

**Summary Report for Individual Task
805B-79T-4804
Open an Army Liaison Office
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: The Senior Guidance Counselor (SGC) has chosen you to open the Army guidance counselor shop tomorrow morning. You have access to the guidance shop standing operating procedures (SOP), Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Perform procedures to initiate applicant processing and provide results to the battalion's S3 shop.

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 on to all computer systems if necessary.
2. Add test scores to USMEPCOM Form 727-E, Processing List (PL) from the previous night's test.
Note: Ensure Enlistment Screening Test (EST) predictor score is removed
3. Run morning reports IAW guidance shop/battalion SOP
4. Conduct applicant check-in.
 - a. Ensure applicant has proper documentation for processing.
 - b. Handle all issues that occur with shippers and applicants.
 - c. Send applicants to MEPS Control Desk.
 - d. Update USMEPCOM Form 727-E as actions occur.
5. Update battalion operations regarding applicant arrivals, no-shows, test score results, positive DAT/HIV results, etc.
6. Set up for the day's activities IAW the Guidance Shop SOP.
7. Inform SGC of morning activities.

(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 on to all computer systems if necessary.			
2. Added test scores to USMEPCOM Form 727-E, Processing List (PL) from the previous night's test.			
Note : Ensured Enlistment Screening Test (EST) predictor score is removed			
3. Ran morning reports IAW guidance shop/battalion SOP.			
4. Conducted applicant check-in.			
a. Ensured applicant has proper documentation for processing.			
b. Handled all issues that occur with shippers and applicants.			
c. Sent applicants to MEPS Control Desk.			
d. Updated USMEPCOM Form 727-E as actions occur.			
5. Updated battalion operations regarding applicant arrivals, no-shows, test score results, positive DAT/HIV results, etc.			
6. Set up for the day's activities IAW the Guidance Shop SOP.			
7. Informed SGC of morning activities.			

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 Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4
79T-ARNG MEPS Guidance Counselor-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REE, LIC: EN