Guidance Counselor Redesign User's Manual

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History. This issue publishes a new USAREC Pam 601-34.

Summary. This manual will help you: (1) Grasp the basics of the Army Recruiting Information Support System (ARISS) Guidance Counselor Redesign (GCR) and help you use the application to its fullest potential. (2) Get the most out of ARISS GCR by using all of the functions together. Here you will learn how to use the automated tools provided to you and how it will make the processing of applicants faster and more efficient. (3) Publish complete enlistment packets with the easy one-time data entry. (4) Allow your chain of command to track production without interfering with your processing.

Applicability. This pamphlet is applicable to guidance counselors (GCs) and operations personnel.

Proponent and exception authority. The proponent for this pamphlet is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or the civilian equivalent.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-A, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

Distribution. Distribution of this pamphlet has been made in accordance with USAREC Pam 25-30, distribution C. This pamphlet is also available electronically on the USAREC Intranet Homepage at http://home.usarec.army.mil.

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Chapter 1

Introduction to GCR

1-1. GCR overview.

a. If you have been in recruiting for any length of time, you may remember the Army Recruiting and Accession Data System (ARADS), Recruit Quota System (REQUEST), and the MEPCOM Integrated Resource System (MIRS) or applications called Recruiting Information Management System and Packet Projection. ARADS and these applications were the foundation of ARISS. Most of these applications were stand-alone applications on a desktop or laptop, but never went any further than creating an enlistment packet or going from one application to another to get an applicant processed for military service. Once you received a packet you probably spent a couple of hours reviewing the packet, calling for additional documents or information, and preparing to process the applicant once he or she showed up. Depending on when your applicants were scheduled, you filed the packets away in one of the filing cabinets. If you were in a large GC or operations shop, there were usually several individuals pulling the packet for quality control (QC) or to add missing documents. You have heard about recruiters needing to project applicants for all processing. That will definitely be the push with GCR, as you will see in later chapters. The old GCSales allowed you to add some information, but you were never able to complete a packet. GCR is the final application within ARISS to support the enlistment process. GCR is integrated with the other ARISS applications to ensure all subsystems are fully supported. Appendix B identifies he ARISS applications and how they tie into applicant processing.

b. GCR is a web-based application which is a state-of-the-art tool to process applicants for enlistment. It is a virtual office that gives GCs access to the complete electronic enlistment packet. GCR allows the GC to add, update, and delete information in the enlistment application. It automates the enlistment contract and annex forms, completes the electronic packet (e-packet) with electronic signatures, provides scanning of source documents, and allows the electronic submission of the enlistment packet to various internal and external agencies. GCR sends e-mail to the senior guidance counselor (SGC) when expected results are not received.

c. ARISS GCR includes an application called Electronic Records Management (ERM). ERM allows you to electronically QC packets along with filing a complete enlistment packet that includes the supporting documentation. In other words we are on our way to a paperless enlistment process. With ERM there is no more USAREC Form 794 (Enlistment Processing Worksheet) and no more searching file cabinets or desks to find an applicant's packet. GCR will assist you with processing any applicant and provide anyone in the chain of command with the capability to review each packet.

d. When you review this manual you will notice that some chapters are specific to GCs or recruiting battalion (Rctg Bn) operations, but most of the information is applicable to anyone that has access to GCR. Even though some chapters are general in nature, everyone should be familiar with these functions. Before we start there are a few items in GCR that need to be defined. Appendix C defines who has access and what role they play in GCR.

e. Throughout this manual, unless otherwise stated, the term Army includes all components to include active duty, United States Army Reserve (USAR), and National Guard (NG).

1-2. References. Related publications and referenced forms are listed in appendix A.

1-3. Explanations of abbreviations. Abbreviations used in this pamphlet are explained in the glossary.

1-4. GCR Inbox.

a. The Inbox is a critical work area for all users of GCR. As the name implies the Inbox is an electronic holding area of work that needs to be completed. GCR and ERM utilizes many workflows to save time in filing, transporting, and logging data from packet sign-in sheets. Many of the workflows are linked to Microsoft (MS) Outlook and automates the inbound traffic for enlistment packets being replicated to the Military Entrance Processing Station (MEPS) for processing but also offers outbound notification from GCs as well.

b. These workflows must be processed; there is no magic delete button that will remove the old workflows. You will need to take the time and process those workflows to remove them from your Inbox. The one workflow that you need to process carefully is the Qualified not Enlisted (QNE) workflow. Ensure you code this workflow correctly. The recruiting station (RS), recruiting company (Rctg Co), and Rctg Bn will use this information when they review their TNE Report. Establishing a routine to ensure that all workflows are completed daily will ensure your GCR Inbox stays caught up.

1-5. QC workflows. We will discuss these workflows again as we work through the process in later chapters. The following contains the standard naming conventions and detailed descriptions of their uses and workflow routing.

a. A Guidance Counselor QC (GC QC) workflow is initiated by either a projection for the Delayed Entry Program (DEP), Access, Ship, or Enlist and Ship, or can be generated by selecting the link from GCR.

b. A DEP/Accession QC (DEP QC) workflow is initiated by signing the DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment) for Regular Army (RA) and the Selective Reserve Montgomery GI Bill for USAR applicants. This creates another QC Summary designed for the SGC to review prior to affecting the enlistment.

c. The Bn Ops/NCO QC (BN Ops QC) workflow is initiated by receiving the end-of-day code of “E” (enlisted) or “R” (Reno) from REQUEST and the applicant has been verified by the SGC. This QC is for the Rctg Bn operations noncommissioned officers (NCOs) to check and ensure the MEPS is doing business according to current policy.

d. A Before Ship QC (BS QC) workflow is initiated 10 days prior to the applicant’s ship date.

e. The Ship Counselor QC (SC QC) workflow is initiated for those applicants that have been shipped verified in REQUEST. This workflow is designed for the SGC to review prior to the applicant shipping.

f. The Ship Ops NCO QC (BN SO QC) workflow is initiated by receiving the end-of-day code of “V” (shipped) from REQUEST when the applicant has been verified by the SGC. This QC is for the Rctg Bn operations NCO to check and ensure the MEPS is doing business according to current policy.

1-6. Workflows.

a. The Exception workflow is designed to capture requests for exceptions to policy (ETPs) granted to allow an applicant to continue processing when required.

b. Upon receipt of a USAREC Form 1034 (Delayed Entry Program Status Change/Request) or USAREC Form 1035 (Request to Change Enlistment Option), the Rctg Bn operations or GC can initiate a Reno workflow in GCR. The Reno workflow utilizes a drop-down box providing the requester with a standard list of Reno reason values.

c. Upon receipt of a USAREC Form 986 (Separation Request Form), the Rctg Bn operations or GC can initiate a Cancellation workflow. The Cancellation workflow utilizes a drop-down box providing the requester with a standard list of cancellation reason values.

d. The Waiver workflow is used for administrative, moral, and medical waivers to be approved within the United States Army Recruiting Command (USAREC).

e. The QNE workflow is designed to capture processing results for all applicants projected for each day to provide accurate end-of-day processing results and close the loop on all applicants that have committed to processing in the past.

1-7. Access rights. Whether you are a GC or operations NCO or officer in charge or you are moving to these positions, there are some items that you need before you can use ARISS GCR and its supporting applications. Your Rctg Bn S-1 and information management specialist (IMS) will provide you with most of these. Of course you will need a computer with the applications loaded. But you will also need access. Your S-1 and IMS will ensure you are provided with a user login identification (ID) and password to access your computer, GCR, and e-mail. You will also be required to get a REQUEST login ID and password that will provide you access to REQUEST. If you are in the GC shop, the United States Military Entrance Processing Command (USMEPCOM) will provide a login ID and password to MIRS. It may be a good idea to change your default password the first chance you get. Of course you may not have a choice. Although your activities may interface with other systems such as MIRS and REQUEST, this manual will not address the specific details of those applications. Now that we have covered that, let's spend a few minutes and discuss GCR.

1-8. Security and privacy. ARISS provides various levels of security. The login ID and password protection scheme allows for read-only, write-only, read/write, and lockout from any process depending upon a user's particular needs. This database contains personal data that is covered by the Privacy Act of 1974 and access is restricted to only those users with a need and a right to know. The user login ID and password will be used to access your computer, GCR, and e-mail while your REQUEST login ID and password will provide you access to REQUEST. If you are in the GC shop, USMEPCOM will provide a login ID and password to MIRS.

1-9. Explanation of entries.

a. To make this manual easier to use, we have followed a few conventions. Anything you need to select appears in bold, like this:

Type **this entry**

b. If there's any variable information to be typed, such as a key on the computer keyboard or a file name, it appears in bold italics, like this:

Type ***this entry***

c. In addition, you will find entries throughout the manual that will serve as reminders or notes along with known error messages that you may see if there is a problem.

(1) √ This will identify reminders or additional notes that apply to that section,

(2) This will show you error messages that may occur when using the application.

1-10. Suggestions. As part of a continuing effort to produce a product of the highest quality, we would like to hear your comments. E-mail your comments, ideas, or suggestions for improvement to ARISS Feedback from the Recruiting Central ARISS Web site.

Chapter 2

Applicant Preprocessing Phase

2-1. General.

a. This chapter was written to assist you with processing enlistment packets using GCR. When we discuss the preprocessing phase, we are referring to those actions that need to occur prior to the applicant arriving at the MEPS. Your office may perform these actions in the morning or late afternoon, but need to be accomplished daily to ensure a smooth processing cycle for the applicant. The below tasks have been referenced back to the applicable chapter if you need additional information. The most important factor in using GCR is that recruiters project their applicants for all processing. Without this, you will have additional tasks to complete.

b. The information below should assist you with the actions that need to be completed prior to an applicant's arrival to enlist or ship.

2-2. Login and logout and procedures (chap 7)**.**

a. Double click on your GCR icon on your desktop.

b. Enter your ***User Id*** and ***password***. Make sure your Caps Lock is not on. Now you can simply press the **Enter** key or click on **Login**.

c. You will see the Government consent screen appear. Click **OK** at the bottom of the screen.

√ You will receive an error message if you enter an incorrect user ID or password. Three failed attempts will result in the account being locked. You will then have to wait 30 minutes to login again or call the Service Oversight Center (SOC) to unlock your account.

d. Upon successful login the GCR main screen will appear. From here you will start processing.

e. Logout procedures. Click on **Log Out** from the main menu. A caution box will appear stating, "This action will log you off this web site. Are you sure you want to continue?" Click on **OK**.

√ This link will correctly log you out of the application. This is the proper way to exit the application. While in different screens or windows of GCR, if you don't see the menu on the left of the screen, you can close the window using the "X" in the upper right corner of the screen.

2-3. Starting the initial QC process.

a. You will need to access the GCR Inbox to start the QC process. From the GCR main screen select **Links** and then click on the **Inbox** link. This is a shared inbox that everyone in your office has access. Delegating specific tasks to different individuals can ensure all actions are performed in a timely manner.

b. With GCR, every applicant projected to enlist or access will have a packet electronic validation (e-validation) and GC QC initiated. GCR automatically initiates the e-validation and will place a GC QC in your MEPS Inbox for processing. This is a critical task that must be accomplished prior to the applicant arriving for processing. During your GC QC processing you will be doing the same checks as with the USAREC Form 794, but will do it electronically. Completing this task prior to the applicant's arrival will allow the recruiter sufficient time to correct anything you find wrong or incomplete.

c. There are two parts to the initial QC process. The first is the e-validation of the packet and the second is the actual packet QC. The e-validation is automatically conducted when a recruiter projects an applicant for DEP-in or Enlist. GCR will perform four levels of validation. They are:

(1) Level 1. This identifies that the projection passed edits and that record is not on your Select a Person

screen ready to process. PASS shows the projection was accepted by ARISS and passed the projection edits. You should never see a validation with Level 1-FAIL. If the projection fails Level 1, the recruiter will be notified via ARISS message stating why the projection failed edits.

(2) Level 2a and 2b. This does a complete check of the data required to complete the questions on DD Form 2807-2 (Medical Prescreen of Medical History Report) along with the medical and insurance information.

(3) Level 3. This does a basic check of the applicant's enlistment packet. This is nothing more that doing an electronic personnel security questionnaire (EPSQ) validation. Remember this checks to ensure the required fields are completed. The validation cannot verify the information that has been added. Only you can do this with the applicant using the applicant's source documents.

(4) Level 4. This takes a closer look at the applicant's record and does a cross-check of information that was entered in the packet. For example, it will check to verify the Spouse screen is complete if the applicant shows that he or she is married or vise versa.

d. If the validation shows failed on Levels 2 to 4, it will list each item that caused the packet to fail validation. The recruiter will only get an e-mail after the record has been through all levels of validation and fails any Levels 2 to 4. The e-mail message will show Validation Report attached informing them of the discrepancies in the record. Remember the applicant projection is still valid and still shows on the GC Select a Person screen. The recruiter will need to make the corrections and replication only to update the record. If there are minor changes you can also update the applicant's record using GCR.

e. If the applicant's enlistment packet meets all four levels of validation, then the E-Valid column on the Select a Person processing list will reflect a "Y" in that column. If any errors were found at any level, an "N" will be reflected in that column. There is also a hyperlink to the E-Validation Report showing in detail what errors were found. All enlistment packets should have a "Y" in the E-Valid column prior to the appropriate processing.

