

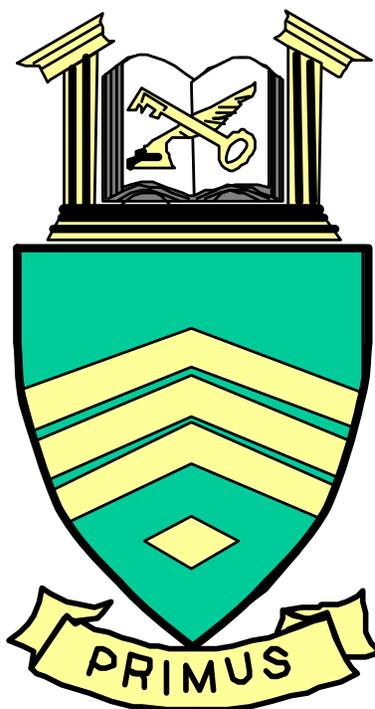
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

L652R (052002)

OCT 02

MAINTAIN AN AWARDS PROGRAM

## TRAINING SUPPORT PACKAGE



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## TRAINING SUPPORT PACKAGE

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**TSP Number/  
Hours and  
Title**      L652R  
2.0 Hours  
Maintain an Awards Program

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**Effective Date**      Oct 02

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**Supersedes  
TSPs**      New Lesson (USAREC)

---

**TSP User**      The following course uses this TSP:

Course Number	Course Title
400-FSC(F) 521-SQIM (F) (VTT)	First Sergeant Course—The Army Training System (FSC TATS)

---

**Proponent**      The proponent for this document is the U.S. Army Recruiting and Retention Command.

---

**Comments  
and  
Recommendations**      Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to:

ATTN ATSS DCF  
COMDT USASMA  
BLDG 11291 BIGGS FLD  
FORT BLISS TX 79918-8002

Telephone (Comm): (915) 568-8854  
Telephone (DSN): 978-8854

COMDT Recruiting and Retention School  
ATTN: Training and Development Department  
BLDG 10000 Hampton Parkway (SSI)  
FORT JACKSON, SC 29207

Telephone (Comm): (803) 751-8758  
Telephone (DSN): 734-8758

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**Foreign  
Disclosure  
Restrictions**      The lesson developers in coordination with the Fort Jackson Recruiting and Retention School foreign disclosure authority have reviewed this TSP. This lesson is releasable to students from all requesting foreign countries without restrictions.

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## PREFACE

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**Purpose**

This training support package provides the instructor with a standardized lesson plan for teaching the tasks(s) listed in Section I.

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**This TSP Contains**

<b>Table of Contents</b>		<b>Page</b>
Lesson	Section I, Administrative Data	3
	Section II, Introduction/Terminal Learning Objective	7
	TLO: Maintain an Awards Program.	7
	Section III, Presentation	10
	ELO 1: Implement the USAREC awards program.	10
	ELO 2: Explain the Army awards System.	16
	Section IV, Summary	19
	Section V, Student Evaluation	20
Appendixes	A. Visual Masters	A-1
	B. Test(s) and Test Solution(s)	Not Used
	C. Practical Exercise(s) and Solution(s)s	Not Used
	D. Student Handout(s)	D-1

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## MAINTAIN AN AWARDS PROGRAM

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### SECTION I ADMINISTRATIVE DATA

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#### Teaching to Standard

The following courses teach this TSP to standard:

Course Number	Course Title
400-FSC (F) 521-SQIM (F) (VTT)	First Sergeant Course—The Army Training System (FSC TATS)

---

#### Task(s) Trained to Standard

This lesson trains to standard the tasks listed in the following table(s):

<b>Task Number:</b>	805B-79R-5546.
<b>Task Title:</b>	Maintain an awards program.
<b>Conditions:</b>	As a first sergeant, given UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.
<b>Standards:</b>	IAW UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.

---

#### Task(s) Taught or Supported

None

---

#### Task(s) Reinforced

This lesson reinforces the task(s) listed in the following table: None.

---

#### Academic Hours

This lesson requires the following academic hours:

	<u>Peacetime Hours/ Methods</u>	<u>Mobilization Hours/ Methods</u>
	2.0/ SG	/
Test	/	/
Test Review	/	/

---

Total Hours:      2.0                      0 /

---

#### Test Lesson Number Prerequisite Lessons

None

---

**Clearance and Access**

There is no clearance or access requirement for this lesson.

