

Summary Report for Individual Task  
805K-79R-3107  
Process an Application (Health Care)  
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 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** A prospect has agreed to process for the Army Medical Department. You have a requirement to complete the application using direct commission and accession (DCA) system. You have gathered all necessary processing documentation. You have access to a recruiter workstation (RWS), UR 601-37, a scanner, DCA, recruiter zone, board schedule, and the Direct Commission and Accession User Guide. All required references can be accessed at the following link:<https://sites.google.com/a/goarmy.com/publications-library/home>

This task should not be trained in MOPP 4.

**Standard:** Electronic application must have an E-validation of 2Y, and QC Summary of 2I in Direct Commissioning Application (DCA) System, and receive a GO from the Center Leader.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<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. Document the appointment in RZ.

2. Document in RZ that the prospect has agreed to process. Then the prospect will transfer into the Direct Commissioning Application (DCA) system and now will be an applicant under the "Agree to Process" section. Once the prospect transfers to DCA all follow-ups, contact history updates will be captured in DCA not RZ.

Note: The health care application is completed within DCA; ensure follow-up activities with the applicant are recorded using RZ.

3. Complete the following screens "instruction, person, CORPS/ AOC" within DCA.

Note: Note: Completing the above screens will move the Applicant from "Agreed to Process" to "Packet Preparation" in DCA.

4. Enter all required information in the appropriate screen sections and scan all required documentation.

a. Collect completed application from Applicant.

b. Collect all required source documents.

(1) Based on the information provided in the questionnaire by the applicant, the recruiter will be required to collect the documents listed in "DCA Step2" Identified as "Outstanding".

(2) Collect documents per Corps/AOC guidance.

(3) Collect documents per USAREC messages specific to Corps/AOC.

(4) Collect all required medical documentation IAW current physical evaluation guidance.

5. Recruiter will perform quality control (QC) procedures on application to ensure all required information, documents and screens have been addressed IAW DCA User Guide and check list.

Note: Application status at this point should be 2Y electronic validation

a. Recruiter will initiate level 2 validation by clicking the "perform E-Validation" button on the main DCA screen located between step 1 and step 2. Note: Application status at this point should be 2Y electronic validation.

b. Recruiter will notify Center Leader that applicant packet is at "2Y" and ready to QC.

Note: Recruiter will provide QC check list to Center Leader.

6. Generate a DA Form 61 and have the applicant sign it electronically.

a. Once packet QC is complete. Have applicant review DA form 61 and have applicant ensure all data is correct prior to signing form. Note: All corrections will be validated by source documents. If corrections are made make sure to "E-Validate" packet again and confirm all data is up to date and correct.

b. Prior to having applicant sign DA form 61 make sure form can be opened and signed and that all equipment is operational (Signature pad, Hot spot).

7. Initiate Quality Control (QC) summary. Note: Center Leader will notify Recruiter to initiate QC Summary.

a. Recruiter will click the "QC Summary" button at the bottom of step 1 on the DCA screen.

b. Recruiter will go into workflow "TAB" and approve workflow for applicant to Center Leader.

(1) Recruiter will click on Workflow TAB. Note: It can take up to 30 minutes for Applicant to appear in the Workflow Section.

(2) Click on the applicant's name.

(3) Recruiter will have to write a comment in the approval box at the bottom of the screen then click the approve button. Note: Once the recruiter approves the workflow it will go automatically to the Center Leader. Recruiter will inform the Center Leader that the workflow was forwarded to them. Once Center Leader approves workflow recruiter will inform applicant of the status of their application.

(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. Documented the appointment in RZ.			
2. Documented in RZ that the prospect has agreed to process. Then the prospect will transfer into the Direct Commissioning Application (DCA) system and now will be an applicant under the "Agree to Process" section. Once the prospect transfers to DCA all follow-ups, contact history updates will be captured in DCA not RZ.			
3. Completed the following screens "instruction, person, CORPS/ AOC" within DCA. Note: Completing the above screens will move the Applicant from "Agreed to Process" to "Packet Preparation" in DCA.			
4. Entered all required information in the appropriate screen sections and scan all required documentation.			
a. Collected completed application from Applicant.			
b. Collected all required source documents.			
(1) Based on the information provided in the questionnaire by the applicant, the recruiter will be required to collect the documents listed in "DCA Step2" Identified as "Outstanding".			
(2) Collected documents per Corps/AOC guidance.			
(3) Collected documents per USAREC messages specific to Corps/AOC.			
(4) Collected all required medical documentation IAW current physical evaluation guidance.			
5. Recruiter performed quality control (QC) procedures on application to ensure all required information, documents and screens have been addressed IAW DCA User Guide and check list.			
a. Recruiter initiated level 2 validation by clicking the "perform E-Validation" button on the main DCA screen located between step 1 and step 2. Note: Application status at this point should be 2Y electronic validation.			
b. Recruiter notified Center Leader that applicant packet is at "2Y" and ready to QC. Note: Recruiter will provide QC check list to Center Leader.			
6. Generated a DA Form 61 and had the applicant sign it electronically.			
a. Once packet QC was completed. Had applicant review DA Form 61 and had applicant ensure all data is correct prior to signing form. Note: All corrections will be validated by source documents. If corrections are made make sure to "E-Validate" packet again and confirm all data is up to date and correct.			
b. Prior to having applicant sign DA form 61 made sure form can be opened and signed and that all equipment is operational (Signature pad, Hot spot).			
7. Initiated Quality Control (QC) summary. Note: Center Leader will notify Recruiter to initiate QC Summary.			
a. Recruiter clicked the "QC Summary" button at the bottom of step 1 on the DCA screen.			
b. Recruiter went into workflow "TAB" and approve workflow for applicant to Center Leader.			
(1) Recruiter clicked on Workflow TAB. Note: It can take up to 30 minutes for Applicant to appear in the Workflow Section.			
(2) Clicked on the applicant's name.			
(3) Recruiter had to write a comment in the approval box at the bottom of the screen then click the approve button. Note: Once the recruiter approves the workflow it will go automatically to the Center Leader. Recruiter will inform the Center Leader that the workflow was forwarded to them. Once Center Leader approves workflow recruiter will inform applicant of the status of their application.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MESSAGE	Current USAREC Incentive Message	Yes	No
	USAREC Manual 3-0	Recruiting Operations	No	No
	USAREC REG 601-37	Army Medical Department Recruiting Program	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. 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.

**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