2-4. Processing a GC QC (chap 11)**.**

a. During your review of the next day's processing lists you will notice that the E-Valid column will identify those packets with a "Y" or "N," but the Packet Status will be blank. You will need to complete the applicant's GC QC found in your GCR Inbox to complete the Packet Status column. This will be an ongoing process since recruiters will be projecting daily to schedule their applicants for processing. However, the only time a GC QC will be initiated is for those applicants projected for DEP-In or Access or if you manually initiated a GC QC. There will be several other QCs and workflows in your inbox, but we want to concentrate on the GC QC during this time.

b. GCR creates a QC Summary Report compiling all of the data from the applicant's record and presents the data in a logical manner allowing the GC to effectively check the packet for completeness and eligibility. The QC Summary Reports are stored in the applicant's ERM profile in the Core Admin folder.

c. To perform a GC QC Workflow, select **Inbox** under the **Links**. Scroll down the GCR Inbox and locate the first GC QC Workflow. Performing a GC QC you should have the source documents to verify the applicant's basic information; however, there will be times when the documents are not available until the applicant shows up for processing. You can perform the GC QC without these documents, but should annotate that source documents were not available when the QC was conducted.

d. To complete the GC QC, click the hyperlink next to the task. This will open a new window entitled, "Task Manager." This is where you will approve or disapprove the QC and record your comments concerning the packet. However, we need to view the QC Summary Report first. Click on **View QC Summary Report**. The QC summary extrapolates all of the enlistment data from the applicant's record and presents the data in a logical manner. The flow of the QC summary begins with applicant's personal information, whether a waiver is submitted, the packet passed validation, along with any ship information. The next section is the Comments section, which displays the comments from previous completed workflows. The right side of this table lists eligibility source documents located in ERM at the time the report was created. These tables will expand as the documents are created in GCR or scanned in ERM. The following list details the order information is presented in the QC Summary Report.

(1) DD Form 2807-2 data: Provides the applicant's answers to the questions on the medical prescreen. All questions should be answered with details for any yes answers (see para 15-4).

(2) Personal Information: Age, Gender, Date of Birth, Entrance National Agency Check (ENTNAC), Defense Manpower Data Center, DEP Discharge, Alias, Citizenship, Race, Ethnic, Religion, Languages, Driver's License Number, Expiration Date, State, Marital Status, Spousal Information, Spouse Citizenship, Marriage Record, and Additional Information with details for yes answers (see para 14-2).

(3) Medical: Physical Date, PULHES, Height, Weight, Body Fat Percentage, and Vision (see para 15-4).

(4) Trainability: Armed Services Vocational Aptitude Battery (ASVAB) Test Version/ID, Date and Place Tested, Line Scores, and Computerized Adaptive Screening Test (CAST) Results (see para 15-3).

(5) Education: Education Years, Education Code, and all information from the Education screen to include the questions and answers (see para 16-5).

(6) Residence: From the Residence screen (see para 16-3).

(7) Employment: From the Employment screen to include any military employment pulled in from the Military History screen (see para 16-4).

(8) Military History: Dates, Service, Status, Primary Military Occupational Specialty or Area of Concentration, Grade/Rank, Discharge Type, Reenlistment Eligibility Code, Separation Reason, Lost Time, and all other information from the Military Assignment History and Military Personnel screens (see chap 19).

(9) Investigation: Will only show questions that were answered yes by the applicant (see chap 17).

(10) Awards: Will only show questions that were answered yes by the applicant for prior service (PS) applicants (see para 19-3).

(11) Moral: Will only show questions that were answered yes by the applicant from the Moral/Drug screen (see para 15-5).

(12) Finance: Will only show questions that were answered yes by the applicant from the Background screen (see para 17-3).

(13) Foreign Travel: Will only show questions that were answered yes by the applicant from the Foreign Activities screen (see para 17-4).

(14) Family and Associates: Should display information about all family members (see chap 18).

(15) References: Should show three references that reside in the United States (see para 16-6).

e. If you have the applicant's source documents, verify that the information on the QC Summary Report is accurate. Pay close attention to the Moral and Drug questions to ensure the applicant does not need a moral waiver. The same can be said for applicants with dependents possibly needing a dependency waiver. If a waiver is required, ensure that one has been processed by checking the Waiver Required information at the top of the QC Summary Report. Another indicator that the packet is complete is to check the Validated status. This is found next to the Waiver status. If the Validation is No, minimize the QC Summary Report and check the Validation Report under the Core Admin folder.

f. However, if the Validated status is Yes, you can assume that the recruiter has completed all information. If the source documents verify the information on the QC Summary Report, then this packet should be approved and the applicant is ready to process.

g. If you check the Validation Report and find there are several errors or no source documents are available to verify the applicant's information, you should disapprove the QC and notify the recruiter of what needs to be corrected. It is hard to complete a good QC on the packet without source documents, but your standing operating procedures (SOP) may allow the approval of a QC that has a Validate status of Yes but is pending source documents.

√ The initial GC QC must pass Level 4 validation to be considered an Approved (GO) packet. All other QCs must have all required documentation scanned into ERM to be considered Approved (GO). What is considered an approved packet should be defined in your SOP.

h. Close the **QC Summary Report** and **Validation Report** to return to the workflow Task Manager screen.

2-5. Completing a GC QC.

a. Packets are either Approved (GO) or Disapproved (NO GO). From the Task Manager screen click either **Approve** or **Disapprove** and complete the task by selecting the **OK** button on the Caution Message.

b. This will bring you to the Comment box where remarks may be entered. You are limited to the amount of information that you can enter. However, if the packet was disapproved, ensure you detail why it was disapproved and when you expect it to be corrected. Having preset comments to copy into the Comment section may speed up processing the GC QCs in your GCR Inbox. Below are a few examples:

(1) GC QC APPROVAL with minor errors: The 2807-2 must be received NLT 0800 the day prior to processing and that all corrections identified on the validation e-mail must be made and replicated prior to the applicant processing. Ensure all source documents accompany the applicant.

(2) GC QC APPROVAL with no errors: The 2807-2 must be received NLT 0800 the day prior to processing. Ensure all source documents accompany the applicant.

(3) GC QC DISAPPROVAL: As of today, packet is incomplete. Ensure all corrections identified on the validation e-mail are made and replicated prior to the applicant processing and that the 2807-2 is received NLT 0800 the day prior to processing.

c. Select **Finish task** to complete the workflow. Notification with your comments is automatically e-mailed to the recruiter, RS commander, and both members of the company leadership team (CLT). If you disapproved the GC QC, you can add a comment for the recruiter or RS commander to reply to this e-mail when all corrections have been made. Institute a policy to ensure you are notified when the errors have been corrected.

d. GC QCs that are opened by a GC and not given a disposition are sent back to the GCR Inbox. The GC's name will appear under the Sent By column and the SGC will be able to validate whether or not the GC is doing the QC. Continue working any other QCs in your Inbox.

2-6. Review the Select a Person processing list (chap 9)**.**

a. Once you have completed your QCs, go to the GCR main screen and click on **Select a Person**. Enter the date in the **To** field to see what processing will be occurring the next day. Review those applicants scheduled to DEP-In or Access. All applicants should have a PKT STAT of GO and an E-valid status of "Y." For those records that have a PKT STAT of NO GO or an E-valid status of "N," you may need to initiate another Validation or QC to see if corrections have been made to the applicant's record. The goal is to have all packets as GO and validations as "Y" prior to the applicant showing for processing.

b. You will need to check each projection to ensure there are no duplicates (i.e., one from the recruiter and one from MIRS or REQUEST). All projections should be coming from recruiters using Leads-Reports with the exception of Ship projections. Check the MIRS indicator codes to determine the status of the projection. If the code is "S," then the projection has been sent to MIRS, but not confirmed in MIRS. If the code is "T," then the projection has been confirmed in MIRS. Review what the applicant is being projected for. Is the applicant projected for Physical and Test or just a

Physical? The most common error that a recruiter makes is projecting an applicant for a Test when they already have a valid test score. This is a training issue with the field, but may require you to modify the projection to ensure MIRS has the correct information.

2-7. Create or modify projections in GCR (chap 13)**.**

a. Each day you verify the next day's processing with each company Rctg Co first sergeant (1SG). During this time review the GCR Select a Person Processing List with the 1SG to ensure applicants are projected properly.

b. There may be a time when the recruiter cannot project an applicant for processing and the 1SG may request that you build a projection for them. To add a new projection, the recruiter must have projected the applicant previously. From the **Select a Person Processing List**, enter the applicant's social security number (SSN) and click **Find Now**. If you receive a message that "No Applicant Data Found" then the applicant record has never been projected. Inform the 1SG that the RS commander will need to build and project the applicant for processing. If the record has been previously projected, all projections will appear on the screen.

c. Be careful when selecting a record by SSN. If there is more than one previous projection, you will need to ensure that record is the one the recruiter wants to project. This is where you will need to verify the projection source, recruiter's recruiting station identification (RSID), and the applicant's service processing for (SPF) and profile identification (PRID). Never select a record to create a new projection that has a Proj Src of "M" or "R." Only use projections with a Proj Src with "L." Verify the recruiter's RSID and applicant's SPF. If you find several records with the same information, the last thing that you need to check is the PRID. To check the PRID, place the cursor on the applicant's name and review the information at the bottom of the screen. Do not click on the record, just place the cursor on the applicant's name. You are looking for the PRID number. If all records show the same PRID then this is the same record, but projected for different dates. If there are different PRIDs you will need to review the 680-3A-EPD recruiter ID/Station to ensure you are projecting the correct record. Once you've determined you have the right record, click on the **Projection** link. Click on the **Projection** radial and then scroll to the bottom and click on **Add Projection**. Complete the required information and then click the **Save/Project** button.

d. During this review with the 1SG you find that an applicant was projected for the wrong processing and that a projection needs to be canceled. To modify or cancel a projection you will need to open the applicant's record and go to the projection screen. Scroll down the list of projections and find the projection that you want to modify. Click on **Update** and make the necessary corrections and then click on the **Save/Project** button. Reasons for modifying a projection include wrong SPF, applicant incorrectly scheduled for processing, or courtesy enlist/ship to another MEPS. If you need to cancel a projection, go through the above steps and find the projection that needs to be canceled. Click on the **Update** button and change the Projection Type to **Cancel Projection**. Click the **Save/Project** button and that projection will be removed from your processing list for that date.

√ You cannot update a projection in the past. You can only update a projection for that day or a day in the future.

e. If you add a projection or modify a projection with an enlistment type of DEP or Enlist, a GC QC workflow and Validation Report will be initiated by GCR. You will need to process the workflow to update the Select a Person processing list packet status and e-valid columns. However, if the projection is for today or changed the enlistment type with a processing date for today, you will need to manually initiate the GC QC and Validation Report. To manually initiate a GC QC and Validation Report, open the applicant's record and click on **ERM**. Click on the **Validation** link and then click on the **Initiate Validation** button. It will take a few hours for the Validation Report to process. Now click on the **Perform QC** link. When the screen appears click on the **Initiate QC Summary** button. It will take a few minutes for the GC QC to appear in your GCR Inbox.

Chapter 3

Applicant Processing Phase

3-1. General.

a. The applicant is now sitting at your desk qualified to enlist. What needs to be done in GCR to accomplish this task? Verify the data in GCR, send the applicant's information to REQUEST to make a reservation, the reservation information returns to GCR for completion of the annex and other forms, obtain electronic signatures on the required forms, and have the SGC verify the accuracy of the enlistment. Sounds like a lot doesn't it. Well, if the recruiter did his or her job properly, this task is actually very simple for the GC to complete. Even if the recruiter did not do his or her job completely, the system is designed to make it easy for the GC to fix any errors found and complete the enlistment. No longer is there the need to decide which annexes are going to be used. The system will automatically determine that based on the reservation obtained within REQUEST.

b. The information below should assist with the actions that need to be completed during an applicant's processing.

3-2. Verify Select a Person processing list (para 9-8)**.**

a. After successfully logging into GCR, click on **Select a Person** to view today's processing list. If the applicant is scheduled for processing, his or her name should appear on the processing list, if not enter the applicant's SSN and click on the **Find Now** button.

√ Check to ensure that everyone that is scheduled to process is showing on the processing list and that each applicant has a Pkt Status of "GO" and an E-Valid of "Y."

b. Review the Select a Person processing list for applicants that failed to show. You will want to cancel their projections to eliminate the QNE workflows at the end of the day. Also review the processing list to cancel any duplicate projections. This will happen if the recruiter projected an applicant on Leads and one was created in MIRS. If there is a projection with a Proj Src of "M" you will want to review this record carefully. In most cases this record will only contain the applicant's basic information and not enough information to complete an enlistment packet. You will need to search by SSN to find the applicant's record that was created by the recruiter.

√ You never want to process an applicant using a record that has an "M" under the projection source unless it is the only record available in GCR.

c. If the record is not a GO or the validation is "N" you will need to review these documents. To review the applicant's information prior to processing, click on **NO GO** under **Pkt Status**. This will display the last QC conducted. You can do the same to review the packet validation. Click on the "**N**" under **E Valid** to review the current Validation Report. This will display all of the information that is missing from the applicant's packet. You may need to initiate another QC if the record is now complete and change the status to "GO." The same will be required to change the validation from "N" to "Y." This should be done first thing in the morning to ensure the correct status is reflected prior to the applicant processing.

