

Summary Report for Individual Task
805B-79T-4407
Prepare an Army National Guard Pre-Determination Packet
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: You have just completed an interview with an applicant for a Warrant Officer, Basic Branch Direct Commission, Specialty Branch Officer, or Inter-Service Transfers from USAF, USN, and USMC, and have determined that the applicant has met the basic eligibility requirements. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Prepare a predetermination packet for submission IAW with the specific proponent checklist for approval.

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. Identify applicant as a Warrant Officer applicant:

a. Determine eligibility for Warrant Officer predetermination:

(1) Access the USAREC website at www.usarec.army.mil/hq/warrant (must verify you are using the current Warrant Officer MOS requirements. This is where updates will be posted by MOS Proponents).

(2) Verify the applicant meets the Warrant Officer prerequisites.

b. Description qualifications for the specific MOS he/she is applying for. (age, MOS, Civilian Acquired Skills (CAS), etc...).

c. If prerequisite qualifications are met, then obtain an application checklist from your state Warrant Officer Strength Manger. Be sure to coordinate with your state G-1 Officer Branch to ensure, if any, additional state requirements are/are not needed. (Listed below are the items on the current NGB Proponent Technical Predetermination Checklist) (20120605).

(1) CCWO'S Recommendation (to include any required mandatory prerequisite waivers and mandatory certification).

(2) Commander's (unit/bn/bde) recommendation must include the following certification:

"I certify that (name & _rank) successfully passed the army physical fitness test consisting of push-ups, sit-ups, and the two mile run with a score of (score) on (date) the verified height is (feet & inches) and the verified weight is (lbs)".

(3) Copy of enlisted records brief or officer records brief.

(4) Resume (IAW NGR 600-101 - must be dated and signed).

(5) Transcripts documenting completion of required college level courses and courses supporting training related to the applied for MOS.

(6) OERs/NCOERs covering period of feeder MOS and leader experience required by the mandatory prerequisites.

(7) USAREC required documents, (training/leadership certificates, DA Form 1059, NGB Form 22, DD Form 214).

(8) Civilian employment documents which support training or experience directly related to the mos (performance evaluations, position descriptions, licenses, others) (if applicable).

(9) Awards and decorations.

(10) DA Form 705 (within 12 months M-Day, 6 months AGR).

(11) Recommendation from CW3-CW5 Who holds the MOS.

(12) DA FORM 5500/5501 (Body Fat Worksheet).

(13) Security clearance verification.

(14) Additional documents as required by specific MOS copies of personnel actions (flags, judicial and non-judicial actions, etc).

d. NOTE: AVIATION: Each State Aviation Officer (SAO) is the approving authority for Aviation applicants for their state. The SAO should have a program established for the selection process. For a GENERAL idea, below is an example of an Aviation Predetermination Checklist from the State of Arkansas:

- (1) SAO, Recommendation (to include any required mandatory prerequisite waivers and mandatory certification).
- (2) BDE commander's or designated representative(s) acceptance letter (must include authorized paragraph and line number).
- (3) Commander's (UNIT/BN/BDE) recommendation must include the following certification: "I certify that (name & rank) successfully passed the army physical fitness test consisting of push-ups, sit-ups, and the two mile run with a score of (score) on (date) the verified height is (feet & inches) and the verified weight is (lbs)."
- (4) Copy of enlisted records brief or officer records brief.
- (5) Resume (IAW NGR 600-101 - Must be dated and signed).
- (6) Verification of GT Score of 110 or higher.
- (7) Copy of alternate flight aptitude test (AFAST) with a score of 90 or above.
- (8) Copy of cycloplegic eye exam.
- (9) Copy of chapter 2 Commissioning Physical.
- (10) Copy of initial class 1A Flying Duty Medical Examination.
- (11) OER's/NCOER's, if applicable.
- (12) Awards and Decorations.
- (13) DA Form 705 (Must be within 12 Months M-Day, 6 Months AGR).
- (14) DA Form 5500/5501 (Body Fat Worksheet).
- (15) Security clearance verification statement (JPAS).
- (16) Copies of personnel actions (flags, judicial and non-judicial actions, etc).

e. Once you receive an approval memorandum from the proponent, begin the steps to prepare the applicant for the Federal Recognition Board.

f. Once you receive an approval memorandum from the proponent, begin the steps to prepare the applicant for the Federal Recognition Board.

g. Scan packet to proponent school for review.

h. Once you receive an approval memorandum from the proponent, begin the steps to prepare the applicant for the Federal Recognition Board.

2. Identify applicant as a Basic Branch Direct Commission applicant:

a. Determine Eligibility for Basic Branch Direct Commission: Use Appendix A of NGB_ARH_Memo 04-038.

(1) Request for direct appointment supporting documentation required

(2) Fill out coversheet memorandum requesting the action. Must be staffed through the AG and signed by the state MILPO (at a minimum). "For" signatures are not authorized.

(3) TAB A: NGB Form 62E. Must include branch and valid vacancy information. Signatures must appear on all endorsement blocks on page 3. The vacancy and branch the applicant intends to fill must be compatible.

(4) TAB B: Letters of Recommendation. Must include letters from company and battalion commander. Must contain specific and objective details regarding individual's exceptional qualities for direct appointment.

(5) TAB C: Birth certificate and proof of citizenship.

(6) TAB D: Original DD 2807-1 and DD 2808. Original DA Form 7349R, if applicable. Approved medical waivers, if applicable.

(7) TAB E: Certified proof of final security clearance or proof of initiation of security clearance investigation.

(8) TAB F: Original certified college transcripts.

(9) TAB G: OCS Enrollment and Attendance Statement.

