

Summary Report for Individual Task
805B-79T-5106
Conduct Quality Control on Packet Processing
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 RRNCO with an applicant who has committed to enlist. Your RRNCO has prepared the enlistment packet IAW Recruiter Zone User Guide, scheduled physical exam/enlistment and uploaded all required documents. You have access to RWS and applicable regulations. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct quality control on packet processing by verifying basic eligibility, using Leader Zone to verify all documents by enlistment type, verify waiver documents, and verify data entry.

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. Verify that basic eligibility was determined by RRNCO
IAW AR 601-210 with accession options supplement change by:

- a. Age.
- b. Prior military service.
- c. Physical qualifications.
- d. Law violations.
- e. Educational Level.
- f. Sole survivor status.
- g. Marital status.
- h. Dependency status.
- i. Test category.

2. Using Leader Zone (LZ), verified that all pertinent documentation were uploaded for an applicant processing at the MEPS GNPs, PS and NPS:

- a. USAREC Form 1241 Tattoo Screening.
- b. DD Form 214 (GNPS/PS).
- c. DD Form 220 (GNPS/PS).
- d. NGB 22(Discharge) (GNPS/PS).
- e. REDD/PERNET report (GNPS/PS).
- f. DD Form 368.
- g. DD Form 369.
- h. DD form 372.
- i. SF 1199 Direct Deposit.
- j. SGLV 8286 (life insurance).
- k. Waiver (see waiver section).
- l. Birth certificate.
- m. Dependents birth certificate.
- n. Dependents ssn card.

o. Education:

- (1) High school letters.
- (2) High school diploma.
- (3) High school transcript.
- (4) College transcript.
- (5) Post secondary degree.

p. Social security card (name MUST match the name on the record).

q. Valid identification:

- (1) Drivers license.
- (2) State identification.
- (3) Passport.
- (4) Immigration card.

r. Marriage certificate.

s. Dependent id (If applicable):

- (1) Drivers license.
- (2) State identification.
- (3) Passport.
- (4) Immigration card.

t. Divorce decree.

u. W-4 tax form.

v. Unit vacancy statement.

w. NSLDS aid & detail student loan information.

x. Any other state specific documents.

3. Using Leader Zone (LZ), verified that all pertinent documentation were uploaded for a PS Field Enlistment:

a. USAREC Form 1241 Tattoo Screening.

- b. DD Form 2807-1.
- c. DD Form 1966.
- d. DD Form 4-1 & 4-2.
- e. USMEPCOM Form 680ADP.
- f. Security clearance verification.
- g. NGB 60.
- h. Certification of application/security clearance application.
- i. Security medical release/security clearance application.
- j. Signature release of information/security clearance application.
- k. DD Form 214 (GNPS/PS).
- l. DD Form 220 (GNPS/PS).
- m. NGB 22(Discharge) (GNPS/PS).
- n. REDD/PERNET report (GNPS/PS).
- o. DD Form 368.
- p. DD Form 369.
- q. DD Form 372.
- r. SF 1199 Direct Deposit.
- s. DD Form 2558.
- t. DD form 93.
- u. SGLV 8286 (life insurance).
- v. Waiver (see waiver section).
- w. Birth certificate.
- x. Dependents birth certificate.
- y. Dependents ssn card.
- z. NGB Form 590.
- aa. NGB 21.

ab. NGB Form 600-7-1-R-E.

ac. Student loan repayment program.

ad. Education:

(1) High school letters.

(2) High school diploma.

(3) High school transcript.

(4) College transcript.

(5) Post secondary degree.

ae. Social security card (name MUST match the name on the record).

af. Valid identification:

(1) Drivers license.

(2) State identification.

(3) Passport.

(4) Immigration card.

ag. Marriage certificate.

ah. Dependent id (if applicable):

(1) Drivers license.

(2) State identification.

(3) Passport.

(4) Immigration card.

ai. Divorce decree.

aj. DA Form 5435-R.

ak. W-4 tax form.

al. Unit vacancy statement IAW state guidance.

am. NSLDS aid & detail student loan information.

an. DA Form 7349.

ao. DA Form 5708.

ap. DA 3053.

aq. State specific forms.

