

Summary Report for Individual Task  
805B-79T-4708  
Provide Initial Recruiter Work Station (RWS) Familiarization  
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:** Given an office environment and access to an RWS; familiarize a newly assigned user with the RWS. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Introduce a newly assigned User to the RWS software and hardware in accordance with the Automation Systems Support User Guide (ASSUG) and local SOP.

**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. Prepare user's initial issue hand receipt for equipment from S4 or S6.
  - a. Prepare users hand receipt using DA Form 2062 or DA Form 3161 IAW applicable regulations, and local SOPs.
  - b. Verify user signs and dates hand receipt correctly IAW applicable regulations, and local SOPs.
  - c. File users hand receipt IAW applicable regulations, and local SOPs.
2. Familiarize user with RWS hardware and appropriate hardware manual. i.e. Dell, IBM, etc.
  - a. Identify lights and indicators on RWS.
    - (1) Keyboard status lights.
    - (2) Caps lock, scroll lock and number lock lights.
    - (3) Power button light.
  - b. Familiarize user with opening and closing of the lid of RWS.
    - (1) Locate locking mechanism on front side of RWS.
    - (2) Slide front locking mechanism in opposite direction to unlock screen.
    - (3) Close lid until click is heard.
  - c. Familiarize user with specific buttons and switches on RWS.
    - (1) Power button.
    - (2) Speaker volume keys (up, down, mute).
    - (3) Track stick button.
    - (4) Track stick (mouse pointer).
    - (5) Touchpad button.
    - (6) Touchpad.
    - (7) Keyboard.
    - (8) WIFI on and off switch.
    - (9) CD-DVD ROM push release button.
  - d. Familiarize user with physical and environmental limits of RWS.
    - (1) Do not place any objects on top of RWS or keyboard.

(2) Do not expose RWS to extreme heat and cold weather conditions.

(3) Do not leave RWS exposed to direct sunlight.

(4) Do not expose RWS to moisture.

e. Identify Ports and slots around the RWS.

(1) Local Area Network (LAN) connector.

(2) Modem.

(3) Universal serial bus (USB) ports.

(4) Serial connector.

(5) Video graphics array (VGA).

(6) Direct current (DC) power.

(7) Air vents.

(8) Security cable lock.

(9) Audio connector (microphone and speaker).

(10) Common access card (CAC) reader.

(11) Express card slot or Personal computer memory card international association (PCMCIA) slot.

(12) Compact disk (CD)–digital video disk (DVD) read only memory (ROM) latch release.

(13) Secure Digital (SD) Card.

(14) Enterprise serial advanced technology attachment (eSata) USB.

(15) Digital video interface (DVI).

(16) High-definition multimedia interface (HDMI).

3. Familiarize user with port replicator/docking station.

a. Identify port replicator/docking station front side components.

(1) Battery bar adjuster.

(2) Alignment mark.

(3) Power button.

(4) Eject button.

(5) Docking light.

b. Identify port replicator/docking station rear side component.

(1) Network connector.

(2) Parallel connector.

(3) Video #2 DVI connector.

(4) Video #1 DVI connector.

(5) Audio connectors.

(6) USB connectors.

(7) Alternating current (AC) adapter connector.

(8) Video display port connector.

(9) VGA connector.

(10) Serial connector.

(11) Personal system 2 (PS/2) connector.

(12) eSATA connector.

(13) Electric monitor (E-Monitor) stand connector.

4. Familiarize user with ABS software and applications.

a. CAC Login and User's CAC registration on Integrated Knowledge Resources Online for me (IKROme).

(1) Power on RWS.

(2) Bitlocker PIN.

(3) CAC PIN for login.

(4) File Armor password.

(5) Connection manager LAN or Wireless.

(6) Virtual Private Network (VPN) client.

(7) Cache user account.

(8) Register user CAC certificates on IKROme.

(9) Air Cards or Wireless access points.

b. Familiarize user with connection manager.

(1) Disable all devices.

(2) Wireless connection.

c. Familiarize user with NGB-ASM Accession Applications.

(1) Log into Path to Honor (PTH).

(2) Log into Recruiter Zone (RZ).

(3) Log into Strength Maintenance Management System (SMMS).

(4) Log into Mission Zone.

(5) Log into Leader Zone (LZ).

(6) Log into Guidance Counselor Resource center (GCRc)\Electronic Records Management (ERM).

(7) Log into Recruit Quota System (REQUEST).

(8) Log into Direct Commissioning and Accessions (DCA).

(9) Log into National Guard Medical Action Tracking System (NG-MATS)\NG Waivers.

(10) Log into Recruiter Management Zone (RMZ).

(11) Log into Reserve Data Management System (Defense Manpower Data Center).

d. Log into Re-enlistment Eligibility Data Display (REDD).

(1) Log into Juniper Client.

(2) Log into Citrix.

e. Familiarize user with operations within Desktop and Server Management Agent (DSM).

(1) Antivirus Software.

(2) Support Bridge.

(3) User Defragmentation.

(4) MS Outlook Email.

(5) IBM Lotus Forms.

5. Familiarize user with Printer functions and operations IAW applicable user guides.

- a. Network Printer.
- b. How to Scanning.
- c. Microsoft Office Document Scanning.

