

Summary Report for Individual Task  
805K-79R-4202  
Perform Quality Control on a SORB Application  
Status: Approved

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

**Condition:** An applicant has been identified for enlistment. Record is ready for Quality assurance. You have access to Lead Zone, Recruiter Zone, AR 601-210, DA PAM 611-21, and USAREC Messages. All required references can be accessed at the following link :  
<https://sites.google.com/a/goarmy.com/publications-library/home>

**Standard:** Open applicants record in Recruiter Zone, verify enlistment documents IAW AR 601-210, Chapters 2-4; validate record passes all four levels of validation, enter comments in applicant's contact history that record was QCd and is a GO record.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<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. Log in to SFAR.
2. Search for candidate by SSN.
3. Validate SFAR data.
  - a. Ensure all information is entered using all capital letters and no abbreviations for Post or City.
  - b. Ensure data is correct utilizing Volunteer Statement, ERB, and APFT data and if data is not correct make annotations in activity section.
4. Validate volunteer Statement.
  - a. Ensure scanned copy is legible.
  - b. Ensure document is completed IAW ARSOF packet checklist.
5. Validate ERB.
  - a. Ensure scanned copy is legible.
  - b. Ensure ERB is within 90 days of class report date.
  - c. Ensure document is completed IAW ARSOF packet checklist.
6. Validate APFT record.
  - a. Ensure scanned copy is legible.
  - b. Ensure APFT is within six months of class report date.
  - c. Ensure document is completed IAW ARSOF packet checklist.
7. Verify current school number by ensuring correct class is selected.
8. Perform Quality Control Check of DD Form 2808 (pages 1-3), DD Form 2807-1 (pages 1-3) and EKG IAW AR 40-501 and SWCS Physical Exam Checklists.
  - a. If items are missing on the physical, make annotations of deficiencies in activity section.
  - b. If waiver is required or present, stop process and go to Task SORB Process a Waiver at center.
  - c. Once deficiencies are corrected or there are no deficiencies sign physical exam checklist.
9. Once Quality control is completed.
  - a. Click validate the applicant button.
    - (1) If validated click back button.
    - (2) If it does not pass validation correct deficiencies.

- b. Click back button.
- c. Click the promote the applicant button.
- d. Verify processing level is Operations.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**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. Logged in to SFAR.			
2. Searched for candidate by SSN.			
3. Validated SFAR data.			
a. Ensured all information was entered using all capital letters and no abbreviations for Post or City.			
b. Ensured data was correct utilizing Volunteer Statement, ERB, and APFT data, if data was not correct made annotations in activity section.			
4. Validated volunteer Statement.			
a. Ensured scanned copy was legible.			
b. Ensured document was completed IAW ARSOF packet checklist.			
5. Validated ERB.			
a. Ensured scanned copy was legible.			
b. Ensured ERB was within 90 days of class report date.			
c. Ensured document was completed IAW ARSOF packet checklist.			
6. Validated APFT record.			
a. Ensured scanned copy was legible.			
b. Ensured APFT was within six months of class report date.			
c. Ensured document was completed IAW ARSOF packet checklist.			
7. Verified current school number and ensured correct class was selected.			
8. Performed Quality Control Check of DD Form 2808 (pages 1-3), DD Form 2807-1 (pages 1-3) and EKG IAW AR 40-501 and SWCS Physical Exam Checklists.			
a. If items were missing on the physical, made annotations of deficiencies in activity section.			
b. If waiver was required or present, stopped process and went to Task SORB Process a Waiver at center.			
c. Once deficiencies were corrected or there were no deficiencies signed physical exam checklist.			
9. When Quality control is completed.			
a. Clicked validate the applicant button.			
(1) If validated clicked back button.			
(2) If it did not pass validation corrected deficiencies.			
b. Clicked back button.			
c. Clicked the promote the applicant button.			
d. Verified processing level is Operations.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	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