

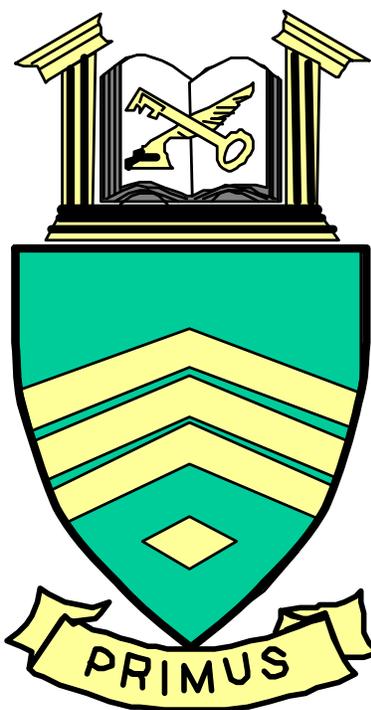
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

W662R (052002)

OCT 02

TPU RELATIONS/REFERRALS/ UNIT FOLDERS

TRAINING SUPPORT PACKAGE



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TRAINING SUPPORT PACKAGE

**TSP Number/
Hours and
Title** W662R
2.0 Hours
TPU Relations/Referrals/Unit Folders

Effective Date Oct 02

**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:

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COMDT Recruiting and Retention School
ATTN: Training and Development Department
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FORT JACKSON, SC 29207

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**Foreign
Disclosure
Restrictions** The lesson developer in coordination with the USAREC foreign disclosure authority has reviewed this lesson. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

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

This TSP Contains

Table of Contents		Page
Lesson	Section I, Administrative Data	3
	Section II, Introduction/Terminal Learning Objective	7
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TPU RELATIONS/ REFERRALS/UNIT FOLDERS

SECTION I ADMINISTRATIVE DATA

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):

Task Number:	805B-79R-4550
Task Title:	Develop Station Level Relationships with TPUs,
Conditions:	as a first sergeant,
Standards:	IAW UP 350-7, UR 140-1, UR 350-6, UR 350-9, and UFR 601-67.

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	/

Test Lesson Number

The lesson listed below will test the students on the material in this lesson

E653	None
------	------

Prerequisite Lessons Clearance and Access

None

There is no clearance or access requirement for this lesson.

References

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

Number	Title	Date	Additional Information
UP 350-7	Recruiter Salesmanship	Jul 1994	
UR 350-6	Recruiter Production Management System	Mar 2002	
UR 350-9	Recruiting Company Production Management System	Jul 2002	
UFR 140-1	Army Reserve Mission, Organization, and Training	Aug 1987	
UFR 601-67	Unit Referral Program	Jan 1992	

Student Assignments

Before class—

- Read UR 350-9, chap 4, UP 350-7, chap 5, UFR 140-1, UFR 601-67, and UR 350-6, app L .
- 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): 8

- TSP
- UP 350-7, UFR 140-1, UR 350-6, UR 350-9, and UFR 601-67.

Student materials—

- UP 350-7, UFR 140-1, UR 350-6, UR 350-9, and UFR 601-67.
- Pen or pencil and writing paper.

**Copyright
Information**

No copyright material reproduced for use in this lesson.

**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

**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.

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

SECTION II INTRODUCTION

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

Of all the lead sources available to a recruiting company, the most neglected is the reserve unit. With a little work, the reserve units within your area can become a well from which reserve recruiters can continuously draw new prospects. TPU relations are critical to your success as a recruiting company. Build a relationship that will benefit both you and the units in your area. Support your reserve unit and it will support you!

