

Report Date: 16 Apr 2014

**Summary Report for Individual Task
805B-79T-4505
RCT-Process In-Service Recruit (ISR)
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You receive notification that an Active Duty Soldier is contracting into a unit in your state. As an RCT coordinator in an operational environment, you have access to all necessary databases, applicable regulations, and State Specific guidance. This task should not be trained in MOPP 4.

Standard: Process and access an In-Service Recruit (ISR).

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify pending in service recruit (ISR) through one or more of the following sources:
 - a. Web REQUEST.
 - b. Personal contact with Reserve Component Career Counselor (RCCC). For personal contact with RCCC, complete the following:
 - (1) Locate appropriate unit assignment.
 - (2) Add a vacancy to REQUEST.
 - (3) Provide RCCC with Unit Vacancy control number.
2. Receive Contract from one of the following:
 - a. U.S. Mail.
 - b. Email.
 - c. Soldier contact.
3. Inform gaining unit of pending ISR IAW State SOP.
4. Verify ISR packet contents:
 - a. Mandatory Documents.
 - (1) DD Form 4.
 - (2) DD 214.
 - (3) DA Form 7249-R.
 - (4) Separation Orders.
 - (5) Amendment Order if needed.
 - (6) Endorsement Order.
 - (7) Enlisted Record Brief (ERB).
 - b. Optional Documents.
 - (1) DA 5500-R.
 - (2) Appropriate Selective Reserve Incentive Program (SRIP) Forms.
 - (3) DA Form 5690-R (Optional) /DA Form 5691-R.
 - (4) DA Form 5435-R.

(5) DA Form 5261-3-R.

(6) DA Form 5261-4-R.

(7) DA Form 5642-R.

(8) DD Form 2807-1 and DD Form 2807-2.

5. Forward ISR packet to SIDPERS IAW State SOP.

a. Organize Packet IAW State SOP.

b. Email Packet to Gaining Unit.

c. Verify ISR accession through SIDPERS.

(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 pending in service recruits.			
2. Received Contract.			
3. Informed gaining unit of pending ISR IAW State SOP.			
4. Verified ISR packet contents.			
5. Forwarded ISR packet to SIDPERS IAW State SOP.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance 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.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 Reserve Component Transition NCO-SL4	Enlisted	MOS: 79T, Skill Level: SL4
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4