

Summary Report for Individual Task
805K-79R-4303
Complete Guidance Counselor Resource Center (GCRc) Enlistment 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: Your Senior Guidance Counselor (SGC) has assigned you a fully qualified applicant for enlistment. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. 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: Complete enlistment contract, IAW USAREC Regulation 601-96, with zero errors; assemble required documents and submit to Senior Guidance Counselor for approval.

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. Log in to GCRc using IKROme.
 - a. Log in to the portal using a CAC or ID with password.
 - b. Select "GCRc" from the top, right side menu under "My Launcher".
2. Perform GCRc enlistment procedures.
 - a. Verify original enlistment source documents are in the electronic records management (ERM) IAW AR 601-210.
 - b. Review applicant's physical for qualifications IAW DA PAM 611-21.
 - (1) Check DD form 2808 blocks Qualified and PULHES; height; color vision; red and green vision; distant and near vision; identifying body marks such as scars or tattoos.
 - (2) Check DD form 2807-1 for marijuana, alcohol, and any other drug usage, and law violations.
 - (3) MEPCOM form 40-1-15-E Review for law violation to match DD 2807-1, or school suspensions.
 - (4) SF 600 (If applicable) for Airborne stamp is on DD 2808.
 - (5) Verify that information on USAREC Form 1241 matches that of the DD 2808.
 - (6) Scan all medical "working copies" at this time.
 - c. Review qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96.
 - d. Sign, save, and print SF 86 and signature pages.
 - e. Review and complete the GCRc 680-ADP.
 - (1) Select "Check MEPCOM data".
 - (2) Physical type, date, and pass or fail.
 - (3) Math and science.
 - (4) Prior service data.
 - (5) Promotion (if applicable).
 - (6) Save and select "Submit to REQUEST".
 - f. Log into REQUEST system.
 - g. Select "Reservation Processing".
 - (1) Enter applicants SSN and select "go".
 - (2) Select the "review/update data" tab to verify data populated from GCRc.

(3) Determine if reservation is a "temporary" or "make reservation".

(4) If this is "make reservation" go to performance step i.

(5) Verify that the temporary reservation is in fact the job the applicant wants.

(6) Determine if the Military Occupational Specialty (MOS) selected by the applicant requires a security clearance.

(7) If applicant has a temporary reservation that requires a security interview, complete USAREC Form 1227 and send to the Security Technician (ST).

h. Convert temporary reservation to permanent.

(1) Navigate to the "Process Applicant" screen.

(2) Enter applicants SSN.

(3) Select "Convert to permanent".

(4) Close out document and verify that correct incentives were given to the applicant.

(5) Select "Send record to ARISS".

(6) Select "Send reservation letter".

(7) Print new reservation letter.

i. Make Reservation.

(1) Select "Reservation" tab.

(2) Select "Applicant name".

(3) Select "Make Reservation".

(4) Update data on Training type, Reservation type, College credit hours.

(5) Select "Verify".

(6) Preference Screen (input reception station (RECSTA) dates, specific MOS, etc.

(7) Select "Next".

(8) On the "Opportunities" screen choose "MOS and incentives", show MOS video.

(9) Select "Next".

(10) Select a Partnership for Youth Success (PaYS) program.

(11) Select "UNCM" radio button.

(12) Review reservation with applicant and click "Reserve".

(13) Click Hyperlink "Print all".

(14) Return to process applicant screen.

(15) Enter applicant SSN.

(16) Select "Send record to ARISS".

(17) Close REQUEST.

j. Return to GCRc and refresh the screen.

(1) Left click on appropriate applicant.

(2) Select "process an applicant".

(3) Select "Annex Forms".

(a) Brief annex, sign and save to ERM, print and close screen.

(b) Select DA Form 5435 (USAR), brief, sign and save to ERM, print and close screen.

(c) Select "PaYS" USAREC Form 1202, brief, sign and save to ERM, print and close screen.

(4) Select "remarks and review" and input appropriate comments.

(5) Select DD Form 1966, brief, sign and save to ERM, print and close screen.

(6) Validate everything saved into ERM.

k. Assemble all required documents and submit to SGC who will review applicant's enlistment record to ensure completeness and accuracy prior to MEPCOM processing for the pre-enlistment interview (PEI), and swear-in ceremony.

l. Send applicant and required forms to MEPCOM operations for PEI processing.

