

Summary Report for Individual Task  
805K-79R-3203  
Perform an In-Service Briefing  
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 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Your calendar indicates that you have prospect scheduled for an In-Service Brief. You have access to: Recruiter Work Station (RWS), Recruiter Eligibility Data Display (REDD), Soldier's Enlistment Record Brief (ERB), and ARSOF SOP.

**Standard:** Conduct the In-Service Brief IAW USAREC Manual 3-01, paragraphs 11-40 thru 11-73 and Army Special Operations Forces (ARSOF) SOP, without error. Assist prospect in identifying their goals and formulate a plan to achieve them.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
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. Prepare for the In-Service brief.

- a. Research goals/passions - use the information obtained during your prior contact with the prospect to gather specific information that will be presented during the In-Service brief.
- b. Get organized - Begin tailoring your prospect's interview/brief using the In-Service opportunities and highlight the programs/ benefits you plan to present.
- c. Appearance - You only get one chance to make a good first impression so do your best.
- d. Materials - Ensure that you have all materials needed for the interview, prior to your appointment.

### 2. Establish Trust and Credibility (Continuous Process).

- a. Establish Rapport - Create an atmosphere of mutual understanding, trust, and agreement between you and the prospect.
- b. Put Prospect at Ease - Let the prospect know you understand they may have fears and concerns.
- c. Tell Personal Army Story - Let the applicant know who you are, why you joined one of the ARSOF or In-Service MOSs and what you have accomplished.
- d. Tell the Army Special Operations Forces (ARSOF) In-Service Story - Let the prospect see the big picture, some of the things they will do when they become an ARSOF, EOD, or Warrant Officer Soldier.

### 3. Determine Basic Eligibility (Occurs throughout the interview).

- a. Determine qualification using Recruiter Eligibility Data Display (REDD) report and Soldier's Enlistment Record Brief (ERB).
- b. Verify Soldier's physical with a military doctor.
  - (1) Ask Specific Questions. (i.e. tattoo, surgeries, medications, medical conditions, past/current injuries, etc.).
  - (2) Verify Height and Weight or Body Mass Index (BMI).
  - (3) Ask about Illegal Drug Use (past/present). This would be any drug charges while on active duty per the Commanding General policy.

Note: SORB MOS's either require a Secret clearance or to be eligible for a secret as per ERB, no need for law questions. Only exception is Domestic violence is a DQ and drug use while on AD.
  - (4) Verify Education Level using ERB.
  - (5) Verify marital status using ERB.
  - (6) Verify dependents using ERB.
  - (7) Verify ASVAB scores using ERB.

### 4. Determine if Soldier is a US Citizen; inform prospect of their qualification results.

Note: Must be a US Citizen for ARSOF In-Service MOSs.

5. Establish Goals/Passions.

- a. Recap. Make the transition from prequalification to identifying goals and passion using SOLDIER.
- b. Identify goals/passion using SOLDIER. Ask open-ended, fact-finding questions that generate goal-oriented answers, discussing all facets of SOLDIER.
- c. Identify short- and long-term goals. Identify the prospects desired outcome, eliminate assumptions.
- d. Develop prospects Course of Action (COA). Ask how the prospect plans on achieving their goals and aspirations.

6. Generate and Compare Alternatives. Alternatives would be one of the ARSOF MOSs, EOD or Warrant Officer for In-Service recruiting.

7. Execute the Decision Making Process.

- a. Ask the prospect to decide on the best COA.
- b. Ask the prospect why they selected that COA.

8. Engender a commitment.

- a. Execute the decision after asking the prospect to commit and sign a volunteer statement.

- b. If yes, execute the decision:

- (1) Discuss the process after engendering the commitment.

- Note: Discuss the prospect's application if Soldier is applying to EOD/160th/WO.

- (2) Discuss the physical exam (schedule).

- (3) Discuss process (set time lines).

- (4) Touch on the Future ARSOF Soldier Training Program (FASTP).

- (5) Ask for a referral.

- c. If no:

- (1) Attempt to overcome obstacle.

- (2) Schedule follow-up within 72 hours - face-to-face is preferred.

- (3) Add to network.

- (4) Ask for a referral.

- (5) End on a positive note.

9. Overcome Obstacles.

Note: This step can be addressed at any time during the in-service briefing.