**References**

The following table lists the reference(s) for this lesson:

<b>Number</b>	<b>Title</b>	<b>Date</b>	<b>Additional Information</b>
UR 672-10	Recruiting Incentive Awards	Feb 2002	
UR 672-13	Annual Awards Program	APR 2002	
USAREC SUPPL To AR 600-8-22	Military Awards	Dec 1999	

**Student Assignments**

Before class—

- Read UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.
- Read Student Handout 1.

During class—

- Participate in classroom discussion.

After class—

- Review classroom notes and materials.
- Return recoverable materials to the instructor.

**Instructor Requirements**

- One Instructor at USASMA VTT site for Distance Learning (DL).
- One Instructor per small group room for First Sergeant Resident Course.
- Special Qualifications-ITC, SGITC, and VTT-ITC (VTT only) qualified.
- Read all TSP material.

**Additional Personnel Requirements**

This lesson requires the following support personnel for VTT site only:

- One site coordinator at each Distance Learning site.
- Video, audio, and audio linkage equipment operator (optional) at each DL site.
- Video, audio, and audio linkage equipment operator at principal VTT site.

**Equipment Required for Instruction**

This lesson requires the use of the following equipment:

- TNET communications equipment suite (VTT lesson only).
- TNET room equipment suite (VTT lesson only).
- TNET audio/video linkage equipment (VTT lesson only).
- TV monitor(s).
- Liveboard(s).
- Viewgraph overhead projector.
- Butcher Board Paper.

**Materials Required**


---

Instructor materials—

- Visual Aids (VGT): 11.
- TSP.
- UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.

Student materials—

- UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22
  - Pen or pencil and writing paper.
- 

**Copyright Information**

No copyright material reproduced for use in this lesson.

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**Gender Statement**

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

---

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

Requirements for this lesson(s) are:

- A classroom suitable for small group instruction for a group of 18 students.
  - TNET-equipped room for up-link transmission (VTT only).
  - TNET-equipped classroom(s) that seat up to 16 students each (Distance Learning site only).
- 

**Ammunition Requirements**

None

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**Instructional Guidance**

- Conduct this lesson using the Small Group Instruction method and use the questions provided to generate discussion among the students.
  - The facilitator may need to create additional questions to ensure student participation continues throughout the lesson material.
  - The DL (VTT) instructor will select an appropriate site before asking a student a question.
-

**Lesson  
Approval**

The following individuals reviewed and approved this lesson for publication and incorporation into the First Sergeants Course-TATS.

<b>Name/Signature</b>	<b>Rank</b>	<b>Title</b>	<b>Date Signed</b>
Copley, Donald D.	SFC	Training Developer	
Gill, James M.	MSG	Dir RRS Trng. and Dev. Dept.	
Mayo, John W.	SGM	FSC, Course Chief	
Mays, Albert J.	SGM	Chief, CDD, USASMA	
Gill, David M.	LTC	Commandant, RRS	

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## SECTION II INTRODUCTION

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**Motivator**

Method of instruction: CO  
 Technique of delivery: SG  
 Instructor to student ratio is: 1:18  
 Time of instruction: 00:00 to 00:05  
 Media used: None

Throughout the service, the Army recognizes and rewards soldiers who do a good job. This recognition is especially important in the recruiting world as a recruiter's work is very demanding and the hours are long. Occasionally, your recruiters feel that the command does not recognize their hard work. That should not be the case. You, as the first sergeant, should monitor your awards program and reward your recruiters accordingly.

In addition to recognizing and rewarding the good soldier through the traditional awards and decorations program, the United States Recruiting Command (USAREC) utilizes a special incentive awards program to recognize its successful recruiters.

Proper recognition for outstanding work will increase your company's recruiting efforts.

**Terminal Learning Objective**


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**NOTE:** Inform the students of the following Terminal Learning Objective (TLO) requirements.

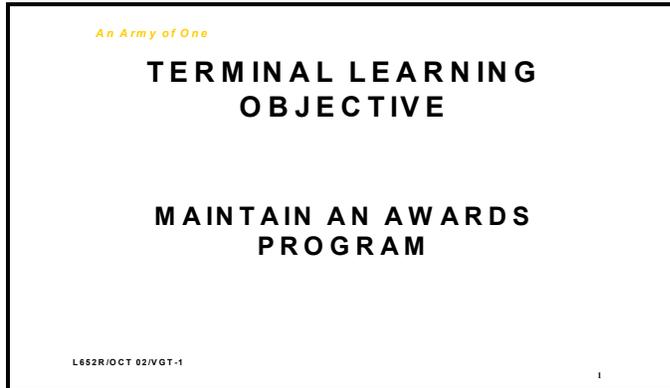
At the completion of this lesson, you will

<b>Action:</b>	Maintain an Awards Program.
<b>Conditions:</b>	As a first sergeant in a classroom environment, given UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22,
<b>Standard:</b>	Maintained an Awards Program IAW UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.

