

Report Date: 23 Jan 2014

**Summary Report for Individual Task**  
**805B-79T-4802**  
**Complete Guidance Counselor Resource Center Accession Procedures**  
**Status: Approved**

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

DESTRUCTION NOTICE: None

**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. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

**Standard:** Process an applicant for shipment to basic combat training (BCT) or unit of assignment.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
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 and update 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".
- (6) Select "Send reservation letter".

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 ship-out procedures for NPS United States Army Reserve (USAR) applicant.

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

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.

b. Conduct personal interview.

(1) Review and update eNSQ.

(2) Review JPAS Result for accept JPAS.

(3) Review qualification questions and SF 86 questions with the applicant IAW UR 601-96 and GC interview.

(4) Refer to SGC or ST for USAREC Form 1227 review if needed.

(5) Scan in updated DD Form 2808 and any other additional documents i.e. SF 1199, promotion documents, etc...

(6) Submit to REQUEST.

c. Log into REQUEST system.

(1) Go to "Process applicant".

(2) Enter applicants SSN and hit "go".

(3) Print reservation letter.

(4) Verify ship location.

d. Breakdown and process packet IAW MEPCOM SOP.

(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. 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. Log into REQUEST system.			
(1) Went to "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) Brokedown 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 validate applicant packet:			
(1) Medical.			
(2) Suitability.			
(3) Request reservation.			
(4) MOS QUALS.			
(5) Enlistment Eligibility.			
(6) Verified required ship documents are in ERM.			
b. Conducted personal interview.			
(1) Reviewed and updated eNSQ.			
(2) Reviewed JPAS Result for accept JPAS.			
(3) Reviewed qualification questions and SF 86 questions with the applicant IAW UR 601-96 and GC interview.			
(4) Referred to SGC or ST for USAREC Form 1227 review if needed.			
(5) Scanned in updated DD Form 2808 and any other additional documents i.e. SF 1199, promotion documents, etc...			
(6) Submitted to REQUEST.			
c. Logged into REQUEST system.			
(1) Went to "Process applicant".			
(2) Entered applicants SSN and hit "go".			
(3) Printed reservation letter.			
(4) Verified ship location.			
d. Brokedown and processed packet IAW MEPCOM SOP.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC REG 601-107	Operational Management Systems	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Pocessing 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