- a. Identify the real obstacle – flexible.
- b. Identify facts and assumptions.
- c. Generate, analyze and compare alternatives.
- d. Bring back the prospect's goals and passion.

10. Conduct a Temperature Check.

Note: This step can be addressed at any time during the in-service briefing.

(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 measure 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. Prepared for the In-Service brief.			
a. Researched goals/passions - used the information obtained during your prior contact with the prospect to gather specific information that was presented during the In-Service brief.			
b. Got organized - Began tailoring your prospect's interview/brief using the In-Service opportunities and highlighted the programs/ benefits you planned to present.			
c. Appearance - You only got one chance to make a good first impression so do your best.			
d. Materials - Ensured that you had all materials needed for the interview, prior to your appointment.			
2. Established Trust and Credibility (Continuous Process).			
a. Established Rapport - Created an atmosphere of mutual understanding, trust, and agreement between you and the prospect.			
b. Put Prospect at Ease - Let the prospect know you understand they may have fears and concerns.			
c. Told Personal Army Story - Let the applicant know who you are, why you joined one of the ARSOF or In-Service MOSs and what you have accomplished.			
d. Told the Army Special Operations Forces (ARSOF) In-Service Story - Let the prospect see the big picture, some of the things they will do when they become an ARSOF, EOD, or Warrant Officer Soldier.			
3. Determined Basic Eligibility (Occured throughout the interview).			
<b>Note :</b> SORB MOS's either require a Secret clearance or to be eligible for a secret as per ERB, no need for law questions. Only exception is Domestic violence is a DQ and drug use while on AD.			
a. Determined qualification using Recruiter Eligibility Data Display (REDD) report and Soldier's Enlistment Record Brief (ERB).			
b. Verified Soldier's physical with a military doctor.			
(1) Asked Specific Questions. (i.e. tattoo, surgeries, medications, medical conditions, past/current injuries, etc.).			
(2) Verified Height and Weight or Body Mass Index (BMI).			
(3) Asked about Illegal Drug Use (past/present). This would be any drug charges while on active duty per the Commanding General policy.			
(4) Verified Education Level using ERB.			
(5) Verified marital status using ERB.			
(6) Verified dependents using ERB.			
(7) Verified ASVAB scores using ERB.			
4. Determined if Soldier is a US Citizen; informed prospect of their qualification results.			
<b>Note :</b> Must be a US Citizen for ARSOF In-Service MOSs.			
5. Established Goals/Passions.			
a. Recapped. Made the transition from prequalification to identifying goals and passion using SOLDIER.			
b. Identified goals/passion using SOLDIER. Asked open-ended, fact-finding questions that generated goal-oriented answers, discussing all facets of SOLDIER.			
c. Identified short- and long-term goals. Identified the prospects desired outcome, eliminated assumptions.			
d. Developed prospects Course of Action (COA). Asked how the prospect planned on achieving their goals and aspirations.			
6. Generated and Compared Alternatives. Alternatives would be one of the ARSOF MOSs, EOD or Warrant Officer for In-Service recruiting.			
7. Executed the Decision Making Process.			
a. Asked the prospect to decide on the best COA.			
b. Asked the prospect why they selected that COA.			
8. Engendered a commitment.			
a. Executed the decision after asking the prospect to commit and sign a volunteer statement.			
b. If yes, executed the decision:			

(1) Discussed the process after engendering the commitment.			
(2) Discussed the physical exam (scheduled).			
(3) Discussed process (set time lines).			
(4) Touched on the Future ARSOF Soldier Training Program (FASTP).			
(5) Asked for a referral.			
c. If no:			
(1) Attempted to overcome obstacle.			
(2) Scheduled follow-up within 72 hours - face-to-face is preferred.			
(3) Added to network.			
(4) Asked for a referral.			
(5) Ended on a positive note.			
9. Overcame Obstacles.			
<b>Note :</b> This step can be addressed at any time during the in-service briefing.			
a. Identified the real obstacle – flexible.			
b. Identified facts and assumptions.			
c. Generated, analyzed and compared alternatives.			
d. Brought back the prospect's goals and passion.			
10. Conducted a Temperature Check.			
<b>Note :</b> This step can be addressed at any time during the in-service briefing.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	No	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