4. Using Leader Zone (LZ), verified that all pertinent documentation were uploaded for a waivers (Medical, Moral, Administrative) if necessary:

a. NGB 22-3.

b. DD Form 369(s).

c. TAG or NGB approval memo.

d. Memorandum letters (RRC, SGM & NCOIC)(TAGs letter if NGB level).

e. Applicant's request.

f. Medical waiver approval memo.

g. Recommendation letters.

h. Family care plan (All Forms).

i. Medical supporting documentation from private physicians.

j. DD Form 2808.

k. DD Form 2807-1.

l. DD Form 2807-2.

m. Any judicial document.

n. Any other forms required by the state.

5. Verify all data entry on Recruiter Zone, ensuring that all data is complete:

a. Person:

(1) Ensure the ssn matches ssn card.

(2) Ensure name is as recorded on ssn card.

b. Physical screening criteria:

(1) Verify if all answers are NO.

(2) Verify if any answer are YES all supporting documents are uploaded.

(3) Verify all YES answers are explained in detail.

(4) Verify if waiver is required.

(5) Verify if paper evaluation is required IAW MEPCOM guidance.

c. Personal screening criteria:

(1) Verify if all answer are NO.

(2) If answer is YES, verify all supporting doc must be uploaded.

(3) Verify all YES answers are explained in detail.

(4) Verify if a waiver is required.

d. Moral screening criteria:

(1) Verify if all answer are NO.

(2) If any answer are YES, verified all supporting documents have been uploaded.

(3) Verify all YES answers are explained in detail.

(4) Verify if a waiver is required.

e. Technology information (verify all YES answers are explained in detail).

f. Group/member association (verify all YES answers are explained in detail).

g. Contact method
(Ensure that all information look legitimate).

h. Aliases:

(1) Verify all aliases are listed.

(2) Verify married female applicant maiden name is be listed.

i. Residencies
(verify all listed residence).

j. Employment/military service history:

(1) Verify no gaps between employments/unemployment.

(2) Verify GNPS/PS military history matches supporting documents.

k. Military service schools (verify GNPS/PS military schools matches supporting documents).

l. Foreign history (if any answer is YES, verify all explained details).

m. Background/investigation (if any answer is YES, verify all explained details).

n. Education:

(1) Verify all education are listed.

(2) Verify all supporting documents are uploaded.

o. Financial history:

(1) If any answer is YES, verify all explained details.

(2) Verify all supporting documents are uploaded.

p. Family and associates:

(1) Verify dependents match birth certificates uploaded.

(2) If married, ensure spouses parents data has been entered.

q. Citizenship

(If other than US citizen born verify all documents are uploaded).

r. Character reference:

(1) Verify there are no repeated names.

(2) Verify full name.

(3) Verify all residential addresses (no PO Box).

s. Parental consent (verify if under the age of 18).

t. Beneficiaries:

(1) If married, verify spouse is the beneficiary.

(2) If not, verify there is a letter stating the spouse knowledge of not being a beneficiary, and it has been uploaded.

u. Name preference (verify name was entered LAST, FIRST MI).

v. Foreign languages (verify entered data).