Terminal Learning Objective

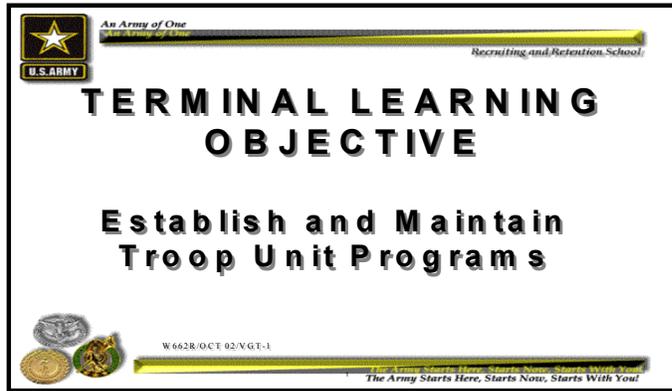
NOTE: Inform the students of the following Terminal Learning Objective (TLO) requirements.

At the completion of this lesson, you will

Action:	Establish and maintain Troop Unit Programs.
Conditions:	As a first sergeant in a classroom environment, given UP 350-7, UR 140-1, UR 350-6, UR 350-9, and UFR 601-67.
Standard:	Established and maintained Troop Unit Programs IAW UP 350-7, UFR 140-1, UR 350-6, UR 350-9, and UFR 601-67.

SHOW VGT-1, TERMINAL LEARNING OBJECTIVE

Terminal Learning Objective



NOTE: Have one of the students read the TLO.

REMOVE VGT-1

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

None

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**

This instruction covers the importance of developing a solid, working relationship with the troop program unit and the chain of command. Place emphasis on fostering an environment that produces unit referrals in support of the Sergeant Major of the Army recruiting program and reduction of unit attrition. The student will learn the importance of collecting information and storing the information in the unit data folder.

SECTION III PRESENTATION

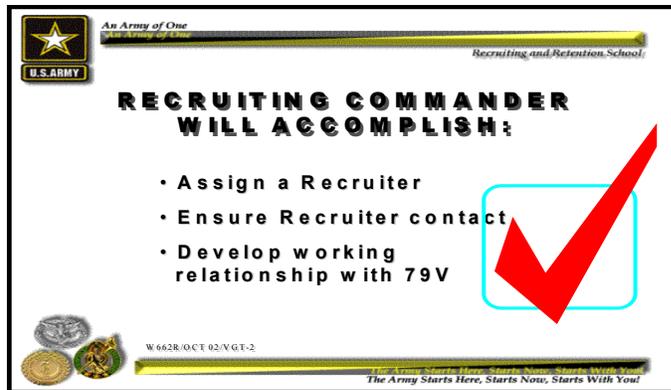
ELO 1 ENABLING LEARNING OBJECTIVE 1

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

Action:	Establish Troop Program Unit (TPU) Relations.
Conditions:	As a first sergeant in a classroom environment, given, UP 350-7, UR 350-9, and UFR 140-1,
Standard:	Established TPU Relations IAW UP 350-7, UR 350-9, and UFR 140-1.

LS/A 1, ELO-1 Method of instruction: CO
 Technique of delivery: SG
 Instructor to student ratio: 1:18
 Time of instruction: 00:05 to 00:35
 Media used: VGT- thru VGT-4

LS/A 1, ELO-1 **SHOW VGT-2, RECRUITING COMMANDER WILL ACCOMPLISH:**
 Troop Referrals



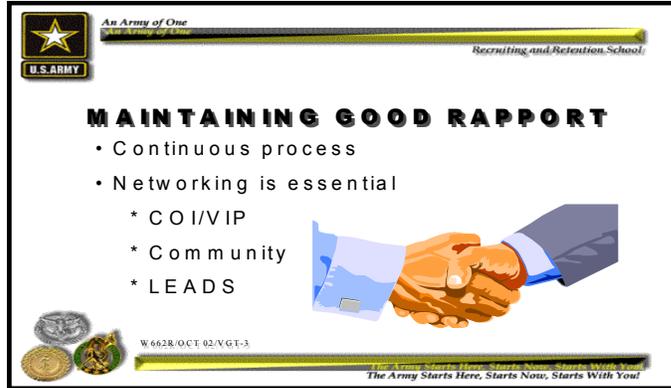
(Ref: UR 350-9, para 4-9)

NOTE: Call on two or three students to explain the information on the slide. Allow time for the students to talk about their experiences while trying to recruit TPU personnel.

