

Summary Report for Individual Task  
805B-79T-3221  
Process a Field Enlistment  
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 RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have a qualified Prior Service Applicant who agrees to process for enlistment. You have access to Reference materials, military records, source documents, general office supplies, your RWS, Web Based Applications, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Conduct a field enlistment for a prior service applicant.

**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. Determine basic eligibility for enlistment.
  - a. Age/citizenship status/legal residency status.
  - b. Prior military service.
  - c. Physical qualifications.
  - d. Law violations.
  - e. Education level.
  - f. Marital status.
  - g. Dependency status.
2. Enter applicant information in Recruiter Zone.
3. Verify documentation.
  - a. Age, ssn, and proper name.
  - b. Prior military service.
  - c. Physical disqualifications.
  - d. Citizenship documentation/residency documentation.
  - e. Marital status.
  - f. Dependency status.
  - g. Aptitude data.
4. Schedule required tests and/or physical (if needed).
  - a. Determine location.
    - (1) MEPS.
    - (2) MET site.
  - b. Coordinate date and time.
    - (1) With applicant.
    - (2) MEPS.
  - c. Complete proper documentation.

- (1) MEPCOM Form 680-3-AE/ Physical.
- (2) Complete 2807-2.
- (3) Original social security card.
- (4) Current photo identification.
- (5) Any additional state required documents.

d. Project PS applicant for test and/or physical.

5. Conduct MEPS orientation briefing.

NOTE: Perform this step only if using MEPS for ASVAB or physical.

a. Brief applicant on purpose of MEPS.

b. Appropriate clothing (under garments) and footwear (closed toed shoes and socks).

c. Inform the applicant of the date, time, and place of the MEPS appointment.

(1) Ensure applicant knows the consequences of being late.

(2) Ensure that applicant has photo ID and original social security card in their possession.

d. Determine and explain the applicant's method of transportation to MEPS and return.

(1) Self-transportation.

(2) Government transportation.

(3) Public transportation.

e. For applicants who are testing only, ensure coordination of applicant arrival at testing site. This completes this step. For applicants who are processing for a physical examination, continue with (f) below.

f. Explain meals and lodging procedures (as applicable).

g. Rules of conduct.

(1) No lewd or crude behavior, applicants are expected to behave as Soldiers, not civilians.

(a) Alcohol consumption forbidden.

(b) No slanderous remarks or comments to other applicants.

(c) Ensure all applicants wear clean and appropriate attire.

(d) Shirt with sleeves, pants free of holes, no obscene or offensive language.

(e) Ensure foot wear is closed toed shoes, MUST wear socks, underwear, and bra. NO sports bras allowed (Female Only).

(f) Body piercings must be removed.

(2) Contraband items.

(a) No guns or knives, weapons of any kind.

(b) There is no cell phone use, texting, or playing games on any electronic devices.

h. Explain MEPS policies and procedures as they pertain to the following.

(1) ASVAB testing.

(2) Physical examination

6. Discuss relevant options, programs, and obligations for PS enlistment. Discuss prior service options (As Applicable).

a. Civilian Acquired Skills Program (CASP).

b. Officer Candidate School (OCS).

c. Simultaneous Membership Programs (SMP).

d. SRIP and SLRP.

e. Military Service Obligation (MSO).

f. Contractual obligation.

7. Prepare a PS enlistment packet.

a. Open and log in to Recruiter Zone.

b. Input the following link to the Recruiter Zone User Guide  
[http://my.usaac.army.mil/downloads/arng/HQ/home?Training/RZ\\_User\\_Guide.pdf](http://my.usaac.army.mil/downloads/arng/HQ/home?Training/RZ_User_Guide.pdf).

c. Open the applicant record, and complete ALL links in ENSQ.

(1) Refer to ENSQ user manual for questions.

(2) Complete service computations using formulas in ECM or MSO computation application.

(3) Enter military service history (previous units and duty stations).

(4) Enter PS incentive control numbers.

d. Perform validation.

e. Print forms required for a field enlistment, in accordance with state SOP.

(1) DD Form 4.

- (2) DD Form 368 (If Required).
- (3) DD Form 369.
- (4) NGB Form 60.
- (5) DD Form 1966.
- (6) DD Form 93.
- (7) SGLV Form 8286 (SGLV 8286a Spousal, only if a decline or lowered amount).
- (8) NGB Form 590.
- (9) SF 1199a.
- (10) DA Form 3685.
- (11) NGB Form 21.
- (12) DA Form 5435.
- (13) NGB Form 5435-1.
- (14) SF 86.
- (15) Current year W-4 FORM.
- (16) Include all state and MEPS specific forms.
- (17) Add per SMOM: USAREC Form 1241 (Tattoo Worksheet) with photos as required.

f. Capture applicant signatures and initials in appropriate blocks.

g. Certify each document with signature as "Enlisting Official."

8. Schedule Field Enlistment/ MEPS Processing of Field Enlistment.

a. Accomplish each of the following steps.

- (1) Schedule time with Officer to give Oath of Enlistment (if not performed at MEPS).
- (2) Complete DD 4/1 and 4/2 IAW AR 601-210 Chapter 6 Paragraph 6-13.
- (3) Coordinate appropriate area for enlistment, ensuring U.S. flag is present.
- (4) Verify bonus control number through SRIP incentives manager or IMARC.
- (5) Complete DD 1966 IAW 601-210 Chapter 6, Paragraph 6-12.

(6) Project field enlistment to MEPS. In accordance with local MEPS SOP.

b. Review documents for completeness.

9. Schedule PS Soldier Unit Orientation: Unit SOP.

a. Introduce PS Soldier to gaining unit.

b. Ensure Soldier has proper contact information for:

(1) Unit Readiness NCO.

(2) Unit Supply NCO.

(3) Squad Leader.

(4) Platoon Sergeant.

c. Supply a copy of PS Packet to gaining unit.

d. Ensure receipt of training schedule.

(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. Determined basic eligibility.			
2. Entered applicant into Recruiter Zone.			
3. Verified documentation.			
4. Scheduled tests/physical exams (as required).			
5. Conducted MEPS orientation briefing (as required).			
6. Discussed relevant options and obligations.			
7. Prepared PS enlistment packet in ENSQ.			
8. Scheduled Field Enlistment/MEPS Processing.			
9. Conducted Unit Orientation.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	Yes	No
	SMTC07	MEPS Processing SOP	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. EnviEnvironmental 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-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4