3-3. Initiate a GC QC and packet validation (chap 11)**.**

a. If the Packet Status is NO GO or the E-Validation is "N," the GC will have to initiate a new QC Summary (workflow) or Validation Report. This will allow the GC to view any changes made to the packet since the previous QC.

b. Click on the **Name** hyperlink to access the record of the desired individual. To initiate a Validation Report, select **Validation** under the **ERM** menu. Click on **Initiate Validation Process** button from the Validation screen. After clicking on the button, the button will change quickly to Validation Processing and then return to the Initiate Validation Process. This will generate the Validation Report. You will need to review the results in ERM.

c. To initiate a QC Summary Report with differences, select **Perform QC** under the **ERM** menu. On the QC Summary screen click on **Initiate QC Summary Process** button. After clicking on the button, the button will change quickly to QC Summary Is Processing and then return to the Initiate QC Summary Process. To view the new QC Summary, click on **Inbox**, scroll through the tasks until the applicant's name appears and then click on the hyperlink for that task. This will display the Task Manager. From this screen you can view the QC Summary Report. Click on the **View QC Summary Report** button. This will take the GC to the applicant's ERM profile and the QC Summary Report is displayed.

d. Review the QC Summary for changes made to the packet since the last QC. This can be done by reviewing the changes while scrolling down to the Comment section to view the comments from previous QCs.

e. To view the Validation Report, click on **Validation Report** under the **Core Admin** folder. The Validation Report will tell you the current level of validation of the packet (Level 1 to 4). Check the generated on date to ensure you are looking at the latest validation. If the packet passed Level 4 validation, the report will be blank under the Results line. If not, all missing data will be identified.

√ If you are going to make the correction, you may want to print out this report to ensure you make all the necessary corrections. If not, you can e-mail this report again to the recruiter and inform him or her to make corrections, replicate, and notify you when completed. To locate the recruiter's name, go to the GC QC and scroll past the Differences to the applicant's basic information.

f. To close the screen, click on the "**X**" in the upper right corner. This will take you back to the Task Manager screen.

g. Depending on the results of the Validation Report and QC Summary Report, click **Approve** or **Disapprove**. This will take you to the Comment screen. Type in the actions you took or what needs to be done by the recruiter. According to regulatory guidance you are not suppose to process an applicant that has a NO-GO packet. Click on **Finish Task** to return back to the Inbox. To close the screen, click on the "**X**" in the upper right corner. This will take you back to the GCR QC Summary screen.

3-4. Review and complete the 680-3A-E (para 10-2)**.**

a. Now that the applicant has returned from MEPS processing, you are now ready to continue. Find the applicant's record on the Select a Person processing list and click on the link. Now click on the **Process App** and then click on **680-3A-E**. This screen is divided into nine areas.

√ Records are sorted on the Select a Person processing list by RSID and then by SPF.

√ You do not want to process any record in GCR that shows a Proj Src of "M." This is a MIRS projection and in most cases the applicant's record is incomplete.

b. Notice the top of the screen has links to different areas within the 680-3A-E screen. Review this information with the applicant prior to completing any further actions. This information must be accurate prior to submitting the applicant's data to REQUEST or MIRS. Failure to verify this information may require you to contact the Recruiting Operations Center for assistance in getting a proper reservation along with incentives and bonus.

√ S/H identifies those applicants that have a Spanish or Hispanic ethnic code.

c. Review the recruiter of credit for the enlistment. If the credit needs to be changed, initiate an Exception workflow and enter the new recruiter's information and submit to the Rctg Bn for approval. Once approved the change of credit will be annotated on the DD Form 1966 series (Record of Military Processing - Armed Forces of the United States), Remarks section (per applicable regulation). All other information that must be validated either through source documents or verification with the applicant.

d. There will be some items that you cannot change on the screen. Most of this information, if incorrect, can only be changed in other areas of GCR or by the recruiter in ARISS Leads-Reports. Most of the personal data changes can be made on the 680-3A-E or Prospect screens.

e. Verify that you have the current test information posted. If there are no test scores, you can add prior to submitting the record to REQUEST.

√ ES (entry status) will always be a 3 for RA and blank for USAR.

f. Once you have verified the applicant’s information you can now go to REQUEST and see what is available. To submit the applicant’s data click on **Submit to REQUEST**. The information on this screen is saved and sent to REQUEST for the purpose of making and saving a reservation. This works in the same way as the old GCSales Program. Click on the **Save** button to save the information without sending it to REQUEST. This will allow a GC to complete any additional information prior to submitting a build to REQUEST.

√ If you click on Submit to REQUEST or Save you may see a warning message if required information is missing. Click OK and go to that section and make the corrections.

3-5. Submit to REQUEST and pull a reservation (para 10-3)**.**

a. Clicking on the Submit to REQUEST button will transmit the applicant’s data to REQUEST.

b. You will now log into REQUEST and find the applicant a job and training seat. Once the reservation has been pulled within REQUEST, print the reservation and qualification screen. These documents will need to be scanned into GCR and the hard copy given to the applicant. The reservation data is automatically sent back to GCR and can be viewed on the 680-3A-E DEP or Accession section. You are now ready to complete the annex. After you login to REQUEST and cannot find the record, your normal reaction is to send the record again from GCR. If you still do not see it, then you manually build the record in REQUEST. If you have encountered this, you need to check Review ARISS Record in REQUEST. It may be that the record you submitted to REQUEST has errors. The record may have been sent with special characters showing on the GCR 680-3A-E. REQUEST will not accept these special characters in any of the fields causing the record to show as Failed under Review ARISS Record. The most common location for these errors is in the Name, Address, Driver’s License, or City fields. A list of these special characters are ! @ # $ % ^ & * ( ) _ - + = / . > , < ‘ “ ; : . To find the exact error, highlight the **Fail** under the **Inbound Record** and then click **Show Error**. This will identify a line number and the error. Now click on **Show Record** and scroll down until you find that line number. The information containing the special character will be shown to the right. You will need to make the correction in GCR and click on **Submit Builds to REQUEST** again.

c. Another reason the record is not showing in REQUEST is the 680-3A-EPD in GCR is not showing any test scores. First verify that MIRS is showing the scores on USMEPCOM 680-3A-E. If there are scores you can add them to GCR and send the record again. You do not want to build a new record in REQUEST because of missing test scores in GCR. This will only cause additional problems for you and the recruiter. There is a workaround where you can quickly add the scores on the GCR 680-3A-E if they are missing. First click on **Administration** and then on **Prospect**. Click on **Prospecting Option** and click on **Transfer Reserve-TRR** and click **Save**. Now click on the **Screening** link and click on **Test**. Enter the test information and click on **Save**. Now return back to the **Prospect** record and change the **Processing Option** and click on **Save**. The scores will now show on the 680-3A-E and you can submit the record back to REQUEST.

3-6. Complete the annex forms for enlistment (para 10-4)**.**

a. Click on **Annex Forms** under **Process App** to continue with the applicant’s processing.

√ A reservation must exist for the applicant. If no reservation exists an error message will be received.

b. GCR creates a single individualized enlistment annex that requires only one signature from the applicant and GC. Data from REQUEST is used to determine the proper annex and complete the information within the annex. The initial screen contains questions that must be answered prior to completing the annex. These questions should be reviewed with the applicant.

(1) Custody. Asks if the applicant has relinquished custody of any minor children. An additional screen will

appear if yes is selected. Only required if the applicant has minor children.

(2) Tattoos. Ensures the answer matches the physical. This is read only. The answer can only be changed from the Screening menu's Physical sublink. If the question was answered Yes ensure it meets enlistment standards.

(3) Law violations. This applies to all law violations. Review those violations with the applicant to ensure all are listed. Additional violations can only be entered from the Screening menu's Moral/Drug sublink.

(4) GI Bill enrollment information. Click on the drop-down arrow to select the appropriate response. This question does not appear for USAR applicants.

√ The GC must enter this information. Recruiters do not have this feature on their recruiter workstations (RWSs).

√ There are additional questions for USAR applicants that you will be required to complete.

c. Based on the applicant's answers, determine if applicant is still qualified for enlistment. This may require you to submit a waiver, if necessary, to continue processing the applicant. Click **Save** to generate the annex.

If you get the below error message you will need to fix the applicant's record before you can continue:

More than one annex found when attempting to complete the annex.
Error Message More than one annex found Number found = 2

PS applicants are receiving messages stating more than one annex found Number found = 3
This is a combination of errors caused by having a mismatch of SPF codes.

d. The = 2 is an indication that there is a mismatch between the Prior Service Indicator and the Number of Days of Service or a problem with the SPF. You will need to go to the **Prospect** screen and check to ensure the **PS** box is checked. Now check the **680-3A-E** screen (under **Projection** folder) and either remove or enter the number of days to allow the creation of the annex. Return back to the annex and complete the form. The = 3 is an indication that there is a problem with the SPF. Check the **680-3A-E** screen (under the **Projection** folder) and change the **SPF** to the correct code and click **Save**. Return back to the annex and complete the form. If the = 2 now appears, revert to the solution described above.

e. Scroll through the document while the applicant reads the information. Inform the applicant that he or she will receive a copy of this form when the enlistment is completed. As you scroll to the bottom, notice the Get Signature button in the signature portion of the form. Click on **Get Signature**. This will bring up a new window. Using the signature pad, have the applicant sign and then click on **Accept/Send** to save the signature. Repeat above steps for the GC's signature. To save the document, click the **Save** button.

√ You can click on Sign Again to re-sign the form.

f. The form is automatically sent to ERM in pdf format at the same time it will automatically appear on the GC desktop. To print the document, click the **Print** icon on the Adobe screen. Close the Adobe screen and return to the Annex Forms screen. To close this screen click on the "**X**" in the upper right-hand corner.

g. There are additional links on this screen. The first link is to the annex you have just completed and printed. The second link is to the GI Bill Enrollment form. Click on the second link. Have the applicant read the GI Bill Enrollment form. Scroll to the bottom of the page and click on **Get Signature**. Have the applicant sign the signature pad, then the GC will sign in the required space. Click **Save**. The GI Bill Enrollment form will appear on screen in pdf format. Select the printer icon to print the form. Close the window after the form is printed. You will want to provide a copy of these documents to the applicant.

√ Complete the above steps until all forms have been completed. Do not select the Exit button from the window if you want to continue processing this applicant. Exit will return you to the main Select a Person screen.

3-7. Complete enlistment forms (Forms and Documents menu) (para 10-4)**.**

a. Click on **Forms Docs** to bring up the Forms and Documents screen. This screen should be partially completed from recruiter input. Complete any areas that have not been completed.

√ Source documents must be completed before the GC can continue and retrieve any forms. Dates are not required unless the recruiter has completed the requested date and no date in the date received column.

b. Verify the documents actually used are those listed in the Source Documents. You can view previously scanned documents from View Packet under ERM. View previously scanned source documents in the Core Documents folder. Add any additional documents used in the Additional Documents area. If no source documents have been identified in this screen an error message will appear when you try to retrieve additional forms for signature. Click **OK** and enter the source documents.

c. In the Application Packet area of the screen, documents can be selected or deselected by clicking in the check box next to the form name. The GCR application is defaulted to have documents selected that would normally be required and that need signatures. All forms can be selected or unselected by using one of the two buttons at the bottom of this area. Select the required forms and then click on the **Display for Signature** button. A new window will appear with the first tagged document.

d. One of the critical documents is the DD Form 1966 series. Review it carefully to ensure the information is recorded correctly. Errors may be encountered if the proper enlistment programs were not selected, the applicant's record is showing the wrong SPF or PS, etc. If there are items that need to be added or clarified, add them in the Remarks section of the DD Form 1966 series. Adding statements to the DD Form 1966 series is very simple. Open the applicant's record and click on **Packet Prep** and then on **Remarks Review** (see para 21-4). At the bottom of this screen there is a block called **Free Form Remarks**. This is where you will enter that required statement. There are some pretyped statements that you can select; however, there is a problem with the edit function. Once this is fixed then you can select the required statement and then enter the missing data. Be careful on what you select for the DD Form 1966 Remarks, most of the information is being added in the dynamic annex.

e. You may encounter an error message when trying to complete the DD Form 1966 series. Check to see if the applicant requires a parental consent and the recruiter failed to complete the Parental Consent section. This error occurs when you have single parent consent. The GCR application excepts only fields completed by the recruiter. The solution is to access Packet Prep and Parental Consent (see para 21-2). Go to the second **Parent** drop-down box and select a name from the list provided. Ensure the documentation used for the parental consent has been completed and attempt to save. You will receive an error message because the witness for the second parent or guardian has not been completed. Change the value from the second parent or guardian back to **Null** (empty) and save the screen. Return to the **Forms Docs** screen and select the **DD Form 1966** and remaining forms needing to be signed.

√ You may need to expand the form full size to see the up and down scroll bar.

f. Have the applicant sign and then the GC sign as the witness. You may be required to click on the Next Page button to find the signature box. This will depend on the form you are signing. Click on **Save** before continuing. You will get a confirmation message stating the form was Successfully Saved to ERM. Print the form after signatures are obtained in accordance with MEPS and/or Rctg Bn policy. Select **Next Form** and continue the above steps until all forms have been signed and processed. When the last form is shown click the **Next Form** button and a screen will appear stating all forms have been signed and processed. Click **Close Window** and it will return you to the Application Packet Instruction Information screen.

g. Give the applicant copies of the forms required for his or her processing (i.e., preaccession interview (PAI), pre-enlistment interview (PEI), and DD Form 1966 series). While the applicant is completing processing, you now have time to complete any additional scanning or updating of the applicant's packet.

√ Any forms that contain personal data errors must be corrected by going to the proper section within the GCR application.

3-8. Scan source documents for transfer to ERM (para 11-4)**.**

a. With an applicant selected, click **ERM** to expand the menu. Click **Scan** to open that screen. Click on the **Document Type** drop-down menu to select the folder the scanned document is to be placed in.

