

**ARNG - SQI4- Process an Applicant for Enlistment
1038-79T-2455 / Version 3.0
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

**All Courses
Including This
Lesson**

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
805B-79T-SQI4	3.0	ARNG Recruiting and Retention

**Task(s)
Taught(*) or
Supported**

<u>Task Number</u>	<u>Task Title</u>
<u>Individual</u>	
1038-79T-2473 (*)	Process an Applicant for Enlistment

**Reinforced
Task(s)**

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

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
805B-K-0003	Know Army Programs and Options	Yes	Yes
805B-K-0006	Know Enlistment Eligibility	Yes	Yes
805B-K-0007	Know Army Homosexual Policy	Yes	Yes
805B-K-0008	Know Army Tattoo Policy	Yes	Yes
805B-K-0016	Know Recruiting Doctrine	Yes	Yes
805B-K-0018	Know Confidentiality Concerns	Yes	Yes
805B-K-0055	Know Awards/ Incentives Program	Yes	Yes
805B-K-0062	Know Army Enlistment Programs and Options	Yes	Yes
805B-K-0010	Know Military Entrance Processing Command (MEPCOM) procedures	Yes	Yes
805B-K-0080	Know Recruiter Zone Application	Yes	Yes

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
805B-S-0007	Operate A Computer	Yes	Yes
805B-S-0017	Utilize General Office Supplies	Yes	Yes
805B-S-0025	Utilize Army Publishing Directorate (APD)	Yes	Yes
805B-S-0052	Apply leadership tactics	Yes	Yes
805B-S-0067	Perform Personal Communications	Yes	Yes
805B-S-0027	Utilize Active Listening	Yes	Yes
805B-S-0035	Perform Research Skills	Yes	Yes
805B-S-0083	Access Reference Army Publications	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	7 hrs	0 mins	Conference/Demonstration
Yes	2 hrs	15 mins	Practical Exercise (Hands-On)
Yes	1 hr	10 mins	Conference/Discussion
Yes	0 hrs	0 mins	Test Review
Yes	0 hrs	0 mins	Test
Total Hours:	10 hrs	25 mins	

**Test Lesson
Number**

Hours

Lesson Number

None

**Prerequisite
Lesson(s)**

Lesson Number

Lesson Title

None

**Training
Material
Classification**

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

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the training/educational developers in coordination with the PEC-SMTC FD 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 40-501	Standards of Medical Fitness	14 Dec 2007	
AR 600-9	THE ARMY WEIGHT CONTROL PROGRAM	27 Nov 2006	
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013	
NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	31 Jul 2009	

**Student Study
Assignment**

Students will read Chapter 7 and 8 in the Recruiter Zone Manual.

**Instructor
Requirements**

SMTC Qualified Instructor(s)

**Additional
Support
Personnel
Requirements**

Name

Student
Ratio

Qty

Man
Hours

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 Zone Manual
2. Instructor CD

Student Materials:

1. Recruiter Zone Manual
2. RWS
3. Student CD

**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**

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. Instructor must have prior knowledge of Recruiter Zone/Recruiter Zone Manual. Students were required to read chapters 7 and 8 in the Recruiter Zone Manual prior to class.

**Proponent Lesson
Plan Approvals**

Name

Rank

Position

Date

None

NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

Show VU #1: Title Slide

No amount of effort on your part to convince young adults to enlist in the Army National Guard will count if you cannot prepare them correctly for a projection to MEPS. Some recruiters can build an enlistment packet within an hour or two, and others it takes a day to a week. Your level of understanding will determine your ability to quickly build a packet.

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:	Process an applicant for enlistment into the ARNG
Conditions:	In a classroom environment, given a RWS, AR 601-210, FY Accessions Options Criteria (AOC), Recruiter Zone (RZ) User's Guide, and all applicable SMOMs
Standards:	Students must input an enlistment packet into Recruiter Zone with 100% accuracy

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, and 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.

Evaluation

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

Instructional Lead-in

You have learned the process of finding and qualifying applicants for enlistment and offering ARNG options. Now we are going to input our applicants information into the system for further processing.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Introduce students to iKrome/Recruiter Zone

Method of Instruction: Conference/Demonstration

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)*

Time of Instruction: 3 hrs 0 min

Instructional Strategy: Large Group Instruction

Media Type: Conference/Demonstration

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

Go to the website <http://rtnikrome.usaac.army.mil> and log in using the user name and password on the computer.

