

**ARNG-SLC - Employ an RRNCO Apprenticeship Program**  
**805B-PCB9T018 / Version 2.1**  
**Effective Date Not Assigned**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>	
	None			
<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u>	<u>Task Title</u>		
	None			
<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>		
	None			
<b>Knowledge</b>	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	None			
<b>Skill</b>	<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	None			
<b>Administrative/ Academic Hours</b>	The administrative/academic hours required to teach this lesson are as follows:			
	<u>Academic</u>	<u>Resident Hours / Methods</u>		
	Yes	1 hr	20 mins	Facilitator
	Yes	0 hrs	30 mins	Brainstorming
	<u>Total Hours:</u>		2 hrs	0 mins
<b>Test Lesson Number</b>	<u>Hours</u>	<u>Lesson Number</u>		
	None			
<b>Prerequisite Lesson(s)</b>	<u>Lesson Number</u>	<u>Lesson Title</u>		
	None			
<b>Training Material Classification</b>	Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.			
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the SMTC-PEC foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.			

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013	
FM 6-22	(Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP	12 Oct 2006	
NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	04 Aug 2006	
NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	28 Apr 2006	

**Student Study Assignment**

**Students will need to read the entire Apprenticeship Job Aid and be prepare to discuss the topics within the jobaid the following morning.**

**Instructor Requirements**

SMTC Qualified Instructor(s)

**Support Personnel Requirements**

None.

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

**Equipment Required for Instruction**

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC	1:5	1:1	No	0	No
6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson	0:0	1:1	No	0	No
6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet	0:0	1:1	No	0	No
702101C056576 - COMPUTER, PERSONAL WORKSTATION	0:0	1:1	No	0	No
702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC	1:1	0:0	No	0	No
7025-01-559-1352 - Display Unit: Smartboard White 64	0:0	1:1	No	0	No
7520-00-138-7981 - Marker Assortment, Tube Type	1:1	5:1	No	0	No
7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet	1:5	1:1	No	0	No
7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba	0:0	2:1	No	0	No

*(Note: Asterisk before ID indicates a TADSS.)*

**Materials Required**

*Instructor Materials:*

Student Disk (Includes all references, job aid and regulations, and or PE if applicable)

**Note: Instructor will need to read the entire Apprenticeship Job Aid and be prepare to facilitate the topic within the jobaid the following morning.**

*Student Materials:*

Student Disk (Includes all references, job aid and regulations, and or PE if applicable)

**Classroom, Training Area, and Range Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:16	10	10

**Ammunition Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

## SECTION II. INTRODUCTION

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Method of Instruction: Facilitator  
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:16/0)  
Time of Instruction: 5 mins  
Instructional Strategy: Small Group Instruction

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### Motivator

In today's recruiting environment we find too many recruiters that just receive a cell phone, GSA keys, and a mission. After that there is little to no guidance or mentorship. The regulatory guidance is very clear and the many tools are out there to be able to train new RRNCO's to be successful. This lesson will give you some guidance to develop NCO's in the recruiting world. We will first discuss what the apprenticeship program is and how it works.

### Show VU 1: Employ an RRNCO Apprenticeship Program

### Show VU 2: TLO

### Terminal Learning Objective

**NOTE.** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Employ an RRNCO Apprenticeship Program
Conditions:	In a classroom environment with access to ARNG RRNCO Apprenticeship Program Job-Aid.
Standards:	Students must receive an 80% or higher on a written examination.

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### Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

### Risk Assessment Level

#### **Low - Power and Data Cables on the floor.**

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

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### **Low - Food or drink near computer and electrical equipment**

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

### **Low - Electrical storm**

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

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### **Environmental Considerations**

**NOTE:** Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

### **Instructional Lead-in**

In this lesson we will discuss what skill sets are needed to Employ an RRNCO Apprenticeship Program. Keeping in mind the information we discuss and the practical excises we will complete will provide you with the tools you will need to provide the field mentorship necessary to set your Soldiers up for success right out of school house training.

## SECTION III. PRESENTATION

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TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Explain Employ the Apprenticeship Program

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)\*

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

a. Why is it important to have an apprenticeship program for a new RRNCO who has just graduated the SQI4 course?

