

**Summary Report for Individual Task
805B-79T-3201
Administer School Programs
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 been directed to administer a school program. You have access to your RWS, Reference materials, school policies, historical data, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Administer school programs; verify school folder information; evaluate past and present performance; establish contact; capture school events and activities that results in high visibility, increase access to students, and enlistments over historical averages.

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. Verify all school folder information in School Zone.
 - a. School populations.
 - b. Armed Services Vocational Aptitude Battery results.
 - c. Directory information.
 - d. Restrictions.
 - e. School calendar of events.
2. Evaluate past and present performance.
 - a. Determine if enlistments this period are equal to, or greater than, current school year goals and past performance.
 - b. Determine if contacts this period are equal to or greater than regulatory milestones and past performance.
 - c. Determine if School Entry Vehicles presentations is greater than past involvement.
 - d. Determine if involvement in school activities (coaching, teaching, volunteering, etc...) is greater than past involvement.
3. Establish contact.
 - a. Telephonically.
 - (1) Prepare for initial call.
 - (a) Identify who you are calling.
 - (b) Prepare introduction.
 - (c) Set agenda for call.
 - (2) Conduct telephone call.
 - (a) Build trust/greet, introduce self as a recruiter for ARNG.
 - (b) Deliver your message (what/why.
 - (c) Ask targeted questions/address concerns.
 - (d) Close call and set follow up if needed.
 - (e) Record results in School Zone.
 - b. Face-to-face sales call (school official).
 - (1) Prepare for meeting.

- (a) Review information.
- (b) Set objectives.
- (c) Plan strategy.
- (d) Collect supporting Recruiting Publicity Items and School Entry Vehicle materials.

(2) Conduct face-to-face sales call.

- (a) Introduce yourself with name, rank and organization.
- (b) Build trust, establish rapport, and listen actively.
- (c) Set agenda.
- (d) Check for acceptance.
- (e) Ask targeted questions.
- (f) Present targeted solutions.
- (g) Address concerns (if present).
- (h) Restate benefits.
- (i) State logical next steps.
- (j) Request commitment.
- (k) Thank school Point of Contact.
- (l) Record results in School Zone.

4. Capture school events.

- a. Schedule and record significant school events in the School Zone (activities calendar).
- b. Schedule and record presentation dates in the School Zone (activities calendar).

5. Organize school event.

- a. Identify key personnel (school, unit, community, and marketing contacts).
- b. Establish goals and objectives.
- c. Obtain Recruiting Publicity Item and School Entry Vehicle materials required.
- d. Request support equipment (local units, state and National Guard Bureau assets).

e. Conduct area recon.

(1) Develop area of operation.

(2) Sketch site layout and setup.

6. Conduct scheduled events.

a. Attend school activities in uniform/soft uniform.

b. Arrive early.

c. Follow plan.

7. Update school activity data.

a. Enter activity data into School Zone.

b. Send thank you letter/card to Centers of Influence / Very Important Persons.

c. Compare and analyze achievements versus goals.

d. Complete/submit after action review.

(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. Verified all school folder information in School Zone.			
2. Evaluated past and present performance.			
3. Established contact.			
4. Captured school events in School Zone.			
5. Organized school event.			
6. Conducted scheduled event.			
7. Updated school activity data in School Zone.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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

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. 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-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4