(10) TAB H: Certified accurate copy of soldier's DA Form 2-1.

(11) TAB I: Non-Commissioned Officer Evaluation Reports (NCOER's) and Academic Evaluation Reports (AER's).

(12) TAB J: Certified DA Form 705, dated within six months of application to ensure validity through entire Federal recognition process.

(13) TAB K: Certified verification of height/weight, dated within 90 days of application to ensure validity through entire Federal recognition process.

(14) TAB L: Mentor Assignment.

(15) TAB M: Copies of DD Form(s) 214.

(16) TAB N: Copies of awards, certificates, or letters documenting leadership achievement.

(17) TAB O: Any authorized and approved waivers (less medical waivers).

b. Forward packet thru TAG for endorsement.

c. FEDEX packet to NG8-ARH-O for review/approval.

d. Once you receive an approval memorandum from the proponent, begin the steps to prepare the applicant for the Federal Recognition Board.

3. Identify applicant as a Specialty Branch Direct Commission applicant: AMEDD SOP, CHAPTER 4-1,(g)(2)(c&d):

a. Determine Eligibility for Specialty Branch Direct Commission (72A/72D ONLY).

b. AMEDD SOP Link: https://ako.ssi.tradoc.army.mil/ARNG/SMTC/TD/OSM/JA/AMEDD_SOP.pdf.

c. 72A - Nuclear Medical Science. Must have a doctor of philosophy degree or master's degree with specialization in one of the following academic fields: Radio-biology, biophysics, medical physics, radiological physics, applied atomic physics, nuclear engineering, or laser or microwave physics. Individuals with a baccalaureate degree in one of these academic fields and 3 years of experience in the field may be considered. ASM will forward a predetermination request.

d. 72D - Environmental Science. Must have completed, at a minimum, a bachelor's degree from an educational program accredited by an agency recognized by the U.S. Secretary of Education with a major in an environmental science relevant field. Preferred majors include: environmental science, environmental health, environmental management, occupational health, industrial hygiene, public health, sanitary science, and epidemiology. Other acceptable majors include: biology, chemistry, toxicology, geology, microbiology, biochemistry, and zoology. ASM will forward a predetermination request.

4. Identify applicant as an Inter-Service Transfers from USAF, USN, USMC, or any of their reserve component applicant.

a. Determine Eligibility for Inter-Service Transfers from USAF, USN, USMC or any of their reserve components. See: NGR 600-100 Chapter 2-11 (e) (1)(g) and use the following checklist for packet preparation:

(1) TAB A: NGB FORM 62E. Must be complete.

(2) TAB B: Birth Certificate and or proof of citizenship.

(3) TAB C: Physical 2807-1/2808 or DA 2697 or SF 88/93 or MEDPROS IMR (Reference attached NGB Memo NGB-ARH-S Dated 26FEB2002 Para 5.F).

(4) TAB D: NGB FORM 337 / DA FORM 71.

(5) TAB E: DA 5691-R (Active Duty ISR) / DA 4651 (Army Reserve ISR).

(6) TAB F: Original raised letter college transcripts. (Reference attached NGB Memo NGB-ARH-S Dated 26FEB2002 Para 8.C).

(7) TAB G: DD 214 member Copy 4 and DD 215, if applicable.

(8) TAB H: SSN CARD (COPY) / Marriage License.

(9) TAB I: DA FORM 4037 (ORB) / PQR.

(10) TAB J: DA FORM 1059 (Reference attached NGB Memo NGB-ARH-S Dated 26FEB2002 Para 8.C).

(11) TAB K: Last 3 OERs.

(12) TAB L: DD FORM 93/ SGLV FORM 8286.

(13) TAB M: Military Award Citations (Reference attached NGB Memo NGB-ARH-S Dated 26FEB2002 Para 8.C).

(14) TAB N: Affiliation Bonus.

(15) TAB O: Amended AC Order placing Officer in the ARNG / DD Form 368 from USAR.

(16) TAB P: Last Promotion Order.

(17) TAB Q: SF 1199A Direct Deposit (Reference attached NGB Memo NGB-ARH-S Dated 26FEB2002 Para 8.C).

b. Forward packet thru TAG for endorsement.

c. FEDEX packet to NGB-ARH for review/approval.

d. Once you receive an approval memorandum from the proponent, begin the steps to prepare the applicant for the Federal Recognition Board.

(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. Identified applicant as a Warrant Officer applicant.			
a. Determined eligibility.			
b. Obtained predetermination checklist.			
c. Prepared predetermination packet			
d. Forwarded packet to CCWO/SAO.			
e. Received approved CCWO/SAO memo.			
f. Scanned packet to proponent school for review.			
2. Identified applicant as a Basic Branch Direct Commission Applicant:			
a. Determined eligibility.			
b. Obtained application checklist.			
c. Prepared predetermination packet.			
d. Forwarded packet thru TAG.			
e. FEDEXed packet to NGB-ARH.			
3. Identified applicant as a Specialty Branch Applicant:			
a. Determined eligibility.			
b. Obtained predetermination checklist.			
c. Prepared predetermination packet.			
d. Forwarded packet thru TAG.			
e. FEDEXed packet to NGB-ARH.			
4. Identified applicant as an Inter-Service Transfer Applicant:			
a. Determined eligibility.			
b. Obtained predetermination checklist.			
c. Prepared predetermination packet.			
d. Forwarded packet thru TAG.			
e. FEDEXed packet to NGB-ARH.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)	Yes	Yes
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	Yes
	NGR 600-101	Warrant Officers, Federal Recognition and Related Personnel Actions	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