NOTE: Brief the students on the iKrome home page in its entirety.

NOTE: Primarily we will be using the "Application List" for this class, make sure the students have this located at the top of their page. Briefly explain what all is listed on the home page (reports, news, and current user manuals).

NOTE: Have students click on Recruiter Zone listed in the Application List.

NOTE: Discuss with the students that this is the system to use to show all of your work. "It didn't happen if it's not in Recruiter Zone".

Show the students the four tabs shown inside of Recruiter Zone and discuss in detail. (My Work Zone, Calendar, People, and Reports)

NOTE: Demonstrate on the Instructor computer each tab, showing how to navigate each.

1. My Work Zone

a. My View - This is the initial default view seen at login. This screen shows applicants on the floor today and the next 5 processing days. This screen shows a snapshot of appointments scheduled, conducted, scheduled to test, test pass/fail, floor enlist, and contracted. Discuss the different color bars and what they represent.

Appointment Scheduled - the number of appointments scheduled in, Contact History for the month. Discuss the different color bars and what they represent.

Appointments Conducted - the number of appointments conducted and updated in Contact History for the month.

Scheduled to Test - the number of Applicants projected to test and received scores.

Test Pass/Fail - the number of test scores received with an AFQT of 25 or above.

Floor Enlist - the number of Applicants projected and arrived from MIRS (computer database that MEPS use).

Contracted - number of enlistment showing in Data Warehouse.

b. Contact Locations - RRNCO's can create and maintain a list that shows exactly where they met a lead while face-to-face prospecting. Analyzing this data over time establishes prospecting trends and patterns in a respective recruiting territory. Where you meet someone is not the same as where they live, so you can use this to accurately track where your leads are coming from.

c. Hot Leads - hot leads are referrals and SASVAB scores with an AFQT of 50 or higher. Tell the students this is the primary market they are looking for and why it is important to look here first.

d. School Zone - this is where you track anything pertaining to your schools. This will be discussed in detail during the Administer a School Program lesson plan.

e. COI/VIP - COI/VIP is an electronic folder that is managed, viewed, and analyzed at all levels for improved market penetration efforts to produce high quality enlistments for the National Guard.

2. Calendar - use the calendar to develop short, mid, and long range planning for events, prospecting plans, and follow-up on appointments. the calendar is an extremely valuable tool for RRNCO's to plan, coordinate, schedule, record, review information regarding prospecting, processing, appointments, and other activities and events.

a. Overview - the main view for the Calendar.

b. Daily - this view will open your Calendar for the current day and display all planned events, prospecting activities, and follow-up that you have added to your Calendar.

c. Weekly - this view will open your Calendar for the current week and display all planned events, prospecting activities, and follow-up that you have added to your Calendar.

d. Monthly - this view opens the Calendar for the current month and displays all planned events, prospecting activities, and follow-up that you have added to your Calendar.

e. Add Contact Plan Activities - this will open the current day prospecting activities plan. This feature develops a prospecting plan that incorporates the various contact (telephone, email, mail-out, and face-to-face) methods.

NOTE: Demonstrate how to add a Contact Plan.

f. Add Events - this is where you add events for the current day or future dates.

NOTE: Demonstrate how to add an event.

3. People - the People section of RZ allows RRNCO's to find, organize, and manage all records. It also assists the RRNCO in prospecting and processing efforts.

a. Overview - the Overview section will display all Records. This list includes all records from a loaded ALRL, and RRNCO generated leads, referrals, old advertising leads, SASVAB lists, and prior service lists.

1. Priority Leads - this includes all non-prior service leads. Explain to the students that all SASVAB leads with an AFQT of 31-49 will be listed here.

NOTE: Show the students how to sort by selecting Ascending/Descending and select GO to show the latest leads.

2. Prior Service Leads - this includes all Prior Service leads (DMDC, TAPDB-AE, and TABDB-R).

3. Prospect - this includes all Prospects.

NOTE: Show the students the Log Attempt, which is a quick way to log an attempt during phone calls, if you did not get an answer or wrong number.

