

Chapter 1

Introduction to ARISS

1-1. Background.

a. Life as a recruiter used to be easy, at least if you listen to the oldtimers. However, they did everything with pen and pencil, and they had mounds of paperwork that they and their applicants had to complete, often many times over. Due to errors, they often had to complete a document several times or use bottles of whiteout to cover their mistakes.

b. ARISS automates much of this process for you. If you have been in recruiting for any length of time, you may remember the Joint Optical Information Network System or applications called Recruiting Information Management System and Packet Projection. The Joint Optical Information Network System and these applications were the foundation of ARISS. Most of these old applications were stand-alone on a desktop or laptop, but never went any further than creating an enlistment packet or projecting an applicant's packet to the Military Entrance Processing Station (MEPS). It never allowed you to maintain data on your schools, compile the many paper lists that were used to track leads, always having to manually maintain reports, and your chain of command was always asking for information about what you were doing, sometimes two or three times each day! ARISS now does all of that and more for you.

1-2. **Explanation of abbreviations.** Abbreviations used in this pamphlet are explained in the glossary.

1-3. General.

a. ARISS is a tool to assist you with the recruiting process. The application can do many things, but it still takes you asking the question, "Johnny, do you want to start processing on Tuesday or Thursday?"

b. There is no need to read this manual from cover to cover, unless you just have some extra time. If that is the case, you are making mission with ease or just the opposite and you are not managing your time. There are some parts of the application you already do very well, while this manual will help you understand and master other areas of the application.

c. Basically, this manual will help you:

- (1) Grasp the basics of ARISS and help you use the application to its fullest potential.
- (2) Get the most out of ARISS by using all of the functions together. Here you will learn how to best tie each segment of the application to your prospecting and processing of applicants.
- (3) Publish complete enlistment packets with the easy one-time data entry.
- (4) Allow your chain of command to track production without interfering with your prospecting.

1-4. Using the manual.

a. As with anything new, there must be a transition for the new to come in and the old to be phased out. But where do you get the time to get a firm grasp of the application functions and implement them? We cannot answer that question for you. But we do know that you will need to take the initiative to implement ARISS. If you delay implementing ARISS, the more time and work you are going to spend to get caught up.

b. Throughout the manual, we have outlined a sequence to use to complete the different screens. In other cases, we discuss just how to complete screens. The way you use the application will depend, in part, on you and the applicant you are processing.

c. To make this manual easier to use, we have followed a few conventions.

- (1) Anything you need to type or select appears in bold, like this:

Type **this entry**

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(2) If there's any variable information to be typed, such as a key on the laptop keyboard or a file name, it appears in bold italics like this:

Type ***this entry***

d. In addition, you will find entries throughout the manual that will serve as reminders or notes along with known error messages that you may see if there is a problem.

(1) ✓ - This will identify reminders or additional notes that apply to that section.

(2) ⚠ - This will show you error messages that may occur when using the application.

e. As part of a continuing effort to produce a manual of the highest quality, we would like to hear your comments. We really want you, as a user, to let us know what you like or dislike about this manual. You can e-mail your comments, ideas, or suggestions for improvement to ARISS Feedback from the Recruiting Central ARISS Web site. Although this manual will not provide all the technical support that you may need, there is an office that can. Contact the Service Oversight Center (SOC) at 1-(800)-223-3735, ext. 61700, and they will get you in contact with different support groups to resolve any technical problems or provide additional assistance.