

STP 12-79T25-SM-TG

**SOLDIER'S MANUAL AND TRAINER'S GUIDE
FOR
MOS 79T
SKILL LEVELS 4/5
RECRUITING AND RETENTION NCO (Army National Guard)**



APRIL 2004

HEADQUARTERS DEPARTMENT OF THE ARMY

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 79T

Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79T, Recruiting and Retention NCO, Army National Guard

Skill Levels 4 and 5

Table of Contents

	<u>PAGE</u>
PREFACE	v
CHAPTER 1. INTRODUCTION	1-1
CHAPTER 2 TRAINING GUIDE	2-1
CHAPTER 3. MOS/SKILL LEVEL TASKS	3-1

Skill Level 4

Subject Area 1: Automation

805B-79T-2502 Perform Replication.....	3-1
805B-79T-2503 Analyze Top of System (TOS) Report.....	3-4
805B-79T-2507 Review Automated Refinement List	3-5
805B-79T-2523 Prepare an Enlistment Processing Packet	3-8
805B-79T-2585 Create an Automated Applicant Record.....	3-12
805B-79T-2586 Maintain Automated Refinement List	3-14

Subject Area 2: Recruiting

805B-79T-2514 Develop a Time Management Work Plan.....	3-17
805B-79T-2517 Manage Local Media Relations	3-20
805B-79T-2518 Develop Market Analysis.....	3-22
805B-79T-2526 Brief Applicant on MEPS Processing	3-25
805B-79T-2537 Determine Basic Enlistment Eligibility	3-28
805B-79T-2584 Prospect for Leads	3-33
805B-79T-2587 Prospect by Telephone	3-35

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*This publication supersedes STP 12-79T-SM-TG, 6 June 1997.

805B-79T-2588	Administer School Programs.....	3-40
805B-79T-2589	Conduct a Strength Maintenance Presentation.....	3-45
805B-79T-2591	Conduct a Strength Maintenance Interview	3-48
805B-79T-2592	Brief Initial Entry Training (IET) Requirements.....	3-51
805B-79T-2593	Interpret Aptitude Test Results.....	3-53
805B-79T-2594	Explain Enlistment Options/Programs/Obligations to an Applicant.....	3-55
805B-79T-2597	Explain the Selected Reserve Incentive Program (SRIP)	3-58
805B-79T-2598	Explain the Montgomery G.I. Bill (MGIB)	3-60
Subject Area 3: Attrition Management		
805B-79T-2501	Review Request for Separation/Transfer/Discharge	3-62
805B-79T-2511	Evaluate a Unit's Retention Environment.....	3-66
805B-79T-2513	Conduct a Strength Maintenance Briefing.....	3-70
805B-79T-2515	Assist Unit First Line Leaders in Providing Career Planning	3-73
805B-79T-2516	Explain a Strength Maintenance Recognition Program.....	3-77
805B-79T-2521	Verify Unit Sponsorship Program	3-79
805B-79T-2562	Identify Resources for Family Assistance	3-81
805B-79T-2563	Provide Referral Service for Family Assistance	3-84
805B-79T-2569	Brief the National Guard Family Program	3-86
805B-79T-2595	Explain Non-Regular Service Retirement.....	3-88
805B-79T-2596	Explain Employer Support and Reemployment Rights	3-90
805B-79T-3502	Assist in Establishing Family Assistance Center Operations.....	3-93
Subject Area 4: Retention		
805B-79T-2504	Evaluate Retention Data Forms and Files.....	3-94
805B-79T-2506	Review Extension/Immediate Reenlistment Procedures.....	3-96
805B-79T-2509	Identify Alternatives to Separation/Transfer/Discharge	3-98
805B-79T-2538	Determine Eligibility for Extension/Immediate Reenlistment	3-101
Subject Area 5: Advanced Strength Maintenance		
805B-79T-3504	Review the Selected Reserve Incentive Program (SRIP)	3-104
805B-79T-3505	Review an Enlistment Packet (ARNG)	3-106
805B-79T-3506	Review Enlistment Eligibility.....	3-108
805B-79T-3507	Review Extension/Immediate Reenlistment Eligibility	3-111
805B-79T-3508	Conduct Strength Maintenance Workshop.....	3-113
805B-79T-3509	Evaluate a Strength Maintenance Briefing	3-115
805B-79T-3510	Evaluate a Strength Maintenance Interview.....	3-117
805B-79T-3511	Review the Montgomery G.I. Bill (MGIB)	3-119
805B-79T-3512	Identify Regulatory Requirements for Advertising	3-121
805B-79T-3513	Review Non-Regular Service Retirement.....	3-123
805B-79T-3514	Review Employer Support and Reemployment Rights	3-125
805B-79T-3515	Review Market Analysis	3-128
Subject Area 7: Marketing		
805B-79T-2571	Manage Media Relations.....	3-130
805B-79T-2572	Manage a State Marketing/Advertising Plan	3-132
805B-79T-2574	Determine Regulatory Requirements for Advertising	3-134

805B-79T-2576	Implement and Process State Marketing/Advertising Campaigns	3-136
805B-79T-3101	Develop a Written State Marketing/Advertising Plan.....	3-138
805B-79T-3107	Analyze Effectiveness of Marketing/Advertising Campaign or Program	3-141
Subject Area 8: MEPS Processing		
805B-79T-3401	Perform ARNG MEPS Guidance Counselor Administrative Procedures	3-143
805B-79T-3402	Process an ARNG Applicant at a Military Entrance Processing Station (MEPS).....	3-145
805B-79T-3403	Process ARNG Soldiers for Initial Entry Training (IET)	3-148
805B-79T-3404	Operate REQUEST Application	3-151
805B-79T-3405	Operate Guidance Counselor Redesign Application.....	3-155
805B-79T-3406	Operate MEPCOM Integrated Resource System (MIRS) Application.....	3-160
Subject Area 9: Liaison NCO		
805B-79T-2540	Explain Duties/Responsibilities/Utilization of TRADOC Liaison NCOs	3-163
805B-79T-2541	Identify Enlistment Irregularities for USAR/ARNG Soldiers Ordered to or Currently in Training.....	3-165
805B-79T-2542	Identify Alternatives to Separation for ARNG/USAR Soldiers Ordered to or Currently in Training.....	3-167
805B-79T-2543	Counsel ARNG/USAR Soldiers Ordered to or Currently in Training	3-169
805B-79T-2544	Explain Policies and Administrative Procedures for ARNG/USAR IET Soldiers	3-171
Subject Area 10: RCT NCO		
805B-79T-2550	Coordinate Inbound Interstate Transfers.....	3-173
805B-79T-2551	Coordinate Outbound Interstate Transfers.....	3-176
805B-79T-2552	Process In-Service Recruits	3-179
805B-79T-2553	Manage State REQUEST System.....	3-182
Subject Area 11: Automation NCO		
805B-79T-2420	Manage User Accounts	3-185
805B-79T-2421	Prepare Recruiter Work Station (RWS) for Issue.....	3-188
805B-79T-2422	Maintain Recruiter Work Station (RWS).....	3-190
805B-79T-2423	Maintain RSID Territory Assignments and Relationships.....	3-193
805B-79T-2424	Manage Information Security (INFOSEC) for the ARNG Recruiting and Retention Force.....	3-195
805B-79T-2425	Provide Initial Recruiter Work Station (RWS) Familiarization	3-198
Subject Area 12: RCCC		
805B-79S-7001	Conduct a Pre-Transition Briefing	3-201
805B-79S-7002	Determine Reserve Component Enlistment/Transfer Eligibility	3-203
805B-79S-7003	Determine Reserve Component Options and Incentives	3-205
805B-79S-7004	Conduct a Transition Counseling Session	3-207
805B-79S-7005	Process a Reserve Components Assignment.....	3-209

805B-79S-7006 Process a Reserve Components Enlistment/Transfer Packet	3-211
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Skill Level 5

Subject Area 1: Automation

805B-79T-2508 Review Top of System (TOS) Report	3-213
805B-79T-2510 Conduct Automated Performance Review	3-217
805B-79T-2512 Analyze State Top of System (TOS) Report	3-220

Subject Area 6: Supervision

805B-79T-3503 Evaluate a Unit Sponsorship Program	3-227
805B-79T-5001 Determine Strength Maintenance Objectives	3-229
805B-79T-5002 Evaluate Strength Maintenance Activities	3-232
805B-79T-5004 Develop Recruiting and Retention NCO Incentive Program	3-234
805B-79T-5005 Conduct an Orientation for a Newly Assigned Recruiting and Retention NCO	3-236
805B-79T-5006 Prepare Recruiting and Retention NCO Training Program	3-239
805B-79T-5007 Review a State Marketing Plan	3-241
805B-79T-5008 Provide Recruiting and Retention NCO Training	3-243
805B-79T-5009 Implement a Diversity Strength Maintenance Program	3-245

Subject Area 13: RCCC Supervisory

805B-79S-8001 Evaluate a Pre-Transition Briefing	3-248
805B-79S-8002 Review the Processing of Soldiers for the Reserve Components	3-250
805B-79S-9001 Utilize Automated Systems for Transition Activities	3-252

GLOSSARY	Glossary-1
-----------------------	-------------------

REFERENCES	References-1
-------------------------	---------------------

Preface

This soldier's training publication (STP) is for Army National Guard (ARNG) soldiers, skill levels (SLs) 4 and 5, holding military occupational specialty (MOS) 79T and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries to train and evaluate soldiers on critical tasks which support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 79T4/5 have access to this publication. It should be made available in the soldier's work area, unit learning center, and unit libraries.

Note: SQI-4 Soldiers assigned to the ARNG recruiting and retention force must maintain proficiency in their primary MOS. Utilize the appropriate soldier's training publication in conjunction with this publication when developing training and identifying training requirements for these soldiers.

This manual applies to Active Guard Reserve (AGR) soldiers.

The proponent of this publication is U.S. Army Training and Doctrine Command (TRADOC). Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to specific page, paragraph, and line of text for the change recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Prepare comments using DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) and submit to—

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Fort Jackson, SC 29207-2065

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

Chapter 1

Introduction

1-1. GENERAL. This soldier training publication (STP) identifies the individual military occupational specialty (MOS) 79T, ARNG recruiting and retention NCO (RRNCO), and area of concentration training requirements for enlisted soldiers assigned to the ARNG RRF skill levels 4 and 5. Commanders, trainers, and soldiers should use this STP to plan, conduct, and evaluate individual training for their command. It is the primary MOS reference to support the self-development and training of every enlisted soldier assigned to the RRF. (RRF soldiers assigned, as SQI-4 must maintain proficiency in their primary MOS. Utilize the appropriate STP in conjunction with this publication when developing training and identifying training requirements for these soldiers.) The STP is used with the Soldier's Manual of Common Tasks, Army Training and Evaluation Programs (ARTEPs), and FM 7-0, *Training the Force*, to establish effective training plans and programs that integrate soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in FM 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

1-2. TRAINING REQUIREMENT. Every soldier, noncommissioned officer (NCO), warrant officer, and officer has one primary mission. The mission is to be trained and ready to fight and win our nation's wars. Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

a. How the Army trains the Army.

(1) Training is a team effort and the entire Army including the Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual soldier and the civilian workforce has a role that contributes to readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The institutional Army, including schools, training centers, and NCO academies, train soldiers and leaders to take their place in Army units by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training produces the force including soldiers, leaders, and units, that can successfully execute any assigned mission.

(2) The Army training and leader development model (figure 1-1) centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout a soldier's and leader's time span are the

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operational, institutional, and self-development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, joint training exercises, and deployments that satisfy national objectives. Each of these actions provides foundational experiences for soldier, leader, and unit development.
- The institutional domain focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required to operate in any environment. It includes individual, unit and joint schools, and advanced education.
- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

(3) Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear, formative guidance directly related to the outcome of training events measured against standards.

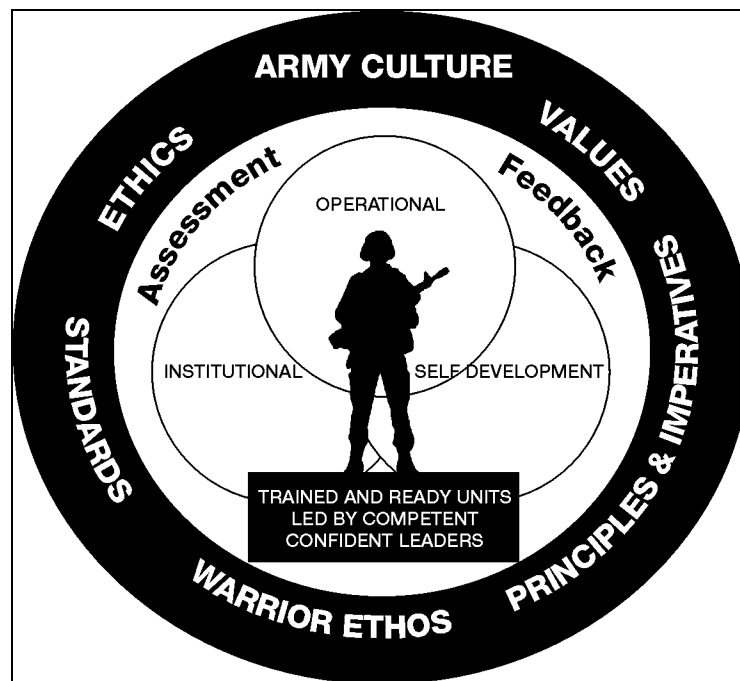


Figure 1-1. Army Training and Leader Development Model

b. Leader training and leader development.

(1) Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently soldiers first and should be technically and tactically proficient in basic soldier skills. They are also adaptive, capable of sensing their environment,

adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2) Leader training is an expansion of these skills that qualifies them to lead other soldiers. Therefore, doctrine and principles of training require the same level of attention of senior commanders. Leader training occurs in the institutional Army, unit, CTCs, and through self-development. Leader training is just one portion of leader development.

(3) Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key roll in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

c. Training Responsibility. Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1) Commander responsibility.

(a) The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b) Commanders ensure STP standards are met during all training. If a soldier fails to meet established standards for identified MOS tasks, the soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP. The objective is to focus on sustaining MOS proficiency. This is the critical factor commanders must adhere to when training individual soldiers units.

(2) NCO responsibility.

(a) A great strength of the U.S. Army is its professional NCO corps who takes pride in being responsible for the individual training of soldiers, crews, and small teams. The NCO support channel parallels and complements the chain of command. It is a channel of communication and supervision from the command sergeant major (CSM) to the first sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standard-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the soldierization process of newly assigned enlisted soldiers, and begin their professional development. NCOs are responsible for conducting standard-based, performance-oriented, battle-focused training. They identify specific individual, crew, and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training and conduct after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) Soldier responsibility. Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldier's Manual of Common Tasks at their current skill level and below. Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

1-3. BATTLE-FOCUSED TRAINING. Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution, and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. Linkage between METL and STP. A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer digital library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

b. Relationship of STPs to battle-focused training. The two key components of any STP are the soldier's manual (SM) and training guide (TG). Each gives leaders important information to help implement the battle-focused training process. The training guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the TG to help identify training needs.

(1) Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the SM task summaries or in the Reimer digital library. The task summaries ensure that—

Trainers in every unit and location define task standards the same way

Trainers evaluate all soldiers to the same standards.

(2) Figure 1-2 shows how battle-focused training relates to the training guide and soldier's manual:

The left column shows the steps involved in training soldiers.
The right column shows how the STP supports each of these steps.

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
Select supporting soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what soldier tasks to assess
Determine training objectives	Use TG to set objectives
Determine strategy; plan for training	Use TG to relate soldier tasks to strategy
Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

Figure 1-2. Relationship of Battle-Focused Training and STP

1-4. TASK SUMMARY FORMAT. Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the soldier must know and the skills that he must perform to standard for each task. The format of the task summaries included in this SM is as follows:

- a. Task number. A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.
- b. Task title. The task title identifies the action to be performed.
- c. Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.
- d. Standards. The task standards describe how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- e. Training and evaluation. The training evaluation section identifies specific actions, known as performance steps, that the soldier must do to successfully complete the task. These actions are in the evaluation guide section of the task summary and are listed in a pass/fail format for easy evaluation. For some tasks, the training and evaluation section may also include detailed training information in a training information outline and an evaluation preparation section. The evaluation preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions that should be given to the soldier before evaluation.

f. References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.

g. Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.

h. Notes. Notes provide a supportive explanation or hint that relates to the performance standards.

1-5. TRAINING EXECUTION. All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

a. Preparation for training. Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and company commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations or simulators availability, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standard-based, performance-oriented training requires rehearsals for

trainers, support personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standard-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

1-6. TRAINING ASSESSMENT. Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training, conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel, and provide the link between the unit's performance and the Army standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of soldiers, commanders, leaders, battle staffs, and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and soldiers. Evaluation tells soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined soldiers, leaders and units. Training without evaluation is a waste of time and resources.

(3) Leaders use evaluations as an opportunity to coach and mentor soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in the tasks they are evaluating and normally will not be dual-hatted as a participant in the training being executed.

c. Role of commanders and leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

d. After action review. The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating soldiers, leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-7. TRAINING SUPPORT. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

1-8. FEEDBACK. Recommendations for improvement of this STP are requested. Feedback will help to ensure that this STP answers the training needs of units in the field. There is a questionnaire at the end of this STP to make it easier to send recommendations and comments.

1-9. Army soldier training publications may be located at the General Dennis J. Reimer Training and Doctrine Digital Library at <http://www.adtdl.army.mil/atdls.htm>.

Chapter 2

Training Guide

2-1. GENERAL.

a. The TG identifies the essential components of a unit's training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and is not considered to be a rigid standard.

b. The TG provides the following information necessary for planning training requirements for the MOS/SQI:

- (1) Identifies subject areas in which to train soldiers.
- (2) Identifies the critical tasks for each subject area.
- (3) Specifies how soldiers are trained to standard on each task.
- (4) Recommends how often to train soldiers on each task to sustain proficiency.
- (5) Recommends a strategy for cross-training.
- (6) Recommends a strategy for training soldiers to perform higher-level tasks.

2-2. BATTLE-FOCUSED TRAINING.

a. As described in FM 7-0, Training the Force, and FM 7-1, Battle Focused Training, the commander must define the mission-essential task list (METL) as the basis for unit training.

b. Unit leaders use the METL to identify the collective, leader, and soldier task, which support accomplishing the task in the METL.

c. Unit leaders then assess the status of the training, lay out the training objectives, and make a plan for accomplishing needed training. After preparing the long and short-range plans, they conduct and evaluate training. The unit's training preparedness is then re-assessed, and the training management cycle begins again. This process ensures that the unit has identified the following:

- (1) The kind of training that is important for the wartime mission.
- (2) Training focus is applied to the necessary training.
- (3) The training meets the established objectives and standards.

2-3. RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE-FOCUSED TRAINING.

a. The two key components of enlisted STPs are the TG and SM. They give leaders important information, which helps them develop battle-focused training.

b. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying WHAT needs to be trained.

c. Leaders conducting and evaluating soldier and leader training should rely on the Army-wide training objectives and standards in the SM. The SM ensures that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

2-4. TRAINER'S RESPONSIBILITIES. Training soldier and leader tasks to standard and relating this training to collective mission essential tasks are the NCO trainer's responsibilities. Trainers use the following steps to plan and evaluate training:

- a. Identify soldier and leader training requirements. Using the commander's training guidance, the NCO determines which tasks soldiers need to train on. The unit's METL is the source for helping the trainer define the individual training needs.
- b. Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can help identify the soldier and leader tasks that can be trained and evaluated concurrently with collective task training and evaluation.
- c. Gather the training references and materials. The SM lists all references that can help the trainer prepare for the training of that task.
- d. Determine risk assessment and identify safety concerns. Trainers must analyze the risk involved in training a specific task under the current conditions at the time of the scheduled training. They must ensure that their training preparation takes into account those cautions, warnings, and dangers associated with each task.
- e. Train each soldier. Trainers must show each soldier how a task is done to standard, explain step-by-step how to do the task, and give each soldier one chance to do the task step-by-step.
- f. Check each soldier. Training must evaluate how well each soldier performs the tasks in this manual. They conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission.
- g. Record the results. The leader book referred to in FM 7-1, appendix B, is used to record task performance. It gives the leader total flexibility on the method of recording training. The trainer may use DA Form 5164-R (Hands-On Evaluation) as part of the leader book. This form is optional and locally reproducible.
- h. Retain and evaluate. Trainers must work with each soldier until the soldier can perform the task to specific SM standards.

2-5. EVALUATION GUIDE. This manual contains an evaluation guide for each task. Trainers use the evaluation guide throughout the year to determine if soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures. These measures identify what the trainer needs to observe to score a soldier's performance. Each step is clearly identified by a "GO" and "NO GO" located under the results column on each evaluation guide. Some tasks involve a process which the trainer must observe as the soldier performs the task. For other tasks, the trainer must evaluate an "end product" that results from doing the task. The following are some general points about using the evaluation guide to evaluate soldiers:

- a. Review the guide to become familiar with the information on which the soldier will be scored.
- b. Ensure that the necessary safety equipment and clothing needed for proper performance of the task are on hand at the training site.
- c. Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be made to the task conditions to evaluate the task. To ensure that conditions are the same for each soldier, the trainer must reestablish the test site to the original requirements after evaluating each soldier.

d. Score each soldier according to the performance measures and feedback section in the evaluation guide. Record the date and task performance "GO" or "NO GO" in the leader book.

2-6. TRAINING TIPS FOR THE TRAINER.

a. Prepare yourself.

(1) Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.

(2) Get the training objective (task, conditions, and standards) from the task summary in this manual.

(3) Ensure that you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

(4) Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.

(5) Prepare a training outline consisting of informal notes on what you want to cover during the training session.

(6) Practice your training presentation.

b. Prepare the resources.

(1) Obtain the required resources identified in the conditions statement for each task.

(2) Gather equipment and ensure that it is operational.

(3) Ensure that the necessary training aids and devices are on hand.

(4) Prepare the training site according to the conditions statement and evaluation preparation section of the task summary.

c. Prepare the soldier.

(1) Tell the soldier what task to do and how well it must be done. (Refer to the standard statement and evaluation preparation section for each task.)

(2) Caution soldiers about safety, environment, and security.

(3) Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.

(4) Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA form 5164-R and the evaluation guide in each task summary to make this determination.

d. Train the soldiers who failed the pretest.

(1) Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards.

(2) Have soldiers study the appropriate training materials.

(3) Have soldiers practice the task until they can perform it to SM standards.

(4) Evaluate each soldier using the evaluation guide.

(5) Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

e. Record all results in the leader book.

2-7. MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN. One of the key components of the TG is the MOS training plan (MTP). The MTP identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit's training plan, which satisfies integration, cross training, training up, and sustainment training requirements.

2-8. PART ONE-SUBJECT AREAS AND DUTY POSITIONS.

a. Part one of the MTP shows the relationship of a MOS SL between duty position and critical tasks. The critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MTP. The subject areas define the training requirements for each duty position within an MOS, and relate duty positions to subject areas and cross-training and train-up/merger requirements.

b. Section II identifies the total training requirements in terms of subject areas listed in section I, for each duty position in a MOS.

(1) Duty position column contains the MOS duty positions, by skill level (SL), which have different training requirements.

(2) Subject area column lists by subject area number, the subject areas in which the soldier must be proficient for that duty position.

2-9. PART TWO-CRITICAL TASKS. Part two lists by subject areas, the critical tasks to be trained in an MOS, task number, task title, location, sustainment training frequency, and training SL.

a. Subject area lists the subject area number and title in the same order as in the MTP, part one, section I.

b. Task number column lists the task numbers for all tasks included in the subject area.

c. Task title column lists the task title.

d. Training location column identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify the resident course where the task was taught.

e. Figure 2-2 contains a list of training locations and their brevity codes.

RRNCO	ARNG Recruiting and Retention NCO Basic Course
ANCOC	ARNG Recruiting and Retention ANCOC
NCOIC	ARNG Recruiting and Retention NCOIC Course
MGC	ARNG MEPS Guidance Counselor Course
MNCO	ARNG Marketing NCO Course
LNCO	ARNG Liaison/IADT Managers Course
RCT	ARNG Reserve Component Transition NCO Course
AUTO	ARNG Recruiting and Retention Automation NCO Course
TNC	RC Transition NCO Course
UNIT	Unit Trained

Figure 2-2. Training Locations

f. Sustainment training frequency column indicates the recommended frequency at which tasks should be trained to ensure soldier maintains task proficiency. Figure 2-3 identifies the frequency codes used in this column.

AN	annually
QT	quarterly

Figure 2-3. Sustainment Training Frequency Codes

g. Sustainment training SL column lists the SLs of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to SM standards.

h. The 79T MTP on the following pages addresses the duty positions and skill levels for enlisted soldiers assigned to the ARNG recruiting and retention force. Proper utilization of the MTP will ensure that every soldier receives the proper initial, sustainment, and enhancement training. Leaders are encouraged to utilize the MTP when counseling soldiers for cross training, train-up, and career direction.

Note: SQI-4 Soldiers assigned to the ARNG recruiting and retention force must maintain proficiency in their primary MOS. Utilize the appropriate soldier's training publication in conjunction with this publication when developing training and identifying training requirements for these soldiers.

**MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)**

PART ONE: SUBJECT AREAS AND DUTY POSITIONS

SECTION I: SUBJECT AREA CODES

CODE	SUBJECT AREA	CODE	SUBJECT AREA	CODE	SUBJECT AREA
1	Automation	6	Supervision	11	Automation NCO
2	Recruiting	7	Marketing	12	RCCC
3	Attrition Management	8	MEPS Processing	13	RCCC Supervision
4	Retention	9	Liaison NCO		
5	Advanced Strength Maintenance	10	RCT NCO		

SECTION II: DUTY POSITION TRAINING REQUIREMENTS

<u>Title 32 Duty Positions</u>	<u>SL</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
Strength Maintenance														
R&R SGM	5	X	X	X	X	X	X							
Area RRNCOIC	5	X	X	X	X	X	X							
RRNCO	4	X	X	X	X	X								
RRF STAFF														
Marketing NCO	5	X	X	X	X	X	X	X						
Marketing NCO	4	X	X	X	X	X		X						
RCT NCO	4	X	X	X	X	X					X			
Automation NCO	4	X	X	X	X	X						X		
R&R Operations NCO	4	X	X	X	X	X								
MEPS														
MEPS Guidance Counselor	5	X	X	X	X	X	X		X					
MEPS Guidance Counselor	4	X	X	X	X	X			X					

<u>Title 10 Duty Positions</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
NGB-ASM														
R&R Sergeant Major	5	X	X	X	X	X	X							
Sr. R&R Operations NCO	5	X	X	X	X	X	X							
Sr. MEPS Guidance Counselor	5	X	X	X	X	X	X		X					
Sr. Marketing NCO	5	X	X	X	X	X	X	X						
Program Analyst	5	X	X	X	X	X	X							
Marketing NCO	4	X	X	X	X	X		X						
R&R Operations NCO	4	X	X	X	X	X								
SMTC														
Chief Instructor	5	X	X	X	X	X	X							
Sr. Writer/Instructor	5	X	X	X	X	X	X							
Sr. Instructor/Writer	5	X	X	X	X	X	X							
Writer/Instructor	4	X	X	X	X	X								
Instructor/Writer	4	X	X	X	X	X								
ANCOC														
Deputy Commandant	5	X	X	X	X	X	X							
Branch Chief	5	X	X	X	X	X	X							
Sr. Small Group Leader	4	X	X	X	X	X								
Small Group Leader	4	X	X	X	X	X								
RCCC														
Command RCR SGM	ard5	X	X	X	X	X	X					X	X	
Sr. RCCC	5	X	X	X	X	X	X					X	X	
RCCC	4	X	X	X	X	X						X		
Liaison														
Sr. Liaison	5	X	X	X	X	X	X			X				
Liaison	4	X	X	X	X	X				X				

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
Subject Area 1: Automation				
805B-79T-2523	Prepare an Enlistment Processing Packet	RRNCO	QT	4
805B-79T-2585	Create An Automated Application Record	RRNCO	QT	4
805B-79T-2586	Maintain Automated Refinement List	RRNCO	QT	4
805B-79T-2502	Perform Replication	RRNCO	QT	4
805B-79T-2503	Analyze Top of System (TOS) Report	ANCOC	QT	4
805B-79T-2507	Review Automated Refinement List	ANCOC	QT	4
805B-79T-2508	Review Top of System (TOS) Report	NCOIC	QT	4-5
805B-79T-2510	Conduct Automated Performance Review	NCOIC	QT	4-5
805B-79T-2512	Analyze State Top of System (TOS) Report	UNIT	QT	5 (E9)
Subject Area 2: Recruiting				
805B-79T-2514	Develop a Time Management Work Plan	RRNCO/ DL	AN	4
805B-79T-2526	Brief Applicant on MEPS Processing	RRNCO	AN	4
805B-79T-2537	Determine Basic Enlistment Eligibility	RRNCO/ DL	AN	4
805B-79T-2591	Conduct a Strength Maintenance Interview	RRNCO	AN	4
805B-79T-2592	Brief Initial Entry Training (IET) Requirements	RRNCO	AN	4
805B-79T-2593	Interpret Aptitude Test Results	RRNCO	AN	4
805B-79T-2594	Explain Enlisted Options/Programs/Obligations to an Applicant	RRNCO/ DL	AN	4
805B-79T-2597	Explain the Selected Reserve Incentive Program (SRIP)	RRNCO	AN	4
805B-79T-2598	Explain the Montgomery G.I. Bill (MGIB)	RRNCO	AN	4
805B-79T-2584	Prospect for Leads	RRNCO	AN	4
805B-79T-2587	Prospect by Telephone	RRNCO	AN	4
805B-79T-2588	Administer School Programs	RRNCO	AN	4
805B-79T-2589	Conduct A Strength Maintenance Presentation	RRNCO	AN	4
805B-79T-2517	Manage Local Media Relations	RRNCO	AN	4
805B-79T-2518	Develop Market Analysis	RRNCO	AN	4

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
Subject Area 3: Attrition Management				
805B-79T-2501	Review Request for Separation/Transfer/Discharge	UNIT	AN	4
805B-79T-2511	Evaluate a Unit's Retention Environment	RRNCO	AN	4
805B-79T-2513	Conduct a Strength Maintenance Briefing	RRNCO	AN	4
805B-79T-2515	Assist Unit First Line Leaders in Providing Career Planning	RRNCO	AN	4
805B-79T-2516	Explain a Strength Maintenance Recognition Program	UNIT	AN	4
805B-79T-2521	Verify Unit Sponsorship Program	RRNCO	AN	4
805B-79T-2595	Explain Non-regular Service Retirement	RRNCO	AN	4
805B-79T-2596	Explain Employer Support and Reemployment Rights	RRNCO	AN	4
805B-79T-2562	Identify Resources for Family Assistance	UNIT	AN	4
805B-79T-2563	Provide referral Service for Family Assistance	UNIT	AN	4
805B-79T-3502	Assist in Establishing Family Assistance Center Operations	UNIT	AN	4
805B-79T-2569	Brief the National Guard family Program	RRNCO	AN	4
Subject Area 4: Retention				
805B-79T-2504	Evaluate Retention Data Forms and Files	UNIT	AN	4
805B-79T-2506	Review Extension/Immediate Reenlistment Procedures	RRNCO	AN	4
805B-79T-2509	Identify Alternatives to Separation/Transfer/Discharge	RRNCO	AN	4
805B-79T-2538	Determine Eligibility for Extension/Immediate Reenlistment	RRNCO/ DL	AN	4
Subject Area 5: Advanced Strength Maintenance				
805B-79T-3504	Review the Selective Reserve Incentive Program (SRIP)	ANCOC	AN	4
805B-79T-3511	Review the Montgomery G.I. Bill (MGIB)	ANCOC	AN	4
805B-79T-3505	Review an Enlistment Packet (ARNG)	ANCOC	AN	4
805B-79T-3506	Review Enlistment Eligibility	ANCOC	AN	4
805B-79T-3507	Review Extension/Immediate Reenlistment Eligibility	ANCOC	AN	4
805B-79T-3508	Conduct Strength Maintenance Workshop	ANCOC	AN	4
805B-79T-3509	Evaluate a Strength Maintenance Briefing	UNIT	AN	4

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
805B-79T-3510	Evaluate a Strength Maintenance Interview	UNIT	AN	4
805B-79T-3512	Identify Regulatory Requirements for Advertising	ANCOC	AN	4
805B-79T-3513	Review Non-Regular Service Retirement	ANCOC	AN	4
805B-79T-3514	Review Employer Support & Reemployment Rights	ANCOC	AN	4
805B-79T-3515	Review Market Analysis	ANCOC	AN	4
Subject Area 6: Supervision				
805B-79T-5001	Determine Strength Maintenance Objectives	NCOIC	AN	4-5
805B-79T-5002	Evaluate Strength Maintenance Activities	NCOIC	AN	4-5
805B-79T-5004	Develop Recruiting and Retention NCO Incentive Program	NCOIC	AN	4-5
805B-79T-5005	Conduct Orientation for Newly Assigned R/Retention NCO	NCOIC	AN	4-5
805B-79T-5006	Prepare Recruiting and Retention NCO Training Program	NCOIC	AN	4-5
805B-79T-5007	Review a State Marketing Plan	NCOIC	AN	4-5
805B-79T-5008	Provide Recruiting and Retention NCO Training	NCOIC	AN	4-5
805B-79T-3503	Evaluate a Unit a Sponsorship Program	NCOIC	AN	4-5
805B-79T-5009	Implement a Diversity Strength Maintenance Program	NCOIC	AN	4-5
Subject Area 7: Marketing				
805B-79T-3101	Develop a Written State Marketing/Advertising Plan	MNCO	AN	4-5
805B-79T-2572	Manage a State Marketing/Advertising Plan	MNCO	AN	4-5
805B-79T-2571	Manage Media Relations	MNCO	AN	4-5
805B-79T-2574	Determine Regulatory Requirements for Marketing/Advertising	MNCO	AN	4-5
805B-79T-2576	Implement State Marketing/Advertising Campaigns	MNCO	AN	4-5
805B-79T-3107	Analyze Effectiveness of Marketing/Advertising Campaign or Program	MNCO	AN	4-5

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
Subject Area 8: MEPS Processing				
805B-79T-3401	Perform ARNG MEPS Guidance Counselor Administrative Procedures	MGC	AN	4-5
805B-79T-3402	Process an ARNG Applicant at a Military Entrance Processing Station	MGC	AN	4-5
805B-79T-3403	Process ARNG Soldiers for Initial Entry Training (IET)	MGC	AN	4-5
805B-79T-3404	Operate REQUEST Application	MGC	AN	4-5
805B-79T-3405	Operate Guidance Counselor Redesign Application	MGC	AN	4-5
805B-79T-3406	Operate MEPCOM Integrated Resource System (MIRS) Application	MGC	AN	4-5
Subject Area 9: Liaison NCO				
805B-79T-2540	Explain Duties/Responsibilities/Utilization of TRADOC Liaison NCOs	LNCO	AN	4-5
805B-79T-2541	Identify Enlistment Irregularities for USAR/ARNG Soldiers Ordered to or Currently in Training	LNCO	AN	4-5
805B-79T-2542	Identify Alternatives to Separation for ARNG/USAR Soldiers Ordered to or Currently in Training	LNCO	AN	4-5
805B-79T-2543	Counsel ARNG/USAR Soldiers Ordered to or Currently in Training	LNCO	AN	4-5
805B-79T-2544	Explain Policies and Administrative Procedures for ARNG/USAR IET Soldiers	LNCO	AN	4-5
805B-79T-2540	Explain Duties/Responsibilities/Utilization of TRADOC Liaison NCOs	LNCO	AN	4-5
Subject Area 10: RCT NCO				
805B-79T-2550	Coordinate Inbound Interstate Transfers	RCT	AN	4-5
805B-79T-2551	Coordinate Outbound Interstate Transfers	RCT	AN	4-5
805B-79T-2552	Process In-Service Recruits	RCT	AN	4-5
805B-79T-2553	Manage State REQUEST System	RCT	AN	4-5
Subject Area 11: Automation NCO				
805B-79T-2420	Manage User Accounts	AUTO	QT	4
805B-79T-2421	Prepare Recruiter Work Station (RWS) for Issue	AUTO	QT	4
805B-79T-2422	Maintain Recruiter Work Station (RWS)	AUTO	QT	4

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
805B-79T-2423	Maintain RSID Territory Assignments and Relationships	AUTO	QT	4
805B-79T-2424	Manage Information Security (INFOSEC) for the ARNG Recruiting and Retention Force	AUTO	QT	4
805B-79T-2425	Provide Initial Recruiter Work Station (RWS) Familiarization	AUTO	QT	4
Subject Area 12: RCCC				
805B-79S-7001	Conduct a Pre-Transition Briefing	TNC	AN	4-5
805B-79S-7002	Determine ARNG/USAR Enlistment/Transfer Eligibility	TNC	AN	4-5
805B-79S-7003	Determine ARNG/USAR Options and Incentives	TNC	AN	4-5
805B-79S-7004	Conduct a Transition Interview	TNC	AN	4-5
805B-79S-7005	Process a Reserve Components Assignment	TNC	AN	4-5
805B-79S-7006	Process a Reserve Components Enlistment/Transfer Packet	TNC	AN	4-5
Subject Area 13: RCCC Supervisory				
805B-79S-8001	Evaluate a Pre-Transition Briefing	UNIT	AN	5
805B-79S-8002	Review the Processing of Soldiers for the Reserve Components	UNIT	AN	5
805B-79S-9001	Utilize Automated Systems for Transitions Activities	UNIT	AN	5

Chapter 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: Automation

805B-79T-2502

Perform Replication

Conditions: Given requirement to replicate a minimum of twice a day and access to—

- a. Recruiter workstation with leads and reports system software installed.
- b. NGR 601-2.
- c. User manual 79T RRNCO leads-reports application.
- d. Modem.
- e. Telephone line.
- f. Public key info-structure (PKI) disk.