---

**SHOW VGT-1, TERMINAL LEARNING OBJECTIVE**

**Terminal Learning Objective, continued**



**NOTE:** Have one of the students read the TLO.

**REMOVE VGT-1**

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**Safety Requirements**

None

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**Risk Assessment Level**

Low

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**Environmental Considerations**

None

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**Evaluation**

At the end of this module, you will receive a written, objective examination. It will test your learning of the objectives from this and other lessons. You must correctly answer at least 70 percent (28 out of 40) of the questions to receive a GO.

---

**Instructional  
Lead-in**

During the next two hours, we are going to discuss in detail the USAREC awards program and how to implement it. USAREC Regulations UR672-10 and UR 672-13 cover this program. Obviously, USAREC does not restrict USAREC awards only. The Army's award system also considers the USAREC soldiers that perform above the call of duty. We will also discuss the Army regulation that covers the issuance, tracking, and criteria for Army awards.

---

## SECTION III PRESENTATION

---

### ELO 1 ENABLING LEARNING OBJECTIVE 1

**NOTE:** Inform the students of the enabling learning objective requirements.

<b>Action:</b>	Implement the USAREC awards program.
<b>Conditions:</b>	As a first sergeant in a classroom environment, given, UR 672-10 and UR 672-13.
<b>Standard:</b>	Identified and implemented the USAREC awards program IAW UR 672-10 and UR 672-13.

---

#### Learning Step/ Activity 1, (LS/A) ELO-1

Method of instruction: CO  
 Technique of delivery: SG  
 Instructor to student ratio: 1:18  
 Time of instruction: 00:05 to 01:20  
 Media used: VGT-2 thru VGT-9

---

### SHOW VGT-2, TOPICS OF DISCUSSION

#### LS/A 1, ELO-1 Topics of discussion

**NOTE:** At this time, show VGT-2 and inform the students that the items on the VGT are the subjects of discussion for this ELO.

#### Topics of Discussion, continued

*An Army of One*

**TOPICS OF DISCUSSION**

- ✧ Policy
- ✧ Responsibility
- ✧ Recruiting incentive awards.
- ✧ Mission box accomplishment
- ✧ Team Concept
- ✧ Purpose of local awards

L652R/OCT 02/VGT-2 2

**NOTE:** Call on a student to read the topics.

### REMOVE VGT-2

**NOTE:** Ask the following question to start the discussion on the awards program. Call on a student to answer the following question in his own words.

---

**LS/A 1, ELO-1**  
Incentive  
Awards  
Responsibility

**QUESTION:** What is the design of the Recruiting Incentive Awards Program and what does USAREC base the award qualification on?

**ANSWER:** The design of the Recruiting Incentive Awards Program is to recognize excellence in recruiting. Accumulation of points during a specific time is the basis for award qualification.

(Ref: UR 672-10, para 1-4)

As a first sergeant you need to understand the responsibility of the director of recruiting operations and the battalion commanders in the awards program.

**SHOW VGT-3, DIR OF RECRUITING OPERATIONS RESPONSIBILITY**

**NOTE:** For the next two VGTs, call on some of the students and have them discuss each of the bullets. Ensure that they use their own thoughts and ideas on the subject matter. Allow for student interaction as they talk about their experiences in each of the areas. Answer any questions the students may have.

Incentive  
Awards  
Responsibility



(Ref: UR 672-10, para 1-5a(1)(a), (b), (c), (e), (f), (g), and (h))

**REMOVE VGT-3**

**SHOW VGT-4, BATTALION COMMANDERS RESPONSIBILITIES**

**LS/A 1, ELO-1**  
Incentive  
Awards  
Responsibility

*An Army of One*

**BATTALION COMMANDERS  
RESPONSIBILITIES**

- ✧ Appoint individual to compute points.
- ✧ Review award recommendations.
- ✧ Act as approving authority for incentive awards.
- ✧ Ensure the awards recommendations are forwarded to HQ USAREC within 15 working days following end of RSM.
- ✧ Ensure Awards Analyst provides all recruiters with a copy of their UR Form 598 at the end of each RSM.

L652R/OCT 02/VGT-4 4

(Ref: UR 672-10, para 1-5b(1) thru (5))

**REMOVE VGT-4**

At this time we will begin our discussion on the recruiting incentive awards.

