

**Summary Report for Individual Task
805B-79T-3309
Process Recruit Sustainment Program Soldier
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 a RSP Soldier needing in-processing and out-processing as the Soldier goes through the various phases of training at RSP. You have access to general office equipment and supplies, the internet, VULCAN, RCAŠ, regulatory guidance, and State SOP.

Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Process RSP Soldier by in-processing, conducting personnel actions, and out-processing.

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. In-process a new Soldier.

a. In-process upon enlistment.

(1) Schedule in-processing of new Soldier.

(2) Send Welcome Packet to new Soldier.

(3) Review Enlistment Packet.

(a) DD Form 4 series with annexes.

(b) DD 93.

(c) SGLV 8286.

(d) Birth Certificate.

(e) H.S. Letter/GED/HS Diploma/College transcripts (as applicable).

(f) Marriage Certificate (as applicable).

(g) Spousal/dependent ID/SSAN card (as applicable).

(h) Divorce Decree (as applicable).

(i) W4 Form.

(j) DD Form 1966.

(k) SF 1199a.

(l) DD 2058.

(m) DD 369 / EBC.

(n) SF 86.

(o) Family Care Plan (as applicable).

(p) IADT Orders.

(q) Supporting documents for advanced pay grade.

(r) DD Form 2807/DD Form 2808 (physical exam).

(s) Drivers License or valid State Identification Card.

(t) Original or copy of SSN Card or Verification Printout from Social Security Administration.

(u) REQUEST Training Reservation.

(4) Make initial contact with Soldier within 72 hours of enlistment.

(5) Collect/Verify Soldier Information.

(a) Current contact information with directions to HOR.

(b) Ship Date.

(c) Mandatory Return Date.

(d) HS/College Information.

(e) Civilian Employer Information.

(f) AKO and MY PAY account.

(g) Tattoo Screening.

(h) Uniform sizes.

(i) Home Unit.

(j) RRNCO information.

(k) DA Form 5960.

(6) Issue ID card with certificate / ID tags (if resources permit).

(7) Provide drill schedule, RSP training requirements.

(8) Issue uniforms (if resources permit).

(9) Update VULCAN with Soldiers information.

b. First drill in-processing.

(1) Conduct Physical Fitness Assessment (PFA).

(2) Conduct HT/WT assessment.

(3) Conduct Soldier initial counseling.

(4) Conduct Education Services Office briefing.

(5) Conduct Family Readiness Group briefing.

(6) Update Soldiers VULCAN information.

(7) Initiate AKO and MY PAY accounts.

2. Process personnel actions.

- a. Process promotions.
- b. Review security issues.
- c. Process Pay.
- d. Monitor Recruit Force Pool (RFP).
- e. Process discharges.
- f. Initiate Line of Duty (LOD).
- g. Out-process Soldiers shipping to IADT.

(1) Phase I shipper - Split training option Soldier (BCT).

(2) Phase II shipper - Split training option Soldier (AIT).

(3) One Station Unit Training (OSUT) shipper.

h. In-process Soldiers returning from IADT.

(1) Phase I - Split training option Soldier

(2) MOSQ Soldier returning at completion of IADT

3. Out-process Soldiers at completion of RSP.

- a. Prepare records (MPRJ) for hand-off to unit of assignment.
- b. Schedule Battle Hand-off Ceremony.
- c. Counsel Soldier about Battle Hand-off Ceremony.
- d. Conduct Battle Hand-off Ceremony.
- e. Update VULCAN and other personnel systems.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO GO if any performance measure is failed (F).

Evaluation Preparation: Ensure that the Soldier being evaluated has access to all equipment and references required to successfully complete this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. In-processed a new Soldier.			
a. In-processed upon enlistment.			
(1) Scheduled in-processing of new Soldier.			
(2) Sent Welcome Packet to new Soldier.			
(3) Reviewed Enlistment Packet.			
(a) DD Form 4 series with annexes.			
(b) DD 93.			
(c) SGLV 8286.			
(d) Birth Certificate.			
(e) H.S. Letter/GED/HS Diploma/College Transcripts (as applicable).			
(f) Marriage Certificate (as applicable).			
(g) Spousal/dependent ID/SSAN card (as applicable).			
(h) Divorce Decree (as applicable).			
(i) W4 Form.			
(j) DD Form 1966.			
(k) SF 1199a.			
(l) DD 2058.			
(m) DD 369 / EBC.			
(n) SF 86.			
(o) Family Care Plan (as applicable).			
(p) IADT Orders.			
(q) Supporting documents for advanced pay grade.			
(r) DD Form 2807/DD Form 2808 (physical exam).			
(s) Drivers license or valid State Identification Card.			
(t) Original or copy of SSN Card or Verification Printout from Social Security Administration.			
(u) REQUEST Training Reservation.			
(4) Made initial contact with Soldier within 72 hours of enlistment.			
(5) Collected/Verified Soldier Information.			
(a) Current contact information with directions to HOR.			
(b) Ship Date.			
(c) Mandatory Return Date.			
(d) HS/College Information.			
(e) Civilian Employer Information.			
(f) AKO and MY PAY account.			
(g) Tattoo Screening.			
(h) Uniform sizes.			
(i) Home Unit.			
(j) RRNCO information.			
(k) DA Form 5960.			
(6) Issued ID card with certificate / ID tags (if resources permit).			
(7) Provided drill schedule, RSP training requirements.			
(8) Issued uniforms (if resources permit).			
(9) Updated VULCAN with Soldiers information.			
b. First drill in-processing.			
(1) Conducted Physical Fitness Assessment (PFA).			
(2) Conducted HT/WT assessment.			
(3) Conducted Soldier initial counseling.			
(4) Conducted Education Services Office briefing.			
(5) Conducted Family Readiness Group briefing.			

(6) Updated Soldiers VULCAN information.			
(7) Initiated AKO and MY PAY accounts.			
2. Processed personnel actions.			
a. Processed promotions.			
b. Reviewed security issues.			
c. Processed Pay.			
d. Monitored Recruit Force Pool (RFP).			
e. Processed discharges.			
f. Initiated Line of Duty (LOD).			
g. Out-processed Soldiers shipping to IADT.			
(1) Phase I shipper - Split training option Soldier (BCT).			
(2) Phase II shipper - Split training option Soldier (AIT).			
(3) One Station Unit Training (OSUT) shipper.			
h. In-processed Soldiers returning from IADT.			
(1) Phase I - Split training option Soldier.			
(2) MOSQ Soldier returning at completion of IADT.			
3. Out-processed Soldiers at completion of RSP.			
a. Prepared records (MPRJ) for hand-off to unit of assignment.			
b. Scheduled Battle Hand-Off Ceremony.			
c. Counseled Soldier about Battle Hand-off Ceremony.			
d. Conducted Battle Hand-off Ceremony.			
e. Updated VULCAN and other personnel systems.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	TRADOC REG 350-6 (C1)	Enlisted Initial Entry Training Policies and Administration	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 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
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79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4
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