

Chapter 7

Create a Projection

7-1. General.

a. Being able to create a projection is essential to the processing cycle. Projecting an applicant can mean the difference between your applicant having a smooth transition at the Military Entrance Processing Station (MEPS) or having to sit and wait while the guidance counselor (GC) manually inputs the applicant's data. Projecting also ensures that you receive the data from your applicant's test, physical, and enlistment. This information is also critical for the reporting cycle.

✓ Never project a record with a Status of Lead. If you remember in the earlier chapters, the different records' statuses were defined. If you are ready to create a projection, then the record status should be set as Applicant.

✓ Normally you would replicate a projection after completing the 714A screen and the Prospect screen. There is one exception to this rule. If your applicant has a citizenship other than "US Citizen At Birth," you will need to complete the Citizenship screen before your projection will be accepted.

b. Projecting an applicant's record is like sending a brief resume on that person. Simple information such as name, education level, age, sex, and address are transmitted from the recruiter to the GC at MEPS. Other information that is sent is what type of test, physical, and processing is requested. This information starts the applicant's main record at MEPS, which is used for his or her enlistment.

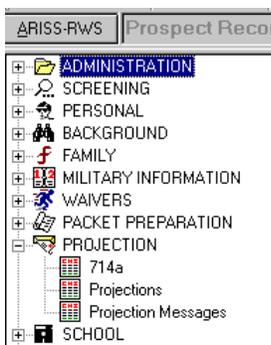
c. The following steps will assist you with creating a Projection:

- (1) Access the Projection screen.
- (2) Schedule processing for your applicant.
- (3) Save and send your projection.



d. You cannot project a record with a status of **LEAD**. The record should show a status of **APPLICANT**, but you

can project a **PROSPECT**. However, the status should be changed to show the individual has agreed to process and reflect a status of **APPLICANT**. Now that we have the record in the correct status, let's go create a projection.



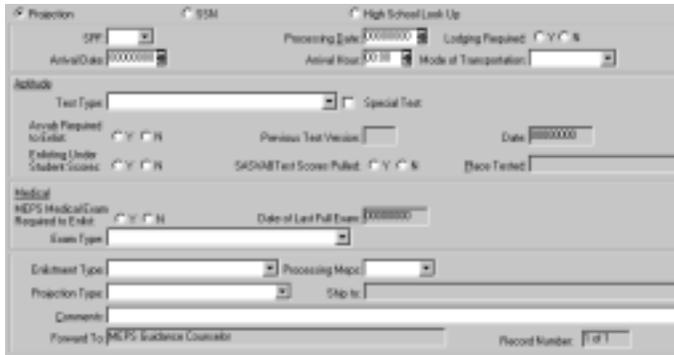
7-2. Access the Projection screen.

a. To open the projection window, click on the **ARISS-RWS** tab, click on the **PROJECTION** file folder, and then click on **Projections**. Notice there are three radio buttons. Select **Projection** to project your applicant for processing, the **SSN** selection is used to re-



quest information about a prior service member. The **High School Look Up** is used to request the Armed Services Vocational Aptitude Battery (ASVAB) test scores on an applicant who has tested at the high school (HS) or for another

service. You may need to fax a copy of the 714a to your GC before the MEPS releases the scores. You see that the remaining projection information is grayed out until you make a selection. Clicking the **Projection** radio button is the only way to open the Projection screen. Selecting the other radio buttons and then saving will automatically perform its described function.



b. Take a few minutes and review the different fields on the Projection screen.

c. First, you need to select **SPF** which is the Service Processing For. Click the **SPF** drop-down arrow and review your choices.

d. Now you must enter the **Processing Date**. This is the date that your applicant will process. This includes the test, physical, and enlistment.

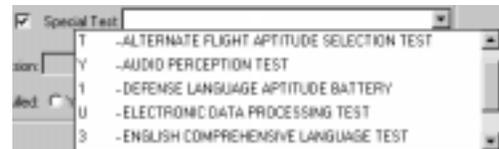
e. You'll need to determine if your applicant needs lodging. If so, click the appropriate response, next to **Lodging Required**.

7-3. Schedule processing for your applicant.

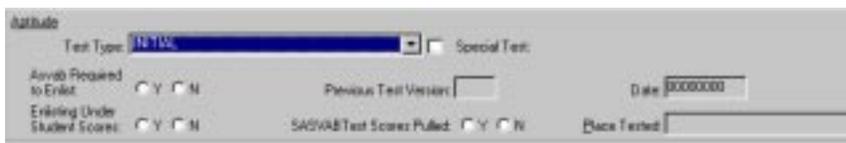


a. Now you need to indicate what processing your applicant is going to do. Your applicant can test, or medical, or do a test and medical. You can set any combination that is applicable to your applicant.

b. Click on the **Test Type** drop-down arrow to see some of the available test types. Notice the **Special Test** box. If the applicant needs a special test such as the Defense Language Aptitude Battery or the English as Second Language test, you would need to select this box. It'll then open another menu item with a drop-down menu with a list of special tests. The different test types are self-explanatory. Normally, you would select **INITIAL** for the **Test Type**.



