

Summary Report for Individual Task
805K-79R-4102
Manage a Center School Recruiting Program (Health Care)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have secondary and post secondary schools assigned to your recruiting center and access to; School Zone, Recruiter Zone Business Intelligence Zone, UM 3-0, UR 350-13 and the Company's School Recruiting Plan. This task should not be trained in MOPP 4.

Standard: Assign recruiting center's secondary and postsecondary school to recruiters; validate completion of school folders within SZ by completing the 'Evaluated By section'; supervise the accomplishment of recruiter responsibilities IAW UR 350-13, para 1-5.g.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

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. Obtain necessary elements of information and gain an understanding of each school.
 - a. Assign at least one recruiter to each school located within the center's area based on the recruiter's individual mission requirements.
 - b. Visit each school (with responsible recruiter) at the beginning of each school year (SY) to reinforce relationships with important COI/VIP's, introduce new recruiters and familiarize them with campus layouts, school policies and procedures.
 - c. Validate the recruiting center and all assigned schools are linked through social media networks.
 - d. Ensure directory information is obtained as soon as available prior to the beginning of each semester/quarter.
 - e. Ensure student directories obtained are built into the advanced lead refinement list (ALRL) in the RWS.
 - f. Coordinate and implement school prioritization activities with the company commander IAW USAREC Reg 601-104, USAREC Reg. 350-13 and the centers synchronization matrix.
 - g. Plan training to ensure all recruiters are familiar with USAREC Reg 601-104 and USAREC Reg. 350-13.
 - h. Verify recruiters have initiated school folders in SZ with current information.
2. Assess each school's environment and establish objectives.
 - a. Identify outside resources that can be leveraged such as TAIR, mission support battalion (MSB) exhibits, and other local marketing resources and implement them into the yearly school plan.
 - b. Schedule the company commander for school visits throughout the school year.
 - c. Identify USAR faculty members that may be helpful to recruiters.
 - d. Identify all schools with senior reserve officer training corps (SROTC) programs.
 - e. Identify mission area of concentration (AOC) categories within specific school curriculum.
3. Establish goals.
 - a. Identify all Future Soldiers enrolled in programs at assigned colleges and universities.
 - b. Develop a prospecting plan to meet contact milestones for each assigned school to support mission accomplishment.
 - c. Verify monthly recruiting operations in each school.
 - d. Validate scheduling of recruiting operations using the appropriate recruiter tools
 - e. Validate monthly contact milestones are being met IAW current command guidance and station prospecting plan.
 - f. Review all electronic school folders to ensure monthly work activities are documented and requirements/commissioning/prospecting goals are met in each school.
 - g. Identify any schools not achieving contact milestones and develop a course of action (COA) to correct shortfalls.

h. Establish contact milestones.

(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. Obtained necessary elements of information and gained an understanding of each school.			
a. Assigned at least one recruiter to each school located within the center's area based on the recruiter's individual mission requirements.			
b. Visited each school (with responsible recruiter) at the beginning of each school year (SY) to reinforce relationships with important COI/VIP's, introduce new recruiters and familiarize them with campus layouts, school policies and procedures.			
c. Validated the recruiting center and all assigned schools are linked through social media networks.			
d. Ensured directory information is obtained as soon as available prior to the beginning of each semester/quarter.			
e. Ensured student directories obtained are built into the advanced lead refinement list (ALRL) in the RWS.			
f. Coordinated and implemented school prioritization activities with the company commander IAW USAREC Reg 601-104, USAREC Reg. 350-13 and the centers synchronization matrix.			
g. Planned training to ensure all recruiters are familiar with USAREC Reg 601-104 and USAREC Reg. 350-13.			
h. Verified recruiters have initiated school folders in SZ with current information.			
2. Assessed each school's environment and establish objectives.			
a. Identified outside resources that can be leveraged such as TAIR, mission support battalion (MSB) exhibits, and other local marketing resources and implement them into the yearly school plan.			
b. Scheduled the company commander for school visits throughout the school year.			
c. Identified USAR faculty members that may be helpful to recruiters.			
d. Identified all schools with senior reserve officer training corps (SROTC) programs.			
e. Identified mission area of concentration (AOC) categories within specific school curriculum.			
3. Established goals			
a. Identified all Future Soldiers enrolled in programs at assigned colleges and universities.			
b. Developed a prospecting plan to meet contact milestones for each assigned school to support mission accomplishment.			
c. Verified monthly recruiting operations in each school.			
d. Validated scheduling of recruiting operations using the appropriate recruiter tools			
e. Validated monthly contact milestones are being met IAW current command guidance and station prospecting plan.			
f. Reviewed all electronic school folders to ensure monthly work activities are documented and requirements/commissioning/prospecting goals are met in each school.			
g. Identified any schools not achieving contact milestones and develop a course of action (COA) to correct shortfalls.			
h. Established contact milestones.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3.0	Recruiting Operations	Yes	No
	USAREC MANUAL 3.01	Recruiting Station Operations	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