4. Applicant - this includes all Applicants.

5. Pending Unit Member - Prior Service members who are awaiting training.

6. IADT - Soldiers that are in training.

7. Future Soldiers PGMS - used by Regular Army Recruiters.

8. RFP - Soldiers currently in the Recruit Force Pool.

9. Shipped - Soldiers who have shipped to training.

b. Add Person - allows the RRNCO to add a lead. Will be covered in detail in the next Learning Activity.

c. Find Person - the Find Person feature provides multiple options for finding one record to finding multiple records for creating lists for prospecting purposes. Find Person is a powerful feature that allows the RRNCO to pull specific information regarding leads. Filling in different attributes will create different lists.

d. Revive Person - Revives a lead, prospect, or applicant that has been terminated.

e. Schedule Campaign - Schedule Campaign creates an email or mail-out list. Schedule Campaign is a method of contacting a large number of leads in bulk, via email or regular mail-outs. The ability to select a pre-constructed template with a message, including the RRNCO's name, office address, and contact telephone number, can assist in getting the message out to the target audience quickly and conveniently. Tailor the criteria to determine the group to receive a message, select a message template (if using email), and send it out using the systematic process.

f. Common Questions - this hyperlink goes to the online help for RZ.

4. Reports - this section will give an overview of how to access and use the available prospecting analysis reports. There are three (3) reports available that will assist you in analyzing your prospecting efforts. It is critical to log all actions in Contact History and that the education code is set for accurately recording prospecting activities. Failure to follow these steps will significantly affect one's ability to utilize the information in these reports. Regardless of which report you select, complete the basic criteria screen for each report. Each criteria screen has the same basic appearance.

NOTE: Explain to students the importance of making sure they log all of their work, or the reports will be very inaccurate.

Check on Learning:

Question: Where can you find SASVAB leads above 50 in Recruiter Zone?

Answer: Hot Leads

Question: What is the fast way to find a specific person in Recruiter Zone?

Answer: Find Person

Question: When you add a person in Recruiter Zone, which tab do they show up in?

Answer: Priority Leads

Review Summary:

In this lesson we have discussed four tabs shown inside Recruiter Zone, My Work Zone, Calendar, People, and Reports. Understanding how to use these tabs will make your job easier.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Show students how to add a person to Recruiter Zone

Method of Instruction: Conference/Demonstration

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 1 hr 0 min

Instructional Strategy: Large Group Instruction

Media Type: Conference/Demonstration

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

1. Have a discussion about what documents you would need before you begin the enlistment process. Minimum documentation can be found in the AR 601-210 and AOC (do not refer the students to the AR 601-210 and AOC as it has been covered in previous blocks of instruction).

- a. Age - Social Security card for proper name.
- b. DD 214 - Prior Service.
- c. Medical documentation for any surgeries, medication, or diagnosis.
- d. Citizenship - Birth Certificate or Residency Documentation.
- e. Marriage Certificate (for married personnel).
- f. Dependency- children birth certificates and social security cards.

Ask: Why would you want all the core documents prior to building their enlistment packet?

- a. Time management.
- b. Ensure applicant is qualified.

2. Demonstrate how to add a person in Recruiter Zone making them a Lead.

NOTE: Have the students follow along creating a Lead using "990-12-56" as the first 7 of the social security number and using their own last two digits. Have the students use their own information for the rest of the information.

- a. Click People>Add Person
- b. Enter information/Explain to students the asterisk indicates required information.
- c. Click GO, Recruiter Zone will automatically check for a duplicate record.
- d. If no duplicate lead is found, fill in the Add Person (No Duplicate found) window. Add SSN, Email, Phone, and Lead Source. You must enter at least one contact method and the Lead Source to Add or Add & Continue.
- e. There are two options when entering Lead Source:
 1. **Recruiter** - Selecting Recruiter as the Lead Source requires you to choose Email, Face-to-Face, Mail Out, or Telephone Call as the Contact Method. Choosing Face-to-Face as the contact method opens up the Contact Location box which contact location can be selected (if previously built), added, update, or left blank.
 2. **Referral** - When selected, Referral requires Referral Type, First and Last Name, and SSN (if known). Selecting Unit Member Referral will also require the UIC State and UIC.
- f. Click Add to create the record and return to the Add Person (Check for Duplicates) window.
- g. Click Add & Continue to create the record and open the Update Person window.

NOTE: Explain to the students that they have now added a Lead. The next step after you have created a lead, and they agreed to an appointment, is to make them a Prospect.

3. Demonstrate how to change a Lead into a Prospect.

- a. Find the person you have created. You can use many methods, but the fastest is Find a Person, they type in the last name of the person you are trying to find. Click on the name of the person.

b. The Update Person will come up with the Blueprint/Prequal screen listed first. Fill out the rest of the required information.

