

**Task: Conduct Reception and Integration Counseling**

**Number: 805B-79R-4430**

**Effective Date: 2002-Nov-12**

**Enlisted MOS:  
79R Skill Level 4**

**STP:  
STP 12-79R35-SM-TG  
STP 12-79R35X-SM-TG**

**Conditions:** You are assigned as an AMEDD station commander to an AMEDD recruiting station. You have a newly assigned AMEDD recruiter. You have access to:

- a. USAREC Reg. 350-7
- b. USAREC Pam 350-2
- c. FM 22-100
- d. Unit Standard Operating Procedures (SOP)
- e. Army Family Team Building (AFTB)

**Standards:** Correctly conduct reception and integration of newly assigned personnel to the AMEDD recruiting station

**Performance Steps**

**Evaluation Preparation:** Use the materials listed in the CONDITIONS statement for on-the-job performance evaluation.

**Performance Measures**

GO      NO GO

- |   |       |       |
|---|-------|-------|
| 1. Assigned a AMEDD sponsor to newly assigned AMEDD personnel immediately following confirmed assignment who: | _____ | _____ |
| a. Is of equal or higher in grade.  |       |       |
| b. Is of the same gender and marital status when feasible.  |       |       |
| c. Is not within 60 days of PCS.  |       |       |
| d. Is not (normally) the person being replaced by the incoming soldier.                                       |       |       |
| 2. Sponsor did:   | _____ | _____ |
| a. Forward a welcome letter within 10 calendar days of appointment.   |       |       |
| b. Contact new soldier.   |       |       |
| 3. Assist in the search for adequate housing by providing:  | _____ | _____ |

- a. Detailed information on neighborhoods within the station boundary (including crime rates, housing/utility costs, insurance premiums, closest medical facilities accepting government sponsored health insurance, etc.).
  - b. Detailed information on school systems (average GPA in each district, availability of after school care, school schedule, etc.).
  - c. Commuted times during peak traffic periods to and from the RS.
  - d. Location of recommended stores, banks, daycare, etc.
  - e. Introduced key members of the team, detachment and battalion Family. Support Group leaders/representatives, spouses of recruiters in the RS, etc.
  - f. Sufficient time and assistance for the new recruiter to settle personal affairs prior to reporting to work.
  - g. A listing of all support services and contact procedures, i.e. legal services, chaplain, etc.
4. Coordinated in-processing of the new AMEDD recruiter at the detachment headquarters and ensured:
- a. All financial matters are resolved or are being handled expeditiously. \_\_\_\_\_
  - b. The recruiter receives their New Recruiter Handbook. \_\_\_\_\_
  - c. The recruiter meets key staff personnel, i.e., Operations, S-1, Budget, Supply, etc.
  - d. The recruiter has all necessary publications.
5. Provided a map and tour to the new recruiter of his or her assigned area of operations (AO) and point out/have the recruiter document:
- a. Established face-to-face prospecting sites \_\_\_\_\_
  - b. All assigned schools \_\_\_\_\_
  - c. Local newspapers, radio and television stations \_\_\_\_\_
  - d. All locations where police/court/civil records are obtained, i.e., police checks, marriage licenses, birth certificates, divorce decrees, etc.
6. Introduced the new AMEDD recruiter to key personnel:
- a. School officials (counselors, professors, deans, registrars, veterans representatives, etc.) \_\_\_\_\_
  - b. COI/VIPs. \_\_\_\_\_
  - c. Court clerks, record clerks, etc.
7. Briefed the newly assigned AMEDD recruiter using the Operations and Market Analysis board (O M A board) covering:
- a. A brief history of the recruiting station \_\_\_\_\_
  - b. Production history of assigned AO \_\_\_\_\_
  - c. Competition within the AO \_\_\_\_\_
8. Provided the new AMEDD recruiter with:
- a. A copy of the Detachment, Team and RS SOP \_\_\_\_\_
  - b. A calendar of upcoming events (Annual Training Conference (ATC), company training dates, upcoming conventions, etc.) \_\_\_\_\_
  - c. A MEPS Standard Operating Procedure, MEPS Tour, and calendar (testing days, consult availability schedule, etc.) \_\_\_\_\_

**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:**

<b>Number</b>	<b>Required</b>	<b>Title</b>
FM 22-100	Y	Military Leadership
USAREC PAM 350-2	Y	Recruiter Handbook
USAREC REG 350-7	Y	Recruiting Station Production Management System

**Certifications Required: None.**

**Supporting Individual Tasks: None.**

**Supported Drills: None.**