

Summary Report for Individual Task
805K-79R-4004
Perform Quality Control of an Enlistment Record
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/SSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: An applicant has been identified for enlistment. Record is ready for Quality assurance. You have access to Lead Zone, Recruiter Zone, AR 601-210, DA PAM 611-21, and USAREC Messages. All 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: Open applicants record in Recruiter Zone, verify enlistment documents IAW AR 601-210, Chapters 2-4; validate record passes all four levels of validation, enter comments in applicants contact history that record was QCd and is a Go record.

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. Prepare for a quality assurance check.
 - a. Gather source documents IAW AR 601-210, USAREC Messages.
 - b. Open applicant's electronic record utilizing Recruiter Zone.
2. Execute the quality assurance check.
 - a. Validate source documents IAW AR 601-210 and USAREC Messages.
 - b. Verify applicant's Name, Date of Birth, Place of Birth, and Social Security Number has been entered into their electronic record accurately based off source documents.
 - c. Ensure SF 86 e-validation has been completed and passed validation.
 - d. Verify that each SF 86 questionnaire topic has been completed and is error free.
 - e. Verify if any type of waiver is needed.
 - f. View electronic record and verify that all documents needed for enlistment are scanned into ERM legibly and without error.
 - g. Verify that live scan results are in ERM. If live scan results are not in ERM utilize report management zone to pull Live scan report and verify Live scan has been completed.
 - h. Verify temporary reservation has been made using FSR2 (if needed).
 - i. Enter contact history for applicant through Leader Zone and input Center Leader comments indicating that the packet has been QC and in a go status.

(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 OJT for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: is 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. Prepared for a quality assurance check.			
a. Gathered source documents.			
b. Opened applicant's electronic record.			
2. Executed the quality assurance check.			
a. Validated source documents IAW AR 601-210 and USAREC Messages.			
b. Verified applicant's Name, Date of Birth, Place of Birth, and Social Security Number has been entered into their electronic record accurately based off source documents.			
c. Ensured SF 86 e-validation has been completed and passed validation.			
d. Verified that each SF 86 questionnaire topic has been completed and is error free.			
e. Verified electronic record and verify that all documents needed for enlistment are scanned into ERM legibly and without error.			
f. Verified that live scan results are in ERM. If live scan results are not in ERM utilize report management zone to pull Live scan report and verify Live scan has been completed.			
g. Verified temporary reservation has been made using FSR2 (if needed).			
h. Entered contact history for applicant through Leader Zone and input Center Leader comments indicating that the packet has been QC'd and is in a go status.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	Yes
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	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. 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.

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