DEPARTMENT OF THE AIR FORCE
Headquarters U. S. Air Force
Washington D. C. 20331

NATIONAL GUARD REGULATION (AF) 50-7

28 December 1992

Training

RECRUITER TRAINING MANAGEMENT

This regulation prescribes minimum Air National Guard (ANG) Recruiter training requirements and gives guidelines for evaluating and conducting qualification training. All training for recruiters (SDI 99500) is qualification training as described in AFR 50-23, Enlisted Specialty Training. This training does not involve upgrade action. Supplements to this regulation require approval of ANGRC/DPR before they are published; approval is granted only when adherence to the established procedures and requirements will adversely affect the training mission. Send suggestions for improving this regulation to the Air National Guard Readiness Center Recruiting and Retention Division, ANGRC/DPR.

Recruiting Force. A well-trained recruiting force is more critical now than at any time in the history of military recruitment. Competition with civilian industry for qualified manpower is extremely keen. The recruiters' degree of product knowledge, dedication, personal motivation, sales ability, and effective work habits determine whether quality applicants will choose the ANG over other military agencies. Therefore, it is essential to develop and maintain a top-quality, well-trained, and motivated sales and marketing force. Managerial and supervisory personnel must closely monitor training programs to ensure they are comprehensive and properly administered. They must also realize that training is a continuous process and requires follow-on training even after certification of trainees.

Chapter 1

RESPONSIBILITIES

1-1. Responsibilities. The ANGRC/DPR, Recruiting and Retention Programs Manager (RRPM), and Recruiting Office Supervisor (ROS) will ensure that all training is conducted as effectively and efficiently as possible.

a. ANGRC/DPR. ANGRC/DPR is responsible for the overall supervision and standardization of all recruiter management, supervisory, and production training for the Air National Guard. Responsibilities include:

(1) Evaluating field training programs at all levels of management and supervision.

(2) Evaluating the formal training provided by the Basic ANG Recruiter Course.

(3) Overseeing and evaluating lesson plans, instructors, and the quality of training for all recruiting courses/workshops conducted by ANGRC/DPR.

(4) Ensuring that training methods, materials, and directives are standardized wherever possible.

(5) Developing and distributing to each recruiting location a standardized Command Job Qualification Standard (JQS) for training recruiters and supervisors.

(6) Providing training assistance to include specialized presentations at unit training and management meetings when requested.

(7) Conducting courses/workshops for all management, supervisory, and production personnel affiliated with ANG recruiting. Course/workshop schedules will be coordinated between ANGRC/DPR, ANGRC/TE, and PMEC/CCC.

(8) Reviewing recruiter dismissal packages when cause was for training problems IAW Chapter 2, paragraph 2-1d(4).

(9) Maintaining a "consultant" concept. Provide RRPMs with recommendations and analysis on training procedures, management trends, and production problems.

b. Recruiting and Retention Programs Manager (RRPM). Personnel assigned to the RRPM position will:

(1) Train Recruiting Office Supervisor (ROS), Mission Support Unit (MSU), and Geographically Separated Unit (GSU) recruiters.

(2) Assist recruiting locations in developing training programs and conducting workshops. Monitor and evaluate all recruiter training programs, ensuring compliance with training directives and adequate training for all assigned recruiters. As needed, provide one-on-one demonstration and performance training.

(3) Distribute approved training materials (AF Form 797, Job Qualification Standard Continuation Sheet, training aids, handouts, etc.) and provide instruction on use as needed.

(4) Develop and forward to ANGRC/DPR a state training plan for all recruiters NLT 1 October of each fiscal year. All projected training activities and materials should be included. This includes attendance at courses conducted by ANGRC/DPR. Variations to this plan require ANGRC/DPR concurrence prior to local implementation.

(5) Review all recruiter training records annually to ensure compliance with AFR 50-23 and NGR (AF) 50-7. Record on AF Form 623a, On-The-Job Training Continuation Sheet and file in section 2 of AF Form 623, On-The-Job Training Record. Provide written results of the record review to the

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trainer, Director of Personnel (DP), MSU/GSU Commander and the Executive Support Staff Officer (ESSO). Maintain a suspense system to ensure actions were taken to correct discrepancy items.

