

Summary Report for Individual Task  
805K-79R-3105  
Conduct Follow-up Activities (Health Care)  
Status: Approved

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**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:** Your recruiting operation plan indicates you must perform follow-up activities. You have access to a recruiter workstation (RWS), Recruiter Zone (RZ), RZ calendar, school folders, list of centers of influence (COI) and very important people (VIP), prospects, applicants, Future Soldiers, and Total Army Involvement in Recruiting (TAIR) events leads. IAW UM 3-0, UM 3-01 . All required references can be accessed at the following link:<https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

**Standard:** Conduct Follow-Up Activities to sustain relationships and facilitate further processing with prospects. The frequency of follow-ups will comply with the type of follow-up and its importance to the mission in accordance with UM-3-01, Chapter 15.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** Your recruiting operation plan indicates you must perform follow-up activities.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

**Performance Steps**

1. Identify those individuals and activities requiring regular follow-up(s).
  - a. COI's/VIP's
  - b. Prospects
  - c. Applicants
  - d. Leads
  - e. Future Soldiers
  
2. Schedule and conduct follow-up activities.
  - a. Review key points discussed.
  - b. Engender a final commitment (positive or negative).
  - c. Schedule additional follow up if needed.
  - d. Obtain all required processing documents IAW all applicable USAREC checklists.
  
3. Document the results of the follow-up in Recruiter Zone (RZ).

(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. Identified those individuals and activities requiring regular follow-up(s).			
a. COI's/VIP's			
b. Prospects			
c. Applicants			
d. Leads			
e. Future Soldiers			
2. Scheduled and conducted follow-up activities.			
a. Reviewed key points discussed in last counseling session.			
b. Engendered a final commitment (positive or negative).			
c. Scheduled additional follow up if needed.			
d. Obtained all required processing documents IAW all applicable USAREC checklists.			
3. Documented the results of the follow-up in Recruiter Zone (RZ).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	Yes
	USAREC REG 601-37	Army Medical Department Recruiting 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. "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