

**Summary Report for Individual Task
805B-79T-4807
Determine Suitability
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You've been assigned the additional duty of suitability manger and received an elmo e-mail containing a tech check, case closing, match on an applicant processing for enlistment. You must act on this information and apply proper policies and procedures. You have access to MS Outlook, Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Submit a security clearance National Agency Check, Local Agency Check (NACLAC) request and post results.

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: none

Performance Steps

1. Verify applicant information.
2. Check the FBIF statement for "Record," "No Record," or "Unclassifiable not received"
 - a. If FBIF states "No Record," print and scan into enlisted records management (ERM).
 - b. If FBIF states "Record"

(1) A Record of Arrests and Prosecutions (RAP) sheet will follow. If not received in 72 hrs, request the RAP sheet from G3 NAACLAC.

(2) When the RAP sheet is received, review the applicant's record to see if the applicant revealed all charges. If all charges are present then annotate "Favorable ENTNAC" in free forms remarks to populate the DD1966.

(3) If future Soldier is a "Match", annotate USAREC Form 1054 and forward to the battalion operations officer for "Match" procedures. Make recommendation to the operations officer regarding MOSs based on DA PAM 611-21.

(4) If the FBIF states "Unclassifiable not received" have applicant return to the MEPS for finger printing within 5 working days. After resubmission of finger prints, an elmo e-mail will return with a FBIF as prescribed in 2. above.

3. Pull Ship roster and ensure all shippers have "Favorable" results and all "Matches" have been cleared prior to scheduled ship date.

4. Keep battalion suitability manger and SGC informed on all match proceedings and any issues.

5. Maintain a file for USAREC Form 1054 for the current and past two years.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "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: This 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. Verified applicant information.			
2. Checked the FBIF statement for "Record," "No Record," or "Unclassifiable not received"			
a. If FBIF states "No Record," printed and scanned into enlisted records management (ERM).			
b. If FBIF states "Record"			
(1) A Record of Arrests and Prosecutions (RAP) sheet will follow. If not received in 72 hrs, requested the RAP sheet from G3 NACLAC.			
(2) When the RAP sheet is received, reviewed the applicant's record to see if the applicant revealed all charges. If all charges are present then annotated "Favorable ENTNAC" in free forms remarks to populate the DD1966.			
(3) If future Soldier is a "Match", annotated USAREC Form 1054 and forwarded to the battalion operations officer for "Match" procedures. Made recommendation to the operations officer regarding MOSs based on DA PAM 611-21.			
(4) If the FBIF states "Unclassifiable not received" had applicant return to the MEPS for finger printing within 5 working days. After resubmission of finger prints, an elmo e-mail will return with a FBIF as prescribed in 2. above.			
3. Pulled Ship roster and ensured all shippers have "Favorable" results and all "Matches" have been cleared prior to scheduled ship date.			
4. Kept battalion suitability manger and SGC informed on all match proceedings and any issues.			
5. Maintained a file for USAREC Form 1054 for the current and past two years.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Pocessing Procedures	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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 :

ICTL Title	Personnel Type	MOS Data
------------	----------------	----------

79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4
79T-ARNG MEPS Guidance Counselor-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REE, LIC: EN