

Summary Report for Individual Task
805B-79T-4503
RCT-Manage State Automated Unit Vacancy System (AUVS)
Status: Approved

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 RRS foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: Your supervisor directs you to manage assigned states AUVS. As an RCT Coordinator in an operational environment, you are given a computer, state manager access to AUVS, all applicable regulations and state personnel management systems. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Perform duties as AUVS Manager by maintaining accurate information on all units and vacancies IAW AUVS User Manual.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Log into RCMS Portal using CAC authentication.
2. Select the AUVS link.
3. Acknowledge AUVS notifications, as applicable.
 - a. Read AUVS notifications.
 - b. Mark AUVS notifications as read.
4. Identify information of Daily status update.
 - a. Check AUVS update date.
 - b. Check AUVS update status.
 - c. Check TAPDB-G date.
 - d. Check Keystone date.
5. Conduct daily AUVS cycle.
 - a. Add claimants.
 - (1) Cross level for Mobilization.
 - (2) Temporary Assignment.
 - (3) Medical Hold.
 - b. Remove claimants.
 - (1) Soldier has returned to position.
 - (2) Soldier has been assigned to another position.
 - c. Convert positions to 09S/R/W, as needed.
 - d. Exempt proposed position loads because of:
 - (1) Internal unit fill.
 - (2) Position is/will be Full Time Unit Support (FTUS).
 - (3) Promotion Fill.
 - (4) Position Relocation.
 - (5) Pending Structure Position Deletion.

(6) FTUS AGR position.

(7) As directed by state SOP.

6. Exempt a Unit per:

a. UMR changes.

b. Mobilization.

c. State Guidance.

7. Override a unit exemption.

8. Review claimant report for discrepancies.

9. Review Vacancy Mismatches for discrepancies.

10. Review Facility ID's for discrepancies.

11. Review REQUEST Management Module (RMM) reports for applicable data.

12. Review Unit exclusion for discrepancies.

13. Access POC List to contact unit representative to address transcript discrepancies.

14. Make recommendation for AUVS program changes as needed.

15. Access AUVS information center to obtain reference materials.

(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, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into RCMS Portal using CAC authentication.			
2. Selected the AUVS link.			
3. Acknowledged AUVS notifications, as applicable.			
a. Read AUVS notifications.			
b. Marked AUVS notifications as read.			
4. Identified information of Daily status update.			
a. Checked AUVS update date.			
b. Checked AUVS update status.			
c. Checked TAPDB-G date.			
d. Checked Keystone date.			
5. Conducted daily AUVS cycle.			
a. Added claimants.			
(1) Cross level for Mobilization.			
(2) Temporary Assignment.			
(3) Medical Hold.			
b. Removed claimants.			
(1) Soldier has returned to position.			
(2) Soldier has been assigned to another position.			
c. Converted positions to 09S/R/W as needed.			
d. Exempted proposed position loads because of:			
(1) Internal unit fill.			
(2) Position is/will be Full Time Unit Support (FTUS).			
(3) Promotion Fill.			
(4) Position Relocation.			
(5) Pending Structure Position Deletion.			
(6) FTUS AGR position.			
(7) As directed by state SOP.			
e. Validated proposed position loads if actual position vacancy exists in force structure.			
f. Submitted approved actions to NGB when transcript review is complete.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	Yes	No
	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 :

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