**Possible Answers:** Provides direction, similar to a sponsorship program, sets the RRNCO up for success

b. How long should an RRNCO apprenticeship program last? And why?

c. We will discuss a little later that the program is recommended to last 9 months. Is this too long or too short in the recruiting field? Why or why not?

**Note:** Have students go into the RRNCO Apprenticeship Program Job Aid and discuss the purpose of the program (paragraph 1).

d. Who do you think should be involved with the Apprenticeship Program for the new RRNCO?

**Note:** Go to paragraph 4 of the RRNCO Apprenticeship Program Job Aid and discuss the responsibilities of each person.

### 1. New RRNCO will:

- a. sustain and master the necessary skills needed to perform the mission.
- b. use all references and publications to be successful.

### 2. Mentors will:

- a. provide supportive task training, general and unique field recruiting knowledge.
- b. provide personal recruiting insight.

- c. formally counsel regarding expectations and duties.
- d. not be assigned if enrolled in the apprenticeship program and/or pending adverse actions.

**3. RRNCOIC will:**

- a. be the primary trainer and will perform the initial assessment and the fifth month evaluation.
- b. maintain each RRNCO's Apprenticeship Program.
- c. be well versed in all tasks that are evaluated.
- d. ensure that the new RRNCO receives refresher training, coaching, leadership, and motivation through the duration of the program.

**4. RRF HQ Personnel may:**

- a. assist in the training of the RRNCOs and participate in the New RRNCO Apprenticeship Program.
- b. accompany the RRNCO in all events in order to get firsthand knowledge of the RRNCO's training needs.

**5. Recruiting and Retention Sergeant Major will:**

- a. be directly responsible for all RRNCO enrolled in the apprenticeship program.
- b. initiate the in-processing checklist.
- c. ensure each RRNCO is given the proper training and guidance during the entire program.
- d. actively participate in the training and make themselves available to accompany RRNCOs on sales interviews.
- e. If the RRNCO is doing exceptionally well in all aspects of the job, do you think 9 months is too long to stay in the program?

**Note:** Tell the students that a RRNCOIC may recommend a RRNCO for early release from the program after the fifth month evaluation if he/she has demonstrated mastery

of all required skills.

f. In your opinion, what is “mastery of all required skills”?

**Possible Answers:** Prospecting, processing, communication skills, etc.

Check on Learning:

**Question:** Who initiates the in-processing checklist for the Apprenticeship Program?

**Answer:** RRSGM

**Question:** What is the mentor's role in the Apprenticeship Program?

**Answer:** Provide supportive task training, general and unique field recruiting knowledge, and provide personal recruiting insight.

Review Summary:

Summarize the learning activity.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Conduct Counseling Statement within 30 days of being assigned

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)\*

Time of Instruction: 0 hrs 15 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

**NOTE:** Create a discussion on the things that will be covered in this counseling session. Remember this ties into previous blocks of instruction. Have students generate discussion topics for each of the categories below during the counseling.

**a. Discuss performance issues relating to:**

1. Professional/Personal concerns (Soldier welfare)

2. Mission objectives

**b. Production activities**

1. Prospecting
2. Interviews
3. MEPS processing
4. School programs
5. Waivers
6. Projections

**c. Strength Maintenance responsibilities in assigned units**

1. Relationships with Leadership (CMDR, 1SG, FLL, FTS)
2. Conduct incentive presentations
3. Assist with Retention/Attrition matters

**d. Ensure Soldier availability (in person or remotely)**

Check on Learning: **Question:** When should the initial in-processing take place for the program?

**Answer:** In the first initial 30 days

Review Summary: Review and Summarize the learned activities

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Conduct Assessments of RRNCO progress

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)

Time of Instruction: 0 hrs 15 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**a. How would you evaluate the following?**

1. Prospecting
2. Interviews
3. MEPS processing
4. School programs
5. Waivers
6. Work calendar
7. Review Leader Zone
8. Review RZ

**Note:** Take students into the RRNCO Apprenticeship Program Job Aid paragraph 5 and discuss the procedures of the program.

**b. Procedures**

**1. Program Initiation**

a. RRNCOIC will counsel the RRNCO on the specific conduct of the program in the area.

b. The RRNCO's are allowed to access to their handbooks so they can review their weaknesses. This access will also promote self-study by keeping the RRNCO abreast of upcoming evaluations.

