

Summary Report for Individual Task  
805K-79R-3305  
Process an Application (Chaplain)  
Status: Approved

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**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:** A prospect has agreed to process for the Army Chaplain Branch. You have a requirement to complete the application using direct commission and accession (DCA) system. You have gathered all necessary processing documentation. You have access to a recruiter workstation (RWS), UR 601-108, a scanner, DCA, recruiter zone, board schedule, and the Direct Commission and Accession User Guide. This task should not be trained in MOPP 4.

**Standard:** Process a chaplain application packet using DCA resulting in a board ready application without errors with the electronic validation codes of 2I and 2Y IAW USAREC REG 601-108 using DCA, recruiter zone (RZ), source documents, and a RWS.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<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:** All required references can be accessed at the following link:  
<https://sites.google.com/a/goarmy.com/publications-library/home>.

### Performance Steps

1. Document the appointment in Recruiter Zone (RZ).
2. Document in RZ that the prospect has agreed to process so the applicant is transferred into the Direct Commissioning Application (DCA) system.  
Note: The chaplain application is completed within DCA; ensure follow-up activities with the applicant are recorded using RZ.
3. Complete the "person" screen within DCA.
4. Complete the corps/AOC screen within DCA.  
Note: Completion of the person screen and the AOC/corps screen will initiate the scroll.
5. Enter all required information in the appropriate screen sections and scan all required documentation.
6. Recruiter will perform quality control (QC) procedures on application to ensure all required information, documents and screens have been addressed IAW DCA User Guide and check list.  
Note: Application status at this point should be 2Y electronic validation.
7. Generate a DA Form 61 and have the applicant sign it electronically.
8. Initiate Quality Control (QC) summary.
  - a. Navigate to workflow menu.
  - b. Click approved button.
  - c. Forward to the Center Leader.
9. Copy application packet according to AOC specific checklist for residual files.

(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. Documented the appointment in Recruiter Zone (RZ).			
2. Documented in RZ that the prospect has agreed to process so the applicant was transferred into the Direct Commissioning Application (DCA) system.			
<b>Note :</b> The chaplain application was completed within DCA; ensured follow-up activities with the applicant are recorded using RZ.			
3. Completed the "person" screen within DCA.			
4. Completed the corps/AOC screen within DCA.			
<b>Note :</b> Completion of the person screen and the AOC/corps screen will initiate the scroll.			
5. Entered all required information in the appropriate screen sections and scanned all required documentation.			
6. Recruiter performed quality control (QC) procedures on application and ensured all required information, documents and screens were addressed IAW DCA User Guide and check list.			
<b>Note :</b> Application status at this point will be 2Y electronic validation.			
7. Generated a DA Form 61 and had the applicant sign it electronically.			
8. Initiated Quality Control (QC) summary.			
a. Navigated to workflow menu.			
b. Clicked approved button.			
c. Forwarded to the Center Leader.			
9. Copied application packet according to AOC specific checklist for residual files.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 145-1	Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training (*RAR 001, 09/06/2011)	Yes	No
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	Yes
	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.

**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