

Summary Report for Individual Task
805B-79T-4608
Update Initial Active Duty Training Soldier Status in Vulcan
Status: Approved

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: You have received either positive or negative notification regarding Soldier status. You have access to the Vulcan application and Soldiers information. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Manage IADT Soldiers status in Vulcan by creating a Vulcan ticket, addressing a ticket, and closing a ticket.

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. Create a Vulcan ticket.
 - a. Login to the RCMS portal (<https://minuteman.ngb.army.mil>).
 - b. Select "Vulcan" hyperlink.
 - c. Select "TRADOC LNO" tab.
 - d. Select "New Ticket".
 - e. Enter Soldier's name or SSN.
 - f. Select appropriate box (either SSN or name).
 - (1) If name selected, verify soldier's SSN for correct record.
 - (2) If SSN selected, verify soldier's name for correct record.
 - g. Check all applicable boxes.
 - h. Scroll down and click "Submit".
 - i. Select "Suspense Date" if applicable.
 - j. Enter comments in the "Optional Initial Comments" block.
 - k. Click on "Create Ticket" to send.
2. Address a Vulcan ticket.
 - a. IADT managers click on hyperlink from Vulcan email notification.
 - b. Login to the RCMS portal (<https://minuteman.ngb.army.mil>).
 - c. Select "Vulcan" hyperlink.
 - d. Select "TRADOC LNO" tab.
 - e. Select "Home".
 - f. Enter ticket number if known.
 - g. If ticket number is unknown.
 - (1) Select applicable search parameters.
 - (2) Select "Run Filter".
 - (3) Select proper ticket.

- h. Enter comments acknowledging receipt of ticket.
- i. Click "Add".
- j. Select appropriate status, e.g. "Return to LNO".
- k. Select "Change Status" to send the reply.
- l. Close program.
- m. Perform action required, e.g. locate 4187 or birth certificate and scan document to the desktop.
- n. Perform above steps a. through f. to open Vulcan and access ticket.
- o. Click on "Attach File".
- p. Select appropriate file on desktop and click "Open".
- q. Enter comments.
- r. Click "Add".
- s. Select appropriate status, e.g. "Return to LNO".
- t. Select "Change Status" to send the requested documentation.
- u. Close program.

3. Close a Vulcan ticket.

- a. Follow above steps 2-b through 2-g.
- b. Review response.
- c. Enter comments, if applicable.
- d. Click "Add".
- e. Select "Close Ticket by LNO".
- f. Click "Change Status" to close ticket.

(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. Created a Vulcan ticket.			
a. Logged in to the RCMS portal.			
b. Selected Vulcan hyperlink.			
c. Selected TRADOC LNO tab.			
d. Selected new ticket.			
e. Entered Soldier's name or SSN.			
f. Selected appropriate box.			
g. Checked all applicable boxes.			
h. Scrolled down and clicked submit.			
i. Selected suspense date, if applicable.			
j. Entered comments in the optional initial comments block.			
k. Clicked on create ticket to send.			
2. Addressed a Vulcan ticket.			
a. Clicked on hyperlink from Vulcan email notification.			
b. Logged in to the RCMS portal.			
c. Selected Vulcan hyperlink.			
d. Selected TRADOC LNO tab.			
e. Selected home.			
f. Entered ticket number, if known.			
g. If ticket number is unknown:			
(1) Selected applicable search parameters.			
(2) Selected "Run Filter".			
(3) Selected proper ticket.			
h. Entered comments acknowledging receipt of ticket.			
i. Clicked add.			
j. Selected appropriate status.			
k. Selected change status to send the reply.			
l. Closed program.			
m. Performed action required.			
n. Opened Vulcan and accessed appropriate ticket.			
o. Clicked on attach file.			
p. Selected appropriate file and clicked open.			
q. Entered comments.			
r. Clicked add.			
s. Selected appropriate status.			
t. Selected change status to send the requested documentation.			
u. Closed program.			
3. Closed a Vulcan ticket.			
a. Followed above steps 2-b through 2-g.			
b. Reviewed response.			
c. Entered comments, if applicable.			
d. Clicked add.			
e. Selected close ticket by LNO.			
f. Clicked change status to close ticket.			

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