(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 OJT 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 to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified if basic eligibility was determined by RRNCO IAW 601-210 with supplement change by verifying:			
a. Age.			
b. Prior military service.			
c. Physical qualifications.			
d. Law violations.			
e. Educational level.			
f. Sole survivor status.			
g. Marital status.			
h. Dependency status.			
i. Test Category.			
2. Used Leader Zone (LZ) verified that all pertinent documentation were uploaded for an applicant processing at the MEPS GNPs, PS and NPS:			
a. USAREC Form 1241 Tattoo Screening.			
b. DD Form 214 (GNPS/PS).			
c. DD Form 220 (GNPS/PS).			
d. NGB 22(Discharge) (GNPS/PS).			
e. REDD/PERNET report (GNPS/PS).			
f. DD Form 368.			
g. DD Form 369.			
h. SF 1199 Direct Deposit.			
i. SGLV 8286 (life insurance).			
j. Waiver (see waiver section).			
k. Birth certificate.			
l. Dependents birth certificate.			
m. Dependents ssn card.			
n. Verified education:			
(1) High school Letters.			
(2) High school diploma.			
(3) High school transcript.			
(4) College transcript.			
(5) BA diploma.			
o. Social security card (verified name matches the name on the record).			
p. Verified identification:			
(1) Drivers license.			
(2) State identification.			
(3) Passport.			
(4) Immigration card.			
q. Marriage certificate.			
r. Verified dependent id (If applicable):			
(1) Drivers license.			
(2) State identification.			
(3) Passport.			
(4) Immigration card.			
s. Divorce decree.			
t. W-4 tax form.			
u. Unit vacancy statement.			
v. NSLDS aid & detail student loan information.			
3. Using Leader Zone (LZ) verified that all pertinent documentation was uploaded for a PS Field Enlistment:			
a. USAREC Form 1241 Tattoo Screening.			

b. DD Form 2807-1.			
c. DD Form 1966.			
d. DD Form 4-1 & 4-2.			
e. USMEPCOM Form 680ADP.			
f. Security clearance verification.			
g. NGB 60.			
h. Certification of application/security clearance application.			
i. Security medical release/security clearance application.			
j. Signature release of information/security clearance application.			
k. DD Form 214 (GNPS/PS).			
l. DD Form 220 (GNPS/PS).			
m. NGB 22(Discharge) (GNPS/PS).			
n. REDD/PERNET report (GNPS/PS).			
o. DD Form 368.			
p. DD Form 369.			
q. DD Form 372.			
r. SF 1199 Direct Deposit.			
s. DD Form 2558.			
t. DD form 93.			
u. SGLV 8286 (life insurance).			
v. Waiver (see waiver section).			
w. Birth certificate.			
x. Dependents birth certificate.			
y. Dependents ssn card.			
z. NGB Form 590.			
aa. NGB 21.			
ab. NGB Form 600-7-1-R-E.			
ac. Student loan repayment program.			
ad. Verified education.			
ae. Social security card (verified name matches the name on the record).			
af. Validated identification.			
ag. Marriage certificate.			
ah. Verified dependent id (if applicable).			
ai. Divorce decree.			
aj. DA Form 5435-R.			
ak. W-4 tax form.			
al. Unit vacancy statement.			
am. NSLDS aid & detail student loan information.			
an. DA Form 7349.			
ao. DA Form 5708.			
ap. DA 3053.			
aq. State specific forms.			
4. Using Leader Zone (LZ) verified that all pertinent documentation was uploaded for a waivers if necessary:			
a. NGB 22-3.			
b. DD Form 369.			
c. TAG's or NGB approval memo.			
d. Memorandum letters (RRC, SGM & NCOIC)(TAGs letter if NGB level).			
e. Applicant's request.			
f. Medical waiver approval memo.			
g. Recommendation letters.			

h. Family care plan (all forms).			
i. Medical supporting documentation private physicians.			
j. DD Form 2808.			
k. DD Form 2807-1.			
l. DD Form 2807-2.			
m. Any other form required by the state.			
5. Verified all data entry on Recruiter Zone ensuring all data is complete:			
a. Person.			
b. Physical screening criteria.			
c. Personal screening criteria.			
d. Moral screening criteria.			
e. Technology information.			
f. Group/member association.			
g. Contact method.			
h. Aliases.			
i. Residencies.			
j. Employment/military service history.			
k. Military service schools.			
l. Foreign history.			
m. Background/investigation.			
n. Education.			
o. Verified all supporting documents are uploaded.			
p. Financial history.			
q. Family and associates.			
r. Citizenship.			
s. Character reference.			
t. Parental consent.			
u. Beneficiaries.			
v. Name preference.			
w. Foreign languages.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	AR 670-1 (Change 001 05/11/2012 357 Pages)	WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA	Yes	No
	ARNG Accessions Options Supplement, FY-12/13, First Edition	ARNG Accessions Options Supplement, FY-12/13, First Edition	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. 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-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4