

**ARNG - SQI4- Process a Field Enlistment
1038-79T-2615 / Version 3.0
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>	
	805B-79T-SQI4	3.0	ARNG Recruiting and Retention	
Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>		
	<u>Individual</u>			
	1038-79T-2516 (*)	Process a Field Enlistment		
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>		
	None			
Knowledge	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-K-0006	Know Enlistment Eligibility	Yes	Yes
	805B-K-0012	Know Waiver procedures	Yes	Yes
	805B-K-0015	Know Selective Reserve Incentives Programs (SRIP)	Yes	Yes
	805B-K-0020	Know Sponsorship Program	Yes	Yes
	805B-K-0050	Processing of Soldiers for the Reserve Components	Yes	Yes
	805B-K-0082	Know ARNG Strength Maintenance Operational Memorandums (SMOMs)	Yes	Yes
	805B-K-0096	Determine a Soldier's Reenlistment Options	Yes	Yes
	805B-K-0010	Know Military Entrance Processing Command (MEPCOM) procedures	Yes	Yes
	805B-K-0101	Know ARNG Unit SOP	Yes	Yes
	805B-K-0114	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
	805B-K-0115	Know Comprehensive Communications Skills (CCS)	Yes	Yes
	805B-K-0121	Know Document Verification Resources	Yes	Yes
	805B-K-0080	Know Recruiter Zone Application	Yes	Yes

Skill	<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-S-0007	Operate A Computer	Yes	Yes
	805B-S-0017	Utilize General Office Supplies	Yes	Yes
	805B-S-0024	Utilize PureEdge Forms	Yes	Yes
	805B-S-0034	Utilize Recruiter Eligibility Data Display (REDD)	Yes	Yes
	805B-S-0049	Prepare and Execute Briefings	Yes	Yes
	805B-S-0062	Perform Analysis of Information	Yes	Yes
	805B-S-0065	Perform Organizational Skills	Yes	Yes
	805B-S-0067	Perform Personal Communications	Yes	Yes
	805B-S-0071	Navigate Recruiter Zone Web Application	Yes	Yes
	805B-S-0072	Load documents into Recruiter Temporary Reservation System (RTRS)	Yes	Yes
	805B-S-0076	Determine a Soldier's reenlistment options	Yes	Yes
	805B-S-0080	Confirm Basic Active Service Date (BASD)	Yes	Yes
	805B-S-0081	Confirm Pay Entry Basic Date (PEBD)	Yes	Yes
	805B-S-0082	Confirm Expiration Term of Service (ETS)	Yes	Yes
	805B-S-0083	Access Reference Army Publications	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	0 hrs	30 mins	Demonstration
Yes	0 hrs	40 mins	Practical Exercise (Written)
Yes	0 hrs	30 mins	Cooperative Learning Groups
Yes	1 hr	0 mins	Conference/Discussion
Yes	0 hrs	0 mins	Test Review
Yes	0 hrs	0 mins	Test
<hr/>			
Total Hours:	3 hrs	0 mins	

**Test Lesson
Number**

<u>Hours</u>	<u>Lesson Number</u>
None	

**Prerequisite
Lesson(s)**

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the training/educational developers in coordination with the PEC-SMTC FD authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013	
RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	18 Sep 2006	
SMTC07	MEPS Processing SOP		

Student Study Assignment

None

Instructor Requirements

SMTC Qualified Instructor(s)

Additional Support Personnel RequirementsNameStudent RatioQtyMan Hours

None

Equipment Required for InstructionID - NameStudent RatioInstructor RatioSptQtyExp

6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC

1:5

1:1

No

0

No

6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson

0:0

1:1

No

0

No

6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet

0:0

1:1

No

0

No

702101C056576 - COMPUTER, PERSONAL WORKSTATION

0:0

1:1

No

0

No

702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC

1:1

0:0

No

0

No

7025-01-559-1352 - Display Unit: Smartboard White 64

0:0

1:1

No

0

No

7520-01-186-3605 - Marker Assortment, Tube Type

1:1

5:1

No

0

Yes

7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet

1:5

1:1

No

0

No

7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

0:0

2:1

No

0

No

*(Note: Asterisk before ID indicates a TADSS.)***Materials Required***Instructor Materials:*

1. Job aid
2. AR 601-210
3. FY AOC
4. Recruiter Zone (RZ) User Manual
5. Instructor CD

Student Materials:

1. Job aid
2. AR 601-210
3. FY AOC
4. Recruiter Zone (RZ) User Manual
5. Student CD

**Classroom,
Training Area,
and Range
Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:25	10	10

**Ammunition
Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson. The instructor must be prepared to discuss current Operational Environment (OE) with the students while ensuring that the lessons objectives are met. Students will have prior knowledge of how to process an applicant for enlistment in Recruiter Zone and enlistment eligibility for a prior service. Instructor will have knowledge of forms necessary for a field enlistment packet.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

Show VU #1: Title Slide

With the downsizing of the active components, it is important that we know how to process a Prior Service applicant efficiently and accurately. You will have to be able to collect the necessary documents and fill out additional forms that are required for a Field Enlistment. When working with a prior service Soldier, flexibility can be an important part of the process, allowing you to accommodate the Soldier.

