

Summary Report for Individual Task
805K-79R-7705
Perform Class Cancellation
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Knox, KY 40121 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are in operations and receive an email with a drop roster from the company commander or first sergeant. The drop roster consist of the names of candidates for the current class.

Standard: Process the drop roster to ensure the candidates information is transferred to the BN drop roster and to the In-service Processing Center (IPC). Drop roster must be forwarded to all appropriate sections in Special Forces Automated Recruiting (SFAR) for the record of cancellations without errors.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Receive drop request from company via email.
 - a. Update BN Drop roster with data provided by the company.
 - b. Send BN Drop Roster to the IPC for action.
2. Receive BN Drop Roster from BN.
 - a. Open SFAR.
 - b. Search for candidate by SSN.
3. Add Gated status in SFAR, status date must be the day prior to current date.
4. Add Processing status in SFAR, status date will be current date.
5. Pull ATRRS(orders code) roster for class enrolled.
 - a. Remove candidate from roster.
 - b. Save.
6. Pull ATRRS ALL roster for class enrolled.
 - a. Cut and paste candidate from ATRRS tab and paste on Drop Tab.
 - b. Saved.
7. Email to SWCS G3, G8, ARSOF HRC, and Ops.
 - a. Provide the following in the content body of the email:
 - (1) Mission set.
 - (2) Class number.
 - (3) Soldier's Last name, First name.
 - (4) SSN.
 - b. Request Soldier be removed from ATRRS for class enrolled.
 - c. Request DTS LOAs be cancelled.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received drop request from company via email.			
a. Updated BN Drop roster with data provided by the company.			
b. Sent BN Drop Roster to the IPC for action.			
2. Received BN Drop Roster from BN.			
a. Opened SFAR.			
b. Searched for candidate by SSN.			
3. Added Gated status in SFAR, status date was the day prior to current date.			
4. Added Processing status in SFAR, status date was current date.			
5. Pulled ATRRS(orders code) roster for class enrolled.			
a. Removed from roster.			
b. Saved.			
6. Pulled ATRRS ALL roster for class enrolled.			
a. Cut and pasted candidate from ATRRS tab and pasted on Drop Tab.			
b. Saved.			
7. Emailed to SWCS G3, G8, ARSOF HRC, and Ops.			
a. Provided the following in the content body of email:			
(1) Mission set.			
(2) Class number.			
(3) Soldier's Last name, First name.			
(4) SSN.			
b. Requested Soldier be removed from ATRRS for class enrolled.			
c. Requested DTS LOAs be cancelled.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	No	No
	AR 350-10	Management of Army Individual Training Requirements and Resources	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None