

ANNEX E to School Plan

INSTRUCTIONS FOR COMPLETION OF USAREC FORM 636

- | <u>Block</u> | <u>Enter</u> |
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| 1 | Enter the name of your Recruiting Company, Recruiting Station and RSID |
| 2 | The SY covered by the form (e.g., 2003/2004, etc.) |
| 3 | The date of the most recent update of the form (e.g., RSM July 2002) |
| 4 | The contact milestone for contracts of senior LRL leads from USAREC Reg 350-6, Table 3-1 |
| 5 | The name of each assigned high school (All schools listed on the RMA) |
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| NOTE: Two separate forms will be maintained, one for HS ONLY and 636-B for Colleges. Instructions for 636-B is contained in USAREC Reg 601-104 | |
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| 6 | If the school has a Reserve Officers Training Corps (ROTC) Program, enter the code for the sponsoring service. Leave this space blank if no ROTC Program. Codes: A=Army; AF=Air Force; MC=Marine Corps; N=Navy. |
| 7 | If the school has a ROTC Program, enter the combined number of junior and senior cadets. Leave blank if no ROTC Program. |
| 8 | Enter the code for the type of school: P =Public; PR =College Prep; PV =Private; |
| 9/10 | The number of total contracts written from the student population of the school during the previous SY. Block 9 - RA contracts; Block 10 - USAR contracts |
| 11 | The service responsible for scheduling the SASVAB for that particular school. Codes: A=Army; AF=Air Force; MC=Marine Corps; N=Navy |
| 12 | The number of currently enrolled senior students (male and female combined). This information is provided by the school and must match the number on the school folder. |
| 13 | The number of seniors listed on the schools' LRL. This number may or may not match the number on the school folder. |
| | |
| NOTE: The difference between Block 12 and Block 13 will provide the RS Commander with an indicator of progress towards list construction. | |
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| 14 | Origin of senior student list. Codes: P=Provided; C=Constructed in accordance with USAREC Reg 350-6. If a senior list has neither been provided or constructed, leave blank until such action occurs. |
| 15 | SASVAB Testing for Seniors. Codes: M=Mandatory Testing; V=Voluntary Testing; D=Schools declining to offer SASVAB to seniors |
| 16-21 | The results of all seniors that took the SASVAB, broken down by test category and sex. Only current SY SASVAB results will be annotated. |
| 16 | Number senior male Alphas |
| 17 | Number of senior female Alphas |
| 18 | Number senior male Bravos |
| 19 | Number of senior female Bravos |

DO NOT MODIFY THIS FORM OR USE ANY OTHER CODES NOT LISTED ABOVE

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- 20 Number of senior male Category IV
- 21 Number of senior female Category IV
- 22 The number of currently enrolled junior students (male and female combined). This information is provided by the school and **must match the number on the school folder**.
- 23 The number of juniors listed on the schools' LRL. This number may or may not match the number on the school folder.
- 24 Same as Block 14 except that it applies to Juniors
- 25 Same as Block 15 except that it applies to Juniors
- 26-31 Same as Blocks 16-21 except that it applies to Juniors
- 32 **DEP** goal which has been set by the RS Commander for each school
- 33 **DTP** goal which has been set by the RS Commander for each school
- 34 Total number of students who have contracted for RA enlistments during the current SY. This includes all members of the senior class who contracted after graduation, but prior to 1 July of the same year.
- 35 Total number of students who have contracted for USAR enlistments during the current SY. This includes all seniors and currently in high school contracts.
- 36 The combined number of DEP and DTP members who were promoted to E-2 and/or E-3 as a result of referrals.
- 37 Last name of the recruiter who has been assigned responsibility for the school.
- 38 Enter the number of seniors that should have already been contracted according to the senior milestone from Block 4. This figure is a percentage of the number of students on the LRL Block 13). (Example: A school has a constructed list of 156 seniors. If this is the end of October, Then the contract milestone for senior would be 40%. 40% of 156 would be 62.4 seniors or 63% (Always round up, not down)
- 39 The number of seniors that have actually been contacted. The difference between Blocks 38 and 39 is a key indicator to the RS Commander to help gauge school penetration.
- 40 Date the school is scheduled to take the SASVAB (If school declines, enter "Decline"). This becomes a permanent ink entry when completed.
- 41 Enter "**X**" if the school refuses to release directory information.
- 42 Any remarks that will explain entries in other columns, assist the RS Commander in determining the effectiveness of a recruiter's work in the school, the next action scheduled for the school, or any necessary comments

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