

CRM LESSON PLAN REPORT

ARNG - SQI4- IDENTIFY ROLES & RESPONSIBILITES OF AN RRNCO
805B-PJ9T104 / 3.1 ©

Proposed
04 Jun 2015

Effective Date: N/A

SCOPE:

None

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the SMTC-RRS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

SECTION I. ADMINISTRATIVE DATA

All Course Masters/POIs Including This Lesson

Courses				
<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
None				

POIs				
<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
None				

Task(s) Taught(*) or Supported

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>

Reinforced Task(s)

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
K1284	Know Army National Guard (ARNG) Strategic Objectives	Yes	Yes

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
S0366	Navigate Microsoft Office Suite Software	Yes	Yes
S0297	Access Reference Army Publications	Yes	Yes
S0404	Perform Research Skills	Yes	Yes
805B-S-0007	Operate A Computer	Yes	Yes
S0389	Perform Analysis of Information	Yes	Yes
S0398	Perform Organizational Skills	Yes	Yes

Administrative/Academic Hours

The administrative/academic (50 min) hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	1 hr	25 mins	Conference/Discussion
<hr/>			
Total Hours(50 min):	1 hr	25 mins	

Instructor Action Hours

The instructor action (60 min) hours required to teach this lesson are as follows:

<u>Hours/Actions</u>		
<hr/>		
Total Hours (60 min):	0 hrs	0 mins

Test Lesson(s)

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

Prerequisite Lesson(s)

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

Training Material Classification

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

Foreign Disclosure Restrictions

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References

<u>Number</u>	<u>Title</u>	<u>Date</u>
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

Complete Distance Learning on [HTTPS://ssi.ellc.learn.army.mil](https://ssi.ellc.learn.army.mil) read over NGR601-1 paragraph 2-18, NG PAM 601-1 paragraph 1-15.

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
7520-01-186-3605 - Marker Assortment, Tube Type	1:1	5:1	No	0	Yes
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:

1. Recruiter Work Station (RWS)
2. Instructor CD
3. NGR 601-1
4. NG Pam 601-1

Student Materials:

1. Recruiter Work Station (RWS)
2. Student CD
3. NGR 601-1
4. NG Pam 601-1

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		1:25	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/Conduct of Lesson

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. Before presenting this lesson the instructor needs access to Vulcan and how to navigate it and knowledge of the homework assignments.

Students were required to complete distance learning module on ELLC (Blackboard) prior to this lesson (See Student Study Assignment section of this LP for details).

Proponent Lesson Plan Approvals

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

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion

Mode of Delivery:

Instr Type (I:S Ratio): None

Time of Instruction: 5 mins

Motivator

Show VU #1: Title Slide

Michael Jordan is arguably one of the greatest basketball players ever. Do you think Jordan was born with his basketball skills, or did he have to start with the basics? With any job you do, whether Military or civilian, you want to always strive to be the best at that job. The foundation for that success starts with knowing your basic role and responsibilities. You can't reach your maximum potential in recruiting until this is achieved.

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:	Identify roles and responsibilities of an RRNCO to fulfill all three tenets of the Strength Maintenance Philosophy
Conditions:	In a classroom environment, given a RWS, NGR 601-1, and NG Pam 601-1
Standards:	Students must receive 70% or higher on a scenario-based, written comprehensive examination.
Learning Domain - Level:	None assigned
JPME I Learning Areas Supported:	None

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete 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 SGT Young Hall, the designated storm shelters are: all latrines and GuardX

Rooms.

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

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: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

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 order to be an effective RRNCO, we must know what is expected and required of us. This course will teach you how to perform your duties. Before we learn how to perform your duties, lets first look at what our duties actually are.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Identify Roles & Responsibilities of an RRNCO to students

Method of Instruction: Conference/Discussion

Mode of Delivery:

Instr Type (I:S Ratio): 79T Certified Instructor, (1:25)

Time of Instruction: 1 hr 15 mins

Media Type: None

Other Media: Unassigned

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

NOTE: Break the group down into small groups. Have each group discuss the RRNCO duties in NGR 601-1, para. 2-18, and list the 3 most often used responsibilities and the 3 least often used responsibilities. Next, have each group name 3 new responsibilities that should be included in para. 2-18 but aren't. Allow each group an opportunity to brief their selections and explain their reasoning. Students will have 10 minutes to work in their groups and 5 minutes per group to conduct a brief back.

