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This user guide will demonstrate how to create and maintain your school folders. The School Zone (SZ) is an automated version of the High School and Postsecondary Folders.

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## Chapter 1 - School Zone (SZ) Overview

### Introduction

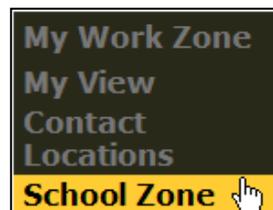
The SZ will allow the recruiters to create, plan and maintain an effective school program. The recruiter is responsible to maintain a written account of all school activities. The SZ presents a profile of all that has happened or needs to happen in the school. Recruiters and leaders can also use this to evaluate specific programs that were conducted in the school. The SZ lists key educators who are most likely to support recruiting efforts. The difference is that it is now automated and all levels of leadership will have access to the folders. Refer to the USAREC regulation and/or pamphlet for guidance in what activities and information is necessary.

### Overview

The School Zone (SZ) is a web-based solution that provides real-time access to High School/Postsecondary Folders. It allows all levels to review and input information. This allows the information to be up to date and accurate.

SZ can be accessed Recruiter Zone (RZ), Leader Zone (LZ), and/or Enterprise Portal, through the Application window, depending on the user's roles.

In RZ, the SZ link is located in My Work Zone.



In LZ to access, click on the SZ link in My Tools window.





## School Zone User Guide

From Enterprise Portal the SZ link will be in the Applications window.

### Applications:

- ARLR Loader
- FSR2S
- Leader Zone
- Mission Accomplish Plan
- PAL Search
- Recruiter Zone
- School Zone
- Station Search
- USAAC WebMail

When you click on SZ, it will bring you to the default page. The upper right-hand corner will state in which program you are currently using. The links for Help and Log Out are located under the School Zone title banner. The blue area below the banner shows the date and identifies the user that is logged in.

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## Chapter 2 – Finding Your Schools

### Overview

The School Folder Search section is where you will select your parameters for your search. If you are a recruiter or SC, you will see your RSID in the RSID box.

Enterprise Portal My Portal Home | Back | Logout | Help

U.S. ARMY School Zone Help | Log Out

Welcome, SFC Carlos Watson Tuesday, 24 Feb 2009

**School Folder Search**

Use the RSID Search to view an RSID's school folder: Use the School Search to find the RSID associated with a school's name:

RSID Search:  RSID:  OR School Search:

Note: Clear School Search to search by RSID.

**School Folder**

If you are in a company or BN role, you will see all RSIDs that are within your command.

U.S. ARMY School Zone Help | Log Out

Welcome, CPT Patrick Wolf Tuesday, 24 Feb 2009

**School Folder Search**

Use the RSID Search to view an RSID's school folder: Use the School Search to find the RSID associated with a school's name:

RSID Search:  RSID:  OR School Search:

Note: Clear School Search to search by RSID.

**School Folder**

### Search by RSID

Highlight the RSID and select the School Folder box to display the list of schools associated to that RSID.

| Schools                               |   |                  |                    |              |   |  |
|---------------------------------------|---|------------------|--------------------|--------------|---|--|
| 23 Items found, displaying all items. |   |                  |                    |              |   |  |
| 3H5K                                  | <a href="#">CANTERBURY HIGH SCHOOL</a>      | Secondary School | Partially Supports | Not Targeted | 2005B NORTH COUNTRY CLUB DR<br>MONTGOMERY, AL 36106 | (334) 834-2273<br><a href="http://www.canterburyhs.edu">www.canterburyhs.edu</a> |
| 3H5K                                  | <a href="#">EASTWOOD CHRISTIAN SCHOOL</a>   | Secondary School | Does Not Support   | Not Targeted | 1701 E TRINITY BLVD<br>MONTGOMERY, AL 36106-2809    | (334) 272-8195<br><a href="http://www.eastwoodcs.edu">www.eastwoodcs.edu</a>     |
| 3H5K                                  | <a href="#">GRACE CHRISTIAN ACADEMY</a>     | Secondary School |                    |              | 203 E Fleming Rd<br>Montgomery, AL 36105-3209       | <a href="http://www.gracechristianaca.edu">www.gracechristianaca.edu</a>         |
| 3H5K                                  | <a href="#">JEFFERSON DAVIS HIGH SCHOOL</a> | Secondary School |                    |              | 3420 Carter Hill Rd<br>Montgomery, AL 36111-1808    | (334) 269-3714<br><a href="http://www.jdhs.edu">www.jdhs.edu</a>                 |
| 3H5K                                  | <a href="#">LANIER SENIOR HIGH SCHOOL</a>   | Secondary School |                    |              | 1756 S Court St<br>Montgomery, AL 36104-5417        | (334) 269-3725   |



## Search by School Name

To request a specific school, you can enter the school name in the School Search field. The search will start filtering names as soon as letters are entered. The more information entered, the more exact the results will be. The hyperlink will be available if the RSID is assigned. If the school is not assigned to the RSID, it will show who owns the school in case they need to contact someone about the school. Selecting the RSID hyperlink displays the list of schools associated to that RSID.

**School Folder Search**

Use the RSID Search to view an RSID's school folder: Use the School Search to find the RSID associated with a school's name:

RSID Search:  RSID:  OR School Search:  Note: Clear School Search to search by RSID.

---

Please select an RSID in the table below to view the RSID's list of schools. If an RSID is not displayed, please contact your ESS.

| School                    | State | RSID | Station Phone  |
|---------------------------|-------|------|----------------|
| JOHN ADAMS                | OH    | 5C2G | (216) 297-0484 |
| JOHN ADAMS HIGH SCHOOL    | IN    | 5A7E | (574) 252-5319 |
| JOHN ADAMS HS             | FL    |      |                |
| JOHN ADAMS HS             | NY    | 1G6P | (718) 845-0106 |
| JOHN ADAMS VIRTUAL SCHOOL | CO    |      |                |

Nothing will appear on the screen if the school is not found. To restore the School Folder box to utilize the RSID Search feature, remove the school name in the School Search field.