(6) Provide supplemental briefings to ESSO, Commanders, Directors of Personnel (DP), supervisors, and others as required or requested.

(7) Identify and track recruiters who require production evaluations.

(8) Review, as a minimum, reassignment actions on ineffective recruiters or supervisors if release is for training-related problems. Forward to the ESSO, with the release package a written evaluation of the quality, quantity, and timeliness of training provided and any additional information pertinent to the case.

c. Recruiting Office Supervisor (ROS). Personnel assigned to the ROS position will:

(1) Be the trainer for production recruiters and is responsible for documenting training IAW AFR 50-23 and NGR (AF) 50-7.

(2) Develop and forward to the RRPM a training schedule for assigned recruiters. Include all projected training activities to include attendance at courses conducted by ANGRC/DPR. Note: RRPM must forward state training schedule to ANGRC/DPR NLT 1 October of each fiscal year. Reference paragraph 1-1b(4).

(3) Upon assuming duties as a new ROS, the following tasks will be accomplished:

(a) Conduct an initial training orientation briefing within 15 days after assuming supervisory duties or after receiving newly assigned personnel. This orientation will cover all aspects of the recruiting environment to include training programs, expectations, personal appearance and weight standards, use of government vehicles, duties and responsibilities, fraud, waste, and abuse, safety, integrity, etc. The orientation will be documented on AF Form 623a and filed in section 2 of individual's AF Form 623.

(b) Perform a complete task evaluation of trainees on mission essential tasks within 30 days using AF Form 803, Report of Task Evaluations. Evaluate current training progress, implement corrective action, and document on AF Form 623a and file in section 2 of individual's AF Form 623.

(c) Reevaluate all certified tasks in the JQS within 90 days.

(d) Conduct a thorough evaluation during the first 90 days of assignment, using the current JQS, when a recruiter returns from inactive recruiting status. The recruiter will be entered into follow-on training on the open JQS tasks IAW paragraph 2-2. Document evaluation on AF Form 623a and file in section 2 of individual's AF Form 623.

d. Trainees. All ANG recruiters/trainees will:

(1) Ensure they understand and are proficient in tasks before acknowledging completion.

(2) Pursue an aggressive self-study program on regulations, operating instructions, training aids, and professional sales and marketing materials to enhance their training program and job knowledge.

Chapter 2

TRAINING PROCESS

2-1. Initial Qualification Training. The effective date of training is the date the individual officially reports for duty after successfully completing the ANG Recruiter School. The initial orientation briefing will be accomplished within 15 days of assignment to recruiting duty. Any exceptions must be approved in writing by the Director of Personnel, or Commander for GSU/MSU recruiters, with information copies to RRPM and ANGRC/DPR. The initial qualification period will not exceed 12 months. (See attachment 1.) Recruiters may, under the most unusual circumstances, be considered for an extension in training past the 12th month. If an extension is necessary, it will not exceed 3 months. Procedures outlined in paragraph 2-1e must be followed and progress evaluations by the trainer are required at periodic intervals to ensure adequate training is being provided.

a. Mandatory Evaluation. Each trainer documents mandatory evaluations upon successful completion of each training phase on AF Form 803, Report of Task Evaluations, and files in section 2 of AF Form 623. Include a statement regarding the trainee's strengths, weaknesses, attitude, and, if appropriate, proposed solutions to training problems. Evaluation dates may be adjusted when the primary trainer is absent for 30 days or more (examples: trainers or trainee TDY, sick, on leave, or no trainer assigned) or gaining supervisor determines through evaluation that previous training was not sufficient. Document adjustments in section 2 of the trainee's AF Form 623. Evaluations must be accomplished not later than 10 workdays after the completion of the training phase. ROS must notify RRPM of any adjustments in evaluation dates.

b. Periodic Reviews. Trainers should periodically review all open JQS tasks during each phase of training. AF Form 623a must be documented when the trainer determines a potential problem is developing. Comments should include, but not be limited to, the description of the problem, the recruiter's strengths and weaknesses, and the recommendations for improvement if applicable. File the AF Form 623a comments in section 2 of the AF Form 623.

c. Initial Assignment. Production recruiters entering their first recruiting assignment will not be selected for other recruiting positions, e.g., ROS or RRPM until they have been certified as a basic recruiter on the initial training tasks in JQS 99500-01 (Recruiter). Waivers to this will be entertained by ANGRC/DPR on a case-by-case basis.

d. Training Phases: (PRODUCTION AND NEW MSU/GSU RECRUITERS) This training program is divided into four phases. The trainee is normally allowed 90 days to complete each phase. If intensified training is required, not more than 30 days may be allowed to complete the tasks of that phase. Trainees are normally allowed 12 months to complete this program. The maximum training time allowed is 15 months.