REMOVE VGT-2

SHOW VGT-3, MAINTAINING GOOD RAPPOR

LS/A 1, ELO 1
Troop Referrals,
continued



(Ref: UP 350-7, para 5-3a)

NOTE: Call on one or two of the students and have them explain the information on the slide. Ensure that they use their own thoughts and ideas on the subject matter. After discussing the information, lead a discussion on how the students will use the information on the slide to further their rapport with the TPUs they support. Answer any questions the students may have.

REMOVE VGT-3

NOTE: Start the discussion on the Recruiting Partnership Council (RPC) by asking the following question. Do not show the VGT until after you ask the question. What is the Recruiting Partnership Council?

SHOW VGT-4, RECRUITING PARTNERSHIP COUNCIL



(Ref: UFR140-1, para 3 thru 5)

LS/A 1, ELO 1
Troop Referrals,
continued

NOTE: Direct the students to the reference above. Call on two or three of the students and have them explain the information on the slide. Ensure that they use their own thoughts and ideas on the subject matter.

Some areas to discuss:

- Council responsibilities.
- Council composition.
- Agreements.
- What the sessions promote.

(Ref: UFP 140-1, para 3 and 4b, c, d, and e.

REMOVE VGT-4

Check on
Learning

Questions and Answers:

Question: What should the company leadership team (CLT) do to ensure adequate troop referrals?

Answer: The CLT should:

- a. Assign a recruiter.
- b. Ensure recruiter contact, and
- c. Develop a working relationship with the 79V.

(Ref: UR 350-9, para 4-9)

Question: What is the RPC?

Answer: The RPC is a forum for resolving issues at the recruiting battalion (Rctg Bn) and supported Major United States Army Reserve Commands (MUSARC), and at the recruiting brigade and the numbered armies in the Continental United States.

(Ref: UFR 140-1, para 3)

ELO 2

ENABLING LEARNING OBJECTIVE 2

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

Action:	Describe the unit referral system (URS).
Conditions:	As a first sergeant in a classroom environment, given UFR 601-67
Standard:	Described the unit referral system (URS), IAW UFR 601-67.

LS/A 1, ELO 2 Method of instruction: CO
 Technique of delivery: SG
 Instructor to student ratio: 1:18
 Time of instruction: 00:35 to 01:20
 Media used: VGT-5 thru VGT-7

LS/A 1, ELO 2
 Unit Referral
 System

We will now discuss the unit referral system. During the discussion we will have an overview, description of the system, how it operates, and the commander's responsibilities.

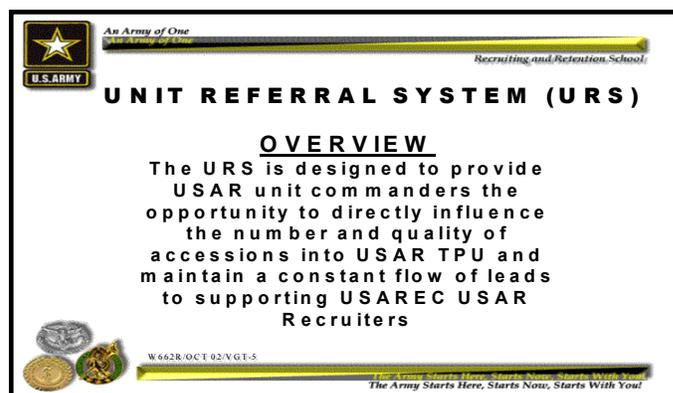
NOTE: Ask the following question to generate the URS discussion.

QUESTION: What is the goal of the unit referral system?

ANSWER: The goal of the URS is to increase the quantity and quality of soldiers joining the USAR.