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## Chapter 3 – Accessing School Folders

### Accessing School Folders (Enlisted)

The schools associated with the RSID will display in the Schools window. You will notice a link called **Return to Search**. Clicking this link will return you to the **School Folder Search** main page. To open the school folder, click on the hyperlinked school name.

| Return to Search                      |                                   |                  |                    |              |   |                |
|---------------------------------------|-----------------------------------|------------------|--------------------|--------------|---|----------------|
| Schools                               |                                   |                  |                    |              |   |                |
| 43 Items found, displaying all items. |                                   |                  |                    |              |   |                |
| RSID                                  | School Name                       | School Type      | Support            | Targeted     | Address                                   | Phone/Web Site |
| 4J6C                                  | <a href="#">ACORN HIGH SCHOOL</a> | Secondary School | DOES NOT SUPPORT   | NOT TARGETED | 143 POLK ROAD 96<br>MENA, AR 71953-8590   | (479) 394-5544 |
| 4J6C                                  | <a href="#">ALMA HIGH SCHOOL</a>  | Secondary School |                    |              | 101 E MAIN ST<br>ALMA, AR 72921-3607      | (479) 632-2162 |
| 4J6C                                  | <a href="#">ARKOMA HS</a>         | Secondary School | PARTIALLY SUPPORTS | TARGETED     | 120 BLOCKER AVE<br>ARKOMA, OK 74901-0349  | (918) 875-3353 |
| 4J6C                                  | <a href="#">BOKOSHE HS</a>        | Secondary School | FULLY SUPPORTS     | TARGETED     | 30201 CHICKASAW<br>BOKOSHE, OK 74930-0158 | (918) 969-2341 |

The columns from left to right are:

**RSID** – lists what the RSID is

**School Name** – lists the schools. The schools are hyperlinked. This allows you access to the school folder

**School Type** – lists what kind of school it is, i.e., (Secondary School, Vo Tech, or College)

**Support** – displays results of the school evaluation. Fully Supports, Partially Supports or Does Not Support

**Targeted** – determined by SC and Company Commander based on historical data, market share and propensity for enlistment

**Address** – Address of school, as entered into FAZR

**Phone/Web Site** – lists the phone number and web site of school. This information will only appear if entered via SZ on the School Information tab.



## Accessing School Folders (AMEDD)

The schools associated with the RSID will display in the Schools window. You will notice a link called **Return to Search**. Clicking this link will return you to the **School Folder Search** main page. To open the school folder, click on the hyperlinked school name. To minimize the Schools list, click on the little icon in the upper right hand corner.

| Return to Search   |   |         |   |  |                |
|--|---|---------|---|--|----------------|
| Schools  |   |         |   |  |                |
| 111 Items found, displaying all items. <span style="float: right;">Tier Selection</span> |   |         |   |  |                |
| SZ1A   | <a href="#">CHIPPEVA VALLEY TECHNICAL COLLEGE</a>     | COLLEGE | 2 | 620 W CLAIREMONT AVE<br>EAU CLAIRE, WI 54701 | (715) 833-6200 |
| SZ1A   | <a href="#">COLLEGE OF SAINT BENEDICT</a>             | COLLEGE | 1 | 37 S COLLEGE AVE<br>SAINT JOSEPH, MN 56374   | (320) 363-5011 |
| SZ1A   | <a href="#">COLLEGE OF SAINT CATHERINE-MAINCAMPUS</a> | COLLEGE | 1 | 2004 RANDOLPH AVE<br>SAINT PAUL, MN 55105    | (612) 690-6000 |
| SZ1A   | <a href="#">COLLEGE OF SAINT SCHOLASTICA</a>          | COLLEGE | 1 | 1200 KENWOOD AVE<br>DULUTH, MN 55811         | (218) 723-6000 |
| SZ1A   | <a href="#">COLLEGE OF THE VISUAL ARTS</a>            | COLLEGE | 1 | 344 SUMMIT AVE<br>SAINT PAUL, MN 55102       | (612) 224-3416 |

The columns from left to right are:

**RSID** – lists what the RSID is

**School Name** – lists the schools. The schools are hyperlinked. This allows you access to the school folder

**School Type** – lists what kind of school it is, i.e., (Secondary School, Vo Tech, or College)

**Tier** – displays the tier value of the school (1-3).

**Address** – Address of school, as entered into FAZR

**Phone/Web Site** – lists the phone number and web site of school. This information will only appear if entered via SZ on the School Information tab.



## Tier Selection

Battalion S2 and AMEDD users have access to this link only. Selecting the Tier Selection link opens a screen to allow users to set and/or edit the tier value for the schools. All schools can be set to the same tier by using the Select All radio buttons at the top of the screen. When you are finished entering the information click on **Save**.

Tier Selection

111 Items found, displaying all items.

| School Name                                    | Select All                       |                                  |                                  |
|--|----------------------------------|----------------------------------|----------------------------------|
|  | Tier 1                           | Tier 2                           | Tier 3                           |
| SCHOOL NAME TEST                               | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| MN SCH OF BUS & GLOBE COL-RICHFIELD CAMPUS     | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| ALEXANDRIA TECHNICAL COLLEGE                   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| ANOKA TECHNICAL COLLEGE (ANOKA-HENNEPIN)       | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| ANOKA-RAMSEY COMM COL CAMBRIDGE                | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| ANOKA-RAMSEY COMMUNITY COLLEGE                 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| AUGSBURG COLLEGE                               | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| BEMIDJI STATE UNIVERSITY                       | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| BETHEL COLLEGE                                 | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| BISMARCK STATE COLLEGE                         | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| CANKDESKA CIKANA LITTLE HOOP COMMUNITY COLLEGE | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| CARLETON COLLEGE                               | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

Save Cancel

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## Chapter 4 – Opening the School Folder

### Overview

To open the school folder, click on the schools name. This screen will default to the **School Information** tab. There are five tabs for each school folder:

**School Information** – ASVAB, SR and JR Population, Performance Goals, JROTC and Additional Information for annotating pertinent information concerning the school.

**Faculty/Students** – Area for listing key faculty member, student council members, and JROTC members.

**Activities** – This area is where you will schedule your activities for the school. When a recruiter schedules an activity in SZ, it will populate to their calendar in RZ.

**Evaluation** – Determines the level of support of each high school

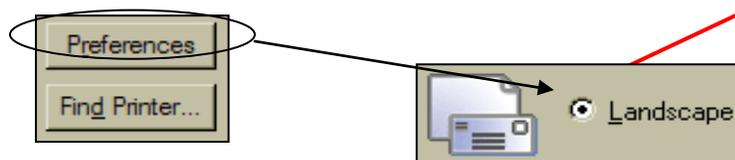
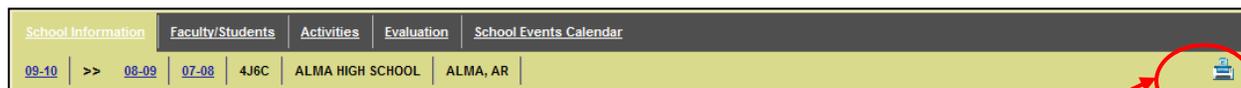
**School Events Calendar** – This area used to list all of the school events for the upcoming school year.

