

**Summary Report for Individual Task
805B-79T-4704
Manage User Accounts
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: Given an office environment, RWS with internet connection, access to necessary accession systems application(s), applicable references, and a requirement to add, modify, transfer or delete a user account. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Add, maintain, transfer, or delete a user account utilizing current accession systems application procedures outlined in the Automation Systems Support User Guide (ASSUG).

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. Create user account for a new user.

a. Initiate required USAAC Form 101 to verify favorable background check.

(1) If requester has at least a favorable National Agency Check Local Check (NACLC) for military, or National Agency Check Inquiry (NACI) for contractors & DA civilians, go to Step 1b.

(2) If no record of background check:

(a) Initiate an electronic-Questionnaires for Investigations Processing (e-QIP) for a secret security clearance and submit to the state Security Officer.

(b) Initiate Memorandum Request for a waiver.

NOTE: The applicant's O-5 level Commander must recommend and sign the Memorandum Request for waiver.

NOTE: A waiver is on file to allow the Recruiting and Retention Commander to sign the Memorandum requesting a waiver, if that Commander does not meet the O-5 Commander level requirements.

(c) Submit Memorandum Request for waiver to the Designated Approval Authority (DAA) for final approval. If approved by the DAA, Memorandum for waiver will be returned to Information Systems Specialist (ISS). Go to step 1b.

(3) If Memorandum for waiver is returned disapproved, the user is not eligible for account access or Recruiter workstation issue, notify chain of command. (End of Task)

b. Verify the RSID is currently vacant via Headquarter Support System Personnel (HSS PER) and/or Identity Management System (IMS).

c. Add User to HSS PER, per the information on the USAAC 101. Ensure the arrival information is entered correctly.

d. Select User applications and roles in IMS.

2. Modify/Transfer/Delete user account(s) by updating user data in:

a. HSS – refer to the Automations System Support User Guide (ASSUG).

b. IMS – refer to the ASSUG.

c. Quest Central – refer to the ASSUG.

NOTE: This task is supported by Manage Information Security (INFOSEC) for ARNG Recruiting and Retention Force.

(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. Created user account for a new user.			
a. Initiated required USAAC Form 101 to verify favorable background check.			
b. Verified the RSID was currently vacant via Headquarter Support System Personnel (HSS PER) and/or Identity Management System (IMS).			
c. Added User to HSS PER, per the information on the USAAC 101. Ensured the arrival information was entered correctly.			
d. Selected User applications and roles in IMS.			
2. Modified/Transferred/Deleted user account(s) by updating user data in:			
a. HSS – referred to the Automations System Support User Guide (ASSUG).			
b. IMS – referred to the ASSUG.			
c. Quest Central – referred to the ASSUG.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-1	INFORMATION MANAGEMENT ARMY INFORMATION TECHNOLOGY	No	No
	AR 25-2	INFORMATION ASSURANCE	No	No
	AR 380-19	Information System Security	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 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 Automation-SL4	Enlisted	MOS: 79T, Skill Level: SL4
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4