

Summary Report for Individual Task
805K-79R-4302
Complete GCRc Accession Procedures
Status: Approved

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: The Senior Guidance Counselor (SGC) assigns you a fully qualified applicant for shipment. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations, publications and messages. All 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: Process an applicant for shipment to basic combat training (BCT) or unit of assignment by completing fingerprints (live scan or FD 258 card), submitting proper documents for NACLCL and SF86 data with zero errors.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Complete DEP-out procedures for non-prior service (NPS), days of service (DOS), and prior-service (PS) Regular Army (RA) applicants.

a. Log into GCRc to review and validate applicant's packet:

- (1) Medical.
- (2) Suitability.
- (3) Request reservation.
- (4) Military Occupational Specialty (MOS) QUALS.
- (5) Enlistment Eligibility.
- (6) Verify required ship documents are in electronic records management (ERM).

b. Conduct Personal Interview.

- (1) Review, update SF86, Live Scan results, and Entrance National Security Questionnaire (eNSQ).
- (2) Review Joint Personnel Adjudication System (JPAS) results.
- (3) Review qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96 and guidance counselor (GC) interview.
- (4) Refer to SGC or security technician (ST) for USAREC Form 1227 review if needed.
- (5) Scan in updated DD Form 2808 and any other additional documents i.e. promotion documents, etc.
- (6) Update and save GCRc 680-ADP to reflect promotion, basic pay entry date (BPED), active duty service date (ADSD), etc.

c. Log into REQUEST system.

- (1) Go to "Process applicant".
- (2) Enter applicants SSN then select "go".
- (3) Print reservation letter.
- (4) Verify ship location.
- (5) Select "Send record to ARISS".

d. Return to GCRc to complete DEP-out annex and ship DD1966.

- (1) Select appropriate applicant from the processing list.
- (2) Select "Process App" from tool bar.

- (3) Select "Annex Forms" from menu.
 - (4) Answer tattoo and law questions, validate GI Bill enrollment.
 - (5) Select "Save".
 - (6) Review form with applicant and electronically sign.
 - (7) Save to ERM and print.
 - (8) Select "Ship DD1966" under "Process App".
 - (a) Review form to ensure its completeness and sign it along with the applicant.
 - (b) Save and print the "Ship DD1966".
 - (9) If the "DD1966" was not completed at the time of enlistment for Days of Service and Prior Service applicants, select "DD1966" under "Process App".
 - (a) Review form to ensure its completeness and sign it along with the applicant.
 - (b) Save and print DD1966.
 - (10) Breakdown and process packet IAW (Military Entrance Processing Command (MEPCOM) SOP.
 - (11) Review and sign DD FM 4/3 (NPS) or DD FM 4/1 and 4/2 (prior service and DOS applicants).
 - (12) Scan appropriate DD Form 4, MEPCOM 680-ADP with accession data and orders into ERM after swear-in.
2. Complete Hometown Shipper Ship-out procedures for NPS United States Army Reserve (USAR) applicant.
- a. Log into GCRc, review and validate applicant packet:
 - (1) Medical.
 - (2) Suitability.
 - (3) Request reservation.
 - (4) MOS QUALS.
 - (5) Enlistment Eligibility.
 - (6) Verify required ship documents are in ERM.
 - (7) Review JPAS Result for accept JPAS.
 - b. Submit packet to Transportation.
 - c. Notify Recruiting Centers that packets are ready for pick-up.

(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. Completed DEP-out procedures for non-prior service (NPS), days of service (DOS), and prior-service (PS) Regular Army (RA) applicants.			
a. Logged into GCRc to review and validate applicant's packet:			
(1) Medical.			
(2) Suitability.			
(3) Request reservation.			
(4) Military Occupational Specialty (MOS) QUALS.			
(5) Enlistment Eligibility.			
(6) Verified required ship documents are in electronic records management (ERM).			
b. Conducted Personal Interview.			
(1) Reviewed and updated Entrance National Security Questionnaire (eNSQ).			
(2) Reviewed Joint Personnel Adjudication System (JPAS) results.			
(3) Reviewed qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96 and guidance counselor (GC) interview.			
(4) Referred to SGC or security technician (ST) for USAREC Form 1227 review if needed.			
(5) Scanned in updated DD Form 2808 and any other additional documents i.e. promotion documents, etc.			
(6) Updated and saved GCRc 680-ADP to reflect promotion, basic pay entry date (BPED), active duty service date (ADSD), etc.			
c. Logged into REQUEST system.			
(1) Selected "Process applicant".			
(2) Entered applicants SSN then select "go".			
(3) Printed reservation letter.			
(4) Verified ship location.			
(5) Selected "Send record to ARISS".			
(6) Selected "Send reservation letter".			
d. Returned to GCRc to complete DEP-out annex and ship DD1966.			
(1) Selected appropriate applicant from the processing list.			
(2) Selected "Process App" from tool bar.			
(3) Selected "Annex Forms" from menu.			
(4) Answered tattoo and law questions, validated GI Bill enrollment.			
(5) Selected "Save".			
(6) Reviewed form with applicant and electronically sign.			
(7) Saved to ERM and printed.			
(8) Selected "Ship DD1966" under "Process App".			
(a) Reviewed form to ensure its completeness and signed it along with the applicant.			
(b) Saved and printed the "Ship DD1966".			
(9) If the "DD1966" was not completed at the time of enlistment for Days of Service and Prior Service applicants, selected "DD1966" under "Process App".			
(a) Reviewed form to ensure its completeness and sign it along with the applicant.			
(b) Saved and printed DD1966.			
(10) Broke down and processed packet IAW (Military Entrance Processing Command (MEPCOM) SOP.			
(11) Reviewed and signed DD FM 4/3 (NPS) or DD FM 4/1 and 4/2 (prior service and DOS applicants).			
(12) Scanned appropriate DD Form 4, MEPCOM 680-ADP with accession data and orders into ERM after swear-in.			
2. Completed ship-out procedures for NPS United States Army Reserve (USAR) applicant.			

Note : Unless applicant is shipping via the hometown shipper program.

a. Logged into GCRc, review and validated applicant packet:			
(1) Medical.			
(2) Suitability.			
(3) Request reservation.			
(4) MOS QUALS.			
(5) Enlistment Eligibility.			
(6) Verified required ship documents.			
(7) Reviewed JPAS Result for accept JPAS.			
(8) Verified ship location.			
b. Submitted packet to Transportation.			
c. Notified Recruiting Centers that packets were ready for pick-up.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No
	USAREC REG 601-107	Operational Management Systems	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	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.

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