Show VU #2: TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Process a field enlistment to assess a prior service Soldier into the ARNG
Conditions:	In a classroom environment, given a RWS, AR 601-210, FY Accessions Options Criteria (AOC), Recruiter Zone (RZ) User's Guide, and applicable SMOMs
Standards:	Students must construct a field enlistment packet and project to MEPS through Recruiter Zone with 100% accuracy

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation. In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down

before they move their feet.

Low - Food or drink near computer and electrical equipmen

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

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. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Evaluation

Refer student to the Individual Student Assessment Plan (ISAP).

Instructional Lead-in

Now after discussing what it takes to process an applicant for enlistment in Recruiter Zone, let's talk about what it takes when we have to do a Field Enlistment.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Determine basic eligibility for enlistment.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 20 mins

Instructional Strategy: Large Group Instruction

Media Type: None

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

NOTE: Allow students 15 minutes to perform a Brainstorming Session in groups on Basic Eligibility for a Prior Service applicant (This has been covered in a previous lesson). Make sure these 5 topics are covered within the groups:

1. Age/Citizenship Status/Legal Residency Status
2. Prior Military Service
3. Physical Qualifications/Law Violations
4. Education Level/ASVAB Status
5. Marital Status/Dependency Status

Allow groups 5 minutes to brief using smart board/flipchart for the topic they were assigned and verify key points throughout the brief backs.

Check on Learning:

Show VU #3: Check on learning

How do you determine the maximum age for a Prior Service applicant at the time of enlistment?

- a. **if the PS applicant 35 years of age or older has prior qualifying service which can then be subtracted from their current age, bringing their enlistment age to less than "35" and the applicant can qualify for retired pay by age 60.**
- b. The PS applicant must be accessed on or before their 35th birthday
- c. The PS applicant must be accessed on or before their 42nd birthday

d. The PS applicant must be able to retire by age 58

Ref: AOC 3-3 a (2)

Show VU #4: Check on learning

An applicant meets dependency requirements if they have an entry grade of SPC or above, are married, and are eligible to enlist without regard to number of additional dependents.

True Ref: AR 601-210 3-8 b (5)

Review Summary:

During brief back, student covered the five most important topics in determining basic eligibility; age/citizenship/legal residency status, prior service, physical qualifications/law violations, and marital status/dependency status. Now look at the steps to process the enlistment.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Introduce steps necessary to Process a Field Enlistment to students.

Method of Instruction: Cooperative Learning Groups

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Large Group Instruction

Media Type: None

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

You have a qualified Prior Service applicant that wants to join the Army National Guard and they have selected you as their Recruiter. In your group, create a flowchart of items that best explains the field enlistment process. You will have 15 minutes to come up with your flowchart.

Note: Allow groups 5 minutes to brief back the checklist they developed and verify key points during the brief backs.

Note: Make sure these steps are brought out during the brief backs.

1. Verify all documentation. (i.e., Age, SSN, Proper Name, Prior Military Service, Physical Disqualifications, Citizenship Documentation/Residency Documentation, Marital Status, Dependency Status, and Aptitude Data).

2. Schedule required Tests and/or Physical (if needed).

3. Conduct MEPS Orientation briefing.
4. Discuss relevant options and obligations. (ie, Incentives and contract length).
5. Prepare packet.
6. Schedule Field Enlistment/MEPS Processing.
7. Conduct Unit Orientation.

Check on Learning: The student brief back is the check on learning.

Review Summary: During the brief backs you covered the eight important steps necessary to process a field applicant; documentation, scheduled required test, MEPS orientation, relevant options, prepare the packet, MEPS processing, and unit orientation.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Examine screens in Recruiter Zone not previously introduced to the students they will need to process a field enlistment.

Method of Instruction: Demonstration

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Large Group Instruction

Media Type: Conference/Demonstration

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: This LSA will discuss the two screens that were not covered during process an applicant for enlistment.

