

Summary Report for Individual Task  
805K-79R-7401  
Conduct Weekly Quality Control Check for Enlistment and Ship Packets  
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:** As the S3 you are tasked to conduct a weekly 20% quality control check on enlistment and ship packets. The S3 must access Guidance Counselor Resource Center (GCRc) to conduct the quality control check. You must have access to enlistment and shipment rosters.

**Standard:** Conduct quality control check without errors to ensure enlistment and ship packets are complete with all required information IAW USAREC Reg 601-96. Ensure deficiencies are identified, corrected and retraining is conducted, as needed.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<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. Identify records to access.
  - a. Access GCR (Guidance Counselor Resource).
  - b. Ensure correct MEPS is selected.
  - c. Type in date range for shippers / enlistments.
    - (1) Pull Shipper Rosters (repeat following steps for multiple MEPS).
      - (a) Select the correct MEPS click find now.
      - (b) Select (highlight) and copy all entries.
      - (c) Access Microsoft Excel.
      - (d) Paste all entries (for all MEPS) into new workbook.
      - (e) Sort shipper list by result code.
      - (f) Select (highlight) all records with the result code "V".
    - (2) Pull Enlistment Rosters (repeat following steps for multiple MEPS pulls).
      - (a) Select the correct MEPS.
      - (b) Click "find now".
      - (c) Select (highlight) and copy all entries.
      - (d) Access Excel.
      - (e) Paste all entries (for all MEPS) into new workbook.
      - (f) Sort shipper list by result code.
      - (g) Select (highlight) all records with the result code "E".
2. Determine Quality Control Check criterion.
3. Access Guidance Counselor Resource Center (GCRc).
  - a. Select appropriate MEPS.
  - b. Type SSN click "Find Now" to access the record.
  - c. Hover pointer over each name IOT ensure PRIDs are the same.
  - d. Click the name of the FS to access the record.

- e. Click "ERM".
  - f. Click "View Pkt".
4. Access each Future Soldier (FS) record.
  5. Conduct the quality control check.
  6. Create a memo for the ship packets.
  7. Create a memo for enlistment packets.
  8. Create a memo for deficiencies, if needed.
    - a. Provide this memo to the Senior Guidance Counselor.
    - b. Ensure the SGC corrects the deficiency and notifies the S3 within 72 hours.
  9. Scan applicable memo into the FS record in the DEP Admin section of ERM.
  10. Log and track all QCs conducted.
  11. Ensure retraining is conducted, as required to address trends.

(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. Identified records to access.			
a. Accessed GCR (Guidance Counselor Resource).			
b. Ensured correct MEPS is selected.			
c. Typed in date range for shippers / enlistments.			
(1) Pulled Shipper Rosters (repeat following steps for multiple MEPS).			
(a) Selected the correct MEPS click find now.			
(b) Selected (highlight) and copy all entries.			
(c) Accessed Microsoft Excel.			
(d) Pasted all entries (for all MEPS) into new workbook.			
(e) Sorted shipper list by result code.			
(f) Selected (highlight) all records with the result code "V".			
(2) Pulled Enlistment Rosters (repeat following steps for multiple MEPS pulls).			
(a) Selected the correct MEPS.			
(b) Clicked "find now".			
(c) Selected (highlight) and copy all entries.			
(d) Accessed Excel.			
(e) Pasted all entries (for all MEPS) into new workbook.			
(f) Sorted shipper list by result code.			
(g) Selected (highlight) all records with the result code "E".			
2. Determined Quality Control Check criterion.			
3. Accessed Guidance Counselor Resource Center (GCRc).			
a. Selected appropriate MEPS.			
b. Typed SSN click "Find Now" to access the record.			
c. Hovered pointer over each name IOT ensure PRIDs are the same.			
d. Clicked the name of the FS to access the record.			
e. Clicked "ERM".			
f. Clicked "View Pkt".			
4. Accessed each Future Soldier (FS) record.			
5. Conducted the quality control check.			
6. Created a memo for the ship packets IAW AR 25-50.			
7. Created a memo for enlistment packets IAW AR 25-50.			
8. Created a memo for deficiencies IAW AR 25-50, if needed.			
a. Provided this memo to the Senior Guidance Counselor.			
b. Ensured the SGC corrects the deficiency and notifies the S3 within 72 hours.			
9. Scanned applicable memo into the FS record in the DEP Admin section of ERM.			
10. Logged and tracked all QCs conducted.			
11. Ensured retraining is conducted, as required to address trends.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	Yes	No
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	Yes
	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