Once you open the school folder, you will notice a few items at the top of the screen. The default screen is the current school year, but you can display previous schools years as well as the next year. The program design is to show the current, next, and/or previous two school years, depending on where we are in the SY. Clicking on a different school year will bring up the high school folder for that specific SY.

The next school year will begin displaying on 1 October. For Enlisted and AMEDD, the next school year will be the default on 1 April. For Chaplain, it will default on 1 August. Once a school year ends, the data listed for that SY will be Read Only. 1 May through 30 Apr defines a school year in SZ.

### Print Option

To print any portion of the SZ, you can click on the print icon. Prior to selecting print, change the layout to 'Landscape' to ensure that the right side will not be cut off.



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## Chapter 5 – School Information

### Overview

Depending on the school type selected, this screen will display different information. Below is the default screen for secondary school or high school.

| School Information  |                      |            |   |            |              |                        |                |   |       |
|---|----------------------|------------|---|------------|--------------|------------------------|----------------|---|-------|
| Faculty/Students  |                      | Activities |   | Evaluation |              | School Events Calendar |                |   |       |
| >> 09-10   08-09   07-08   4J6C   ALMA HIGH SCHOOL   ALMA, AR |                      |            |   |            |              |                        |                |   |       |
| Statistics  |                      |            |   |            |              |                        |                |   |       |
| HS ASVAB  |                      |            |   |            |              |                        |                |   |       |
| ASVAB Service   | ASVAB Projected Date | ASVAB Date | SR  | JR         | Total SR/JR  | ASVAB Received Date    | Total Received |   |       |
|   | YYYYMMDD             |            | 0   | 0          | 0            |                        | 0              |   |       |
| High School Population  |                      |            | HS Performance Achievements                           |            |              | JROTC                  |                |   |       |
| SR  | JR                   | Total      | Goal  | RA         | AR           | Service                | M              | F | Total |
| 214   | 237                  | 451        |   | 0          | 0            | Navy                   | 0              | 0 | 0     |
|   |                      |            | Achieved Current:                                     | 0          | 0            |                        |                |   |       |
|   |                      |            | Achieved History:                                     | 0          | 0            |                        |                |   |       |
| Additional Information  |                      |            |   |            |              |                        |                |   |       |
| Web Site: _____   |                      |            |   |            |              |                        |                |   |       |
| Graduation Date: _____  |                      |            |   |            |              |                        |                |   |       |
| Name of School Newspaper: _____                               |                      |            |   |            |              |                        |                |   |       |
| Accept Ads:   |                      |            | Ads Placed:   |            | Date Placed: |                        |                |   |       |
| <input type="radio"/> Yes<br><input type="radio"/> No         |                      |            | <input type="radio"/> Yes<br><input type="radio"/> No |            | _____        |                        |                |   |       |
| List(s) Released by School Officials:                         |                      |            | If Yes, Enter POC: _____                              |            |              |                        |                |   |       |
| <input type="radio"/> Yes<br><input type="radio"/> No         |                      |            |   |            |              |                        |                |   |       |
| School Directory List Information (What, When, Who): _____    |                      |            |   |            |              |                        |                |   |       |
| Save  |                      |            |   |            | Cancel       |                        |                |   |       |

Below is the default screen for Colleges. Depending on the college, you will either see it as a 2-year or 4-year school. Again, your BN ESS enters some of this information in FAZR.

| Statistics   |  |   |    |                              |         |       |   |       |
|--|--|---|----|------------------------------|---------|-------|---|-------|
| Post Secondary 4 Yr Population                         |  | Post Secondary 4 Yr Achievements                      |    |                              |         | SROTC |   |       |
| Total  |  | Goal  | RA | AR                           | Service | M     | F | Total |
| 5716   |  |   | 0  | 0                            |         | 0     | 0 | 0     |
|  |  | Achieved Current:                                     | 0  | 0                            |         |       |   |       |
|  |  | Achieved History:                                     | 0  | 0                            |         |       |   |       |
| Additional Information                                 |  |   |    |                              |         |       |   |       |
| Web Site: _____  |  |   |    |                              |         |       |   |       |
| Graduation Date: _____                                 |  |   |    | Other Graduation Date: _____ |         |       |   |       |
| Name of School Newspaper: _____                        |  |   |    |                              |         |       |   |       |
| Accept Ads:  |  | Ads Placed:   |    | Date Placed:                 |         |       |   |       |
| <input type="radio"/> Yes<br><input type="radio"/> No  |  | <input type="radio"/> Yes<br><input type="radio"/> No |    | _____                        |         |       |   |       |
| List(s) Released by School Officials:                  |  | If Yes, Enter POC: _____                              |    |                              |         |       |   |       |
| <input type="radio"/> Yes<br><input type="radio"/> No  |  |   |    |                              |         |       |   |       |
| School Recruiting Information (What, When, Who): _____ |  |   |    |                              |         |       |   |       |
| Save   |  |   |    | Cancel                       |         |       |   |       |



# School Zone User Guide

Below is the default screen for Vo Techs. Depending on the type of tech school it is, the field names will support that type of school. The screen shot below shows the field related to ministry schools.

| Statistics  |     |  |  |                      |                                       |         |       |   |       |
|---|-----|--|--|----------------------|---------------------------------------|---------|-------|---|-------|
| Vocational Trade (HS) Population  |     |  | Vocational Trade (HS) Performance Achievements |                      |                                       |         | JROTC |   |       |
| SR  | JR  | Total  |  | RA                   | AR                                    | Service | M     | F | Total |
| 283   | 340 | 623  | Goal:  | 2                    | 1                                     |         |       |   |       |
|   |     |  | Achieved Current:                              | 0                    | 0                                     |         | 0     | 0 | 0     |
|   |     |  | Achieved History:                              | 0                    | 0                                     |         |       |   |       |
| Additional Information  |     |  |  |                      |                                       |         |       |   |       |
| Web Site: <input type="text" value="www.cvuhs.org/"/>   |     |  |  |                      |                                       |         |       |   |       |
| Graduation Date: <input type="text" value="20100619"/>  |     |  |  |                      |                                       |         |       |   |       |
| Name of School Newspaper: <input type="text"/>  |     |  |  |                      |                                       |         |       |   |       |
| Accept Ads:   |     | Ads Placed:  |  | Date Placed:         |                                       |         |       |   |       |
| <input checked="" type="radio"/> Yes<br><input type="radio"/> No  |     | <input type="radio"/> Yes<br><input checked="" type="radio"/> No |  | <input type="text"/> |                                       |         |       |   |       |
| List(s) Released by School Officials:   |     |  | If Yes, Enter POC:                             |                      |                                       |         |       |   |       |
| <input checked="" type="radio"/> Yes<br><input type="radio"/> No  |     |  | Susan Jpner                                    |                      |                                       |         |       |   |       |
| School Recruiting Information (What, When, Who):<br><input type="text" value="Release in September after student opt-out"/> |     |  |  |                      |                                       |         |       |   |       |
| <input type="button" value="Save"/>   |     |  |  |                      | <input type="button" value="Cancel"/> |         |       |   |       |

While the information on the School Information screens may differ depending on school type, the remaining tabs in the school folder are the same.

