

Chapter 25

SC Distribution Parameters

25-1. General.

a. This is one of the most important functions that you have to do. If you fail to set your leads distribution parameters properly your recruiters will not receive new leads or school lists which are imperative to mission success.

b. You, as the SC, have the ability to set the leads distribution parameters so each recruiter is able to receive leads from the TOS. You will need to assign all schools and ZIP Codes to the recruiters in your RS. This allows all new leads to be automatically downloaded directly to the individual recruiter without having to be manually transferred from any other application. This will also allow the recruiter to manage and contact the leads quickly. By having all of the schools assigned to recruiters, they will automatically receive their school lists and allow the school information screens to be updated.

✓ Your Rctg Co commander has the capability to set distribution parameters, but that should only be done if you are not available.

c. The following steps show you how to use the TOS distribution parameters to:

- (1) Assign ZIP Codes.
- (2) Assign schools.
- (3) Share a school between recruiters.
- (4) Check for unassigned records.

✓ All schools and ZIP Codes must be assigned to you or your recruiters to ensure that you do not receive unassigned leads in your ARISS-RWS Leads-Reports application.

d. You will need to connect to the TOS to work on assigning and reassigning schools and ZIP Codes. If you need assistance going to the TOS review chapter 24.

e. You will see a menu list appear on the left of the **Content Page**. Click on **Distribution Parameters** to review or assign ZIP Codes or schools to your individual recruiters.



25-2. Assign ZIP Codes.

a. Assigning ZIP Codes will allow leads to be assigned and downloaded to your recruiters. ZIP Codes cannot be split among recruiters but can be split between RSs. If an RS has a ZIP Code that is split with another RS then both RSs will have the ZIP Code listed. Your recruiter will receive leads based on the ZIP Code split percentage that is entered in FAZR by the recruiting brigade during the recruiting market analysis.

✓ You may see a ZIP Code listed twice in the unassigned screen. One ZIP Code is for your RA recruiter and the other ZIP Code is for your USAR recruiter. You cannot assign a USAR ZIP Code to an RA recruiter or an RA ZIP Code to a USAR recruiter. If your RS does not have an authorized USAR recruiter then you will not have USAR ZIP Codes on the list. The RS that covers the USAR mission will have those ZIP Codes.

Name	Type	City	Zip	Unused B	Zip Code
ACCELE...	PA SCHO...	JOSHUA	76058	A	Z
ACCELE...	PA SCHO...	JOSHUA	76058	A	Z
ALADDIN...	NURSE S...	CLEBUR...	760310000	A	Z
ALTER IN...	PA SCHO...	VENUS	760840000	A	Z
ALTER L...	PA SCHO...	KEENE	76059	A	Z
ALTER L...	PA SCHO...	KEENE	76059	A	Z
ALVARAD...	HIGH SC...	ALVARADO	76009	A	Z
AQUILLA...	HIGH SC...	AQUILLA	766220000	A	Z
BARBIZO...	NURSE S...	FT WORTH	761320000	A	Z
BARBIZO...	NURSE S...	FT WORTH	761320000	A	Z

b. Select **Unassigned** then choose **Zip Code** from the **Type** drop-down arrow.

✓ If this is the first time you are assigning ZIP Codes to a recruiter, you will need to reassign those unassigned leads that have accumulated in your ARISS-RWS Leads-Reports application (see below).

Zipcode	Component Code	Applicant Type
76003	ACTIVE	ENLISTED
76003	RESERVE	ENLISTED
76009	RESERVE	ENLISTED
76017	ACTIVE	ENLISTED
76017	RESERVE	ENLISTED
76018	ACTIVE	ENLISTED
76018	RESERVE	ENLISTED
76020	ACTIVE	ENLISTED
76028	RESERVE	ENLISTED
76031	RESERVE	ENLISTED

c. Any unassigned ZIP Codes will appear. To assign an unassigned ZIP Code, click once on the **Recruiter's Name** that you want the **ZIP Code** to be assigned to. Click on the **ZIP Code** that you want to assign. Click the **Assign** icon  that is now active.

d. Select the **Save** icon. The ZIP Code will now move from the unassigned list to the selected recruiter's ZIP Code folder. To check that the ZIP Code is now assigned to the recruiter, select the **key** beside the recruiter's name and then click on the key next to the **ZIP Code**. You will see that the ZIP Code is now listed under that recruiter. Repeat the steps and assign all unassigned ZIP Codes to your recruiters.

e. If you want to make changes and move an **Assigned** ZIP Code from one recruiter to another, just click on **Assigned**. From the **RSID** drop-down arrow select the recruiter that you want to reassign a ZIP Code from.