**NOTE:** Ask the following question to begin student interaction on the awards program and the different types of awards available. Ask the students to cite some personal thoughts on the subject matter.

**QUESTION:** What are the requirements for awarding the Basic Recruiter Badge and the Gunner's Badge Certificate?

**ANSWER:** The requirements for awarding the Basic Recruiter Badge and the Gunner's Badge Certificate are:

- a. Successful completion of the Basic Recruiter Course will award the Basic Recruiter Badge to the graduates.
- b. The commander must enlist a self-generated lead that he/she prospected and processed before he/she acquires the Gunner's Badge Certificate.

(Ref: UR 672-10, para 2-1)

**NOTE:** Direct the students to the reference (UR 672-10, para 2-3 thru 2-5 and Table 2-1). Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts, ideas and experiences on the subject matter. The Recruiter Ring and the Glen E. Morrell Award should really start a good discussion.

**SHOW VGT-5, INCENTIVE AWARDS**

**LS/A 1, ELO 1**  
 Recruiting  
 Incentive  
 Awards,  
 continued

*An Army of One*  
**Incentive Awards**

<u>Award</u>	<u>Points</u>	<u>Months</u>
1st Gold Star	300 Pts	N/A
2d Gold Star	300 Pts	6
Gold Badge	300 Pts	6
1st Sapphire	300 Pts	6
2d Sapphire	300 Pts	6
3d Sapphire	300 Pts	6
Recruiter Ring	1200 Pts	24
Glen E. Morrell	2400 Pts	N/A

L652R/OCT 02/VGT-5 5

(Ref: UR 672-10, Table 2-1)

**REMOVE VGT-5**

We will now discuss the mission box award point values,  
 competition and computation values.

**NOTE:** Lead a discussion that will include the information on the next slide (Ref: UR 672-10, para 3-1 thru 3-7). Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts, ideas and experiences on the subject matter.

**SHOW VGT-6, AWARD POINT VALUES**

*An Army of One*  
**AWARD POINT VALUES**

- **Mission box accomplishment by:**
  - Value of mission box accomplishment.
  - Time frames for mission box.
  - Mission box requirements.
  - Mission box recognition incentives.
- **Mission box by "Team Concept".**
- **RS mission box accomplishment**

L652R/OCT 02/VGT-6 6

(Ref: UR 672-10, para 3-1 through 3-7).

**REMOVE VGT-6**

The next items of discussion are USAREC Form 598 and the Recruiting Edge sheet.

**LS/A 1, ELO-1**  
 Recruiting  
 Incentive  
 Awards,  
 continued

**NOTE:** Direct the students to Table 3-2 and Figure 3-1 to explain the information on the next slide (VGT-7). Call on some of the students and have them explain the form and its use. Briefly have them explain how to fill out the form. Next, show VGT-8 and lead a discussion on the Recruiting Edge. Explain its use. Student copy found as SH-3.

**SHOW VGT-7,**

The form is titled "USAREC FM 598 INCENTIVE AWARDS - PRODUCTION POINT SHEET". It includes fields for NAME, SFC, REGIMENT, BATTALION, and POSITION. There are several tables for recording production points, including one for "ASSIGNED PRODUCTION RECRUITERS" and another for "PRODUCTION POINTS". The form also includes a "POINT COMPUTATION" section and a signature line for the Station Mission Officer.

(Ref: UR 672-10, Fig 3-1)

**REMOVE VGT-7**

**SHOW VGT-8, FY 2001 Annual Recruiting Edge (Station Mission)**

**An Army of One**  
**FY 2001 Annual Recruiting Edge (Station Mission)**  
**Progressive Contract Points**

	1 <sup>st</sup> Contract	2 <sup>d</sup> Contract	3 <sup>d</sup> Contract	4 <sup>th</sup> Contract
GSA/GCA	20	40	60	80
GSB/PS/OTH	10	15	20	25

OCS/WOFT Contract equals GA credit! (Points & Boards)  
 OCS/WOFT Shippers  
**100 Points**

SF Recruiters Points  
 Report to Fort Bragg 15  
 160th SOAR Each Packet 15

Early Bird Mission Box  
 Achieve mission box within the first 2 weeks of th RSM for 2 consecutive months and receive 100 CG bonus points (rescinded Feb 01)

BT GRAD'S  
 20 Points for each BT Grad

**Mission Box Defined**  
 Mission Success  
 •Recruiter is successful when he/she nets positive contracts contributing to station mission box.  
 •Station is successful when mission is made by category.  
 •Company is successful when all stations Mission Box.  
 •Battalion is successful when all companies Mission Box.  
 •Brigade is successful when all battalions Mission Box.