NOTE: Explain to the students that you don't need all the tabs filled out in this portion to continue, but a good rule of thumb is to fill out all that you have, so you don't have to later.

c. The Contact History tab is how you move a Lead to a Prospect. Fill out the information in the contact detail portion of the screen (you must have RRNCO Remarks filled out also). Generally, this will be a telephone call with the result, Contacted and both dispositions being Follow-up.

d. Change the Next Action block into Appointment-Initial and select the appropriate date and time. Explain that you can select Add to Calendar and the information will populate to your Calendar.

NOTE: Explain to the students that you cannot back date appointments in Recruiter Zone, so it is important to add the information as it come available.

e. After selecting Save, the "Successfully Saved - Moved to Prospect" message will pop-up asking "Do your want to continue to process?" Selecting "Yes" will open the Prospect Profile screen allowing you to continue working this record. Selecting "No" will fade the screen, allowing the RRNCO to continue working the list.

NOTE: Explain to the students that you have now moved a Lead to a Prospect, and are now waiting for the appointment and decide whether the Prospect is willing to continue in the process.

4. Demonstrate how to move a Prospect into an Applicant.

a. When you first open the screen as a Prospect, you will see only 3 possible hyperlinks to select. To move a Prospect to an Applicant, you can do it two different way; by selecting Maintain Contact History on the right-hand side or complete the 680-3A-E screen and select agree to process with either.

NOTE: Demonstrate how to fill it out inside Maintain Contact History by adding a contact type because this will show all the work throughout the process. Remember this is how you show your work to your NCOIC and Command.

NOTE: Explain to the students that the Prospect is now an Applicant once they agree to process (Test, Physical, or Enlist).

Check on Learning: Question: What tab do you use to change a Lead to a Prospect?

Answer: The Contact History tab.

Review Summary: At the completion of this lesson you will have successfully added a person in RZ, made them a Lead, changed them from Lead to Prospect, and from Prospect to Applicant. Next we will prepare the enlistment packet in iKrome.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Prepare an Enlistment Packet in iKrome portal IAW the Recruiter Zone manual.

Method of Instruction: Conference/Demonstration

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 3 hrs 0 min

Instructional Strategy: Large Group Instruction

Media Type: Conference/Demonstration

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

1. Demonstrate how to fill out an enlistment packet in its entirety.

a. 680-3A-E - Information filled out in other application will automatically populate the 680-3A-E Prospect Information screen.

NOTE: When answering the radio button questions, select the radio button to select your answer, use the TAB key to move through the questions and use arrow keys to choose an answer.

b. Test Scores - The RRNCO uses this section to view ASVAB Composite scores, ASVAB Raw scores, and Special test such as EST, CAST, ACT, and SAT. ASVAB scores are self-populated. The RRNCO must enter any other type of score.

NOTE: Explain to the students that the Webcast is listed inside the Test Scores tab.

NOTE: Explain that the 680-3A-E tab at the top is the only tab that has to be filled out to validate the packet or make a projection.

NOTE: The Recruiter Zone manual does not demonstrate step-by-step how to fill out every tab. A good rule of thumb is to start with the instructions because many of the fields will not open up until this tab is completed.

NOTE: Demonstrate how to fill out all the tabs step-by-step, making sure all the students follow along with the instructor.

c. SF 86 e-Validation - This will check the entire packet for any errors or mission information that would reject the packet or conflict with the NACLAC background check.

d. Projection - The Projection screen is used to project the record to MEPS. Creating a projection is essential to the processing cycle a MEPS. Projection is the way your applicants are scheduled for test, physical, and enlistment.

NOTE: Demonstrate the projection process.

1. Open applicant's Profile (if not already open).
2. Select Project within the "I Want To" section.
3. Fill out the Projection screen.

NOTE: The questions on the projection screen change depending on the Next action in the Maintain contact History screen. The required information did not change, the projection screen looks and acts differently.

NOTE: Show students where to check the projection history to see if the projection was successful.

Check on Learning: This lesson was a follow along instructor lead demonstration.

Review Summary: You have learned how to process the prospect you have added. The necessary information you need and how to schedule the tests. Chapter 7 also gives you some commonly asked questions to assist you as an RRNCO.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Conduct MEPS Orientation Briefing

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 1 hr 0 min

Instructional Strategy: Large Group Instruction

Media Type: None

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

1. The final step in processing an applicant for enlistment is a MEPS Orientation briefing. Information on MEPS briefing can be found in the AR 601-210, para 6-3. The

following is the guidance given according to the regulation.