Go to Recruiter Zone and show the students the difference between a Non-prior applicant and Prior Service applicant.

1. Complete the Military Service History Screen
2. Complete the Military Service Schools Screen

Check on Learning: **Show VU #5: Check on learning**

What forms would you need before completing the history and schools screens in RZ?

a. NGB 21, NGB 590

b. **DD 214, NGB 22, any discharge paperwork**

c.DD 93, DD 4

d.DD 368, DD 369, NGB 60

Review Summary:

This lesson is important because it covers two screens that were not covered in Processing an Applicant for Enlistment, the history screen and the schools screen for NPS and PS applicants.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Identify and complete all required forms for a Field Enlistment.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 20 mins

Instructional Strategy: Large Group Instruction

Media Type: None

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Refer the students to the Job Aid and explain all forms necessary to complete a Field Enlistment.

Note: Students to use their personal information to complete forms. Use 123-45-6789 for SSN.

1. DD Form 4
2. DD Form 368 (if required)
3. DD Form 369 (with court documents/final dispositions)
4. NGB Form 60
5. DD Form 1966 (Instructions and example of how to properly fill out a DD Form 1966 is located on the Student CD).
6. DD Form 93
7. SGLV 8286
8. NGB 590
9. SF 1199-A
10. DA Form 3685
11. NGB 21
12. DA Form 5435
13. NGB 5435-1
14. W-4
15. USAREC 1241
16. SF 86 (signature after printed from RZ, must be printed by MEPS)

Conduct AAR to provide correct answers.

Check on Learning:

Use the AAR as your check on learning. If there are student errors, cover those areas for complete understanding.

Review Summary: With guidance from your instructor, you have successfully completed all the forms necessary to process a field enlistment. Let's move on to the Tyrone Jenkins practical exercise.

TLO - LSA 5. Learning Step / Activity TLO - LSA 5. Students will complete a Practical Exercise to process a field enlistment.

Method of Instruction: Practical Exercise (Written)

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 40 mins

Instructional Strategy: Individualized, Self-Paced Instruction

Media Type: Practical Exercise

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Students will complete and project a Field Enlistment packet. Use the information in the PE folder to process your applicant.

Check on Learning: Use the AAR as your check on learning. If there are student errors, cover those areas for complete understanding.

Review Summary: Using the Tyrone Jenkins practical exercise, you identified all the errors and corrected them. Congratulations, Tyrone Jenkins is a processed field enlistment.

Show VU #6: TLO

SECTION IV. SUMMARY

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)*
Time of Instruction: 5 mins
Instructional Strategy: None
Note: Marked as (*) is derived from the parent learning object

Check on Learning

none

Review/Summary

Summarize the learning activity.

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG - SQI4- Process a Field Enlistment
1038-79T-2615 / Version 3.0**

Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1038-79T-2615 Version 3.0

Appendix D - Student Handouts

**ARNG - SQI4- Process a Field Enlistment
1038-79T-2615 / Version 3.0**

Sequence	Media Name	Media Type
0	field enlistment form DD4	PDF
0	DA 3685	XFD
0	field enlistment form DD 368	PDF
0	field enlistment form DD 369	PDF
0	field enlistment form DD 1966	PDF
0	field enlistment form IRS W4	PDF
0	field enlistment form SGLV 8286	PDF
0	process a field enlistment	PPTX
0	Tyrone Jenkins packet	PDF
0	AR 601-210 and AOC	PDF
0	Field Enlistment Checklist in Excel	XLS
0	Recruiter Zone User Guide	PDF
0	Field Enlistment Checklist	PDF
0	Field Enlistment PE Answer Sheet	XLS
0	USAREC 1241	XFD
0	SF 1199A	XFD
0	NGB 5435 1	XFD
0	NGB 590	XFD
0	NGB 60	XFD
0	NGB 21	XFD
0	DA 5435R	XFD
0	field enlistment form DD 93	PDF

Appendix E - TRAINER'S LESSON OUTLINE

ARNG - SQI4- Process a Field Enlistment

1038-79T-2615 / Version 3.0

DRAFT

1. The importance of this lesson: (Why)

Process a Field Enlistment

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Conduct a field enlistment for a prior service applicant.

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
1038-79T-2516	Process a Field Enlistment	Individual TAUGHT

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013
RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	18 Sep 2006
SMTC07	MEPS Processing SOP	

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction (Time not specified)

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

AMMO: Ammunition Requirements

<u>DODIC</u>	<u>Name</u>
None	

MISC: Materiel Items and TADSS Requirements

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7025-01-559-1352	Display Unit: Smartboard White 64
7520-01-186-3605	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