(Ref: UFR 601-67, para 1-4a)

SHOW VGT-5, UNIT REFERRAL SYSTEM (URS)



(Ref: UFR 601-67, para 2-1)

NOTE: Direct the students to the reference above. Call on a student and have him/her explain the information on the slide. Ensure that he/she uses his/her thoughts and ideas on the subject matter. Allow time for student interaction. The instructor may use the following questions to generate a discussion on the description and operations aspect of the URS.

LS/A 1, ELO 2
Unit Referral
System,
continued

REMOVE VGT-5

QUESTION: What does the URS consist of?

ANSWER: The URS consists of:

- a. Inputs.
- b. Information management system.
- c. Outputs.

(Ref: UFR 601-67, para 2-2b)

NOTE: As the students answer the question, make sure they discuss each sub bullet in the paragraph.

QUESTION: What information should a soldier making a URS toll-free referral provide to the trained operator taking the call?

ANSWER: The information provided should contain the following:

- a. Prospect's name, address, telephone number, date of birth, and education level.
- b. Referring soldier's name, rank, social security number, USAR unit, and unit identification code.

(Ref: UFR 601-67, para 2-2b)

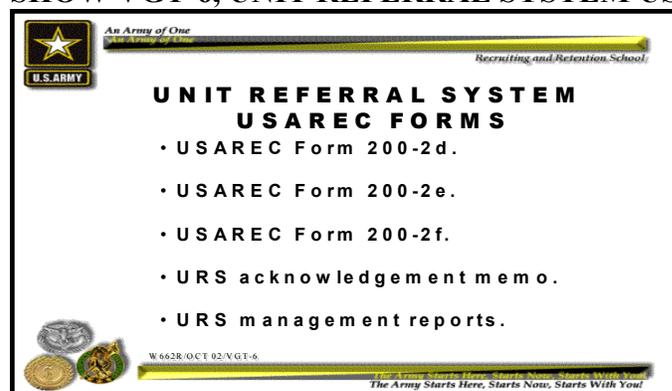
Break

TIME: 00:50 to 01:00

TIME: 01:00 to 01:20 (continue learning step/activity 1, ELO 2)

We will now discuss the necessary forms and URS management reports.

SHOW VGT-6, UNIT REFERRAL SYSTEM USAREC FORMS



(Ref: UFR 601-67, para 3-2, 3-3, 3-4 and 3-5; fig 3-1, 3-2, and 3-3; and Table 3-1)

LS/A 1, ELO 2
Unit Referral
System,
continued

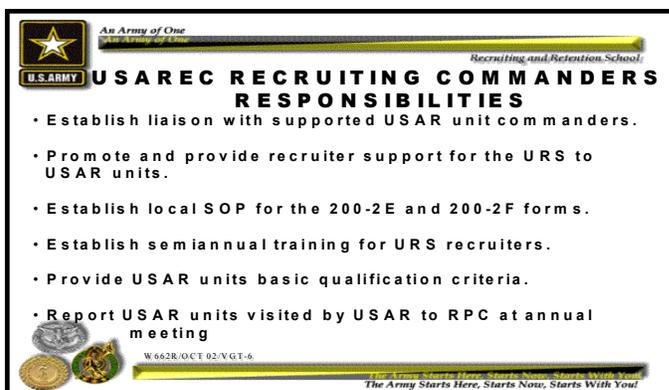
NOTE: Direct the students to the reference above. Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts and ideas on the subject matter.
After discussing the information, lead a discussion on how the students will use those forms to their advantage in their companies when they assume the first sergeant position.

Now we will discuss the USAREC recruiting commander's responsibilities in the unit referral system business.

REMOVE VGT-6

NOTE: Have the students discuss the bullets as they pertain to a first sergeant.

SHOW VGT-7, USAREC RECRUITING COMMANDERS RESPONSIBILITIES



(Ref: UFR 601-67, para 1-5h)

REMOVE VGT-7

**Check on
Learning**

Questions and Answers:

QUESTION: What does the Unit Referral System provide the unit commanders?

ANSWER: The Unit Referral System provides unit commanders the opportunity to directly influence the number of quality accessions into USAR TPU and maintain a constant flow of leads to support USAR recruiters.

