

**Summary Report for Individual Task
805K-79R-4313
Perform Before Ship Packet Check
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: Given a completed enlistment packet of an applicant that is scheduled to ship within 7-30 days and access to: AR 601-210, USAREC Regulation 601-96, and DA PAM 611-21. This task should not be trained in MOPP 4.

Standard: Perform before Ship Packet Check IAW Guidance Counselor Shop SOP; notify recruiter, center leader, company commander, first sergeant, and battalion operations section of action required.

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. Access Guidance Counselor Resource Center (GCRC) from IKROme.
2. Access "Electronic Record Management (ERM) Inbox" from GCR.
3. Select name hyper link labeled as BS QC.
4. View QC Summary report to verify changes in the record since DEP-IN. (ensure applicant remains qualified for enlistment and MOS)
5. Click on View Packet.
6. QC packet for the following ship documents (at a minimum):
 - a. UF 1241 Ship (Commander's memo of tattoo documentation if applicable).
 - b. ENTNAC RAP Sheet.
 - c. DA 705.
 - d. UF 1196.
 - e. SF 1199-A.
 - f. UF 1136.
 - g. UF 1137.
 - h. AKO Account Verification.
 - i. Verify changes and update on education codes (HS Diploma/Transcripts).
 - j. Verify changes in marital status/dependent status.
7. Choose approve or disapprove and make comments on all discrepancies.
8. Click on Finish Task. (A workflow has been generated)

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

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. Accessed Guidance Counselor Resource Center (GCRc) from IKROme.			
2. Accessed "Electronic Record Management (ERM) Inbox" from GCR.			
3. Selected name hyper link labeled as BS QC.			
4. Viewed QC Summary report to verify changes in the record since DEP-IN and ensured applicant remained qualified for enlistment and MOS.			
5. Clicked on View Packet.			
6. QC'd packet for the following ship documents at a minimum:			
a. UF 1241 Ship, Commander's memo of tattoo documentation if applicable.			
b. ENTNAC RAP Sheet.			
c. DA 705.			
d. UF 1196.			
e. SF 1199-A.			
f. UF 1136.			
g. UF 1137.			
h. AKO Account Verification.			
i. Verified changes and update on education codes. (HS Diploma/Transcripts)			
j. Verified changes in marital status/dependent status.			
7. Chose approve or disapprove and made comments on all discrepancies.			
8. Clicked on Finish Task (A workflow has been generated).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	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