Standards: Completed replication process in accordance with (IAW) user manual 79T RRNCO leads-reports application.

Performance Steps

1. Turn on and log onto the recruiter workstation.
2. Click on Dial-Up-Network icon.
 - a. Click on ISP.
 - b. Insert PKI disk and click DIAL button.
 - c. Enter user ID and password.
 - d. Leave the domain field empty.
 - e. Click the OK button.
3. Verify and secure tunnel through virtual private network (VPN).
 - a. Right click on “Permit/Client” icon at the bottom right screen toolbar.
 - b. Right click on the DISABLE button.
 - c. Right click again on “Permit/Client” icon at the bottom right screen toolbar.
 - d. Click on LOGIN USER button.
 - e. Click on BROWSE button.
 - f. Select “DOD ID Certificate.”
 - g. Enter PKI password.

Performance Steps

- h. Click on OK button.
- i. Verify secure tunnel by having a bordered "Permit/Client" icon.
- 4. Access the leads and reports system software.
- 5. Replicate.
 - a. Click on File or the Telephone icon.
 - b. Click on Replicate/Project from the drop down menu.
 - c. Click on OK button after reading prompted message screen.
 - d. Click on CLOSE button, which will complete the replication process.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Turned on and logged into the recruiter workstation.	___	___
2. Clicked on Dial-up-Network icon.	___	___
a. Clicked on ISP.		
b. Inserted PKI disk and clicked DIAL button.		
c. Entered user ID and password and clicked OK.		
3. Verified and secured tunnel through (VPN).	___	___
a. Right clicked on "Permit/Client" icon at the bottom right screen toolbar.		
b. Clicked on the DISABLE button.		
c. Right clicked again on "Permit/Client" icon at the bottom right screen toolbar.		
d. Clicked on LOGIN USER button.		
e. Clicked on BROWSE button.		
f. Selected "DOD ID certificate".		
g. Entered PKI password.		
h. Clicked on OK button.		
i. Verified secure tunnel by having a bordered "Permit/Client" icon.		
4. Accessed the leads and reports system software.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
<p>5. Replicated.</p> <ul style="list-style-type: none"> a. Clicked on File. b. Clicked on Replicate/Project. c. Clicked on OK button after reading prompted message screen. d. Clicked on CLOSE button, which completed the replication process. 	—	—

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-2

SMTC15

805B-79T-2503

Analyze Top of System (TOS) Report

Conditions: As an ARNG recruiting and retention NCO with a daily requirement to access the top of the system (TOS) reports and analyze the available reports. You have access to the following:

- a. Recruiter workstation with leads and reports system software installed.
- b. Access to a data line.
- c. General office equipment.

Standards: Analyzed the top of the system (TOS) reports to prepare for daily progress report.

Performance Steps

- 1. Analyze the military entrance processing station (MEPS) processing list.
- 2. Analyze the lead source analysis.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Analyzed the military entrance processing station (MEPS) processing list.	___	___
2. Analyzed the lead source analysis.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC20

805B-79T-2507**Review Automated Refinement List**

Conditions: Given several leads both manual and electronic (name, phone number or address and lead source) with varying amounts of information each and access to—

- a. Recruiter workstation with leads and reports system software installed.
- b. NGR 601-2.
- c. ARNG enlistment criteria memorandum.
- d. General office supplies.
- e. Planning tool (Microsoft Outlook calendar).
- f. State/local recruiting standard operating procedures.

Standards: Updated leads with all information obtained after each prospecting or processing activity to those leads of value using the recruiter workstation leads/reports application as applicable IAW state /local SOP.

Performance Steps

1. Log onto the recruiter workstation with user ID and password.
2. Open the leads and reports system software application and log with user ID and password.
3. Click on the ARISS-RWS button.
4. Create a list by opening the miscellaneous tab.
 - a. Open “Search For” window and gain access to the appropriate type of LRL to be created, and then click Apply.
 - b. Click Yes to save query.
 - c. Select a type of list and name the list.
 - d. Double click on the lead (name) that is to be updated.
 - e. Access the administration tab and update the contact history tab for that individual.
 - f. Close the current record.
 - g. Click on view, then view list, and continue to update leads on the current list as needed.
 - h. Close the list by clicking the “X” in the top right side of the view list box.
 - i. Close leads and reports system software.
5. Open the leads and reports system software and log on with user ID.
 - a. Click on file then open.
 - b. Click list filter box to find the desired list then click the FIND NOW button.
 - c. Open a pre-existing ALRL and maintain the information on the leads as they are contacted.
 - d. Double click on the leads (names) to update their information.
 - e. Access the administration tab and update the contact history for that lead.

Performance Steps

- f. Close the current record.
- g. Continue this process until all leads are updated.
- h. Close leads and reports system software.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Logged onto the recruiter workstation with user ID and password.	___	___
2. Opened the leads and reports system software and logged on with user ID and password.	___	___
3. Clicked on the ARISS-RWS button.	___	___
4. Created a list by opening the miscellaneous tab.	___	___
a. Opened search window and gained access to the appropriate type of LRL to be created then clicked Apply.		
b. Clicked Yes to save query.		
c. Selected a type of list and named the list.		
d. Double clicked on the lead (name) to be updated.		
e. Accessed the administration tab and updated the contact history tab for that lead.		
f. Closed current record.		
g. Clicked on View, then View List and continued to update leads on the current list based on obvious factors (for example, age, moral status, physical status).		
h. Checked for duplicate leads and eliminated those who were on current records.		
i. Closed list by clicking the “X” in the top side of the view list box.		
j. Closed leads and reports system software.		
5. Opened the leads and reports system software and logged on with user ID and password.	___	___
a. Clicked on File then Open.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> b. Clicked List Filter Box to find box to find the desired list and then clicked the FIND NOW button. c. Opened a pre-existing ALRL and maintained the information on the leads as they are contacted. d. Double clicked on the leads to update their information. e. Accessed the administration tab and updated the contact history tab for current individual. f. Closed current record. g. Continued this process until all leads were updated. h. Closed leads and reports system software. 		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-2

SMTC15

SMTC18

SMTC20

805B-79T-2523**Prepare an Enlistment Processing Packet**

Conditions: Given a requirement to initiate an enlistment packet and access to—

- a. ARNG enlistment criteria memorandum.
- b. NGR 600-200.
- c. NGR 601-2.
- d. Recruiter workstation with leads-reports system software installed.
- e. User manual 79T RRNCO leads-reports application.
- f. An applicant applying for enlistment.
- g. Appropriate supporting documents and forms.
- h. Standard office supplies and equipment.

Standards: Initiated the enlistment packet IAW ARNG enlistment criteria memorandum, user manual 79T RRNCO leads-reports application and applicable messages.

Performance Steps

1. Turn on and log into the recruiter workstation.
 - a. Open and log into the leads and reports system software.
 - b. Open prospect record.
 - c. Access the ARISS-RWS tab.
 - d. Open projection tab and complete 714A and projections tabs for testers only.
 - e. Complete administration tab.
 - f. Complete screening tab.
 - g. Complete personal tab.
 - h. Complete background tab.
 - i. Complete family tab.
 - j. Complete military information tab.
 - k. Complete waivers tab.
 - l. Complete packet preparation tab.
 - m. Close file and exit leads and reports system software.

Note: Complete tabs will have a red check signifying passed edits.

2. Print a complete enlistment document.
 - a. Turn on and log into the recruiter workstation.
 - b. Open and log into the leads and reports system software.
 - c. Open applicant record to be printed.
 - d. Access the ARISS-RWS tab.
 - e. Access the packet preparation tab then open the forms and documents tab.

Performance Steps

- f. Complete the forms and document tab and clicked on the Print icon. (Ensure the PRINT RADIAL button is clicked for a complete, filled in, packet.
 - g. Have applicant sign the appropriate documents of the printed forms.
 - h. Close file and exited leads and reports system software.
3. Schedule an applicant for processing.
- a. Turn on and log into the recruiter workstation.
 - b. Open and log into the leads and reports system software.
 - c. Open applicant record.
 - d. Access the ARISS-RWS tab.
 - e. Access the projection tab then open and complete the projections tab.
 - f. Access the EPSQ tab and complete the EPSQ process of validation and create a disk to send with the packet.
 - g. Click on File and then click on Replicate/Project. (Follow on screen directions.)
 - h. Close file and exit leads and reports system software.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures**GO** **NO GO**

- | | | |
|--|-------|-------|
| 1. Turned on and logged into the recruiter workstation. | _____ | _____ |
| a. Opened and logged into the leads and reports system software. | | |
| b. Opened a lead record for prospecting efforts. | | |
| c. Accessed the ARISS-RWS tab. | | |
| d. Opened the administration tab and completed prequalification, contact history, and prospect record tabs (Red check marked once complete). | | |
| e. Completed the sales presentation tab once the interview was conducted. | | |
| f. Completed the screening, personal, family, and military information tabs with information obtained during APPLEMD. | | |
| g. Closed file and exited leads and reports system software. | | |
| 2. Updated the prospect record and changed it to an applicant record once the prospect agreed to test, physical, or enlist. | _____ | _____ |

Performance Measures	GO	NO GO
<ul style="list-style-type: none"> a. Turned on and logged into the recruiter workstation. b. Opened and logged into the leads and reports system software. c. Opened prospect record. d. Accessed the ARISS-RWS tab. e. Opened projection tab and completed 714A and projections tabs for testers only. f. Completed administration tab. g. Completed screening tab. h. Completed personal tab. i. Completed background tab. j. Completed family tab. k. Completed military information tab. l. Completed waivers tab. m. Completed packet preparation tab. n. Closed file and exited leads and reports system software. 		
Note: Completed tabs will have a red check signifying passed edits.		
3. Printed a complete enlistment document.	_____	_____
<ul style="list-style-type: none"> a. Turned on and logged into the recruiter workstation. b. Opened and logged into the leads and reports system software. c. Opened applicant record to be printed. d. Accessed the ARISS-RWS tab. e. Accessed the packet preparation tab then opened the forms and documents tab. f. Completed the forms and document tab and clicked on the Print icon. (Ensured the PRINT RADIAL button was clicked for a completed, filled in, packet.) g. Had applicant sign the appropriate documents of the printed forms. h. Closed file and exited leads and reports system software. 		
4. Scheduled an applicant for processing.	_____	_____
<ul style="list-style-type: none"> a. Turned on and logged into the recruiter workstation. b. Opened and logged into the leads and reports system software. c. Opened applicant record. d. Accessed the ARISS-RWS tab. e. Accessed the projection tab then opened and completed the projection tab. 		

Performance Measures	<u>GO</u>	<u>NO GO</u>
f. Accessed the EPSQ tab and completed the EPSQ process of validation and created a disk to send with the Packet.		
g. Clicked on File and then clicked on Replicate/Project. (Followed on screen directions.)		
h. Closed file and exited leads and reports system software.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-2

SMTC15

SMTC18

805B-79T-2585

Create an Automated Applicant Record

Conditions: Given an individual who is interested in the Army National Guard and access to—

- a. Recruiter workstation with leads and reports system software installed.
- b. Individual's personal information.
- c. Individual's source documents for verifying eligibility.
- d. Standard office supplies and equipment.
- e. ARNG enlistment criteria memorandum.
- f. NGR 601-2.
- g. User manual 79T RRNCO leads-reports application.

Standards:

- a. Built an accurate lead record for an individual.
- b. Accessed lead record and changed it to a prospect record.
- c. Accessed prospect record and changed it to an applicant record.
- d. Printed enlistment application.
- e. Scheduled applicant for processing (testing, physical, or enlist).

Performance Steps

1. Create a lead record.
 - a. Turn on and log into the recruiter workstation.
 - b. Open and log into the leads/reports application.
 - c. Create a new lead record.
 - d. Complete the contact history tab (located under the ARISS-RWS tab under the administration tab).
 - e. Close and save the new lead record.
2. Update the lead record and change status to a prospect record, once the lead agrees to an appointment.
 - a. Turn on and log into the recruiter workstation.
 - b. Open and log into the leads/reports application.
 - c. Open a lead record for prospecting efforts.
 - d. Access the ARISS-RWS tab.
 - e. Go to contact history screen and change status from lead to prospect.
 - f. Complete the prospect record, screening, personal, family, and military information tabs with information obtained during APPLEMD.
 - g. Close file and exit leads and reports system software.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Created a lead record.	—	—
a. Turned on and logged into the recruiter workstation.		
b. Opened and logged into the leads and reports system software.		
c. Created a new lead record.		
d. Completed the contact history tab (located under the ARISS-RWS tab under the administration tab).		
e. Completed the pre-qualification tab.		
f. Closed and saved the new lead record.		
2. Updated the lead record and changed status to a prospect record, once the lead agrees to an appointment.	—	—
a. Turned on and logged into the recruiter workstation.		
b. Opened and logged into the leads/reports application.		
c. Opened a lead record for prospecting efforts.		
d. Accessed the ARISS-RWS tab.		
e. Completed contact history screen and changed status from lead to prospect.		
f. Completed the prospect record, screening, personal, family, and military information tabs with information obtained during APPLEMD.		
g. Closed file and exited leads and reports system software.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR 600-200
- SMTC15
- State R&R SOP

805B-79T-2586

Maintain Automated Refinement List

Conditions: Given lead disposition report for each assigned RSID and access to—

- a. Recruiter workstation with leads and reports system software installed.
- b. NGR 601-2.
- c. ARNG enlisted criteria memorandum.
- d. User manual 79T ARRNCO top of the system.
- e. General office supplies.
- f. State/local recruiting standard operating procedures.

Standards: Reviewed leads disposition and NG daily activity reports to monitor the prospecting activity of assigned RRNCOs. Ensured that RRNCOs update leads with all information obtained after each prospecting or processing activity to those leads of value using the recruiter workstation leads/reports application as applicable IAW state/local SOP.

Performance Steps

1. Log onto the recruiter workstation with user ID and password.
2. Access the top of the system.
 - a. Connect to the ISP through “Dial-up Networking.”
 - b. Secure a “VPN” tunnel.
 - c. From the desktop, double click on the “Netscape Communicator” icon to activate program.
 - d. After “Netscape Communicator” loads the program an “ARISS/YCN Splash” window appears.
 - e. Click on the Bookmarks icon located in the lefty top menu bar.
 - f. Click on the user’s correct location, top of the system “East” or “West.”
3. At the logon window.
 - a. Type in your NT user ID in the username free text box (not case sensitive).
 - b. Type in your windows NT password in the password free text box (case sensitive).
 - c. Click the LOGON button.
4. At the content page locate the reports (html) link located on the left side of the screen.
 - a. Click on the reports (html) link.
 - b. Click on leads disposition report.
 - c. Continue this process until each RRNCO’s leads are reviewed.
 - d. Close leads and reports system software.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Logged onto the recruiter workstation with user ID and password.	___	___
2. Accessed the top of the system.	___	___
a. Connected to the ISP through “Dial-up Networking.”		
b. Secured a “VPN” tunnel.		
c. From the desktop, double clicked on the “Netscape Communicator” icon to activate program.		
d. After “Netscape Communicator” loaded the program, an “ARISS/YCN Splash” window appeared.		
e. Clicked on the Bookmarks icon located in the left top menu bar.		
f. Clicked on the user’s correct location, top of the system “EAST” or “WEST.”		
3. At the logon window.	___	___
a. Typed in the NT user ID in the username free text box (not case sensitive).		
b. Typed in the windows NT password in the password free text box (case sensitive).		
c. Clicked the LOGON button.		
4. At the content page located the reports (html) link on the left side of the screen.	___	___
a. Clicked on the reports (html) link.		
b. Clicked on leads disposition report.		
c. Continued this process until each RRNCO’s leads were reviewed.		
d. Closed leads and reports system software.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-2

SMTC15

SMTC18

Subject Area 2: Recruiting**805B-79T-2514****Develop a Time Management Work Plan**

Conditions: Given a requirement to develop a time management work plan and access to—

- a. NGR 601-2.
- b. Recruiter work station.
- c. State specific strength maintenance SOP.
- d. Standard office supplies and equipment.

Standards: Reviewed state specific/local strength maintenance SOP, listed actions/activities/functions, recorded new activities/appointments, and updated changes as required IAW NGR 601-2 and SOP.

Performance Steps

1. Review the appropriate references and state specific SOP to determine daily, mid-term, and long-term goals/plans. Examples of plans are—
 - a. Daily plan, current week and the following week.
 - b. Mid-term plan covers three months (current month and next two consecutive months).
 - c. Long-term plan covers any activity taking place four or more months into the future.
2. Daily plans should include as a minimum the following types of activities:
 - a. Appointments.
 - b. Applicant processing.
 - c. Prospecting.
 - d. Administrative actions.
 - e. Travel requirements.
3. Mid-term plans should include as a minimum the following types of activities:
 - a. COI/VIP appointments.
 - b. School functions/presentations.
 - c. SM meetings.
 - d. Drill (MUTA 4, 5, or AT).
 - e. Military leave.
4. Long-term plans should include as a minimum the following types of activities:
 - a. Drill dates and locations.
 - b. MEPS activities.
 - c. SM meetings (state, area, unit, awards).

Performance Steps

- d. School functions (presentations, student armed services vocational aptitude battery (SASVAB), athletic events, awards banquets, JRROTC functions, graduation dates).
- e. Civic events (holidays, parades, displays).
- f. Military leave.
- g. Professional development (college classes, Vo-Tech classes, NCOES courses).
- 5. Review NGR 601-2, appendix D, for the steps necessary to build a successful strength maintenance plan.
- 6. Review NGR 601-2, appendix F, for guidance on establishing a strength maintenance time management model.
- 7. Review NGR 601-2, appendix G, for guidance on establishing a time oriented strength maintenance school program.
- 8. Record the actions determined by step 1 through step 4 in the recruiter work station and or planning guide.
- 9. A copy of all plans will be forwarded to the area RRNCO and the original maintained by the RRNCO.
- 10. Changes will be posted on your calendar and forwarded to the area RRNOC.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the appropriate references and state specific SOP to determine daily, mid-term, and long-term goals/plans. Examples of plans are—	—	—
a. Daily plan, current week and the following week.		
b. Mid-term plan covers three months (current month and next two consecutive months).		
c. Long-term plan covers any activity, taking place four or more months into the future.		
2. Daily plans included as a minimum the following types of activities:	—	—
a. Appointments.		
b. Applicant processing.		
c. Prospecting.		
d. Administrative actions.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
e. Travel requirements.		
3. Mid-term plans included as a minimum the following types of activities:	—	—
a. COI/VIP appointments.		
b. School functions/presentations.		
c. SM meetings.		
d. Drill (MUTA 4, 5, or AT).		
e. Military leave.		
4. Long-term plans included as a minimum the following types of activities.	—	—
a. Drill dates and locations.		
b. MEPS activities.		
c. SM meetings (state, area, unit, awards).		
d. School functions (presentations, SASVAB, athletic events, awards banquets, JRROTC functions, graduation dates).		
e. Civic events (holidays, parades, displays).		
f. Military leave.		
g. Professional development (college classes, Vo-Tech classes, NCOES courses).		
5. Reviewed NGR 601-2, appendix D, for the steps necessary to build a successful strength maintenance plan.	—	—
6. Reviewed NGR 601-2, appendix F, for guidance on establishing a strength maintenance time management model.	—	—
7. Reviewed NGR 601-2, appendix G, for guidance on establishing a time oriented strength maintenance school program.	—	—
8. Recorded the actions determined by step 1 through step 4 in the recruiter work station and or planning guide.	—	—
9. Forwarded a copy of all plans to the area RRNCO and the original maintained by the RRNCO.	—	—
10. Posted changes on calendar and forwarded to the area RRNOC.	—	—

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-2

SMTTC18

805B-79T-2517

Manage Local Media Relations

Conditions: Given a requirement to manage local media relations.

Standards: Developed local media relations to optimize public awareness and appreciation of the Army National Guard IAW NGR 601-1.

Performance Steps

1. Identify appropriate media (based on target markets).
2. Contact identified media points of contact to—
 - a. Discuss ARNG objectives.
 - b. Establish relationships.
 - c. Place advertisements.
 - d. Request advertising support.
 - e. Provide feedback.
3. Establish programs to encourage support and show appreciation, such as—
 - a. Luncheons.
 - b. Media flights.
 - c. Conventions.
 - d. Letters of appreciation.
 - e. Presentation items/awards.
 - f. Tours.
 - g. Historical services.
 - h. National Guard heritage.
4. Document results to determine effectiveness.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Identified appropriate media based on target markets.	___	___
2. Contacted identified media points of contact to—	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
a. Discussed ARNG objectives.		
b. Established relationships.		
c. Placed advertisements.		
d. Requested advertising support.		
e. Provide feedback.		
3. Established programs to encourage support and show appreciation.	___	___
4. Documented results to determine effectiveness.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

805B-79T-2518

Develop Market Analysis

Conditions: Given a state RRM guidance, state recruiting and retention objectives, and demographic and environmental information, and sources data from the state federal agencies.

Standards: Developed market analysis for the local recruiting and retention area, IAW NGR 601-1 and state recruiting and retention SOP.

Performance Steps

1. Review the state market analysis.
2. Review the state recruiting and retention objectives.
3. Review the source data from the federal agencies.
4. Conduct a market analysis by reviewing—
 - a. Demographics.
 - b. Census.
 - c. Surveys.
 - d. Local research.
 - e. Historical data.
5. Identify target audiences.
6. Determine the market analysis goals for—
 - a. NPS.
 - b. PS.
 - c. WO/OFF.
 - d. AMEDD.
 - e. Current members.
 - f. Family support.
 - g. RCCC.
 - h. Employer support.
7. Create marketing analysis strategy for each goal.
8. Identify appropriate analysis media to accomplish each goal.
9. Develop appropriate analysis campaign to accomplish market analysis goals.
10. Plan promotional activities, such as—
 - a. Career fairs.
 - b. Community events.
 - c. Static displays.
 - d. School programs.

Performance Steps

11. Prioritize activities and campaigns based on available resources.
12. Develop analysis calendar.
13. Write local market analysis plan.
14. Submit local marketing analysis plan to RRM for approval.
15. Distribute local market analysis plan to recruiting and retention force.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed the state marketing/analysis plan.	___	___
2. Reviewed the state recruiting and retention objectives.	___	___
3. Reviewed the state strength maintenance plan.	___	___
4. Conducted a market analysis.	___	___
5. Identified target audiences.	___	___
6. Determined market analysis goals.	___	___
7. Created marketing analysis strategy for each goal.	___	___
8. Identified appropriate analysis media to accomplish each goal.	___	___
9. Developed appropriate analysis campaign to accomplish market analysis goals.	___	___
10. Planned promotional activities.	___	___
11. Prioritized activities and campaigns based on available resources.	___	___
12. Developed analysis calendar.	___	___
13. Wrote local market analysis plan.	___	___
14. Submitted state's market analysis plan to RRM for approval.	___	___
15. Distributed local market analysis plan to recruiting and retention force.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

805B-79T-2526**Brief Applicant on MEPS Processing**

Conditions: Given an applicant for ARNG enlistment who requires processing at the MEPS and access to—

- a. NGR 600-200.
- b. AR 40-501.
- c. Standard office supplies and equipment.

Standards: Obtained an appointment, provided all required information, informed the applicant, and determined method of transportation. Explained lodging/meals, role of ARNG counselor, time involved, steps to be followed, and what was expected. Explained counseling/administrative steps, reasons for delays, enlistment place, and how to locate ARNG MEPS counselor IAW chapters 2 and 4, NGR 600-200.

Performance Steps

1. Brief applicant on purpose of MEPS.
2. Complete Request for Examination, USMEPCOM Form 714A.
3. Complete Medical Prescreen of Medical History Report, DD Form 2807-2.
4. Contact the ARNG MEPS guidance counselor and obtain an appointment for the applicant.
5. Provide all required applicant information to the ARNG MEPS guidance counselor.
6. Inform the applicant of the date, time, and place of the MEPS appointment.
7. Determine and explain the applicant's method of transportation to MEPS and return.
 - a. Self-transportation.
 - b. Government transportation.
 - c. Public transportation.
8. Explain meals and lodging procedures (as applicable).
 - a. Rules of conduct.
 - b. Dress code.
 - c. Contraband items.
9. Explain MEPS policies and procedures as they pertain to the following:
 - a. Testing.
 - (1) ASVAB.
 - (2) Student ASVAB.
 - (3) Special tests.
 - b. Physical.
 - (1) Pre-screen.
 - (2) Breath test.
 - (3) Drug and alcohol.

Performance Steps

- (4) Urinalysis.
- (5) Blood draw.
- (6) Height and weight.
- (7) Upper/Lower extremities.
- (8) Joint mobility.
- (9) Eyes/color vision.
- (10) Hearing.
- (11) Skin abnormalities (tattoos, acne, burns, and scars).
- (12) One-on-one interview with doctor.
- (13) Medical holds, consults and rejections.
- c. MEPS Operations.
 - (1) Security interview.
 - (2) Verification of EPSG information.
 - (3) FBI checks/fingerprints.
 - (4) Pre-enlistment interview.
 - (5) Enlistment packet review and quality check.
 - (6) Enlistment contract.
 - (7) Enlistment ceremony and oath of enlistment.
- 10. Explain the location, role, and purpose of the ARNG MEPS guidance counselor.
- 11. Ensure applicant has emergency contact numbers.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Briefed applicant on purpose of MEPS.	___	___
2. Completed Request for Examination, USMEPCOM Form 714A.	___	___
3. Completed Medical Prescreen of Medical History Report, DD Form 2807-2.	___	___
4. Contacted the ARNG MEPS guidance counselor and obtained an appointment for the applicant.	___	___
5. Provided all required applicant information to the ARNG MEPS guidance counselor.	___	___
6. Informed the applicant of the date, time, and place of the MEPS appointment.	___	___

Performance Measures	GO	NO GO
7. Determined and explained the applicant's method of transportation to MEPS and return.	___	___
8. Explained meals and lodging procedures.	___	___
9. Explained MEPS policies and procedures.	___	___
10. Explained the location, role, and purpose of the ARNG MEPS guidance counselor.	___	___
11. Ensured applicant had emergency contact numbers.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 40-501

Related

MEPS

NGR 600-200

805B-79T-2537**Determine Basic Enlistment Eligibility**

Conditions: Given an applicant for potential enlistment in the Army National Guard of the United States:

- a. Recruiter workstation with leads-reports software.
- b. ARNG enlistment criteria memorandum.
- c. AR 40-501.
- d. User manual 79T RRNCO leads-reports application.
- e. A source document to verify applicant's birth, name and citizenship.
- f. A source document to verify applicant's social security number.
- g. A source document to verify applicant's drivers license.
- h. A source document to verify applicant's education level.
- i. A source document to verify applicant's marriage(s).
- j. A source document to verify applicant's dependency status.

Standards: Determined an applicant's enlistment eligibility through questioning and reviewing of documents. Inputted data into the ARISS leads-reports application.

Performance Steps

1. Determine the applicant's age and enters information into ARISS.
 - a. Verify date and place of birth.
 - b. Verify citizenship.
 - c. Verify applicant's SSN.
 - d. Verify selective service registration (male applicant's).
2. Determine if the applicant had prior military service and enters information into ARISS.
 - a. Determine applicant's branch of service.
 - b. Verify prior service.
 - c. Determine if the applicant has been in JROTC, Naval Sea Cadets, boy/girl scouts, or Civil Air Patrol.
 - d. Determine if the applicant has previously worked with or completed any form of processing with a recruiter from another Armed force.
3. Determine the applicant's physical qualifications and enter information into ARISS.
 - a. Determine if the applicant has ever been or is currently under the care of a physician.
 - b. Determine if the applicant has ever taken or is currently taking any medications.
 - c. Determine if the applicant has ever used or experimented with illegal drugs.
 - d. Determine if the applicant has a history of or been treated for a psychological disorder or counseling.
 - e. Determine if the applicant has ever had a broken bone.

Performance Steps

- f. Determine if the applicant smokes.
 - g. Determine if the applicant has ever been treated for alcohol/drug addiction use or abuse.
4. Determine if the applicant had any law violations and enters information into ARISS.
- a. Determine if the applicant has ever been arrested, cited, charged, held convicted or detained.
 - b. Determine if the applicant has had any charges dropped, dismissed, expunged, sealed from the record, or was found not guilty.
5. Determine the applicant's education level and enter information into ARISS.
- a. Determine the applicant's current grade level and propensity to graduate on time.
 - b. Determine what school the applicant is enrolled in, if any.
 - c. Determine if the applicant has a high school diploma or a general education certificate (GED).
 - d. Determine if the applicant possesses a post-secondary degree.
 - e. Record the highest grade the applicant completed into ARISS.
6. Determine the applicant's sole-survivor status and enter information into ARISS.
- a. Determine if the applicant was previously separated from any component of the U.S. Armed Forces as a sole-surviving son or daughter. If so, inform the applicant a waiver is required.
 - b. Determine if the applicant was a son or daughter in a family which the father or mother or one of the sons or daughters have become—
 - (1) Killed in action or died while serving in the Armed forces from wounds, accidents or disease. Inform the applicant a waiver is required.
 - (2) Captured or missing in action status. Inform the applicant a waiver is required.
 - (3) Have a permanent 100 percent disability Determine by the VA or the military services and are not gainfully employed because of the disability.
7. Determine the applicant's marital status and enter information into ARISS.
- a. Determine and verify if the applicant has ever been or is currently married.
 - b. Determine if the applicant was ever divorced, legally separated, annulled, or widowed.
8. Determine the applicant's dependency status and enter information into ARISS. (Determine if the applicant has anyone who is financially, legally, or morally dependant on them.)
9. Determine the applicant's test category and enter information into ARISS.
- a. Determine if the applicant has taken the ASVAB or SASVAB.
 - b. Determine if the applicant had a valid test score.
 - (1) Ensure test is within the last two years.
 - (2) Applicant has a qualifying mental category.
 - (3) Eligible for re-test IAW current testing policies.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined the applicant's age and entered information into ARISS.	___	___
a. Verified date and place of birth.		
b. Verified citizenship.		
c. Verified applicant's SSN.		
d. Verified selective service registration (male applicant's).		
2. Determined if the applicant had prior military service and entered information into ARISS.	___	___
a. Determined the applicant's branch of service.		
b. Verified prior service.		
c. Determined if the applicant had been in JROTC, Naval Sea Cadets, boy/girl scouts, or Civil Air Patrol.		
d. Determined if the applicant had previously worked with or completed any form of processing with a recruiter from another Armed force.		
3. Determined the applicant's physical qualifications and entered information into ARISS.	___	___
a. Determined if the applicant had ever been or is currently under the care of a physician.		
b. Determined if the applicant had ever taken or is currently taking any medications.		
c. Determined if the applicant had ever used or experimented with illegal drugs.		
d. Determined if the applicant had a history of or been treated for a psychological disorder or counseling.		
e. Determined if the applicant had ever had a broken bone.		
f. Determined if the applicant smokes.		
g. Determined if the applicant had ever been treated for alcohol/drug addiction use or abuse.		
4. Determined if the applicant had any law violations and entered information into ARISS.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> a. Determined if the applicant had ever been arrested, cited, charged, held convicted or detained. b. Determined if the applicant had any charges dropped, dismissed, expunged, sealed from the record, or was found not guilty. 		
5. Determined the applicant's education level and entered information into ARISS.	_____	_____
<ul style="list-style-type: none"> a. Determined the applicant's current grade level and propensity to graduate on time. b. Determined what school the applicant was enrolled in, if any. c. Determined if the applicant has a high school diploma or a general education diploma (GED). d. Determined if the applicant possesses a post secondary degree. e. Recorded the highest grade the applicant completed into ARISS. 		
6. Determined the applicant's sole-survivor status and entered information into ARISS.	_____	_____
<ul style="list-style-type: none"> a. Determined if the applicant was previously separated from any component of the U.S. Armed forces as a sole-surviving son or daughter. If so, informed the applicant a waiver is required. b. Determined if the applicant was a son or daughter in a family which the father or mother or one of the sons or daughters have become: <ul style="list-style-type: none"> (1) Killed in action or died while serving in the Armed Forces from wounds, accidents or disease. Informed the applicant a waiver is required. (2) Captured or missing in action status. Informed the applicant a waiver is required. (3) Have a permanent 100 percent disability determined by the VA or the military services and are not gainfully employed because of the disability. 		
7. Determined the applicant's marital status and entered information into ARISS.	_____	_____
<ul style="list-style-type: none"> a. Determined and verified if the applicant had ever been married or is currently married. b. Determined if the applicant was ever divorced, legally separated, annulled or widowed. 		
8. Determined the applicant's dependency status and entered information into ARISS. (Determined if the applicant has anyone who is financially, legally, or morally dependant on them.)	_____	_____
9. Determined the applicant's test category and entered information into ARISS.	_____	_____
<ul style="list-style-type: none"> a. Determined if the applicant had taken the ASVAB or SASVAB. 		

Performance Measures**GO****NO GO**

- b. Determined if the applicant had a valid test score.
- (1) Ensured test was within the last two years.
 - (2) Applicant had a qualifying mental category.
 - (3) Eligible for re-test IAW current testing policies.

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 OJT for soldiers who experience major difficulties in task performance.

References**Required**

AR 40-501

AR 600-9

DA PAM 611-21

Related

NGR 600-200

SMTC15

805B-79T-2584**Prospect for Leads**

Conditions: Given requirement to prospect daily utilizing the 5-1-2-1+1 principle and your market analysis data:

- a. Recruiter workstation with leads and reports system software installed.
- b. RRNCO support package.

Standards: Completed prospect for leads IAW NGR 601-2.

Performance Steps

1. Contact five new leads per day.
 - a. Access leads through replication.
 - b. Obtain leads from sources outside of ARISS through daily contacts.
 - c. Follow up on leads obtained based on prospecting strategy/target audience model.
 - d. Enter all contacts into leads-reports.
2. Contact one COI/VIP per day.
 - a. Make appointments and visits with COI/VIP contacts to acquire leads.
 - b. Request names and contact information on all targeted leads from COI/VIP.
 - c. Cultivate positive relationships with COI/VIP by providing information and knowledge about the Army National Guard.
3. Conduct two accession interviews per day. (Ask for referrals during each accession interview.)
4. Conduct one school visit per week with a defined purpose of obtaining leads.
5. Conduct one school presentation per month to provide information and knowledge about the Army National Guard.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Contacted five new leads per day.	_____	_____
a. Accessed leads through replication.		
b. Obtained leads from sources outside of ARISS through daily contacts.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> c. Followed up on leads obtained based on prospecting strategy/target audience model. d. Entered all contacts into leads-reports. 		
2. Contacted one COI/VIP per day.	_____	_____
<ul style="list-style-type: none"> a. Made appointments and visited with COI/VIP contacts to acquire leads. b. Requested names and contact information on all targeted leads from COI/VIP's. c. Cultivated positive relationships with COI/VIP's by providing information and knowledge about the Army National Guard. 		
3. Conducted two accession interviews per day. (Asked for referrals during each accession interview.)	_____	_____
4. Conducted one school visitation per week with a defined purpose of obtaining leads.	_____	_____
5. Conducted one school presentation per month to provide information and knowledge about the Army National Guard.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-2

SMTC05

SMTC15

805B-79T-2587**Prospect by Telephone**

Conditions: Given a requirement to prospect by telephone and access to—

- a. Recruiter workstation with lead and reports system software installed.
- b. Lead information.
- c. Telephone.
- d. Standard office supplies and equipment.
- e. ARNG enlistment criteria.
- f. NGR 601-2.
- g. User manual 79T RRNCO lead-reports application.

Standards: Obtained an appointment with a lead using telephone techniques.

Performance Steps

1. Perform planning and preparation for telephones prospecting.
 - a. Develop a pre call plan that consists of qualified leads and any prior known information (if available):
 - (1) Use any prior known information to position opening of phone call.
 - (2) Prepare a sales message that targets the lead to be called.
 - (3) Prepare a closing statement for optimum chances of getting an appointment.
 - b. Prioritize leads by known or suspected (SASVAB results, any prior known information) mental categories.
 - c. Target lead based on monthly, quarterly, and annual mission requirement.
2. Open the telephone call.
 - a. Give the greeting:
 - (1) Salutation
 - (2) Your name
 - (3) Your role with the ARNG
 - b. Gain the lead's interest:
 - (1) Position and make the opening statement using any prior known information on the lead.
 - (2) Propose a limited agenda.
 - (3) State the value of the agenda to the lead.
 - (4) Check for acceptance of the agenda.
 - c. Probe to uncover opportunity or need.
 - (1) Probe to uncover needs and opportunities.
 - (2) Support the need to know with the benefits of a face-to-face meeting.
3. Qualifying.
 - a. Introduce the APPLE-MD questions utilizing appropriate tone and language.
 - b. Ask the APPLE-MD questions.