**2. Initial Assessment**

a. Conducted throughout the first 60 days of the program.

b. A hands-on, performance oriented assessment that provides the RRNCOIC information to determine the training needs of the RRNCO.

- c. The tasks are in the same order as they may occur in the field.

### **3. Third and Forth Month Evaluation**

- a. The RRNCOIC will provide refresher training to the RRNCO in those areas found to be weak and sustainment training in all other areas.
- b. The RRNCOIC will record all training given in the training section of the evaluation pages.

### **4. Fifth Month Evaluation**

- a. The fifth-month evaluation by the RRNCOIC will focus on those tasks essential to a successful program.
- b. The RRNCOIC can recommend early release at this time.

### **5. Sixth and Seventh Month Evaluation**

- a. The RRNCOIC will provide refresher training in areas found to be weak.
- b. The RRNCOIC will provide sustainment training in all other areas.
- c. The RRNCOIC will record all training given.

### **6. Ninth Month Evaluation**

- a. Accomplished by the RRSGM.
- b. The RRSGM may start evaluating in the eighth month, but must complete the evaluation by the end of the ninth month.
- c. The determination is made as to whether the new RRNCO can perform the tasks to standard.

Check on Learning:

**Question:** What type of training should be conducted during

the sixth and seventh months of the Apprenticeship Program?

**Answer:** The RRNCOIC will provide refresher training in those areas found to be weak and sustainment training in all other areas.

**Question:** How many sales presentations must be observed and recorded each month of the program?

**Answer:** Three, with one interview being a house call.

### **Show VU: 3 Group Breakout**

Review Summary: Review and Summarize the activity

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Conduct training as necessary based on strengths and weaknesses

Method of Instruction: Brainstorming

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Break into your assigned groups. For the next 15 minutes, brainstorm for ideas for conducting improvement and sustainment training for each of your assigned topics. Record your ideas on butcher block paper. Designate a spokesperson to conduct a 3-minute brief back of your results to the class.**

**Topics:**

a. Prospecting

b. Processing

c. Lead Refinement

- d. Time Management
- e. Scheduling/Conducting Interviews
- f. Automated Systems Usage
- g. Unit Retention Efforts
- h. Operational resource management

Check on Learning:        **The Practical examination will serve as the Check on Learning.**

**Show VU4 :TLO**

Review Summary:        Review an Summarize the activity

## SECTION IV. SUMMARY

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Method of Instruction:	Facilitator
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

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### Check on Learning

Conduct a check on learning at the end of each LSA.

### Review/Summary

Summarize each learning activity.

## SECTION V. STUDENT EVALUATION

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### **Testing Requirements**

Refer student to the Individual Student Assessment Plan (ISAP).

### **Feedback Requirements**

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

**Appendix A - Viewgraph Masters**

**ARNG-SLC - Employ an RRNCO Apprenticeship Program  
805B-PCB9T018 / Version 2.1**

<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		

## Appendix B - Test(s) and Test Solution(s)

**Appendix C - Practical Exercises and Solutions**

**PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCB9T018 Version 2.1**

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**Appendix D - Student Handouts**

**ARNG-SLC - Employ an RRNCO Apprenticeship Program  
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<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
0	Employ an RRNCO Apprenticeship Program to	PPT

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC - Employ an RRNCO Apprenticeship Program

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DRAFT

1. The importance of this lesson: (Why)

Employ an RRNCO Apprenticeship Program

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Students must receive an 80% or higher on a written examination.

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
None		

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Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013
FM 6-22	(Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP	12 Oct 2006
NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	04 Aug 2006
NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	28 Apr 2006

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Additional Non-Standard References

None

## 5. Resources

*TIME: Time of Instruction: 2 hrs 0 mins*

*LAND: Classroom, Training Area, and Range Requirements*

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

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*AMMO: Ammunition Requirements*

<u>DODIC</u>	<u>Name</u>
None	

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*MISC: Materiel Items and TADSS Requirements*

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7025-01-559-1352	Display Unit: Smartboard White 64
7520-00-138-7981	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

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## Additional Non-Standard Resources

None

## 6. A possible technique to achieve the outcome:

None

## 7. Conduct AAR with Soldier and Cadre.

None

**NOTE:** Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.