

Summary Report for Individual Task
805K-79R-4104
Perform Quality control on a Application Packet (DCA)
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: A recruiter has prepared an application and forwarded it to your direct commission and accession (DCA) inbox. You must perform quality control (QC) procedures on the application ensuring it is prepared for board review. You have access to all applicant source documents, recruiter zone, DCA, DCA application checklists, and a recruiter workstation (RWS). This task should not be trained in MOPP 4.

Standard: Electronic packet receives an E-validation of 2Y and QC Summary of 2I in DCA; forward validated packet to company.

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. Confirm the applicable Army Medical Detachment (AMEDD) appointment application checklist has been used based on area of concentration (AOC), corps and/or incentive.
 - a. Print QC summary report using DCA.
 - b. Verify applicant data (i.e. height, weight, employment, education status, licensure status, malpractice information, prior service information etc.....).
2. Use the DCA checklist to ensure all required/correct forms, information and documents are included in the application. Ensure documents are located in the correct folder within DCA.
3. Use the DCA checklist to verify the information contained in the AMEDD application is correct. Place initials in the blank space provided next to each item verifying it is complete and correct.
4. Return application via DCA to recruiter for correction of identified errors , if any. Review the application again for completeness and accuracy.
5. Sign the AMEDD appointment application checklist "Verified By" line at the end of QC process IAW HSD guidelines and procedures.
6. Electronically forward the packet to company for the next level of QC.
 - a. Company forwards packet to battalion operations for QC.
 - b. Battalion operations will forward the packet to HSD for final QC pending callouts or a green packet for board.
 - c. Callouts will be corrected and the QC process will begin again until the packet is green.

(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. Confirmed the applicable Army Medical Detachment (AMEDD) appointment application checklist has been used based on area of concentration (AOC), corps and/or incentive.			
a. Printed QC summary report using DCA.			
b. Verified applicant data (i.e. height, weight, employment, education status, licensure status, malpractice information, prior service information etc.....).			
2. Used the DCA checklist to ensure all required/correct forms, information and documents are included in the application. Ensured documents were located in the correct folder within DCA.			
3. Used the DCA checklist to verify the information contained in the AMEDD application is correct. Placed initials in the blank space provided next to each item verifying it is complete and correct.			
4. Returned application via DCA to recruiter for correction of identified errors , if any. Reviewed the application again for completeness and accuracy.			
5. Signed the AMEDD appointment application checklist "Verified By" line at the end of QC process IAW HSD guidelines and procedures.			
6. Electronically forwarded the packet to company for the next level of QC.			
a. Company forwarded packet to battalion operations for QC.			
b. Battalion operations forwarded the packet to HSD for final QC pending callouts or a green packet for board.			
c. Callouts were corrected and the QC process begun again until the packet was green.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC REG 601-37	Army Medical Department Recruiting Program	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