Performance Steps

- c. Respond appropriately to leads that don't qualify.
 - (1) Encourage the lead to try again.
 - (2) Ask for referrals.
 - (3) Ask the lead to share his/her interest with others.
- 4. Closing.
 - a. Summarize the reason for moving forward.
 - b. Propose next step for you and the lead.
 - c. Check for acceptance.
- 5. Attempt to handle concerns.
 - a. To handle indifferent customers—
 - (1) Acknowledge the lead's point of view.
 - (2) Request permission to probe.
 - (3) Confirm existence of a need.
 - b. To handle screens—
 - (1) Begin the call with the opening.
 - (2) Ask to be connected.
 - (3) Treat the screen as an extension of the lead.
 - c. To deal with a stall—
 - (1) Probe to understand the issue.
 - (2) Continue to recommend a meeting.
- 6. Confirm the appointment.
 - a. Ask the prospect to get a pen and paper.
 - b. Confirm or verify the prospect's address (get directions if necessary).
 - c. Give the prospect your name and the address /phone number to your office.
 - d. Reconfirm the date, time, and the location of the appointment.
- 7. Solicit referrals and gather lead information.
 - a. Ask questions like—
 - (1) "Who do you know that is interested in the military services?"
 - (2) "Who do you know that is in search of employment?"
 - (3) "Who do you know that has separated from active services?"
 - b. Annotate any obtained information into the ALRL.
- 8. Document the telephone call.
 - a. Annotate the planning tool.
 - b. Enter results of the call in to the contact history tab in leads-reports on the recruiter workstation.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Performed planning and preparation for telephones prospecting.	_____	_____
a. Developed a pre call plan that consisted of qualified leads and any prior known information (if available):		
(1) Used any prior known information to position opening of phone call.		
(2) Prepared a sales message that targeted the lead to be called.		
(3) Prepared a closing statement for optimum chances of getting an appointment.		
b. Prioritized leads by known or suspected (SASVAB results, any prior known information) mental categories.		
c. Targeted lead based on monthly, quarterly, and annual mission requirement.		
2. Opened the telephone call.	_____	_____
a. Gave the greeting:		
(1) Salutation		
(2) Your name		
(3) Your role with the ARNG		
b. Gained the lead's interest:		
(1) Positioned and made the opening statement using any prior known information on the lead.		
(2) Proposed a limited agenda.		
(3) Stated the value of the agenda to the lead.		
(4) Checked for acceptance of the agenda.		
c. Probed to uncover opportunity or need.		
(1) Probed to uncover needs and opportunities.		
(2) Supported the need to know with the benefits of a face-to-face meeting.		
3. Qualifying.	_____	_____
a. Introduced the APPLE-MD questions utilizing appropriate tone and language.		
b. Asked the APPLE-MD questions.		
c. Responded appropriately to leads that did not qualify.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
(1) Encouraged the lead to try again.		
(2) Asked for referrals.		
(3) Asked the lead to share his/her interest with others.		
4. Closing.	_____	_____
a. Summarized the reason for moving forward.		
b. Proposed next step for you and the lead.		
c. Checked for acceptance.		
5. Attempted to handle concerns.	_____	_____
a. To handle indifferent customers—		
(1) Acknowledged the lead’s point of view.		
(2) Requested permission to probe.		
(3) Confirmed existence of a need.		
b. To handle screens—		
(1) Begin the call with the opening.		
(2) Ask to be connected.		
(3) Treat the screen as an extension of the lead.		
c. To deal with a stall—		
(1) Probe to understand the issue.		
(2) Continue to recommend a meeting.		
6. Confirm the appointment.	_____	_____
a. Ask the prospect get a pen and paper.		
b. Confirm or verify the prospect’s address (get directions if necessary).		
c. Give the prospect your name and the address /phone number to your office.		
d. Reconfirm the date, time, and the location of the appointment.		
7. Solicit referrals and gather lead information.	_____	_____
a. Ask questions like—		
(1) “Who do you know that is interested in the military services?”		
(2) “Who do you know that is in search of employment?”		
(3) “Who do you know that has separated from active services?”		
b. Annotated any obtained information into the ALRL.		
8. Documented the telephone call.	_____	_____
a. Annotated the planning tool.		
b. Entered results of the call in to the contact history tab in leads-reports on the recruiter workstation.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-2

SMTC15

805B-79T-2588**Administer School Programs**

Conditions: Given an assigned ARNG recruiting area with one or more high school(s), college(s), Vo-tech(s), business school(s) and / or other viable education centers:

- a. NGR 601-2.
- b. RPI's.
- c. Presentation programs (GEARs, career direction, etc.).
- d. Recruiter workstation.
- e. ARISS leads-reports user manual for 79T RRNCO.
- f. Access to Internet websites (virtualarmory.com and youcannet.com).

Standards: Carried out all actions to conduct a school program IAW NGR 601-2. Maintained records for follow up actions, production history and accountability.

Performance Steps

1. Establish recruiting relationships with education and training centers.
 - a. Determine school policies, protocol and rules for campus recruiting efforts.
 - (1) Demonstrate and establish your commitment to respect the mission of the institution by contacting and meeting with the person responsible for school policies and campus rules.
 - (2) Discuss the school's policies on ASVAB testing and counseling, campus recruiting, advertising, contact with guidance counselors, coaches, teachers and students.
 - (3) Establish that you will observe school protocol and rules on parking, signing in and out, where you may talk with students and place RPIs.
 - (4) State what you wish to do in the school, the benefit to the school and the students, and how you intend to do business.
 - (5) Request the names of administrators and counselors and their area(s) of responsibility. Ask for an orientation and to be introduced to key personnel so they will know that you have credibility with school leadership.
 - (6) Ensure that your POC knows where, when, and how to contact you for assistance or other matters.
 - b. Relationships with guidance counselors, teachers, coaches and ROTC advisors (COIs / VIPs).
 - (1) Contact and request appointments with known COIs and VIPs.
 - (2) Offer assistance to help the school administration with (in which you have interest or have access to expertise or resources):
 - (a) Classes.
 - (b) Workshops.
 - (c) Functions.
 - (d) Activities.
 - (e) Meetings/seminars.

Performance Steps

- (f) Career days.
 - (3) Offer programs and expertise as a contribution to the students' education, maturation, potential, and growth resources.
 - (4) Maintain a professional appearance and the highest standards of conduct in relationships with—
 - (a) Staff.
 - (b) Faculty.
 - (c) Students.
 - (5) Contact students:
 - (a) At the schools recommended times.
 - (b) At the counselor's office.
 - (c) Other designated area(s) and activities.
2. Institute a school program strategy/annual plan.
- a. Plan school program strategy/annual plan in June/July that considers the following objectives:
 - (1) Evaluate the school for quality of production and the potential for producing results.
 - (2) Provide lead-time for school officials to plan ARNG programs into class and activity schedules.
 - (3) Provide lead-time to order necessary materials needed for RRNCO activities throughout the school year.
 - (4) Differentiate the National Guard from competitors (other branch recruiters, schools, businesses and industries) prime marketing periods.
 - (5) Maximizes student contact.
 - (6) Allow for early planning of known major activities.
 - (7) Record acquired school information in RWS.
 - (8) Acquire names and addresses of junior (former sophomore) and senior students. (Be familiar with the "Solomon and Hutchinson" amendments.)
 - b. Introduce, schedule, and conduct school entry programs.
 - c. Other activities.
 - (1) Yearbook.
 - (2) Sports programs.
 - (3) Academic competitions.
 - (4) Advertising.
 - (5) Displays.
 - (6) Field trips.
 - (7) ROTC competitions.
 - d. Record keeping and follow up.
 - (1) Thank COI/VIP for opportunities they provide to serve their school.
 - (2) Contact all students who indicate an interest in joining the National Guard.

Performance Steps

- (3) Maintain file on school activities to provide historic data and performance accountability.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures

GO **NO GO**

- | | | |
|--|--------------|--------------|
| <ul style="list-style-type: none"> 1. Established recruiting relationships with education and training centers. <ul style="list-style-type: none"> a. Determined school policies, protocol and rules for campus recruiting efforts. <ul style="list-style-type: none"> (1) Demonstrated and established a commitment to respect the mission of the institution by contacting and meeting with the person responsible for school policies and campus rules. (2) Discussed the school's policies on ASVAB testing and counseling, campus recruiting, advertising, contact with guidance counselors, coaches, teachers and students. (3) Established you will observe school protocol and rules on parking, signing in and out, where you may talk with students and place RPIs. (4) Stated what you wish to do in the school, the benefit to the school and the students, and how you intend to do business. (5) Requested the names of administrators and counselors and their area(s) of responsibility. Asked for an orientation and to be introduced to key personnel so they will know that you had credibility with school leadership. (6) Ensured that your POC knew where, when, and how to contact you for assistance or other matters. b. Relationships with guidance counselors, teachers, coaches and ROTC advisors (COIs/VIPs). <ul style="list-style-type: none"> (1) Contacted and requested appointments with known COIs and VIPs. (2) Offered assistance to help the school administration with (in which you had interest or had access to expertise or resources): <ul style="list-style-type: none"> (a) Classes. (b) Workshops. (c) Functions. (d) Activities. (e) Meetings/seminars. | <p>_____</p> | <p>_____</p> |
|--|--------------|--------------|

Performance Measures	GO	NO GO
<ul style="list-style-type: none"> (f) Career days. (3) Offered programs and expertise as a contribution to the students' education, maturation, potential, and growth resources. (4) Maintained a professional appearance and the highest standards of conduct in relationships with— <ul style="list-style-type: none"> (a) Staff. (b) Faculty. (c) Students. (5) Contacts students: <ul style="list-style-type: none"> (a) At the schools recommended times. (b) At the counselor's office. (c) Other designated area(s) and activities. 		
<p>2. Instituted a school program strategy/annual plan.</p>	_____	_____
<ul style="list-style-type: none"> a. Planned school program strategy/annual plan in June/July that considered the following objectives: <ul style="list-style-type: none"> (1) Evaluated the school for quality of production and the potential for producing results. (2) Provided lead-time for school officials to plan ARNG programs into class and activity schedules. (3) Provided lead-time to order necessary materials needed for RRNCO activities throughout the school year. (4) Differentiated the National Guard from competitors (other branch recruiters, schools, businesses and industries) prime marketing periods. (5) Maximized student contact. (6) Allowed for early planning of known major activities. (7) Recorded acquired school information in RWS. (8) Acquired names and addresses of junior (former sophomore) and senior students. (Be familiar with the "Solomon and Hutchinson" amendments.) b. Introduced, scheduled, and conducted school entry programs. c. Other activities. <ul style="list-style-type: none"> (1) Yearbook. (2) Sports programs. (3) Academic competitions. (4) Advertising. (5) Displays. (6) Field trips. (7) ROTC competitions. d. Kept records and followed up. 		

Performance Measures	<u>GO</u>	<u>NO GO</u>
(1) Thanked COI/VIP for opportunities they provided to serve their school.		
(2) Contacted all students who indicated an interest in joining the National Guard.		
(3) Maintained file on school activities that provided historic data and performance accountability.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC15

805B-79T-2589**Conduct a Strength Maintenance Presentation**

Conditions: Given a requirement to deliver a strength maintenance presentation within the assigned RRNCO's area and access to—

- a. NGR 601-2
- b. State specific SOP.
- c. Standard office supplies and equipment.

Standards: Prepared and or delivered a presentation to a targeted group within the RRNCO's area of responsibility IAW NGR 601-2.

Performance Steps

1. Coordinate and schedule a strength maintenance presentation.
2. Determine type of presentation to be given.
 - a. Informative.
 - b. Persuasive.
 - c. Entertaining.
3. Determine logistics (such as number of attendees, length of presentation, media required/available).
4. Record information into recruiter workstation (RWS) and planner.
5. Prepare and/or secure all workbooks, handouts and recruiting promotional item(s) (RPI) material needed to successfully deliver presentation.
6. Prepare for presentation to include—
 - a. Situation—consider the time, place and location of where you are giving the presentation.
 - b. Purpose—this refers to the goal the speaker hopes to achieve with his or her presentation.
 - c. Audience—consider the people to whom the presentation is directed.
 - d. Method—which methods will best accomplish the purpose.
7. Practice the delivery of your presentation as many times as necessary to internalize the message or lesson.
8. Check personal appearance and correct any deficiencies.
9. Arrive at the location early to—
 - a. Check the facilities.
 - b. Set up any equipment.
 - c. Arrange handouts or aids.
 - d. Meet the host or point of contact (POC).
10. Conduct the presentation, following the outline or lesson plan.

Performance Steps

11. Complete follow-up requirements to include—
 - a. Record acquired information into RWS.
 - b. Thank you note or letter to POC.
 - c. Contact participants who requested additional information.
12. Review and evaluate your 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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Coordinated and scheduled a strength maintenance presentation.	___	___
2. Determined type of presentation to be given.	___	___
a. Informative.		
b. Persuasive.		
c. Entertaining.		
3. Determined logistics (such as number of attendees, length of presentation, media required/available).	___	___
4. Recorded information into recruiter workstation (RWS) and planner.	___	___
5. Prepared and/or secured all workbooks, handouts and recruiting promotional item(s) (RPI) material needed to successfully deliver presentation.	___	___
6. Prepares for presentation to include—	___	___
a. Situation—consider the time, place and location of where you are giving the presentation.		
b. Purpose—this refers to the goal the speaker hopes to achieve with his or her presentation.		
c. Audience—consider the people to whom the presentation is directed.		
d. Method—which methods will best accomplish the purpose.		
7. Practiced the delivery of your presentation as many times as necessary to internalize the message or lesson.	___	___
8. Checked personal appearance and corrected any deficiencies.	___	___

Performance Measures	GO	NO GO
9. Arrived at the location early to—	___	___
a. Checked the facilities.		
b. Sat up any equipment.		
c. Arranged handouts or aids.		
d. Met the host or point of contact (POC).		
10. Conducted the presentation, following the outline or lesson plan.	___	___
11. Completed follow-up requirements to include—	___	___
a. Recorded acquired information into RWS.		
b. Thank you note or letter to POC.		
c. Contacted participants who requested additional information.		
12. Reviewed and evaluated your performance.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-2

805B-79T-2591**Conduct a Strength Maintenance Interview**

Conditions: Given a soldier/prospect, a requirement to conduct a strength maintenance interview, and access to—

- a. State specific strength maintenance forms; soldier's MPRJ; previous interview notes; and comments from commander, first sergeant and supervisors or prospect information.
- b. NGR 600-200 with current FY criteria letter.
- c. NGR 600-7 with current SRIP memorandums.
- d. AR 135-7 with current MGIB kicker policy memorandum.
- e. NGR 601-2.
- f. DA Pam 25-30.
- g. DA Pam 611-1.
- h. Professional selling skills (PSS) kit
- i. Sales aids and recruiting promotional items (RPIs).
- j. National Guard almanac.
- k. State specific strength maintenance SOP.
- l. State specific strength maintenance forms.
- m. Standard office supplies and equipment.
- n. Appropriate references as needed.

Standards: Conducted the interview using PSS and applying the tasks 805B-79T-2537 and 805B-79T-2538 for collecting information and/or data. Incorporated the appropriate features and benefits of the Army National Guard as information for the interviewee. The National Guard almanac is not an official military publication. However, it may serve as a single source document listing ARNG federal and state specific features and benefits. Completed all necessary forms IAW NGR 600-200 with current enlistment criteria memorandum, NGR 600-7, AR 135-7, NGR 601-2, FM 22-100, DA Pam 25-30, DA Pam 611-1 and state specific strength maintenance forms without error.

Performance Steps

1. Identify which type of interview you will conduct.
2. Prepare for the interview.
 - a. Prepare the interview area (when possible) by eliminating any potential distraction.
 - b. Obtain sales aids, RPIs, regulations, and publications for use during the interview.
 - c. If preparing for a recruiting interview, review all available information on the prospect.
 - d. If preparing for an attrition or retention interview, identify and gather all available sources of information about the soldier, including: state specific strength maintenance forms; soldier's MPRJ; previous interview notes; and comments from commander, first sergeant and supervisors.
3. Open the interview.
 - a. Establishing rapport and credibility.

Performance Measures	GO	NO GO
1. Identified type of interview.	___	___
2. Prepared for the interview	___	___
3. Opened the interview.	___	___
4. Probed to identify/confirm interviewee need(s).	___	___
5. Supported ARNG features/benefits.	___	___
6. Overcame interviewee's concerns.	___	___
7. Summarized benefits accepted.	___	___
8. Formulated a plan of action.	___	___
9. Closed the interview.	___	___
10. Recorded interview results.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7
DA Pam 611-1

Related

NGR 600-7
NGR 600-200
NGR 601-2
SMTC04
SMTC08

805B-79T-2592**Brief Initial Entry Training (IET) Requirements**

Conditions: As a ARNG recruiting and retention NCO in a field environment access to AR 135-91, FM 21-20, NGR 600-200, NGR 601-2, TRADOC Reg 350-6, DA Pam 611-21, ARNG START Kit (NPS), state specific strength maintenance SOP, and a scenario whereas an applicant or a recent ARNG enlistee has inquired as to the requirements for completion of initial entry training (IET).

Standards: Explained requirements and expectations during IET. Explained general requirements of IET, split training options, reception station process, fitness training unit, physical training and rehabilitation program, basic training, advanced individual training, and ARNG liaison NCO program IAW AR 135-91, NGR 600-200, NGR 601-2, DA Pam 25-30, DA Pam 611-21, TRADOC Reg 350-6, ARNG START Kit (NPS), and state specific strength maintenance SOPs.

Performance Steps

1. Explain general requirements of IET.
 - a. Identify potential training locations for IET.
 - b. Explain 13-week minimum IET requirement.
 - c. Explain potential for additional active duty.
 - d. Explain authorized/recommended items for IET.
 - e. Explain that ARNG soldiers are subject to the Uniform Code of Military Justice (UCMJ) during IET.
 - f. Explain Army tobacco use policy.
 - g. Explain enlistee rights and benefits while on active duty for IET.
2. Explain split training option (STO) requirements.
 - a. Provide overview of policy requirement for STO I and II physical checkup.
 - b. Provide overview of purpose and utilization of mandatory release date (MRD) for STO I soldiers.
3. Explain reception station process.
4. Explain purpose of the fitness training unit (FTU).
5. Explain purpose of the physical training and rehabilitation program (PTRP).
6. Explain the requirements of basic training.
 - a. Explain length of basic training (9-weeks).
 - b. Explain training requirements (such as physical fitness, attitude, weapons qualification).
7. Explain the requirements of advanced individual training.
 - a. Provide overview of MOS(s) chosen by applicant or recent enlistee.
 - b. Provide overview of training requirements of chosen MOS(s).

Performance Steps

8. Explain the ARNG liaison NCO program.
 - a. Provide overview of the purpose of the ARNG liaison NCO program.
 - b. Provide overview of the ARNG Liaison NCO's duties and responsibilities.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Explained general requirements of IET.	___	___
2. Explained STO requirements.	___	___
3. Explained reception station process.	___	___
4. Explained purpose of the FTU.	___	___
5. Explained purpose of the PTRP.	___	___
6. Explained the requirements of basic training.	___	___
7. Explained the requirements of advanced individual training.	___	___
8. Explained the ARNG liaison NCO program.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

- AR 135-91
- DA Pam 611-1
- DA Pam 611-21
- FM 21-20
- TRADOC Reg 350-6

Related

- NGR 600-200
- NGR 601-2
- SMTTC18

805B-79T-2593**Interpret Aptitude Test Results**

Conditions: Given an applicant with enlistment screening test (EST) or Armed services vocational aptitude battery (ASVAB) test results and access to—

- a. NGR 600-200.
- b. DA Pam 611-201.
- c. Unit manning document or vacancy list.
- d. Standard office supplies and equipment.

Standards: Interpreted EST or ASVAB results IAW DA Pam 611-201 and NGR 600-200.

Performance Steps

1. Explain minimum AFQT for—
 - a. Enlistment into the Army National Guard.
 - b. Current Incentive eligibility.
2. Provide overview of aptitude area scores:
 - a. CL—clerical.
 - b. CO—combat.
 - c. EL—electronics.
 - d. FA—field artillery.
 - e. GM—general maintenance.
 - f. GT—general technical.
 - g. MM—mechanical maintenance.
 - h. OF—operators and food.
 - i. SC—surveillance and communications.
 - j. ST—skilled technical.
3. Explain how aptitude area scores are included in determining eligibility for Army military occupational specialties (MOS).
4. Determine MOS(s) for which the applicant is qualified.
5. Explain types of Army National Guard units and available MOS(s) for which the applicant is eligible:
 - a. Within reasonable commuting distance.
 - b. Outside reasonable commuting distance.
6. Explain how test scores are utilized by military leadership when—
 - a. Determining eligibility for further military education.
 - b. Considering a soldier for leadership courses (such as OCS, WOC).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Explained minimum AFQT for—	___	___
a. Enlistment into the Army National Guard.		
b. Current Incentive eligibility.		
2. Provided overview of aptitude area scores.	___	___
3. Explained how aptitude area scores are included in determining eligibility for Army MOS.	___	___
4. Determined MOS(s) for which the applicant is qualified.	___	___
5. Explained types of Army National Guard units and available MOS(s) for which the applicant is eligible:	___	___
a. Within reasonable commuting distance.		
b. Outside reasonable commuting distance.		
6. Explained how test scores are utilized by military leadership when—	___	___
a. Determining eligibility for further military education.		
b. Considering a soldier for leadership courses (such as OCS, WOC).		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

DA Pam 611-21

Related

NGR 600-200

805B-79T-2594**Explain Enlistment Options/Programs/Obligations to an Applicant**

Conditions: Given an applicant for ARNG enlistment and access to—

- a. AR 135-91.
- b. NGR 600-200 with current FY ECM.
- c. Applicant's information and documents.
- d. Standard office supplies and equipment.

Standards: Determined applicant's military status. Explained options/obligations/training requirements, the relationship between options and obligations and alternative ways to satisfy the obligations. Ensured applicant understands available options/obligations/programs available IAW AR 135-91, chapter 2, NGR 600-200 and applicant's information and documents.

Performance Steps

1. Determine applicant's military status.
 - a. If non-prior service (NPS), go to performance step 2.
 - b. If prior service (PS), go to performance step 7.
2. Explain NPS options, obligations, and requirements by discussing the following (as appropriate):
 - a. The statutory military service obligation (MSO).
 - b. The contractual obligation incurred by enlistment.
 - c. The STO.
 - d. The civilian acquired skills program (CASP).
 - e. The simultaneous membership program (SMP).
3. Explain any relationship between an applicant's selected option(s), obligation(s) and requirement(s). (Include an explanation of any affect(s) on bonuses and/or incentives.)
4. Discuss situations that may require alternative ways to meet a MSO or contractual obligation.
5. Explain alternative ways to satisfy the service obligation by discussing the following (as appropriate). (Include an explanation of any affect(s) on bonuses and/or incentives.)
 - a. Alternate training periods.
 - b. Inactive National Guard (ING).
 - c. Individual Ready Reserve (IRR).
 - d. Other Active or Reserve Components.
6. Ensure applicant understands available options/obligations/programs available.
7. Explain PS options, obligations, and requirements by discussing the following (as appropriate):

Performance Steps

- a. Relationship between any remaining MSO and contractual obligation incurred by enlistment.
 - b. The Try-One in the Guard Program.
 - c. CASP.
 - d. SMP.
8. Explain any relationship between an applicant’s selected option(s), obligation(s) and requirement(s). (Include an explanation of any affect(s) on bonuses and/or incentives.)
 9. Discuss situations that may require alternative ways to meet a MSO or contractual obligation.
 10. Explain alternative ways to satisfy the service obligation by discussing the following (as appropriate). (Include an explanation of any affect(s) on bonuses and/or incentives.)
 - a. Alternate training periods.
 - b. Inactive National Guard (ING).
 - c. Individual Ready Reserve (IRR).
 - d. Other Active or Reserve Components.
 11. Ensure applicant understands available options/obligations/programs available.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined applicant’s military status (NPS/PS).	___	___
2. Explained NPS/PS options, obligations, and requirements (as appropriate).	___	___
3. Explained any relationship between an applicant’s selected option(s), obligation(s) and requirement(s). (Included an explanation of any affect(s) on bonuses and/or incentives.)	___	___
4. Discussed situations that may require alternative ways to meet a MSO or contractual obligation.	___	___
5. Explained alternative ways to satisfy the service obligation. (Included an explanation of any affect(s) on bonuses and/or incentives.)	___	___
6. Ensured applicant understood available options/obligations/programs available.	___	___
b. The Try-One in the Guard Program.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-91

Related

NGR 600-200

805B-79T-2597**Explain the Selected Reserve Incentive Program (SRIP)**

Conditions: As an ARNG recruiting and retention NCO, in a field environment, and access to AR 135-7, NGR 600-7 with current ARNG Selected Reserve Incentive Program and Montgomery G.I. Bill (MGIB) policy letters, a soldier's MPRJ, and a scenario whereas an applicant or soldier who is eligible for ARNG enlistment, immediate reenlistment, or extension has requested information on the Selective Reserve Incentive Program.

Standards: Explained each Selective Reserve Incentive Program by discussing the criteria for entitlement, eligibility, enrollment, continuation, suspension, termination, recoupment and circumstances which it may be combined with other incentives IAW AR 135-7, NGR 600-7, and the current ARNG Selected Reserve Incentive Program and MGIB Kicker policy letters.

Performance Steps

1. Determine which of the following ARNG incentive programs are available to the applicant/soldier:
 - a. Non-prior service enlistment bonus.
 - b. Reenlistment/extension bonus.
 - c. Affiliation bonus.
 - d. Student loan repayment program.
 - e. Civilian acquired skills program bonus.
 - f. Prior service enlistment bonus.
2. Explain benefits of each applicable incentive program by discussing the following:
 - a. Eligibility.
 - b. Entitlement.
 - c. Enrollment.
3. Explain reasons for suspension, termination, and recoupment of each applicable incentive program.
4. Explain eligibility to combine ARNG incentive programs.
5. Explain eligibility to combine ARNG incentive programs with the MGIB.
6. Ensure the applicant/soldier understand the available program(s).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined ARNG incentive programs available to the applicant/soldier.	___	___
2. Explained benefits of each applicable incentive program.	___	___
3. Explained reasons for suspension, termination, and recoupment of each applicable incentive program.	___	___
4. Explained eligibility to combine ARNG incentive programs.	___	___
5. Explained eligibility to combine ARNG incentive programs with the MGIB.	___	___
6. Ensured the applicant/soldier understand the available program(s).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7

Related

NGR 600-7

SMTC01

SMTC02

805B-79T-2598**Explain the Montgomery G.I. Bill (MGIB)**

Conditions: As an ARNG recruiting and retention NCO, in a field environment, and access to AR 135-7, NGR 600-7, with current ARNG Selected Reserve Incentive Program and MGIB policy letters, a soldier's MPRJ, and a scenario whereas an applicant or soldier who is eligible for ARNG enlistment, immediate reenlistment, or extension has requested information on the MGIB.

Standards: Explained the MGIB by discussing the criteria for entitlement, eligibility, enrollment, continuation, suspension, termination, recoupment and circumstances which it may be combined with other incentives IAW AR 135-7, NGR 600-7, and the current ARNG Selected Reserve Incentive Program and MGIB Kicker policy letters.

Performance Steps

1. Explained educational assistance provided by the MGIB by discussing the following (as appropriate):
 - a. Benefits provided.
 - b. Payment schedule based on student status.
 - c. Additional educational assistance provided by the ARNG MGIB Kicker Program.
2. Explain details of the MGIB and ARNG MGIB Kicker Program by discussing the following (as appropriate):
 - a. Eligibility requirements (include any duplication of military educational assistance programs).
 - b. Termination of entitlements.
 - c. Expiration of entitlements.
 - d. Recoupment of paid educational assistance received.
3. Explain application procedures by discussing the following (as appropriate):
 - a. Application for educational assistance (VA Form 22-1990).
 - b. Contacting Department of Veterans Affairs representative.
 - c. Obtaining a Notice of Basic Eligibility (DD Form 2384-1).
 - d. Selecting a school or program.
 - e. Submitting the VA Form 22-1990.
4. Determine eligibility to combine the MGIB with other incentive programs by discussing the following (as appropriate):
 - a. Non-prior service enlistment bonus.
 - b. Reenlistment/extension bonus.
 - c. Affiliation bonus.
 - d. Student loan repayment program.

Performance Steps

- e. Civilian acquired skill bonus.
 - f. Prior service enlistment bonus.
5. Ensure the applicant/soldier understand the available program(s).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Explained educational assistance provided by the MGIB.	___	___
2. Explained details of the MGIB and ARNG MGIB Kicker Program.	___	___
3. Explained application procedures.	___	___
4. Determined eligibility to combine the MGIB with other incentive programs.	___	___
5. Ensured the applicant/soldier understand the available program(s).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 135-7

Related
NGR 600-7
SMTC01
SMTC02

Subject Area 3: Attrition Management**805B-79T-2501****Review Request for Separation/Transfer/Discharge**

Conditions: Given a request for separation, transfer, or discharge from an ARNG unit and access to—

- a. AR 135-178.
- b. AR 135-91.
- c. AR 135-7.
- d. NGR 600-200.
- e. NGR 601-2.
- f. NGR 614-1.
- g. State attrition management plan/local SOP.
- h. Soldier's MPRJ.
- i. The unit manning document.
- j. Standard office supplies and equipment.

Standards: Verified that all required documentation was present, in the proper format, and accurate IAW AR 135-178, AR 135-91, AR 135-7, NGR 600-200, NGR 601-2, and NGR 614-1.

Performance Steps

1. Determine if the request is for separation, transfer, or discharge.
 - a. If it is a request for separation/discharge, go to step 2.
 - b. If it is a request for transfer, go to step 8.
2. Review the soldier's MPRJ/PQR to ensure soldier is eligible for continued service.
3. Determine if the request for separation/discharge is voluntary or based on official actions (involuntary).
 - a. If it is voluntary, go to step 4.
 - b. If it is based on official actions, go to step 6.
4. Review appropriate counseling statements to determine if retention efforts were made. Ensure the statements include the following (as applicable):
 - a. Appropriate retention counseling statements from unit leadership.
 - b. Affect on current and/or future incentives or benefits.
 - c. Remaining contractual or military service obligation.
 - d. Efforts made to overcome the soldier's reasons for requesting separation/discharge.
5. Prepare and submit recommendation to appropriate unit leadership. (End of task for request for voluntary separation/discharge.)

Performance Steps

6. For involuntary separation, review applicable documents and counseling to ensure the following (as applicable):
 - a. Appropriate rehabilitation efforts were made.
 - b. Reason for separation/discharge does not conflict with additional protection afforded to soldiers with 18-20 years time in service.
 - c. Reason for separation/discharge does not conflict with nonregular service retirement opportunity afforded to soldiers who do not qualify for nonregular retired pay at age 60, but could qualify for retirement before age 64.
 - d. Soldier understands their right to appeal.
7. Prepare and submit recommendation to appropriate unit leadership. (End of task for involuntary request for separation/discharge.)
8. Determine if the request for transfer is voluntary or based on official actions (involuntary).
 - a. If it is voluntary, go to step 9.
 - b. If it is based on official actions, go to step 11.
9. Review appropriate counseling statements to determine if retention efforts were made. Ensure the statements include the following (as applicable):
 - a. Retention counseling statements from appropriate unit leadership.
 - b. Additional training requirements.
 - c. Affect on current and/or future incentives or benefits.
 - d. Efforts made to overcome the soldier's reasons for requesting transfer.
10. Prepare and submit recommendation to appropriate unit leadership. (End of task for request for voluntary transfer.)
11. For involuntary transfer, review applicable documents and counseling to ensure the soldier understands following (as applicable):
 - a. Requirement for additional training.
 - b. New unit's contact information and location.
 - c. Affect on current and/or future incentives or benefits.
12. Prepare and submit recommendation to appropriate unit leadership. (End of task for request for involuntary transfer.)

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined if the request was for separation, transfer, or discharge.	___	___
a. If it was a request for separation/discharge, go to step 2.		
b. If it was a request for transfer, go to step 8.		
2. Reviewed the soldier's MPRJ/PQR to ensure soldier was eligible for continued service.	___	___
3. Determined if the request for separation/discharge was voluntary or based on official actions (involuntary).	___	___
a. If it was voluntary, go to step 4.		
b. If it was based on official actions, go to step 6.		
4. Reviewed appropriate counseling statements to determine if retention efforts were made.	___	___
5. Prepared and submitted recommendation to appropriate unit leadership. (End of task for request for voluntary separation/discharge.)	___	___
6. For involuntary separation, reviewed applicable documents and counseling to ensure the following (as applicable):	___	___
a. Appropriate rehabilitation efforts were made.		
b. Reason for separation/discharge does not conflict with additional protection afforded to soldiers with 18-20 years time in service.		
c. Reason for separation/discharge does not conflict with nonregular service retirement opportunity afforded to soldiers who do not qualify for nonregular retired pay at age 60, but could qualify for retirement before age 64.		
d. Soldier understood their right to appeal.		
7. Prepared and submitted recommendation to appropriate unit leadership. (End of task for involuntary request for separation/discharge.)	___	___
8. Determined if the request for transfer was voluntary or based on official actions (involuntary).	___	___
a. If it was voluntary, go to step 9.		
b. If it was based on official actions, go to step 11.		
9. Reviewed appropriate counseling statements to determine if retention efforts were made.	___	___
10. Prepared and submitted recommendation to appropriate unit leadership. (End of task for request for voluntary transfer.)	___	___
11. For involuntary transfer, reviewed applicable documents and counseling to ensure the soldier understood the following (as applicable):	___	___
a. Requirement for additional training.		
b. New unit's contact information and location.		
c. Affect on current and/or incentives or benefits.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
12. Prepared and submitted recommendation to appropriate unit leadership. (End of task for request for involuntary transfer.)	—	—

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-178

AR 135-7

AR 135-91

Related

NGR 600-200

NGR 601-2

NGR 614-1

SMTC18

805B-79T-2511**Evaluate a Unit's Retention Environment**

Conditions: Given an ARNG unit and access to—

- a. DA Pam 600-69.
- b. NGR 600-200.
- c. NGR 601-2.
- d. NGR (AR) 680-1.
- e. NGB Pam 600-8-20.
- f. NGB Pam 680-4.
- g. FM 101-5.
- h. DA Form 1379.
- i. Recruiter's work station (RWS).
- j. State attrition management plan/local SOP.
- k. Standard office supplies and equipment.

Standards: Assessed the level of retention effectiveness for the unit by determining if the unit's strength maintenance program complies with the ARNG and state strength maintenance program; comparing the information attained with published objectives, goals, and standards; identifying if the retention atmosphere reflects a positive or negative trend; and preparing a report to inform the commander of the findings and recommendations. Completed all actions without error IAW DA Pam 600-69, NGR 600-200, NGR 601-2, NGR (AR) 680-1, NGB Pam 600-8-20, NGB Pam 680-4, FM 101-5, and state attrition management plan/ local SOP.

Performance Steps

1. Meet with unit leadership to discuss the unit's strength maintenance program and current FY strength maintenance mission/goals.
2. Verify that the unit's strength maintenance program is IAW the ARNG and state strength maintenance program which should address the following:
 - a. Policies and procedures.
 - b. Equal opportunity.
 - c. Extension/immediate reenlistment objectives.
 - d. Attrition objectives.
 - e. Compiling performance data.
 - f. Responsibilities of the following individuals:
 - (1) Commander.
 - (2) Sergeant major.
 - (3) First sergeant.
 - (4) NCOs/first line supervisors.
 - (5) Recruiting and retention NCOs.
 - g. Retention data forms and files.

Performance Steps

- h. Sponsorship and orientation programs.
 - i. Participation enhancement.
 - (1) Personal contact is made with soldiers missing from training.
 - (2) Soldiers are offered alternatives to discharge when warranted or required.
 - (3) Soldiers are required to satisfactorily participate in training to the required standards.
 - (4) Intrastate and interstate transfers are coordinated and accomplished efficiently.
 - (5) Rehabilitative efforts and other procedures in AR 135-91 and AR 135-178 are followed.
 - j. Attrition management control measures.
 - k. Attrition management training.
 - l. Bars to extension/immediate reenlistment.
 - m. Family programs.
 - n. Employer support of the Guard and Reserve (ESGR) training and support.
3. Evaluate the following retention related areas:
- a. How many soldiers are not attending drill? Why?
 - b. Is the unit meeting retention objectives?
 - c. How many soldiers who have extended/immediately reenlisted are—
 - (1) First termers?
 - (2) Careerists?
 - d. How many soldiers are unsatisfactory participants?
 - e. How many soldiers eligible for reenlistment/immediate reenlistment—
 - (1) Reenlist/immediately reenlist?
 - (2) Decline to reenlist/immediately reenlist?
 - f. Does the unit maintain contact with members of the ING?
4. Evaluate the following attrition management related areas:
- a. Are there soldiers not in authorized positions?
 - b. Are all soldiers being properly utilized in their MOS?
 - c. Does the unit training plan include MOS specific training for all soldiers?
 - d. Are initial entry training (IET) graduates are being used to conduct training?
 - e. Are non-IET graduates attending appropriate training (BTOP/RAP etc)?
 - f. Does the unit maintain a current attrition management SOP IAW the state attrition management plan?
 - g. Does the unit comply with the attrition management plan?
 - h. Is the unit meeting attrition objectives?
 - i. Are soldiers experiencing problems in receiving any of the following:
 - (1) Monthly pay?