√ Refer to table 11-1 for proper location of forms and documents.

b. This will open an additional drop-down field to select the name of the document. Click on the **Form Name** drop-down menu to select the form. If desired selection does not exist, click on the **Show More** button. Click on **Form Name** drop-down menu again to view additional selections. Verify that you have the correct Form Name and Document Type selected and then click on **Scan**.

√ Attention to detail in selecting the proper form name is critical. For example, Birth Certificate is not the same as a Hospital or Delayed Birth Certificate. Use table 11-1 if you are not sure of the different form names.

c. Once you click on the **Scan** button it will bring up the Scan an Image screen. Select the paper size. A normal piece of paper is 8-1/2" x 11" but you can scan an 8-1/2" x 14" document.

√ Oversized college diplomas and awards are difficult to scan. You may be required to reduce the document on a copier to successfully scan the document into ERM.

d. Click on the **Select Source** button to verify the correct scanner is selected. Default should be to the scanner configured to your computer.

√ This should only have to be done once. There is no need to click this button each time unless the GC believes someone may have changed the settings.

e. Place the document in the scanner. Use the sheet feeder if the document is of a typical size or there are many pages to this document. Use the flatbed part of the scanner for documents such as driver's license, birth certificate, high school (HS) diploma, etc. Click **Scan Page 1** to scan the document. Once scanning is complete, a new window will appear showing the scanned document. Click **OK** to save the document and send it to ERM. You will be returned to the Scanning screen. Complete this procedure for each document to be scanned.

f. The DD Form 369 (Police Record Check) works slightly different. This form is located under the Document Type of Waiver. Select **DD Form 369** from the **Form Name** drop-down menu. Notice the additional fields that open. Select the appropriate agency from which the police check was received. If the agency covers multiple areas, more than one selection can be made for a single document. Scan all police checks until completed.

√ Some applicants require additional DD Forms 369. In these instances the GC would select the "Show More" button and GCR will provide all cities, counties, and states where the applicant has lived, worked, attended school, or received any violations that are listed in the applicant's record.

√ If a police check exists that is not listed in the drop-down menu, then the charge may not be listed in the applicant's record. Go to the Screening menu and select Moral/Drug to add the charge.

√ An individual providing a personal reference or DD Form 370 (Request for Reference) must be listed in the Reference screen. GCR will only show employer, school, family, and references on the scan page.

g. To add a previously saved scanned document from a location other than ERM, click on the **Get from File** button. Another window will appear requesting the document name. Enter the directory and file name where the file is located and select **OK**. If you do not know the file name or directory, select **Browse** to locate the image. Another screen will appear for you to locate the file. Highlight the file you want to scan and click **Open**. This will place the file name in the Get Scanned Image From File field. Click **OK** to continue.

√ File being retrieved must be in the proper image format (tif).

h. If you try to scan a document already stored in ERM you will receive a warning message stating this document may already exist. If you continue you will overlay the current document in ERM with the new document you are attempting to scan. Click **OK** and then scroll to the bottom of the Scan an Image screen and click on **Scan Page 1**. This is the only way to update documents within ERM.

i. To scan a multiple page document, scan the first page and then click on **Next Page**. The bottom buttons will change to show Scan Page 2. Click on that button to continue scanning the document.

j. Verify that all documents scanned were transferred to ERM. Click **View Pkt** under the **ERM** menu. Click on the **+** (plus sign) next to each folder to view the documents contained within the folder. If you want to view that document, click on the form hyperlink and it will display the Approve It – Audit Trail. This will show you when the form was signed. To continue reviewing the form, close the Approve It by clicking on the "**X**" in the upper right-hand corner.

√ To scroll up or down the form, scroll to the right first to display the up and down scroll bar.

k. Once verification is complete, click on the "**X**" in the upper right-hand corner to close the screen. Continue processing applicants waiting to enlist.

3-9. Perform DEP-in QC. Upon the applicant's return from his or her final MEPS processing, the SGC needs to review the applicant's information and sign the DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States) with the applicant. When the processing GC completed the annex and Servicemembers' Group Life Insurance documents, GCR initiated a DEP-In QC. This QC is for the SGC to verify that the applicant was qualified and to ensure all supporting documents have been added to GCR. The SGC will need to access the GCR Inbox and locate the applicant's DEP-In QC. Click on the **QC** link to open **Task Manager**. Now click on **View QC Summary Report**. The Diff Report should show source documents being scanned or created in GCR, information concerning the applicant's reservation, and any changes that were made to the applicant's record. Now it is time to put your eyes on the data contained within GCR for this applicant. Verify that the applicant is qualified for the military occupational specialty (MOS), incentives, and bonuses; that all source documents have been stored in ERM; and that no other actions are required to affect this enlistment. If there is a problem, contact the GC and have him or her make the required corrections. If everything is correct, complete the applicant's DD Form 4 series and send the applicant to his or her swear-in ceremony.

√ Remember you will only have to verify the name, SSN, and other data that is repeated throughout the application once. This is best done from the 680-3A-E screen. Simply review the data and then scroll down the screen until review of the entire page is complete.

3-10. Swear in and DD Form 4 completion. The next step in the process is to have the applicant return to MEPS with the contract information for the swear-in ceremony and completion of the DD Form 4 series. Sign the DD Form 4 series with the applicant and send them back to conduct the Oath of Enlistment. Although GCR has the capability to complete the forms electronically, MEPS policy has not been changed to reflect this ability. The MEPS will complete the DD Form 4 series and must have the applicant return to the GC for these documents to be scanned into GCR. Once the documents are scanned in, the GC will return the documents to the applicant. Remember all documents scanned into GCR are considered original documents.

√ Completed DD Form 4 series must be scanned into ERM prior to DEP member or Delayed Training Program (DTP) member leaving MEPS.

3-11. Coding applicants that are qualified but did not enlist.

a. If the applicant is qualified but did not enlist, you will need to code the QNE workflow. Remember that those applicants that enlist or ship will automatically be coded by REQUEST. All other applicants will need to be coded by you. Currently the application will generate a QNE workflow at 1600 daily on every applicant that does not have a result code of "E" or "V." You will need to go to your GCR Inbox and start coding the QNE workflow.

b. This completes the enlistment process for the perfect applicant. For those applicants requiring exceptions, waivers, or other additional requirements see the appropriate chapter within this manual. Should your applicant require an exception or anything that is not covered within GCR, but is authorized, a manual entry can be made in the Remarks section of the DD Form 1966 series. To do this, click on the **Packet Preparation** menu and you will see the Remarks Review menu item. Click on **Remarks Review** and this will allow you to manually annotate remarks on the DD Form 1966 series.

Chapter 4

Postenlistment Processing Phase

4-1. General. This phase of the processing is dedicated to after enlistment processing. This chapter will discuss those actions required prior to an applicant shipping, actions required to ship an applicant, and what is required of the Rctg Bn operations section.

4-2. Automated data checks. GCR is going to automate a few other functions for you now that you have finished processing for the day. You are probably use to pulling your ZHM reports at the end of the day to monitor technical checks (tech checks), drug and alcohol testing (DAT) results, and human immunodeficiency virus (HIV) results. You no longer need to do this. GCR was developed to automatically notify the SGC when results have not been received within a specific timeframe. The results of the tech check should be returned within 1 working day. If results are not received then GCR will automatically send an e-mail to the SGC via MS Outlook e-mail. In case of match, notification is sent to SGC via MS Outlook e-mail. Upon receipt of Rap Sheet from USMEPCOM, the GC will scan it into the applicant's ERM Core Admin folder. If the ENTNAC manager discovers a discrepancy he or she will notify the CLT and the Rctg Bn security officer. Depending on the Rap Sheet you may need to annotate the DD Form 1966 series, Remarks section, with favorable results or initiate the appropriate workflow for exception, cancellation, or waiver. The same process will occur for DAT and HIV results. DAT results are expected within 3 days and HIV results within 7 days. At those times respectively, if no results are received, the SGC will receive notification by MS Outlook e-mail. If no e-mail is received, the results of these processes can be viewed on the 680-3A-E screen.

4-3. Process EPSQ application. One process that has not changed yet is the submission of EPSQ security requests. Initially GCR was designed to automatically submit the EPSQ application on every applicant that enlisted for an MOS that required a Secret Clearance. However, Office of Personnel Management is not prepared at this time to accept our automated process and still requires the manual submission of those requests. Continue to e-mail EPSQ applications to the Office of Personnel Management until further notification. The disk must accompany the applicant to his or her reception battalion.

4-4. Day after enlistment QC (BN Ops QC).

a. Initiated by receiving the End of Day code of "E" (enlisted) or "R" (Reno) from REQUEST when the applicant has been Verified by the SGC. This workflow is similar to the DEP/Accession workflow as it contains a Diff Report in the top portion of the QC Summary Report. The Diff Report contains any changes made after the creation of the previous report. As the BN Ops QC has been in the past, the day after check is to ensure the MEPS are doing business according to current policy. Special items of interest should be looking for uncompleted previous QCs, ensuring the tech check and the National Agency Check and Local Agency Check (NACLAC) have been completed, all required documents scanned in, etc. When errors are found, you should disapprove the workflow and complete any remarks required. Notification of a disapproved BN Ops QC is sent back to the SGC to allow for corrective action.

b. To locate the BN Ops QC click on **Links** from the main menu and then click on **Inbox**. Select the hyperlink for **BN Ops QC**. This will open a new window titled Task Manager. From the Task Manager screen you will be able to select from the following:

(1) View QC Summary Report.

(2) Approve.

(3) Disapprove.

(4) Cancel.

c. Click on **View QC Summary Report** to view the Diff Report. Check for previous uncompleted QCs. Check for submitted and/or completed tech checks and NACLACs. Close the window using the "**X**" in the upper right corner. Verify that required source and enlistment documents are in ERM. Remember what you checked when you received the residual enlistment packet? You will do the same thing, but the enlistment packet is now stored electronically. Once you have completed your QC, close the **QC Summary Report** and return back to the **Task Manager** screen. Select **Approve** or **Disapprove** depending on the situation. A Caution Window will appear, click **OK**. Complete **Comments** if required. Notification of a disapproved BN Ops QC is sent back to the SGC to allow for corrective action.

4-5. Before ship QC workflow (BS QC).

a. Initiated 30 days prior to the applicant's ship date. GCR selects all applicants whose ship date is within 30 days that do not have a pending or completed Before Ship QC. This creates the QC Summary with Diff Report and routes the workflow to the MEPS GCR Inbox. GCs perform the 7- to 30-day ship QC and annotate any comments or documents required for the applicant to ship. GCs will either approve or disapprove the workflow, an e-mail notification is sent to the recruiter, RS commander, both members of the CLT, as well as the Rctg Bn operations section informing them that the QC has been completed and what action is required. When the workflow is completed, the workflow is removed from the Inbox.

b. Click on **Links** from the main menu. From the expanded Links menu, click on **Inbox**. Select the hyperlink for the Before Ship QC task (labeled **BS QC**). This will open a new window titled Task Manager. From the Task Manager screen you will be able to select from the following:

(1) View QC Summary Report.

(2) Approve.

(3) Disapprove.

(4) Cancel.

c. Click on **View QC Summary Report** to view the Diff Report. Check for completed tech checks and NACLACs, HIV and DAT results, and previous QC workflows for comments and/or missing documents. Print the forms needed for shipping at this time. Close the window using the "**X**" in the upper right corner.

d. Select **Approve** or **Disapprove** depending on the situation. A Caution Window will appear, click **OK**. Complete **Comments** if required and click on **Finished Task**. An e-mail notification is sent to the recruiter, RS commander, both members of the CLT, as well as the Rctg Bn operations section informing them that the QC has been completed and what action is required. When the workflow is completed it is removed from the Inbox.

√ In case of ENTNAC match, notification is sent to the SGC via MS Outlook e-mail. Upon receipt of Rap Sheet from USMEPCOM, the GC will scan it into the applicant's ERM Core Admin folder. If the ENTNAC manager discovers a discrepancy he or she will notify the CLT and the Rctg Bn security officer.

4-6. Process shippers.

a. It's ship day for the applicant and a busy morning for the GC. There are things to do and people to see. You want to get the applicant across the hall for swear in as efficiently as possible and make sure all the paperwork is correct. Now is not the time to procrastinate. It's ship day for the applicant. Now as the GC you will have to process the shippers in GCR. From the GCR Processing List, click on the applicant that you want to process.

√ To check for any changes on the applicant's packet you can check the Diff Report by initiating a new QC Summary Report.

b. With the applicant, validate the 680-3A-E (see para 10-2) which includes promotion, law, dependents, marital status, etc. Make any corrections to the packet using the expanded main menu. Scan ship physical and any new documents into ERM. Confirm shipper in REQUEST. The 12 card from REQUEST is needed to complete the Ship Annex. Now complete Ship Annex. From the expanded main menu select **Annex** from under **Process App**. Answer questions from the annex screen. Yes answers require additional information. To prepare the annex, select **Save** on the annex screen. Have the applicant review the annex. Have the applicant sign the annex and the GC will also need to sign. Select **Save.** An Adobe window will appear with the signed Annex. Print the annex using the printer icon. Close the Adobe window. You will now be on a screen labeled, List of Applicable Forms, with the hyperlink of the DEP-Out Annex. Do not click on Exit. Exit will take you back to the Select a Person screen.

c. Now complete the Ship DD Form 1966 (see para 10-5). From the expanded main menu select **Ship DD1966**. A new window will appear with the DD Form 1966. Use the **Next Page** button to go to DD Form 1966/3. An Approve It-Audit Trail window will appear displaying the date and time the DD Form 1966/3 was previously signed. Click on the "**X**" in the upper right corner to close this window. Scroll down the window to find the signature block area. Click on the box **Click to Approve**. Have applicant sign. GC will also sign. Select **Save**. A Save Confirmation window will appear. This is to inform you the Ship DD1966 was saved to ERM and MIRS. Click on the **Print** button if you need a hard copy of the DD Form 1966 series.

d. If you try to pull the Ship DD1966 and get an error message stating, "Enlistment Location Required, Primary Option Code Required," you will need to check the accession data. When you see this error message, the DEP or Accession data is missing from the record. If either are blank or have empty fields go to REQUEST and do the Send ARISS Record. Once the information populates the 680-3A-E on GCR, you can then complete the Ship annex. Another problem may be encountered if a DD1966 was not completed during DEP-in. If this is the case, complete DD1966 from the Forms and Docs screen and enter all of the information.