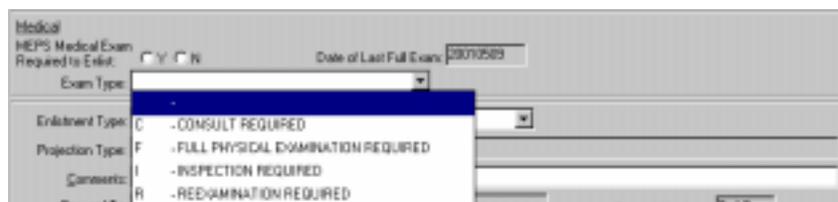
c. Notice with **INITIAL** selected, the **Previous Test Version**, **Date**, and **Place Tested** windows are inactive. If this were a retest or confirmation test, the **Previous Test Version** and **Date** would be available but grayed out. If you need to project a retest or confirmation and this information



is not showing, you will need to do a **High School Look Up** prior to sending a processing projection. Answer the remaining questions by selecting the **Y** (yes) or **N** (no) responses. If no testing is required, do not make any selections in the **Aptitude** fields.

✓ This is why projecting your applicant's processing data is so important. If your applicant was previously tested and you projected him or her, then the test scores would automatically be returned to you and populate the MEPS Processing Results screen.

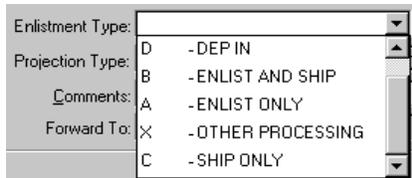
d. Every recruit entering the military must go to MEPS for a medical examination. Click the **Exam Type** drop-down arrow and review the different selections.



Notice that the **Date of Last Full Exam** is grayed out. There will be a date entered if the applicant has already had a full examination. If your GC informs you that a **CONSULT REQUIRED, INSPECTION REQUIRED, or REEXAMINATION REQUIRED**, confirm the date and time with the applicant and immediately project them.

✓ You want to track all actions that your applicants complete. To do this you must project all actions that occur during their enlistment processing.

e. If there are no medical processing requirements, do not make any selections in the **Medical** fields.



f. Click on the **Enlistment Type** drop-down arrow.

g. Selecting an **Enlistment Type** will depend on what component they're enlisting for. For Active Army select either **DEP IN** for Delayed Entry Program (DEP) or **OTHER PROCESSING**. For USAR select **ENLIST AND SHIP, ENLIST ONLY, or OTHER PROCESSING**. Use **ENLIST AND SHIP** only if you are selecting **TRR** as the

Projection Type. For individuals processing for Officer Candidate School or Warrant Officer Flight Training select **OTHER PROCESSING**.

h. Now you need to enter the MEPS the applicant will process through. Click the **Processing Meps** drop-down arrow. To make a quick selection instead of using the scroll bar, type the first letter and number of the MEPS and it will be highlighted for you to select.



i. You are almost finished completing a projection, there are just a couple of other fields.

j. Click the **Projection Type** drop-down arrow. A projection type indicates what type of processing your applicant is going to do and, in some cases, when that

processing will take place. If you have previously made a projection and it needs to be canceled, select **CANCEL PROJECTION**. You will notice that there is even a projection type called **MET SITE TEST**.

✓ Remember to project your applicant for any processing that he or she needs. Not only will this keep a history of the processing that the applicant has completed, but will also populate the TOS to show the work you have done.

7-4. Save and send your projection.

a. You must **Save** this **Projection** record before you can replicate. To save your projection, click on **File** on the menu bar and then click **Save**. If you want to replicate at this time go ahead and connect your laptop to a telephone line and get your secure connection and send the projection. You can do this by clicking on **File** on the menu bar and then click on **Project/Replicate**.

✓ Remember that there are shortcut icons that you can use instead of clicking on the menu bar. The **Save** icon is represented here  and the **Replicate** icon is represented by the telephone. 

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b. If you have previously completed a projection and need to project the applicant for additional processing, do not make changes to a previous projection. You will need to add a new Projection screen and complete the above process. To add a new projection screen, either click on **Edit** and then **Add** or just click the **Add** icon.



c. And finally, close your projection record. When you close the **Projection Record** you will be returned to the main screen in the application.

✓ Remember to record the actions you did today on your Contact History screen.