(1) Phase I. This phase includes the initial orientation briefing. All appropriate JQS tasks must be opened during this 90-day period (see paragraph 2-1e(1). The 3-month evaluation will be accomplished at the end of this period.

(a) All newly assigned recruiters should attend ANG courses/workshops according to attachments 1, 2, and 3. Newly assigned MSU/GSU recruiters should attend the first available Recruiting Office Supervisor Course conducted by ANGRC/DPR. (see attachments 1 and 2).

(b) RRPMs will provide training, e.g., force management, advertising, office management, etc., to all newly assigned MSU/GSU recruiters within 30 days of assignment and prior to attendance at the ROS Course.

(c) All training will be documented according to paragraph 2-1e.

(2) Phase II. The trainee's progress is monitored throughout this period, with periodic review of open JQS tasks. Tasks will be signed-off once the trainee demonstrates proficiency. At this point, the supervisor must have a firm grasp of trainee's strengths and weaknesses and know where to place training emphasis. The evaluation performed at the conclusion of this phase is extremely critical. If the trainee's performance is unsatisfactory, the trainee will be placed in intensified training or considered for dismissal IAW NGRs (AF) 33-02/35-03. Each RRPM will provide in-the-field, hands on training to all newly assigned MSU/GSU recruiters within 120 days of assignment. All training will be documented according to paragraph 2-1e.

(3) Phase III. The trainee's progress is monitored throughout this period, with periodic reviews of open JQS tasks. Tasks will be signed off once trainee demonstrates proficiency.

(a) If the trainee's performance at the 9th month is unsatisfactory, enter the trainee in intensified training or consider the trainee for dismissal IAW ANGRs 33-02/35-03. If the trainee's performance is satisfactory at the 9th month, they will continue training to Phase IV. If the trainee is making exceptional progress at the 9th month and the trainer has validated proficiency in all applicable JQS tasks, recommendation for certification can be made. Certification of a recruiter at the 9th month of training is the exception, not the rule.

(b) Each RRPM will provide additional training to all newly assigned MSU/GSU recruiters within 7-9 months of assignment. This training will be a follow-on-unit training visit.

(4) Phase IV. As in previous phases, the trainee's progress is monitored throughout this period, with periodic reviews of all open JQS tasks. Tasks will be signed off as the trainee demonstrates proficiency. Once the trainer performs an in-depth

evaluation and signs all JQS tasks indicating that the trainee demonstrates proficiency at the qualified level, recommendation for certification is then made to the RRPM. If the trainee is not performing at the qualified level commensurate with the 12-month evaluation, he or she should be considered for dismissal IAW NGRs (AF) 33-02/35-03. Only under most unusual circumstances will the trainee be considered for an extension in training. Approval of the extension must be granted by the RRPM. * NOTE: If the trainee is not certified 15 months after entering this training program, the trainee will be notified in writing by the trainer that they have 30 days to complete all remaining tasks for certification. At the end of the 30 days, the trainer will recommend to the DP/MSU/GSU-CC that the trainee be certified, reassigned, or dismissed.

e. Essential Training and Documentation

(1) As a minimum, the following areas of the JQS 99500-01 (Production Recruiter) are considered mission essential and must be provided and documented within 30 days of the training start date.

(a) Lead generation
(b) Applicant prospecting
(c) Applicant sales
(d) Applicant processing
(e) Planning guide

(2) The following areas of the JQS 99500-2 (Recruiting Office Supervisor) are considered mission essential: paragraph. 1a, 1f, 1g, 2b, 2e, 2f, 2g, 2h, 2i, and 4c, as applicable.

(3) Mission essential training will be recorded on an AF Form 623a and filed in section 3 of the AF Form 623.

(4) Training provided by someone other than the trainer is supplemental training, i.e., motivational seminars, workshops, crosstell visits from other recruiters, etc. This training will be documented on an AF Form 623a and filed in section 3 of the AF Form 623.