(Ref: UFR 601-67, Para 2-1)

Check on Learning

QUESTION: What is the 800-number that a TPU member can use to provide referrals?

ANSWER: The number is 1-800-USA-USAR.

(Ref: UFR 601-67, Para 2-2)

QUESTION: What are the four monthly URS management reports?

ANSWER: The four monthly reports are:

- a. Monthly recruiting battalion report.
- b. Monthly recruiting status report.
- c. Monthly MUSARC status reports.
- d. Monthly reserve unit listing.

(Ref: UFR 601-67, para 3-5 and Table 3-1)

The next item we will discuss during this lesson is the USAR Unit Data Folder, UF 1149. The unit referral system dictates that TPU prospecting efforts be documented on USAREC Form 1149 (UR 350-6, para 3-6b(5)).

ELO 3**ENABLING LEARNING OBJECTIVE 3**

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

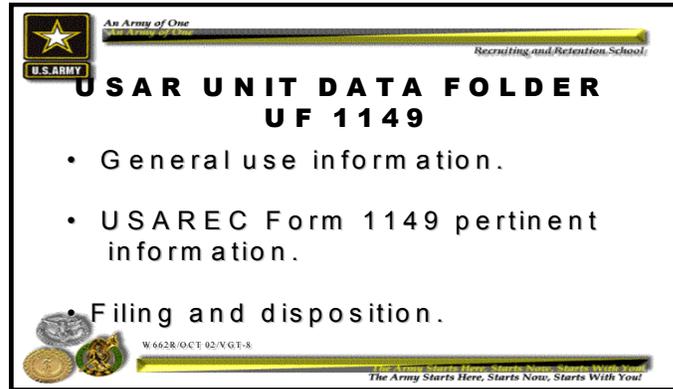
Action:	Establish a Unit Data Folder (UDF),
Conditions:	as a first sergeant in a classroom environment, given UR 350-6
Standard:	Established a Unit Data Folder (UDF), IAW UR 350-6.

LS?A-1, ELO-3 Method of instruction: CO
 Technique of delivery: SG
 Instructor to student ratio: 1:18
 Time of instruction: 01:20 to 01:45
 Media used: VGT-8

LS/A 1, ELO 3
Unit Data
Folder

USAREC Form 1149 is the form utilized by the URS to record information on USAR units visited by recruiters.

SHOW VGT-8, USAR UNIT DATA FOLDER



(Ref: UR 350-6, app L)

REMOVE VGT-8

NOTE: Direct the students to the reference above. Call on two or three of the students and have them explain the information on the slide. Ensure that they use their own thoughts and ideas on the subject matter. After the discussion, direct the students and have them look over the information on the form (UR 350-6, app l, fig L-1). Lead a discussion on the importance of the form and how it can help them in their overall recruiting effort company wide. Clarify any questions the students may have.

**Check on
Learning**

QUESTIONS AND ANSWERS:

QUESTION: What do frequent informal sessions between USAR center, company commanders, and supporting recruiting company promote?

ANSWER: Frequent informal sessions between USAR center, company commanders, and supporting recruiting company promotes:

- Development of local recruiting programs.
- Resolution of issues of local interest.
- Early identification of issues that require early identification of higher HQ.

(Ref: UFR 140-1, para 4e)

Check on Learning

QUESTION: What form would you use as the unit data folder?

ANSWER: USAREC FM 1149.

(Ref: UR 350-6, APP L, para L-1)

QUESTION: How long does the battalion retain the RPC minutes?

ANSWER: One year.

(Ref: UFR 140-1, Para 5e(4))

QUESTION: Which form would your recruiters use as the URS Management Card?

ANSWER: USAREC FM 200-2F.

(Ref: UFR 601-67, Para 3-3c)

QUESTION: Who are the personnel in USAR units that the recruiter should work closely with to facilitate the enlistment process?

Answer: Unit TPU Administrator, supply technician, or retention NCO.