√ The DD Form 1966 series will automatically be coded to include those exceptions in the Remarks box.

4-7. Ship GC QC (SO QC).

a. The Ship Counselor QC is designed for the SGC to review prior to affecting the enlistment. The SGC conducts his or her portion of the enlistment interview, approves the QC, and reviews and signs the applicant's DD Form 4/3 with the applicant. From the main menu, select **Links** and then click on **Inbox**. Scroll the **Inbox** for the SC QC for the applicant. Click on the hyperlink **QC Approval**. Click on the **View QC Summary** button. Review the QC Summary and Diff Report. Close the window when completed by using the "**X**" in the upper right corner. Select **Approve** or **Disapprove**.

b. Send the applicant to the MEPS control desk for packet breakdown and Oath of Enlistment. Paperwork sent to the MEPS control desk will be in accordance with local MEPS policy. When the applicant returns from swearing in, scan the completed DD Form 4 series into the ERM DEP folder.

4-8. Day after ship QC workflow (BN SO QC).

a. Ship Ops NCO QC Workflow (day after ship QC) is initiated by receiving the End of Day code of "V" (shipped) from REQUEST when the applicant has been Verified by the SGC. This workflow is similar to the DEP/Accession workflow as it contains a Diff Report in the top portion of the QC Summary. The Diff Report contains any changes made after the creation of the previous report. As the BN Ops QC has been in the past, the day after check is to ensure MEPS is doing business according to current policy.

b. Click on **Links** from the main menu and then click on **Inbox**. Select the hyperlink for the Day After Ship QC task (labeled **SO QC**). This will open a new window titled Task Manager. From the Task Manager screen you will be able to select from the following:

(1) View QC Summary Report.

(2) Approve.

(3) Disapprove.

(4) Cancel.

c. Click on **View QC Summary Report** to view the Diff Report. Operations personnel will need to review packet for eligibility and completion of all required documents per applicable guidance and regulations. Check for previous uncompleted QC and completed workflows. Close the window using the "**X**" in the upper right corner. Select **Approve** or **Disapprove** depending on the situation. A Caution Window will appear, click **OK**.

d. Complete Comments field if required. Disapproval will initiate an e-mail that will be sent to the SGC for correction of the applicant's record. Once the record has been corrected, those changes will be noted in the Diff Report.

Chapter 5
Waiver Workflows

5-1. General. The Waiver workflow is used for administrative, moral, or preaccession drug and alcohol waivers only. Medical waivers requiring approval from the USAREC Command Surgeon use the Medical Waiver workflow. All administrative and moral waivers will be initiated by the recruiter with processing responsibility of the applicant (recruiter of credit). Medical waivers may be requested by the recruiter of credit or a Rctg Bn GCR user. All waivers will be processed using GCR, with the exception of United States Army Human Resources Command (HRC) level waivers.

5-2. Initiate a Waiver workflow (para 20-3)**.**

a. Prior to initiating and processing a waiver in GCR, the recruiter has to project the applicant for some type of processing. This means the recruiter must have the applicant's record built in Leads-Reports and verify the applicant's record has been successfully projected. The first projection to Test would suffice for this requirement provided the recruiter of credit did the Test projection. The recruiter must also verify there are no duplicate records for this applicant. If a duplicate record is found the recruiter must notify the RS commander and request the duplicate record be terminated. The recruiter will fill out the Leads-Reports Waiver screen and replicate in accordance with USAREC Pam 601-32.

b. The RS commander will replicate to receive the updated information and review the waiver. The RS commander will also check for duplicate records by going to the Create List and searching for duplicates. If a duplicate record is found, all duplicates must be given a final disposition. The RS commander should follow this process with all projection records. After completing the waiver review, the RS commander will make a recommendation on the Leads-Reports Waiver screen and replicate. The waiver information will be posted to the Top of the System (TOS), where the Rctg Co commander will make a recommendation. Once this action is completed, the Waiver workflow will be transmitted to GCR and will create a Waiver workflow in the GCR workflow inbox at the Rctg Bn.

c. Rctg Bn operations or a GC may initiate the Waiver workflow by accessing the applicant's record and adding a new waiver box. You will be required to complete the fields identifying the waiver you are submitting. If there is a drop-down arrow, you will be required to select from the menu and will not be allowed to type any information into these fields. When you have completed all of the required fields, click **Save**.

d. Documents supporting the waiver will need to be hand-carried to the Rctg Bn waivers analyst for further processing. The optimal process would have the recruiter initiating the waiver in Leads-Reports and obtaining the supporting documents. When the documents are passed to the RS commander, they would access Leads-Reports and process the waiver. This process will continue until the Rctg Bn waivers analyst receives the supporting documents.

5-3. Process a Waiver workflow (para 20-4)**.**

a. All waivers submitted will be processed through GCR at the Rctg Bn level. If the waiver was processed correctly by the recruiter, RS commander, and CLT, the Waiver workflow will be found in the GCR Inbox. If a waiver does not appear in the Inbox, return to the **Select a Person** screen and enter the applicant's ***SSN***, and click on the **Find Now** button. This will list the applicant's name for every time the applicant was projected. It is imperative that the right record is selected from this list. To check for the correct record, move the mouse over each name. While on the name view the PRID information displayed across the bottom of the screen. Provided all PRIDs are the same number, you may select any of the names listed. If the PRID is different, check for the PROJ SRC of "L," then check the RSID to identify the correct record. If these values match the recruiter of credit and you are still unsure of the correct record, select one record and enter the "**Waivers**" "**Waiver Info**" screen. Verify the waiver was submitted and forwarded from the Rctg Co to the Rctg Bn. If no waiver information exists, this is either the wrong record or the waiver was not submitted, or it was submitted to the incorrect level. Check another record until the correct record is found.

b. If you have the correct record, you now need to process the Waiver workflow. From the main menu select **Links** and click on **Inbox**. Scroll through the Inbox and locate the Waiver workflow. You may notice several Waiver workflows in your Inbox, but with different level identifiers. GCR was designed to process waivers based on the policy in USAREC Reg 601-56. We know that each waiver must be reviewed three times prior to submitting the waiver to the approval authority. Waiver workflows are identified to show what level of review the waiver is pending. The Waiver Approval (BN Ops I) should be the waivers analyst; the Waiver Approval (BN Ops II) should be an operations NCO, while the Waiver Approval (BN Ops III) should be the operations noncommissioned officer in charge (NCOIC). However, you can assign each level as necessary within your organization.

c. Click on the **Waiver Approval (BN Ops I)** hyperlink. On the **Task Manager** screen, you will notice the disqualification, paragraph, and regulation selected for the waiver. If the recruiter selected the wrong disqualification, paragraph, or regulation, you may annotate the correct information in the Comment section. Or disapprove the waiver and return the request back to the recruiter identifying what corrections need to be made before resubmitting the waiver.

d. Click on **View Packet** to view the applicant's record on the QC Summary Report. The QC Summary Report will list all the medical questions from the DD Form 2807-2 and the moral questions answered Yes or left blank. The QC Summary Report will also display all family, employment, residence history, personal data, etc. If the QC Summary Report shows several of these areas with missing or incomplete information, then the recruiter should be notified immediately to complete the missing information and replicate.

√ Depending on the waiver, you are reviewing the packet to ensure that all supporting documentation is present and that all questions are answered. Follow the below steps if you need to make any changes to the applicant's packet.

√ The Return for More Action button will return the workflow back one level in GCR. It will not return any information back to the recruiter, RS commander, or CLT that submitted the original waiver.

e. The Rctg Bn waivers analyst, operations NCO, or MEPS GC will scan (see para 11-4) into ERM all documents pertaining to the applicant and the waiver. When the operations section is satisfied the waiver is complete and accurate they recommend approval and select the proper waiver approval code from the **Waiver Code** drop-down menu on the **Waiver** screen. Once you have entered the code and comments, click **Finish Task** to forward the waiver to the next level. The workflow remains in the BN Ops Inbox until three operations personnel have reviewed the waiver (i.e., waiver analyst, Ops NCO, Ops NCOIC) in accordance with USAREC Reg 601-56. After completing the Waiver Approval (Bn Ops III)**,** the waiver will automatically be sent to the command group for recommendation or approval or disapproval.

f. The Rctg Bn commander can either approve or disapprove or recommend approval or disapproval and forward the waiver to the USAREC Waivers Branch. The commander or designated representative will need to login to GCR and select **Links** and then **Inbox** from the main menu. Locate the waiver approval hyperlink for the applicant. Click on the **Waiver Approval (BN CDR)** hyperlink**.**

g. On the Task Manager screen, you will notice the Level of Waiver (Approval Authority), Disqualification, and Regulation selected for the waiver. The Level of Waiver (Approval Authority) will be the key for the commander to either approve or disapprove or forward the waiver to USAREC. The Rctg Bn commander can review the staffs' recommendations and recommended waiver codes. The Rctg Bn commander will click on the appropriate **Waiver Code**, enter any comments, and then click **Finish Task**. Recommendation and Approval or Disapproval will be replicated back to the recruiter during each level of approval. When the commander completes the workflow, GCR will initiate an e-mail notifying the Rctg Bn operations and SGC of the final determination. Additionally, the approval information is replicated back to the recruiter's RWS.

h. If the Rctg Bn commander is not the approval authority, he or she will click on the appropriate **Waiver Code**, enter any comments, and then click **Finish Task**. The Waiver workflow is then forwarded to the next approval level. When the final determination is made, GCR will initiate an e-mail to notify the Rctg Bn operations and SGC. Additionally, the determination is replicated back to the recruiter's RWS.

√ Clicking on the Cancel button will return you to the Task Manager window that you are currently working on.

i. The Rctg Bn operations will notify the CLT of the approved or disapproved waiver. When the applicant is projected and completes his or her processing, the approved waiver is annotated in the Remarks section of the DD Form 1966 series and waiver codes are populated as needed in the DEP/Accession portions of the DD Form 1966 series. When an applicant enlists without a waiver and subsequently qualifies for a waiver while in the DEP, the system will only populate the waiver code in the accession fields of the DD Form 1966 series.

√ In-DEP waivers are initiated as stated above.

5-4. Medical Waiver workflow.

a. The Rctg Bn waivers analyst will initiate the Medical Waiver workflow. To initiate the workflow, access the applicant's record by entering the ***SSN*** on the GCR **Select a Person** screen and click the **Find Now** button. Click on the applicant's name to expand the menu tree and then click on **Waivers**, then **Waiver Info**. Complete the **Waiver Info** screen with the appropriate information. Most waivers will be sent to **Level of Waiver** (Approval Authority), **CG USAREC (Command Surgeon)**. Ensure the correct type, reason, and waiver authority is selected. Enter any comments or recommendations and select **Approved** "**Yes**" or "**No**." Select the **Battalion Waivers Analyst** in the **Forward To** field and click **Save**. This will generate the Medical Waiver workflow in the GCR Inbox. To continue processing the workflow, click on **Links** and then click on **Inbox**. Scroll through the **Inbox** and locate the Medical Waiver workflow.

b. Prior to the waivers analyst forwarding the record to USAREC, he or she must ensure all physical information (DD Form 2807-2, DD Form 2808 (Report of Medical Examination), DD Form 2807-1 (Report of Medical History), any consultation sheets, or doctors letters) is scanned into the applicant's ERM Medical folder. This will allow the Command Surgeon access to the documents used by the chief medical officer to qualify or disqualify the applicant. When the waivers analyst is satisfied the waiver is complete and accurate, he or she recommends approval and clicks **Finish Task**. GCR will automatically forward the waiver to a USAREC waivers analyst.

c. The USAREC waivers analyst will access GCR and check his or her Inbox to process submitted medical waivers. The USAREC waivers analyst will process the waiver to the Command Surgeon.

√ If you try to enter comments prior to saving the form to ERM, you will see a warning message.

d. When the Command Surgeon approves the workflow the waiver is approved. The approved workflow is then sent back via MS Outlook e-mail to the Rctg Bn operations and SGC. Rctg Bn operations will notify the CLT of the approved or disapproved waiver. When the applicant completes his or her processing, the approved waiver is automatically annotated in the Remarks section and waiver codes are populated as needed in the DEP/Accession portions of the DD Form 1966 series.

5-5. Process an HRC waiver.

a. Waivers requiring HRC approval will continue to be processed in paper as outlined in the appropriate regulations. However, you will need to complete a few actions in GCR to ensure the correct waiver codes are populated to the applicant's record. Upon receipt of a waiver requiring HRC's approval, complete the normal actions to initiate the Waiver workflow and scan all supporting documents into ERM. You will not process the Waiver workflow at this time.

b. Once all documents on the applicant requiring a waiver are scanned into ERM, select the **Process App** and go to **Packet Selection**. From the **Packet Selection** screen, place a checkmark in all the documents that must be sent forward for the type of waiver being submitted. Once all documents are selected, click the **Generate Packet** button. This sends all the documents to a central location where the packet can be retrieved in its entirety.