NOTE: Generate a group discussion with the groups' responses, and then tie it into Vulcan by saying: "A great tool that can help you stay connected with your soldiers (which is a responsibility of an RRNCO) is Vulcan.

NOTE: Show students how to access the Vulcan database to track their soldiers while in training. The goal is to show the students how to navigate the web site so they can maintain visibility of their Soldiers in the training pipeline. Additionally, Recruiters should know how to see if any tickets have been issued for their downrange Soldiers. During this section, students WILL NOT be shown how to write notes (many will not even have this access). Overall, it is a brief familiarization of the program and how to access their soldiers.

Utilize RMS Icon for tracking Soldier's progress while in training by following the steps listed below: SEE ADDITIONAL REMARKS ON PAGE 2

- a. Go to <https://smms.army.pentagon.mil>
- b. Click RMS icon
- c. Click on Retention Management Work Bucket
- d. Click on VULCAN RSP Case Work
- e. Click on RSP Routine Monitoring Work Bucket
- f. Click on In-Progress Work Bucket (Pick one Soldier and briefly discuss Soldier Remarks Tab for status and any issues)
- g. Click on Overdue Work Bucket (Pick one Soldier and briefly discuss Soldier Remarks Tab for status and any issues), then direct students to observe Routine Monitoring Tab for Items Pending
- h. Click on At Training Work Bucket (Pick one Soldier and briefly discuss Soldier

Remarks Tab for status and any issues), then direct student to observe Routine Monitoring Tab for items pending

i. Click on RSP Shipper Management Work Bucket and briefly discuss Soldier Remarks Tab within the 90, 60 and 30 day Shipper Work Buckets.

NOTE: Let students know that Vulcan is used by training sites and the RSP to display issue tickets of their Soldiers regarding pay, drill attendance, injuries, etc. An RRNCO can monitor the site frequently and stay updated on their Soldiers downrange.

NOTE: Talk about the key points below. Explain to students the RRNCO's responsibility for their Soldiers after enlistment while at RSP.

NOTE: Ensure the following key points are brought out through discussion

- e. Ensure Soldiers enlistment packet gets to RSP
- f. Ensure Soldier is getting paid for RSP drill
- g. Ensure Soldier is aware of what they need to bring to RSP
- h. Ensure Soldier is welcomed and received into the RSP program

Show VU #3-#4: Check on Learning

Check on Learning:

NOTE: Students will use the CPS Response system to answer the Check on Learning questions.

The _____ describes the Army National Guard (ARNG) strength maintenance (SM) program as authorized by National Guard Regulation _____ ?

- a. NG Pam 601-1 and NGR 601-2
- b. NGR 601-1 and NG Pam 601-2
- c. NG Pam 601-1 and NGR 601-1**
- d. NGR 601-1 and NGR 601-2

REF: NG Pam 601-1 Chapter 1 introduction, Section 1 General, 1-1 purpose

Which paragraph in the NG Pam 601-1 highlights the duties of an RRNCO?

- a. 1-15**
- b. 1-16
- c. 2-17
- d. 2-18

REF: NG Pam 601-1, para. 1-15

Review Summary:

There are many various duties, roles, and responsibilities of an RRNCO. It is our duty to ensure we are operating to our fullest extent when we perform in the three tenets of Strength Maintenance.

Show VU #5: TLO

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Mode of Delivery:	None
Instr Type(I:S Ratio):	None
Time of Instruction:	5 mins

Check on Learning

Check on Learning questions are included at the end of every LSA.

Review/ Summary

There are many various duties, roles, and responsibilities of an RRNCO. It is our duty to ensure we are operating to our fullest extent, operating in all three tenets of Strength Maintenance.

Show VU #5: TLO

SECTION V. STUDENT EVALUATION

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 - SQI4- Identify Roles & Responsibilities of an RRNCO
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Sequence	Media Name	Media Type
None		

Appendix B - Assessment Statement and Assessment Plan

Assessment Statement: None.

Assessment Plan: None.

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PJ9T104 Version 3.1 ©

Appendix D - Student Handouts

**ARNG - SQI4- Identify Roles & Responsibilities of an RRNCO
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Sequence	Media Name	Media Type
0	Roles & Responsibilities of RRNCO	PPT
0	Roles & Responsibilities of an RRNCO	WPD