(Ref: UR 350-9, Para 4-9a)

SECTION IV SUMMARY**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

During the past two periods we have discussed ways to develop and maintain a TPU relationship and conduct a unit visit. As company first sergeants, you are responsible for providing the personnel strength for the Army reserves. You cannot afford to have bad relations with any unit. As recruiters we need each other to help provide the strength.

Check on Learning The checks on learning for this lesson were the questions throughout the lesson and after the last ELO.

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.

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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	Recruiting Commander will Accomplish
VGT-3	Maintaining Good Rapport
VGT-4	Recruiting Partnership Council
VGT-5	Unit Referral System (URS)
VGT-6	Unit Referral System USAREC Forms
VGT-7	USAREC Recruiting Commanders Responsibilities
VGT-8	USAR Unit Data Folder UF 1149

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Appendix D

Index of Student Handouts

**This
Appendix
Contains**

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

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Student Slide Note Sheets	SH-2-1 thru SH-2-3

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Student Handout 1

Advance Sheet

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

Overview Of all the lead sources available to a recruiting company, the one most neglected is the reserve unit. With a little work, the reserve units within your area can become a center of personnel from which reserve recruiters can continuously draw new prospects. Troop Program Unit relations will be critical to your success as a recruiting company. Build a relationship that will benefit both you and the units in your area. Support your reserve unit and it will support you!

Learning Objective

Terminal Learning Objective (TLO)

Action: Establish and maintain Troop Unit Programs,
Condition: as a first sergeant in a classroom environment, given UP 350-7, UFR 140-1, UR 350-6, UR 350-9, and UFR 601-67,
Standard: Established and maintained Troop Unit Programs IAW UP 350-7, UFR 140-1, UR 350-6, UR 350-9, and UFR 601-67.

ELO 1 Establish Troop Program Unit (TPU) relations.

ELO 2 Describe the Unit Referral System (UDF).

ELO 3 Establish a Unit Data Folder (UDF).

Assignment

The student assignments for this lesson are:

- Read UR 350-9, chap 4, UP 350-7, chap 5, UFR 140-1, UFR 601-67, and UR 350-6, app L .
 - Read Student Handout 1.
-

Additional Subject Area Resources

None.

Bring to Class

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

An Army of One
The Army of One

Recruiting and Retention School



TERMINAL LEARNING OBJECTIVE

Establish and Maintain Troop Unit Programs



W662R/OCT 02/VGT-1

The Army Starts Here, Starts Now, Starts With You!

An Army of One
The Army of One

Recruiting and Retention School



RECRUITING COMMANDER WILL ACCOMPLISH:

- Assign a Recruiter
- Ensure Recruiter contact
- Develop working relationship with 79V




W662R/OCT 02/VGT-2

The Army Starts Here, Starts Now, Starts With You!

An Army of One
The Army of One

Recruiting and Retention School



MAINTAINING GOOD RAPPOR

- Continuous process
- Networking is essential
 - * COI/VIP
 - * Community
 - * LEADS




W662R/OCT 02/VGT-3

The Army Starts Here, Starts Now, Starts With You!



An Army of One
The Army of One

Recruiting and Retention School

USAREC RECRUITING COMMANDERS RESPONSIBILITIES

- Establish liaison with supported USAR unit commanders.
- Promote and provide recruiter support for the URS to USAR units.
- Establish local SOP for the 200-2E and 200-2F forms.
- Establish semiannual training for URS recruiters.
- Provide USAR units basic qualification criteria.
- Report USAR units visited by USAR to RPC at annual meeting

W662R/OCT 02/VGT-7

The Army Starts Here, Starts Now, Starts With You!



An Army of One
The Army of One

Recruiting and Retention School

USAR UNIT DATA FOLDER UF 1149

- General use information.
- USAREC Form 1149 pertinent information.
- Filing and disposition.

W662R/OCT 02/VGT-8

The Army Starts Here, Starts Now, Starts With You!

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