√ Only HRC-level waivers require the DD Form 1966 series and SF 86 (Questionnaire for National Security Positions) to be scanned in since the data is located in GCR. Do not scan these documents for USAREC-level waivers.

c. To determine if your packet is ready to be processed, go to **Links** and **Print Packet**. If the packet is prepared, you will see it displayed by the applicant's name. Click on the applicant's name, this will open the entire printed packet as a single pdf document. At the top left of the page, click on the **Save** icon (this looks like a floppy disk). Make sure you take note of where you are saving the file, and what you name the file. Using a common naming convention may be helpful (such as the applicant's last name and last four digits of the SSN). Once the document is saved, you may then open your MS Outlook, select **New**, and address the mail to the appropriate recipient. Select the paperclip to attach the file to the e-mail. Enter any necessary details in the body of the e-mail, remembering to include the applicant's name, waiver information, and the PRID of the record affiliated with the waiver being submitted.

d. Upon receipt of the approved or disapproved waiver from HRC, open **GCR** and select the applicant's record. Scan the determination into ERM. Now return to the **GCR Inbox** and select the **Waiver workflow** on the applicant. Select the appropriate determination of approved or disapproved. You will type in the Remarks section the specifics of the results (i.e., "Waiver approved on 10 September 2003 by COL John Smith, HRC for ____________.") The waivers analyst will now click on **Finish Task**. As with normal waivers that will bump the waiver to Ops II. The waivers analyst will act as all three levels and process the waiver to the commander. The commander or his or her designated representative will select the appropriate determination and click on **Finish Task**. This will ensure the applicant's packet is properly annotated with the correct waiver codes and displays the approval authority in the Remarks section of the DD Form 1966 series.

Chapter 6

Processing Workflows

6-1. General. How many times have you had a renegotiation and the applicant was on the floor but you were missing the approval document? With GCR, that will all change. When a renegotiation, exception, or cancellation is approved the applicant's packet is updated and the data is stored in ERM. No longer will you have to code the DD Form 1966 series. This will automatically be done for you.

6-2. Reno workflow (para 12-2)**.**

√ To initiate a workflow on an applicant you must select the applicant's record from the Select a Person screen.

a. The Reno workflow allows either a member of the Rctg Bn operations section or a GC to initiate the Reno workflow from GCR. The Reno workflow has a drop-down box providing the requester with a standard list of Reno reason values. The requester selects from the drop-down menu and enters additional comments as desired in the Comment box provided. The workflow is routed to the Rctg Bn operations section for review and forwarded to the Rctg Bn commander if approval authority resides at the Rctg Bn level, or, if the approval authority is recruiting brigade (Rctg Bde) or higher the operations section will forward the workflow to the Rctg Bde operations section. Rctg Bde operations section will add additional recommendations and forward the request to either the Rctg Bde commander or HQ USAREC, G-3 Policy Division, for final approval. When the workflow is approved, the final approval is sent back to GCR, Rctg Bn operations section, and the GC shop. The applicant would then be projected by the recruiter and taken to MEPS to renegotiate his or her contract. The approval of the Reno workflow is annotated in the Remarks section of the DD Form 1966 series.

b. The recruiter initiates the renegotiation process by submitting a USAREC Form 1035 through the CLT to the Rctg Bn operations section. Rctg Bn operations section will ensure all required supporting documentation is submitted, after which they will scan all forms and documentation submitted into the DEP Admin folder of ERM.

c. To initiate the Reno workflow, GC or Rctg Bn operations section will click on **Workflows** from the expanded main menu and then click on the **Reno** sublink. At this time the Reno screen will appear. Choose from the drop-down menu the **Reno Code** most applicable for the requested renegotiation. Ensure the reason matches the approval level of the request per USAREC Reg 601-95. Click on the **Initiate Reno Workflow Process** button.

d. Reno workflows initiated by MEPS are automatically routed to the Rctg Bn operations section. Reno workflows initiated by the Rctg Bn operations section are routed to the Rctg Bn operations GCR Inbox. This will allow the Rctg Bn operations section to forward the workflow to the next level.

e. In the Inbox select the hyperlink **Reno Approval**. The Task Manager window will appear with comments from the initiating user. At the bottom of the screen will be four buttons: Forward to Bn Cdr, Forward to Bde Ops, View Packet, and Cancel. Once you click on the appropriate forward to button, a Comment screen will appear. Enter your recommendation and any additional comments. Once you have completed your comments, click on **Finish Task**. When you click on the **Finish Task** button the workflow is forwarded to the next level and you will be returned to your GCR Inbox.

f. The workflow is routed to the Inbox at the next level for recommendation of approval or disapproval, or approval or disapproval depending on their level of authority in accordance with USAREC Reg 601-95, table 3-1. After the workflow is approved or disapproved the final disposition is sent back to the e-mail of the Rctg Bn operations and MEPS. The approval authority can add comments, but is not required. Click on **Finish Task** to send the workflow back to the Rctg Bn operations and MEPS. Rctg Bn operations will notify the CLT of the approval or disapproval of the renegotiation. Applicant is then projected for renegotiation by the recruiter.

g. The GC will cancel the old reservation using the proper cancellation code as appears in the REQUEST program. The GC will change the applicant's record in REQUEST to reflect "Y" in the Reno prompt and obtain a new reservation. The GC will prepare a new annex, which will overlay the old annex in ERM.

√ The new annex is version #2 and the old annex is version #1. GCs do not have to "Z" out the old annex.

6-3. Exception workflow (para 12-4)**.**

a. The Exception workflow is designed to capture requests for ETPs granted to allow an applicant to continue to process. Either the GC or the Rctg Bn operations section can initiate the ETP workflow by selecting the **Exception** link located in the **Workflow** folder of the main menu of GCR. The Exception workflow is routed the same as the Reno workflow.

√ The Exception workflow should not be initiated until all documentation is scanned into ERM (i.e., physical, birth certificate, and driver's license).

√ Use the Exception workflow for moral reviews. However, line score point exceptions do not require an Exception workflow. When the Recruiting Operations Center grants the line score point exception they will annotate the exception and approver in REQUEST. This data will be sent to GCR and annotated on the DD Form 1966 series.

b. Select **Exception** from the expanded main menu. The requester (GC) enters the reason for the request and any comments he or she would like to add and click on the **Initiate Exception Work Flow Process** button to forward the request to the next level. The Rctg Bn requester will have to go the Inbox to forward the workflow from there.

√ Exception workflows are routed and approved the same as Reno workflows.

c. The workflow provides the receiving agency a direct link to the applicant's documents in ERM. The exception is routed to the Rctg Bn operations where they review the request, approve or disapprove the exception, or if the request approval authority is Rctg Bde or higher they select the forward to Rctg Bde operations selection and select **OK**. Rctg Bn users have the ability to add comments in all cases, whether they approve, disapprove, or forward the request to the Rctg Bde.

d. When final approval is received, the results of the workflow are sent via MS Outlook to the Rctg Bn operations and GC. When the applicant enlists or ships, the reason for the exception, approver's name, and date exception was given is populated in the Remarks section of the DD Form 1966 series. Use the Exception workflow for recruiter change of credit. When approved the change of credit information will appear in the Remarks section of the DD Form 1966 series.

e. If you need to submit paperwork for a suitability review, you will need to use the Exception workflow. An Exception workflow is routed through the operations section. If the approving authority of an exception is determined to be a commissioned officer the operations section will provide the necessary information to the approving authority. When the decision is made (approval or disapproval) the operations section will complete the workflow entering the name, rank, and title of the approving authority.

6-4. Cancellation workflow (para 12-3)**.**

a. The Cancellation workflow allows either a member of the Rctg Bn operations section or a GC to initiate the Cancellation workflow from GCR by selecting the **Cancellation** link from the **Workflow** folder located on the expanded main menu. The Cancellation workflow is routed the same as the Reno workflow.

√ The Cancellation workflow is used in conjunction with USAREC Form 986 only. Automatic cancellations (DAT, HIV, medically disqualified by MEPS physician) do not require a workflow.

b. Rctg Bn operations or the GC will ensure all required supporting documentation is submitted, after which they will scan all forms and documentation into the DEP Admin folder of ERM. The requester selects **Cancellation**, selects from a drop-down box of **Cancellation Codes** and enters any comments needed to support the request. The workflow is routed to the Rctg Bn operations for review if initiated by the GC and forwarded to the Rctg Bn commander if approval authority resides at the Rctg Bn level, or if the approval authority is Rctg Bde or higher, Rctg Bn operations will forward the workflow to Rctg Bde operations. Rctg Bde operations will add additional recommendations and forward the request either to the Rctg Bde commander or HQ USAREC, G-3 Policy Division, for final approval.

c. The operations section at the approval level is responsible for selecting the discharge code that is to be used when preparing the DEP discharge order prior to forwarding the workflow to the approval authority. When the workflow is approved the final approval is sent back via MS Outlook e-mail to the Rctg Bn operations and the GC. The GC will cancel the applicant's REQUEST reservation and the Rctg Bn operations will receive an MS Outlook e-mail with a report at the end of the day containing the name, SSN, cancellation reason, and discharge code. This will allow the Rctg Bn operations to prepare the discharge order, obtain the approval authority's signature, and scan the order into the applicant's DEP Admin folder in ERM. The SGC would then print a copy of the orders from ERM and give the order to USMEPCOM for proper coding in MIRS.

6-5. Qualified and Not Enlisted workflow.

a. The Qualified and Not Enlisted workflow is designed to capture processing results for all applicants that did not enlist or ship. The QNE workflow will provide accurate end-of-day processing results and close the loop on all applicants. Every applicant that enlists or ships is automatically coded with an "E" or "V" when the SGC verifies each applicant in REQUEST. Daily at 1600 all applicants that have not received an "E" or "V" will be routed to the GC's GCR Inbox for end-of-day coding. The task is labeled QNE Approval.

√ Currently a QNE workflow will be generated for each applicant that does not have an "E" or "V" result code at 1600 daily.

b. From the GCR Inbox, select the **QNE Approval** hyperlink and the Task Manager screen will open. Click on the drop-down arrow to select the appropriate **QNE Code**. Then click **Finish Task**. This will return you to the GCR Inbox to continue processing.

c. At the end of the day, you may notice that there are several QNE workflows for applicants that did not process. A QNE workflow will be generated for anyone projected to your MEPS for DEP-in, Access, Ship, or Other Processing that includes a Physical exam. If the applicant was projected and did not show for processing, you will need to cancel his or her projection to eliminate the QNE workflow. You should add a statement in the projection Comment field as to why you canceled this projection.

d. These codes are saved and used by management to determine QNE rates for the MEPS and Rctg Bn. GCR has been designed to find the number of applicants that are QNE. The QNE Report is the last sublink under Workflows from the expanded main menu. This allows users to select a date range desired providing them with a report of number of applicants whom received an end-of-day code of other than "E" or "V." The report is counted by gender for each End of Day Result Code.

√ You have to have an applicant selected before you can access this workflow.

e. The QNE Report is limited to query units not smaller than Rctg Bn size elements with security allowing units to only see what resides within their RSID structure. Rctg Bdes can see all Rctg Bns within their Rctg Bde or can select individual Rctg Bns or multiple Rctg Bns within their Rctg Bde. When multiple Rctg Bns are selected the Rctg Bns are counted individually and a rollup report is also provided with the totals of the selected Rctg Bns. The requester has the ability to request a legend in the report. The user enters in the e-mail address they want the report sent. Users are also required to select either html or Excel as the format they would like the report.

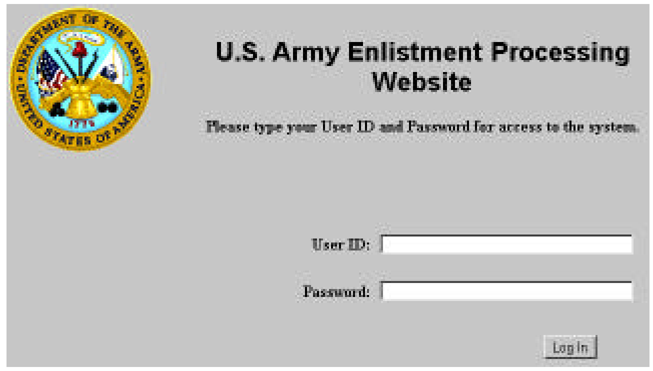
6-6. Automatic e-mail notifications. Automatic e-mails are MS Outlook e-mails that GCR sends to the SGC. These include no tech check received, match on tech check, positive HIV or no results, positive DAT or no results, etc. There is only one e-mail sent to alert the SGC of the situation. At the end of the processing day an e-mail will be sent to the Rctg Bn personnel staff noncommissioned officer with the names and addresses of all those applicants who have enlisted. This e-mail is to facilitate the Rctg Bn welcome letter.

