

Purpose : To provide training to officers selected for assignment to the U.S. Army Recruiting Command (USAREC) as operations officers.

Scope : The curriculum is designed to provide training in the principles of The Army Interview, time management, personnel procurement, the enlistment process to include eligibility, incentives, prospecting and the management systems used to evaluate accomplishment of the recruiting mission.

Prerequisites : Active Army officers (captain through colonel) selected for attendance by PERSCOM and USAREC to serve as operation officers.

This course will be conducted using the Virtual Classroom Server (VCS) via the internet. Listed below are the requirements that must be met to accomplish the VCS training.

1. Students must be able to access the ALMS. All students must have a headphone with microphone to participate with classroom discussions.
2. Students must have a suitable location that is free of distractions for 8 hours a day.
3. Students must have paper regulations (See the required reading).
4. E-mail access (For homework, practical exercises, and testing).
5. There will be a "systems check" conducted on the Friday before class begins. All students will login to the ALMS (through attached link) between the hours of 1000 and 1130 hrs Eastern Standard time. When you successfully login an instructor at the RRS will give you further instructions, and issue the training schedule for the 2 weeks.

* THIS IS MANDATORY FOR ALL STUDENTS *

Login in procedures:

1. Click on the following link: <http://www.cat.lms.army.mil>
2. Input your User name and Password used for AKO.
3. On the left hand side of the ALMS home page, select "Public Events"
4. Type RRS into the search box, select Search.
5. Select attend the "RRS-Recruiting Operations Officers Course".
6. Once the CENTRA has been loaded, choose launch.
7. Upon entering the VCS classroom, choose Tools, then Audio Wizard and ensure your external microphone and headset are operational.

Required Publications.

1. [AR 601-210](#)
2. [AR 135-7](#)
3. [USAREC REG 140-3](#)
4. [USAREC REG 600-22](#)
5. [USAREC REG 600-25](#)
6. [USAREC REG 601-45](#)
7. [USAREC REG 601-56](#)
8. [USAREC REG 601-73](#)
9. [USAREC REG 601-87](#)

10. [USAREC REG 601-91](#)
11. [USAREC REG 601-94](#)
12. [USAREC REG 601-95](#)
13. [USAREC REG 601-96](#)
14. [USAREC REG 601-101](#)
15. [USAREC REG 601-102](#)
16. [USAREC REG 672-10](#)
17. [USAREC MAN 3.0](#)
18. [USAREC MAN 3.01](#)
19. [USAREC MAN 3.02](#)

Additional regulations can be found at <http://www.usarec.army.mil/im/formpub/>

You are required to bring the above regulations with you to the course.

Students are strongly recommended to bring their own regulations and PAMs to the course. Regs and PAMs are provided during the course but students will not be allowed to take them back to their home station.

Subjects

1. Operations production reports
2. Battalion DEP/DTP sustainment
3. Waiver accountability
4. Battalion mission box plan
5. Maintain an incentive awards program
6. Guidance Counselor procedures
7. OCS/WOFT boards
8. Recruiter Market Analysis (RMA)
9. Missioning
10. Enlistment Standards Division (ESD)
11. Suitability Procedures