The School Information screen for the Secondary School or high school will have the following areas in the **Statistics** window: HS ASVAB, High School Population, HS Performance Achievements, JROTC, and Additional Information.

## High School ASVAB data

The **HS ASVAB** data will populate automatically when MEPCOM releases the ASVAB tests results to USAREC (this typically occurs 2 weeks after the test is administered) If you do not see the test results within two weeks you should contact the MEPS. When the data appears, the recruiter will be able to select the ASVAB Service. If the school does not test, this area will remain blank.

| HS ASVAB      |                                       |            |    |    |             |                     |                |
|---------------|---------------------------------------|------------|----|----|-------------|---------------------|----------------|
| ASVAB Service | ASVAB Projected Date                  | ASVAB Date | SR | JR | Total SR/JR | ASVAB Received Date | Total Received |
|               | <input type="text" value="YYYYMMDD"/> |            | 0  | 0  | 0           |                     | 0              |

## High School Population

The **High School Population** lists the total number of SR and JR enrolled for that School Year. The BN ESS enters this information in FAZR.

| High School Population |     |       |
|------------------------|-----|-------|
| SR                     | JR  | Total |
| 148                    | 134 | 282   |



## High School Performance Achievements

The **HS Performance Achievements** is where the goals for the number of enlistments for that SY should be entered for both RA and AR.

| HS Performance Achievements |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
|                             | RA                             | AR                             |
| <b>Goal:</b>                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Achieved Current:</b>    | <a href="#">0</a>              | <a href="#">0</a>              |
| <b>Achieved History:</b>    | <a href="#">0</a>              | <a href="#">0</a>              |

**Achieved Current** will show the number of students who have enlisted from that school during that school year (SY).

**Achieved History** will display the number of future soldiers that graduated or attended the high school in the past. This is hyperlinked, so when you click on that number it will display a list of the enlisted students and their basic enlistment data.

| Achievement Results              |            |      |                     |          |          |             |           |  |
|----------------------------------|------------|------|---------------------|----------|----------|-------------|-----------|--|
| Enlisted Students                |            | 1A1G | BROADALBIN-PERTH HS |          |          |             |           |  |
| 3 records found, displaying all. |            |      |                     |          |          |             |           |  |
| Last Name                        | First Name | Unit | MOS                 | Grad Dt  | Ship Dt  | Enlisted Dt | Referrals | AKO  |
| Henderson                        | Jason      |      | 15S                 | 19990626 | 20100415 | 20100223    | 0         | <a href="mailto:jason.lee.henderson@us.army.mil">jason.lee.henderson@us.army.mil</a> |
| Meacham                          | Matthew    |      | 21C                 |          | 20100728 | 20091107    | 0         | <a href="mailto:matthew.meacham@us.army.mil">matthew.meacham@us.army.mil</a>         |
| WROBLE                           | AARON      |      | 19D                 | 20080627 | 20100505 | 20100210    | 0         | <a href="mailto:aaron.i.wroble@us.army.mil">aaron.i.wroble@us.army.mil</a>           |

## JROTC

The **JROTC** will show what Service is running the JROTC program and how many males and females are in the program. The recruiter will input the number of Males and Females enrolled in the JROTC program. The service automatically populates from FAZR.

| JROTC   |                                 |                                 |       |
|---------|---------------------------------|---------------------------------|-------|
| Service | M                               | F                               | Total |
| NAVY    | <input type="text" value="22"/> | <input type="text" value="14"/> | 36    |

## Additional Information

**Additional Information** is where the Web Site, Graduation Date, Name of School Newspaper, whether they Accept Ads, if an Ad was placed and the Date Place, if School Officials release a list and who the POC is, and School Directory List information to be added. When finished entering this information, you will click **Save** to retain the data you have entered.

| Additional Information  |  |                    |  |
|---|--|--------------------|--|
| Web Site:   | <input type="text" value="SCHOOL@EDU"/>                              |                    |  |
| Graduation Date:  | <input type="text" value="20090528"/>                                |                    |  |
| Name of School Newspaper:   | <input type="text" value="NOTASULGA TROJANS"/>                       |                    |  |
| Accept Ads:   | <input checked="" type="radio"/> Yes<br><input type="radio"/> No     | Ads Placed:        | <input checked="" type="radio"/> Yes<br><input type="radio"/> No |
|   |  | Date Placed:       | <input type="text" value="20080902"/>                            |
| List(s) Released by School Officials:                                     | <input checked="" type="radio"/> Yes<br><input type="radio"/> No     | If Yes, Enter POC: | <input type="text" value="TRISH BENDER"/>                        |
| School Directory List Information (What, When, Who):                      | <input type="text" value="NEED TO GET CLARIFICATION OF THIS FIELD"/> |                    |  |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |  |                    |  |



## College View

The College view of School Information screen is slightly different. The BN ESS through FAZR enters the Post Secondary 4 YR Population. The Post Secondary 4 Yr Achievements has the same functionality as that for the HS screen. The recruiter will set the goals, and will be able to view the records of those that enlisted, by clicking on the hyperlink in Achieved. SROTC has the same functionality as JROTC. The service information comes from FAZR, if there is a program. In the Additional Information area, one difference is that there is an option for Other Graduation Dates.