Note: Upon return of PEI processing, SGC will review, brief and complete appropriate entries on DD Form 4 IAW USAREC Reg 601-96. Direct applicant to the MEPCOM swear-in ceremony. After oath of enlistment, the SGC will scan completed DD Form 4, DD Form 93, and MEPCOM 680-ADP from MIRS showing DEP-IN and date of ENTNAC submission into ERM, and confirm enlistment in REQUEST.

(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. Logged into GCRc using IKROme.			
a. Logged into the portal using a CAC or ID with password.			
b. Selected "GCRc" from the top, right side menu under "My Launcher".			
2. Performed GCRc enlistment procedures.			
a. Verified original enlistment source documents are in the electronic records management (ERM) IAW AR 601-210.			
b. Reviewed applicant's physical for qualifications IAW DA PAM 611-21.			
(1) Checked DD form 2808 blocks Qualified and PULHES; height; color vision; red and green vision; distant and near vision; identifying body marks such as scars or tattoos.			
(2) Checked DD form 2807-1 for marijuana, alcohol, and any other drug usage, and law violations.			
(3) Reviewed MEPCOM form 40-1-15-E for law violation to match DD 2807-1, or school suspensions.			
(4) SF 600 (If applicable) for Airborne stamp is on DD 2808.			
(5) Verified that information on USAREC Form 1241 matches that of the DD 2808.			
(6) Scanned all medical "working copies" at this time.			
c. Reviewed qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96.			
d. Signed, saved, and printed SF 86 and signature pages.			
e. Reviewed and completed the GCRc 680-ADP.			
(1) Selected "Check MEPCOM data".			
(2) Physical type, date, and pass or fail.			
(3) Math and science.			
(4) Prior service data.			
(5) Promotion (if applicable).			
(6) Saved and selected "Submit to REQUEST".			
f. Logged into REQUEST system.			
g. Selected "Reservation Processing".			
(1) Entered applicants SSN and selected "go".			
(2) Selected the "review/update data" tab to verify data populated from GCRc.			
(3) Determined if reservation was a "temporary" or "make reservation".			
(4) If this is "make reservation" went to performance step i.			
(5) Verified that the temporary reservation is in fact the job the applicant wants.			
(6) Determined if the Military Occupational Specialty (MOS) selected by the applicant requires a security clearance.			
(7) If applicant has a temporary reservation that requires a security interview, completed USAREC Form 1227 and sent to the Security Technician (ST).			
h. Converted temporary reservation to permanent.			
(1) Navigated to the "Process Applicant" screen.			
(2) Entered applicants SSN.			
(3) Selected "Convert to permanent".			
(4) Closed out document and verified that correct incentives were given to the applicant.			
(5) Selected "Send record to ARISS".			
(6) Selected "Send reservation letter".			
(7) Printed new reservation letter.			
i. Made Reservation.			
(1) Selected "Reservation" tab.			
(2) Selected "Applicant name".			
(3) Selected "Make Reservation".			

(4) Updated data on Training type, Reservation type, College credit hours.			
(5) Selected "Verify".			
(6) Preference Screen (inputted reception station (RECSTA) dates, specific MOS, etc.			
(7) Selected "Next".			
(8) On the "Opportunities" screen chose "MOS and incentives", showed MOS video.			
(9) Selected "Next".			
(10) Selected a Partnership for Youth Success (PaYS) program.			
(11) Selected "UNCM" radio button.			
(12) Reviewed reservation with applicant and clicked "Reserve".			
(13) Clicked hyperlink "Print all".			
(14) Returned to process applicant screen.			
(15) Entered applicant SSN.			
(16) Selected "Send record to ARISS".			
(17) Closed REQUEST.			
j. Returned to GCRc and refreshed the screen.			
(1) Left clicked on appropriate applicant.			
(2) Selected "process an applicant".			
(3) Selected "Annex Forms".			
(a) Briefed annex, signed and saved to ERM, printed and closed screen.			
(b) Selected DD Form 2366, briefed, signed and saved to ERM, printed and closed screen.			
(c) Selected "PaYS" USAREC Form 1202, briefed, signed and saved to ERM, printed and closed screen.			
(4) Selected "remarks and review" and inputted appropriate comments.			
(5) Selected DD Form 1966, briefed, signed and saved to ERM, printed page 1 and closed screen.			
(6) Validated everything saved into ERM.			
k. Assembled all required documents and submitted to SGC who will review applicant's enlistment record to ensure completeness and accuracy prior to MEPCOM processing for the pre-enlistment interview (PEI), and swear-in ceremony.			
l. Sent applicant and required forms to MEPCOM operations for PEI processing.			

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 601-96	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