

Summary Report for Individual Task
805K-79R-4304
Maintain a Suitability Program
Status: Approved

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 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You've been assigned the additional duty of suitability manager and received the applicants ENTNAC RAP sheet report via Background Investigation Report (BIR) containing a tech check, case closing, match on an applicant processing for enlistment. You must act on this information and apply proper policies and procedures. You have access to applicable regulations and publications. This task should not be trained in MOPP 4.

Standard: Submit an electronic security clearance National Agency Check, Local Agency Check (NACLAC) request to Office of Personnel Management the day of permanent reservation processing; confirm that record passes all levels of validation at time of submission.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: none

Performance Steps

1. Access Background Investigation Report (BIR) on a daily basis with your username and password. (<https://www4.mepcom.army.mil/bir/login.jsp?referer=warningMsg.html>)
2. Find applicant in question.
3. Print out RAP sheet.
4. Open GCR via IKROme.
5. Conduct a search for applicant in the find screen.
6. Open the applicants record through process app and recruiter zone.
7. Review discrepancies on SF86, DD Form 369's, UF 1037's and the RAP sheet (if all information on the RAP sheet is listed on the SF86 the applicant has favorable results).
8. Scan RAP sheet into the applicant's record under core admin ENTNAC RAP sheet.
9. If unfavorable annotate this as a match on the UF 1054.
10. Notify the Battalion S3 OIC or NCOIC (SGM or MSG only).
11. Update UF 1054 with final disposition and annotate results on the DD Form 1966.

(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 measures. Provide on-the-spot correction if the Soldier experiences 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 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. Accessed Background Investigation Report (BIR) on a daily basis with your username and password. (https://www4.mepcom.army.mil/bir/login.jsp?referer=warningMsg.html)			
2. Found applicant in question.			
3. Printed out RAP sheet.			
4. Opened GCR via IKROme.			
5. Conducted a search for applicant in the find screen.			
6. Opened the applicants record through process app and recruiter zone.			
7. Reviewed discrepancies on SF86, DD Form 369's, UF 1037's and the RAP sheet (if all information on the RAP sheet is listed on the SF86 the applicant has favorable results).			
8. Scanned RAP sheet into the applicant's record under core admin ENTNAC RAP sheet.			
9. If unfavorable annotated as a match on the UF 1054.			
10. Notified the Battalion S3 OIC or NCOIC (SGM or MSG only).			
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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-96	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