NO SLIDING WINDOW FOR 1ST GOLD STAR! THEN 6 MONTH WINDOW UP TO 3RD SAPPHIRE, 24 MONTHS FOR RING AND NO SLIDING WINDOW FOR MORRELL AWARD!  
 NO SLIDING WINDOW FOR LPSC, GC, ALL RTS, BN OPS NCOS or those not assigned a positive mission.  
 Staff (Company, Battalion, Guidance Counselors, and First Sergeants) are awarded points based on recruiter production and bonus points awarded, divided by the number of assigned production recruiters.  
 1SG's Receive 100 bonus points if your Company makes mission box. (All contributing recruiters receive additional 50 points!)

This flyer represents all points currently in effect. Current Substitution rules apply to the CG's Bonus Mission Box Points. If you have any questions about the points system see memorandum of instruction or contact:  
**MRS KATHY DAUGHERTY (800) 223-3735 EXT 6-0470**

**Mission Box Points MONTHLY/QUARTERLY and ANNUAL**  
 Mission Box/Team Concept = **50 POINTS** (Station Level)

CG's Bonus	Points
91CC/91K (USAR only)	10**
PS/NPS STARR contract	10**
ACASP Linguist (RA/USAR)	10**
HI-GRAD enlistment	10**
DEP/DTP Referral Enlistment	10**
CONAP (Limit 5 per RSM)	5
AMEDD Referral	5
Chaplain Referral	5
ROTC Referral (Limit 5 per RSM)	5
JAG Referral	50
AGR Hire complete	** Awarded after Shipping

AMEDD Program	Points
Regular Army	
Educational Delay Assumption	10
Educational Delay Accession	10
Commission All Tiers	50
Accession All Tiers	50
Bonus For TIER 1&2	75
Order of Merit List	20
Army Reserve	
Commission All Tiers	50
Bonus For TIER 1&2	75

8

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**LS/A 1, ELO-1** **NOTE:** This slide represents the Station Mission for FY 2001. Its size is intentional so that the instructor can have a better view of a very busy slide. Direct the students to SH-3 for their copy needed to follow this slide's discussion.

Recruiting  
Incentive  
Awards,  
continued

---

**BREAK**

Time: 00:50 to 01:00

Time: 01:00 to 01:20 (continue learning step/activity 1, ELO-1)

---

**NOTE:** At this time ask the following question to explain the USAREC local awards program.

**QUESTION:** What is the purpose of the local awards program?

**ANSWER:** The purpose of the local awards program is to stimulate the field force toward command mission accomplishment.

(Ref: UR 672-10, Chapter 5)

**NOTE:** Ask the students to explain the funding and prohibitions placed on the local awards program.

**REMOVE VGT-8**

**LS/A 1, ELO-1** The final item we will cover on the USAREC awards at the command level is the Annual Awards Program.

Recruiting  
Annual Awards  
Program

**NOTE:** This subject should be of special interest to the first sergeant because it not only brings credit to an individual, it also recognizes the company. Have the students discuss each of the bullets. Cite some experiences, if any.

**SHOW VGT-9, ANNUAL AWARDS PROGRAM**

**LS/A 1, ELO-1**  
Recruiting  
Annual Awards  
Program



(Ref: UR 672-13, para 5, 6, 7, 8, and 9)

**REMOVE VGT-9**

Check on  
Learning

QUESTIONS and ANSWERS:

QUESTION: What is the definition of Team Concept?

ANSWER: Team Concept is a provision that allows recruiting personnel who meet certain criteria to be awarded 50 points when a higher level of command accomplishes both RA and USAR mission box.

(Ref: UR 672-10, para 3-2a)

QUESTION: What does a green flash with a green edge behind the recruiting badge represent?

ANSWER: All Commanders, CSMs, 1SGs and Station Commanders who achieve and maintain Mission Box.