| Statistics  |  |                                  |   |                                       |                                   |   |   |       |
|---|--|----------------------------------|---|---------------------------------------|-----------------------------------|---|---|-------|
| Post Secondary 4 Yr Population  |  | Post Secondary 4 Yr Achievements |   | SROTC                                 |                                   |   |   |       |
| Total   |  | Goal:                            | RA  | AR                                    | Service                           | M | F | Total |
| 5716  |  |                                  | 0   | 0                                     |                                   | 0 | 0 | 0     |
|   |  | Achieved Current:                | 0   | 0                                     |                                   |   |   |       |
|   |  | Achieved History:                | 0   | 0                                     |                                   |   |   |       |
| Additional Information  |  |                                  |   |                                       |                                   |   |   |       |
| Web Site: <input type="text"/>  |  |                                  |   |                                       |                                   |   |   |       |
| Graduation Date: <input type="text"/>   |  |                                  | Other Graduation Date: <input type="text"/>                       |                                       |                                   |   |   |       |
| Name of School Newspaper: <input type="text"/>  |  |                                  |   |                                       |                                   |   |   |       |
| Accept Ads: <input type="radio"/> Yes<br><input type="radio"/> No                           |  |                                  | Ads Placed: <input type="radio"/> Yes<br><input type="radio"/> No |                                       | Date Placed: <input type="text"/> |   |   |       |
| List(s) Released by School Officials: <input type="radio"/> Yes<br><input type="radio"/> No |  |                                  | If Yes, Enter POC: <input type="text"/>                           |                                       |                                   |   |   |       |
| School Recruiting Information (What, When, Who): <input type="text"/>                       |  |                                  |   |                                       |                                   |   |   |       |
| <input type="button" value="Save"/>   |  |                                  |   | <input type="button" value="Cancel"/> |                                   |   |   |       |

## Vocational View

The Vocational Screen is similar to the college view. In the Additional Information area, there will be specific fields that will match the type of tech school.

| Statistics   |     |       |  |                                       |                                   |         |   |   |       |
|--|-----|-------|--|---------------------------------------|-----------------------------------|---------|---|---|-------|
| Vocational Trade (HS) Population   |     |       | Vocational Trade (HS) Performance Achievements                               |                                       |                                   | JROTC   |   |   |       |
| SR   | JR  | Total | Goal:  | RA                                    | AR                                | Service | M | F | Total |
| 283  | 340 | 623   |  | 2                                     | 1                                 |         | 0 | 0 | 0     |
|  |     |       | Achieved Current:  | 0                                     | 0                                 |         |   |   |       |
|  |     |       | Achieved History:  | 0                                     | 0                                 |         |   |   |       |
| Additional Information   |     |       |  |                                       |                                   |         |   |   |       |
| Web Site: <input type="text" value="www.cvuhs.org/"/>  |     |       |  |                                       |                                   |         |   |   |       |
| Graduation Date: <input type="text" value="20100619"/>   |     |       |  |                                       |                                   |         |   |   |       |
| Name of School Newspaper: <input type="text"/>   |     |       |  |                                       |                                   |         |   |   |       |
| Accept Ads: <input checked="" type="radio"/> Yes<br><input type="radio"/> No   |     |       | Ads Placed: <input type="radio"/> Yes<br><input checked="" type="radio"/> No |                                       | Date Placed: <input type="text"/> |         |   |   |       |
| List(s) Released by School Officials: <input checked="" type="radio"/> Yes<br><input type="radio"/> No                   |     |       | If Yes, Enter POC: <input type="text" value="Susan Jpner"/>                  |                                       |                                   |         |   |   |       |
| School Recruiting Information (What, When, Who): <input type="text" value="Release in September after student opt-out"/> |     |       |  |                                       |                                   |         |   |   |       |
| <input type="button" value="Save"/>  |     |       |  | <input type="button" value="Cancel"/> |                                   |         |   |   |       |

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## Chapter 6 – Faculty/Student (Enlisted and AMEDD)

### Add Faculty/Student

The **Faculty/Student** tab allows for key educators, student council members, ROTC faculty, and key members. To add an individual to Faculty, Student, or ROTC, click on the **Add Faculty**, **Add Student**, or **Add ROTC** link. This will bring up a screen for users to add the information. First Name, Last Name, and Position are required fields. When adding Faculty and ROTC/JROTC data, you now have the option to add them to the COI/VIP database through SZ. Click the radio button for COI, VIP or Both to place the individual in the COI/VIP database. When you are finished entering the information, click on **Save**.

The screenshot displays the 'Faculty/Students' tab in the School Zone application. It features three main data sections, each with a table of current members and a button to add new ones:

- Faculty Detail Information:** A table with columns for Title, Last Name, First Name, Position, and Phone. It lists three faculty members: Mr. Walden (Principal), Ms. Flippin (Registrar), and Ms. Walden (Counselor). A red circle highlights the 'Add Faculty' button.
- Student Detail Information:** A table with columns for Title, Last Name, and First Name. It is currently empty. A red circle highlights the 'Add Students' button.
- JROTC Detail Information:** A table with columns for Title, Last Name, First Name, Position, and Phone. It lists one member: Blanton, Todd (Senior Instructor). A red circle highlights the 'Add JROTC Member' button.

Each 'Add' button opens a modal form with the following fields:

- Title: [Text Field]
- First Name: [Text Field]
- Last Name: [Text Field]
- Position: [Dropdown Menu]
- Phone Number: [011] [Area Code] [Number]
- Email Address: [Text Field]
- Other: [Text Field]
- Remarks: [Text Area]
- COI/VIP Remarks: [Text Area]
- COI/VIP: [Radio Buttons for NONE, COI, VIP, BOTH]

Red arrows indicate the flow from the 'Add' buttons to the modal forms. The 'Add Faculty' modal also includes a 'Copy Previous School Year?' checkbox and a 'save' button.



## School Zone User Guide

### Copy Previous School Year

To copy the Faculty and ROTC staff to the next school year, click the 'Copy Previous School Year?' link. This will eliminate the need to re-enter the same information for the next school year.

| School Information   |           |            |                            |      |                        |                |                            |           |  | Faculty/Students |  | Activities    |  | Evaluation |  | School Events Calendar |  |
|--|-----------|------------|----------------------------|------|------------------------|----------------|----------------------------|-----------|--|------------------|--|---------------|--|------------|--|------------------------|--|
| 10-11  | >>        | 09-10      | 08-09                      | 3H5K | CANTERBURY HIGH SCHOOL | MONTGOMERY, AL | Copy Previous School Year? |           |  |                  |  |               |  |            |  |                        |  |
| Faculty Detail Information                                   |           |            |                            |      |                        |                |                            |           |  |                  |  |               |  |            |  |                        |  |
| Title  | Last Name | First Name | Position                   |      |                        | Phone          |                            | Email     |  |                  |  |               |  |            |  |                        |  |
| mr   | marshall  | jason      | NEWSPAPER/YEARBOOK ADVISOR |      |                        | 011            | 686                        | 900998990 |  | jason@school.edu |  | edit   delete |  |            |  |                        |  |
| Remarks: entering remarks - editing remarks and position 3/4 |           |            |                            |      |                        |                |                            |           |  |                  |  |               |  |            |  |                        |  |

