

**Report Date:** 30 Apr 2012

**Summary Report for Individual Task  
130-000-0001  
Conduct Recruiting Operations Officers (ROO) Course  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** As a student in the ROO course given handouts and classroom instruction. This task should not be trained in MOPP.

**Standard:** Gain a basic understanding of the main functions and responsibilities of the ROO based on duty description, correctly defining recruiting terms, identifying the system for each term, and explaining the differences in cadet status and CCIMS (Cadet Command Information Management System) enrollment codes for each, in accordance with Cadet Command Regulations and Pamphlets, provided by the School of Cadet Command.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** Students are attending ROO (Recruiting Operations Officers) Training at the School of Cadet Command.

<b>DANGER</b>
N/A

<b>WARNING</b>
N/A

<b>CAUTION</b>
N/A

**Remarks:** All required specific references and technical manuals will be provided the School of Cadet Command.

**Notes:** None.

## **Performance Steps**

1. Conduct ROO METL/Terminology Lesson.
2. Conduct Systems Familiarization Lesson.
3. Conduct ROO Zone Lesson.
4. Conduct CCIMS Lesson.
5. Conduct Enrollment and Mission Planner (EMP) Lesson.
6. Conduct the Recruiting and Enrollment Action Plan (REAP)/Mission Mgmt Lesson.
7. Conduct Campus Resourcing Lesson.
8. Conduct External Resourcing Lesson.
9. Conduct Identify and Conduct Campus Level Events Lesson.
10. Conduct Exam 1.
11. Conduct Prospecting Lists Lesson.
12. Conduct ROTC Enrollment Eligibility Lesson.
13. Conduct Army Interview Lesson.
14. Conduct Exam 2.
15. Conduct ROO Operations - Scholarship Management and Incentives Lesson.
16. Conduct Green to Gold Brief Lesson.
17. Conduct ROO Operations - Marketing and Advertising Operations Lesson.
18. Conduct ROO Operations Overview Lesson.
19. Conduct Introduction to Contracting Lesson.
20. Conduct Contracting Responsibilities Lesson.
21. Conduct Contracting Eligibility Requirements Lesson.
22. Conduct Other Contracting Options and Enrollment Lesson.
23. Conduct ROTC Enrollment Eligibility Lesson.
24. Conduct DODMERB Lesson.
25. Conduct Medical Waivers Lesson.

26. Conduct ASB Tour.

27. Conduct Practical Exercises.

28. Conduct Final Exam.

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** Students discuss each task step/measure. There is no evaluation. This is a class lecture/discussion.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Conducted ROO METL/Terminology Lesson.			
2. Conducted System Familiarization Lesson.			
3. Conducted ROO Zone Lesson.			
4. Conducted CCIMS Lesson.			
5. Conducted the Enrollment and Mission Planner (EMP) Lesson.			
6. Conducted the REAP/Mission Management Lesson.			
7. Conducted the Campus Resourcing Lesson.			
8. Conducted the External Resourcing Lesson.			
9. Conducted the Identify and Conduct Campus Level Events Lesson.			
10. Conducted Exam 1.			
11. Conducted Prospecting Lists Lesson.			
12. Conducted ROTC Enrollment Eligibility Lesson.			
13. Conducted Army Interview Lesson.			
14. Conducted Exam 2.			
15. Conducted ROO Operations - Scholarship Management and Incentives Lesson.			
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23. Conducted ROTC Enrollment Eligibility Lesson.			
24. Conducted DODMERB Lesson.			
25. Conducted Medical Waivers Lesson.			
26. Conducted ASB Tour.			
27. Conducted Practical Exercises.			
28. Conducted Final Exam.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 145-1	Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training (*RAR 001, 09/06/2011)	No	No
	AR 40-501	Standards of Medical Fitness (*RAR 001, 09/10/2008) (*RAR 002, 08/23/2010) (*RAR 003, 08/04/2011)	No	No
	AR 601-210	Active and Reserve Components Enlistment Program (*RAR 001, 08/04/2011)	No	No
	CC Form 104-R	Planned Academic Worksheet	No	No
	CC Form 131-E	Cadet Action Request	No	No
	CC Form 131-R	Cadet Action Request	No	No
	CC Form 136-R	Briefing on Gov. Sponsored Benefits for ROTC Cadets	No	No
	CC Form 139-R	Cadet Enrollment Record	No	No
	CC Pam 145-10	ROTC Battalion Operations Guide (BOG)	No	No
	CC Pam 145-3-1	Army Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Off Campus Training	No	No
	CC Pam 145-36	Army Reserve Officers' Training Corps Tactics, Techniques (TTP) for Army ROTC Recruiting	No	No
	CC Pam 145-4	Enrollment, Retention and Disenrollment Criteria, Policy and Procedures	No	No
	CCR 145-1	Reserve Officers' Training Corps Army ROTC Incentives Policy	No	No
	CCR 145-11	Reserve Officers' Training Corps Simultaneous Membership Program (SMP)	No	No
	CCR 145-12	Reserve Officers' Training Corps Student Management Database	No	No
	CCR 145-16	Reserve Officers' Training Corps Mission Management, Performance Assessment, and Unit Status Reporting	No	No
	CCR 145-17	Reserve Officers' Training Corps Recruiting and Enrollment Planning	No	No
	CCR 145-6	Reserve Officers' Training Corps Green to Gold Program	No	No
	DA FORM 3425-R	MEDICAL FITNESS STATEMENT FOR ENROLLMENT IN BASIC COURSE, SENIOR ROTC (LRA).	No	No
	DA FORM 597	ARMY SENIOR RESERVE OFFICERS TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET CONTRACT	No	No
	DA FORM 597-3	ARMY SENIOR RESERVE OFFICERS TRAINING CORPS (ROTC) SCHOLARSHIP CADET CONTRACT	No	No
	DD FORM 2351	DOD MEDICAL EXAMINATION REVIEW BOARD (DODMERB) REPORT OF MEDICAL EXAMINATION	No	No
	DD FORM 2492	DOD MEDICAL EXAMINATION REVIEW BOARD (DODMERB) REPORT OF MEDICAL HISTORY	No	No

	DD FORM 4	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	No	No
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**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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. N/A

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None