

Summary Report for Individual Task
805K-79R-5002
Complete Company Level Quality Assurance (QA) of a Waiver
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 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You receive notification that a waiver is pending and you have access to: Leader Zone (LZ), Guidance Counselor Resource Center (GCRc), AR 601-210, UM 3-30, and GCRc User Guide. Required 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 quality assurance (QA) of a waiver IAW AR 601-210, Chapter 4, with zero errors ; validate documentation to support waiver request, is scanned to ERM; forward waiver to Recruiting Bn Waivers Analyst.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

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. Access GCRc.
 - a. Log into IKRome.
 - b. Select GCRc from the applications menu.
 - c. Choose "Select a person" from the GCRc menu.
 - d. Enter the applicant's social security number (SSN) and identify the proper PRID, select "find now" to locate the record.
2. Validate scanned documents within ERM.
 - a. Select name of applicant (hyperlink).
 - b. Select ERM from "Select a person" menu.
 - c. Select View packet from sub menu.
 - d. Open folders of scanned documents and validate.
3. Conduct QA process to validate the following:
 - a. Name (also known as (AKA)).
 - b. SSN.
 - c. Service processing for (SPF).
 - d. Date of birth (DOB).
 - e. Citizenship.
 - f. Dependent Information

Note: If dependency waiver is required, validate required additional documents IAW AR 601-210 ch. 2.
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 - g. Education.
 - h. Prior Service (PS) (if applicable).
 - i. Moral qualifications (live scan results, 369s, 1037s, FL 41s, incident/police reports and any other significant documents, ie; DA memos.
Note: If Moral waiver is required, validate law violations with AR 601-210, ch. 4-6, 4-7 and 4-10.
Note: If Moral waiver is required, validate law violations with AR 601-210, chp 4-6 or 4-7 if SCM
 - j. Validate the city, county, and state for all law violations with required documentation IAW AR 601-210, ch 4.
 - k. Applicant's statement.
4. Complete QA.

a. First Sergeant complete QA.

b. Open Leader Zone.

(1) Under My Tools, Select Waivers.

(2) First Sergeant recommend approve or disapprove.

(3) If approved, forward the workflow to Company Commander.

Note: The following actions will be conducted after the commander's interview with the applicant is complete

c. Scan completed commanders' memorandum for record (MFR) into ERM.

(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. Accessed GCRc.			
a. Logged into IKRome.			
b. Selected GCRc from the applications menu.			
c. Chose "Select a person" from the GCRc menu.			
d. Entered the applicant's social security number (SSN)/PRID, selected "find now" to locate the record.			
2. Validated scanned documents within ERM.			
a. Selected name of applicant (hyperlink).			
b. Selected ERM from "Select a person" menu.			
c. Selected View packet from sub menu.			
d. Opened folders of scanned documents and validated.			
3. Conducted QA process to validate the following:			
a. Name (also known as (AKA).			
b. SSN.			
c. Service processing for (SPF).			
d. Date of birth (DOB).			
e. Citizenship.			
f. Dependent Information.			
g. Education.			
h. Prior Service (PS) (if applicable).			
i. Moral qualifications (live scan results, 369s, 1037s, FL 41s, incident/police reports and any other significant documents, ie; DA memos. Note: If Moral waiver is required, validate law violations with AR 601-210, ch. 4-6, 4-7 and 4-10.			
j. Validated the city, county, and state for all law violations with required documentation IAW AR 601-210, ch 4.			
4. Completed QA.			
a. First Sergeant completed QA.			
b. Opened Leader Zone.			
(1) Under My Tools, selected waivers.			
(2) First Sergeant recommended approve or disapprove.			
(3) If approved, forwarded the workflow to company commander.			
c. Scanned completed commanders memorandum for record (MFR) into ERM.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	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. "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