

Summary Report for Individual Task
805B-79T-4810
Perform Validate a Processing List
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: Validate the next day's processing list prior to MEPCOM cut off. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), and all applicable regulations and publications. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Confirm the accuracy of MEPCOM Form 727-E, Processing List (PL) with the GCRC processing list to ensure proper resources are available to accomplish the following day's applicant processing.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. View GCRc processing list.
 - a. Log in to USAAC's Enterprise Portal and select "GCRc" from the applications menu on the left.
 - b. Select "Select a Person to view today's processing list."
 - c. Confirm the projections for the next day's processing by verifying a "Y" in the "Confirm Process" block.
 - d. Check to ensure that everyone scheduled to process is on the processing list.
 - e. Verify that all applicants processing are scheduled for lodging and meals.
 - f. Check to see if packet status is a "GO" and an E-Valid of "Y".
 - g. Review the processing list for applicants that fail to show.
2. Produce MEPCOM 727 Processing List.
 - a. Log into MIRS System.
 - (1) Select "Data" from the menu bar.
 - (2) Select "Print".
 - (3) Arrow "Down" to select desired process.
 - (4) Select "All" for SPF.
 - (5) Select "All" for Process type.
 - (6) Select "All" for Process _____.
 - (7) Select "727" page 1.
 - (8) Select "Enter".
 - (9) Select "Enter"
 - (10) Select "Shift + F6" to print USMEPCOM Form 727.
 - b. No step.
3. Compare 727 Processing List and GCRc Processing List (corresponding date) for projection accuracy.
 - a. Verify processing type (D = RA DEP-In, A = USAR Accession, X = Other Processing, B = RA Shipper, C = USAR Shipper) agree.
 - b. Verify Lodging "Yes" or "No" agree.
4. Commit applicant Personal Data.

- a. Select "Applicant" from menu bar.
 - b. Select "Commit Personal Data".
 - c. Scan Applicant Bar Code from 727 or type in applicant's SSN.
 - d. Verify personal data with Source Documents.
 - e. Select "Ctrl + F7 to commit personal data.
 - f. Repeat steps a through e for all applicant on the 727.
5. Reprint USMEPCOM Form 727 with committed applicant.

(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. Viewed GCRc processing list.			
a. Logged in to USAAC's Enterprise Portal and select "GCRc" from the applications menu on the left.			
b. Selected "Select a Person to view today's processing list."			
c. Confirmed the projections for the next day's processing by verifying a "Y" in the "Confirm Process" block.			
d. Checked to ensure that everyone scheduled to process is on the processing list.			
e. Verified that all applicants processing are scheduled for lodging and meals.			
f. Checked to see if packet status is a "GO" and an E-Valid of "Y".			
g. Reviewed the processing list for applicants that fail to show.			
2. Produced MEPCOM 727 Processing List.			
a. Logged into MIRS System.			
(1) Selected "Data" from the menu bar.			
(2) Selected "Print".			
(3) Arrowed "Down" to select desired process.			
(4) Selected "All" for SPF.			
(5) Selected "All" for Process type.			
(6) Selected "All" for Process _____.			
(7) Selected "727" page 1.			
(8) Selected "Enter".			
(9) Selected "Enter"			
(10) Selected "Shift + F6" to print USMEPCOM Form 727.			
b. No measurement			
3. Compared USMEPCOM 727 Processing List and GCRc Processing List (corresponding date) for projection accuracy.			
a. Verified processing type (D = RA DEP-In, A = USAR Accession, X = Other Processing, B = RA Shipper, C = USAR Shipper) agree.			
b. Verified Lodging "Yes" or "No" agree.			
4. Committed applicant Personal Data.			
a. Selected "Applicant" from menu bar.			
b. Selected "Commit Personal Data".			
c. Scanned Applicant Bar Code from 727 or type in applicant's SSN.			
d. Verified personal data with Source Documents.			
e. Selected "Ctrl + F7 to commit personal data.			
f. Repeated steps a through e for all applicant on the 727.			
5. Reprinted USMEPCOM Form 727 with committed applicant.			

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 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