(Ref: UR 672-10, Para 3-1d (2))

**ELO 2**

**ENABLING LEARNING OBJECTIVE 2**

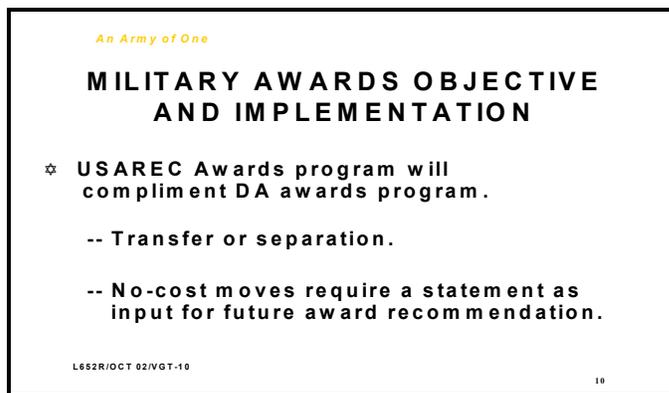
**NOTE:** Inform the students of the enabling learning objective requirements.

<b>Action:</b>	Explain the Army awards system.
<b>Conditions:</b>	As a first sergeant in a classroom environment, given USAREC Suppl to AR 600-8-22.
<b>Standard:</b>	Explained the Army awards system, IAW USAREC Suppl to AR 600-8-22.

**LS/A 1, ELO-2** Method of instruction: CO  
**Military Awards** Technique of delivery: SG  
 Instructor to student ratio: 1:18  
 Time of instruction: 01:20 to 01:45  
 Media used: VGT-10 and VGT-11

**LS/A 1, ELO-2** Even though USAREC has its own military incentive awards program, it  
**Military Awards** still has to follow the DA Military Awards Program and ensure that all  
 soldiers receive whichever military award or decoration he/she deserves. For  
 this reason, USAREC has a supplement to AR 600-8-22 that details how to  
 reward its recruiting personnel in the Army.

**SHOW VGT-10, MILITARY AWARDS OBJECTIVE AND IMPLEMENTATION**



(Ref: USAREC Suppl to AR 600-8-22, para 1-12c(1) and 1-12c (2))

**LS/A 1, ELO-2** **NOTE:** Direct the students to the reference above. Call on some of the  
**Military Awards,** students and have them explain the information on the slide.  
 continued Ensure that they use their thoughts and ideas on the subject matter  
 and ask them to talk about their experiences.

**REMOVE VGT-10**

**LS/A 1, ELO-2**  
 Military  
 Awards,  
 continued

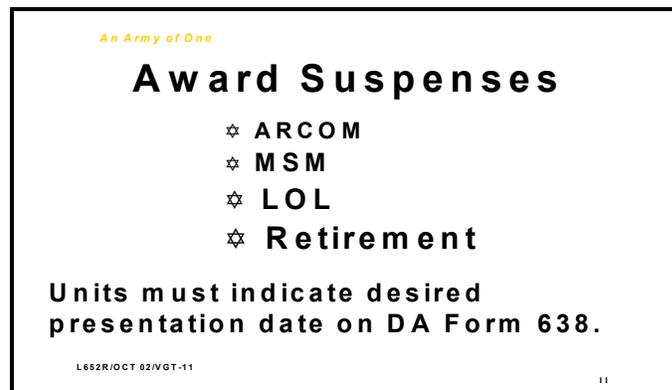
**QUESTION:** What should take place in the case of a recruiter involved in unfavorable actions?

**ANSWER:** 1. Commanders should review the recruiter's military records to determine if awards were made on accomplishments during this period.  
 2. Determine whether to revoke the awards.  
 3. If revocation takes place, removal is in accordance with AR 600-8-22, para 1-29a.

(Ref: USAREC Suppl to AR 600-8-22, para 1-29)

### **SHOW VGT-11, AWARD SUSPENSES**

**NOTE:** Call on some of the students and have them explain the information on the slide. Ensure that they use their thoughts and ideas on the subject matter and ask them to talk about their experiences



(Ref: USAREC Suppl to AR 600-8-22, para 3-18).

Check on  
 Learning

### **QUESTIONS and ANSWERS**

**QUESTION:** Who reviews a soldier's awards records in the case of a recruiter involved in unfavorable personnel actions?

**ANSWER:** The recruiting brigade, recruiting battalion or AMEDD commanders review the military awards records of recruiters involved in unfavorable personnel actions.

(Ref: USAREC Supplement 1 to AR 600-8-22, para 1-29a(1))

Check on  
Learning,  
continued

QUESTION: When should you submit for an ARCOM for a PCSing soldier?