6. Train user on proper shutdown procedures IAW vendor manuals.

- a. Close all open application.
- b. Disconnect VPN Client.
- c. Click round Microsoft circle on the left bottom corner of screen. Then click shutdown.
- d. Do not close computer lid until you see that computer has shutdown.

7. Manage Mobile Device Platforms.

a. Activate service to a mobile device with state specific contracted service provider IAW provider and local Standard Operating Procedures (SOP). i.e. Verizon, Sprint, etc..

b. Connect device to mobile device server to enforce security policies and link user applications (mail, calendar, contacts, etc.).

(1) Consult local SOP to determine who is authorized to connect and reconnect devices to mobile device server.

(2) Refer to platform website for server connection instructions. (i.e. BlackBerry Enterprise Server (BES), GOOD Server, Enterprise Exchange Server).

c. Troubleshoot a malfunctioning mobile device.

(1) Determine platform of malfunctioning equipment (BlackBerry, IOS, Android, and Microsoft).

(2) Determine manufacture of malfunctioning equipment.

(3) Determine carrier, if any (ATT, Verizon, Sprint, T-Mobile).

(4) Refer to manufacture web site for troubleshooting steps.

(5) Refer to platform web site for troubleshooting steps.

(6) Refer to carrier website for troubleshooting steps.

(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. Prepared user's initial issue hand receipt for equipment from S4 or S6.			
a. Prepared users hand receipt using DA Form 2062 or DA Form 3161, IAW applicable regulations, and local SOPs.			
b. Verified user signs and dates hand receipt correctly, IAW applicable regulations, and local SOPs.			
c. Filed users hand receipt, IAW applicable regulations, and local SOPs.			
2. Familiarized user with RWS hardware and appropriate hardware manual.			
a. Identified lights and indicators on RWS.			
b. Familiarized user with opening and closing of the lid of RWS.			
(1) Located locking mechanism on front side of RWS.			
(2) Slid front locking mechanism in opposite direction to unlock screen.			
(3) Closed lid until click was heard.			
c. Familiarized user with specific buttons and switches on RWS.			
d. Familiarized user with physical and environmental limits of RWS.			
(1) Did not place any objects on top of RWS or keyboard.			
(2) Did not expose RWS to extreme heat and cold weather conditions.			
(3) Did not leave RWS exposed to direct sunlight.			
(4) Did not expose RWS to moisture.			
e. Identified Ports and slots around the RWS			
3. Familiarized user with port replicator/docking station.			
a. Identified port replicator/docking station front side components.			
b. Identified port replicator/docking station rear side component.			
4. Familiarized user with ABS software and applications.			
a. CAC Login and User's CAC registration on Integrated Knowledge Resources Online for me (IKROme).			
b. Familiarized user with connection manager.			
(1) Disabled all devices.			
(2) Connected using LAN connection.			
(3) Connected using wireless connection.			
c. Familiarized user with NGB-ASM Accession Applications.			
(1) Logged into Path to Honor (PTH).			
(2) Logged into Recruiter Zone (RZ).			
(3) Logged into Strength Maintenance Management System (SMMS).			
(4) Logged into Mission Zone.			
(5) Logged into Leader Zone (LZ).			
(6) Logged into Guidance Counselor Resource center (GCRc)Electronic Records Management (ERM).			
(7) Logged into Recruit Quota System (REQUEST).			
(8) Logged into Direct Commissioning and Accessions (DCA).			
(9) Logged into National Guard Medical Action Tracking System (NG-MATS)NG Waivers.			
(10) Logged into Recruiter Management Zone (RMZ).			
(11) Logged into Reserve Data Management System (Defense Manpower Data Center).			
(12) Logged into Re-enlistment Eligibility Data Display (REDD).			
d. Familiarized user with Virtual connections using RWS.			
(1) Logged into Juniper Client.			
(2) Logged into Citrix.			
e. Familiarized user with operations within Desktop and Server Management Agent (DSM).			
5. Familiarized user with Printer functions and operations, IAW applicable user guides.			

6. Trained user on proper shutdown procedures, IAW vendor manuals.			
a. Closed all open application.			
b. Disconnected VPN Client.			
c. Clicked round Microsoft circle on the left bottom corner of screen. Then click shutdown.			
d. Did not close computer lid until you saw that computer was shutdown.			
7. Managed Mobile Device Platforms.			
a. Activated service to a mobile device with state specific contracted service provider IAW provider and local Standard Operating Procedures (SOP). i.e. Verizon, Sprint, etc..			
b. Connected device to mobile device server to enforce security policies and link user applications.			
(1) Consulted local SOP to determine who was authorized to connect and reconnect devices to mobile device server.			
(2) Referred to platform website for server connection instructions.			
c. Troubleshoot a malfunctioning mobile device.			
(1) Determined platform of malfunctioning equipment.			
(2) Determined manufacture of malfunctioning equipment.			
(3) Determined carrier, if any.			
(4) Referred to manufacture web site for troubleshooting steps.			
(5) Referred to platform web site for troubleshooting steps.			
(6) Referred to carrier website for troubleshooting steps.			

**Supporting Reference(s):** None

**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