(5) Tasks on the JQS not opened for training must be fully documented on an AF Form 623a and filed in section 2 of the AF Form 623.

2-2. Follow-on Qualification Training. Follow-on training begins when a recruiter is assigned to one of the positions listed in attachment 2. (ROS/MSU/GSU or former recruiter returning to recruiting duty).

a. raining Situations. The following training situations require follow-on training:

(1) A Production Recruiter is selected for a ROS or MSU/GSU Recruiter position (use JQS 99500-02).

(2) When a former recruiter returns to recruiting duty use JQS 99500-01.

b. Training Phases (ROS/MSU/GSU RECRUITERS): This training program is divided into phases. The trainee is normally allowed 90 days to complete each phase. If intensified training is required, not more than 30 days may be allowed to complete the tasks of that phase. Trainees are normally allowed 9 months to complete this program. The maximum training time allowed is 12 months.

(1) Phase I. Includes an initial orientation briefing covering the training process, organization structure standards, expectations, local policies and procedures, etc. All appropriate JQS tasks must be opened during the initial 90-day training period. The 3-month evaluation will be administered at the end of this period in accordance with paragraph 2-1a.

(2) Phase II. The trainee's progress must be continuously observed throughout this period with periodic reviews of all open JQS tasks. As the trainee demonstrates proficiency, each task will be signed off. At this point, the trainer must have a firm grasp of trainee's strengths and weaknesses and know where to place training emphasis. The trainer will thoroughly evaluate the trainee to ensure training is adequate in all areas. If the trainee is making exceptional progress at the 6-month point and the trainer validates that the trainee is proficient in all JQS tasks, recommendation for certification by the RRPM can be made. Certification of a recruiter at the 6th month of training is the exception, not the rule.

(3) Phase III. The trainee's progress must be continuously observed throughout this period, with periodic reviews of all open JQS tasks. Tasks will be signed off as the trainee demonstrates proficiency. Every effort should be made to provide the necessary training to correct the training deficiencies. Supplemental training should be requested as necessary. If the trainee is not certified 9 months after entering this training program, the trainee will be notified in writing by the trainer that they have 30 days to complete all remaining tasks for certification. At the end of the 30 days, the trainer will recommend to the DP/MSU/GSU-CC that the trainee be certified, reassigned, or dismissed. If not certified as a ROS or MSU/GSU recruiter, the trainee should be considered for a production recruiter position.

2-3. Intensified Training. Intensified training is administered any time a person is in initial or follow-on qualification training. It is designed to correct specific training problems. The trainer and RRPM develop a training plan (AF Form 623a) and a letter of notification of intensified training with copies to the trainee, RRPM, DP/CC, ANGRC/DPR. A documented training session must be conducted by the trainer within 10 working days after the recruiter is entered into intensified training. The trainer documents all training conducted to overcome the problem. Upon completion of training, the trainee is removed from training status. The trainer informs the DP and the RRPM, in writing, that the intensified training period has ended. The RRPM notifies ANGRC/DPR of the same in writing. This correspondence is filed in the RRPM's and trainer's unit assigned personnel information file in accordance with AFR 12-50, volume II, table 35-1, rule 2.

2-4. Certification. All recruiters and Recruiting Office Supervisors will be certified by the RRPM within 30 days after the trainer's final evaluation. Certification for these recruiters is accomplished only after the RRPM validates the trainee is proficient in all tasks listed on the appropriate JQS, AF Form 797, AF Form 1098, and AF Form 623a.

2-5. Decertification and Recertification. When a recruiter previously certified as proficient on a JQS or AF Form 797 task is determined unqualified, the supervisor/trainer decertifies the task in accordance with AFR 50-23 and enters the person in recertification or deficiency training. This training will not exceed 90 days. Recertification of the tasks will be made only after the trainer has provided sufficient training to bring the trainee's proficiency up to established standards. In most cases recertification can be made using normal training procedures; however, in cases that are considered critical to mission accomplishment (paragraph 2-1e), the trainee will be entered into deficiency training according to paragraph 2-6. All recertification and deficiency training provided will be documented on the AF Form 623a and filed in section 3 of the AF Form 623.