2. Ask student, what are the consequence of not properly briefing an applicant prior to going to MEPS?

Note: Inform student that although AR 601-210 does not provide specific guidance it is imperative that a proper briefing is done prior to MEPS Processing.

a. AR 601- 210, para 6-3a. Applicants will receive orientation on processing to be done at the MEPS

3. Note: Break Out Have students break into their groups and conduct a group discussion, brainstorming ideas of what information need be covered in a MEPS briefing. Students will have 15 minutes to brainstorm and 5 minutes to brief back to the class. Each team will have a designated spokesperson.

Note: Instructor will go around the room and monitor the progress, and add OE techniques during the brief back.

After the brief back, inform the student that they came up with great areas to consider.

The following is a list of areas that need to be considered, but is not all inclusive.

Infuse OE with instructor's personal experience.

a. Clothing and footwear

1. No holey jeans
2. No open toed shoes
3. Underwear
4. Conservative/offending clothing

b. Date/time/place

c. Consequences of being late

d. Photo ID and SSN verification

e. Mode of transportation

1. Self-transportation
2. Government transportation
3. Public transportation

f. Explain meals and lodging (as applicable)

g. Rule of conduct

1. Lewd or crude behavior
2. No drinking alcohol
3. Slandering other branches
4. Contraband (weapons)

h. MEPS policies and procedures

1. ASVAB
2. Special test (TAPAS, AIMS, DLAB, ECLT)
3. Prescreen
4. Breathalyzer
5. Urinalysis
6. Pregnancy test (females)
7. Height/weight
8. Joint mobility
9. Eyes/color vision

10. Hearing
11. Drug and alcohol use history
12. Skin abnormalities
13. One-on-one interview with doctor
14. Medical holds, consults and rejections

i. MEPS operations

1. Security interview
2. Verification of ENSQ information
3. FBI checks/fingerprints
4. Security interview
5. Enlistment packet review and quality check
6. Enlistment contract
7. Enlistment ceremony and oath of enlistment
8. Role of MEPS guidance counselor

Check on Learning: Use the information from the break out session brief back by each group as your check on learning.

Review Summary: In this lesson you learned the final step in processing an applicant for enlistment, MEPS Orientation briefing. You learned the information is found in AR 601-210, para 6-3.

TLO - LSA 5. Learning Step / Activity TLO - LSA 5. Students will perform a Practical Exercise completing an error free enlistment packet.

Method of Instruction: Practical Exercise (Hands-On)

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 2 hrs 15 mins

Instructional Strategy: Individualized, Self-Paced Instruction

Media Type: Practical Exercise

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

Given a scenario, students will be required to complete an enlistment packet, free of errors.

Check on Learning: This lesson was a hands on practical exercise. Each student completed a packet free of errors. Ask for any questions.

Review Summary: This practical exercise put it all together. You used what you have learned from each LSA in this lesson to build an entire packet error free. This lesson is important to you as an RRNCO in processing your applicant for enlistment error free.

Show VU #3: TLO

SECTION IV. SUMMARY

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)*
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction
Note: Marked as (*) is derived from the parent learning object

Check on Learning

None

Review/Summary

Summarize the learning activity.

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- Process an Applicant for Enlistment
1038-79T-2455 / Version 3.0**

Sequence	Media Name	Media Type
None		

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

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1038-79T-2455 Version 3.0

Appendix D - Student Handouts

**ARNG - SQI4- Process an Applicant for Enlistment
1038-79T-2455 / Version 3.0**

Sequence	Media Name	Media Type
0	Applicant Information Packet	WPD

Appendix E - TRAINER'S LESSON OUTLINE

ARNG - SQI4- Process an Applicant for Enlistment

1038-79T-2455 / Version 3.0

DRAFT

1. The importance of this lesson: (Why)

Process an applicant for enlistment into the ARNG

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

Students must input an enlistment packet into Recruiter Zone with 100% accuracy

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
1038-79T-2473	Process an Applicant for Enlistment	Individual TAUGHT

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 40-501	Standards of Medical Fitness	14 Dec 2007
AR 600-9	THE ARMY WEIGHT CONTROL PROGRAM	27 Nov 2006
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013
NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	31 Jul 2009

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction (Time not specified)

LAND: Classroom, Training Area, and Range Requirements

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

AMMO: Ammunition Requirements

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

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
7520-01-186-3605	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.)

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.