

Summary Report for Individual Task  
805B-79T-3222  
Process a Suitability Review  
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 determine an applicant requires a Suitability Review. You have access to Reference materials, applicant records, your RWS, Web Based Applications, general office equipment, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Submit request for suitability review including all required documentation.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<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:** None

### Performance Steps

1. Determine if Moral condition requires a Suitability Review (AR 601-210- Chapter 4, Para 2e 1-5. And AOC Chapter 4, Para 2e-1-9). In accordance with the Department of Defense principle that an individual whose pattern of behavior poses a serious question as to their fitness for service should be given a special review at an appropriate level before being accepted or rejected for service.

IAW ARNG AOC-FY12/13 Table 4-1 Block 6 (regardless of disposition):

- a. Misconduct (2 or more).
- b. Combination of (4 or more Minor Non Traffic & 1 Misconduct).
- c. Major-Misconduct (Felony 1 or more).
- d. Any Domestic Violence offense.
- e. Any offense of a Sexual Nature.

2. Gather Documentation.

a. Document Requirements IAW the ARNG AOC FY 12/13: Para 4-2e Moral Waiver Suitability Determination.

NOTE: The required documentation for the submission of suitability reviews to include but not limited to:

(1) ENSQ.

(2) All police reports and court documents.

(3) DD Form 369.

(4) Detailed applicant statements.

(5) Draft NGB form 22-3 listing all charges (regardless of disposition).

b. Prepare and complete DD Form 369s for the last 3 years (IAW AR 601-210 and ARNG AOC, Para 4-2(e) and 4-5).

(1) Complete DD Form 369 for all places lived, worked, and went to school.

(2) Complete DD Form 369 for all places applicant has law violations (200 level and higher).

c. Collect all court documents.

(1) Collect documents for all adult charges.

(2) Collect documents for all juvenile charges.

(3) Court documents must show final disposition (dismissed, guilty, etc...).

(4) Include driving record whenever possible.

d. Complete Early Background Checks (EBC) and NACLAC.

(1) If NACLAC completed, include in packet.

(2) If NAFLAC not complete, submit packet.

3. Complete all steps in Recruiter Zone (RZ).

NOTE: Prior to submission of suitability review, ensure 100 % completion of Recruiter Zone, along with all required documentation.

a. A Suitability Review (SR) is based on a “whole person” concept.

b. Be brief and professional. The comments placed in the SR workflow become a permanent part of the Soldier’s record.

c. RZ must address ALL violations in detail to include date, location, amount of damages (dollar value), and dollar value of theft, fines, and disposition (excluding court costs).

d. Ensure all RZ questions are complete. SF86 will be saved in Guidance Counselor Resource Center (GCR) for each SR.

4. Applicant Statements.

a. Include:

(1) What happened in each offense/arrest?

(2) Describe Non-Traffic offenses only.

(3) What happened with the police?

(4) What happened in court?

(5) Probation, Supervision, etc.

(6) What I have done to better myself and why the ARNG should hire me.

(7) Comments should not make excuses for the applicant; however it may explain why the applicant would be an asset to the Army National Guard.

b. Do not include:

(1) Sob stories.

(2) Statements blaming others.

(3) Telling about all the benefits of enlistment.

(4) Information about traffic (Only misdemeanor or felony offenses require detailed information).

5. Completion of NGB 22-3:

a. NGB Form 22-3 should be completed listing all charges (regardless of disposition).

b. NGB Form 22-3 must be completed and signed by gaining unit commander (IAW State SOP).

6. Submit Suitability Review.

a. Follow steps 1-5 above; items included in SR:

(1) NGB 22-3.

(2) Court documents (all levels).

(3) DD Form 369(s).

(4) Applicant Statement.

b. Submit to NCOIC or the MEPS Guidance Counselor (State SOP)

7. Conduct Follow-up (IAW AR 601-210 Chapter 4, Para 2e(1)(a)4).

a. Follow up with NCOIC or the MEPS Guidance Counselor (State SOP).

b. If no response within 48 hours, follow up with the MEPS personnel and/or NCOIC to ensure Workflow has been initiated at the appropriate level.

c. Common Mistakes for SRs that delay approval:

(1) Missing the value of stolen items for a Larceny type charge.

(2) Missing the defendant/victim relationship "as it applies to domestic relationships". If no domestic relationship exists, say so.

(3) Missing final dispositions (i.e. fine paid, probation complete).

(4) Missing the applicant statement.

(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 if Moral condition requires a Suitability Review (AR 601-210- Chapter 4, Para 2e 1-5. And AOC Chapter 4, Para 2e-1-9).			
2. Gathered Required Documentation.			
3. Completed all steps in Recruiter Zone (RZ) and Path to Honor.			
4. Directed Completion of Applicant Statement.			
5. Completed NGB 22-3.			
6. Submitted Suitability Review.			
7. Conducted Follow-up (IAW AR 601-210 Chapter 4, Para 2e(1)(a)4).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	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. 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