2-6. Deficiency Training. This training will be used when the decertified task is considered critical to mission success or the trainer determines that a more comprehensive training phase is required in order to help qualify the trainee on the decertified task. Deficiency training will not exceed 90 days. When a trainer elects to use deficiency training procedures, he or she will:

a. Notify the trainee, in writing, that he or she is being placed on deficiency training. The trainee must acknowledge receipt in writing. Copies of all correspondence will be filed in the trainee's assigned personnel information file.

b. Document on AF Form 623a the specific deficiencies and proposed training plan to alleviate the deficiency. Use the demonstration and performance method instead of an itemized task listing. Send copies of all correspondence to the DP and the RRPM. Provide the first documented training session within 10 working days after the recruiter is placed on deficiency training.

c. Conduct an in-depth evaluation at the end of this training period. The results are recorded on the AF Form 623a and used to determine if the trainee should be recertified or considered for reassignment or dismissal. The trainer notifies the trainee, DP, and RRPM in writing of the action taken. RRPM should forward results to ANGRC/DPR.

2-7. Supplemental Training. All training provided by someone other than the immediate trainer is supplemental training and must be recorded on the AF Form 623a and filed in section 3 of the AF Form 623.

2-8. Formal Training. ANGRC/DPR offers training to personnel (managers, supervisors, production recruiters, etc.) involved with ANG recruiting and retention. This training is provided through courses taught at Lackland AFB, TX and McGhee Tyson ANGB, TN.

a. The courses offered are:

(1) ANG Recruiter Course.

(2) Retention Course (CEM/UCA).

(3) Recruiting Office Supervisor Course.

(4) Recruiting and Retention Management Course.

(5) Recruiter Enhancement Advertising Workshop.

(6) Personnel Force Management Course.

b. Course objectives, attendance qualifications, and locations can be found in attachment 3.

c. ANGRC/DPR will forward a copy of the course schedule to the RRPM at the beginning of each fiscal year.

d. The RRPM has the responsibility of monitoring the attendance of these courses for the state. They should recommend to the ESSO which personnel should attend these courses.

Chapter 3

PRODUCTION EVALUATION

3-1. Purpose of Evaluation. The specific purpose of a production evaluation is to identify the reasons for substandard performance for all Production Recruiters and ROSs. Production evaluations are required for the following reasons:

a. If Production, MSU, and GSU recruiters accessions fall below established standards set in the unit recruiting plan for 3 consecutive months, a production evaluation is accomplished. Monthly documentation and follow up is required. The ROS is then accountable for resolving the problems. If the problems cannot be corrected, appropriate action should be considered. Any successful month restarts appropriate production period.

b. When requested by DP or CC.

3-2. Who Conducts Production Evaluations. Production evaluations are conducted by:

a. ROS if the person being evaluated is a production recruiter.

b. RRPM if the person being evaluated is a ROS or MSU/GSU recruiter.

c. RRPM monitors all production evaluations and gives assistance if requested.

3-3. Preparing the Written Evaluation. Production evaluations must be of sufficient depth to determine if a problem exists. Evaluations should include:

a. An analysis of the current market.

b. An evaluation of all previous training provided. This process must be comprehensive and should include performance and observation evaluations.

c. An evaluation of individual's activity (lead generation, personal interview, record analysis, testing, MEPS flow, applications, etc.) to determine which area contributed to the substandard performance.

d. Complete a personal counseling session to determine if any medical, marital, financial, attitude or personal problem, may be a contributing cause. If no problems exist, so state on the evaluation form. If appropriate, document counseling session on AF Form 174, Record of Individual Counseling.

3-4. Corrective Actions. When the production evaluation is completed and the reasons for substandard performance have been identified, determine and implement appropriate corrective actions. Possible corrective actions include:

a. Market problems: take action to correct inadequate market strategies, e.g., incorrect demographics, using wrong advertising materials, etc.

b. Training related problems: place on intensified, deficiency, or recertification training.

c. Personal problems or attitude: take supervisory administrative, disciplinary, or referral action.

3-5. Completion of Production Evaluations. DPs and RRPMs must ensure that production evaluations are completed on a timely basis and continuous follow-up action is accomplished. Copies of the production evaluation, corrective measures, follow-up action, and final results are maintained in the trainees' assigned unit personnel information file in accordance with AFR 12-50, volume II, table 35-1, rule 2.