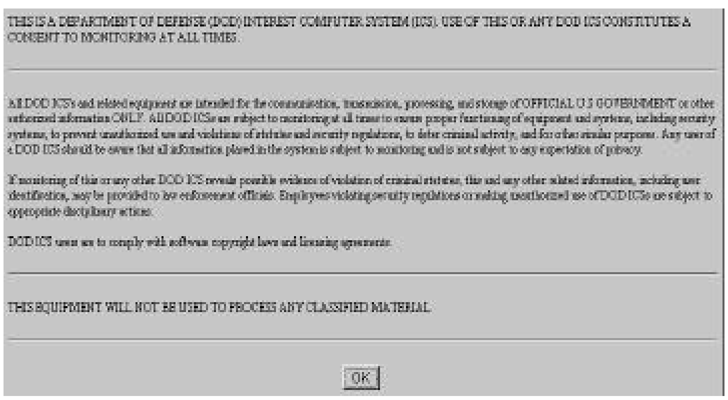
Chapter 7

How to Logon

7-1. General. You should already be connected to the local area network, which should give you direct access to the Web sites. Since you have already logged in to your computer, you know that the same Netscape user ID and password will be required to access GCR. If you have any problems logging into the application, you will need to contact your IMS to determine what ARISS role was issued to you.

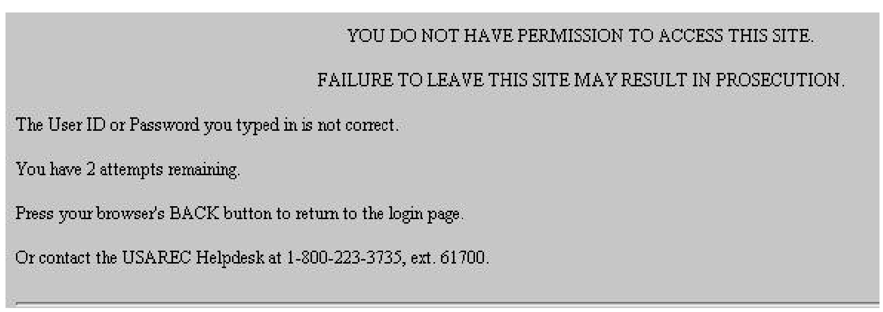
7-2. Access your Web browser. From your desktop, double click on the GCR icon. This should bring you to the Login screen. Type your ***User ID*** and ***Password*** in the appropriate fields and then click on **Log In**.





7-3. Government consent screen. If you entered the information correctly and are authorized access to GCR you should see the Government consent screen. Just click on **OK** and continue.

7-4. Login error message. However, if you entered wrong information, you will see an error message screen outlining what is wrong. Follow the instructions on the screen. Normally this is due to wrong User ID or Password entered, not authorized access to GCR, or you logged out improperly. Yes, logging out wrong can cause your user ID to get locked. We will discuss that later. If you run into problems, first check with your IMS or call the SOC at 1-800-223-3735, extension 61700. Hopefully you will never see this screen. Now that you have successfully logged in, go to the next chapter and let's spend some time discussing the GCR screen.



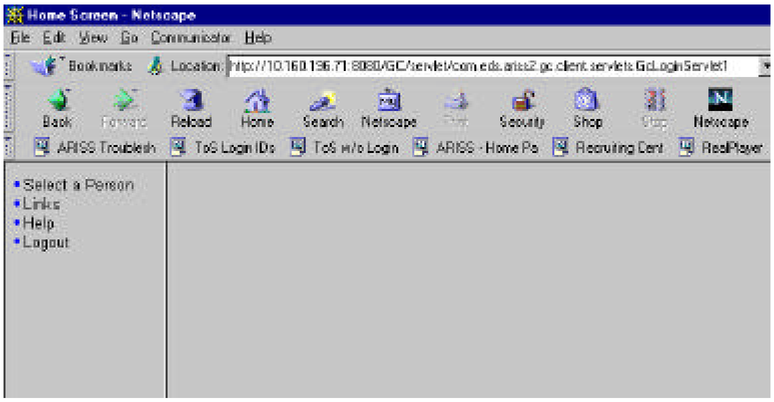
√ Three incorrect login attempts will result in your User ID being locked. You will have to wait 30 minutes to login again or call the SOC to reset your ID.

Chapter 8

Introduction to the Main Menu

8-1. General. Now that we have successfully logged into the application we will discuss the menu screens. All users have the same main menu items regardless of their roles. The first screen you will come to after a successful login is the main menu.

8-2. Initial main menu.

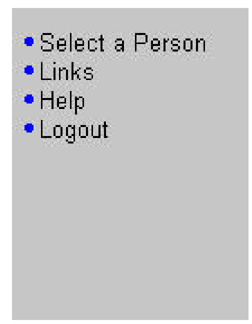


a. The first screen you will come to is the main menu screen. This screen allows you to move to the Select a Person screen, review current Recruiting Service Messages under Links, view the systems Help files, and Logout.

b. The following will briefly outline the menu items:

(1) Select a Person. Will take you to the selection screen where your default processing list will be displayed or you will be able to define the criteria you want to select by.

(2) Links:



(a) Messages. Will take you to the current USAREC or NG message page depending on user role.

(b) Inbox. Will contain workflows that will need to be completed on applicants scheduled to process.

(c) Print Packet. Will stage applicants' enlistment packets for printing. For RA applicants the packet will be available 3 days prior to ship while USAR applicant packets will be available for print 10 days after accession.

(3) Help. Will supply information on how to complete a screen properly.

(4) Logout. This link will correctly log you out of the application.

8-3. Important navigation rules. Before we move on let's first discuss some of the rules of engagement when working in the application.

a. Rule Number 1. When using the application we will not use the menu items across the top of your browser (i.e., File, Edit, View, Go, Communicator, and Help).

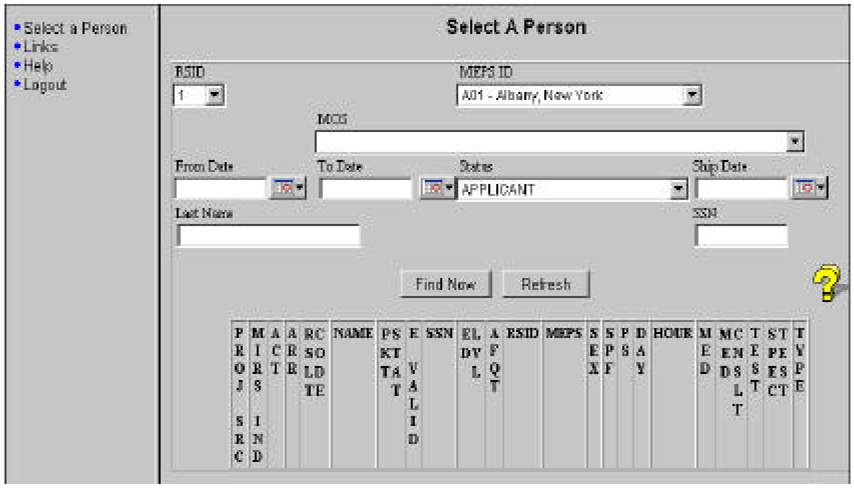
b. Rule Number 2. We will not use the Forward and Back arrows, Home, Search, Netscape, Security, or Shop icons in the tool bar. We will be using the Reload and Stop icons.

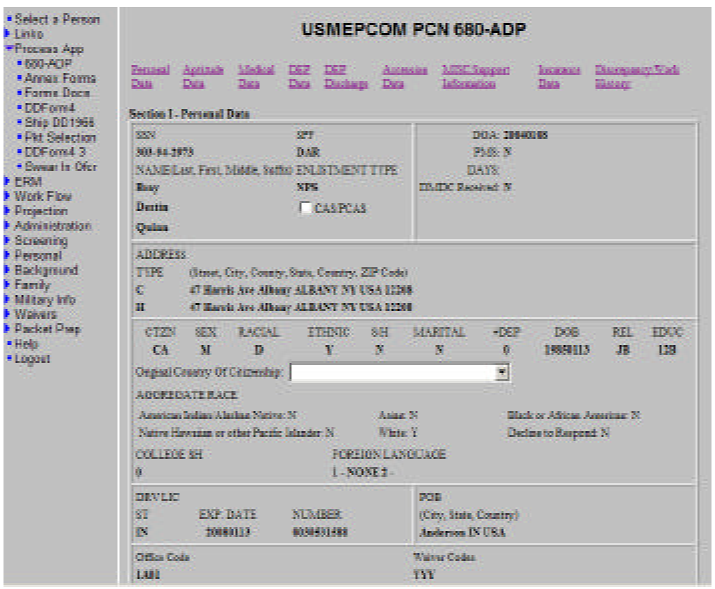
c. Rule Number 3. We always want to save the current screen before we select a new menu item.

d. Rule Number 4. Never exit your browser without logging out first.

8-4. Expanded main menu.

a. To further define the main menu screen select the **Select a Person** link from the menu. Once this screen appears, you may need to establish some search criteria. GCs will automatically see today's processing list, but can reset the parameters on this screen to find different records. After setting your parameters you will need to click **Find Now** to see the results of your search. To continue you will need to click on the record to further expand the menu items.





b. Notice the menu items changed along the left side of the screen; you will see that there are two different symbols to the left of the item name. The first is a blue dot. The dot means that there are no other items within this link. The blue twisty indicates there are subordinate items located under the main heading. When you select the blue twisty the arrow will rotate to the down position and expand the folder to allow you to select a subordinate screen or process. This is very similar to the + (plus) or – (minus) sign that you are familiar with using your MS Outlook or filing items on your computer. To keep locations of items relatively simple, GCR does not have any folders that expand more than one level.

c. Table 8-1 outlines the menu items and describes the screen or form corresponding to each submenu link. Remember we will cover all of these links in further detail in later chapters. For this chapter we simply want to familiarize you with the link and sublink structure and relate them to the screen name or function it relates to and become better acquainted with the application.

Table 8-1
Main menu definitions quick reference

Main Link (Twisty)	Sublink (Dot)	Purpose
Select a Person		Takes you to the default Select a Person screen processing list for a specific date. Provides the GC with a quick way to locate and access an applicant's record.
Links	Messages	Displays current USAREC message page.
	Inbox	Will contain workflows on processing applicants that will need to be completed daily.

Table 8-1
Main menu definitions quick reference--continued

Main Link (Twisty)	Sublink (Dot)	Purpose
	Print Packet	Stages an enlistment packet for printing; 3 days prior to ship for RA and 10 days after accession for USAR.
Help		Provides screen level help information.
Logout		Logs user out of system.
NOTE**:** The below links will appear after clicking on the applicant's name.		
Process Applicant	680-3A-E	Provides functionality to submit build to REQUEST and complete DD Form 1966 series.
	Annex Forms	Used to produce personalized dynamic annexes for each enlistee.
	Forms Docs	Recruiters use a similar screen to select the documents used to verify eligibility. GCs will use their version to complete enlistment documents and obtain electronic signatures.
	DD Form 4	Not currently used. Displays the DD Form 4/1 and DD Form 4/2 to capture electronic signature from applicant and service representative.
	Ship DD 1966	Displays the DD Form 1966/3 with DEP-in signatures. Displays all changed information and allows the GC and applicant to add the shipping signatures.
	Pkt Selection	Allows the user to select the forms and documents desired to print from ERM.
	DD Form 4-3	Not currently used. Displays the DD Form 4/3 to capture electronic signature from applicant and service representative.
	Swear-In Officer Signatures	Not currently used. Displays the DD Form 4/2 to capture electronic signature from applicant and swear-in officer.
ERM	Validation	Initiates a packet validation process, producing a Validation Report.
	Perform QC	Initiates background process of producing QC Summary Report and QC workflow.
	Scan	Assists the user in scanning and indexing packet documents and forms.
	View Packet	Displays the applicant's ERM folders and scanned documents.
	Search ERM	Assists the user in finding specific scanned documents.

Table 8-1
Main menu definitions quick reference--continued

Main Link (Twisty)	Sublink (Dot)	Purpose
Workflows	Reno	Initiates a request for a Renegotiation workflow.
	Cancellation	Initiates a request for a Cancellation workflow.
	Exception	Initiates a request for an Exception workflow.
	QNE Report	Initiates a request for a QNE Report.
Projection	680-3A-E	Allows the GC to update USMEPCOM Form 680-3A-E.
	Projection	Provides the GC user with the ability to modify, create, or cancel a projection from GCR.
Administration	Prospect Record	Add/Update/Delete
	Contact History	Read Only
	Alias	Add/Update/Delete
	Name Preference	Add/Update/Delete
	Foreign Language	Add/Update/Delete
Screening	Personal	Add/Update/Delete
	Test	Add/Update/Delete
	Physical	Add/Update/Delete
	Moral/Drug	Add/Update/Delete
Personal	Citizenship	Add/Update/Delete
	Residence	Add/Update/Delete
	Employment	Add/Update/Delete
	Education	Add/Update/Delete
	References	Add/Update/Delete
Background	Investigation Record	Add/Update/Delete
	Background Record	Add/Update/Delete
	Financial Record	Add/Update/Delete
	Foreign Activities	Add/Update/Delete
Family	Family & Associates	Add/Update/Delete
	Spouse	Add/Update/Delete
	Spouse Alias	Add/Update/Delete
	Beneficiary	Add/Update/Delete
Military Info	Military Assignment History	Add/Update/Delete
	Military Personnel Information	Add/Update/Delete
Waivers	Waiver Information	Add/Update/Delete
Packet Prep	Parental Consent	Add/Update/Delete
	QA/Board	Add/Update/Delete
	Remarks Review	Add/Update/Delete

