

Summary Report for Individual Task
805B-79T-3224
Process an Applicant for Enlistment
Status: Approved

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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: During a Strength Maintenance Recruiting Interview, your applicant committed to enlist. You have access to a RWS, internet, all current and related reference materials, and standard office supplies.

Standard: Process an Applicant for Enlistment by:
Validating enlistment documentation
Scheduling for required test(s)
Discussing enlistment options and obligations
Preparing the enlistment packet IAW Recruiter Zone User Guide
Scheduling physical/enlistment
Conducting MEPS Orientation Briefing

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Validate basic eligibility documentation:(IAW Current Enlistment Criteria).
 - a. Age, SSN, and Proper Name.
 - b. Prior Military Service.
 - c. Physical disqualifications.
 - d. Law violations.
 - e. Education level.
 - f. Marital status.
 - g. Dependency status.
 - h. Test category (If current test results exist).
 - i. Input all verified information in Recruiter Zone.
 - j. For same day processing refer to step 4.
2. Schedule required tests.
 - a. Determine location:
 - (1) MEPS.
 - (2) MET Site.
 - b. Coordinate date and time:
 - (1) With applicant.
 - (2) MEPS.
 - c. Complete MEPCOM Form 680-3-AE in Recruiter Zone.
3. Discuss relevant enlistment options and obligations for:
 - a. Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) options (As Applicable e.g.)
 - (1) Split Training Options (STO).
 - (2) Civilian Acquired Skills Program (CASP).
 - (3) Officer Candidate School (OCS).
 - (4) Active First.

b. Prior Service (PS) options (As Applicable e.g.).

(1) Civilian Acquired Skills Program (CASP).

(2) Officer Candidate School (OCS).

(3) Warrant Officer Candidate School (WOCS).

(4) Simultaneous Membership Programs (SMP).

(5) Warrior Transition Course (WTC).

c. Obligations (NPS, GNPS, PS).

(1) Military Service obligation (MSO).

(2) Contractual Obligation.

4. Prepare an Enlistment Packet in RZ Web IAW Recruiter Zone User Guide.

5. Schedule Physical/Enlistment:

a. Complete applicant's medical prescreen.

(1) Submit signed Medical Prescreen form (DD 2807-2).

(2) Request for Examination US MEPCOM 680-3A-E and any other pertinent documents to MEPS per state SOP (Utilize Dial- A-Doc/Medic when necessary to ensure all pertinent medical documents are submitted).

(3) Review your activities calendar on Recruiter Zone to determine best date for the Physical/Enlistment. Annotate the date on the Recruiter Zone calendar once confirmed.

b. Project for physical and enlistment.

c. Prepare Applicant for MEPS processing.

(1) Secure Para/Line per State SOPS.

(2) Secure bonus control number through SRIP incentives manager or IMARC.

(3) Utilize Recruiter Temporary Reservation System (RTRS) to obtain a training seat and explain that it is only valid for seven days and only if they remain qualified to enlist.

(4) Scan all forms and source documents and transmit them through the RTRS portal to GCR at MEPS.

d. Arrange Lodging and transport in accordance with State SOP.

e. Complete enlistment waiver (if applicable) IAW current FY Enlistment Criteria.

6. Conduct MEPS Orientation briefing:

a. Brief applicant on purpose of MEPS.

- b. Appropriate clothing and footwear. (Ensure regular under clothing, no provocative underclothing).
- c. Contact the ARNG MEPS guidance counselor and obtain and verify projection approval.
 - (1) Ensure Projection came through GCR and verify time, date, and type.
 - (2) Check State/MEPS SOP for the daily cut off times to ensure your applicant is allowed to process.
- d. Verify all required applicant information was submitted to the ARNG MEPS guidance counselor per state SOP.
- e. 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 SSN verification in their possession.
- f. Determine and explain the applicant's method of transportation to MEPS and return.

NOTE: It is highly recommended that you are the method of travel for all applicants, but if it is not possible choose from one below.

- (1) Self-transportation.
- (2) Government transportation.
- (3) Public transportation.
- g. 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 (h) below.
- h. Explain meals and lodging procedures (as applicable).
 - (1) Rules of conduct:
 - (a) No lewd or crude behavior and that they are expected to behave as Soldiers and not civilians.
 - (b) No drinking of alcohol.
 - (c) No slanderous remarks or comments with applicants from other services.
 - (2) Dress code.
 - (a) Ensure all applicants have appropriate shirts, pants, and undergarments are clean and free of holes, and any obscene or offensive language or pictures.
 - (b) Ensure that they were closed toed shoes with socks preferably.
 - (3) Contraband items.
 - (a) No knives, guns, or any item that can possibly be used as a Weapon.

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

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

(1) Testing (Ensure that all testing is projected and performed per MEPS/State SOP standards).

(a) ASVAB.

(b) Student ASVAB.

(c) Special tests. (AIMS, DLAB, ECLT).

(2) Physical.

(a) Pre-screen.

(b) Breathe test.

(c) Urinalysis.

(d) Pregnancy Test (Females Only).

(e) Height and weight.

(f) Upper/Lower extremities.

(g) Joint mobility.

(h) Eyes/color vision.

(i) Hearing.

(j) Skin abnormalities (tattoos, acne, burns, and scars).

(k) One-on-one interview with doctor.

(l) Medical Holds, consults and rejections.

(3) MEPS Operations.

(4) Security interview.

(a) Verification of ENSQ information.

(b) FBI checks/fingerprints.

(c) Security interview.

(5) Enlistment packet review and quality check.

(6) Enlistment contract.

- (7) Enlistment ceremony and oath of enlistment.
- (8) Explain the location, role, and purpose of the ARNG MEPS guidance counselor.
- (9) Ensure applicant has emergency contact number for RRNCO.
- (10) Coordinate transportation of applicant to MEPS.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Validated basic eligibility documentation.			
a. APPLE/MD of Applicant.			
b. Input all verified information in Recruiter Zone.			
2. Scheduled required tests.			
a. Determined MEPS Site.			
b. Coordinated date and time with applicant.			
c. Coordinated date and time with MEPS.			
d. Completed MEPCOM Form 680-3-AE in RZ.			
3. Discussed relevant enlistment options and obligations for applicant.			
4. Prepared an Enlistment Packet in RZ Web IAW Recruiter Zone User Guide.			
5. Scheduled Physical/Enlistment.			
6. Conducted MEPS Orientation briefing with applicant.			

Supporting Reference(s): None

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-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4