Performance Steps

- (2) Incentive payments?
- (3) GI Bill payments?
- (4) ATA/RMA pay?
- (5) ADSW pay?
- (6) Awards and decorations?
- j. Does the unit have a functional sponsorship program?
- k. Does the unit have a functional family support program?
- l. Does the unit actively pursue employer support?
- m. Do unit personnel actively refer people to become members of their unit?
- 5. Compare the information gathered with published objectives, goals, and standards set by the commander.
- 6. Determine if the information gathered indicates positive or negative trends in any of the above areas.
 - a. If positive, go to step 7.
 - b. If negative, utilize the following to assist in pinpointing the problem areas:
 - (1) Unit climate profile.
 - (2) Strength maintenance attrition management model II.
- 7. Prepare a report to the commander and 1SG on the information gathered and any recommended changes.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Met with unit leadership to discuss the unit’s strength maintenance program and current FY strength maintenance mission/goals.	___	___
2. Verified that the unit’s strength maintenance program is IAW the ARNG and state strength maintenance program.	___	___
3. Evaluated retention-related areas.	___	___
4. Evaluated attrition management-related areas.	___	___
5. Compared the information gathered with published objectives, goals, and standards set by the commander.	___	___
6. Determined if the information gathered indicated positive or negative trends.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
7. Prepared a report to the commander and 1SG on the information gathered and any recommended changes.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

DA Pam 600-69
FM 101-5

Related

NGB Pam 600-8-20
NGB Pam 680-4
NGR 600-200
NGR 601-2
NGR (AR) 680-1
SMTTC18

805B-79T-2513**Conduct a Strength Maintenance Briefing**

Conditions: Given a requirement to deliver a strength maintenance briefing and access to—

- a. FM 101-5.
- b. NGR 601-2.
- c. Training/speaking equipment/aids.
- d. RPIs.
- e. Standard office supplies and equipment.

Standards: Identified the type of briefing, analyzed the situation, prepared an outline, reviewed and rehearsed, and checked personal appearance. Checked the facilities, gave the briefing, and followed-up IAW FM 101-5 and NGR 601-2.

Performance Steps

1. Identify the type of briefing to be given.
 - a. Information.
 - b. Decision.
 - c. Staff.
 - d. Mission.
2. Analyze the situation by determining—
 - a. Who is to be briefed and why?
 - b. How much knowledge of the subject does the audience have?
 - c. What is expected of the briefer?
 - d. Are there any particular official's desires that need to be addressed?
 - e. What is the purpose of the briefing?
 - f. Are you presenting facts or are you to make a recommendation?
 - g. How much time are you allotted?
 - h. What physical facilities are to be used?
 - i. What equipment is available?
3. Construct the briefing.
 - a. Utilize appropriate format based on type of briefing to be given.
 - b. Collect material.
 - c. Know the subject thoroughly.
 - d. Isolate the key points.
 - e. Arrange the key points in logical order.
 - f. Provide supporting data to substantiate validity of key points.

Performance Steps

- g. Select visual aids.
 - h. Establish the wording.
 - i. Rehearse before a knowledgeable person who can critique the briefing.
4. Arrive at the briefing location on time.
 - a. To check the facilities.
 - b. Set up equipment, handouts or aids.
 - c. Meet the host or point of contact (POC).
 5. Check personal appearance and correct deficiencies.
 6. Deliver the briefing.
 - a. Maintain a relaxed, but military bearing.
 - b. Clearly enunciate.
 - c. Use natural gestures and movement.
 - d. Be concise, objective, and accurate.
 - e. Be prepared to support any part of the briefing.
 7. Complete follow-up requirements to include—
 - a. Prepare a memorandum for record (MFR), if applicable.
 - (1) Subject, date, time, place, and who was present.
 - (2) Approval or disapproval of recommended action is noted.
 - (3) Any actions to be taken, and by whom.
 - b. Distribute MFR to those concerned.
 - c. Request date and time for brief back.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Identified the type of briefing to be given.	___	___
2. Analyzed the situation.	___	___
3. Constructed the briefing.	___	___
4. Arrived at the location on time.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
5. Checked personal appearance and corrected deficiencies.	_____	_____
6. Delivered the briefing.	_____	_____
7. Completed the follow-up requirements.	_____	_____
8. Distributed MFR to those concerned.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
FM 101-5

Related

805B-79T-2515**Assist Unit First Line Leaders in Providing Career Planning**

Conditions: Given a requirement to train a first line leader on career planning and access to—

- a. AR 135-7.
- b. AR 135-180.
- c. DA Pam 611-21.
- d. NGR (AR) 350-1.
- e. NGR 600-7.
- f. NGR 600-100.
- g. NGR 600-101.
- h. NGR 600-200.
- i. Soldier's MPRJ.
- j. Unit manning report (UMR).
- k. Standard office supplies and equipment.

Standards: Trained unit first line leader to extract information from a soldier's records, determined needs/wants/desires, evaluated unit manning document, identified source references, identified assignment options, and developed a career plan for a soldier IAW AR 135-7, AR 135-180, DA Pam 611-21, NGR (AR) 350-1, NGR 600-7, NGR 600-100, NGR 600-101, NGR 600-200, Soldier's MPRJ, unit manning report (UMR).

Performance Steps

1. Explain how to compile the following information to determine a soldier's current status:
 - a. Age.
 - b. ETS.
 - c. Height/weight.
 - d. Pay entry base date.
 - e. Military service—
 - (1) Total time in service.
 - (2) Number of "good" retirement years.
 - f. Pay grade—
 - (1) Current pay grade.
 - (2) Date of rank.
 - (3) Pay grade authorized for position held.
 - (4) Date eligible for promotion consideration.
 - g. Education—
 - (1) Civilian education level.
 - (2) NCOES level completed.
 - (3) Other resident military courses completed.
 - (4) Military correspondence courses/credit hours completed.

Performance Steps

- h. MOS qualifications.
 - i. APFT—
 - (1) Date of last APFT.
 - (2) Score by event.
 - j. Physical—
 - (1) Date of physical.
 - (2) PULHES.
 - (3) Physical profile.
 - (4) Other physical considerations/limitations.
 - k. Test scores—
 - (1) ASVAB.
 - (2) Others.
 - l. Decorations/awards.
 - m. Extension/immediate reenlistment eligibility status.
 - n. Incentive status—
 - (1) Current participant.
 - (2) Eligibility status for future participation.
2. Explain how to assist a soldier in determining general military goals by discussing—
- a. Where do they see themselves next year?
 - b. What do they wish their duties to be?
 - c. Where do they see themselves three years from now? Four, five, or six years from now?
 - d. Are there particular jobs, MOSs, or skills they feel might be the key to their career potential?
 - e. Assuming they stay in the ARNG, do they see their future as a troop leader or a staff specialist? Which appeals to them more?
3. Explain how to assist a soldier in examining their qualifications and desired general military goals to establish realistic short-, mid-, and long-term goals. Possibilities include—
- a. Skill development training.
 - b. Change of MOS.
 - c. Qualify for promotions.
 - d. Leadership training.
 - e. Adding a new skill.
 - f. Change of career management field.
 - g. Transfer to another unit.
 - h. Work toward a commission or warrant.
4. Explain how to assist a soldier in determining steps necessary to obtain their short-, mid-, and long-range goals. Determine if any of the following applies:

Performance Steps

- a. Is additional military training required?
- b. Is a higher level of civilian education required?
- c. Is a change of physical profile required?
- d. Is an improvement in physical fitness required?
- e. Is there a time-in-grade requirement?
- f. Is there a time-in-service requirement?
- g. Is there a service remaining requirement?
- h. Is there a higher aptitude area score(s) required?
- i. Are there additional tests required?
- j. Is there a security clearance required? Or, a higher level of security clearance required?

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Explain how to compile the following information to determine a soldier's current status.	___	___
2. Explain how to assist a soldier in determining general military goals.	___	___
3. Explain how to assist a soldier in examining their qualifications and desired general military goals to establish realistic short-, mid-, and long-term goals.	___	___
4. Explain how to assist a soldier in determining steps necessary to obtain their short-, mid-, and long-range goals.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References**Required**

AR 135-180

AR 135-7

Related

NGR (AR) 350-1

NGR 600-7

References

Required

DA Pam 611-21

Related

NGR 600-100

NGR 600-101

NGR 600-200

NGR 601-2

805B-79T-2516**Explain a Strength Maintenance Recognition Program**

Conditions: Given a requirement to explain a strength maintenance and recognition program in a unit and access to—

- a. NGR 601-1.
- b. NGR 601-2.
- c. AR 600-8-22.
- d. State strength maintenance plan/local SOP.
- e. Standard office supplies and equipment.

Standards: Stated verbally the purpose of the program. Explained the benefits of the program. Determined if appropriate individuals were being recognized. Identified categories for which individuals/units received awards IAW AR 672-5-1, NGR 601-1, NGR 601-2, and state and local SOP.

Performance Steps
<ol style="list-style-type: none"> 1. Prepare by reviewing applicable strength maintenance regulations. 2. Explain the purpose of implementing a strength maintenance awards and recognition program. 3. Explain the benefits to the organization and recipients of a strength maintenance award. <ol style="list-style-type: none"> a. Unit award. b. Employer award. c. Individual award. d. VIP/COI award. e. Family member award. 4. Identify types of awards available and criteria for awards. 5. Explain importance of presenting awards in a timely and appropriate manner.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Prepared by reviewing applicable strength maintenance regulations.	___	___

Performance Measures	GO	NO GO
2. Explained the purpose of implementing a strength maintenance awards and recognition program.	___	___
3. Explained the benefits to the organization and recipients of a strength maintenance award.	___	___
4. Identified types of awards available and criteria for awards.	___	___
5. Explained importance of presenting awards in a timely and appropriate manner.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 600-8-22

Related

NGR 601-1

NGR 601-2

SMTC18

805B-79T-2521**Verify Unit Sponsorship Program**

Conditions: Given a requirement to verify that a unit has a sponsorship program and access to—

- a. NGR 601-2.
- b. NGR (AR) 350-1.
- c. State strength maintenance planning guidance.
- d. State specific strength maintenance SOP.
- e. Unit strength maintenance plan.
- f. Unit sponsorship plan.
- g. Unit sponsorship checklist.
- h. Standard office supplies and equipment.

Standards: Verified the unit had the required documentation and operational program to effectively sponsor a new soldier in the unit IAW NGR 601-2, NGR (AR) 350-1 and the unit sponsorship plan/state SOP. Provided after action reviews to the commander.

Performance Steps

1. Verify the unit has a sponsorship program and if—
 - a. It is up to date.
 - b. The unit is following the program.
2. Duties and responsibilities for the unit commander, first sergeant, first line supervisor, sponsor, and full time support personnel have been addressed as part of the unit's sponsorship SOP.
3. Sponsors have been screened and trained.
4. Sponsors have been provided a sponsorship checklist.
5. The unit is being provided new soldier's information.
6. Each new member has been assigned a sponsor.
7. The sponsor is provided the name, address and phone number of new soldier.
8. New members are introduced to key personnel.
9. The unit's history/mission/policies is explained to the new member.
10. All administrative/training/supply in processing was accomplished.
11. NPS personnel have been enrolled in, and arrangement made, for them to attend pre-initial entry training.
12. Sponsors are being appointed for each soldier who has had an extended absence from the unit.
13. Provide an after action review to the first sergeant on the information gathered and any recommended changes.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Verified unit had sponsorship program and it was up to date and being followed.	___	___
2. Verified duties and responsibilities had been addressed.	___	___
3. Verified sponsors had been screened and trained.	___	___
4. Verified sponsors had been provided a sponsorship checklist.	___	___
5. Verified unit was being provided new soldier’s information.	___	___
6. Verified each new member was assigned a sponsor.	___	___
7. Verified sponsor was given name, address and phone number of new soldier.	___	___
8. Verified new members were introduced to key personnel.	___	___
9. Verified unit’s history/mission/policies was explained to the new member.	___	___
10. Verified administrative/training/supply in processing was accomplished.	___	___
11. Verified NPS personnel had been enrolled in, and arrangement made, for them to attend pre-initial entry training.	___	___
12. Verified sponsors were being appointed for each soldier who has had an extended absence from the unit.	___	___
13. Provided an after action review to the first sergeant on the information gathered and any recommended changes.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR (AR) 350-1
- NGR 601-2
- SMTC18

805B-79T-2562**Identify Resources for Family Assistance**

Conditions: Given a requirement to identify resources that will serve as sources for local family assistance and access to—

- a. NGR 600-12.
- b. State/local mobilization/family SOPs.
- c. Local telephone directories.
- d. Standard office supplies and equipment.

Standards: Developed and maintained a single source document, which identified appropriate resource(s) for family assistance IAW NGR 600-12 and state/local mobilization/family SOPs.

Performance Steps

1. Review state/territory mobilization/family SOPs.
2. Contact state family program coordinator and/or FAC team chief to identify family assistance center essential services, which will be made available at local FAC. These should include—
 - a. ID cards and Defense Enrollment Eligibility Reporting System (DEERS) enrollment.
 - b. TRICARE and military medical benefits information.
 - c. Emergency financial assistance.
 - d. Legal information.
 - e. Crisis referral.
3. Contact area military installations, as assigned by state family program coordinator and/or FAC team chief to identify resources, points of contact, and telephone numbers. Area military installation resources may include—
 - a. Army Community Service (ACS).
 - b. ARC.
 - c. TRICARE.
 - d. Finance.
 - e. Personnel office.
 - f. Family Advocacy.
 - g. Provost Marshal Office.
 - h. Dental Activity (DENTAC).
 - i. Medical Activity (MEDDAC).
 - j. Chaplain.
 - k. Inspector General (IG).
 - l. Staff Judge Advocate (SJA).

Performance Steps

- m. Public Affairs Officer (PAO).
- n. Directorate of Logistics (DOL).
- o. Directorate of Engineering and Housing (DEH).
- 4. Identify local community resource(s) for family assistance, as assigned by state family program coordinator and/or FAC team chief. Local community resources may include Health and Human Services agency, Child Protective Services, Food Bank, United Way, etc.
- 5. Contact local community resource(s) to establish points of contact.
- 6. Develop a single source document, which identifies appropriate resource(s) for family assistance. Ensure this document is reviewed periodically and includes the following for each resource:
 - a. Name of agency.
 - b. What services this agency provides.
 - c. Point of contact.
 - d. Telephone number(s).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed state/territory mobilization/family SOPs.	___	___
2. Contacted state family program coordinator and/or FAC team chief to identify family assistance center essential services which were made available at local FAC.	___	___
3. Contacted area military installations, as assigned, to—	___	___
a. Identify resources.		
b. Obtain telephone numbers.		
c. Establish points of contacts.		
4. Identified local community resource(s) for family assistance, as assigned.	___	___
5. Contacted local community resource(s) to establish points of contact.	___	___
6. Developed a single source document, which identified appropriate resource(s) for family assistance.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-12

SMTC18

805B-79T-2563

Provide Referral Service for Family Assistance

Conditions: Given a requirement to provide referral services to a family member and access to—

- a. NGR 600-12.
- b. State/local/mobilization/family SOPs.
- c. Lists of community and military resources.

Standards: Identified problem and reviewed list of resources for appropriate agency. Referred family member to appropriate agency IAW NGR 600-12 and state/local/ mobilization/family SOPs.

Performance Steps

1. Identify problem.
2. Review list of community and military resources to determine which agencies listed can help the family member. (See task 805B-79T-2562 for list of resources.)
3. Refer family member to the appropriate agency.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified problem.	___	___
2. Reviewed list of community and military resources to determine which agencies listed can help the family member.	___	___
3. Referred family members to the appropriate civilian/military resource(s).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

**References
Required**

Related
NGR 600-12
SMTC18

805B-79T-2569

Brief the National Guard Family Program

Conditions: Given an ARNG organization with subordinate elements and access to—

- a. NGR 600-12.
- b. NGR 601-2.
- c. State/local/mobilization/family SOP and/or policies and directives.
- d. Standard office supplies and equipment.

Standards: Explained the purpose and role/command responsibilities for the family program IAW NGR 600-12, NGR 601-2, state and local mobilization/family SOPs, policies, and directives for family support.

Performance Steps

1. Explain purpose of developing and maintaining a local family program.
2. Explain policies of the family program.
3. Explain command role/responsibilities, to include—
 - a. Chief, National Guard Bureau.
 - b. NGB family program coordinator.
 - c. The adjutant general.
 - d. Commanders.
 - e. Unit member.
4. Explain family program education and orientation for new family members.
5. Explain family program unit activities and family involvement activities.
6. Explain family program sponsorship program.
7. Explain family program information, referral, and follow-up support activities.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Explained purpose of developing and maintaining a local family program.	___	___
2. Explained policies of the family program.	___	___

Performance Measures	GO	NO GO
3. Explained command role/responsibilities.	___	___
4. Explained family program education and orientation for new family members.	___	___
5. Explained family program unit activities and family involvement activities.	___	___
6. Explained family program sponsorship program.	___	___
7. Explained family program information, referral, and follow-up support activities.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-12

NGR 601-2

SMTC18

805B-79T-2595**Explain Non-Regular Service Retirement**

Conditions: Given a soldier or group of soldiers who want information on nonregular service retirement and access to—

- a. AR 135-180.
- b. NGR 680-2.
- c. NGB Form 23A (Army National Guard Annual Retirement Points Statement).
- d. Standard office supplies and equipment.

Standards: Explained nonregular service retirement, reviewed NGB Form 23A and identified eligibility requirements. Explained requirements for application, retirement point computation, and “creditable retirement year” IAW AR 135-180, NGR 680-2, and NGB Form 23A.

Performance Steps

1. Provide an overview of nonregular service retirement.
2. Explain eligibility requirements for nonregular service retired pay by discussing—
 - a. Age requirement.
 - b. Minimum qualifying service requirement.
 - c. Reserve Component service requirement.
 - d. Disqualifying reasons—
 - (1) Qualified for retired pay from the Armed forces under any other provision of law.
 - (2) Elected to receive disability severance pay in lieu of retired pay.
 - (3) Fall within the purview of the so-called “Hiss Act.”
3. Explain application for nonregular service procedures by discussing—
 - a. Responsibility for application submission.
 - b. DD Form 108 (Application for Retired Pay Benefits).
 - c. Application submission time-lines:
 - (1) Receipt of DD Form 108.
 - (2) Submission of DD Form 108
4. Review NGB Form 23A and explain retirement point computation by discussing—
 - a. IDT point accrual.
 - b. Membership point accrual.
 - c. ACCP/miscellaneous point accrual.
 - d. Active duty point accrual.
 - e. Total career point accrual.
 - f. Total career points for nonregular service retirement.
 - g. Creditable service for nonregular service retirement.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Provided an overview of nonregular service retirement.	___	___
2. Explained eligibility requirements for nonregular service retired pay.	___	___
3. Explained application for nonregular service procedures.	___	___
4. Reviewed NGB Form 23A and explained retirement point computation.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-180

DD Form 108

Related

NGR 680-2

805B-79T-2596**Explain Employer Support and Reemployment Rights**

Conditions: Given a soldier(s) or applicant(s) who requests information on the employer support program, reemployment rights, and access to—

- a. NGR 601-2.
- b. The Uniformed Services Employment and Reemployment Rights Act (USERRA).
- c. National Committee for Employer Support of the Guard and Reserve (ESGR) fact sheets.
- d. Standard office equipment and supplies.

Standards: Explained the purpose of National Committee for Employer Support of the ESGR. Explained requirements for reemployment rights, common problems affecting employer/employee relations, conditions allowing for military training time, and levels of assistance offered IAW NGR 601-2, The USERRA, and ESGR fact sheets.

Performance Steps

1. Explain the purpose of National Committee for Employer Support of the Guard and Reserve (ESGR). Explain requirements for reemployment rights, common problems affecting employer/employee relations, conditions allowing for military training time, and levels of assistance offered IAW NGR 601-2, USERRA, and ESGR fact sheets.
2. Discuss common problems affecting employer/employee relations.
3. Explain the purpose and role of the ESGR program by providing an overview of—
 - a. The national committee for ESGR.
 - b. The local state committee for ESGR.
4. Discuss programs offered through ESGR:
 - a. Unit liaison program (formerly mission one).
 - b. Ombudsman services.
 - c. Statement of support.
 - d. Briefing with the boss.
 - e. Bosslifts.
 - f. Awards and recognition.
5. Provide tips for improving employer support, include the following:
 - a. Keep employers and supervisors advised on periods of military duty.
 - b. Tell employers about the productive things learned and accomplished while performing military service.
 - c. Avoid giving the employer the impression that military duty is a vacation.
 - d. Thank the employer and the supervisor for their cooperation.
 - e. Utilize military training at the civilian job.

Performance Steps

6. Explain reemployment rights and responsibilities, protected by the USERRA, by discussing—
 - a. Eligibility requirements—
 - (1) Hold or have applied for a civilian job.
 - (2) Have reasonable expectation of continuing for a significant period in that position.
 - (3) Have given written or verbal notice to the employer prior to leaving for military duty.
 - (4) Have not exceeded the 5-year cumulative limit on periods of service.
 - (5) Have been released from service under honorable conditions.
 - (6) Report back to civilian job in a timely manner. (Explain timely manner.)
 - b. Reemployment rights—
 - (1) Prompt reinstatement.
 - (2) Accrued seniority.
 - (3) Training or retraining.
 - (4) Special protection against discharge.
 - (5) Entitlements for period of service less than 91 days.
 - (6) Entitlements for period of service of 91 days or more.
 - c. Health care coverage—
 - (1) For military service less than 31 days.
 - (2) For military service in excess of 30 days.
7. Explain levels of assistance available when experiencing employer related problems.
 - a. Commander.
 - b. ESGR Ombudsman services.
 - c. Department of Labor, Veteran’s Employment and Training Service.
 - d. Attorney general.
 - e. Private attorney.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Explained the importance of building a positive relationship with employers of members of the Army National Guard.	___	___
2. Discussed common problems affecting employer/employee relations.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
3. Explained the purpose and role of the employer support of the ESGR program.	___	___
4. Reviewed NGB Form 23A and explain retirement point computation.	___	___
5. Provided tips for improving employer support.	___	___
6. Explained reemployment rights and responsibilities.	___	___
7. Explained levels of assistance available.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

U.S. Code, Title 38

Related

NGR 601-2
SMTC03

805B-79T-3502**Assist in Establishing Family Assistance Center Operations**

Conditions: Given a requirement to assist in establishing a family assistance center operations and access to—

- a. NGR 600-12.
- b. State mobilization/family SOP.
- c. Local mobilization/family SOP.

Standards: Assisted the state family program coordinator and/or FAC team chief establish and operate a family assistance center as specified in the state/local mobilization/family SOPs.

Performance Steps
<ol style="list-style-type: none"> 1. Assist the state family program coordinator and/or FAC team chief in establishing a local family assistance center as required. 2. Assist the state family program coordinator and/or FAC team chief in operating a family assistance center as required.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Assisted the state family program coordinator and/or FAC team chief in establishing a local family assistance center as required.	___	___
2. Assisted the state family program coordinator and/or FAC team chief in operating a family assistance center as required.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References**Required**

NGR 600-12
SMTC18

Related

Subject Area 4: Retention

805B-79T-2504

Evaluate Retention Data Forms and Files

Conditions: As an ARNG recruiting and retention NCO given one or more assigned ARNG units and access to—

- a. NGR 601-2.
- b. State recruiting and retention SOP.

Standards: Ensured the unit’s retention data forms and files were IAW NGR 601-2 and state recruiting and retention SOP.

Performance Steps

- 1. Review current state recruiting and retention SOP.
- 2. Determine if retention data cards are required. If required—
 - a. Ensure cards are properly completed.
 - b. Required interviews have been recorded.
 - c. Data cards are properly filed.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed current state recruiting and retention SOP.	___	___
2. Determined if retention data cards are required. If required—	___	___
a. Ensured cards were properly completed.		
b. Required interviews were recorded.		
c. Data cards were properly filed.		

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 OJT for soldiers who experience major difficulties in task performance.

References
Required

Related
NGR 601-2

805B-79T-2506**Review Extension/Immediate Reenlistment Procedures**

Conditions: Given an ARNG soldier, eligible for continued service, who is extending/immediately reenlisting and access to—

- a. AR 135-7.
- b. NGR 600-200.
- c. NGR 601-2.
- d. Soldier's completed extension/immediate reenlistment packet.
- e. Standard office supplies and equipment.

Standards: Verified the required entries on extension/immediate reenlistment documents and reviewed the ceremony schedule to ensure they were IAW AR 135-7, NGR 600-200, and NGR 601-2.

Performance Steps

1. Verify the extension/immediate reenlistment packet has been completed properly. This includes—
 - a. Verifying entries on the DA Form 4836/DD Form 4.
 - b. Verifying entries on bonus addendums (as applicable).
 - c. Ensuring that all required documents are dated and signed by the soldier and the officer who administered the oath.
2. Review the ceremony schedule ensuring that unit personnel have—
 - a. Set the date, time, and location.
 - b. The proper setting for the oath of extension/immediate reenlistment.
 - (1) The United States flag is prominently displayed (if available).
 - (2) Ceremony is conducted in a dignified manner, personalized, and made meaningful to the soldier.
 - c. Invite the soldier's spouse, family members, or other persons that the soldier may want to attend the ceremony.
 - d. Coordinate for photographic coverage (if available and desired by the soldier).
 - e. Brief the officer administering the oath on their responsibilities.
 - f. Brief the soldier on their responsibilities.
3. Ensure the soldier has copies of all extension/immediate reenlistment documents.

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 conditions statement to accomplish the task. When you feel they are able to perform the task

on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified that the extension/immediate reenlistment packet had been completed properly.	___	___
2. Reviewed the ceremony schedule.	___	___
3. Ensured the soldier had copies of all extension/immediate reenlistment documents.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7

Related

NGR 600-200

NGR 601-2

805B-79T-2509**Identify Alternatives to Separation/Transfer/Discharge**

Conditions: Given an ARNG soldier requesting separation, transfer, or discharge from an ARNG unit and access to—

- a. NGR 600-200.
- b. NGR 601-2.
- c. NGR 614-1.
- d. AR 135-91.
- e. AR 135-178.
- f. State specific Strength Maintenance SOP.
- g. Unit retention data forms and files.
- h. Standard office supplies and equipment.

Standards: Determined if all alternatives to separation, transfer, and/or discharge were explored and appropriate documentation was prepared and on file for said actions IAW NGR 600-200, NGR 601-2, NGR 614-1, AR 135-91, AR 135-178, and state specific strength maintenance SOP.

Performance Steps

1. Determine soldier's eligibility for—
 - a. Continued service in the ARNG.
 - b. Military retirement.
 - c. Inactive National Guard.
 - d. MOS reclassification or reassignment.
2. Review appropriate counseling statements to determine if retention efforts were made. Counseling statements should include statements from—
 - a. First line leader.
 - b. First sergeant.
 - c. Commander.
3. Determine the soldier's reason for requesting separation/discharge.
4. Ensure the soldier understands alternatives to separation/discharge from the ARNG and each alternative's affect on current and/or future incentives or benefits. Alternatives include (and may not be limited to) the following:
 - a. MOS reclassification and/or reassignment within the current unit of assignment.
 - b. Additional or specialized military training.
 - c. Transfer to another ARNG unit.
 - d. Transfer to the inactive National Guard.
 - e. Other alternatives, which would result in continued ARNG affiliation.

Performance Steps

5. Determine if the soldier's reason for requesting separation/discharge can be reasonably overcome and if the unit commander will agree to the conditions of acceptance.
 - a. If all parties agree to the conditions of acceptance, end of task.
 - b. If not, go to step 6.
6. Ensure the soldier understands other military alternatives available (or required) to satisfy their statutory and/or contractual obligation and its affect on current and/or future incentives or benefits. Alternatives include (and may not be limited to) the following:
 - a. Conditional release from ARNG service with subsequent enlistment into—
 - (1) Another Reserve component (such as ANG, USAR, USNR, USMCR, USAFR, USCGR).
 - (2) Active component.
 - b. Separation from ARNG service with placement into the individual ready reserve or retired Reserve.
7. Prepare and submit a recommendation to the unit commander.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined soldier's eligibility for—	___	___
a. Continued service in the ARNG.		
b. Military retirement.		
c. Inactive National Guard.		
d. MOS reclassification or reassignment.		
2. Reviewed appropriate counseling statements to determine if retention efforts were made.	___	___
3. Determined the soldier's reason for requesting separation/discharge.	___	___
4. Ensured the soldier understood alternatives to separation/discharge from the ARNG and each alternative's affect on current and/or future incentives or benefits.	___	___
5. Determined if the soldier's reason for requesting separation/discharge could be reasonably overcome and if the unit commander would agree to the conditions of acceptance.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
a. If all parties agree to the conditions of acceptance, end of task.		
b. If not, go to step 7.		
6. Ensured the soldier understood other military alternatives available (or required) to satisfy their statutory and/or contractual obligation and its affect on current and/or future incentives or benefits.	_____	_____
7. Prepared and submitted a recommendation to the unit commander.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-178

AR 135-91

Related

NGR 600-200

NGR 601-2

NGR 614-1

805B-79T-2538**Determine Eligibility for Extension/Immediate Reenlistment**

Conditions: Given an ARNG soldier who desires to extend/immediately reenlist and access to—

- a. AR 600-9
- b. NGR 600-200.
- c. NGR 600-7.
- d. AR 135-7.
- e. Soldier's MPRJ.
- f. DA Form 705 and other pertinent documents.
- g. Standard office supplies and equipment.

Standards: Determined earliest date for extension/immediate reenlistment. Determined eligibility, waiver ability, and waiver approval authority. Determined minimum/maximum authorized period IAW AR 600-9, NGR 600-200, NGR 600-7, AR 135-7.

Performance Steps

1. Determine the soldier's eligibility for extension/immediate reenlistment by determining status at current ETS. You must determine by evaluating the soldier MPRJ the soldier's:
 - a. Age.
 - b. Citizenship.
 - c. Physical.
 - d. Body weight.
 - e. Moral and administrative (bar to reenlistment).
 - f. Army Physical Fitness Test (APFT).
 - g. Family care plan.
 - h. Total years of creditable for pay.
2. Determine if a waiver is authorized for any disqualifications of the eligibility criteria.
3. If a waiver is authorized, determine the waiver approval authority and required documentation needed to process the waiver.
4. Determine the soldier's earliest date of eligibility to extend or immediately reenlist at ETS.
 - a. Identify the type of soldier:
 - (1) Bonus eligible soldier.
 - (2) Non-bonus eligible soldier.
 - (3) Soldier that is required to extend or immediately reenlist in order to attend training.
 - (4) All waivers must be approved prior to extension/immediate reenlistment.
 - b. Determine the minimum authorized period of extension/immediate reenlistment for the soldier.

Performance Steps

- c. Determine the maximum authorized period of extension/immediate reenlistment for the soldier.
- 5. Review DA Form 4836 to insure it has been completed properly.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined the soldier's eligibility for extension/immediate reenlistment by determining status at current ETS. You must determine the soldier's status by evaluating the soldier MPRJ the soldier's:	___	___
a. Age.		
b. Citizenship.		
c. Physical.		
d. Body weight.		
e. Moral and administrative (bar to reenlistment).		
f. Army Physical Fitness Test (APFT).		
g. Family care plan.		
h. Total years of creditable for pay.		
2. Determined if a waiver was authorized for any disqualifications of the eligibility criteria.	___	___
3. If a waiver was authorized, determined the waiver approval authority and required documentation needed to process the waiver.	___	___
4. Determined the soldier's earliest date of eligibility to extend or immediately reenlist at ETS.	___	___
a. Identified the type of soldier:		
(1) Bonus eligible soldier.		
(2) Non-bonus eligible soldier.		
(3) Soldier that was required to extend or immediately reenlist in order to attend training.		
(4) All waivers must be approved prior to extension/immediate reenlistment.		
b. Determined the minimum authorized period of extension/immediate reenlistment for the soldier.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
c. Determined the maximum authorized period of extension/immediate reenlistment for the soldier.		
5. Reviewed DA Form 4836 to ensure it had been completed properly.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7

AR 600-9

Related

NGR 600-7

NGR 600-200

Subject Area 5: Advanced Strength Maintenance

805B-79T-3504

Review the Selected Reserve Incentive Program (SRIP)

Conditions: As an ARNG recruiting and retention NCO, in a field environment, with access to—

- a. NGR 600-7.
- b. Current ARNG Selected Reserve Incentive Program policy letters.
- c. NGR 600-200.
- d. State/local recruiting and retention SOP.

Standards: Reviewed each Selective Reserve Incentive Program's available entitlements, benefits, eligibility, enrollment, continuation, suspension, termination, recoupment and circumstances in which programs may be combined with other incentives IAW NGR 600-7, and the current ARNG Selected Reserve Incentive Program policy letters.

Performance Steps

1. Review relevant regulatory guidance and regulations.
2. Determine which of the following ARNG incentive programs are available to an applicant/soldier:
 - a. Non-prior service enlistment bonus.
 - b. Reenlistment/extension bonus.
 - c. Affiliation bonus.
 - d. Student loan repayment program.
 - e. Civilian acquired skills program bonus.
 - f. Prior service enlistment bonus.
 - g. Other incentives as defined in current SRIP policy letters (such as critical skill/off peak bonus).
3. Review each applicable incentive program:
 - a. Eligibility.
 - b. Entitlement.
 - c. Enrollment.
4. Review reasons for suspension, termination, and recoupment of each applicable incentive program.
5. Review eligibility to combine ARNG incentive programs.
6. Review eligibility to combine ARNG incentive programs with the Montgomery G.I. Bill, NGR 600-7(1-16) and AR 135-7(paragraph 8-14).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed relevant regulatory guidance and regulations.	___	___
2. Determined ARNG incentive programs available to an applicant /soldier.	___	___
3. Reviewed benefits of each applicable incentive program.	___	___
4. Reviewed reasons for suspension, termination, and recoupment of each applicable incentive program.	___	___
5. Reviewed eligibility to combine ARNG incentive programs.	___	___
6. Reviewed eligibility to combine ARNG incentive programs with the Montgomery G.I. Bill.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR 600-7
- NGR 600-200
- SMTC01
- SMTC18

805B-79T-3505**Review an Enlistment Packet (ARNG)**

Conditions: Given a completed packet and access to—

- a. NGR 600-200 with current ECM.
- b. ARISS/RWS.
- c. AR 135-7.
- d. AR 600-9.
- e. AR 40-501.
- f. AR 600-7.
- g. State/local recruiting and retention SOP(s).
- h. State and local forms.

Standards: Verified the enlistment packet had all the necessary forms and these forms were complete and accurate. Verified the processing steps required by NGR 600-200, MEPCOM Reg 680-1 and state/local recruiting and retention SOP(s) were complete; and the RRNCO was informed of the disposition. (See task 805B-79T-2523 for preparation of an ARNG enlistment packet.)

Performance Steps

1. Review the applicant's packet.
 - a. Access ARISS/RWS for DD Form 1966 series (Record of Military Processing – Armed Forces of the United States), if applicable.
 - b. Check hard copies of all required enlistment forms.
2. Determine that each supporting document required for enlistment is present and correct.
3. Review applicant's results of test and physical and determine basic eligibility. Counsel applicant.
4. Update necessary information by using ARISS/RWS.
5. Complete processing steps for the enlistment packet:
 - a. DD Form 1966 series enlistment contract.
 - b. Enlistment contract.
 - c. Attachments/annexes.
 - d. Bonus agreements.
 - e. SGLI election.
 - f. Tax withholding.
 - g. 1199.
 - h. Sure-pay statement.
 - i. Declaration of retired pay benefits and waivers/VA benefits.
6. Review all forms for accuracy and completeness.

Performance Steps

7. Inform RR NCO that the packet is ready to forward or ready for unit enlistment.
8. Inform RR NCO of discrepancies or missing documents.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed the applicant's packet.	___	___
2. Determined if enlistment documents were correct.	___	___
3. Counseled applicant on test scores and physical.	___	___
4. Determined basic eligibility.	___	___
5. Updated ARISS/RWS.	___	___
6. Processed enlistment packet IAW doctrine.	___	___
7. Informed RR NCO the packet was ready to forward.	___	___
8. Informed RR NCO of discrepancies.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 135-7

Related
NGR 600-200
SMTC18
USMEPCOM Reg 680-1

805B-79T-3506**Review Enlistment Eligibility**

Conditions: Given the responsibility to review enlistment eligibility of enlistment's in your area and access to—

- a. NGR 600-200.
- b. AR 40-501.
- c. AR 600-9.
- d. DA Pam 611-21.
- e. Current Enlistment Criteria Memorandum.
- f. Applicant's information and supporting documents.
- g. State/local Recruiting and Retention SOP.
- h. Standard office supplies and equipment.