Zipcode	Component Code	Applicant Type
76018	ACTIVE	ENLISTED
76018	RESERVE	ENLISTED

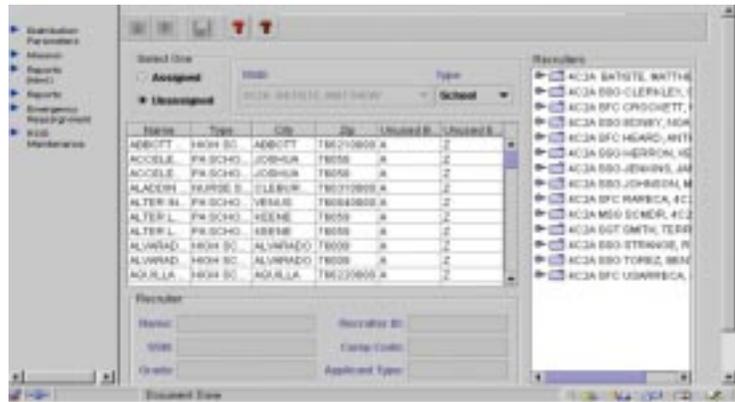
f. Click once on the **ZIP Code** that you want to reassign and then click on the **Recruiter's Name** that you want to reassign the ZIP Code to. All that is left is to click the **Assign** icon. 

Zipcode	Component Code	Applicant Type
06018	ACTIVE	ENLISTED
06020	ACTIVE	ENLISTED
06021	ACTIVE	ENLISTED
06022	ACTIVE	ENLISTED
06024	ACTIVE	ENLISTED
06031	ACTIVE	ENLISTED
06039	ACTIVE	ENLISTED
06057	ACTIVE	ENLISTED
06058	ACTIVE	ENLISTED
06059	ACTIVE	ENLISTED
06061	ACTIVE	ENLISTED

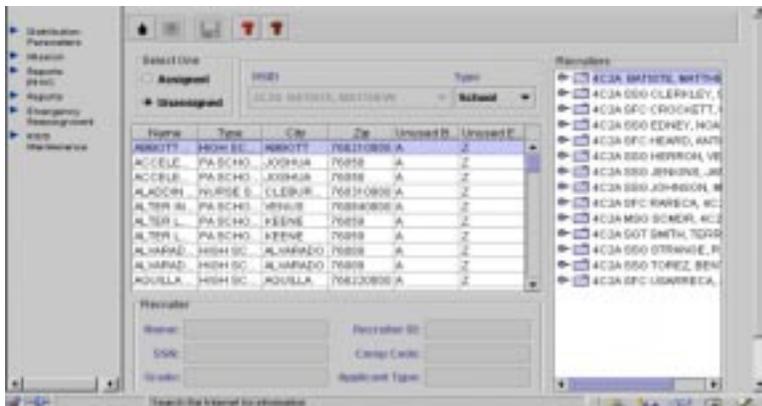
g. Once you have completed all of the changes that you need to make, click on the **Save** icon. It is recommended that you save after each change. The choice is yours. 

25-3. Assign schools.

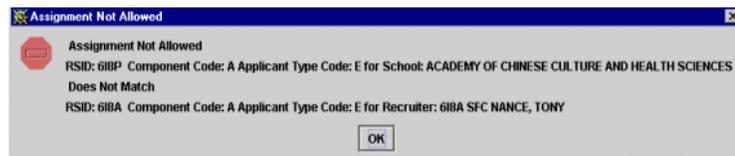
a. To check for unassigned schools, click on **Unassigned** and then select **School** from the **Type** drop-down arrow. This will show all schools that have not been assigned. Remember that some schools will be listed twice. One will be for your RA recruiters and the other will be for your USAR recruiters. Contact your Rctg Bn FAZR representative to add missing schools or to correct school information.



b. Choose a **Recruiter** that you want to assign a school to by clicking on the recruiter's **Name** one time. Select the **School** that you want to assign by clicking on the school **Name**. Select the **Assign** button  that is now active. You have  now assigned that school to your recruiter.