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## Chapter 7 - Activities

### Overview

The **Activities** tab allows you to view what you have planned and what you have accomplished. To edit an Activity, click on the hyperlinked activity name to open that event. To add an activity, click the **Log an Activity** link in the bottom left corner.

| Activity Type  | Activity Date | Name                     | Result   |
|--|---------------|--------------------------|--|
| <a href="#">REQUEST DIRECTORY INFO</a><br>AAR: Received electronic school list to load with ALRL         | 20080917      | 3H5N - SFC Neil, Diamond | CONDUCTED<br>No. Participated : 0<br>No. of Leads Gained: 0    |
| <a href="#">SCHOOL PRESENTATION</a><br>AAR: Conducted presentation on Military History to the ROTC class | 20080917      | 3H5N - SFC Neil, Diamond | RESCHEDULED<br>No. Participated : 25<br>No. of Leads Gained: 5 |

[+ Log an Activity](#)

### Schedule an Activity

There are two types of activities that you can select **Prospecting** and **Administrative**. Once you decide what type of activity you will be doing, you will need to select the Action dropdown. The selection of actions changes, depending on what activity type you have selected.

**Add School Activity**

Activity Type:  Prospecting  Administrative

Action:\* HIGH SCHOOL SETUP

Result: CAREER DAY, DISPLAYS, GRADUATION CEREMONY, HIGH SCHOOL SETUP, JROTC, OTHER, SCHOOL PRESENTATION, SCHOOL VISIT, SPORT EVENT, TABLE SETUP, TAIR EVENT, TELEPHONE CALL

Number of Students Participating: [ ]

Start Date and Time

Activity Date:\* [ ] YYYYMMDD

Once you select your activity, enter the Start Date and Time and save. There is now an option to make the Activity recurring, for up to 7 days and for up to 4 weeks. This will list the activity on the **Activity Default** screen. For recruiters, it will also post it to their electronic calendar. You will notice that the Result and AAR field are not available for data entry. You must create and save the activity before you can enter the results and AAR information about that activity.

**Add School Activity**

Activity Type:  Prospecting  Administrative

Action:\* HIGH SCHOOL SETUP

Result: [ ]

Number of Students Participating: 0 Number of Leads Gained: 0

**Start Date and Time**

Activity Date:\* 20100107 YYYYMMDD

Start Time: 11:00

End Time: 13:00

Recurring Days ( up to 7 ) [ ]

Recurring Weeks ( up to 4 ) [ ]

AAR: [ ]

Save Cancel



## Updating the Activity

To update the **Activity** with the outcome, click on the **Activity** link that you entered.

**Activity Save Successful**

| School Activities   |                          |                          |   |
|---|--------------------------|--------------------------|---|
| Activity Type   | Activity Date            | Name                     | Result  |
| <a href="#">HIGH SCHOOL SETUP</a><br>AAR:                       | 2010-01-07 to 2010-01-28 | 3H5K - SFC Bill Clinton  | No. Participated : 0<br>No. of Leads Gained: 0  |
| <a href="#">CONTACT SCHOOL-ASVAB SCHEDULING/TESTING</a><br>AAR: | 2009-12-22               | 3H5K - SFC T Jefferson   | No. Participated : 12<br>No. of Leads Gained: 0 |
| <a href="#">MEET WITH STAFF/FACULTY</a><br>AAR:                 | 2009-12-17               | 3H5K - MSG Ronald Reagan | No. Participated : 0<br>No. of Leads Gained: 0  |

This will bring up the **Edit School Activity** screen. In the **Results** field, you have different result selections based on the Action chosen. To record what transpired during this activity, complete the fields that apply. It is important to complete the AAR section. This information will save to the Activity screen for quick reference. If it is a Recurring Activity, **Click** on the **Edit Series** button to update the Activity.

**You cannot add any Activities in the past. Enter Activities for today or in the future.**

**Each user level should add their activities if visiting the school.**

**Edit School Activity**

Activity Type:  Administrative  Prospecting

Action\*: HIGH SCHOOL SETUP

Result: [Dropdown]

Number of Students Participating: 25

Number of Leads Gained: 2

**Start Date and Time**

Activity Date\*: 20100105 [Calendar icon] YYYYMMDD

Start Time\*: 11:00

End Time\*: 13:00

Activity is a part of a Recurring Series

AAR: Good table set up.

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## Chapter 8 - Evaluation

### Complete an Evaluation

The **Evaluation** screen determines how supportive the school is. Your answers in the eight areas **Access, Student Directory, Total Senior Population, DOD Market Share, ASVAB, Publicity, Presentations and TAIR, and JROTC.**

As you answer the questions, as they apply to that school, it will add the points up. The total points will display just under the SOLID LINE under the questions. Based on the total points, the application will determine if the school: **Fully Supports, Partially Supports or Does Not Support.**

You will then indicate if you Agree or Disagree with this evaluation. If you disagree, you will need to select the support value you believe the school actually is from the dropdown field: **Fully Supports, Partially Supports, Does Not Support or No Priority.** Any time you disagree, you should place justification for your reason in the Comments section.

Select the appropriate radio showing whether the school meets the criteria to be a Targeted School.

Before you save the evaluation, ensure that you place comments in the comments field that support your evaluation.

If the evaluation is modified in any way, the information concerning the person that made the changes will be indicated in the Evaluated By block and the person that conducted the Previous Evaluation will be listed in the Previously Evaluated By section.

**HIGH SCHOOL EVALUATION**

To determine the level of support of each high school, use this form to evaluate its cooperation and support of Army Recruiting. Check the appropriate box to total all the points at the bottom of the page.

**ACCESS**

Recruiter has unrestricted access (9)     Recruiter restricted to two or less visits per year (6)     Recruiter denied access (3)

**STUDENT DIRECTORY**

Does the school provide a junior and senior list as required by state and/or federal legislation (No Child Left Behind)?