Standards: Verified the applicant's eligibility according to the guidelines given in NGR 600-200, AR 40-501, AR 600-9, AR 611-201 and current enlistment criteria memorandum for prior service, non-prior service, or glossary non-prior service, secure waivers if necessary, and if not eligible explain reason and request referral.

Performance Steps

1. Review relevant regulatory guidance and regulations.
2. Verify if applicant is prior service, non-prior service, or glossary non-prior service.
 - a. If prior service, go to performance measure 3.
 - b. If non-prior service, go to performance measure 5.
 - c. If glossary non-prior service, go to performance measure 7.
3. If applicant is prior service, verify the enlistment/reenlistment eligibility from the list below.
 - a. Age/citizenship.
 - b. Prior service.
 - (1) Service/state, MSO, years, grade, and MOSC.
 - (2) Has copy of DD Form 214/NGB Form 22; if so, what is RE-Code?
 - (3) Currently assigned troop program unit? Has DD Form 368, Request for Conditional Release from Reserve or Guard Component (EGA)?
 - (4) DA Form 1811, DD Form 2807-2, and DD Form 2808.
 - c. Physical/mental.
 - d. Law violations.
 - e. Education.
 - f. Marital status.
 - g. Dependents.
4. If applicant is NOT qualified for enlistment, go to performance measure 8.
5. If applicant is non-prior service, verify enlistment eligibility.

Performance Steps

- a. Age/citizenship.
 - b. Physical/mental.
 - c. Law violations.
 - d. Education.
 - e. Martial status.
 - f. Dependency.
6. If applicant is NOT qualified for enlistment, explain waivable disqualification and go to performance measure 8.
 7. If applicant is glossary non-prior service, verify enlistment eligibility.
 - a. Age/citizenship.
 - b. Prior service.
 - (1) Service/state, MSO, years, and grade.
 - (2) Has copy of DD Form 214/NGB Form 22; if so, what is re-code.
 - (3) Currently assigned to any component?
 - c. Physical/mental.
 - d. Law violations.
 - e. Education.
 - f. Martial status.
 - g. Dependents.
 8. If applicant is NOT qualified for enlistment, explain waivable disqualification and go to performance measure 9.
 9. If a waiver is authorized, submit request with required documentation. If applicant is NOT eligible and a waiver is not authorized, explain disqualification. Ask for a referral.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Verified if applicant was prior service.	___	___
2. Verified if applicant was non-prior service.	___	___
3. Verified if applicant was glossary non-prior service.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
4. Verified prior service applicants enlistment/reenlistment eligibility.	___	___
5. Verified non-prior service applicants enlistment eligibility.	___	___
6. Verified glossary non-prior service applicants enlistment eligibility.	___	___
7. Explained waiverable disqualification applicants are NOT qualified for enlistment.	___	___
8. Submitted request for waiver if authorized.	___	___
9. Explained disqualification if applicant were NOT qualified and waiver was not authorized.	___	___
10. Asked for referral.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 40-501

AR 600-9

DA Pam 611-21

Related

NGR 600-200

805B-79T-3507**Review Extension/Immediate Reenlistment Eligibility**

Conditions: Given ARNG extension/immediate reenlistment documents and access to—

- a. AR 600-9.
- b. NGR 600-200.
- c. Soldier's MPRJ.
- d. DA Form 705 and other pertinent documents.
- e. State/local recruiting and retention SOP.
- f. Standard office supplies and equipment.

Standards: Verified eligibility for extension/immediate reenlistment IAW AR 600-9 and NGR 600-200.

Performance Steps

1. Review relevant regulatory guidance.
2. Verify the soldier's earliest date of eligibility to extend or to immediately reenlist.
3. Verify the soldier's total service creditable for pay as of the currently scheduled ETS.
4. Verify the minimum/maximum authorized extension/immediate reenlistment period.
5. Verify the soldier's eligibility for extension/immediate reenlistment for in terms of—
 - a. Age.
 - b. Citizenship.
 - c. Physical.
 - d. Body weight.
 - e. Moral and administrative.
 - f. Army Physical Fitness Test (APFT).
 - g. Family care plan.
 - h. Bar to extension/immediate reenlistment.
6. If soldier is found ineligible for extension/immediate reenlistment, determine if a waiver is authorized. If a waiver is authorized:
 - a. Determine the waiver approval authority.
 - b. Ensure waiver document is properly submitted.
7. Review extension (DA Form 4836), immediate reenlistment (DD Form 4), and/or annexes.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed relevant regulatory guidance.	___	___
2. Verified the soldier’s earliest date of eligibility to extend or to immediately reenlist.	___	___
3. Verified the soldier’s total service creditable for pay as of the currently scheduled ETS.	___	___
4. Verified the minimum/maximum authorized extension/immediate reenlistment period.	___	___
5. Verified the soldier’s eligibility for extension/immediate reenlistment.	___	___
6. If soldier was found ineligible for extension/immediate reenlistment, determined if a waiver was authorized. If a waiver was authorized—	___	___
a. Determined the waiver approval authority.		
b. Ensured waiver document was properly submitted.		
7. Reviewed extension (DA Form 4836), immediate reenlistment (DD Form 4), and/or annexes.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 600-9

Related
NGR 600-200

805B-79T-3508**Conduct Strength Maintenance Workshop**

Conditions: Given a requirement to conduct a strength maintenance workshop and access to—

- a. FM 101-5, appendix E.
- b. Standard office supplies and equipment.
- c. Meeting area.
- d. State/local recruiting and retention SOPs.
- e. AR 25-50 briefing outline.
- f. Other references as required.

Standards: Determined the requirement, intended purpose, and time to conduct the workshop. Conducted the workshop and prepared the after action review for the commander as stated in FM 101-5 and state/local recruiting and retention SOPs.

Performance Steps

1. Determine if a strength maintenance workshop is required by considering the following:
 - a. Can the objectives be attained by other means?
 - b. Is attainment of the minimum objectives of the workshop likely at this time?
2. Identify the purpose of having a workshop.
3. Determine direct or indirect impact of workshop.
4. Determine when and where to conduct a workshop.
5. Prepare a workshop planning checklist, ie;
 - a. Secure site location.
 - b. Collect materials/training aids/references.
 - c. Audio-visual support/equipment.
 - d. Classroom materials.
 - e. Prepare outline/lesson plan/briefing for each subject.
 - f. Ensure all participants are notified.
6. Implement the workshop planning checklist.
7. Conduct the workshop.
 - a. Address importance of workshop.
 - b. Follow logical order of workshop.
 - c. Smooth transition in all phases of workshop.
 - d. Check on learning.
8. Conduct AAR.
 - a. Obtain thorough feedback from workshop participants.
 - b. Identify other issues that may have risen from workshop.

Performance Steps

9. Provide feedback (AAR results) to key personnel.

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. Ensured that the soldier(s) have the material shown in the conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined the requirement for a strength maintenance workshop.	___	___
2. Identified the purpose of the workshop.	___	___
3. Determined direct or indirect impact of workshop.	___	___
4. Determined when or where to conduct a workshop.	___	___
5. Prepared a workshop planning checklist.	___	___
6. Implemented the workshop planning checklist.	___	___
7. Conducted the workshop.	___	___
8. Conducted AAR.	___	___
9. Provided feedback to key personnel.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
 AR 25-50
 FM 101-5

Related
 SMTC18

805B-79T-3509

Evaluate a Strength Maintenance Briefing

Conditions: Given a requirement to evaluate a subordinate’s strength maintenance briefing and access to FM 101-5.

Standards: Determined the level of effectiveness of a strength maintenance briefing by observing a subordinate’s ability to properly conduct the briefing IAW task 121-032-2513.

Performance Steps

1. Evaluate preparation for the following:
 - a. Determine proper outline according to type of brief.
 - b. Site selection and time.
 - c. Proper selection of materials and equipment.
 - d. Risk assessment.
2. Evaluate the strength maintenance briefing. Determine the level of effectiveness in the following areas:
 - a. Introduction.
 - b. Purpose of brief (bottom line up front).
 - c. Knowledge of material.
 - d. Conclusion.
3. Provide a thorough AAR.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Evaluated subordinate’s preparation and outline.	_____	_____
2. Evaluate subordinate’s conduct of a strength maintenance briefing.	_____	_____
3. Provided AAR.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

FM 7-0

FM 7-1

FM 101-5

Related

805B-79T-3510**Evaluate a Strength Maintenance Interview**

Conditions: As an ARNG recruiting and retention NCO in a field environment given a requirement to evaluate a subordinate's conduct of a strength maintenance interview and access to—

- a. FM 22-100.
- b. PSS Kit.
- c. DA Pam 611-21.
- d. State recruiting and retention SOP.
- e. NGR 600-200.
- f. AR 135-7.
- g. NGR 600-7.
- h. NGR 601-2.

Standards: Evaluated a strength maintenance interview by observing a subordinate's utilization of established ARNG interview techniques (PSS). (See task 805B-79T-2591 for established ARNG interview techniques (PSS).)

Performance Steps

1. Evaluate the preparation for a strength maintenance interview. Did the interviewer—
 - a. Properly identify the type of interview.
 - b. Select the appropriate site and time for the interview.
 - c. Ensure access to appropriate materials and equipment.
2. Evaluate the interview. Did the interviewer utilize—
 - a. Appropriate opening for the interview.
 - b. Proper probing to identify/confirm interviewee need(s).
 - c. Appropriate supporting techniques utilizing ARNG features/benefits.
 - d. Appropriate techniques utilized in overcoming interviewee's concerns.
 - e. Appropriate summarization of benefits accepted.
 - f. Appropriate techniques to establish an agreed upon plan of action.
 - g. Proper closing for the interview.
 - h. Proper recording techniques for the interview results.
3. Provide feedback and thorough AAR.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Evaluated preparation for a strength maintenance interview.	___	___
2. Evaluated the interview.	___	___
3. Provided feedback and thorough AAR.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

DA Pam 611-1

FM 22-100

Related

NGR 600-200

SMTC04

SMTC18

805B-79T-3511**Review the Montgomery G.I. Bill (MGIB)**

Conditions: As a ARNG recruiting and retention NCO, in a field environment, with access to AR 135-7, NGR 600-7, current ARNG selected reserve incentive program and MGIB policy letters.

Standards: Reviewed the MGIB's criteria for entitlement, eligibility, enrollment, continuation, suspension, termination, recoupment and the circumstances in which it may be combined with other incentives IAW AR 135-7, NGR 600-7, and the current ARNG selected reserve incentive program and MGIB Kicker policy letters.

Performance Steps

1. Review relevant regulatory guidance and regulations.
2. Review educational assistance provided by the MGIB:
 - a. Benefits provided.
 - b. Payment schedule based on student status.
 - c. Additional educational assistance provided by the ARNG MGIB kicker program.
3. Review details of the MGIB and ARNG MGIB kicker program.
 - a. Eligibility requirements (include any duplication of military educational assistance programs).
 - b. Termination of entitlements.
 - c. Expiration of entitlements.
 - d. Recoupment of educational received.
4. Review application procedures:
 - a. Obtaining a Notice of Basis Eligibility (NOBE), DD Form 2384-1.
 - b. Application for educational assistance received.
 - c. Contacting Department of Veterans Affairs representative.
 - d. Selecting a school and/or program.
 - e. Submitting the VA Form 22-1990.
5. Review eligibility criteria to combine the MGIB with other incentive programs:
 - a. Non-prior service enlistment bonus.
 - b. Reenlistment/extension bonus.
 - c. Affiliation bonus.
 - d. Student loan repayment program.
 - e. Civilian acquired skill bonus.
 - f. Prior service enlistment bonus.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed relevant regulatory guidance and regulations.	___	___
2. Reviewed educational assistance provided by the MGIB.	___	___
3. Reviewed details of the MGIB and ARNG MGIB kicker program.	___	___
4. Reviewed application procedures.	___	___
5. Reviewed eligibility criteria to combine the MGIB with other incentive programs.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 135-7

Related
NGR 600-7
SMTC01
SMTC02

805B-79T-3512

Identify Regulatory Requirements for Advertising

Conditions: Given NGR 601-1, NGR 601-2 and applicable state and RRM SOPs.

Standards: Identified regulatory requirements for advertising IAW NGR 601-1, NGR 601-2, state regulations and RRM SOP.

Performance Steps

1. Determine if the states advertising program meets regulatory requirements for—
 - a. Goods and services.
 - b. Cost and distribution of presentation items.
 - c. Purchase of display and classified ads.
 - d. Public outdoor advertising.
 - e. R&R promotional items.
 - f. Business cards.
 - g. Awards.
 - h. Use of electronic media.
 - i. Professional association dues.
 - j. Noncommercial sustaining agreements (NCSA).
2. Identify advertisement requests that meet regulatory guidance.
3. Identify specific NGR advertising regulations.
4. Determine if functional responsibilities are being conducted IAW appropriate regulations.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
----------------------	----	-------

- | | | |
|--|-----|-----|
| 1. Determined if the States advertising program met regulatory requirements for— | ___ | ___ |
| a. Goods and services. | | |
| b. Cost and distribution of presentation items. | | |
| c. Purchase of display and classified ads. | | |

Performance Measures	<u>GO</u>	<u>NO GO</u>
d. Public outdoor advertising.		
e. R&R promotional items.		
f. Business cards.		
g. Awards.		
h. Use of electronic media.		
i. Professional association dues.		
j. Noncommercial sustaining agreements (NCSA).		
2. Identify whether advertisement requests meet regulatory guidance.	___	___
3. Identify specific NGR Advertising regulations.	___	___
4. Determine if functional responsibilities are being conducted IAW appropriate regulations.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR 601-1
- NGR 601-2
- SMTC18

805B-79T-3513**Review Non-Regular Service Retirement**

Conditions: Given information on non-regular service retirement and access to—

- a. AR 135-180.
- b. NGR 680-2.
- c. NGB Form 23A (Army National Guard Retirement Points Statement).
- d. NGR 600-200, Chapter 7.

Standards: Reviewed non-regular service retirement, NGB Form 23A, eligibility requirements, requirements for application, retirement point computation, and “creditable retirement year” IAW AR 135-180, NGR 680-2, and NGB Form 23A.

Performance Steps

1. Review relevant regulatory guidance and regulations.
2. Review eligibility requirements for non-regular service retired pay:
 - a. Age requirement.
 - b. Minimum qualifying service requirement.
 - c. Reserve Component service requirement.
 - d. Disqualifying reasons—
 - (1) Qualified for retired pay from the Armed forces under any other provision of law.
 - (2) Elected to receive disability severance pay in lieu of retired pay.
 - (3) Fall within the purview of the so-called “Hiss Act.”
3. Review application for non-regular service procedures:
 - a. Responsibility for submission.
 - b. DD Form 108.
 - c. Application submission time-lines—
 - (1) Receipt of DD Form 108.
 - (2) Submission of DD Form 108.
4. Review NGB Form 23A and retirement point computation:
 - a. IDT point accrual.
 - b. Membership point accrual.
 - c. ACCP/miscellaneous point accrual.
 - d. Active duty point accrual.
 - e. Total career point accrual.
 - f. Total career points for non-regular service retirement.
 - g. Creditable service for non-regular service retirement.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed relevant regulatory guidance and regulations.	___	___
2. Reviewed eligibility requirements for non-regular service retired pay.	___	___
3. Reviewed application for non-regular service procedures.	___	___
4. Reviewed NGB Form 23A and retirement point computation.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-180

Related

NGR 600-200

NGR 680-2

805B-79T-3514**Review Employer Support and Reemployment Rights**

Conditions: As an ARNG recruiting and retention NCO, in a field environment, with access to NGR 601-2, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and national committee for Employer Support of the Guard and Reserve (ESGR) fact sheets.

Standards: Reviewed the purpose of national committee for ESGR, requirements for reemployment rights, common problems affecting employer/employee relations, conditions allowing for military training time, and levels of assistance offered IAW NGR 601-2, the USERRA, and ESGR fact sheets.

Performance Steps

1. Review relevant regulatory guidance and regulations.
2. Review the importance of building a positive relationship with employers of members of the Army National Guard.
3. Review common problems affecting employer/employee relations.
4. Review tips for improving employer support, include the following:
 - a. Keep employers and supervisors advised on periods of military duty.
 - b. Tell employers about the productive things learned and accomplished while performing military service.
 - c. Avoid giving the employer the impression that military duty is a vacation.
 - d. Thank the employer and the supervisor for their cooperation.
 - e. Utilize military training at the civilian job.
5. Review reemployment rights and responsibilities, protected by the USERRA.
 - a. Eligibility requirements—
 - (1) Hold or have applied for a civilian job.
 - (2) Have reasonable expectation of continuing for a significant period in that position.
 - (3) Have given written or verbal notice to the employer prior to leaving for military duty.
 - (4) Have not exceeded the 5-year cumulative limit on periods of service.
 - (5) Have been released from service under honorable conditions.
 - (6) Report back to civilian job in a timely manner.
 - b. Reemployment rights—
 - (1) Prompt reinstatement.
 - (2) Accrued seniority.
 - (3) Training or retraining.
 - (4) Special protection against discharge.
 - (5) Entitlements for period of service less than 91 days.
 - (6) Entitlements for period of service of 91 days or more.
 - c. Health care coverage—
 - (1) For military service less than 31 days.

Performance Steps

- (2) For military service in excess of 30 days.
- 6. Review the purpose and role of the ESGR program:
 - a. The national committee for ESGR.
 - b. The local state committee for ESGR.
- 7. Review levels of assistance available when experiencing employer related problems.
 - a. Commander.
 - b. ESGR ombudsman services.
 - c. Department of Labor, Veteran’s Employment and Training Service.
 - d. Attorney general.
 - e. Private attorney.
- 8. Review programs offered through ESGR:
 - a. Unit liaison program (formerly mission one).
 - b. Ombudsman services.
 - c. Statement of support.
 - d. Briefing with the boss.
 - e. Bosslifts.
 - f. Awards and recognition.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed relevant regulatory guidance and regulations.	___	___
2. Reviewed the importance of building a positive relationship with employers of members of the Army National Guard.	___	___
3. Reviewed common problems affecting employer/employee relations.	___	___
4. Reviewed tips for improving employer support.	___	___
5. Reviewed reemployment rights and responsibilities.	___	___
6. Reviewed the purpose and role of the ESGR program.	___	___
7. Review levels of assistance available.	___	___

Performance Measures	GO	NO GO
8. Review programs offered through ESGR.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

U.S. Code, Title 38

Related

NGR 601-2

SMTC03

805B-79T-3515

Review Market Analysis

Conditions: Given a state RRM guidance, state recruiting and retention (R & R) objectives, and local demographic and environment information, and local data from state and Federal agencies.

Standards: Reviewed market analysis for local recruiting and retention area, IAW NGR 601-1 and state R & R SOP.

Performance Steps

1. Review local market analysis from state and federal sources.
 - a. Demographics.
 - b. Census.
 - c. Surveys.
 - d. Local research.
 - e. Historical data.
2. Review state R & R objectives and SOP.
3. Review local effect of marketing strategy for target audience.
 - a. NPS.
 - b. PS.
 - c. WO/OFF.
 - d. AMEDD.
 - e. Current member.
 - f. Family support.
 - g. RCCC.
 - h. Employer support.
4. Review local promotional campaign.
 - a. Career/college fairs.
 - b. Community events.
 - c. Static displays.
 - d. School programs.
5. Recommend adjustments to marketing strategy for target audience.
6. Review prioritized local activities and campaign to accomplish R & R mission based on state SOP.
7. Review analysis campaign.
8. Review adjusted calendar.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed local market analysis from state and federal sources.	___	___
2. Reviewed state R & R objectives and SOP.	___	___
3. Reviewed local effect of marketing strategy for target audience.	___	___
4. Reviewed local promotion campaign.	___	___
5. Recommended adjustments to marketing strategy for target audience.	___	___
6. Reviewed prioritized local activities and campaign to accomplish R & R mission based on state SOP.	___	___
7. Reviewed analysis campaign.	___	___
8. Reviewed adjusted calendar.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

Subject Area 7: Marketing**805B-79T-2571****Manage Media Relations**

Conditions: Given a requirement to manage media relations and a state marketing/advertising plan.

Standards: Developed professional media relations to optimize positive ARNG recruiting and retention advertising and exposure IAW NGR 601-1.

Performance Steps

1. Identify appropriate media based on target markets.
2. Contact identified media points of contact to—
 - a. Discuss ARNG objectives
 - b. Establish relationships.
 - c. Place advertisements.
 - d. Request advertising support.
 - e. Provide feedback.
3. Establish programs to encourage support and show appreciation, such as—
 - a. Luncheons.
 - b. Media flights.
 - c. Conventions.
 - d. Letters of appreciation.
 - e. Presentation items/awards.
 - f. Taking food or snacks to media.
4. Document results to determine effectiveness.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures**GO** **NO GO**

1. Identified appropriate media based on target markets.

Performance Measures	GO	NO GO
2. Contacted identified media points of contact to—	___	___
a. Discuss ARNG objectives.		
b. Establish relationships.		
c. Place advertisements.		
d. Request advertising support.		
e. Provide feedback.		
3. Established programs to encourage support and show appreciation.	___	___
4. Documented results to determine effectiveness.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTTC18

805B-79T-2572

Manage a State Marketing/Advertising Plan

Conditions: Given a requirement to manage a state marketing plan/advertising plan.

Standards: Implemented and managed the state marketing/advertising plan IAW NGR 601-1 and state specific marketing/advertising operating procedures.

Performance Steps

1. Implement the state marketing/advertising plan.
2. Track results of each element/activity of the state marketing/advertising plan.
3. Conduct ongoing analysis to determine effectiveness of each element/activity.
4. Adjust/modify the state marketing/advertising plan as required. Conditions that may constitute change may include—
 - a. Current results.
 - b. Major events (war).
 - c. Economy.
 - d. Unemployment rate.
 - e. Budget/resources.
 - f. Other military service incentives changes.
 - g. ARNG incentive changes.
 - h. Changes in psychographics.
 - i. Changes in state leadership objectives.
 - j. Training seat availability.
 - k. Changes in media.
5. Implement changes to the state marketing/advertising plan.
6. Document results of state marketing/advertising plan for future utilization.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures

GO **NO GO**

1. Implemented the state marketing/advertising plan.

Performance Measures	GO	NO GO
2. Tracked results of each element/activity of the state marketing/advertising plan.	___	___
3. Conducted ongoing analysis to determine effectiveness of each element/activity.	___	___
4. Adjusted/modified the state marketing/advertising plan as required.	___	___
5. Implemented changes to the state marketing/advertising plan.	___	___
6. Documented results of state marketing/advertising plan for future utilization.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

805B-79T-2574**Determine Regulatory Requirements for Advertising**

Conditions: Given a requirement to execute the state marketing/advertising program, a request for marketing/advertising, NGR 601-1, state specific regulatory guidance, and state recruiting and retention SOP.

Standards: Determined if request for marketing/advertising was in compliance with NGR 601-1, state regulations, and state recruiting and retention SOP.

Performance Steps

1. Determine if the state marketing/advertising program meets regulatory guidance for—
 - a. Goods and services.
 - b. Cost and distribution of presentation items.
 - c. Purchase of display and classified.
 - d. Public outdoor advertising.
 - e. Recruiting and retention promotional items.
 - f. Business cards.
 - g. Awards.
 - h. Use of electronic media.
 - i. Professional association dues.
 - j. Promotional displays.
 - k. Noncommercial sustaining agreements (NCSA).
2. Determine if the request for marketing/advertising meets regulatory guidance.
3. Determine if advertising is consistent with the national advertising campaign.
4. Determine if functional responsibilities are being conducted.
5. Determine if waiver is authorized.
6. Determine source of waiver authority.
7. If waiver is authorized, submit waiver request.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined if the state marketing/advertising program met regulatory guidance.	___	___
2. Determined if request for marketing/advertisement met regulatory guidance.	___	___
3. Determined if advertising was consistent with national advertising campaign.	___	___
4. Determined if functional responsibilities were being conducted.	___	___
5. Determined if waiver was authorized.	___	___
6. Determined source of waiver authority.	___	___
7. If waiver was authorized, submitted waiver request.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1
 NGR 601-2
 SMTC18

805B-79T-2576**Implement and Process State Marketing/Advertising Campaigns**

Conditions: Given a requirement to implement a state marketing/advertising campaign and access to the state marketing/advertising plan, state and federal purchasing/contracting guidance, and NGR 601-1.

Standards: Implemented and processed a state marketing/advertising campaign IAW state marketing/advertising, state and federal purchasing/contracting guidance, and NGR 601-1.

Performance Steps

1. Review the state marketing/advertising plan. (See task 805B-79T-3101.)
2. Request purchase of goods and services to support the marketing/advertising campaign, such as—
 - a. Job fairs.
 - b. Direct mailing.
 - c. Print.
 - d. Electronic media.
 - e. Banners.
 - f. Billboards.
 - g. Theater.
 - h. Newspaper.
 - i. Brochures.
 - j. Television.
 - k. Radio.
 - l. Diversity advertising.
 - m. Awards and recognition.
3. Purchase goods and services in accordance with creative strategy and state marketing/advertising plan.
4. Receive, inspect, distribute, and/or verify as required.
5. Initiate appropriate purchasing documentation within set timelines.
6. Evaluate effectiveness of goods and services received. (See task 805B-79T-2572.)

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 conditions statement to accomplish the task. When you feel they are able to perform the task

on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed the state marketing/advertising plan.	___	___
2. Requested purchase of goods and services to support the marketing/advertising campaign.	___	___
3. Purchased goods and services in accordance with creative strategy and state marketing/advertising plan.	___	___
4. Received, inspected, distributed, and/or verified as required.	___	___
5. Initiated appropriate purchasing documentation within set timelines.	___	___
6. Evaluated effectiveness of goods and services received.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

805B-79T-3101

Develop a Written State Marketing/Advertising Plan

Conditions: Given a national marketing/advertising plan, RRM guidance, state recruiting and retention objectives IAW NGR 601-1 and state recruiting and retention SOP.

Standards: Developed a state marketing/advertising plan to assist the state to meet it's recruiting and retention objectives IAW NGR 601-1 and state recruiting and retention SOP.

Performance Steps

1. Review the national marketing/advertising plan.
2. Review the state recruiting and retention objectives.
3. Review the state strength maintenance plan.
4. Conduct a market analysis by reviewing—
 - a. Demographics.
 - b. Psychographics.
 - c. Census.
 - d. Surveys.
 - e. National research.
 - f. Historical data.
5. Identify target audiences.
6. Determine the marketing/advertising goals for—
 - a. Non-prior service (NPS).
 - b. Prior service (PS).
 - c. Warrant officers/officers (WO/OFF)
 - d. AMEDD.
 - e. Current members.
 - f. Family support.
 - g. Reserve Component transition soldiers.
 - h. Employer support.
7. Create marketing/advertising strategy for each goal.
8. Identify appropriate advertising media to accomplish each goal.
9. Develop appropriate advertising campaign to accomplish marketing/advertising goals.
10. Plan promotional activities such as—
 - a. Career fairs.
 - b. Community events.
 - c. Static displays.

Performance Steps

- d. School programs.
- 11. Prioritize activities and campaigns based on available resources.
- 12. Develop advertising calendar.
- 13. Write state's marketing/advertising plan.
- 14. Submit state's marketing/advertising plan to RRM for approval.
- 15. Distribute state's marketing/advertising plan to recruiting and retention force.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed the national marketing/advertising plan.	___	___
2. Reviewed the state recruiting and retention objectives.	___	___
3. Reviewed the state strength maintenance plan.	___	___
4. Conducted a market analysis.	___	___
5. Identified target audiences.	___	___
6. Determined marketing/advertising goals.	___	___
7. Created marketing/advertising goals for each goal.	___	___
8. Identified appropriate advertising media to accomplish each goal.	___	___
9. Developed appropriate advertising campaign to accomplish marketing/advertising goals.	___	___
10. Planned promotional activities.	___	___
11. Prioritized activities and campaigns based on available resource.	___	___
12. Developed advertising calendar.	___	___
13. Wrote state's marketing/advertising plan.	___	___
14. Submitted state's marketing/advertising plan to RRM for approval.	___	___
15. Distributed state's marketing/advertising plan to recruiting and retention force.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

805B-79T-3107**Analyze Effectiveness of Marketing/Advertising Campaign or Program**

Conditions: Given a national or state marketing/advertising campaign or program.

Standards: Analyzed the effectiveness of the marketing/advertising source by determining if the state recruiting and retention objectives are being met IAW the state strength maintenance plan.

Performance Steps

1. Review details of the marketing/advertising campaign or program.
2. Identify the source within the campaign or program, which may include—
 - a. Job fairs.
 - b. Direct mailing.
 - c. Print.
 - d. Electronic media.
 - e. Banners.
 - f. Billboards.
 - g. Theater.
 - h. Newspaper.
 - i. Brochures.
 - j. Television.
 - k. Radio.
 - l. Diversity advertising.
 - m. Awards and recognition.
3. Analyze the source by—
 - a. Determining quantity of leads generated.
 - b. Determining quality of leads generated.
 - c. Determining leads, to prospect, to enlistment.
 - d. Utilizing questionnaires, surveys, and feedback. Determine—
 - (1) Effect on family support.
 - (2) Effect of civilian employers.
 - (3) Effect on retention.
 - (4) Effect on attrition.
4. Adjust state marketing/advertising plan as required. (See task 805B-79T-2572.)

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed details of the marketing/advertising campaign or program.	___	___
2. Identified the source within the campaign or program.	___	___
3. Analyzed the source.	___	___
4. Adjusted state marketing/advertising plan as required.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC18

Subject Area 8: MEPS Processing

805B-79T-3401

Perform ARNG MEPS Guidance Counselor Administrative Procedures

Conditions: Given an ARNG MEPS guidance counselor in a MEPS environment and a requirement to perform administrative duties with access to—

- a. AR 25-50.
- b. NGR 600-200 with current ARNG FY ECM.
- c. Jetform/Formflow application.
- d. ARNG Memo 25-52.
- e. Current MEPS policies and procedures.
- f. State specific SM SOP
- g. Required office supplies and equipment.

Standards: Conducted daily, weekly, monthly and quarterly administrative/training tasks that resulted in an efficient workflow. Disseminated MEPS/SM information to applicable personnel.

Performance Steps

1. Disseminate MEPS/SM information.
 - a. Monthly calendar.
 - b. Qualifications list updates.
 - c. Request operations center messages.
 - d. ARADS center messages.
 - e. MEPS operation procedures.
 - (1) Hotel policies.
 - (2) MEPS dress code.
 - (3) Procedural changes.
 - (4) New recruiter/NCOIC MEPS orientation.
 - f. Publish high school SASVAB test schedules.
 - g. Distribute MET site schedule.
2. Conduct MEPS training.
 - a. New RRNCO/area RRNCO/MEPS related training.
 - b. Sustainment MEPS related training.
 - c. Newly assigned MEPS GC training.
3. Prepare and maintain military correspondence.
 - a. DA 200/transmittal documents.
 - b. Memorandums.

Performance Steps

- c. Manage electronic mail (e-mail).
- d. Pre/post lodging and meal report to NGB.
- e. State/MEPS specific reports.
- 4. Establish and maintain inter-office files (at a minimum).
 - a. Suspense/functional file(s).
 - b. USMEPCOM Form 727-E (24 months).
 - c. Request operation center messages.
 - d. IET orders (24 months).
 - e. Positive DAT results.
 - f. DA 200/transmittal document (24 months).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Disseminated MEPS/SM information.	___	___
2. Conducted MEPS training.	___	___
3. Prepared and maintained military correspondence.	___	___
4. Established and maintained inter-office files.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 25-50

Related
SMTC07
SMTC18

805B-79T-3402**Process an ARNG Applicant at a Military Entrance Processing Station (MEPS)**

Conditions: Given a requirement to prepare and process an ARNG applicant through a military entrance processing station (MEPS) and access to—

- a. NGR 600-7 w/ current SRIP policy memorandums.
- b. AR 600-9.
- c. AR 45-501.
- d. AR 611-21.
- e. MIRS user manual.
- f. Recruit Quota System (REQUEST) user manual.
- g. MEPS SOP/ policy letters.
- h. Security clearance guidance.
- i. USMEPCOM 601-23R/ 40-1R/ 680-1R.
- j. NGR 600-200 w/ current ECM.
- k. DOD 1312.1-1 Occupational Conversion Index.
- l. State specific strength maintenance SOP.

Standards: Conducted pre-MEPS processing procedures, provide RRNCO force with necessary applicant data, process ARNG applicants at MEPS, and counsel applicants on their final disposition.

Performance Steps

1. Conduct MEPS prescreen processing.
 - a. Review and submit USMEPCOM Form 714A-E.
 - b. Review and submit DD 2807-2 with supporting documents.
 - c. Review prior service documents (if applicable).
2. Disseminate applicable MEPS information to RRNCO.
 - a. Changes of service and/ or component service processing for (SPF).
 - b. High school pulls/ look up (SASVAB).
 - c. SSAN pull.
 - d. ASVAB look up.
 - e. MEPS processing schedule.
 - f. Medical data.
 - (1) Prescreen approval/ disapproval.
 - (2) Current MEPS medical status.
3. Verify enlistment eligibility.
4. Verify eligibility for enlistment options/ SRIP incentives/ MGIB.
5. Obtain applicable waiver control numbers from National Guard Bureau.

Performance Steps

6. Obtain training seat reservation. (Refer to task 805B-79T-3404 for operate request application.)
7. Finalize enlistment packet. (Refer to task 805B-79T-3405 for operate guidance counselor redesign application.)
8. Electronic Personnel Security Questionnaire (EPSQ).
 - a. Verify information with applicant.
 - b. Determine level of security clearance.
 - c. Submit request.
9. Submit request for order (RFO).
10. Review enlistment contract.
 - a. Verify all entered data is correct.
 - b. Ensure applicant enters full signature.
11. Provide soldier/ applicant with required out-briefing.
 - a. Soldier.
 - (1) ARNG welcome packet.
 - (2) Unit.
 - (3) ARNG "Stripes for Buddies" program
 - (4) Shipping obligation (if applicable).
 - (5) Army height/ weight standard.
 - (6) Army physical fitness standard.
 - b. Disqualified applicant.
 - (1) Counsel regarding reason for disqualification (TDQ/ PDQ).
 - (2) Return back justified (RBJ) date (if applicable).
 - (3) Consult Procedure (if applicable).
 - (4) Additional medical/ moral documents (if applicable).
 - c. Qualified not enlisted (QNE).
 - (1) Counsel regarding reason for QNE.
 - (2) Coordinate with RRNCO.
12. Prepare and submit end-of-day report.
 - a. Refer to task 805B-79T-3404 for operate request application.
 - b. Refer to task 805B-79T-3405 for operate guidance counselor redesign application.

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 conditions statement to accomplish the task. When you feel they are able to perform the task

on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Conducted MEPS prescreen processing.	___	___
2. Disseminated applicable MEPS information to RRNCO.	___	___
3. Verified enlistment eligibility.	___	___
4. Verified eligibility for enlistment options/ SRIP incentives/ MGIB.	___	___
5. Obtained applicable waiver control numbers from National Guard Bureau.	___	___
6. Obtained training seat reservation. (Refer to task 805B-79T-3404 for operate request application.)	___	___
7. Finalize enlistment packet. (Refer to task 805B-79T-3405 for operate guidance counselor redesign application.)	___	___
8. Submitted EPSQ.	___	___
9. Submitted request for order (RFO).	___	___
10. Reviewed enlistment contract.	___	___
11. Provided soldier/ applicant with required out-briefing.	___	___
12. Prepared and submitted end-of-day report.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 40-501
AR 600-9
DA Pam 611-21
DOD 1312.1-1

Related

NGR 600-7
NGR 600-200
SMTC01
SMTC07
SMTC09
SMTC10
SMTC18
USMEPCOM Reg 40-1
USMEPCOM Reg 601-23
USMEPCOM Reg 680-1

805B-79T-3403

Process ARNG Soldiers for Initial Entry Training (IET)

Conditions: Given an ARNG Soldier and a requirement to process the soldier for attendance to IET or AIT and access to—

- a. TRADOC Reg 350-6.
- b. NGR 600-200 with current ARNG FY ECM.
- c. State specific SM policies.
- d. REQUEST application.
- e. MIRS application.
- f. REQUEST users manual.
- g. GCR application.
- h. AR 40-501.
- i. AR 600-9.
- j. DA Pam 611-21.
- k. Training liaison specific memorandums.

Standards: Performed necessary action to process ARNG soldiers for shipment to IET or AIT.

Performance Steps

1. Verify pre-ship ETNAC results.
 - a. Favorable.
 - b. Non-favorable.
2. Verify DAT/HIV results.
 - a. Positive.
 - b. Negative.
3. Review IET/IADT orders.
 - a. Verify accuracy.
 - b. Make distribution.
4. Unit/IADT manager request for change.
 - a. Medical/moral/hardship.
 - b. Discharged.
 - c. MOS change.
 - d. Unit transfer/Interstate transfer.
5. Courtesy ship.
 - a. Amend/revoke orders.
 - b. Contact shipping MEPS.
 - c. Forward ship packet.