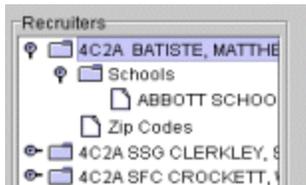


c. If there is a problem with the school you are trying to assign, an error message will appear. It will give you the reason for not allowing the assignment.



✓ This may occur when trying to assign a school or ZIP Code designated as USAR to an RA recruiter or designated as RA and trying to assign it to a USAR recruiter or trying to reassign outside of your RS's area.

d. It is recommended that you click on the **Save** icon  after assigning each school. To verify that the school is now assigned to that recruiter click on the  **key** next to the recruiter's name.



e. If there is no key symbol or the folder is clear, nothing has been assigned to that recruiter. To check, click on the **key** next to the **Schools** folder. The school will now show in the recruiter's school folder. If you did not save already, click on the **Save** icon and continue the process to assign all schools to your recruiters.

25-4. Share a school between recruiters.

a. If you want to share an HS between your recruiters, all you need to do is further define the distribution. You can split a school between two or more recruiters. This can be done to share a large HS or allow all the recruiters to share a college. This will allow the recruiters to receive leads based on the parameters assigned. Recruiter "A" would receive leads whose last names begin with the letters A through L and recruiter "B" would receive leads whose last names begin with the letters M through Z.

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✓ You must assign the school you want to split to one recruiter first before the split can be done.

Name	Type	City	Zip	Begin LName	End LName
ABBOTT S...	HIGH SC...	ABBOTT	766210000	A	Z
ALVARAD...	HIGH SC...	ALVARADO	76009	A	Z

b. To split a school first select **Assigned**. Click on the **Type** drop-down arrow and select **School**. Now click on the **RSID** drop-down arrow to select the **Recruiter** that has the school assigned.

c. Click once on the school that you want to split between recruiters. Now you need to determine what part of the alphabet that you want to assign to that recruiter. You can do this by making changes in the **Begin LName** or **End LName**. To change the **Begin LName** or **End LName** click on the letter in that column. An alphabet scroll window will appear. Select the column of the alphabet that you want the recruiter to receive. An example would be from A through L. Once you have selected the letter click on the **Save** icon. The remaining portion will move to the **Unassigned** screen.

✓ You do not have to select the Assign icon for the change to take place. The change will take effect once the school has been split and saved.

d. To assign the remaining portion of the school, select **Unassigned**. You will now see the remaining portion of the **School** that needs to be assigned. Select the recruiter that is getting the other part of the school and click on the **Assign** icon. This is just like you were assigning an unassigned school that we just covered. If you want you can continue to split the school among other recruiters. Just change the letters in the **Unused B**(egin) or **Unused E**(nd) column. Once you have finished the assignments, ensure that you click on the **Save** icon.

Name	Type	City	Zip	Unused B	Unused E
ACCELE...	PA SCHO...	JOSHUA	76058	A	Z
ACCELE...	PA SCHO...	JOSHUA	76058	A	Z
ALADDIN...	NURSE S...	CLEBUR...	760310000	A	Z
ALTER IN...	PA SCHO...	VENUS	760840000	A	Z
ALTER L...	PA SCHO...	KEENE	76059	A	Z
ALTER LE...	PA SCHO...	KEENE	76059	M	Z
ALVARAD...	HIGH SC...	ALVARADO	76009	A	Z
ALVARAD...	HIGH SC...	ALVARADO	76009	A	Z
AQUILLA...	HIGH SC...	AQUILLA	766220000	A	Z
BARBIZO...	NURSE S...	FT WORTH	761320000	A	Z

✓ You will receive an error message if you try to assign the same letter or letters to two different recruiters.

25-5. Check for unassigned records. Now that you have ensured all ZIP Codes and schools are assigned at the TOS, you need to check your **ARISS-RWS Leads-Reports** application for any unassigned records. To

check for unassigned records, open your **ARISS-RWS Leads-Reports** application and go to the **Find** screen. Click on the **Unassigned** box and then click on the **Find Now** button. A separate screen will appear with any unassigned records. You will need to reassign these records to your recruiters. Review chapter 21 on reassigning unassigned records if you need assistance with this process.