

**Summary Report for Individual Task
805B-79T-4209
Process an Applicant for Enlistment
Status: Approved**

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: During a recruiting interview your applicant committed to enlist. All required Path to Honor steps have been completed. You have access to your RWS, web based applications, Reference materials, general office supplies, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Process an Applicant for Enlistment by:
Instructing Applicant to complete Path to Honor
Validating enlistment documentation
Scheduling for required testing
Discussing enlistment options and obligations
Preparing the enlistment packet IAW Recruiter Zone User Guide/Path to Honor Guidelines
Scheduling physical/enlistment
Conducting MEPS Orientation Briefing
Arranging Transportation to and from MEPS

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. Refer Applicant to Path to Honor (PTH).
 - a. Provide applicant with the Web Site URL (www.nationalguard.com/car) and Recruiter RSID.
 - b. Have applicant create account.
 - c. Have applicant complete application (SF 86).
 - d. Transfer applicant from Path to Honor to Recruiter Zone.
 - e. Verify documentation.
 - (1) Age, SSN, and Proper Name.
 - (2) Prior Military Service.
 - (3) Physical Disqualifications.
 - (4) Citizenship Documentation/Residency Documentation.
 - (5) Marital Status.
 - (6) Dependency Status.
 - (7) Aptitude Data.
2. Schedule required tests. (as required)
 - 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.
 - d. Project for required testing (ASVAB/TAPAS/AIMS) in Recruiter Zone.
 - e. Upload source documents in RTRS or RZ (Social Security Card, Drivers License, etc.).
3. Discuss relevant enlistment options and obligation 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 and Path to Honor Guidelines.

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 and annotate the date on the Recruiter Zone calendar once confirmed.

b. Project for physical and enlistment.

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. Prepare Applicant for MEPS processing.

(1) Secure Para/Line per State SOP.

(2) Secure bonus control number through MEPS Guidance Counselor, SRIP Incentives Manager or iMARC IAW state SOP.

(3) If applicable, 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/Recruiter Zone to GCR at MEPS.

f. Arrange lodging and transportation in accordance with state SOP.

g. Complete enlistment waiver (if applicable) IAW AR 601-210 then reschedule for MEPS Processing.

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. 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.

d. 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 chose from one below.

(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 (h) below.

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

g. Rules of Conduct.

(1) No lewd or crude behavior and that they are expected to behave as soldiers and not civilians.

(2) No drinking of alcohol.

(3) No slanderous remarks or comments with applicants from other services.

(4) Ensure all applicants have appropriate shirts, pants, and undergarments are clean and free of holes, and any obscene or offensive language or pictures.

- (5) Ensure that they wear closed toe shoes with socks preferably.
- (6) No knives, guns, or any item that can possibly be used as a weapon.
- (7) There is no using a cell phone, texting, or playing games on any electronic devices.

h. 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) Breathalyzer.
- (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) Allergies.
- (k) Drug and Alcohol Use History.
- (l) Skin abnormalities (tattoos, acne, burns, and scars).
- (m) One-on-one interview with doctor.
- (n) 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: 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. Validated basic eligibility documentation.			
a. Completed APPLE/MD of applicant.			
b. Instructed applicant to complete Path to Honor.			
c. Transferred, verified, and edited Path to Honor.			
d. Input all verified information in Recruiter Zone.			
2. Scheduled required tests.			
a. Determined test site (MEPS/MET).			
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):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	Yes
	AR 600-9	The Army Body Composition Program	Yes	Yes
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	Yes
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	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.

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-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4