Chapter 4

REQUIRED FORMS

4-1. AF Form, 623 On-The-Job Training Record. Used for documenting training for all enlisted personnel.

a. Complete sections of this form as needed. Arrange documents within the AF Form 623 in the following sequence. Use cover sheets with index tabs located on the bottom edge to subdivide these documents into four sections:

Section	Document
1	AF Form 1098, JQS, AF Form 797
2	AF Form 623a (Remarks, evaluations, periodic reviews, training plans, etc., will be filed in ascending chronological order).
3	AF Form 623a (training) will be filed in ascending chronological order.
4	Career JQS and all prior personnel related source documents.

b. All SDI 99500 SMSgts and MSgts who have successfully completed all required qualification training and are currently assigned as Recruiting and Retention Programs Managers should maintain their own AF Forms 623.

4-2. AF Form 623a. On-The-Job Training Record Continuation Sheet. Used to record evaluations, remarks, training plans, and all training. AF Form 623a should be completed, signed, and filed immediately following training whenever possible. Also document initial interviews and certifications on this form. Preprinted AF Forms 623a may only be used to record training conducted in group situations (i.e., office/state training meetings), not for one-on-one training. All entries must be signed by the trainee and the trainer.

4-3. AF Form 797, Job Qualification Standard Continuation Sheet. Used by supervisors/trainers to list locally assigned tasks performed by the trainee which are not on the command JQS. Initiate AF Form 797 as needed.

4-4. AF Form 174, Record of Individual Counseling. This form should be used to record the formal counseling of military personnel. AFR 35-32 is the prescribing directive for use of this form. Counseling for an incident, offense, or for a person having medical, marital, financial, or domestic problems should be recorded on this form. Training related problems are documented on AF Form 623a and not AF Form 174. Complete three copies of the AF Form 174. Provide one copy to the individual being counseled and maintain the other copies in the supervisor's unit assigned personnel information file in accordance with AFR 12-50, volume II, table 35-1, rule 2.

4-5. AF Form 1098, Special Task Certification and Recurring Training. This form is used to document all evaluations. It is maintained in the AF Form 623 as part of the training records and is disposed of when the SDI 99500 training records are retired. The following explains the entries to be made on the AF Form 1098:

Column	Instructions and Required Entry.
A	Type of evaluation or training required (example: 3rd month evaluation).
B	Date completed (within 10 days of due date).
C	Signature of certifying official.
D	Initials of trainee.
E	Rating of either SAT or UNSAT. (Narrative of evaluation to be recorded on AF Form 623a and filed in tab 2).
F	Program (NPS, PS, High School, etc.)
G	N/A
H	Due Date.

4-6. AF Form 803, Report of Task Evaluations. This form used to record evaluation results.

4-7. Command Position Job Qualification Standard (JQS). All SDI 99500 personnel except RRPMs will be evaluated on one of the following appropriate command position JQSs in the Go/No-Go concept.

a. 99500-01 Production Recruiter

b. 99500-02 Recruiting Office Supervisor

NOTE: The intent of the Go/No-Go concept is related to a trainee's ability to accomplish the task. The supervisor/trainer determines the degree of ability.

4-8. Reaccomplished JQS. Supervisor/trainer may reaccomplish a JQS due to mutilation, improper preparation, etc. Include justification remarks on the AF Form 623a and file in tab 2 of AF Form 623.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

3 Attachments
1. Initial Qualification Training Chart
2. Follow-on Qualification Training Chart
3. ANG Recruiting and Retention Courses

INITIAL QUALIFICATION TRAINING CHART

	MSU/GSU RECRUITER	PROD RECRUITER
PHASE I		
Initial Orientation	X	X
Open all JQS tasks	X	X
Supplemental training (Note 1)	X	X
Certify proficient tasks	X	X
3 month evaluation (Note 4)	X	X
PHASE II		
In-field training by RRPM (Note 3)	X	
Certify proficient tasks	X	X
Supplemental training (Note 1)	X	X
6 month evaluation (Note 4)	X	X
PHASE III		
Supplemental training (Note 1)	X	X
Certify proficient tasks	X	X
9 month evaluation (Note 4)	X	X
PHASE IV		
Certification - optional	X	X
Monitor open JQS tasks	X	X
Supplemental training (Note 1)	X	X
Certify proficient tasks	X	X
12 month evaluation (Note 4)	X	X
Certification (Note 2)	X	X

NOTES:
1. Training provided by other than primary trainer. This includes training listed in attachment 3.
2. Recruiters may be extended in exceptional cases, all others must be certified.
3. Training visit/evaluation by RRPM as directed by ESSO.
4. Evaluation must be accomplished within 10 workdays either side of due date.