Performance Steps

- d. Contact NGB recruiting operations center (ROC).
- 6. Verify ship eligibility.
 - a. Review medical documentation.
 - b. DA Form 4187.
 - c. Education documentation.
 - d. Annotate changes on DD Form 1966 IAW current ARNG FY ECM.
 - e. Conduct TRADOC liaison briefing.
 - f. Additional documentation for change to enlistee’s status (marriage, dependents, direct deposit, etc.)
- 7. Non-ship actions.
 - a. Contact RRNCO/unit/state IADT manager.
 - b. Counsel soldier (if applicable).
 - c. Cancel/Reno/update reservation. (See task 805B-79T-3404 for procedures.)
 - d. Revoke/amend orders.
 - e. Coordinate transportation (if applicable).
- 8. Perform administrative packet actions.
 - a. Shippers.
 - b. Non-shippers.
- 9. Prepare and submit end-of-day report.
 - a. Refer to task 805B-79T-3404 for procedures.
 - b. Refer to task 805B-79T-3405 for procedures.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Verified pre-ship ETNAC results.	___	___
2. Verified DAT/HIV results.	___	___
3. Reviewed IET/IADT orders.	___	___
4. Performed request for change with unit/IADT manager.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
5. Performed courtesy ship.	_____	_____
6. Verified ship eligibility.	_____	_____
7. Performed non-ship actions.	_____	_____
8. Performed administrative packet actions.	_____	_____
9. Prepared and submitted end-of-day report.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

- AR 40-501
- AR 600-9
- DA Pam 611-21
- TRADOC Reg 350-6

Related

- NGR 600-200
- SMTC10
- SMTC18

805B-79T-3404**Operate REQUEST Application**

Conditions: Given an ARNG MEPS guidance counselor assigned to a military entrance processing stations with access to—

- a. Operations guidance counselor workstation.
- b. NGR 600-200 with current ARNG FY ECM.
- c. Appropriate messages and updates.
- d. REQUEST operator's manual.
- e. REQUEST operating system.
- f. Standard office supplies and equipment.

Standards: Identified and accessed required reports, built and updated applicant records, and completed training or vacancy searches as required.

Performance Steps

1. Log in to REQUEST system with user name and password.
2. Review mail.
3. Update/review applicant record.
 - a. Select REQUEST manager's tab.
 - b. Select reservation processing.
 - c. Select ARNG.
 - d. Select applicant under pending tab.
 - e. Update/review applicant information.
 - f. Save.
4. Build new applicant record.
 - a. Select REQUEST manager's tab.
 - b. Select reservation processing.
 - c. Select new applicant.
 - d. Build applicant's personal information.
 - e. Save.
5. Secure unit vacancy for applicant.
 - a. Select REQUEST manager's screen.
 - b. Select manage unit vacancies.
 - c. Select ARNG unit vacancies.
 - d. Enter state/UIC and select OK.
 - e. Search unit vacancy by state/UIC.
 - f. Secure applicant's unit vacancy.

Performance Steps

6. Build new unit vacancy (if vacancy does not exist).
 - a. Select REQUEST manager's screen.
 - b. Select manage unit vacancies.
 - c. Select ARNG unit vacancies.
 - d. Enter state, select new.
 - e. Build unit vacancy information.
 - f. Save.
7. Secure applicant training seat.
 - a. Select REQUEST manager's screen.
 - b. Select reservation processing.
 - c. Select ARNG.
 - d. Select applicant under pending tab.
 - e. Secure applicant training reservation.
8. Check opportunity (if no training reservation available).
 - a. Select REQUEST manager's screen.
 - b. Select reservation processing.
 - c. Select ARNG.
 - d. Select applicant under pending tab.
 - e. Check opportunity.
9. Check opportunity (if no training reservation available).
 - a. Select REQUEST manager's screen.
 - b. Select reservation processing.
 - c. Select ARNG.
 - d. Select enlistment/shipper confirm tab.
10. Maintain applicant's training reservation.
 - a. Select REQUEST manager's screen.
 - b. Select reservation processing.
 - c. Select ARNG.
 - d. Select reservation processing.
 - e. Select process applicant.
 - f. Enter SSAN.
 - g. Select appropriate function.
11. Manage units.

Performance Steps

- a. Select REQUEST manager’s screen.
 - b. Manage units.
 - c. Enter state/UIC and click SELECT.
 - d. Highlight unit and click OK.
 - e. Review/update unit Information.
12. Reports.
- a. Select REQUEST manager’s screen.
 - b. Select report(s) for review/print.
13. Change/update password.
- a. Select user management.
 - b. Select change password.
 - c. Change password.
14. Log out.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Logged in.	___	___
2. Reviewed mail.	___	___
3. Updated/reviewed applicant record.	___	___
4. Built new applicant record.	___	___
5. Secured unit vacancy for applicant.	___	___
6. Built new unit vacancy (if vacancy did not exist).	___	___
7. Secured applicant training seat.	___	___
8. Checked opportunity (in no training reservation available).	___	___
9. Confirmed enlistment/shippers.	___	___
10. Maintained applicant’s training reservation.	___	___
11. Managed units.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
12. Prepared reports.	—	—
13. Changed/Updated password.	—	—
14. Logged out.	—	—

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200
SMTC10

805B-79T-3405**Operate Guidance Counselor Redesign Application**

Conditions: Given an ARNG MEPS guidance counselor assigned to a Military Entrance Processing Stations with access to—

- a. Operations guidance counselor workstation with scanner and signature pad.
- b. Current guidance counselor redesign (GC-R) user manual.
- c. NGR 600-200 with current ARNG FY ECM.

Standards: Identified and maintained MEPS SC quality controls, electronic records management (ERM), and applicant/soldier processing using GC-R.

Performance Steps

1. Log in.
2. Choose select a person link.
3. View applicant processing list.
4. Select an applicant for processing.
5. Verify source documents using QC summary report in ERM.
 - a. See step 12a-d in this task.
6. Submit USMEPCOM 714ADP information to REQUEST.
 - a. Select process applicant.
 - b. Select 714ADP.
 - c. Complete required information.
 - d. Select save.
 - e. Select submit.
7. Scan source documents into ERM.
 - a. Select ERM.
 - b. Select scan.
 - c. Select document type.
 - d. Select forms name.
8. Complete ARNG enlistment annex and addendums.
 - a. Select forms name.
 - b. Select annex forms.
 - c. Complete required information.
 - d. Select save.
 - e. Capture electronic signature.
 - f. Select save.

Performance Steps

- c. NG before ship QC.
 - (1) Prioritize.
 - (2) Select name.
 - (3) Perform visual QC on data in NG QC summary report.
 - (a) Approve.
 - (b) Disapprove.
 - d. Ship counselor QC (one day prior to ship).
 - (1) Prioritize.
 - (2) Select name.
 - (3) Perform visual QC on data in NG QC summary report.
 - (a) Approve.
 - (b) Disapprove.
- 13.** Initiate validation on non-validated projections.
- a. Select record.
 - b. Select ERM.
 - c. Select validation.
 - d. Select initiate validation.
- 14.** Perform NG QNE (end of day).
- a. Select links.
 - b. View inbox.
 - c. Select QNE.
 - d. Select finish task.
- 15.** Perform QNE report.
- a. Select the select a person screen.
 - b. Select workflow.
 - c. Select QNE report.
 - d. Complete required information.
 - e. Save.
- 16.** Update projections.
- a. Select the select a person screen.
 - b. Select projections.
 - c. Update/Add 714a information.
 - d. Select save/project.
- 17.** Scan in completed physical forms and supporting medical documentation.
- a. Select ERM.

Performance Steps

- b. Select document type.
 - c. Select forms name.
18. Log out.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Logged in.	___	___
2. Selected person link.	___	___
3. Viewed applicant processing list.	___	___
4. Selected applicant for processing.	___	___
5. Verified source documents.	___	___
6. Submitted USMEPCOM 714ADP information to REQUEST.	___	___
7. Scanned source documents into ERM.	___	___
8. Completed ARNG enlistment annex and addendums.	___	___
9. Completed additional enlistment forms.	___	___
10. Scanned MEPS OPNS documents into ERM.	___	___
11. Accessed GC-R workflow inbox	___	___
12. Performed quality controls.	___	___
a. NG GC QC (projections QC).		
b. NG GC QC (GC generated).		
c. NG before ship QC.		
d. Ship counselor QC (one day prior to ship).		
13. Initiated validation on non-validated projections.	___	___
14. Performed NG QNE.	___	___
15. Performed QNE report.	___	___
16. Updated projections.	___	___

Performance Measures	GO	NO GO
17. Scanned completed physical forms and supporting medical documentation.	___	___
18. Logged out.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

SMTC11

805B-79T-3406

Operate MEPCOM Integrated Resource System (MIRS) Application

Conditions: Given an ARNG MEPS guidance counselor assigned to a military entrance processing station with access to—

- a. Operational guidance counselor MIRS terminal.
- b. MIRS user manual.
- c. Verifiable applicant SSAN.

Standards: Utilized MIRS terminal to process a USMEPCOM action.

Performance Steps

1. Log in.
 - a. Enter user name.
 - b. Enter password.
2. Confirm projections.
 - a. Select service.
 - b. Select data entry.
 - c. Select projection.
 - d. Enter SSAN.
 - e. Verify projection data.
 - f. Select CTRL F7 to commit projection.
 - g. Select CTRL F4 to clear screen or SHIFT & F9 to return to main menu.
3. Print 727 processing list (processing, lunch/dinner and lodging roster).
 - a. Select service.
 - b. Select print.
 - c. Select 727 APL.
 - d. Enter processing date.
 - e. Enter service code.
 - (1) DAG.
 - (2) DAZ.
 - f. Enter desired report type (CTRL&L).
 - g. Select SHIFT & F6 to print.
 - h. Select SHIFT & F9 to return to main menu.
4. Clear applicant "N" status.
 - a. Select service.
 - b. Select data entry.

Performance Steps

- c. Select “N” status.
 - d. Enter “X” next to service comment.
 - e. Select CTRL & F7 to commit.
 - f. Select SHIFT & F9 to return to main menu.
5. Print 714 ADP to obtain ASVAB, ENTNAC, DAT and HIV results.
 - a. Select service.
 - b. Select view only.
 - c. Select 714 ADP.
 - d. Enter applicant SSAN.
 - e. Select print.
 - f. Select SHIFT & F9 to return to main menu.
6. Build personal data.
 - a. Select service.
 - b. Select data entry.
 - c. Select personal data.
 - d. Enter SSAN.
 - e. Select service code.
 - (1) DAG.
 - (2) DAZ.
 - f. Complete personal data information.
 - g. Select CTRL & F7 to commit.
 - h. Select “X” to print 714 ADP.
 - i. Select SHIFT & F9 to return to main menu.
7. Database query to view SASVAB results.
 - a. Select service.
 - b. Select database query.
 - c. Enter an “X” in the student ASVAB line.
 - d. Enter SSAN.
 - e. Select SHIFT & F9 to return to main menu.
8. Print forms.
 - a. Select service.
 - b. Select print.
 - c. Select form/reports.
 - d. Select CTRL & L.

Performance Steps

- e. Select desired report.
 - f. Enter SSAN if prompted to.
 - g. Select SHIFT & F9 to return to main menu.
9. Logout.
- a. Select exit.
 - b. Select exit.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Logged in.	___	___
2. Confirmed projections.	___	___
3. Printed 727 processing list (processing, lunch/dinner and lodging roster).	___	___
4. Cleared applicant “N” status.	___	___
5. Printed 714 ADP to obtain ASVAB, ENTNAC, DAT and HIV results.	___	___
6. Built personal data.	___	___
7. Performed database query to view SASVAB results.	___	___
8. Printed forms.	___	___
9. Logged out.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related
SMTC09

Subject Area 9: Liaison NCO**805B-79T-2540****Explain Duties/Responsibilities/Utilization of TRADOC Liaison NCOs**

Conditions: As a TRADOC liaison in a field environment, given a requirement to explain the role of a TRADOC liaison and access to TRADOC 135-6.

Standards: Explained the role of a TRADOC liaison to assist in the reception and processing of ARNG/USAR soldiers into, through and to completion of IADT/ADT IAW TRADOC Reg 135-6 and AR 612-201.

Performance Steps

1. Explain the mission of the TRADOC liaison NCO.
2. Explain the TRADOC liaison responsibilities by discussing (as required) how a liaison will—
 - a. Assist in the effective flow of processing procedures at Army Training Centers (ATC).
 - b. Assist in the management of soldiers through the training arena.
 - c. Assist families of soldiers as required.
 - d. Maintain data and regulations as required.
 - e. Brief soldiers/cadre/command on all aspects of processing IAW AR 612-201.
 - f. Counsel soldiers who have training challenges IAW task 805B-79T-2543.
 - g. Monitor REQUEST to determine student load and no show stats.
 - h. Advise student military personnel office (MILPO) in obtaining new training seats.
 - i. Advise unit commanders about ARNG/USAR soldiers unique training distracters.
 - j. Conduct preliminary inquires of erroneous or fraudulent enlistments IAW task 805B-79T-2541.
 - k. Coordinate with installation agencies and units to obtain information essential to the performance of duties.
 - l. Coordinate with appropriate command regarding soldier challenges requiring special handling or classification.
 - m. Participate in workshops/seminars as required.
 - n. Notify proper authorities in the event of soldier death.
 - o. Conduct weekly checks of training units.
 - p. Provide serious incident reports (SIRs) to appropriate authority.
 - q. Perform all duties and responsibilities in support or both ARNG and USAR soldiers on a reciprocal basis.
3. Explain the LNCO authorization, program design and supervision by discussing (as required) the following:

Performance Steps

- a. The table of distribution and allowance (TDA) of the activity to which they are attached as a non-add position.
 - b. The TRADOC LNCO program design.
 - c. The supervision and evaluation of the TRADOC LNCO.
 - d. The TRADOC LNCO qualifications.
4. Discuss Installation support/UCMJ authority (as required).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Explained the mission of the TRADOC liaison NCO.	___	___
2. Explained the TRADOC liaison responsibilities.	___	___
3. Explained the LNCO authorization, program design and supervision.	___	___
4. Discussed installation support/UCMJ authority.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

TRADOC Reg 135-6

Related

805B-79T-2541**Identify Enlistment Irregularities for USAR/ARNG Soldiers Ordered to or Currently in Training**

Conditions: As a TRADOC liaison in a field environment given a requirement to review enlistment documents and access to a NGR 600-200 and AR 600-200.

Standards: Identified enlistment irregularities and/or ethical misconduct IAW NGR 601-2, AR 135-205, NGR 600-200, and USAREC Reg 600-8.

Performance Steps

1. Identify the standards of conduct for professionalism, conduct and performance of the strength maintenance personnel and soldiers.
 - a. Discuss formal and informal investigations.
 - b. Discuss processing procedures of an AR 15-6 investigation.
 - c. Discuss the final determination/notification.
2. Assist Army Training Center military personnel office (MILPO) with review of soldiers' enlistment packets to identify discrepancies. Typically errors are found in the following documents:
 - a. Orders.
 - b. Contracts DD4/1 and DD4/2
 - c. DD Form 1966 series.
 - d. Personal documents.
 - e. Waivers.
 - f. Security clearance requirements.
 - g. Medical/dental reviews.
 - h. Missing required documents, such as DA 4187's.
 - i. Moment of truth disclosure.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Identifies the standards of conduct for professionalism, conduct and performance of the strength maintenance personnel and soldiers.	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
2. Assists Army Training Center military personnel office (MILPO) with review of soldiers' enlistment packets to identify discrepancies.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-205

Related

NGR 600-200

NGR 601-2

805B-79T-2542**Identify Alternatives to Separation for ARNG/USAR Soldiers Ordered to or Currently in Training**

Conditions: As a TRADOC liaison in a field environment, given an ARNG/USAR soldier experiencing a training challenge, explains alternatives to separation or discharge.

Standards: Assisted ARNG/USAR soldiers in identifying alternatives to or in lieu of separation/discharge IAW AR 635-200 and TRADOC Reg 350-6.

Performance Steps

1. Discuss the following types of separations:
 - a. Discharge for expiration of service obligation, chapter 4.
 - b. Existed prior to service (EPTS), chapter 5.
 - c. Defective enlistment/reenlistment/extensions, chapter 7.
 - d. Entry level separations (ELS), chapters 11/13.
 - e. Separation for misconduct, chapter 14.
 - f. Homosexual conduct, chapter 15.
2. Identify and discuss the following alternatives in lieu of separation.
 - a. Split training options.
 - b. State Recall/REFRAD.
 - c. MOS reclassification.
 - d. Physical Training Rehabilitation Program.
 - e. Fitness training unit.
 - f. New start program.
 - g. Values training.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Discussed types of separations.	___	___
2. Identified and discussed alternatives in lieu of separation.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 635-200

TRADOC Reg 350-6

Related

805B-79T-2543**Counsel ARNG/USAR Soldiers Ordered to or Currently in Training**

Conditions: As a TRADOC liaison in a field environment, given a requirement to counsel an ARNG/USAR soldier who has been ordered to or currently in training.

Standards: Counseled the soldier to overcome their cause for counseling and complete their training requirement IAW FM 22-100.

Performance Steps

1. Utilize the following leader counseling skills as required:
 - a. Basic skills of counseling.
 - b. Appropriate approach to counseling.
 - c. Counseling process.
2. Refer the soldier to the appropriate support activities:
 - a. American Red Cross.
 - b. Army Emergency Relief.
 - c. Chaplain.
 - d. Equal Opportunity Office.
 - e. Judge Advocate Office.
 - f. Defense Finance and Accounting Service.
 - g. Housing Referral Office.
3. Counsel the soldier how to overcome their cause for counseling. Typical causes for counseling include—
 - a. APFT.
 - (1) PFU.
 - (2) New Start.
 - b. Medical.
 - (1) PTRP.
 - (2) Medical Board.
 - (3) Line of duty.
 - c. BRM.
 - (1) New Start
 - d. Personal
 - (1) Financial.
 - (2) Family.
 - e. Academic.
 - (1) New Start.
 - (2) MOS reclassification.

Performance Steps

- (3) Fast Track.
 - f. Motivational.
 - g. Existed prior to service.
 - (1) Legal.
 - (2) Medical.
- 4. Counsel the soldier on alternatives to separation as required. (See task 805B-79T-2542.)

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Utilized appropriate leader counseling skills.	___	___
2. Referred soldier to appropriate support activities.	___	___
3. Counseled the soldier how to overcome their cause for counseling.	___	___
4. Counseled the soldier on alternatives to separation.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
FM 22-100

Related

805B-79T-2544**Explain Policies and Administrative Procedures for ARNG/USAR IET Soldiers**

Conditions: As a TRADOC liaison in a field environment, given a requirement to explain policies and administrative procedures and having access to NGR 600-200 and TRADOC Reg 350-6.

Standards: Explained the guidance, policies, procedures and responsibilities for managing and conducting enlisted IADT/ADT IAW NGR 600-200 chapter 4 and TRADOC Reg 350-6.

Performance Steps

1. Explain NGB guidance, policies, procedures and responsibilities by discussing the following as required:
 - a. Responsibilities.
 - b. Personnel ordered to IADT.
 - c. Army training requirements.
 - d. Failure to report to IADT
 - e. Training requirements for split training options.
 - f. Buddy platoon policies.
 - g. Orders and related details.
 - h. Pay grade upon entry.
 - i. Records screening.
 - j. Physical and moral screening.
 - k. Entrance national agency check.
 - l. Composition of enlistment packet.
 - m. Soldier information.
 - n. Processing defects.
 - o. Complaints.
 - p. Hospitalization/medical care.
 - q. UCMJ.
 - r. Rights and benefits.
 - s. DD Form 220 and DD Form 214.
2. Explain TRADOC liaison policies and procedures by discussing the following as required:
 - a. Objectives for IET.
 - b. Soldierization program.
 - c. Training policies, procedures, and administration.
 - d. Physical fitness training.

Performance Steps

- e. Reserve Component training.
- f. Fitness training unit.
- g. Physical Training and Rehabilitation Program.
- h. Defense Language Institute.
- i. Fast Track.
- j. Initial Entry Training Cadre/Support Personnel Training Requirements.
- k. Training records.
- l. Hometown Recruiter Assistance Program.
- m. Military occupational specialty retraining/reclassification procedures.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Explained NGB guidance, policies, procedures and responsibilities.	_____	_____
2. Explained TRADOC liaison policies and procedures.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

TRADOC Reg 350-6

Related

NGR 600-200

Subject Area 10: RCT NCO**805B-79T-2550****Coordinate Inbound Interstate Transfers**

Conditions: As a RCT/ISR NCO, in a field environment, given a requirement to coordinate an inbound interstate transfer (IST), access to current unit vacancies, NGR 601-1, NGR 600-200, AR 600-9, AR 40-501, AR 135-7, DA Pam 611-201, state/territory specific RRF SOP and standard office supplies.

Standards: Accessed IST IAW NGR 600-200 and state/territory specific RRF SOP.

Performance Steps

1. Receive initial contact for IST from—
 - a. Losing state RCT NCO.
 - b. Transferring soldier.
 - c. Losing unit.
 - d. Gaining unit.
 - e. RRNCO.
2. Complete interstate transfer (IST worksheet):
 - a. Acquire soldier data (Losing unit/state RCT NCO).
 - b. Acquire losing unit data.
3. Locate appropriate unit assignment based on the following:
 - a. Eligibility.
 - b. Unit vacancies.
 - c. Geographic location.
 - d. Gender.
 - e. MOS qualifications.
 - f. SRIP.
 - g. Rank/pay grade.
 - h. PULHES.
4. Coordinate completion of contract (NGB 22-5 and addendum to DD Form 4) with—
 - a. Losing state for coordinated transfers.
 - b. Gaining state for uncoordinated transfers.
5. Request personnel qualification record (PQR) from losing states IST NCO.
6. Receive PQR from losing state's IST NCO.
7. Verify PQR and contract for accuracy.

Performance Steps

8. Process accession (PQR/NGR 22-5-R-E and addendum to DD Form 4) IAW state specific R&R SOP.

Note: For REP 63 soldiers, ensure MEPS to MEPS transfer.

9. Report accession data (production report) IAW state specific R & R SOP.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Received initial contact for IST from—	___	___
a. Losing state RCT NCO.		
b. Transferring soldier.		
c. Losing unit.		
d. Gaining unit.		
e. RRNCO.		
2. Completed interstate transfer (IST Worksheet):	___	___
a. Acquired soldier data (losing unit/state RCT NCO).		
b. Acquired losing unit data.		
3. Located appropriate unit assignment based on the following:	___	___
a. Eligibility.		
b. Unit vacancies.		
c. Geographic location.		
d. Gender.		
e. MOS qualifications.		
f. SRIP.		
g. Rank/pay grade.		
h. PULHES.		
4. Coordinated completion of contract (NGB 22-5-R-E and addendum to DD Form 4) with—	___	___
a. Losing state for coordinated transfers.		

Performance Measures	GO	NO GO
b. Gaining state for uncoordinated transfers.		
5. Requested PQR from losing states IST NCO	___	___
6. Received PQR from losing state's IST NCO.	___	___
7. Verified PQR and contract for accuracy.	___	___
8. Processed accession (PQR/NGR 22-5-R-E and addendum to DD Form 4) IAW state specific R&R SOP.	___	___
Note: For REP 63 soldiers, ensure MEPS to MEPS transfer.		
9. Reported accession data (production report) IAW state specific R & R SOP.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7

AR 40-501

DA Pam 611-21

Related

NGR 600-200

NGR 601-1

SMTC18

805B-79T-2551**Coordinate Outbound Interstate Transfers**

Conditions: As a RCT/ISR NCO, in a field environment, given a requirement to coordinate an outbound interstate transfer, NGR 601-1, NGR 600-200, AR 600-9, AR 40-501, AR 135-7, DA Pam 611-201, state/territory specific RRF SOP and standard office supplies.

Standards: Coordinated an outbound interstate transfer IAW NGR 600-200 and state/territory specific RRF SOP.

Performance Steps

1. Receive initial contact for outbound interstate transfer from—
 - a. Gaining/losing state RCT NCO.
 - b. Transferring soldier.
 - c. Gaining/losing unit.
 - d. RRNCO.
2. Complete IST worksheet; acquire soldier data.
 - a. Losing unit.
 - b. SIDPERS.
3. Request appropriate unit assignment from gaining RCT NCO based on the following:
 - a. Eligibility.
 - b. Unit vacancies.
 - c. Geographic location.
 - d. Gender.
 - e. MOS qualifications.
 - f. SRIP.
 - g. Rank/pay grade.
 - h. PULHES.
4. Receive unit assignment from gaining state.
5. Coordinate completion of contract (NGB 22-5-R-E and addendum to DD Form 4) with—
 - a. Losing unit for coordinated transfers.
 - b. Gaining state for uncoordinated transfers.
6. Receive the contract (NGB 22-5-R-E and addendum to DD Form 4).
7. Forward PQR and contract to gaining state IST NCO.
8. Request/receive transfer order.
9. Process transfer/discharge order.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Received initial contact for outbound interstate transfer from—	___	___
a. Gaining/losing state RCT NCO.		
b. Transferring soldier.		
c. Gaining/losing unit.		
d. RRNCO.		
2. Completed IST worksheet; acquire soldier data.	___	___
a. Losing unit.		
b. SIDPERS		
3. Requested appropriate unit assignment from gaining RCT NCO based on the following:	___	___
a. Eligibility.		
b. Unit vacancies.		
c. Geographic location.		
d. Gender.		
e. MOS qualifications.		
f. SRIP.		
g. Rank/pay grade.		
h. PULHES.		
4. Received unit assignment from gaining state.	___	___
5. Coordinated completion of contract (NGB 22-5-R-E and addendum to DD Form 4) with—	___	___
a. Losing unit for coordinated transfers		
b. Gaining state for uncoordinated transfers		
6. Received the contract (NGB 22-5-R-E and addendum to DD Form 4)	___	___
7. Forwarded PQR and contract to gaining state IST NCO.	___	___
8. Requested/received transfer order.	___	___
9. Processed transfer/discharge order.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7
AR 40-501
AR 600-9
DA Pam 611-21

Related

NGR 600-200
NGR 601-1
SMTC18

805B-79T-2552**Process In-Service Recruits**

Conditions: As a RCT/ISR NCO, in a field environment, given a requirement to process an in service recruit, given access to NGR 601-1, NGR 600-200, current unit vacancies, REQUEST, reenlistment Army incentives (RETAIN), keystone, state/territory specific RRF SOP and standard office supplies.

Standards: Processed and accessed an in service recruit IAW NGR 600-200 and state/territory specific RRF SOP.

Performance Steps

1. Identify pending in service recruits (ISR) through one or more of the following sources:
 - a. Keystone.
 - b. Personal contact with RCCC. For personal contact with RCCC, complete the following:
 - (1) Locate appropriate unit assignment.
 - (2) Add a vacancy to REQUEST.
 - (3) Provide RCCC with unit vacancy control number.
 - c. U.S. mail.
2. Inform unit of pending ISR.
3. Receive ISR packet.
4. Verify ISR packet contents as applicable:
 - a. DA Form 5691-R.
 - b. DD Form 4.
 - c. DA Form 7249-R.
 - d. DA Form 5435-R.
 - e. DA Form 5261-3-R.
 - f. DA Form 5261-4-R.
 - g. DA Form 5642-R.
 - h. Separation order.
 - i. Amendment order.
 - j. Endorsement order.
 - k. DA Form 2A (ERB).
 - l. DA Form 2-1.
 - m. DD Form 2807-1 and DD Form 2807-2.
 - n. DA 5500-R.
 - o. DD Form 214.
5. Forward ISR packet to SIDPERS IAW with state specific RRF SOP.

Performance Steps

6. Report accession data IAW state specific RRF SOP.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Identified pending ISR through one or more of the following sources:	___	___
a. Keystone.		
b. Personal contact with RCCC. For personal contact with RCCC, complete the following:		
(1) Locate appropriate unit assignment.		
(2) Add a vacancy to REQUEST.		
(3) Provide RCCC with unit vacancy control number.		
c. U.S. mail.		
2. Informed unit of pending ISR.	___	___
3. Received ISR packet.	___	___
4. Verified ISR packet contents as applicable:	___	___
a. DA Form 5691-R.		
b. DD Form 4.		
c. DA Form 7249-R.		
d. DA Form 5435-R.		
e. DA Form 5261-3-R.		
f. DA Form 5261-4-R.		
g. DA Form 5642-R.		
h. Separation order.		
i. Amendment order.		
j. Endorsement order.		
k. A Form 2A (ERB).		
l. DA Form 2-1.		
m. DD 2808 & 2807.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
n. DA 5500-R.		
o. DD Form 214.		
5. Forwarded ISR packet to SIDPERS IAW with State specific RRF SOP.	_____	_____
6. Reported accession data IAW State specific RRF SOP.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-1

SMTC18

805B-79T-2553

Manage State REQUEST System

Conditions: As a RCT/ISR NCO, in a field environment, given a requirement to RCT/ISR workstation, NGR 601-1, NGR 600-200 with current ECM, appropriate messages, REQUEST operation system, REQUEST manual and standard office supplies.

Standards: Performed duties as REQUEST manager and maintain accurate information on all units and vacancies IAW REQUEST user manual.

Performance Steps

1. Log in using REQUEST user name and password.
2. Check mail.
3. Review weekly top-load and coordinate resolution of errors.
4. Manage unit vacancies.
 - a. Search and hold a unit vacancy.
 - B. Create a unit vacancy.
 - c. Verify a unit vacancy.
 - d. Update a unit vacancy.
5. Manage ARNG station assignments/ARNG units.
 - a. Verify unit by facility ID.
 - b. Create a new facility ID.
 - c. Verify a unit by UIC.
 - d. Create a unit by UIC.
 - e. Match a unit by UIC to a facility ID.
 - f. Create/update a unit POC.
6. Manage reports.
 - a. Arrivals report.
 - b. Available vacancies report.
 - c. Frozen report.
 - d. Job qualification policies report.
 - e. Cancellation report.
 - f. Reservation report.
 - g. Unconfirmed accessions report.
 - h. Unit report.
 - i. Vacancy report.
 - j. Print a report.

Performance Steps

7. User management.
 - a. Change REQUEST password.
 - b. Maintain users.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Log in using REQUEST user name and password.	___	___
2. Check mail.	___	___
3. Review weekly top-load and coordinate resolution of errors.	___	___
4. Manage unit vacancies. <ol style="list-style-type: none"> a. Search and hold a unit vacancy. b. Create a unit vacancy. c. Verify a unit vacancy. d. Update a unit vacancy. 	___	___
5. Manage ARNG station assignments/ARNG units. <ol style="list-style-type: none"> a. Verify unit by facility ID. b. Create a new facility ID. c. Verify a unit by UIC. d. Create a unit by UIC. e. Match a unit by UIC to a facility ID. f. Create/update a unit POC. 	___	___
6. Manage reports. <ol style="list-style-type: none"> a. Arrivals report. b. Available vacancies report c. Frozen report. d. Job qualification policies report. e. Cancellation report. 	___	___

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> f. Reservation report. g. Unconfirmed accessions report. h. Unit report. i. Vacancy report. j. Print a report. 		
7. User management.	_____	_____
<ul style="list-style-type: none"> a. Change REQUEST password. b. Maintain users. 		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-1

SMTTC10

Subject Area 11: Automation NCO**805B-79T-2420****Manage User Accounts**

Conditions: Given a requirement to add, modify or delete a user account and ANCO has access to the necessary ARISS application(s).

Standards: Added, maintained, transferred, or deleted a user account IAW current ARISS application utilizing procedures outlined in the user manuals for personnel application (PER), system user registration (BigSUR), Fastlane, force structure address and zip code realignment (FAZR), and joint recruiting management support (JRMS).

Performance Steps

1. Create new user account.
 - a. Initiate USAAC Form 101 to verify favorable security investigation.
 - (1) If favorable, go to step 1b.
 - (2) If no record—
 - (a) Ensure that user completes the SF 86 and submits to the state security officer.
 - (b) Initiate USAREC FM 1189 and request for a waiver.
 - (c) Upon waiver approval, go to step 1b.
 - (3) If unfavorable, user not eligible. Refer to chain of command (end of task).
 - b. Verify the following required user accounts:
 - (1) Army Knowledge Online (AKO).
 - (2) Virtual armory / youcannet.
 - (3) E-mail.
 - c. Add user to PER by completing the following:
 - (1) Pending-gain-add screen.
 - (2) Arrival Information data fields.
 - d. Select user applications and roles in BigSUR interface.
 - e. Receive and forward e-mail with user information regarding public key infrastructure (PKI) to socl1@usarec.army.mil to request PKI certificates.
 - f. Receive e-mail notification regarding internet service provider (ISP) account from joint recruiting management support (JRMS) and accept the account on the JRMS website as required.
2. Modify user account(s) by updating user data in—
 - a. PER.
 - (1) Maintain.
 - (2) Transfer.
 - (3) Loss.

Performance Steps

- | |
|---|
| <ul style="list-style-type: none"> b. BigSUR. <ul style="list-style-type: none"> (1) Modify user data. (2) Change user roles. (3) Applications. c. FAZR. Modify user data. d. JRMS (if required). Modify user data. e. Fastlane. <ul style="list-style-type: none"> (1) Maintain user passwords. (2) Remove machine name (as required). f. E-mail (state specific). |
|---|

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
----------------------	----	-------

- | | | |
|--|-------|-------|
| <ul style="list-style-type: none"> 1. Created new user account: <ul style="list-style-type: none"> a. Initiated USAAC Form 101 to verify favorable security investigation. <ul style="list-style-type: none"> (1) If favorable, go to step 1b. (2) If no record— <ul style="list-style-type: none"> (a) Ensured that user completes the SF 86 and submits to the state security officer. (b) Initiated USAREC FM 1189 and request for a waiver. (c) Upon waiver approval go to step 1b. (3) If unfavorable, user not eligible. Referred to chain of command (end of task). b. Verified the following required user accounts: <ul style="list-style-type: none"> (1) Army Knowledge Online (AKO). (2) Virtual armory / youcannet. (3) E-mail. c. Added user to PER by completing the following: <ul style="list-style-type: none"> (1) Pending-gain-add screen. (2) Arrival information data fields. d. Selected user applications and roles in (BigSUR).interface | _____ | _____ |
|--|-------|-------|

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> e. Received and forwarded e-mail with user information regarding PKI to socl1@usarec.army.mil to request PKI certificates. f. Received e-mail notification regarding ISP account from JRMS and accept the account on the JRMS website as required. 		
<p>2. Modified user account(s) by updating user data in—</p> <ul style="list-style-type: none"> a. PER. <ul style="list-style-type: none"> (1) Maintain. (2) Transfer. (3) Loss. b. BigSUR. <ul style="list-style-type: none"> (1) Modified user data. (2) Changed user roles. (3) Applications. c. FAZR. Modified user data. d. JRMS (if required). Modified user data. e. Fastlane. <ul style="list-style-type: none"> (1) Maintained user passwords. (2) Removed machine name (as required). f. E-mail (state specific). 	—	—

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC12

SMTC13

SMTC14

SMTC21

805B-79T-2421

Prepare Recruiter Work Station (RWS) for Issue

Conditions: Given a requirement to provide an RWS for the end user and access to ARISS administrator guide, RWS, latest images and updates.

Standards: Prepared RWS for issue IAW ARISS administrator guide.

Performance Steps

1. Install the ARISS image onto the RWS utilizing the current ARISS administrator guide.
2. Setup EPSQ for state specific security manager information.
3. Setup email.
 - a. Add user’s email account.
 - b. Setup secured email.
 - c. Setup email for off-line use.
 - d. Setup personal folders.
4. Setup connectivity as required.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Installed the ARISS image onto the RWS utilizing the current ARISS administrator guide.	___	___
2. Set up EPSQ for state specific security manager information.	___	___
3. Set up email.	___	___
a. Added user’s email account.		
b. Set up secured email.		
c. Set up email for off-line use.		
d. Set up personal folders.		
4. Set up connectivity as required.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC16

805B-79T-2422**Maintain Recruiter Work Station (RWS)**

Conditions: Given a fully functional RWS and access to—

- a. Appropriate recovery CD.
- b. Required updates.
- c. Appropriate Army recruiting information support system (ARISS) operations messages and administrators guides.
- d. ARISS logistical support plan.

Standards: Maintained functionality and in compliance with current USAREC RWS hardware and software baseline requirements.

Performance Steps

1. Identify maintenance required.
 - a. Update required (go to step 2).
 - b. RWS malfunction identified (go to step 3).
2. Apply appropriate update IAW supplied ARISS documentation. (Task complete.)
3. Perform troubleshooting process by determining nature of problem.
 - a. Software.
 - (1) Commercial off the shelf (COTS) software.
 - (2) Operating system.
 - (3) ARISS Software.
 - b. Hardware.
 - (1) Laptop.
 - (2) Connectivity.
 - (a) LAN.
 - (b) Dial-up.
 - (3) Printer.
 - c. User.
4. Perform repair process.
 - a. Identify appropriate documentation (if available).
 - b. Utilize appropriate documentation (if available) to correct problem.
 - c. If unable to solve or repair problem, contact customer service center (CSC), the ARISS help desk.

