

**Report Date:** 21 Jan 2014

**Summary Report for Individual Task  
805B-79R-4803  
Process a Waiver or Exception to Policy (ETP)  
Status: Approved**

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

DESTRUCTION NOTICE: None

**Condition:** You receive a waiver request or an exception to policy and have access to the Internet, Guidance Counselor Resource Center (GCRc), and all applicable references. This task should not be trained in MOPP.

**Standard:** Validate GCRc waiver / exception to policy records are complete, all entries are correct, and records pass all levels of validation.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** 8 Dec 03

This task was modified to reflect the proposed changes recommended by the Task Review Panel that was conducted 17-21 Nov 03. See the following recommended changes:

Proposed changes:

Condition: Given a GCR enlistment record for a disqualified applicant, and access to:

ADD "h" computer with GCR and all necessary software

Standards: Verify waiver GCR record to ensure completeness, accuracy, and validation to level 1, 2a, and 2b, then forward to the appropriate level for approval or disapproval.

Rewrite 1a to read: Receive GCR initiated waiver from CLT.

Insert as 1b: Source documents and any essential documents may be scanned into GCR by any V7 qualified individual.

Renummer steps.

Rewrite 1c as: Verify completeness of GCR enlistment record; scan all original source documents and regulatory required documentation IAW 601-56.

Rewrite 1e as: Waiver clerk QC and forward to Ops Inbox Ops1.

Insert: If (and re-letter performance steps) Ops1 and Ops2 QC, make recommendation, and forward to OPS Officer Ops3 for recommendation.

Insert 1g: Ops officer Ops3 make recommendation and forward to action officer for approval or disapproval

Add as last performance step: Verify waiver approval is posted in GCR on 1966.

Rewrite 2a same as 1a.

Rewrite 2c same as 1c.  
Rewrite 2e same as 1e.  
Rewrite 2f same as 1f.  
Insert 2g same as 1g.  
Add as last performance step: Verify waiver approval is posted in GCR on 1966.  
Rewrite 3a same as 1a.  
Rewrite 3c as: Receive supporting documents and scan to appropriate section of GCR and consolidate all other regulatory required documents in GCR.  
Add as last performance step: Verify waiver approval is posted in GCR on 1966.  
Rewrite 4a as: Verify necessity of exception to regulatory guidance.  
Rewrite 4b as: Verify required documents for exception are scanned into GCR.  
Rewrite 4c as: Ops NCO enter justification and forward exception with supporting documentation to the next higher headquarters.  
Delete 4d

## Performance Steps

### 1. Process a moral waiver

- a. Receive GCR initiated waiver from Company Leadership Team (CLT).
- b. Scan source documents and any other essential documents that need to be scanned into GCR.
- c. Verify completeness of GCR enlistment record IAW UR 601-56.
- d. 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 601-96, app X.

(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.

e. Forward packet to operations.

f. Verify waiver approval is posted in GCR on the DA form 1966.

### 2. Process an administrative waiver.

a. Access GCRc.

b. Select "Inbox".

c. Select appropriate record.

d. 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 601-96, Appendix X.

(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 GCRc.

b. Select "Inbox."

c. Select appropriate record.

d. Select "View Packet" (record).

(1) Conduct a QC of the record IAW USAREC Reg 601-96 Appendix X

(2) Provide recommendation and forward to approval authority.

(3) Annotate waiver status on USAREC Form 671.

### 4. Process an exception.

a. Verify need for an exception to policy and regulatory guidance.

b. Verify exception to policy documents are scanned into GCR.

c. Forward exception to policy with supporting documentation to next higher level.

d. Exit view record.

e. Select "Finish Task."

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Use the evaluation guide

**Evaluation Preparation:** Ensure you prepare

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Processed a moral waiver			
a. Received GCR initiated waiver from Company Leadership Team (CLT).			
b. Scanned source documents and other essential documents into GCR.			
c. Verified completeness of enlistment record IAW UR 601-56.			
d. 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. Accessed GCRc.			
b. Selected "Inbox".			
c. Selected appropriate record.			
d. 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 GCRc.			
b. Selected "Inbox."			
c. Selected appropriate record.			
d. 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. Verified the need for an exception to policy.			

b. Verified required documentation for an exception to policy was scanned into GCR.			
c. Forwarded exception to policy with supporting documentation to next higher level.			
d. 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	Active and Reserve Components Enlistment Program	Yes	No
	USAREC MESSAGE	Current USAREC Incentive Message	Yes	No
	USAREC REG 601-56	Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures	Yes	No
	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. 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 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. "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

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
79R - Recruiting BN Operations NCO - SL4	Enlisted	MOS: 79R, Skill Level: SL4