FOLLOW-ON QUALIFICATION TRAINING CHART

	ROS and MSU/GSU RECRUITER
PHASE 1	
Initial Orientation	X
Open applicable JQS tasks	X
Supplemental training (Note 1)	X
In-field training by RRPM or ROS (Note 2)	X
3 month evaluation (Note 4)	X
PHASE II	
Review open JQS tasks	X
Supplemental training (Note 1)	X
Certify tasks	X
6 month evaluation Notes 3, 4, and 5)	X
PHASE III	
Review open JQS tasks	X
Supplemental training (Note 1)	X
Certify tasks	X
9 month evaluation (Note 4)	X

NOTES:
1. Training provided by other that the primary trainer. This includes training listed in attachment 3.
2. If RRPM or ROS provides in-field workshops.
3. Certification authorized if trainee is fully qualified in the position.
4. Evaluation must be accomplished within 10 workdays either side of due date.
5. Intensified training is authorized to all trainees in follow-on training not ready for certification at the 6 month evaluation to the maximum of 9 months.

ANG RECRUITING AND RETENTION COURSES

ANG BASIC RECRUITER COURSE

a. COURSE OBJECTIVE: Designed to provide the basic knowledge needed to perform as an ANG recruiter.

b. ATTENDANCE QUALIFICATIONS: Person in grade E-4 SGT- to E-7 MSgt. The selectee must be filling a vacant Support Personnel Manning Document Authorization accompanied by an employment authorization.

c. LOCATION: Lackland AFB, TX (19-days)

RETENTION COURSE

a. COURSE OBJECTIVE: Designed to provide fundamental knowledge needed to implement an effective and efficient retention program.

b. ATTENDANCE QUALIFICATIONS: Persons assuming the duties of the Career and Education Manager, Unit Career Advisor, and Recruiting and Retention Programs Manager.

c. LOCATION: McGhee Tyson ANGB, TN (5-days)

RECRUITING OFFICE SUPERVISOR COURSE

a. COURSE OBJECTIVE: Designed to provide skills to supervise recruiters and manage ANG Recruiting Offices.

b. ATTENDANCE QUALIFICATIONS: All recruiters holding Recruiting Office Supervisor and MSU/GSU recruiter positions.

c. LOCATION: McGhee Tyson ANGB, TN (4-days)

RECRUITING AND RETENTION MANAGEMENT COURSE

a. COURSE OBJECTIVE: Designed to provide guidance to key personnel who manage or administer recruiting and retention programs.

b. ATTENDANCE QUALIFICATIONS: All persons involved with managing ANG recruiting and retention programs as well as other selected state and unit members. This list includes:

(1) Executive Support Staff Officers
(2) Military Personnel Management Officers
(3) Recruiting and Retention Programs Managers
(4) Commanders
(5) Directors of Personnel
(6) Personnel Resource Managers
(7) Social Actions Officers
(8) Senior Enlisted Advisors

c. LOCATION: McGhee Tyson ANGB, TN (5-days)

RECRUITER ENHANCEMENT ADVERTISING WORKSHOP

a. COURSE OBJECTIVE: Designed to provide recruiter refresher training and give planning strategies for effective advertising program execution.

b. ATTENDANCE QUALIFICATIONS: Any Production Recruiter who has been on recruiting duty for at least one year.

c. LOCATION: McGhee Tyson ANGB, TN (4-days)

PERSONNEL FORCE MANAGEMENT COURSE

a. COURSE OBJECTIVE: To provide human resource planning procedures for those responsible for implementing force management programs at the state and unit levels.

b. ATTENDANCE QUALIFICATIONS: All personnel involved with force management challenges.

c. LOCATION: McGhee Tyson ANGB, TN (5-days)