

Summary Report for Individual Task
805K-79R-4305
Open an Army Liaison Office
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: The Senior Guidance Counselor (SGC) has chosen you to open the Army guidance counselor shop tomorrow morning. You have access to the guidance shop standing operating procedures (SOP), Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST), US MEPCOM 727, and all applicable regulations and publications. This task should not be trained in MOPP 4.

Standard: Open an Army Liaison Office IAW Guidance Counselor Shop SOP; complete morning reports IAW USAREC Regulation 601-96, inform battalion operations and Senior Guidance Counselor of morning activities; prepare for the day's activities IAW Guidance Counselor Shop SOP.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Log on to all computer systems to include MIRS and GCRc.
2. Input ASVAB test scores on the USMEPCOM Form 727-E, Processing List (PL) from the previous night's test.
3. Complete morning reports IAW UR 601-96.
4. Conduct applicant check-in IAW local MEPS SOP.
 - a. Update USMEPCOM form 727 as actions occur.
 - b. Handle all issues and concerns that occur with shippers and applicants, and contact individuals per local SOP if issues arise.
5. Update battalion operations regarding applicant arrivals, no-shows, test score results, positive DAT/HIV results, etc.
6. Prepare for the day's activities IAW the Guidance Shop SOP.
7. Inform SGC of morning activities.

(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 using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged on to all computer systems to include MIRS and GCRc.			
2. Inputted ASVAB test scores on the USMEPCOM Form 727-E, Processing List (PL) from the previous night's test.			
3. Completed morning reports IAW UR 601-96.			
4. Conducted applicant check-in IAW local MEPS SOP.			
a. Handled all issues that occur with shippers and applicants			
b. Updated USMEPCOM Form 727-E as actions occur			
5. Updated battalion operations regarding applicant arrivals, no-shows, test score results, positive DAT/HIV results, etc.			
6. Prepared for the day's activities IAW the Guidance Shop SOP.			
7. Informed SGC of morning activities.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

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. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None