ANSWER: NLT 45 days prior to the DPD

Ref: USAREC Supplement 1 to AR 600-8-22, Para 3-18p(1)(a))

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## SECTION IV SUMMARY

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**Review/  
Summarize  
Lesson**

Method of instruction: CO  
Technique of delivery: SG  
Instructor to student ratio is: 1:18  
Time of instruction: 01:45 to 01:50  
Media used: None

---

For the past two hours we discussed the USAREC and Army awards programs and how they function. We reviewed the purpose, function, time-lines, and required documentation needed for a successful awards program. We often hear from soldiers who complain about quick punishment and slow rewards. Do not be part of the problem. Be part of the solution. Award programs that are in place are effective tools that we can use to generate positive attitudes in our soldiers. This will only happen if we understand the programs and how they work, while employing them to their fullest capability. Good luck first sergeants and remember, mission, mission, mission! **Less hooah and more dooah!**

---

**Check on  
Learning**

The questions throughout the lesson and after the two ELOs act as the check on learning for this TSP.

---

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**SECTION V STUDENT EVALUATION**

---

**Testing  
Requirements**

You will receive a 40-question written examination that may include questions from this lesson. To receive a GO, you must answer at least 28 or more questions correctly.

---

**Feedback  
Requirement**

NOTE: You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.

## Appendix A

### INDEX OF VISUAL AID MASTERS

---

**This Appendix Contains** This Appendix contains the masters (or facsimiles) of the visual aids listed in this table----

---

Number	Title
VGT-1	Terminal Learning Objective
VGT-2	Topics of Discussion
VGT-3	Dir of Recruiting Operations Responsibility
VGT-4	Battalion Commanders responsibilities
VGT-5	Awards
VGT-6	Award Point Values
VGT-7	USAREC FM 598
VGT-8	FY 2001 Annual Recruiting Edge
VGT-9	Annual Awards Program
VGT-10	Military Awards Objective and Implementation
VGT-11	Award Suspenses

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**Appendix D****Index of Student Handouts**

---

**This  
Appendix  
Contains**

This Appendix contains the items listed in this table---

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet	SH-1-1 tO SH-1-2
SH-2, Student Slide Note Sheets	SH-2-1 thru SH-2-4
SH-3, Recruiting Edge-	SH-3-1

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## Student Handout 1

### Advance Sheet

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**Lesson Hours**      This lesson consists of two hours of small group instruction.

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**Overview**

Throughout the service, the Army recognizes and rewards soldiers who do a good job. This recognition is especially important in the recruiting world as a recruiter's work is very demanding and the hours are long. Occasionally, your recruiters feel that the command does not recognize their hard work. That should not be the case. You, as the first sergeant, should monitor your awards program and reward your recruiters accordingly.

In addition to recognizing and rewarding the good soldier through the traditional awards and decorations program, the United States Recruiting Command (USAREC) utilizes a special incentive awards program to recognize its successful recruiters.

Proper recognition for outstanding work will increase your company's recruiting efforts.

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**Learning Objective**

Terminal Learning Objective (TLO)

**Action:**            Maintain an Awards Program.

**Condition:**        As a first sergeant in a classroom environment, given UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.

**Standard:**        Maintained an Awards Program IAW UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.

**ELO 1**      Implement the USAREC awards program.

**ELO 2**      Explain the Army awards System.

**Assignment**

The student assignments for this lesson are:

- Read UR 672-10, UR 672-13, and USAREC Suppl to AR 600-8-22.
- Read Student Handout 1.

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**Additional Subject Area Resources**

None.

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**Bring to Class**

All reference material as stated in the assignment block.  
Pen or pencil and writing paper.

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## TERMINAL LEARNING OBJECTIVE

### MAINTAIN AN AWARDS PROGRAM

L652R/OCT 02/VGT-1

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## TOPICS OF DISCUSSION

- ☆ Policy
- ☆ Responsibility
- ☆ Recruiting incentive awards.
- ☆ Mission box accomplishment
- ☆ Team Concept
- ☆ Purpose of local awards

L652R/OCT 02/VGT-2

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## DIR OF RECRUITING OPERATIONS RESPONSIBILITIES

- ☆ Develop policy and procedures for recruiting incentive awards.
- ☆ Provide changes to policy and procedures via e-mail.
- ☆ Establish awards criteria.
- ☆ Maintain award statistics.
- ☆ Stock and issue supplies for the incentive awards.
- ☆ Administer the program.
- ☆ Process recommendations for the Gold Badge, Recruiter Ring, and the Sergeant Major Glen E. Morrell award.

L652R/OCT 02/VGT-3

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### BATTALION COMMANDERS RESPONSIBILITIES

- ☆ Appoint individual to compute points.
- ☆ Review award recommendations.
- ☆ Act as approving authority for incentive awards.
- ☆ Ensure the awards recommendations are forwarded to HQ USAREC within 15 working days following end of RSM.
- ☆ Ensure Awards Analyst provides all recruiters with a copy of their UR Form 598 at the end of each RSM.

