

Summary Report for Individual Task
805K-79R-4107
Conduct In-Progress Review
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 are conducting recruiting operations and have access to; Leader Zone, GAMAT, USAREC Manual 3-06, and the Recruiting Center's ROP.

Standard: Conduct IPR daily IAW USAREC Manual 3-06, Appendix A. para A-21 thru A-35; identify operational and motivational trends that can positively and negatively affect the mission; redirect recruiting operations as needed.

Special Condition: None

Safety Risk: Low

MOPP 4:

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|------------------------|
| Task Statements |
|------------------------|

Cue: None

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| DANGER |
| None |

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|----------------|
| WARNING |
| None |

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| 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. Prepare for the IPR.

a. Establish a time and place for the IPR.

b. Use Leader Zone, Graphical Accessions Mapping Analysis Tool (GAMAT), and available resources to review data affecting the team's operation plan.

(1) Appointment manager.

(2) Military Entrance Processing Station (MEPS) processing list (on floor today).

(3) Applicant Processing List (APL) (operational analysis).

(4) Tested not enlisted (TNE) report (Production Planner).

(5) Recruiter Zone calendar.

(6) Current USAREC Messages and command guidance.

(7) Sync Matrix.

(8) Advanced lead refinement list (ALRL).

c. Analyze recruiting functions relevant to current mission posture.

d. Determine course of action based on findings.

2. Initiate IPR.

a. Determine any personnel issues affecting the team/mission on the following:

(1) Professional.

(2) Personal.

b. Direct prospecting.

(1) Detail plan from yesterday.

(2) Discuss appointments made.

(3) Discuss appointments conducted.

(4) Requirements vs. achievements (choke points).

c. Identify applicants with RST members.

(1) Projections (determine issues/ hot seat).

(2) Testers (Tested Not Enlisted (TNE)).

(3) Qualified Not Enlisted (QNE)/Physical Not Enlist (PNE).

(4) Waivers.

d. Assess Future Soldiers with FSL.

e. Review team's ROP for future activities.

f. Determine follow up guidance.

(1) Review center team's ROPs on the following:

(a) Prospecting.

(b) Interviewing and counseling.

(c) Processing applicants.

(d) Maintaining Future Soldiers.

(e) Follow up.

(2) Mid-range, long- term goals

g. Determine any special requests/needs.

3. Close the Session.

a. Reemphasize guidance.

b. Approve plans in Leader Zone (LZ).

c. End on a positive note.

(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. Prepared for the IPR. | | | |
| a. Established a time and place for the IPR. | | | |
| b. Used Leader Zone, Graphical Accessions Mapping Analysis Tool (GAMAT), and available resources to review data affecting the team's operation plan. | | | |
| (1) Appointment manager. | | | |
| (2) Military Entrance Processing Station (MEPS) processing list (on floor today). | | | |
| (3) Applicant Processing List (APL) (operational analysis). | | | |
| (4) Future Soldier roster. | | | |
| (5) Tested not enlisted (TNE) report (Production Planner). | | | |
| (6) Recruiter Zone calendar. | | | |
| (7) Current USAREC Messages and command guidance. | | | |
| (8) Sync Matrix. | | | |
| (9) Advanced lead refinement list (ALRL). | | | |
| c. Analyzed recruiting functions relevant to current mission posture. | | | |
| d. Determined course of action based on findings. | | | |
| 2. Initiated IPR. | | | |
| a. Determined any personnel issues affecting the teams/mission on the following: | | | |
| (1) Professional. | | | |
| (2) Personal. | | | |
| b. Directed prospecting. | | | |
| (1) Detail plan from yesterday. | | | |
| (2) Discuss appointments made. | | | |
| (3) Discuss appointments conducted. | | | |
| (4) Requirements vs. achievements (choke points). | | | |
| c. Identified applicants with RSTs. | | | |
| (1) Projections (determine issues/ hot seat). | | | |
| (2) Testers (Tested Not Enlisted (TNE). | | | |
| (3) Qualified Not Enlisted (QNE)/Physical Not Enlist (PNE). | | | |
| (4) Waivers. | | | |
| d. Assessed Future Soldiers with FSL. | | | |
| e. Reviewed recruiter's ROP for future activities. | | | |
| f. Determined follow up guidance. | | | |
| (1) Reviewed center team's ROPs on the following: | | | |
| (a) Prospecting. | | | |
| (b) Interviewing and counseling. | | | |
| (c) Processing applicants. | | | |
| (d) Maintaining Future Soldiers. | | | |
| (e) Follow up. | | | |
| (2) Mid-range, long- term goals. | | | |
| g. Determined any special requests/needs. | | | |
| 3. Closed the Session. | | | |
| a. Reemphasized guidance. | | | |
| b. Approved plan in Leader Zone (LZ). | | | |
| c. Ended on a positive note. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--------------------------------------|--|----------|---------|
| | ADRP 6-22 (Change 1, 10 Sep 2012) | Army Leadership | Yes | No |
| | AR 601-210 | Active and Reserve Components Enlistment Program | Yes | No |
| | USAREC MANUAL 3-0 | Recruiting Operations | Yes | No |
| | USAREC MANUAL 3-01 | The Recruiter Handbook | Yes | No |
| | USAREC MANUAL 3-31 | Recruiting Center Operations | Yes | Yes |

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.

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. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None