Yes (9)     No (6)

**TOTAL SENIOR POPULATION**

Large - 300 plus (9)     Medium - 100 to 300 (6)     Small - below 100 (3)

**DOD MARKET SHARE**

Three or more graduating seniors enlisted in one of the services, other than the Army (9)     Two graduating seniors enlisted in one of the services, other than the Army (6)     One graduating senior enlisted in one of the services, other than the Army (3)

**ASVAB**

Mandatory-Tests all junior and/or seniors (6)     Voluntarily - Tests juniors and/or seniors (4)     Refuses to test (2)

**PUBLICITY**

Schools allows RPI racks and posters, and will run Army ads and stories (6)     School severely restricts the placement of RPI racks and posters; school newspaper will run ads but no stories (4)     School refuses to allow any Army publicity (2)

**PRESENTATIONS AND TAIR**

Recruiter is allowed to make four or more presentations each SY; school willingly accepts TAIR activities (6)     Recruiter can only make one to three presentations each SY; school restricts TAIR activities (4)     School does not allow the recruiter to make presentations; refuses TAIR activities on campus (2)

---

Total Points: 32  
**FULLY SUPPORTS = 35 TO 58**    **PARTIALLY SUPPORTS = 25 TO 34**    **DOES NOT SUPPORT = 20 TO 24**

This School:  Fully Supports     Partially Supports     Does Not Support     I agree     I disagree

Targeted School  Yes     No

Targeted schools are those schools identified by the station and company commander that have high propensity for enlists. Some of the factors to consider when identifying targeted high schools are:  
 The number of DOD enlistments over the past three years (market share data).  
 Is the school in a target zip code?  
 Does the recruiter have access to the school?  
 Does the school allow students to take the ASVAB (mandatory or voluntary)?  
 Does the school allow recruiters to provide classroom presentations and/or TAIR assets?

Evaluated By: **SPC Bill Clinton**    Date Completed: **20091202**

Comments:

Total Points: 44  
**FULLY SUPPORTS = 35 TO 58**    **PARTIALLY SUPPORTS = 25 TO 34**    **DOES NOT SUPPORT = 20 TO 24**

This School:  Fully Supports     Partially Supports     Does Not Support     I agree     I disagree

Targeted School  Yes     No

Targeted schools are those schools identified by the station and company commander that have high propensity for enlistments. Some of the factors to consider when identifying targeted high schools are:  
 The number of DOD enlistments over the past three years (market share data).  
 Is the school in a target zip code?  
 Does the recruiter have access to the school?  
 Does the school allow students to take the ASVAB (mandatory or voluntary)?  
 Does the school allow recruiters to provide classroom presentations and/or TAIR assets?

Evaluated By: **SSG Raymond Hodge**    Date Completed: **20100823**

Comments:

Previously Evaluated By

- SGT Anthony Dato -20100823
- SSG Raymond Hodge -20100813

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## Chapter 9 - School Event Calendar

### Overview

The **School Event Calendar** screen is where you will list events that will occur throughout the SY. The **Recommended Events** link will provide you with a suggested list of activities to conduct during the SY. Entering data on this screen will not populate the recruiter’s calendar, but provide users of SZ to see what events are occurring at the school. If a recruiter is going to attend one of these events, they will need to add their participation under the **Activity** link.

| Events Calendar Section   |            |          |              |   |
|---|------------|----------|--------------|---|
| <a href="#">Recommended Events</a>  |            |          |              |   |
| Maintain important school functions, sporting events, and holidays/breaks here. Note: Items entered in this section will not display on calendar in RZ. Please utilize the log an Activity function located in the Activities section of SRP. |            |          |              |   |
| <a href="#">+ Add School Event</a>  |            |          |              |   |
| Month   | Start Date | End Date | Description  |   |
| May   |            |          |              |   |
| June  |            |          |              |   |
| July  |            |          |              |   |
| August  |            |          |              |   |
| September   |            |          |              |   |
| October   |            |          |              |   |
| November  | 20081117   | 20081117 | Home coming  | <a href="#">edit</a>   <a href="#">delete</a> |
| December  | 20081222   | 20090102 | Winter Break | <a href="#">edit</a>   <a href="#">delete</a> |
| January   |            |          |              |   |
| February  |            |          |              |   |
| March   | 20090316   | 20090320 | Spring Break | <a href="#">edit</a>   <a href="#">delete</a> |
| April   |            |          |              |   |

### Add School Event

To add an event, click on the **Add School Event** link. Enter a Start Date and an End Date. When entering your dates, please pay attention to <, > and <<, >>. The single <, > will move the calendar forward > or backward <, by month. The double <<, >> will move the calendar forward >> or backward <<, by year.

The **Description** field is where you will indicate what the event is. All fields with an Asterisk \* requires data. After completing the screen, click on the **Save** button.

**Add School Event**

Start Date: \* 20080930  YYYYMMDD

End Date: \* << < September, 2008 >> >> x /MMDD

Description: \*

20080930 Clean Today

Description: \*



## School Zone User Guide

The information will populate to the **Events** screen and you will see a green check in the upper left hand corner with **Values Successfully Updated!** Events will not post to the recruiters calendars.

✓ Values successfully Updated!

[Recommended Events](#)

Maintain important school functions, sporting events, and holidays/breaks here. Note: Items entered in this section will not display on calendar in RZ. Please utilize the log an Activity function located in the Activities section of SRP.

[+ Add School Event](#)

| Month     | Start Date | End Date | Description   |   |
|-----------|------------|----------|---------------|---|
| May       |            |          |               |   |
| June      |            |          |               |   |
| July      |            |          |               |   |
| August    |            |          |               |   |
| September | 20080930   | 20080930 | ASVAB testing | <a href="#">edit</a>   <a href="#">delete</a> |
| October   |            |          |               |   |
| November  | 20081117   | 20081117 | Home coming   | <a href="#">edit</a>   <a href="#">delete</a> |

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## Chapter 10 – Future Officers (AMEDD)

### Future Officers (AMEDD)

Future Officers will display a list of those who have been have commissioned from the selected school. Default sort by Corps code, Last Name, and Grad Date. AMEDD users have the ability to add or search Future Officers and can edit or delete existing records. Users also have the ability to copy previous school year information.

