

Summary Report for Individual Task  
805B-79T-4504  
RCT-Manage State REQUEST System  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RSS. foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Your supervisor directs you to review and validate position vacancies and unit status. As an RCT Coordinator in an operational environment, you are given a computer with access to client REQUEST and all applicable regulations. This task should not be trained in MOPP 4.

**Standard:** Perform duties as REQUEST Manager by maintaining accurate information on all units and vacancies IAW WebREQUEST/Client Server REQUEST User Manual.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Log into Client Server REQUEST using user name and password.

a. Check mail.

b. Manage Unit Vacancies.

(1) Search and hold a unit vacancy.

(2) Create a unit vacancy.

(3) Verify a unit vacancy.

(4) Update a unit vacancy.

(5) Delete a unit vacancy.

c. Manage ARNG station assignments/ARNG units.

(1) Verify a unit by facility ID.

(2) Update a unit by facility ID

(3) Create a new facility ID.

(4) Verify a unit by UIC.

(5) Create a unit by UIC.

(6) Delete a unit by UIC.

(7) Match a unit by UIC to a facility ID.

(8) Create a unit POC.

(9) Update a unit POC.

(10) Delete a unit POC.

2. Log into Web REQUEST using User ID and Password.

a. Check mail.

b. Review reports.

(1) Available vacancies report.

(2) Job qualification policies report.

(3) Cancellation report.

- (4) Reservation report.
- (5) Unit Report.
- (6) Unconfirmed accessions report.
- (7) Vacancy report.
- (8) USAR/ARNG Cancellation Reservation report.
- (9) Shippers report.
- (10) USAR/ARNG Reservation Information report.
- (11) Reservation by RSID.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** ore "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** is task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into Client Server REQUEST using user name and password.			
a. Checked mail.			
b. Managed Unit Vacancies.			
(1) Searched and held a unit vacancy.			
(2) Created a unit vacancy.			
(3) Verified a unit vacancy.			
(4) Updated a unit vacancy.			
(5) Deleted a unit vacancy.			
c. Managed ARNG station assignments/ARNG units.			
(1) Verified a unit by facility ID.			
(2) Updated a unit by facility ID.			
(3) Created a new facility ID.			
(4) Verified a unit by UIC.			
(5) Created a unit by UIC.			
(6) Deleted a unit by UIC.			
(7) Matched a unit by UIC to a facility ID.			
(8) Created a unit POC.			
(9) Updated a unit POC			
(10) Deleted a unit POC.			
2. Logged into Web REQUEST using User ID and Password.			
a. Checked mail.			
b. Reviewed reports.			
(1) Available vacancies report.			
(2) Job qualification policies report.			
(3) Cancellation report.			
(4) Reservation report.			
(5) Unit Report.			
(6) Unconfirmed accessions report.			
(7) Vacancy report.			
(8) USAR/ARNG Cancellation Reservation report.			
(9) Shippers report.			
(10) USAR/ARNG Reservation Information report.			
(11) Reservation by RSID.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	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

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4