

Summary Report for Individual Task
805B-79T-4609
Validate Orders
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 Soldiers orders and have access to Soldiers records and appropriate databases. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Review orders for 100% accuracy in the following areas:- Name- Social Security number

- Order Authority- Report location- Report Date- Training Path- Military Occupational Specially (MOS)- Mandatory Return Date (MRD)- Civilian Acquired Skills Program (CASP)- Pay Entry Base Date (PEBD)- Line of Accounting (LOA) CodesInitiate request for amendment, attach supporting documentation, annotate action in Vulcan and distribute to appropriate personnel.

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. Review Order Against Available Applicable Source Documents.
 - a. Social Security Number.
 - b. Military Entrance Processing Station (MEPS) Report Date.
 - c. Report Location.
 - d. Report Date.
 - e. Training Path.
 - f. Military Occupational Specialty (MOS).
 - g. Mandatory Return Date (MRD).
 - h. Civilian Acquired Skills Program (CASP).
 - i. Order Number.
 - j. Distribution.
 - k. Pay Entry Base Date (PEBD).
 - l. Line of Accounting (LOA) Codes.
2. Initiate Requests for Amendments for Identified Errors.
 - a. Obtain Supporting Documentation for Amendment.
 - b. Attach Request for Amendment and Supporting Documents to Order.
3. Annotate in Vulcan.
 - a. Attach Order.
 - b. Amendment in Vulcan.
4. Distribute Orders to Appropriate Recipients.
 - a. IADT Manager.
 - b. LNO.
 - c. Supporting Personnel Office.
 - d. Soldier's Training File.
 - e. Soldier.

(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. Reviewed Order Against Available Applicable Source Documents.			
2. Initiated Requests for Amendments for Identified Errors.			
a. Obtained Supporting Documentation for Amendment.			
b. Attached Request for Amendment and Supporting Documents to Order.			
3. Annotated in Vulcan.			
a. Attached Order.			
b. Amendment in Vulcan.			
4. Distributed Orders to Appropriate Recipients.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	No	No
	AR 601-210	Active and Reserve Components Enlistment Program	No	No
	MEPCOM REG 601-23	Enlistment Processing	No	No
	TRADOC REG 350-6 (C1)	Enlisted Initial Entry Training Policies and Administration	No	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 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