Note: Share knowledge of successful solution of previously unknown problem with Recruiting and Retention Area Command (RRAC) automation sub-committee chair. If unable to solve or repair problem, contact CSC, the ARISS help desk.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Identified maintenance required.	___	___
a. Updated required (go to step 2).		
b. RWS malfunction identified (go to step 3).		
2. Applied appropriate update IAW supplied ARISS documentation. (Task complete.)	___	___
3. Performed troubleshooting process by determining nature of problem.	___	___
a. Software.		
(1) COTS software.		
(2) Operating system.		
(3) ARISS software.		
b. Hardware.		
(1) Laptop.		
(2) Connectivity.		
(a) LAN.		
(b) Dial-up.		
(3) Printer.		
c. User.		
4. Performed repair process.	___	___
a. Identified appropriate documentation (if available).		
b. Utilized appropriate documentation (if available) to correct problem.		
c. If unable to solve or repair problem, contacted CSC, the ARISS help desk.		

Note: Share knowledge of successful solution of previously unknown problem with RRAC automation sub-committee chair.

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC16

SMTC17

805B-79T-2423**Maintain RSID Territory Assignments and Relationships**

Conditions: Given an RSID structure, recruiting territory assignments, access to force address and zip code realignment (FAZR) user's manual and application.

Standards: Maintained correct RSID and territory assignments utilizing the FAZR application IAW ARNG FAZR user's manual and state specific recruiting and retention standing operating procedures (SOPs).

Performance Steps

1. Review/update RSID information (as required).
2. Review/update zip codes assignments (as required).

Note: All zip codes must be assigned.

3. Review/update school assignments (as required).
4. Review/update unit assignments (as required).

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed/updated RSID information (as required).	___	___
2. Reviewed/updated zip codes assignments (as required).	___	___
Note: All zip codes must be assigned.		
3. Reviewed/updated school assignments (as required).	___	___
4. Reviewed/updated unit assignments (as required).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

SMTC14

References

Required
SMTC18

Related

805B-79T-2424**Manage Information Security (INFOSEC) for the ARNG Recruiting and Retention Force**

Conditions: Given the responsibility as the information assurance security officer (IASO) for the recruiting and retention command and access to—

- a. AR 380-19.
- b. Guidance from USAREC-IAM.
- c. Guidance from NGB-ASM.
- d. State and local guidance.

Standards: Managed INFOSEC for the recruiting and retention command IAW AR 380-19, guidance from USAREC-IAM, guidance from NGB-ASM, state and local guidance.

Performance Steps

1. Process and maintain appropriate security forms and paperwork.
 - a. Assignment of automation NCO (ANCO) as an IASO.
 - (1) Acknowledgement of trusted agent (TA) responsibilities memorandum.
 - (2) DD Form 2841.
 - (3) Memorandum identifying the state security manager.
 - b. USAAC Form 101 (USAAC Information Systems Access Request).
 - c. DD Form 2842.
2. Manage public key infrastructure (PKI):
 - a. Establish secure email with the ARISS information assurance manager (IAM) at Fort Knox.
 - (1) Setup Microsoft Outlook for secure email.
 - (2) Receive DOD PKI certificate registration instructions in a secure email.
 - b. Download PKI certificates.
 - (1) Ensure user downloads all certificates from the DISA web site <http://reg.c3pki.chamb.disa.mil/>.
 - (2) Ensure user backs up certificates onto PKI floppy disk and assigns password to each certificate.
 - c. Manage PKI certificates.
 - (1) IASO and user complete DD Form 2842.
 - (2) Make proper distribution of DD Form 2842.
 - (a) Original copy to ARISS IAM.
 - (b) Maintain file copy as an inspectable item.
 - (3) User tests PKI certificates.
 - (4) Automation NCO deletes certificates from Netscape by deleting the cert7.db and key3.db files.
 - (5) Report lost, found or compromised PKI to ARISS IAM.
3. Conduct initial and annual security briefings.

Performance Steps

4. Comply with DOD, NGB, USAREC, and state password conventions and policies.
5. Conduct periodic review of INFOSEC equipment and update as required.
6. Respond to INFOSEC violations.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Processed and maintained appropriate security forms and paperwork.	_____	_____
a. Assignment of automation NCO (ANCO) as an IASO.		
(1) Acknowledgement of TA) responsibilities memorandum.		
(2) DD Form 2841.		
(3) Memorandum identifying the state security manager.		
b. USAAC Form 101.		
c. DD Form 2842.		
2. Managed PKI:	_____	_____
a. Established secure email with the ARISS IAM at Fort Knox.		
(1) Setup Microsoft Outlook for secure email.		
(2) Received DOD PKI certificate registration instructions in a secure email.		
b. Downloaded PKI certificates.		
(1) Ensured user downloaded all certificates from the DISA web site http://reg.c3pki.chamb.disa.mil/ .		
(2) Ensured user backed up certificates onto PKI floppy disk and assigned password to each certificate.		
c. Managed PKI certificates.		
(1) IASO and user complete DD Form 2842.		
(2) Made proper distribution of DD Form 2842.		
(a) Original copy to ARISS IAM.		
(b) Maintained file copy as an inspectable item.		
(3) User tests PKI certificates.		
(4) Automation NCO deletes certificates from Netscape by deleting the cert7.db and key3.db files.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
(5) Reported lost, found or compromised PKI to ARISS IAM.		
3. Conducted initial and annual security briefings.	_____	_____
4. Complied with DOD, NGB, USAREC, and state password conventions and policies.	_____	_____
5. Conducted periodic review of INFOSEC equipment and updated as required.	_____	_____
6. Responded to INFOSEC violations.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 380-19

Related

805B-79T-2425

Provide Initial Recruiter Work Station (RWS) Familiarization

Conditions: Given a requirement to familiarize a newly assigned user with the RWS and access to RWS.

Standards: Introduced a newly assigned user to the RWS software and hardware IAW leads/report user manual and state specific guidance.

Performance Steps

1. Familiarize user with RWS hardware.
 - a. Lights and indicators on RWS.
 - b. How to open and close RWS.
 - c. Specific buttons on RWS.
 - d. Environmental limits of RWS
 - e. Ports on back of RWS.
 - f. Location and operation of peripherals.
2. Introduce user to RWS software.
 - a. Hardware profiles.
 - (1) Dialup.
 - (2) LAN.
 - b. Connectivity.
 - (1) Dialup.
 - (2) LAN.
 - c. Login to RWS.
 - d. Secure VPN tunnel.
 - e. Asset manager option (AMO)/software delivery option (SDO).
 - f. Leads/reports.
 - (1) Login.
 - (2) Replication.
 - (3) Projection.
 - g. EST.
 - h. EPSQ.
 - i. Microsoft Outlook.
 - j. Form Flow.
 - k. Girth.
 - l. Printers.
 - m. Dialup networking.

Performance Steps

- n. Shutdown procedures.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Familiarized user with RWS hardware.	_____	_____
a. Lights and indicators on RWS.		
b. How to open and close RWS.		
c. Specific buttons on RWS.		
d. Environmental limits of RWS.		
e. Ports on back of RWS.		
f. Location and operation of peripherals.		
2. Introduced user to RWS software.	_____	_____
a. Hardware profiles.		
(1) Dialup.		
(2) LAN.		
b. Connectivity.		
(1) Dialup.		
(2) LAN.		
c. Login to RWS.		
d. Secure VPN tunnel.		
e. Asset manager option (AMO)/software delivery option (SDO).		
f. Leads/reports.		
(1) Login.		
(2) Replication.		
(3) Projection.		
g. EST.		
h. EPSQ.		
i. Microsoft Outlook.		
j. Form Flow.		

Performance Measures**GO****NO GO**

- k. Girth.
- l. Printers.
- m. Dialup networking.
- n. Shutdown procedures.

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 OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**
SMTC15

Subject Area 12: RCCC**805B-79S-7001****Conduct a Pre-Transition Briefing**

Conditions: Given a soldier scheduled for transition from active duty and access to—

- a. AR 135-7.
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 611-201.
- f. AR 614-200.
- g. AR 635-10.
- h. FM 101-5.
- i. DA Pam 140-8.
- j. Current RETAIN messages.
- k. Appropriate policy memorandums.
- l. Standard office supplies and equipment.

Standards: Conducted a pre-transition briefing IAW AR 635-10 and FM 101-5 by preparing the briefing, coordinating with the soldier or PSC to ensure attendance, and delivering the briefing. Made the content of the briefing clear enough to allow the soldier to make a transition decision.

Performance Steps		
1.	Construct the pre-transition briefing.	
2.	Prepare an outline.	
3.	Coordinate briefing.	
4.	Deliver the briefing.	
5.	Follow up the briefing.	

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
1. Constructed the pre-transition briefing.	___	___
2. Prepared an outline identifying the following steps:	___	___
a. Introduction.		
b. History/mission statement of Reserve components.		

Performance Measures	GO	NO GO
c. Body, to include obligations, options, and benefits.		
d. Close.		
3. Coordinated briefing with soldier(s) and or PSC, to include the following:	___	___
a. Time.		
b. Location.		
c. Equipment.		
4. Delivered the briefing and ensured the following:	___	___
a. Stated the purpose.		
b. Anticipated questions and was prepared to respond accordingly.		
c. Asked for questions when closing.		
5. Followed up the briefing by scheduling one-on-one interviews.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

- AR 135-7
- AR 135-91
- AR 140-10
- AR 601-280
- AR 635-10
- DA Pam 611-21
- FM 101-5

Related

- AR 614-200
- RETAIN

805B-79S-7002**Determine Reserve Component Enlistment/Transfer Eligibility**

Conditions: Given a soldier scheduled for transition from the active Army and access to—

- a. AR 135-91.
- b. AR 135-7.
- c. AR 600-9
- d. AR 601-280.
- e. AR 614-200.
- f. DA Pam 611-21.
- g. DA Form 4591-R.
- h. DA Form 5690-R.
- i. Retain.
- j. Current Human Resources Command (HRC) processing procedures.
- k. Soldier's MPRJ.

Standards: Determined a soldier's eligibility for enlistment/transfer into the Reserve Component.

Performance Steps
<ol style="list-style-type: none"> 1. Ensured the soldier is scheduled for an interview, within 90 days prior to ETS or beginning date of transitional leave. 2. Determine eligibility. 3. Determine enlistment/transfer periods.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured servicing career counselor scheduled an interview for soldiers, within 90 days prior to ETS to include submission of a completed DA Form 4591-R card.	___	___
2. Determined eligibility for a soldier (obligor/non-obligor) to enlist/transfer into the Reserve Component.	___	___
3. Determined enlistment/transfer periods (obligor/non-obligor).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-91

AR 601-280

AR 635-10

Related

AR 614-200

RETAIN

805B-79S-7003**Determine Reserve Component Options and Incentives**

Conditions: Given a soldier scheduled for transition from the active Army and access to—

- a. AR 135-7.
- b. AR 135-91.
- c. AR 601-280.
- d. AR 614-200.
- e. AR 635-10.
- f. DA Pam 611-21.
- g. DA Form 4591-R.
- h. DA Form 5690-R.
- i. Soldier's MPRJ.

Standards: Determined a soldier's eligibility for options and incentives into the Reserve Component.

Performance Steps
<ol style="list-style-type: none"> 1. Determine eligibility for enlistment/transfer. 2. Determine eligibility for options. 3. Determine eligibility for incentives.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
1. Determined eligibility for enlistment/transfer into the ARNG/USAR.	___	___
2. Determined eligibility for options.	___	___
3. Determined eligibility for incentives.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References**Required**

AR 135-7
AR 135-91
AR 601-280

Related

AR 614-200
RETAIN

References

Required

AR 635-10

DA Pam 611-21

Related

805B-79S-7004**Conduct a Transition Counseling Session**

Conditions: Given a soldier scheduled for transition from active duty and access to—

- a. AR 135-7
- b. AR 135-91.
- c. AR 601-280.
- d. DA Pam 611-21.
- e. DA Form 4591-R.
- f. DA Form 5690-R.

Standards: Conducted a transition interview IAW AR 601-280 by ensuring all pertinent data about the soldier and the soldier's status was reviewed and available during the interview. Ensured the soldier understood all options and made a final decision using the information supplied.

Performance Steps
<ol style="list-style-type: none"> 1. Schedule the interview. 2. Gather information on the soldier. 3. Prepare for the interview. 4. Conduct the interview. 5. Schedule a follow-up interview if necessary. 6. Record the results of the interview.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
1. Scheduled the interview so as not to rush the interviewer or the interviewee.	___	___
2. Gathered all available information about the soldier.	___	___
3. Prepared for the interview by accomplishing the following:	___	___
a. Established the objective of the interview.		
b. Determined the type of interview/counseling session desired to accomplish the objective.		
c. Prepared a list of questions to guide the interview.		
d. Prepared the physical surroundings to ensure—		
(1) Privacy.		
(2) An informal, friendly atmosphere.		

Performance Measures	GO	NO GO
(3) An effective display of retention/transition literature.		
(4) Access to all necessary material, directives, and other sources of information.		
4. Conducted the interview by accomplishing the following:	___	___
a. Opened the interview – a friendly, personal greeting.		
b. Summarized advance information. Determined if anything had changed.		
c. Established the soldier’s needs, wants, and desires. Used probing, open-ended questions to get the soldier actively involved.		
d. Presented factual information utilizing Army regulations, directives, or other source references. Explained the benefits or disadvantages of a particular course of action being discussed.		
e. Restated the soldier’s objections, clarified with facts, and overcame if possible.		
f. Summarized before concluding the session. Summarized what had been accomplished, or what course of action/decision had been reached.		
g. Closed the session by obtaining a commitment from the soldier.		
5. Scheduled a follow-up interview if necessary.	___	___
6. Recorded the results of the interview on the DA Form 4591-R, DA Form 5690-R, and the soldier data file.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

- AR 135-7
- AR 135-91
- AR 140-10
- AR 601-280
- AR 635-10
- DA Pam 611-21
- FM 101-5

Related

- AR 614-200
- RETAIN

805B-79S-7005**Process a Reserve Components Assignment**

Conditions: Given a soldier scheduled for transition from active duty and access to—

- a. AR 135-7
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 614-200.
- f. AR 635-10.
- g. FM 101-5.
- h. DA Pam 611-21.
- i. Current HRC processing procedures.
- j. RETAIN.
- k. DA Form 4591-R.
- l. DA Form 5690-R.

Standards: Processed a Reserve Component assignment IAW AR 601-280.

Performance Steps
<ol style="list-style-type: none"> 1. Obtain/verify the RC assignment. 2. Record the results of the assignment.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
<ol style="list-style-type: none"> 1. Processed an ARNG assessment: <ol style="list-style-type: none"> a. Accessed to RETAIN system terminal. b. Used the determine soldier eligibility module and enter the soldier's personal data, using the completed DA Form 5690-R. c. Performed CONUS coordination as applicable. Obtained compatible unit assignment. d. Performed OCONUS coordination as applicable. e. Used the vacancy training search/make reservation module to make the reservation. f. Used the confirm shipment or change ship date module to confirm the reservation. 2. Updated the DA Form 5690-R and the soldier data file. 	_____ _____	_____ _____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-18
AR 135-7
AR 135-91
AR 140-10
AR 601-280
AR 635-10
DA Pam 611-21
FM 101-5

Related

AR 614-200
RETAIN

805B-79S-7006**Process a Reserve Components Enlistment/Transfer Packet**

Conditions: Given a qualified soldier transitioning from active duty, who has accepted a Reserve Components assignment, and access to—

- a. AR 135-7.
- b. AR 135-9.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 635-200.
- f. DA Pam 600-8.
- g. Unit assignment data.
- h. RETAIN system printout sheet.
- i. Completed DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) and/or medical documentation (if applicable).
- j. Completed DA Form 5690.
- k. Blank DA Form 5691-R (Request for Reserve Component Assignment Orders).
- l. Blank DD Form 4.
- m. Blank DA Form 3540-R.
- n. Blank DA Form 7249-R.
- o. Blank options/incentives documents (if applicable).
- p. Separation orders.
- q. Completed DD Form 214.
- r. Standard office supplies and equipment.

Standards: Processed a Reserve Components enlistment/transfer packet IAW task 121-023-8002, Review the processing of soldiers for the Reserve Component and AR 601-280.

Performance Steps

1. Perform task, review the processing of soldiers for the Reserve Component.
2. Complete an IRR enlistment packet.
3. Complete an ARNG enlistment packet.
4. Verify entries on all documents.
5. Establish the correctness of all entries with the soldier.
6. Consummate the ceremony.
7. Distribute enlistment/transfer packet.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
1. Performed the task, review/validate the processing of soldiers for the reserve components.	___	___
2. Completed USAR transfer packet.	___	___
3. Completed a USAR enlistment packet.	___	___
4. Completed an IRR enlistment packet.	___	___
5. Completed an ARNG enlistment packet.	___	___
6. Verified entries on all documents to ensure that all required information is present.	___	___
7. Established the correctness of all entries with the soldier.	___	___
8. Consummated the ceremony.	___	___
9. Distributed enlistment/transfer packet.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

- AR 135-7
- AR 135-91
- AR 140-10
- AR 601-280
- AR 635-200
- DA Pam 600-8

Related

Skill Level 5**Subject Area 1: Automation****805B-79T-2508****Review Top of System (TOS) Report**

Conditions: You are an area recruiting and retention NCO. You have a daily requirement to access the top of the system reports and analyze the available data. You have recruiting and retention NCO's with or without experience and access to—

- a. Recruiter workstation with leads and reports system software Installed.
- b. User manual 79T ARRNCO top of the system.
- c. Access to a data line.
- d. Standard office supplies.
- e. State and local standing operating procedures.

Standards: Accessed the top of the system and generated reports needed to analyze RRNCO productivity IAW state and local standing operating procedures.

Performance Steps

1. Connect to ISP.
 - a. Click Dial – Networking.
 - b. Enter password.
 - c. Click OK
 - d. Right click on Permit Client icon
 - e. Click Disable on the permit client menu.
2. Login user.
 - a. Click Permit Client Program icon.
 - b. Click Login User.
 - c. Insert PKI disk then click Browse.
 - d. Click DOD ID PKI Certificate and then enter password.
 - e. Click OK.
3. Extended authentication (click OK).
4. Access and log onto ARISS.
 - a. Click Bookmarks.
 - b. Click Top Of the System West (East if necessary).

Performance Steps

- c. Enter username (NT username).
 - d. Enter user password (NT password).
5. Set RSID (RRNCO) distribution parameters.
 - a. Click a RRNCO.
 - b. Click a school.
 - c. Click Assign UP Arrow.
 - d. Click Zip Code.
 - e. Click a RRNCO
 - f. Click Assign UP Arrow
 - g. Click Assigned to View Zip Code.
 - h. Click Unassigned to View School.
6. View Missions.
 - a. Click Mission.
 - b. Select and click.
 - c. Click Retrieve.
7. Continued process to get all needed reports. Generate reports.
 - a. Click Reports to view report.
 - b. Click folder.
 - c. Select folder and click.
 - d. Click Generate Report.
 - e. Click RSID window drop-down arrow.
 - f. Enter RSID.
 - g. Click Report Level then select and click.
 - h. Input year.
 - i. Click OK to generate report.
 - j. Continued process to get all needed reports.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Connected to ISP.	_____	_____
a. Clicked Dial – Networking.		
b. Entered password.		
c. Clicked OK.		
d. Right clicked on Permit Client icon		
e. Clicked disable on the permit client menu.		
2. Logged in as user.	_____	_____
a. Clicked Permit Client Program icon.		
b. Clicked Login User.		
c. Inserted PKI disk then clicked Browse.		
d. Clicked DOD ID PKI Certificate and then entered password.		
e. Clicked OK.		
3. Established extended authentication (clicked OK).	_____	_____
4. Accessed and logged onto ARISS.	_____	_____
a. Clicked bookmarks.		
b. Clicked Top Of the System West (East if necessary)		
c. Entered Username (NT username).		
d. Entered User password (NT password).		
5. Set station distribution parameters.	_____	_____
a. Clicked a RRNCO.		
b. Clicked a school.		
c. Clicked Assign UP Arrow.		
d. Clicked Zip Code.		
e. Clicked a RRNCO.		
f. Clicked Assign UP Arrow.		
g. Clicked Assigned to View Zip Code.		
h. Clicked Unassigned to View School.		
6. Viewed missions.	_____	_____
a. Clicked mission.		
b. Selected and clicked.		
c. Clicked Retrieve.		
7. Generated reports.	_____	_____
a. Clicked Reports to View Report.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> b. Clicked folder. c. Selected folder and clicked. d. Clicked Generate Report. e. Clicked RSID window drop-down arrow. f. Entered RSID. g. Clicked Report Level then selected and clicked. h. Inputted year. i. Clicked OK to generate report. 		
8. Continued process to get all needed reports.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR 601-2
- SMTC15
- SMTC20

805B-79T-2510**Conduct Automated Performance Review**

Conditions: As an ARNG recruiting and retention NCOIC with PKI/CAC access, access to the top of the system (TOS), word-wide web (with appropriate ARISS system), and RRNCOs with a wide variety of experience in sales and administrative skill.

Standards: Conducted a performance review that focused the RRNCOs on their mission, sharpened administrative/management skills, and caused real growth in production by prescribing specific follow-on actions for prospects/applicants at various stages in the sales/prospecting process.

Performance Steps

1. Discuss recruiting personnel status.
 - a. Personnel accountability (leave).
 - b. Personnel issues.
 - c. End of tour awards, recruiter performance/production awards.
2. Review production/floor activities.
 - a. Prospecting.
 - (1) Do RRNCOs know their requirements to achieve mission?
 - (2) Are the RRNCOs meeting prospecting goals? If not, which RRNCOs are not meeting their goals? What is being done to train that RRNCO? Make appropriate changes in prospecting methods when necessary.
 - b. Projections.
 - (1) Are all projections on ARISS? Have RRNCOs received a “passed edit?”
 - (2) Are all packets complete and turned in to MEPS?
 - c. Waivers.
 - (1) Review outstanding waivers.
 - (2) Have all your waivers been sent to the approving authority?
 - (3) Status of waivers still being worked by the RRNCOs.
3. Analyze pre-IET soldier management.
 - a. Are all pre-IET soldiers ready to ship?
 - b. Have all documents required for shipping been sent to the MEPS?
 - c. Graduation status on all pre-IET high school seniors.
 - d. Pre-IET soldier referral rate.
4. Review training/counseling.
 - a. Training.
 - (1) Review new recruiter training program.
 - (2) Provide individual performance orientated training to RRNCOs as needed.
 - b. Counseling.

Performance Steps

- (1) Counsel RRNCOs on performance as needed.
- (2) Check NCO-ER suspense.
- 5. Close performance review.
 - a. Identify training needs and plan training accordingly.
 - b. Close daily progress report.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Discussed recruiting personnel status.	_____	_____
a. Personnel accountability (leave).		
b. Personnel issues.		
c. End of tour awards, recruiter performance/production awards.		
2. Reviewed production/floor activities.	_____	_____
a. Prospecting.		
(1) Do RRNCOs know their requirements to achieve mission?		
(2) Are the RRNCOs meeting prospecting goals? If not, which RRNCOs are not meeting their goals? What is being done to train that RRNCO? Make appropriate changes in prospecting methods when necessary.		
b. Projections.		
(1) Are all projections on ARISS? Have RRNCOs received a "passed edit?"		
(2) Are all packets complete and turned in to MEPS?		
c. Waivers.		
(1) Review outstanding waivers.		
(2) Have all your waivers been sent to the approving authority?		
(3) Status of waivers still being worked by the RRNCOs.		
3. Analyzed pre-IET soldier management.	_____	_____
a. Are all pre-IET soldiers ready to ship?		
b. Have all documents required for shipping been sent to the MEPS?		
c. Graduation status on all pre-IET high school seniors.		

Performance Measures	GO	NO GO
d. Pre-IET soldier referral rate.		
4. Reviewed training/counseling.	_____	_____
a. Training		
(1) Review New Recruiter Training Program		
(2) Provide individual performance orientated training to RRNCOs as needed		
b. Counseling		
(1) Counsel RRNCOs on performance as needed		
(2) Check NCO-ER suspense		
5. Closed performance review.	_____	_____
a. Identify training needs and plan training accordingly.		
b. Close daily progress report.		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC20

805B-79T-2512**Analyze State Top of System (TOS) Report**

Conditions: As an ARNG recruiting and retention SGM with PKI/CAC access, a requirement to access the top of the system (TOS), and access to the word-wide web (with appropriate ARISS system).

Standards: Analyzed the TOS reports to prepare for periodic progress reports.

Performance Steps

1. Analyze the applicant processing list.
 - a. Check to see the recruiter prospects in both male and female markets.
 - b. Check and verify the recruiter has a variety of lead sources.
 - c. Check to see if appointments are being conducted within 72 hours of original scheduled time.
 - d. Check to see if the appointments are being conducted and immediately terminated.
 - e. Verify if there are any problems with too many DQ's, QNE's, medical disqualifications, or test failures.
 - f. Check recruiter's follow-up dates.
 - g. Ensure your own directives are measurable, achievable, and aggressive.
2. Analyze the lead source analysis.
 - a. Check the volume of appointments conducted and compare with contracts obtained. This indicates the efficiency in converting prospects of a particular market segment.
 - b. Look for the absence of or low volume of appointments conducted and contracts obtained in a given market segment. This indicates the potential for increased production by directing activity into the appropriate market.
 - c. Look for a low volume of contracts obtained in relation to appointments conducted in a particular market segment. This indicates difficulty in converting appointments to contracts and must be resolved through sales training.
3. Analyze military entrance processing station (MEPS) processing list.
 - a. Check the MEPs processing list to ensure the following are given another opportunity to enlist:
 - (1) QNE.
 - (2) Temporary medical disqualifications.
 - (3) Over weights.
4. Analyze telephone prospecting data.
 - a. Trouble making appointments.
 - (1) Not establishing rapport. Find out as much as you can prior to calling (such as ask DEP members for current and past yearbooks, sports, and other school activities; talk to other people who might know the individual and can give you information).

Performance Steps

- (2) Not creating enough interest. You must ask fact-finding, open-ended questions. This will assist you in uncovering the prospect's buying motive.
 - (3) Not using the buying motive as a reason for asking for an appointment. Don't forget you must sell the appointment not the Army National Guard.
 - (4) Not asking for the appointment, just flat not asking: "John, would Monday at 4:00 p.m. be good or Tuesday at 6:00 p.m. be better for you to talk about your buying motive? I'll see you at 4:00 p.m., if you have a friend bring him or her with you."
 - (5) Not prospecting or prospecting at the wrong time.
- b. Trouble with no-shows.**
- (1) Not enough interest created during prospecting. (See trouble making appointments.)
 - (2) Too much time between appointments made and conducted. (More than 72 hours increases no-show rate.)
 - (3) Follow-up 24 hours before appointment to confirm.
 - (4) Overselling on the telephone. Telling the lead everything over the telephone will leave little to talk about during the interview.
 - (5) Making the appointment just for the sake of satisfying a requirement. (Not making a good appointment.) You know this person will be a no-show, remember you have to follow-up on this person (time management).
 - (6) Failure to confirm the time and place of appointment.
 - (7) Failure to confirm the prospect's mode of transportation to the place of appointment.
 - (8) Failure to use effective listening when speaking with the prospect(s).
- c. Appointment conducted to test. Low conversion from appointment conducted to test.**
- (1) Did you get a commitment from the applicant? Did you ask the applicant to enlist?
 - (2) Did you present features and benefits for all the applicant's buying motives?
 - (3) Did you sell the Army National Guard and present facts, evidence, benefits, and attempt to obtain an agreement for all the applicant's buying motives?
 - (4) Did you paint word pictures and put the prospect in the pictures?
 - (5) Did you ask a second and third time for the commitment?
 - (6) Did you schedule a follow-up appointment if you could not close the first time?
 - (7) Did you use all the recruiting tools available to you (such as your sales book, recruiting publicity items, other members of your recruiting team, etc.)?
 - (8) Did you provide the prospect with a benefits summary sheet?
- d. Trouble getting applicants to pass the ASVAB.**
- (1) Are you prospecting in a quality market or just calling anyone to make an appointment?
 - (2) Did you ask if the applicant was taking college preparatory courses or general studies in school?
 - (3) Did you ask if the applicant took the Scholastic Aptitude Test or the American College Test?
 - (4) Did you ask has the applicant previously taken the ASVAB/SASVAB?
- e. Trouble getting applicants to pass the physical.**
- (1) Did you properly prescreen the applicant using DD Form 2807-2?

Performance Steps

- (2) Did you have medical documentation for all cases where an individual was hospitalized or received treatment from a doctor?
 - (3) Did you check with parents to clear up any questions about physical problems the applicant might have had?
 - (4) Did you advise applicant about MEPS processing procedures (such as consults, blood pressure, high protein, bring glasses, refraction, etc.)?
 - (5) Did you check thoroughly for drug and/or alcohol abuse?
 - (6) Did you send an applicant you knew wasn't qualified to physical?
 - (7) Did you use dial-a-medic for questionable cases? (Dial-a-medic is a telephone contact at each MEPS that reaches the medical section. It is designed to provide guidance to recruiters pertaining to medical questions.)
- f. Trouble getting applicants from physically qualified to enlisted.
- (1) Did you close the sale? (Was the applicant ready to enlist?)
 - (2) Did you sell specific options the applicant might not be qualified for (such as mechanics to a person who could be colorblind)?
 - (3) Did you oversell your applicant?
 - (4) Did you send your applicant to MEPS to let the GC close the sale?
 - (5) Did you explain MEPS processing procedures to your applicant (such as long day and to be patient)?
 - (6) Did you fail to determine your applicant's real buying motives?
 - (7) Did you present features and benefits to satisfy your applicant's real needs, wants, and desires?
 - (8) Did you uncover the emotional reason for buying?
- g. Are you having pre-IET losses?
- (1) Have you kept in contact with your pre-IET soldiers?
 - (2) Do you have monthly pre-IET functions and do your pre-IET members bring referrals?
 - (3) Are your pre-IET functions fun and informative and do you vary the content or do the same thing every time?
 - (4) Do you explain to the parents how important the pre-IET member's contract is?
 - (5) Are your pre-IET soldiers properly trained, motivated, and prepared for BT/AIT?
 - (6) Do you tell your pre-IET members what an important job, etc., he or she enlisted for although it may not have been their first choice?
 - (7) Do you constantly reinforce the sale with your pre-IET members-after the sale?
 - (8) Do you give your pre-IET members the same amount of attention and interest as you did before they enlisted?

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 conditions statement to accomplish the task. When you feel they are able to perform the task

on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Analyzed the applicant processing list.	_____	_____
a. Checked to see the recruiter prospects in both male and female markets.		
b. Checked and verified the recruiter had a variety of lead sources.		
c. Checked to see if appointments were being conducted within 72 hours of original scheduled time.		
d. Checked to see if the appointments were being conducted and immediately terminated.		
e. Verified problems with too many DQ's, QNE's, medical Disqualifications, or test failures.		
f. Checked recruiter's follow-up dates.		
g. Ensured your own directives were measurable, achievable, and aggressive.		
2. Analyzed the lead source analysis.	_____	_____
a. Checked the volume of appointments conducted and compared with contracts obtained. This indicated the efficiency in converting prospects of a particular market segment.		
b. Looked for the absence of or low volume of appointments conducted and contracts obtained in a given market segment. This indicated the potential for increased production by directing activity into the appropriate market.		
c. Looked for a low volume of contracts obtained in relation to appointments conducted in a particular market segment. This indicated difficulty in converting appointments to contracts and must be resolved through sales training.		
3. Analyzed military entrance processing station (MEPS) processing list.	_____	_____
a. Checked the MEPs processing list to ensure the following were given another opportunity to enlist:		
(1) QNE.		
(2) Temporary medical disqualifications.		
(3) Over weights.		
4. Analyzed telephone prospecting data.	_____	_____
a. Trouble making appointments.		
(1) Not establishing rapport. Find out as much as you can prior to calling (such as ask DEP members for current and past yearbooks, sports, and other school activities; talk to other people who might know the individual and can give you information).		

Performance Measures	GO	NO GO
<ul style="list-style-type: none"> (2) Not creating enough interest. You must ask fact-finding, open-ended questions. This will assist you in uncovering the prospect's buying motive. (3) Not using the buying motive as a reason for asking for an appointment. Don't forget you must sell the appointment not the Army National Guard. (4) Not asking for the appointment, just flat not asking: "John, would Monday at 4:00 p.m. be good or Tuesday at 6:00 p.m. be better for you to talk about your buying motive? I'll see you at 4:00 p.m., if you have a friend bring him or her with you." (5) Not prospecting or prospecting at the wrong time. 		
<ul style="list-style-type: none"> b. Trouble with no-shows. <ul style="list-style-type: none"> (1) Not enough interest created during prospecting. (See trouble making appointments.) (2) Too much time between appointments made and conducted. (More than 72 hours increases no-show rate.) (3) Followed-up 24 hours before appointment to confirm. (4) Overselling on the telephone. Telling the lead everything over the telephone will leave little to talk about during the interview. (5) Making the appointment just for the sake of satisfying a requirement. (Not making a good appointment.) You know this person will be a no-show, remember you have to follow-up on this person (time management). (6) Failure to confirm the time and place of appointment. (7) Failure to confirm the prospect's mode of transportation to the place of appointment. (8) Failure to use effective listening when speaking with the prospect(s). 		
<ul style="list-style-type: none"> c. Appointment conducted to test. Low conversion from appointment conducted to test. <ul style="list-style-type: none"> (1) Did you get a commitment from the applicant? Did you ask the applicant to enlist? (2) Did you present features and benefits for all the applicant's buying motives? (3) Did you sell the Army National Guard and present facts, evidence, benefits, and attempt to obtain an agreement for all the applicant's buying motives? (4) Did you paint word pictures and put the prospect in the pictures? (5) Did you ask a second and third time for the commitment? (6) Did you schedule a follow-up appointment if you could not close the first time? (7) Did you use all the recruiting tools available to you (such as your sales book, recruiting publicity items, other members of your recruiting team, etc.)? (8) Did you provide the prospect with a benefits summary sheet? 		

Performance Measures**GO****NO GO**

- d. Trouble getting applicants to pass the ASVAB.
 - (1) Are you prospecting in a quality market or just calling anyone to make an appointment?
 - (2) Did you ask if the applicant was taking college preparatory courses or general studies in school?
 - (3) Did you ask if the applicant took the Scholastic Aptitude Test or the American College Test?
 - (4) Did you ask has the applicant previously taken the ASVAB/SASVAB?
- e. Trouble getting applicants to pass the physical.
 - (1) Did you properly prescreen the applicant using DD Form 2807-2?
 - (2) Did you have medical documentation for all cases where an individual was hospitalized or received treatment from a doctor?
 - (3) Did you check with parents to clear up any questions about physical problems the applicant might have had?
 - (4) Did you advise applicant about MEPS processing procedures (such as consults, blood pressure, high protein, bring glasses, refraction, etc.)?
 - (5) Did you check thoroughly for drug and/or alcohol abuse?
 - (6) Did you send an applicant you knew wasn't qualified to physical?
 - (7) Did you use dial-a-medic for questionable cases? (Dial-a-medic is a telephone contact at each MEPS that reaches the medical section. It is designed to provide guidance to recruiters pertaining to medical questions.)
- f. Trouble getting applicants from physically qualified to enlisted.
 - (1) Did you close the sale? (Was the applicant ready to enlist?)
 - (2) Did you sell specific options the applicant might not be qualified for (such as mechanics to a person who could be colorblind)?
 - (3) Did you oversell your applicant?
 - (4) Did you send your applicant to MEPS to let the GC close the sale?
 - (5) Did you explain MEPS processing procedures to your applicant (such as a long day and to be patient)?
 - (6) Did you fail to determine your applicant's real buying motives?
 - (7) Did you present features and benefits to satisfy your applicant's real needs, wants, and desires?
 - (8) Did you uncover the emotional reason for buying?
- g. Are you having pre-IET losses?
 - (1) Have you kept in contact with your pre-IET soldiers?
 - (2) Do you have monthly pre-IET functions and do your pre-IET members bring referrals?
 - (3) Are your pre-IET functions fun and informative and do you vary the content or do the same thing every time?

Performance Measures	<u>GO</u>	<u>NO GO</u>
(4) Do you explain to the parents how important the pre-IET member's contract is?		
(5) Are your pre-IET soldiers properly trained, motivated, and prepared for BT/AIT?		
(6) Do you tell your pre-IET members what an important job, etc., he or she enlisted for although it may not have been their first choice?		
(7) Do you constantly reinforce the sale with your pre-IET members after the sale?		
(8) Do you give your pre-IET members the same amount of attention and interest as you did before they enlisted?		

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

SMTC18

SMTC20

Subject Area 6: Supervision

805B-79T-3503

Evaluate a Unit Sponsorship Program

Conditions: Given a unit to evaluate and access to—

- a. NGR 601-1.
- b. State strength maintenance planning guidance.
- c. State specific strength maintenance SOP.
- d. Unit strength maintenance plan.
- e. Unit sponsorship plan.
- f. Unit sponsorship checklist.
- g. Standard office supplies and equipment.

