

Summary Report for Individual Task  
805K-79R-7403  
Employ Waivers or Exception to Policy (ETP) Process  
Status: Approved

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**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 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** S-3 section receives a waiver request or an exception to policy. You have access to the Internet, Electronic Record Management (ERM), and all applicable references.

**Standard:** Validate waiver /exception to policy records are complete, all entries are correct IAW USAREC Reg 601-96, USAREC Reg 601-56, AR 40-501, and records pass all levels of validation.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Process a moral waiver.

- a. Access ERM Inbox.
- b. Select appropriate record.
- c. Select View Packet (record).

(1) QC the record.

(2) Review USAREC Form 670, Moral Waiver Worksheet for completeness.

(3) Compare USAREC Form 670 with SF 86 or the electronic national security questionnaire (eNSQ) to ensure all charges are listed.

(4) Initiate quality assurance on all source documents, such as birth certificate, SSN card, education credentials, and other needed documents.

(5) Verify completeness of the GCRC enlistment record ensuring all supporting documents are present. Refer to USAREC Reg 601-56, app B.

(6) Confirm level of waiver.

(7) Operations NCO or waivers analyst makes recommendation as Ops 1.

(8) Provide (operations NCO) recommendation as Ops 2.

(9) Provide action officer recommendation as Ops 3 and forward to battalion commander for action.

(10) Schedule applicant for interview (if required) with the battalion commander.

(11) Annotate waiver status on USAREC Form 671, Waiver Log.

### 2. Process an administrative waiver.

- a. Access ERM inbox.
- b. Select appropriate record.
- c. Select "View Packet" (record).

(1) Conduct QC of record.

(2) Review USAREC Form 670 for completeness.

(3) Compare USAREC Form 670 with SF 86 or eNSQ to ensure all charges are listed to record.

(4) Initiate a quality assurance on all source documents such as, birth certificate, SSN card, education credentials, and any other needed documents.

(5) Verify completeness of the GCRc enlistment record ensuring all supporting documents are present. Refer to USAREC Reg 601-56, Appendix B.

(6) Confirm level of waiver.

(7) Operations NCO or waivers expert make a recommendation as Ops 1.

(8) Provide operations NCO recommendation as Ops 2.

(9) Provide action officer recommendation as Ops3 and forward to approval authority.

(10) Schedule applicant for interview with the battalion commander.

(11) Obtain endorsement for approval/disapproval, if applicable.

(12) Annotate waiver status on USAREC Form 671.

3. Process a medical waiver.

a. Access ERM inbox.

b. Select appropriate record.

c. Select "View Packet" (record).

(1) Conduct a QC of the record IAW USAREC Reg 601-56, para 2-4.

(2) Provide recommendation and forward to approval authority.

(3) Annotate waiver status on USAREC Form 671.

4. Process an exception.

a. Access ERM.

b. Select appropriate record.

c. Select "View Packet" (record).

d. Verify exception meets regulatory guidance.

e. Verify required documents for exception are scanned into GCRc such as, a learner's permit for a driver's license exception. Note: Ensure all exceptions have a MEPCOM 680ADP scanned into the record.

f. Exit view record.

g. Select "Forward to BDE for Approval".

h. Enter your recommendation and any additional comments.

i. Select "Finish Task".

(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. Processed a moral waiver.			
a. Accessed ERM inbox.			
b. Selected appropriate record.			
c. Selected View Packet (record).			
(1) QC'd the record.			
(2) Reviewed USAREC Form 670, Moral Waiver Worksheet for completeness.			
(3) Compared USAREC Form 670 with SF 86 or the electronic national security questionnaire (eNSQ) to ensure all charges are listed.			
(4) Initiated quality assurance on all source documents, such as birth certificate, SSN card, education credentials, and other needed documents.			
(5) Verified completeness of the GCRC enlistment record ensuring all supporting documents are present. Refer to USAREC Reg 601-56, App B.			
(6) Confirmed level of waiver.			
(7) Operations NCO or waivers analyst makes recommendation as Ops 1.			
(8) Provided (operations NCO) recommendation as Ops 2.			
(9) Provided action officer recommendation as Ops 3 and forwarded to battalion commander for action.			
(10) Scheduled applicant for interview (if required) with the battalion commander.			
(11) Annotated waiver status on USAREC Form 671, Waiver Log.			
2. Processed an administrative waiver.			
a. ERM Inbox.			
b. Selected appropriate record.			
c. Selected "View Packet" (record).			
(1) Conducted QC of record.			
(2) Reviewed USAREC Form 670 for completeness.			
(3) Compared USAREC Form 670 with SF 86 or eNSQ to ensure all charges are listed to record.			
(4) Initiated a quality assurance on all source documents such as, birth certificate, SSN card, education credentials, and any other needed documents.			
(5) Verified completeness of the GCRC enlistment record ensuring all supporting documents are present. Refer to USAREC Reg 601-56, Appendix B.			
(6) Confirmed level of waiver.			
(7) Operations NCO or waivers expert make a recommendation as Ops 1.			
(8) Provided operations NCO recommendation as Ops 2.			
(9) Provided action officer recommendation as Ops3 and forward to approval authority.			
(10) Scheduled applicant for interview with the battalion commander.			
(11) Obtained endorsement for approval/disapproval, if applicable.			
(12) Annotated waiver status on USAREC Form 671.			
3. Processed a medical waiver.			
a. Accessed ERM Inbox.			
b. Selected appropriate record.			
c. Selected "View Packet" (record).			
(1) Conducted a QC of the record IAW USAREC Reg 601-56, para 2-4.			
(2) Provided recommendation and forward to approval authority.			
(3) Annotated waiver status on USAREC Form 671.			
4. Processed an exception.			
a. Accessed ERM Inbox.			
b. Selected appropriate record.			
c. Selected "View Packet" (record).			
d. Verified exception meets regulatory guidance.			

e. Verified required documents for exception are scanned into GCRc such as, a learner's permit for a driver's license exception.			
f. Exited view record.			
g. Selected "Forward to BDE for Approval".			
h. Entered your recommendation and any additional comments.			
i. Selected "Finish Task".			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	USAREC REG 601-56	Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures	Yes	Yes
	USAREC REG 601-94	Police Record Checks	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 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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None