

Summary Report for Individual Task
805K-79R-4301
Complete End-of-Day Activities in 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 Ft. Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: The MEPS floor has just closed and you must now complete end of day reporting activities. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST), and all applicable regulations and publications. All references can be accessed at the following link:

<https://www.sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

Standard: Complete end of day reports (USMEPCOM PCN ZHM0003 and USMEPCOM form 727) without error, IAW USAREC Regulation 601-96, para P-5, and provide reports to battalion operations.

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://www.sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Log into REQUEST.
 - a. From the Reservations Tab, ensure all reservations have been confirmed, such as enlist, ship, etc.
 - b. Verify no flag records.
 - c. File all reports IAW USAREC Reg 601-96 J-8.
 - d. Verify that inbox is empty prior to COB IAW USAREC Reg 601-96.
2. Confirm all result codes in GCRc IAW USAREC Reg 601-96 app P-5.
3. Close out with battalion operations (S3).

(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: Complete end of day reports (USMEPCOM PCN ZHM0003 and USMEPCOM form 727). and report them to battalion operations. You have access to Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into REQUEST.			
a. From the Reservations Tab, ensured all reservations were confirmed, such as enlist, ship, etc.			
b. Verified no flagged records.			
c. Filed all reports IAW USAREC Reg 601-96 J-8.			
d. Verified that inbox is empty prior to COB IAW USAREC Reg 601-96.			
2. Confirmed all result codes in GCRc IAW USAREC Reg 601-96 app P-5.			
3. Closed out with battalion operations (S3).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-107	Operational Management Systems	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