L652R/OCT 02/VGT-4

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### Incentive Awards

<u>Award</u>	<u>Points</u>	<u>Months</u>
1st Gold Star	300 Pts	N/A
2d Gold Star	300 Pts	6
Gold Badge	300 Pts	6
1st Sapphire	300 Pts	6
2d Sapphire	300 Pts	6
3d Sapphire	300 Pts	6
Recruiter Ring	1200 Pts	24
Glen E. Morrell	2400 Pts	N/A

L652R/OCT 02/VGT-5

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### AWARD POINT VALUES

- Mission box accomplishment by:
  - Value of mission box accomplishment.
  - Time frames for mission box.
  - Mission box requirements.
  - Mission box recognition incentives.
- Mission box by "Team Concept".
- RS mission box accomplishment

L652R/OCT 02/VGT-6

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### MILITARY AWARDS OBJECTIVE AND IMPLEMENTATION

- ☆ USAREC Awards program will compliment DA awards program.
- Transfer or separation.
- No-cost moves require a statement as input for future award recommendation.

L652R/OCT 02/VGT-10 10

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### Award Suspenses

- ☆ ARCOM
- ☆ MSM
- ☆ LOL
- ☆ Retirement

Units must indicate desired presentation date on DA Form 638.

L652R/OCT 02/VGT-11 11

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**Proud to Be Here, Proud to Serve**

**FY 2001 Annual Recruiting Edge (Station Mission)**



## Progressive Contract Points

Mission Box Points  
MONTHLY/QUARTERLY  
and ANNUAL

Mission Box/Team Concept = **50 POINTS** (Station Level)

	1 <sup>st</sup> Contract	2d Contract	3d Contract	4 <sup>th</sup> Contract
GSA/GCA	<b>20</b>	<b>40</b>	<b>60</b>	<b>80</b>
GSB/PS/OTH	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>

OCS/WOFT Contract equals GA credit!  
(Points & Boards)

OCS/WOFT Shippers

**100 Points**

Early Bird Mission Box  
Achieve mission box within the first 2 weeks  
of th RSM for 2 consecutive months  
and receive 100 CG bonus points (rescinded Feb  
01)

SF Recruiters	Points
Report to Fort Bragg	15
160th SOAR Each Packet	15

**BT GRAD'S**  
20 Points for each  
BT Grad

**Mission Box Defined**

Mission Success

- Recruiter is successful when he/she nets positive contracts contributing to station mission box.
- Station is successful when mission is made by category.
- Company is successful when all stations Mission Box.
- Battalion is successful when all companies Mission Box.
- Brigade is successful when all battalions Mission Box.



CG's Bonus	Points
91CC/91K (USAR only)	10**
PS/NPS STARR contract	10**
ACASP Linguist (RA/USAR)	10**
HI-GRAD enlistment	10**
DEP/DTP Referral Enlistment	10**
CONAP (Limit 5 per RSM)	5
AMEDD Referral	5
Chaplain Referral	5
ROTC Referral (Limit 5 per RSM)	5
JAG Referral	50
AGR Hire complete	** Awarded after Shipping

**NO SLIDING WINDOW FOR 1ST GOLD STAR! THEN 6 MONTH WINDOW UP TO 3RD SAPPHIRE, 24 MONTHS FOR RING AND NO SLIDING WINDOW FOR MORRELL AWARD!**

**NO SLIDING WINDOW FOR LPSC, GC, ALL RTS, BN OPS NCOS or those not assigned a positive mission.**

Staff (Company, Battalion, Guidance Counselors, and First Sergeants) are awarded points based on recruiter production and bonus points awarded, divided by the number of assigned production recruiters.

1SG's Receive 100 bonus points if your Company makes mission box. (All contributing recruiters receive additional 50 points!!)

This flyer represents all points currently in effect. Current Substitution rules apply to the CG's Bonus Mission Box Points. If you have any questions about the points system see memorandum of instruction or contact:  
**MRS KATHY DAUGHERTY (800) 223-3735 EXT 6-0470**

AMEDD Program	Points
<b>Regular Army</b>	
Educational Delay Assumption	10
Educational Delay Accession	10
Commission All Tiers	50
Accession All Tiers	50
Bonus For TIER 1&2	75
Order of Merit List	20
<b>Army Reserve</b>	
Commission All Tiers	50
Bonus For TIER 1&2	75

**On Point for the Army**

**8**

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