

Report Date: 06 Jan 2014

**Summary Report for Individual Task
805B-79R-3406
Process a Future Soldier to Ship (FSL)
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You have qualified Future Soldiers scheduled to ship this week as hometown shippers; with access to scan into ERM, all applicable documentation, and regulations

Standard: Perform processing procedures for shipment of a Future Soldier to basic training IAW UM 3-0.

Special Condition: None

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Begin preparation for ship 14 days out
2. Gather all required source documents
3. Get the UF 1137 digitally signed by the Commander
4. Scan in the following documents for shipping:
 - a. UF 1137
 - b. UF 1136 (Basic Training Task List (BTTL) Certificates, if completed)
 - c. DA 705
 - d. UF 1241
 - e. SF 1199
 - f. DA 5500
 - g. AKO Confirmation
 - h. DD 4/1
 - i. DD 4/2
 - j. Source DOCS (SSN Card, Birth Certificate, HS Diploma, Marriage Certificate, Divorce Certificate)
 - k. Sex Offender Check
5. Scan the following documents for a hometown shipper:
 - a. DA 3081
 - b. Hometown Shipper Checklist
 - c. USAR 62-R
6. Scan the following documents for a Prior Service Shipper:
 - a. DD 214
 - b. 201 File
 - c. Medical Records
 - d. Dental Records
 - e. Clothing Records

f. All other Service Documents as needed

g. NOTE: if the Soldier has a security clearance requirement, they must see the security investigator at MEPS 7 days prior to shipping

7. Copy all documents and make a permanent file. All files must be kept for three years.

8. Ensure the packet is in a "Go Packet" status 14 days out for all Hometown Shippers

9. Ensure all Hometown Shippers are processed and depart on the day of their reservation.

10. Ensure all non-Hometown Shipper Soldiers depart the night prior to their ship date to spend the night at the MEPS Hotel

(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 OJT for soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received packet 7-10 days prior to shipping of future Soldier			
2. Completed Future Soldier Hometown shipping check list see UM 12-137			
3. Scanned UF1137 into ERM			
4. Conducted travel brief 72hrs prior to shipping; used guide lines outlined in IKROme			
5. Visited Hometown shipping website IAW IKROme and scanned all documents into the system			
6. Ensured Future Soldier had a valid photo Id			
7. Ensured Future Soldier had a valid drivers licenses (If applicable)			
8. Provided transportation for future Soldier to mode of travel location			

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 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
79R - Recruiter (FSL) - SL3	Enlisted	MOS: 79R, Skill Level: SL3