

Summary Report for Individual Task  
805K-79R-4312  
Process Special Missions  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Given a special mission candidate (OCS, WOFT), you are responsible as the battalion operations NCO for ensuring you execute appropriate procedures for enlistment. You have access to Guidance Counselor Resource Center (GCRc), and all applicable regulations and publications. This task should not be trained in MOPP 4.

**Standard:** Process special mission applicants into the Regular Army (RA) or Army Reserve (AR) IAW USAREC REG 601-96, Appendix R.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

### Performance Steps

1. Qualify and process a RA or USAR Officer Candidate School (OCS) applicant:

a. Verify enlistment eligibility, per UR 601-91, Chapter 2.

(1) Verify source documents.

(2) Verify applicant is physically qualified with a completed clearance on UF 1227.

b. Execute a battalion OCS Board.

(1) Coordinate appropriate board members, which must consist of a minimum of three commissioned officers. One board member must be a field grade officer, and one board member must be an officer from a ROTC Department.

(2) Conduct board; Board members will make recommendation on UF 609.

(3) Prepare FL 136 and obtain signature from appropriate approval authority.

(4) Scan all OCS specific documents in record.

c. (USAR Only) Email a request for a vacancy load for a valid officer TPU position to AR G1.

2. Qualify and process a RA or USAR Warrant Officer Flight Training (WOFT) applicant:

a. Verify enlistment eligibility, per UR 601-91, Chapter 2.

(1) Verify source documents.

(2) Verify applicant is physically qualified with a completed clearance on UF 1227.

(3) Verify passing Selection Instrument for Flight Training (SIFT) Score.

b. Execute a battalion WOFT Board.

(1) Coordinate appropriate board members, which must consist of a minimum of three commissioned officers. One board member must be a field grade officer, and one board member must be an officer from a ROTC Department.

(2) Conduct board; Board members will make recommendation on UF 609.

(3) Prepare FL 136, and obtain signature from appropriate approval authority.

(4) Scan all WOFT specific documents in record.

c. (RA Only) Email HQ USAREC Special Missions Branch, and verify that the packet is ready for review and processing on the next USAREC WOFT board.

d. (USAR Only) Email a request for a vacancy load for a valid officer TPU position to AR G1.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to

do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Qualified and processed a RA or USAR Officer Candidate School (OCS) applicant:			
a. Verified enlistment eligibility, per UR 601-91, Chapter 2.			
(1) Verified source documents.			
(2) Verified applicant is physically qualified with a completed clearance on UF 1227			
b. Executed a battalion OCS Board.			
(1) Coordinated appropriate board members, which must consist of a minimum of three commissioned officers. One board member must be a field grade officer, and one board member must be an officer from a ROTC Department.			
(2) Conducted board; Board members have made recommendation on UF 609.			
(3) Prepared FL 136, and obtained signature from appropriate approval authority.			
(4) Scanned all OCS specific documents in record.			
c. (USAR Only) Emailed a request for a vacancy load for a valid officer TPU position to AR G1.			
2. Qualified and processed a RA or USAR Warrant Officer Flight Training (WOFT) applicant:			
a. Verified enlistment eligibility, per UR 601-91, Chapter 2.			
(1) Verified source documents.			
(2) Verified applicant is physically qualified with a completed clearance on UF 1227.			
(3) Verified passing AFAST Score.			
b. Executed a battalion WOFT Board			
(1) Coordinated appropriate board members, which must consist of a minimum of three commissioned officers. One board member must be a field grade officer, and one board member must be an officer from a ROTC Department.			
(2) Conducted board; Board members have made recommendation on UF 609.			
(3) Prepared FL 136, and obtained signature from appropriate approval authority.			
(4) Scanned all WOFT specific documents in record.			
c. (RA Only) Emailed HQ USAREC Special Missions Branch, and verified that the packet is ready for review and processing on the next USAREC WOFT board.			
d. (USAR Only) Emailed a request for a vacancy load for a valid officer TPU position to AR G1.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-91	Officer Candidate School and Warrant Officer Flight Training Programs	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

**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. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None