topics as required by state SOP.			
b. Reviewed Personnel file (Make sure Soldier claims match records.)(List Items Army Military Human Resources Records Management (AMHRRM) AR 600-8-104).			
c. Briefed duties and responsibilities IAW NGR 601-1, NG Pam 601-1.			
d. Documented the Orientation on DA Form 4856.			
2. Employed 79T STP for the Company/Region IAW Chapter 1, paragraphs 1-2, 1-5, and 1-6 of the STP.			
a. Evaluated Company, Section and Individual on STP Competency.			
b. Conducted STP Training.			
c. Retrained Company, Section and Individual, as needed.			
3. Administered Effective Counseling IAW FM 7-22, Chapter 5.			
a. Scheduled time and date for counseling.			
b. Planned what will be discussed during the counseling session.			
c. Encouraged interaction during the counseling session.			
d. Established a course of action.			
e. Followed up the counseling session for course of action compliance.			
f. Closed the counseling.			
4. Conducted Performance Improvement Review for RRF Section Chief.			
a. Evaluated Section Chief Strength Maintenance Data.			
b. Initiated Performance Review on Performance Data.			
c. Documented Results of Performance Review on Performance Data.			
5. Conducted NCOER Quality Review.			
a. Reviewed DA 2166 to ensure accuracy IAW AR 623-3.			
b. Corrected any deficiencies in the Administrative Data.			
c. Verified information on NCOER.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-18	THE ACTIVE GUARD RESERVE (AGR) PROGRAM	Yes	No
	AR 135-180	QUALIFYING SERVICE FOR RETIRED PAY NONREGULAR SERVICE	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdffiles/r623_3.pdf	Yes	No
	DA FORM 2166-8	Noncommissioned Officer Evaluation Report	Yes	No
	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	Yes	No
	DA FORM 4856	Developmental Counseling Form	Yes	No
	DA PAM 623-3	Evaluation Reporting System	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	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
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System http://www.apd.army.mil/pdffiles/p623_3.pdf	Yes	No
	STP 12-79T25-SM-TG	Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79T, Recruiting and Retention NCO, Army National Guard	Yes	No
1.	AR 135-18	THE ACTIVE GUARD RESERVE (AGR) PROGRAM	Yes	No
1.	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	Yes
1.	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
1.	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	Yes
1.	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	Yes
2.	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

2.	STP 12-79T25-SM-TG	Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79T, Recruiting and Retention NCO, Army National Guard	Yes	No
3.	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
3.	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
4.	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
4.	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
4.	STP 12-79T25-SM-TG	Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79T, Recruiting and Retention NCO, Army National Guard	Yes	No
5.	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdffiles/r623_3.pdf	Yes	No
5.	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System http://www.apd.army.mil/pdffiles/p623_3.pdf	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.

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
USAR Company Team Leader	Any	Duty Pos: AAA, LIC: YY
USAR Company Commander First Sergeant	Any	LIC: YY

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