The screenshot shows the 'Future Officers' interface. At the top, there are tabs for 'Future Officers', 'Programs', 'Faculty/Students', and 'Activities'. Below the tabs, there is a navigation bar with '09-10' selected, '>>', '08-09', '07-08', '1Z1A', 'BOLTON HIGH SCHOOL', and 'Bolton, CT'. A red circle highlights the 'Copy Previous School Year?' button. Below the navigation bar, there is a section titled 'Future Officers' with the text '5 Items found, displaying all items.' A red circle highlights the 'Add Future Officer' and 'Search Future Officers' links. Below this is a table with columns: Last Name, First Name, Component, CORPS, AOC, Incentive, Primary Email, and edit/delete links. The table contains three rows of data. A red circle highlights the 'edit | delete' link for the second row.

| Last Name                   | First Name    | Component | CORPS | AOC | Incentive              | Primary Email |   |
|-----------------------------|---------------|-----------|-------|-----|------------------------|---------------|---|
| prevYearThreeAgainthreegggg | third         | A         | AN    | 00E | GCSP,HPLRP,Special Pay |               | <a href="#">edit</a>   <a href="#">delete</a> |
| Grad Dt: 19900905           |               | Board Dt: |       |     | Comm Dt:               |               |   |
| Test                        | FromDevPortal | A         | AN    | 66G | Special Pay            |               | <a href="#">edit</a>   <a href="#">delete</a> |
| Grad Dt: 19990909           |               | Board Dt: |       |     | Comm Dt:               |               |   |
| TestOne                     | searchOne     | R         | AN    | 66G | ISTRAP,HPLBP           |               | <a href="#">edit</a>   <a href="#">delete</a> |

### Add Future Officer

Add Future Officer Hyperlink on Future Officer tab (default) displays the **Add Future Officer** screen. The following fields are required: Last Name, First Name, Component, CORPS, AOC, Incentive, and Grad Dt.

The screenshot shows the 'Add Future Officer' form. It contains the following fields: Last Name: \*, First Name: \*, Component: \*, CORPS: \*, AOC: \*, Incentive: \*, Primary Email, Grad Dt: \* (with a calendar icon and 'YYYYMMDD' format), Board Dt: (with a calendar icon and 'YYYYMMDD' format), and Comm Dt: (with a calendar icon and 'YYYYMMDD' format). There are 'save' and 'cancel' buttons at the bottom.

### Search Future Officers

Search Future Officers hyperlink on the Future Officers tab (default) displays the **Search Future Officers** screen. Enter SSN (nine Digits without dashes.) to perform a search for any existing future officers (s). When no criteria is met, then will display 'No Data to Display' and the **Add Future Officer** link will be visible to allow for adding a future officer.

The screenshot shows the 'Search Future Officer(s)' form. It contains the following fields: 'Enter SSN to perform a search for any existing future officer(s)', SSN: 123456789 (9 Digits, No Dashes.), Search, and Cancel buttons. Below the search results section, it says 'No Data to Display' and 'Add Future Officer' link.



# School Zone User Guide

When records are found it will display the following text: ‘The following future officer record(s) were found that match the SSN. Select the radio button to choose the record.’

**Search Results**

The following future officer record(s) were found that match the SSN. Select the radio button to choose the record.

Last Name: Davis

First Name: Boardhu  
 Component: A  
 CORPS: DC  
 AOC: 00E  
 Incentive: HPSP2  
 Primary Email: test.test@test.com  
 Grad Dt:  
 Board Dt: 2008-03-26  
 Comm Dt:

Last Name: Davis

First Name: Boardhu  
 Component: A  
 CORPS: DC  
 AOC: EEE  
 Incentive: HPSP2  
 Primary Email: test.test@test.com  
 Grad Dt:  
 Board Dt: 2008-03-26  
 Comm Dt:

## Edit Future Officers

Edit and Delete options display for each Future Officer record under the selected school. To edit an existing record, click on the Edit hyperlink. Users are able to modify the following Future Officer fields: Last Name, First Name, Component, CORPS, AOC, Incentive, Primary e-mail, Grad date, Board date, and Comm date. Save and Cancel options are displayed. Clicking ‘Cancel’ returns to default screen (Future Officer tab). Edit the necessary fields and click ‘Save’. The following message displays on Future Officer screen: Values successfully updated!

**Future Officers**

2 Items found, displaying all items.

[Add Future Officer](#) Or [Search Future Officers](#)

| Last Name         | First Name | Component          | CORPS        | AOC   | Incentive               | Primary Email    |   |
|-------------------|------------|--------------------|--------------|---|-------------------------|------------------|---|
| marchfour         | meg        | Active             | DENTAL CORPS | 63M   | Special Pay,HPSP2AAC    |                  | <a href="#">save</a>   <a href="#">cancel</a> |
| Grad Dt: 20090326 | YYYYMMDD   | Board Dt: 20090302 | YYYYMMDD     | 63A<br>63B<br>63D<br>63E<br>63F<br>63H<br>63K<br>63M<br>63N<br>63P<br>63R | Comm Dt: YYYYMMDD       |                  |   |
| marchfour         | dennis     | R                  | MC           |   | HPLRP,Special Pay,STRAP | dennis@yahoo.com | <a href="#">edit</a>   <a href="#">delete</a> |
| Grad Dt: 20090509 |            | Board Dt:          |              |   | Comm Dt:                |                  |   |

## Delete Future Officers

To delete an existing record, click on the Delete hyperlink. Displays confirmation message: Delete the following record (shows First Name, Last Name, School Year, and Grad Dt). Delete and Cancel button will display. Clicking ‘Cancel’ returns to default screen (Future Officer tab). By clicking the ‘Delete’ button, the selected Future Officer record is deleted and user is returned to main screen (Future Officer tab). Displays message ‘Record Successfully Deleted’

**Delete the following record?**

First Name: meg  
 Last Name: marchfour  
 School Year: 2009  
 Grad Dt: 20090326



# School Zone User Guide

## Programs (AMEDDD/Chaplain)

The **Programs** tab when selected will open a screen, which allows for the selection(s) of Chaplain or AMEDDD mission categories (programs) for association to each school. For USAREC, allows the selection of both RA and USAR mission categories (programs) for association to each school. The **Programs** tab displays the current school and the last two years as hyperlinks to retrieve the school's information.

**Programs Available** lists all AMEDDD or Chaplain programs available, except the ones previously selected for the school.

Display each Corp and their mission category descriptions.

**Programs Available at this School** lists all programs associated by the user for the selected school.

**Add>** button removes selected program(s) from the **Programs Available** tile and moves them to the **Programs Available for this School** tile.

**Add All>>** button removes all selected program(s) from the **Programs Available** tile and moves them to the **Programs Available for this School** tile.

**<Remove** button removes selected programs assigned to the school and places them back into the **Programs Available** tile.

**<<Remove All** button removes all programs assigned to the school and places them back into the **Programs Available** tile.

**Cancel** - Cancels out of action mode without updating data (remains on Programs screen).

**Save** - Data that was entered on the screen when selected.

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