Standards: Determined if the unit had a sponsorship program that conformed to the criteria identified in NGR 601-1 and the unit sponsorship plan/state SOP. Provided after action reviews to the commander.

Performance Steps

1. Evaluate the unit to determine if the unit has a sponsorship program and if—
 - a. It is up to date.
 - b. The unit is following the program.
 - c. The following minimum standards are addressed in the program:
 - (1) Was each new member assigned a sponsor?
 - (2) Was the new member introduced to the key unit personnel?
 - (3) Were the unit's history/mission/policies explained to the new member?
 - (4) Was all administrative/training/supply inprocessing accomplished?
 - (5) Have duties and responsibilities for the unit commander, first sergeant, first line supervisor, sponsor, full time support personnel been addressed as part of the unit's sponsorship SOP?
 - (6) Were NPS personnel enrolled in and attended pre-initial entry training?
 - (7) Have assigned sponsors been screened and trained?
2. Provide an after action review to the first sergeant on the information gathered and any recommended changes.

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 conditions statement to accomplish the task. When you feel they are able to perform the task

on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
<p>1. Evaluated the unit to determine if the unit had a sponsorship program and if—</p> <p style="margin-left: 20px;">a. It was up to date.</p> <p style="margin-left: 20px;">b. The unit was following the program.</p> <p style="margin-left: 20px;">c. The following minimum standards were addressed in the program:</p> <p style="margin-left: 40px;">(1) Was each new member assigned a sponsor?</p> <p style="margin-left: 40px;">(2) Was the new member introduced to the key unit personnel?</p> <p style="margin-left: 40px;">(3) Were the unit’s history/mission/policies explained to the new member?</p> <p style="margin-left: 40px;">(4) Was all administrative/training/supply inprocessing accomplished?</p> <p style="margin-left: 40px;">(5) Had duties and responsibilities for the unit commander, first sergeant, first line supervisor, sponsor, full time support personnel been addressed as part of the unit’s sponsorship SOP?</p> <p style="margin-left: 40px;">(6) Had assigned sponsors been screened and trained?</p>	<p>_____</p>	<p>_____</p>
<p>2. Provided an after action review to the commander on the information gathered and any recommended changes.</p>	<p>_____</p>	<p>_____</p>

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-2
SMTTC18

805B-79T-5001**Determine Strength Maintenance Objectives**

Conditions: As an ARNG area RRNCOIC, in a field environment, given an assigned end-strength objective by the state recruiting and retention manager and access to—

- a. Demographic/environmental data.
- b. Past strength maintenance statistics for RRNCO, assigned unit(s) and the area.
- c. NGR 601-2.
- d. Recruiter work station (RWS).
- e. State listing of all high schools, colleges, and universities for the area.
- f. Breakdown of each recruiting and retention area in square miles and mileage between population areas.
- g. State specific strength maintenance SOP.
- h. Standard office supplies and equipment.

Standards: Determined individual RRNCO annual, monthly, or weekly objective(s) IAW NGR 601-1 and the state recruiting and retention SOP.

Performance Steps

1. Determine each RRNCO's productivity by comparing it with past recruiting/attrition/retention statistics and demographic/environmental data.
2. Determine current vacancies/projected losses for each unit the RRNCO is responsible for.
3. Review strength maintenance NCO's area map (or similar device) to determine and plot (if not already done) population centers in relation to units with vacancies.
4. Determine the following area and individual RRNCO factors affecting productivity:
 - a. Social/economic/ethnic/religious considerations.
 - b. Distance to, and availability of, mobile enlistment testing site (METS) and MEPS location.
 - c. Weather and terrain hazards.
 - d. Other Reserve Component units in the area.
5. Review state strength maintenance SOP and list resource availability/constraints to include at least—
 - a. Vehicle mileage.
 - b. Telephone calls limits.
 - c. Full-time National Guard duty special work (FTNGDSW).
 - d. School entry program materials.
 - e. Recruiting & retention NCO experience.
6. Determine the average amount of non-productive time. For example—
 - a. 5 days of training (annual conference).

Performance Steps

- b. 12 days of team meetings.
- c. 30 days of leave.
- d. 7 days of sick leave.
- 7. Determine the number of months/weeks of productive time by subtracting the amount of non-productive time (performance step 6) from 12 months. For example—
 - a. 12 months equals 365 days.
 - b. 54 days non-productive time (step 6).
 - c. 311days of productive time.
- 8. Determine the annual recruiting objective for each RRNCO based on performance steps 1 through 5. Divide the results of performance step into the results of performance step 8 to determine the monthly or weekly objective. Review individual objectives with each RRNCO to ensure each RRNCO are aware of objectives.
- 9. Determine the annual attrition/retention objective for each RRNCO. Determination should be based upon guidance from NGB, past and current attrition rate for assigned unit(s), and past and anticipated retention data for assigned unit(s). Review individual objectives with each RRNCO to ensure each RRNCO are aware of objectives.
- 10. Publish and distribute individual RRNCO monthly and yearly objectives to each RRNCO, State R&R SGM and RRM.
- 11. Maintain production statistics as required by state specific strength maintenance SOP.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Determined each RRNCO’s productivity.	___	___
2. Determined current vacancies/projected losses for each supported unit.	___	___
3. Reviewed RRNCO’s area map.	___	___
4. Determined factors affecting productivity.	___	___
5. Reviewed state specific strength maintenance SOP to determine resource availability/constraints.	___	___
6. Determined the average amount of non-productive time.	___	___
7. Determined the average amount of productive time.	___	___

Performance Measures	GO	NO GO
8. Determined annual recruiting objectives for each RRNCO.	___	___
9. Determined annual attrition/retention objectives with each RRNCO.	___	___
10. Published and distributed individual RRNCO monthly and yearly objectives.	___	___
11. Maintained production statistics as required by state specific strength maintenance SOP.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-2

SMTC18

805B-79T-5002

Evaluate Strength Maintenance Activities

Conditions: Given a recruiting and retention area or office, one or more subordinate RRNCOs, a requirement to evaluate/inspect subordinates, and access to—

- a. AR 25-50.
- b. AR 135-7.
- c. NGR 600-200 with current FY ECM.
- d. NGR 601-2.
- e. Recruiter work station (RWS).
- f. STP 12-79T-25-SM-TG.

Standards: Observed subordinate RRNCOs in the performance of daily strength maintenance (SM) activities. All actions shall be completed as specified in NGR 601-2 and STP 12-79T-25-SM-TG.

Performance Steps

1. Conduct an evaluation of subordinate RRNCO(s) in the performance of their daily SM activities.
2. Provide feedback to RRNCO(s):
 - a. If task(s) are performed satisfactorily, this evaluation is complete (refer to step 3).
 - b. If task(s) are performed unsatisfactorily, go to performance step 4.
3. Record the results of the evaluation.
4. Establish a time to reevaluate the task, allowing the RRNCO(s) sufficient training time.
5. Include reinforcement training as part of individual task 805B-79T-5006.
6. Provide reinforcement training using individual task 805B-79T-5008.
7. Reevaluate the task following guidance in performance step 2.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Conducted an evaluation of subordinate RRNCO(s) in the performance of their daily SM activities.	_____	_____
2. Provided feedback to RRNCO(s).	_____	_____

Performance Measures	GO	NO GO
3. Recorded the results of the evaluation.	___	___
4. Established a time to reevaluate the task.	___	___
5. Prepared reinforcement training.	___	___
6. Provided reinforcement training.	___	___
7. Reevaluated the task.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7

AR 25-50

STP 12-79T25-SM-TG

Related

NGR 600-200

NGR 601-2

SMTC18

805B-79T-5004**Develop Recruiting and Retention NCO Incentive Program**

Conditions: Given one or more subordinate RRNCOs, a requirement to develop or change a strength maintenance NCO incentive program, and access to—

- a. NGR 601-1.
- b. State specific strength maintenance (SM) SOP.

Standards: Developed incentive programs complying with all the requirements specified in NGR 601-1 and state specific strength maintenance SOP.

Performance Steps

1. Review state specific strength maintenance SOP for approved incentive/awards programs.
2. Review NGR 601-1 for regulatory guidance of incentive/awards programs.
3. Evaluate needs of subordinate RRNCOs.
 - a. Identify type of incentives/awards currently available.
 - b. Solicit input from RRNCOs for changes or creation of future incentives/awards.
 - c. Perform cost analysis of recommended incentives/awards.
 - d. Ensure recommendations are in compliance with NGR 601-1 and state specific SM SOP.
4. Develop recommendations for changes or creation of new incentives/awards.
5. Submit recommendations through chain of command for approval.
6. Provide subordinate RRNCOs with approved criteria for incentives/awards.
7. Review performance records of subordinate RRNCOs to establish recognition.
8. Submit recommendations for incentives/awards to approving authority.
9. Conduct a recognition ceremony.
10. Evaluate effectiveness of incentive programs.
11. Maintain continuity of incentive programs.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures**GO NO GO**

1. Reviewed state SOP for approved incentive/awards programs.

Performance Measures	GO	NO GO
2. Reviewed NGR 601-1 for regulatory guidance of incentive/awards programs.	___	___
3. Evaluated needs of subordinate RRNCOs.	___	___
4. Developed recommendations for changes or creation of new incentives/awards.	___	___
5. Submitted recommendations through chain of command for approval.	___	___
6. Provided subordinate RRNCOs with approved criteria for incentives/awards.	___	___
7. Reviewed performance records of subordinate RRNCOs to establish recognition.	___	___
8. Submitted recommendations for incentives/awards to approving authority.	___	___
9. Conducted a recognition ceremony.	___	___
10. Evaluated effectiveness of incentive programs.	___	___
11. Maintained continuity of incentive programs.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1
SMTC18

805B-79T-5005**Conduct an Orientation for a Newly Assigned Recruiting and Retention NCO**

Conditions: Given one or more new full time recruiting and retention force (FTRRF) member and access to—

- a. NGR 600-5.
- b. NGR 601-1.
- c. NGR 600-200 with current FY ECM memorandum.
- d. State specific Strength Maintenance SOP.
- e. State specific Strength Maintenance forms.
- f. AR 135-18.
- g. Standard office supplies and equipment.

Standards: Conducted new recruiting and retention NCO orientation IAW AR 135-18, NGR 600-5, NGR 601-1, NGR 600-200, current FY ECM memo, and state strength maintenance SOP.

Performance Steps

1. Ensure new RRNCO comprehends state and recruiting, attrition, and retention mission and objectives.
2. With map, show the assigned strength maintenance area(s).
3. Explain supply procedures.
4. Explain personnel and finance procedures, including:
 - a. Tour matters.
 - b. Personnel actions such as leave, promotion, and reduction.
 - c. Finance actions such as travel, per diem, reimbursable expenses, and financial responsibilities.
 - d. Health care matters, including family members.
 - e. Family matters.
 - f. Awards/incentive programs.
5. Explain vehicle policies concerning such areas as usage, reporting, maintenance, and security.
6. Explain state, and local training programs and requirements.
7. Explain ethical standards, applicable justice procedures, standards of conduct, and investigative and grievance procedures.
8. Discuss stress management.
 - a. Good stress
 - b. Bad stress
9. Demonstrate the use of NGR 600-200 with current FY ECM, all recruiting, attrition management, retention materials and aids issued.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Ensure new recruiter comprehends state and recruiting, attrition, and retention mission and objectives.	___	___
2. With map, show the assigned recruiting area(s).	___	___
3. Review all categories of supply that affect the RR NCO, and procedures followed.	___	___
4. Explain personnel and finance procedures, including—	___	___
a. Tour matters.		
b. Personnel actions, such as leave, promotion, and reduction.		
c. Finance actions, such as travel, per diem, reimbursable expenses, and financial responsibilities.		
d. Health care matters, including family members.		
e. Family matters.		
f. Awards/incentive programs.		
5. Explain vehicle policies concerning such areas as usage, reporting, maintenance, and security.	___	___
6. Demonstrate state, and local training programs and requirements.	___	___
7. Alert new recruiter ethical standards, applicable justice procedures, standards of conduct, and investigative and grievance procedures.	___	___
8. Discuss stress management.	___	___
a. Good stress.		
b. Bad stress.		
9. Demonstrate the use of NGR 600-200 all recruiting, attrition management, retention materials and aids issued.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-18

Related

NGR 600-200

NGR 600-5

NGR 601-1

NGR 601-2

SMTC18

805B-79T-5006**Prepare Recruiting and Retention NCO Training Program**

Conditions: Given the results of an evaluation of an RRNCOs job performance and access to—

- a. NGR 601-1.
- b. NGR 601-2.
- c. Military occupational specialty training plan (MTP) in chapter 2 of this manual.
- d. FM 7-0.
- e. FM 7-1.
- f. Standard office supplies and equipment.
- g. FM 22-100.
- h. Subject areas 1-5 of this STP.
- i. State specific SM plan/SOP.

Standards: Prepared RRNCO training programs complying with all the requirements specified in NGR 601-1 and FM 7-1.

Performance Steps

1. Review job performance assessment of an RRNCO.
2. Review task summary for each task identified for inclusion in RRNCO(s) training program.
3. Prepare training program and include the following:
 - a. Site selection.
 - b. Cost analysis.
 - c. Individual or group/team training.
 - d. Time requirements.
 - e. Material/equipment requirements.
 - f. State RRNCO training requirements.
4. Submit the training program through the chain of command for approval.
5. Review and evaluate feedback on the training program.
6. Update training program as required.

Note: Performance step 1 assessment may be based in part on individual task 805B-79T-5002. Update programs when required. Provide RRNCO training IAW individual task 805B-79T-5008.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed job performance assessment of an RRNCO.	___	___
2. Reviewed task summary for each task identified.	___	___
3. Prepared training program.	___	___
4. Submitted the training program through chain of command for approval.	___	___
5. Reviewed and evaluated feedback on the training program.	___	___
6. Updated the training program as required.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

FM 7-0

FM 7-1

Related

NGR 601-1

NGR 601-2

SMTC18

805B-79T-5007**Review a State Marketing Plan**

Conditions: Given the current state marketing plan and access to—

- a. NGR 601-1.
- b. NGR 601-2.
- c. Previous marketing plans.
- d. State strength objectives.
- e. Current demographic information.
- f. State specific strength maintenance SOP.
- g. Standard office supplies and equipment.

Standards: Reviewed a state marketing plan, state specific strength maintenance SOP, and accepted marketing practices. Provided feedback to the state marketing NCO for improvements.

Performance Steps

1. Review current state marketing plan to include—
 - a. Marketing objective.
 - b. Market analysis.
 - c. Identification of target audiences.
 - d. Advertising strategy.
 - e. Creative strategy.
 - f. Media plan.
 - g. Promotional strategy.
2. Review previous state marketing plans to determine their impact on—
 - a. Leads generated.
 - b. Applicants processed.
 - c. Enlistments obtained.
 - d. Attrition.
 - e. Retention.
3. Compare current state marketing plan to previous state marketing plans to identify potential weaknesses.
4. Provide input to state marketing NCO with recommendations for improvement to the current state marketing plan.
5. Record all media placement, advertising events and programs on an advertising calendar.
6. Review, update and make recommendations as changes occur.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Reviewed current state marketing plan.	___	___
2. Reviewed previous state marketing plans.	___	___
3. Compared current and previous state marketing plans to identify potential weaknesses.	___	___
4. Provided input to state marketing NCO with recommendations for improvement.	___	___
5. Recorded all media placement, advertising events and programs on an advertising calendar.	___	___
6. Reviewed, updated and made recommendations as changes occur.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

- NGR 601-1
- NGR 601-2
- SMTC18

805B-79T-5008**Provide Recruiting and Retention NCO Training**

Conditions: Given a recruiting and retention NCO(s) requiring training and access to—

- a. NGR 601-1
- b. NGR 601-2
- c. Prepared testing materials.
- d. Evaluation results of RRNCO(s) job performance.
- e. Monthly and daily activity schedule.
- f. RWS.
- g. NGR 600-200 with current FY ECM.
- h. FM 7-0.
- i. FM 7-1.
- j. Standard office supplies and equipment.
- k. State specific Strength Maintenance plan/SOP.
- l. Indoor room that is free from distractions that can accommodate the attendee.

Standards: Provided recruiting, attrition management, and retention training IAW standards specified in NGR 601-1, NGR 600-200 with current FY ECM, FM 7-0, FM 7-1 and/or state specific strength maintenance SOP.

Performance Steps

1. Determine training method and location.
 - a. Use workshop and/or seminar methods for new policy and updates on information.
 - b. Use practical exercises for reinforcement of current skills and development of new or changed techniques.
2. Prepare training outline/lesson plan and gather materials for training.
3. Distribute training outline/schedule to designated attendees.
4. Review with RRNCO:
 - a. Deficiencies identified.
 - b. Differences between performance and the published performance standards.
 - c. Training objectives and anticipated results.
5. Conduct training.
6. Perform evaluation of soldier(s).
 - a. Evaluate how well soldier(s) perform task(s). This STP provides an evaluation guide for each task.
 - b. Record the results of the training and evaluation IAW FM 7-1, appendix B.
 - c. Retrain and evaluate soldier(s) until task performance meets standard.
7. Conduct after-action review.

Performance Steps

8. Document all training.

Note: Refer to individual task 805B-79T-5006 for preparation of training.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined training method and location.	___	___
2. Prepared training outline/lesson plan and gather materials for training.	___	___
3. Distributed training outline/training schedule.	___	___
4. Reviewed with RRNCO deficiencies, standards, objectives and anticipated results.	___	___
5. Conducted training.	___	___
6. Performed evaluation of soldier(s).	___	___
7. Conducted after-action review.	___	___
8. Documented all training.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

FM 7-0

FM 7-1

Related

NGR 600-200

NGR 601-1

NGR 601-2

SMTC18

805B-79T-5009**Implement a Diversity Strength Maintenance Program**

Conditions: Given a diversity strength maintenance (SM) program and—

- a. An assigned strength maintenance area.
- b. A strength maintenance mission.
- c. Access to RWS.
- d. Access to NGR 600-200 with current fiscal year (FY) enlistment criteria memorandum (ECM).
- e. State specific strength maintenance SOP.
- f. Standard office supplies and equipment.

Standards: Implemented a diversity strength maintenance program that results in referrals, lead generation, high visibility and access to the population that will ultimately lead to mission accomplishment.

Performance Steps

- | |
|--|
| <ol style="list-style-type: none"> 1. Ensure subordinate RRNCOs identify markets of opportunity in their assigned SM areas. <ul style="list-style-type: none"> a. School programs. b. Job / career fairs / conventions (local and state level). c. State employment and temporary employment agencies. d. Civic organizations and associations. e. Veterans'. 2. Ensure subordinate RRNCOs establish rapport with key personnel in their market. <ul style="list-style-type: none"> a. School counselors, staff (teachers, coaches, veterans' representative, JROTC/ROTC, etc.). b. Job / career fairs / conventions (local and state level attendees and exhibitors). c. State employment and temporary employment agencies (veterans' representatives, case workers, etc.). d. Civic organizations and associations (members and officers of the organization/association). e. Veterans' Organizations (members and officers of the VFW, American Legion, etc.). 3. Coordinate market specific advertising with state marketing NCO. 4. Supervise distribution of— <ul style="list-style-type: none"> a. Mail outs. b. Market specific recruiting publicity items (RPI's) in approved locations. c. Presentation items to centers of influence (COIs) IAW NGR 601-1. 5. Participate in diversity strength maintenance program presentations/events. |
|--|

Performance Steps

- a. School programs.
- b. Job / career fairs / conventions.
- c. Civic organizations/associations.
- d. Veterans’ organizations.
- e. Counselor workshops/luncheons.
- 6. Obtain referrals.
 - a. School programs.
 - b. Job / career fairs / conventions.
 - c. State employment and temporary employment agencies.
 - d. Civic organizations and associations.
 - e. Veterans’ organizations.
 - f. Troop program unit (TPU members).
 - g. COIs/VIPs.

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 conditions statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the performance measures, scored IAW the evaluation guidance section.

Performance Measures	GO	NO GO
1. Ensured subordinate RRNCOs identified markets of opportunity in their assigned areas.	___	___
2. Ensured subordinate RRNCOs established rapport with key personnel in their market.	___	___
3. Coordinated market specific advertising with state marketing NCO.	___	___
4. Supervised distribution of mail outs, RPIs, and COI items.	___	___
5. Participated in diversity SM program presentations/events.	___	___
6. Obtained referrals.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200

NGR 601-1

SMTC18

SMTC19

Subject Area 13: RCCC Supervisory**805B-79S-8001****Evaluate a Pre-Transition Briefing**

Conditions: Given a requirement to evaluate a pre-transition briefing conducted by a subordinate RC Career Counselor and access to—

- a. AR 135-7.
- b. AR 135-18.
- c. AR 135-91.
- d. AR 140-10.
- e. AR 601-280.
- f. AR 611-201.
- g. AR 614-200.
- h. AR 635-10.
- i. FM 101-5.
- j. DA Pam 140-8.
- k. Current RETAIN messages.
- l. Appropriate policy memorandums.
- m. Standard office supplies and equipment.

Standards: Evaluated a pre-transition briefing IAW all applicable regulations.

Performance Steps
<ol style="list-style-type: none"> 1. Review the briefing. 2. Provide positive reinforcement. 3. Make recommendations. 4. Schedule a reevaluation (if applicable).

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ol style="list-style-type: none"> 1. Reviewed the briefing to ensure the following is accomplished— <ol style="list-style-type: none"> a. Introduction. b. History/mission statement of the Reserve Components. c. Body of the briefing. d. Closing. 	<input type="checkbox"/>	<input type="checkbox"/>

Performance Measures	GO	NO GO
2. Upon completion of the briefing, provided positive reinforcement on techniques used during the briefing.	___	___
3. Made recommendations to subordinate RC career counselor to improve briefing skills.	___	___
4. Scheduled a reevaluation briefing with the subordinate RC career counselor (if applicable).	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-18
 AR 135-7
 AR 135-91
 AR 140-10
 AR 601-280
 AR 635-10
 DA Pam 611-21
 FM 101-5

Related

AR 614-200
 RETAIN

805B-79S-8002**Review the Processing of Soldiers for the Reserve Components**

Conditions: Given a requirement to review the processing of a soldier for a Reserve Components enlistment/transfer and access to—

- a. AR 135-7.
- b. AR 140-10.
- c. AR 601-280.
- d. AR 611-201.
- e. AR 614-200.
- f. AR 635-5.
- g. AR 635-5-1.
- h. DA Pam 351-4.
- i. Current RETAIN messages.
- j. Completed accession packet.
- k. Standard office supplies.

Standards: Reviewed the processing of soldiers for Reserve Components enlistment/transfer to verify that all required actions were completed and all documentation was complete and accurate IAW tasks numbers 121-023-7004 (Obtain and Verify a Reserve Components Assignment) and 121-023-7006 (Process a Reserve Component Enlistment/Transfer Packet).

Performance Steps		
1.	Review task 121-023-7004, Obtain and Verify a Reserve Component Assignment.	
2.	Verify all documents.	
3.	Review task 121-023-7006, Process a Reserve Component Enlistment/Transfer Packet.	

1. Review task 121-023-7004, Obtain and Verify a Reserve Component Assignment.
2. Verify all documents.
3. Review task 121-023-7006, Process a Reserve Component Enlistment/Transfer Packet.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures	GO	NO GO
1. Reviewed task 121-023-7004, Obtain and Verify a Reserve Components Assignment.	___	___
2. Verify all documents and REQUEST system printouts to ensure accuracy.	___	___
3. Reviewed task 121-023-7006, Process a Reserve Component Enlistment/Transfer Packet.	___	___
4. After review, returned all documents to the responsible RC career counselor for packet distribution.	___	___

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 135-7
AR 135-91
AR 140-10
AR 601-280
AR 635-10
AR 635-5
DA Pam 351-4
DA Pam 611-21

Related

AR 614-200
RETAIN

805B-79S-9001

Utilize Automated Systems for Transition Activities

Conditions: Given a requirement to utilize automated systems to enhance the operation of an installation/division or similar level career counselor activity, and access to—

- a. AR 380-19.
- b. AR 601-280.
- c. RETAIN terminal.
- d. DA Pam 601-5-2.
- e. Standard office supplies and equipment.
- f. Local transition SOP.

Standards: Instituted procedures for utilization of automated systems (RETAIN/STARSII) and enhanced the operation of an installation/division or similar level transition activity IAW the procedures outlined in DA Pam 601-5-2 and the local transition SOP.

Performance Steps

1. Establish procedures for the utilization of the automated systems.
2. Identify requirements.
3. Establish procedures and controls for the effective use and operation of automated systems.
4. Publish policies and controls.
5. Manage the training program.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Performance Measures **GO** **NO GO**

1. Established procedures for the utilization of the automated systems for transition activities within the command.	___	___
2. Identified any requirements that were unique to the assigned transition activity.	___	___
3. Established procedures and controls for the effective use and operation of automated systems within the installation/division or similar level retention activity, to include the following:	___	___
a. Systems security.		
b. Terminal operator(s).		
c. Timely accession reporting, to include copies of reports accomplished at a subordinate level.		
d. Use of the RETAIN programs to reconcile production reports.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
e. Timely distribution. RETAIN generated messages if applicable.		
f. Maintain system requirements (such as up-to-date terminal/user information, password for the system operation, etc.).		
g. Timely cancellation of unused reservations.		
h. Proper use of HOTLINE program.		
i. Controlled use of automated systems accessible through the RETAIN terminal (such as PERNET, DDN, etc.).		
4. Published policies and controls with the transition activity SOPs.	_____	_____
5. Managed the training program to ensure proficiency in the use of automated systems of the assigned counselor.	_____	_____

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 OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 380-19

AR 601-280

DA Pam 601-5-2

Related

Glossary

ACRONYMS & ABBREVIATIONS

ACCP	Army Correspondence Course Program
ACS	Army Community Service
AD	active duty
ADAPCP	Army alcohol and drug abuse prevention and control program
ADSD	active duty service date
ADSW	additional duty special work
ADT	active duty for training
AER	Army Emergency Relief
AFQT	armed forces qualification test
AG	adjutant general
AGR	Active Guard Reserve
AIT	advanced individual training
AKO	Army Knowledge Online
AN	annually
APPLE-MD	age and citizenship, prior service, physical/mental testing status, law violations, education, marital status, and dependency
APRT	Army physical readiness test
AR	Army regulation; Army Reserve
ARADS	Army recruiting accession data system
ARCOM	Army commendation medal; Army Reserve Command
ARISS	Army recruiting information support system
ARNG	Army National Guard
ARPERCEN	Army Reserve Personnel Center
ARTEP	Army Training and Evaluation Program
ARTEP-MTP	Army Training and Evaluation Program-Mission Training Plan
ASI	additional skill identifier
ASVAB	armed services vocational aptitude battery
ATA	additional training assemblies
ATTN	attention
AUVS	automatic unit vacancy system
BCT	basic combat training
BigSUR	system user registration
CF	copy furnished
CIR	circular
CLT	company leadership team
CMF	career management field

CMPR	command pay management report
COI	center of influence
CONUS	the continental United States
COTS	common of the shelf
CSC	customer service center
CTT	common task training; common task test; constructed travel time
DA	Department of the Army
DEERS	Defense Enrollment Eligibility Reporting System
DEH	Directorate of Engineering and Housing
DENTAC	dental activity
DOB	date of birth
DoD	Department of Defense
DoDFMR	Department of Defense Financial Management Regulation
DOL	Directorate of Logistics
DOR	date of rank; detail obligation report
ECM	enlisted criteria memorandum
ELS	entry level separations
EPSQ	electronic personnel security questionnaire
EPTS	existed prior to service
ERM	electronic records management
ESGR	employer support of the Guard and Reserve
ESO	end strength objective
EST	enlisted screening test
etc.	and so forth
ETS	expiration term of service
FAZR	Fastlane, force structure address and zip code realignment
FM	field manual; frequency modulation
FORSCOM	Forces Command
FOUO	for official use only
freq	frequency
FTNGDSW	full time National Guard duty special work
FTTD	full-time training duty
FY	fiscal year
GAINS	Guard Accession Information Network System Plus
GED	general education development
GOCOM	U.S. Army Reserve General Officer Command
GPO	Government Printing Office
GSA	General Services Agency; General Services Administration
HRC	Human Resources Command
HSSR	high school senior
IADT	initial active duty training

IAW	in accordance with
IDT	inactive duty training
IET	initial entry training
IG	inspector general
IMA	individual mobilization augmentees
ING	inactive National Guard
IRR	individual ready reserve
ISP	Internet service provider
ISR	in-service recruiter
IST	interstate transfer
JRMS	joint recruiting management support
LOI	letter of instruction
LRL	lead refinement list
MANDEX	monthly and daily activity schedule
MARKS	modern Army recordkeeping system
MEDDAC	medical activity
MEPCOM	Military Entrance Processing Command
MEPS	military entrance processing station
METL	mission essential task list
METS	mobile enlistment testing site
MFR	memorandum for record
MGIB	Montgomery G.I. Bill
MILPO	military personnel office
MOA	memorandum of agreement
MOS	military occupational specialty
MOSC	military occupational specialty code
MOU	memorandum of understanding
MPRJ	military personnel records jacket, U.S. Army
MQD	mentally qualified declined
MSO	military service obligation
MTDA	modification table of distribution and allowances
MTOE	modified table of organization and equipment
MTP	mission training plan; MOS training plan
MUSARC	Major United States Army Reserve Command
MUTA	multiple unit training assembly
NA	not applicable
NCESGR	National Committee for Employer Support of the Guard and Reserve
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
NCOIC	noncommissioned officer in charge
NCSA	noncommercial sustaining agreements

NETS	non-expiration term of service
NGB	National Guard Bureau
NGB Pam	National Guard Bureau pamphlet
NGR	National Guard Regulation
NPS	nonprior service; new permanent station
No	number
OCONUS	outside the continental United States
OPTIMIS	operation management information system
P	pass
PAC	Personnel and Administration Center
PAM	pamphlet
PAO	public affairs officer
PCS	permanent change of station
PDQ	permanently disqualified
PEBD	pay entry basic date
PER	personnel application
PIF	place in inactive file
PMOS	primary military occupational specialty
POC	point of contact; privately owned conveyance
PQR	personnel qualification
PS	prior service; postal service
PSA	port support activity
PSC	personnel service company
PSS	professional selling skills
PUB	publication
PULHES	physical profile serial code
QNE	qualified – not enlisted
RBJ	return back justified
RC	Reserve Component
RCT	reserve component transition
RCTRNCO	reserve component transition NCO
RE-CODE	reenlistment eligibility code
reg	regiment; regulation; regular
REQUEST	Recruit Quota System
RETAIN	reenlistment Army incentives
RFO	Request for order
RHA	records holding area
RMA	readiness management assembly
RMO	records management official
ROC	recruiting operations center
RPA	reserve personnel, Army

RPI	recruiting publicity item
RRAC	Recruiting and Retention Area Command
RR NCO	recruiting and retention NCO
RRA	retention recognition award
RRM	recruiting and retention manager
RRO	recruiting and retention office
RRPM	regional recruiting potential model
RWS	recruiter work station
SF	standard form
SGLI	service members' group life insurance
SIDPERS	standard installation/division personnel system
SIR	serious incident report
SJA	staff judge advocate
SL	skill level
SM	soldier's manual; strength maintenance
SM/TG	soldier's manual/trainer's guide
SMCT	soldier's manual of common tasks
SOP	standing operating procedure
SRIP	selected reserve incentive program
SSN	social security number
STF	sustainment training frequency
STP	soldier training publication
SUR	system user registration
TDA	table of distribution and allowance
TG	training guide; trainer's guide; task group
TNG LOC	training location
TOS	top of system
TPU	troop program units
TR	TRADOC regulation; transportation request
TSC	Theater Support Command; Training Support Center
TTP	tactics, techniques, and procedures
UCMJ	uniform code of military justice
UMR	unit manning report
USAR	U.S. Army Reserve
USAREC	United States Army Recruiting Command
USERRA	The Uniformed Services Employment and Reemployment Rights Act
USPFO	United States Property and Fiscal Officer
VA	Veterans Administration
VIP	very influential person
VPN	virtual private network
WNRC	Washington National Records Center

TERMS

Applicant

A person who applies voluntarily for enlistment in the Army National Guard and is found eligible for further processing after completing and signing the DD Form 1966 series.

Contractual obligation

A military service obligation incurred by completion of the oath of enlistment on a reenlistment or extension agreement.

Critical skill

A military occupational specialty (MOS) with less than 80 percent assigned of the ARNG wartime required strength.

Critical task

A task that is essential for accomplishment of successful individual skill performance.

Disqualified/barred

An individual who does not meet the eligibility requirements for continued service or one who has been specifically prohibited (by proper authority) from continuing military service.

Drill

An exercise or training event; RC training event/period (often referred to as a multiple unit training assembly (MUTA)).

Duty MOS

The MOS of the position on the TOE/TDA/MTOE to which a soldier is assigned.

Employer support program

A program that promotes employer support for members of all Reserve Components of the Armed Forces of the United States.

Enlistment

An original or first voluntary term of military service in the ARNGUS by personnel with or without prior service.

Extension (ARNG)

The continuation of active ARNG service with the ARNG of the same state, territory, or commonwealth accomplished by administration of and subscription to the oath of enlistment, DA Form 4836, Oath of Extension of Enlistment or Reenlistment.

Extension (USAR)

An extension of term of service of the existing or current USAR enlistment contract or agreement. This extension never extends the statutory obligation of an individual.

FORM DEPS

A regulation that provides information and guidance to Reserve Component (RC) Commanders to enable them to plan for mobilization, to mobilize and move to assigned mobilization stations, and to prepare post-mobilization training plan.

Immediate reenlistment

The second or subsequent voluntary enrollment in the Armed Forces within 24 hours from the time of separation.

Lead

The name, address, and/or phone number of someone who may or may not be interested in the ARNG.

Nonregular service

That service performed as a member of an active Reserve Component.

Paragraph and line number

A position of a specific duty MOS in the MTOE/MTDA.

Planning guide

An appointment/work plan book referred to as a monthly and daily activities schedule (MANDEX), used for establishing short-, mid-, and long-term goals/work plans.

Position vacancy

A position in the current MTOE/TDA of a unit that is vacant or projected to be vacant.

Prior service

Persons who have served 180 days or more on active duty as a member of the Armed forces.

Prospect

An individual who has stated directly to a RR NCO an interest in enlistment.

Reassignment

Voluntary or mandatory change of military status.

Recruiting area

A specific area with one or more RR NCOs assigned under the supervision of an area NCO (NCOIC).

Reenlistment (ARNG)

The reentry of an individual who has had a break in ARNG service, or is joining the ARNG from the ANG, or has been discharged from one state, regardless of break in service.

Reenlistment (USAR)

The second or subsequent voluntary enrollment in the USAR from civilian status as a prior service applicant.

Retention control measures

Those procedures used by commanders and/or other leaders to effectively control the losses of enlisted personnel.

Retention objectives

A non-ETS loss objective that will be used to maintain the manageable losses at or below a stated percentage of enlisted assigned strength.

Self-development

A planned, progressive and sequential program followed by leaders to enhance and sustain their military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment.

Separation

An inclusive term used in personnel actions to describe release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without military status, death, or transfer from unit status to the IRR.

Statutory obligation

A legal military obligation incurred on initial entry into the Armed forces.

Training seat

A reservation of an allocated training slot obtained, using REQUEST for an applicant's IADT training.

Unsatisfactory participant

A member with nine or more unexcused absences from scheduled drills during a one-year period.

Waiver

A request, submitted through appropriate channels, for permission to enlist/reenlist/immediately reenlist/extend an individual who does not meet all of the eligibility requirements.

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DA Form 1811, *Physical Data and Aptitude Test Scores Upon Release from Active Duty*

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DA Form 5690-R, *Reserve Component Career Counselor Interview Record*
DA Form 5691-R, *Request for Reserve Component Assignment Orders*
DA Form 7249-R, *Annex A Certificate and Acknowledgement of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard/Upon Refrad/Discharge from Active Army Service*
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DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*
DD Form 108, *Application for Retired Pay Benefits*
DD Form 214, *Certificate of Release or Discharge from Active Duty*
DD Form 220, *Active Duty Report*
DD Form 368, *Request for Conditional Release from Reserve or Guard Component*
DD Form 1966, *Record of Military Processing – Armed Forces of the United States*
DD Form 2384-1, *Notice of Basic Eligibility (NOBE)*
DD Form 2807-1, *Report of Medical History*
DD Form 2807-2, *Medical Prescreen of Medical History Report*
DD Form 2808, *Report of Medical Examination*
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SMTC05, *Prospecting Program Kit*

SMTC07, *MEPS Processing SOP*

SMTC08, *National Guard Almanac*

SMTC09, *MEPCOM Integrated Resource System (MIRS) User's Manual*

SMTC10, *Recruit Quota System (REQUEST) Operator/User's*

SMTC11, *Guidance Counselor Redesign (GC-R) User's Manual*

SMTC12, *User Manual Personnel Application (PER)*

SMTC13, *User Manual Big SUR (System User Registration)*

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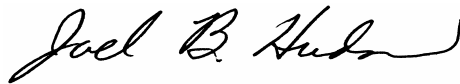
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General, United States Army
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Official:



JOEL B. HUDSON
Administrative Assistant to the
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