

Report Date: 22 Jan 2014

**Summary Report for Individual Task
805B-79T-4806
Perform Quality Control Procedures
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: The senior guidance counselor (SGC) directed you to perform a guidance counselor (GC) quality control (QC) check on station1K2G's packets. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations, publications and USAREC Messages. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Identify, validate and report the accuracy and completeness of GCRC packets for enlistment and accession.

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Log in to the US Army Accessions Command (USAAC) Enterprise Portal.
 - a. Select "GCRc" from the left side menu under "Applications."
 - b. From the GCRc main screen select "Links" then select "In-box."
2. Perform the guidance counselor (GC) quality control (QC) check.
 - a. Select "Select a Person" correct processing date.
 - b. Select applicant by name on hyper link.
 - c. Select "ERM" folder.
 - d. Initiate new validation and initiate new QC.
 - e. Check validation report for changes on QC Summary Report.
 - f. Ensure record passed all levels of validation.
 - g. Select inbox in GCRc under links.
 - (1) Verify the QC for that applicant is in the GCRc inbox (This may take some time to populate).
 - (2) Select View QC Summary Report.
 - h. Verify the following data in the Electronic National Security Questionnaire (eNSQ) using source documents IAW AR 601-210:
 - (1) Person.
 - (2) Physical Screening Criteria.
 - (3) Personal Screening Criteria.
 - (4) Aliases.
 - (5) Contact Method.
 - (6) Citizenship.
 - (7) Residence.
 - (8) Education.
 - (9) Military Service History.
 - (10) Military Service Schools.
 - (11) Employment History.

(12) Character References.

(13) Family and Associates.

(14) Foreign History.

(15) Moral Screening Criteria.

(16) Background/Investigation.

(17) Financial History.

(18) Technology Information.

(19) Group/Member Associations.

i. Verify FSR2S temporary reservation IAW DA PAM 611-21 using eNSQ and AR 601-210.

j. Complete QC Summary by selecting approve or disapprove.

(1) Select "OK" button.

(2) Enter quantifiable comments regarding the packet.

(3) Select "Finish Task" button.

(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 on-the-job-training 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, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged in to the US Army Accessions Command (USAAC) Enterprise Portal.			
a. Selected "GCRc" from the left side menu under "Applications."			
b. From the GCRc main screen, selected "Links" then select "In-box."			
2. Performed the guidance counselor (GC) quality control (QC) check.			
a. Selected "Select a Person" correct processing date.			
b. Selected applicant by name on hyper link.			
c. Selected "ERM" folder.			
d. Initiated new validation and initiate new QC.			
e. Checked validation report for changes on QC Summary Report.			
f. Ensured record passed all levels of validation.			
g. Selected inbox in GCRc under links.			
(1) Verified the QC for that applicant is in the GCRc inbox (This may take some time to populate).			
(2) Selected View QC Summary Report.			
h. Verified the following data in the Electronic National Security Questionnaire (eNSQ) using source documents IAW AR 601-210:			
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(14) Foreign History.			
(15) Moral Screening Criteria.			
(16) Background/Investigation.			
(17) Financial History.			
(18) Technology Information.			
(19) Group/Member Associations.			
i. Verified FSR2S temporary reservation IAW DA PAM 611-21 using eNSQ and AR 601-210.			
j. Completed QC Summary by selecting approve or disapprove.			
(1) Selected "OK" button.			
(2) Entered quantifiable comments regarding the packet.			
(3) Selected "Finish Task" button.			

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	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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 MEPS Guidance Counselor-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REE, LIC: EN
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4