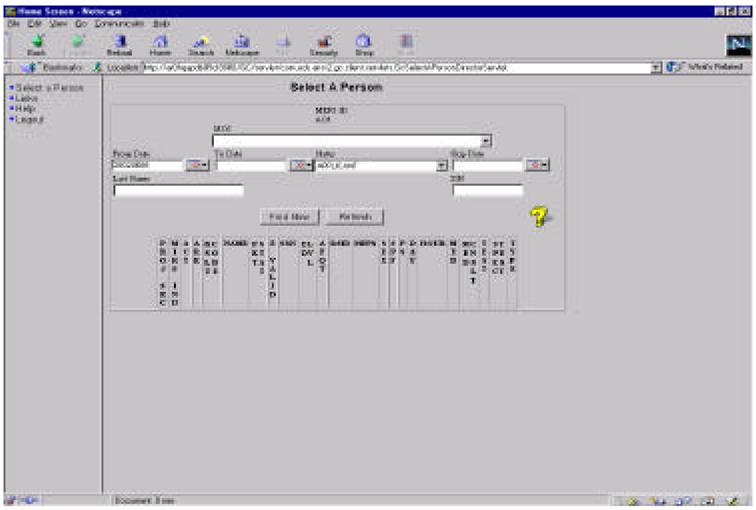
Chapter 9

Select a Person

9-1. General. Applicant processing begins with the GCR Select a Person screen. Since there are many different users, each with a different level of responsibility, there are different views a particular user may see. This chapter details the various views of the Select a Person screen**.**

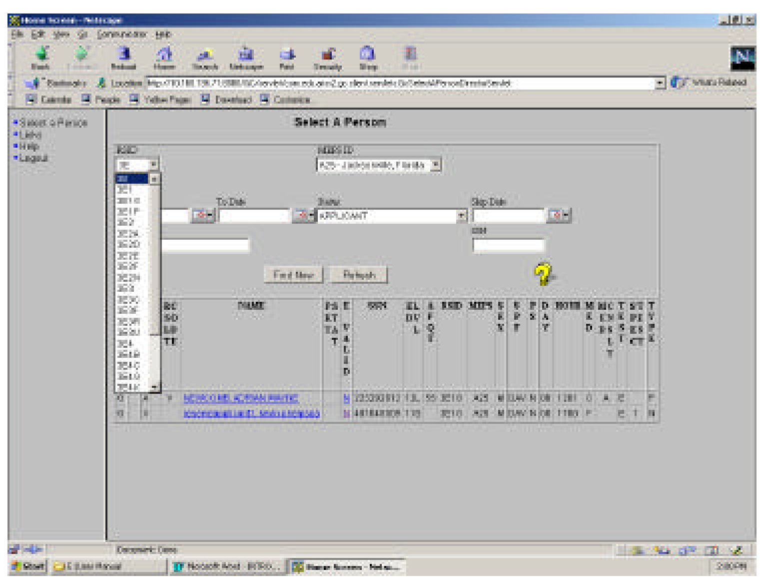
9-2. MEPS user view (GC).

a. Although different views are provided, it is important that the information displayed contain the same information to allow users in separate locations to communicate effectively. To accomplish the Select a Person screen, GC view is used across all user levels. The GC view of the Select a Person screen allows users to query GCR for selected records. A GC role can only see what is in their respective MEPS and respective SPF. USAREC can see DAR, DAV, and DAZ records while NG can only see DAG records.



b. The default view of this window for MEPS GCs is all projected applicants who are processing for that day for their MEPS. Projections are sorted in the following SPF order: DAR, DAV, and then DAZ. Additionally the projections are further sorted by processing action. For example: Shippers would be listed first then Enlistments, and then Other Processors. (Example: for 7 June 2002 the returned list of applicants will have all DAR shippers, DAV shippers, DAR Dep-In, DAV Enlist Only, DAR Other Processors, DAV Other Processors, and then any DAZ (nonapplicants)). The Select a Person is held in memory to reduce the time required between applicant processing and returning to the list. It is necessary to refresh the list periodically to obtain new projections sent by recruiters for processing for the day as they may have made special arrangements to provide special processing for their applicants. Remember you will only see applicants that have been projected to your MEPS and do not have the ability to see processors at other MEPS. However, if your MEPS processes applicants for more than one Rctg Bn you will have access to those records as long as the projection is made to your MEPS.

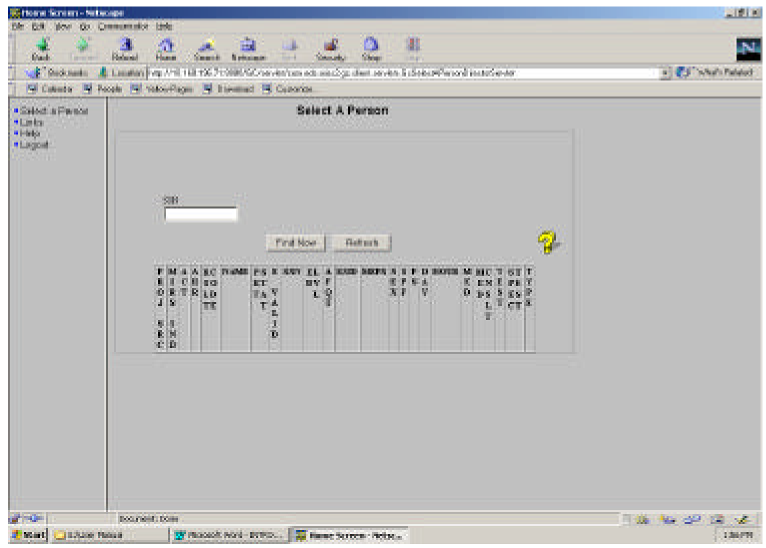
9-3. Rctg Bn user view. The Rctg Bn users Select a Person screen is different from the MEPS screen as the RSID and MEPS ID drop-down arrows are active to allow the user to select by Rctg Co, RS, or MEPS if they want to limit their search. The default for this screen is the Rctg Bn RSID and all MEPS they process applicants at retrieving all processors for the current day. The query is ran against the RSID retrieving all records processing for their RSID regardless of where they are processing.



9-4. Rctg Bde user view. Rctg Bde users Select a Person screen has the same functionality as the Rctg Bn Select a Person screen with the RSID and MEPS ID drop-down arrows active to allow the user to select by Rctg Bn, Rctg Co, or MEPS. It is highly recommended that Rctg Bde and higher users limit their search criteria to Rctg Bn or smaller size elements, as large queries will slow system response times. It is considered the normal use of Rctg Bde and higher users to query using the SSN field to select applicants requiring their assistance in processing. However, they are able to search by MEPS ID, RSID, SSN, and Date Range. The RSIDs available are limited to that particular Rctg Bde. Rctg Bde users will see RSIDs for two levels down in their chain of command. The Find Now button is disabled until an RSID is populated. Users will need to enter search criteria and click on the **Find Now** button in order to see a list of applicants which meet the search criteria.

9-5. HQ USAREC user view. Headquarters, United States Army Recruiting Command (HQ USAREC) users have the same functionality as the Rctg Bde Select a Person screen. HQ USAREC users have no boundaries to the information they can see within their SPF. Users will see all Rctg Bns and Rctg Bdes. Users will need to enter the search criteria with data and click the **Find Now** button in order to see a list of applicants which meet the search criteria.

9-6. Training base liaison user view. Training base liaisons can only see shipped applicants that are within their SPF. The liaison NCO will search by SSN regardless of Rctg Bn or MEPS the applicant was shipped from. These users will need to enter the ***SSN*** and click on the **Find Now** button to see the applicant.



9-7. Hyperlinks in the processing list.

a. The result of the Select a Person contains three hyperlinks that allows the user to view information on the applicant's packet.

(1) Name. This hyperlink calls the 680-3A-E screen to Submit a Build to REQUEST.

(2) Packet Status. This hyperlink calls last QC Summary and provides the GC a quick look to determine what information is needed.

(3) E Valid. This hyperlink allows the user to look at the E-Validation Report if the value is "N."

b. MEPS users can change the following fields on Select a Person:

(1) From Date. Defaults to current day to display all processors scheduled for current day. This can be changed by the user to query projected applicants for a past or future date or can be used in conjunction with the To Date field to search for all projections within a date range.

NOTE: Search is limited to a 45-day window between From Date and To Date.

(2) To Date. Used when searching for applicants within a specific time period (From-To). Defaults to blank.

(3) UIC. Searches for all shippers for a specific unit identification code (USAR and NG only).

(4) MOS. Returns all records enlisted for a specific MOS.

(5) Ship Date. Returns all records scheduled to ship on the specific date.

(6) Name. Returns records that have been previously projected by Name.

(7) SSN. Returns all records for the specific SSN.

(8) Status. Returns all records for Status selected.

(9) Find Now button. Activates the search criteria and returns list of records.

(10) Refresh button. Resends query to database for any additional records not at the TOS when initial query was completed.

√ Table 9-1 defines each column and provides the codes to understand the information provided on the Select a Person screen.

9-8. Selecting an applicant for processing. To select a record to process, within the Select a Person screen, click on the **Name** hyperlink. The first screen to appear will be the 680-3A-E screen. Also, notice that the menu in the left frame is now much longer. This is the first step in processing applicants. Additional steps are covered in the next chapters.

Table 9-1
Select a Person processing list description quick reference

PROJ SRC	MIRS IND	ACT	ARR	RSLT CODE	NAME	PKT STAT	E VALID	SSN	ED LVL	AFQT	RSID	MEPS	SEX	SPF	PS	DAY	HOUR	MED	MED CNSLT	TEST	SPEC TEST	TYPE

Column Title	Value Codes Are
PROJ SRC (Projection Source)	G = GCR L = Leads M = MIRS R = REQUEST
MIRS IND (MIRS Projected)	Blank = Not Projected S = Sent to MIRS T = Confirmed MIRS Projection
ACT (Action Projected For)	D = DEP-In A = Enlist Only B = Enlist and Ship C = Ship Only X = Other Processing
ARR (Arrival Indicator)	Y = Applicant Has Arrived at MEPS Blank = Not Arrived
RSLT CODE (End of Day Result Code)	A = REQ TEST (Requires Additional Test) B = TEST REJ (Failed ASVAB) C = NOT QUAL (Does Not Qualify for Enlistment) D = REFUSED (Refused to Enlist) E = ENLISTED F = NO HELP (Applicant Qualifies for Enlistment (No Jobs Available)) G = NO CHG (No Change From Last Status) H = CONFER (Applicant Needs to Confer With Buyers) I = OPT NOT POSS (Applicant Desired Job/Option Combination Not Possible)

Table 9-1
Select a Person processing list description quick reference--continued

Column Title	Value Codes Are
	J = DTP DIS (USAR Cancellation) K = DEP DIS (RA Cancellation) L = LAW (Applicant Revealed Law Violations - DD Form 369 Required) M = SHOP (Applicant Shopping) P = PMR (Permanently Medical Disqualified) Q = QUALIFY (Qualified Not Scheduled to Enlist) R = RENO (Renegotiation Completed) T = TMR (Temporary Medical Disqualified) U = ADMIN (Could Not Enlist for an Administrative Reason) V = VERIFIED SHIP W = WINDOW (Wants to Leave Outside of Available DEP Constraints) X = ELOPE (Left MEPS Prior to Finishing Processing) Y = FROZEN (Desired MOS Currently on Frozen List) Z = NO OPT (Qualified for Enlistment (No Jobs Available))
NAME (Last, First, MI, Suffix)	Self-Explanatory
PKT STAT (Packet Status)	GO = Approved Packet NO GO = Disapproved Packet Blank = Packet Has Not Been QC'd
E VALID (E-Validation Indicator)	Y = Packet Passed Level 4 Validation N = Packet Failed Validation and is a Link to Review the Missing Information
SSN	Self-Explanatory
ED LVL (Education Years/Level)	Self-Explanatory
AFQT (ASVAB Armed Forces Qualification Test Score)	Self-Explanatory
RSID	Self-Explanatory
MEPS	Self-Explanatory
SEX	Self-Explanatory
SPF (Service Processing For)	DAR = Regular Army DAV = Army Reserve DAZ = Army Nonapplicant
PS (PS Indicator)	Y = Applicant Has PS N = Applicant Has No PS
DAY (Arrival Day)	Self-Explanatory

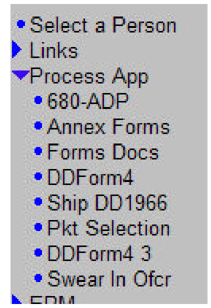
Table 9-1
Select a Person processing list description quick reference--continued

Column Title	Value Codes Are
HOUR (Arrival Hour)	Self-Explanatory
MED (Medical Test Required)	F = Full Physical R = Re-Physical I = Inspect C = Consult Required
MED CNSLT (Medical Consult Required)	A = Allergy B = Neurology/Neurosurgery C = Cardiology D = Dermatology E = Ear, Nose, Throat (Includes Audiology) G = Gynecology I = Ophthalmology M = Internal Medicine O = Orthopedics P = Psychiatry S = Surgery (General) U = Urology
TEST (ASVAB Required)	E = Initial 1 = 1-Month Retest 6 = 6-Month Retest C = Confirmation R = MEPS Commander Authorized Retest
SPEC TEST (Special Test Required)	1 = DLAB (Defense Language Aptitude Battery) 3 = ECLT (English Comprehensive Language Test) T = AFAST (Alternate Flight Aptitude Selection Test) U = EDPT (Electronic Data Processing Test) V = Radio Communications Analysis Test Y = Apt Audio Perception Test
TYPE (Projection Type)	P = Projection S = Same Day Processor N = Night Tester T = Night Tester, Next Day Projection H = Holdover K = Same Day Processor (Walk-In) W = Walk-In M = MET Site Tester

Chapter 10

Process Applicant

10-1. General. The main menu item named Process App contains much of the functions needed to process your applicant. There are seven submenu items subordinate to Process App. In this chapter we will learn how to process the applicant through the enlistment process.



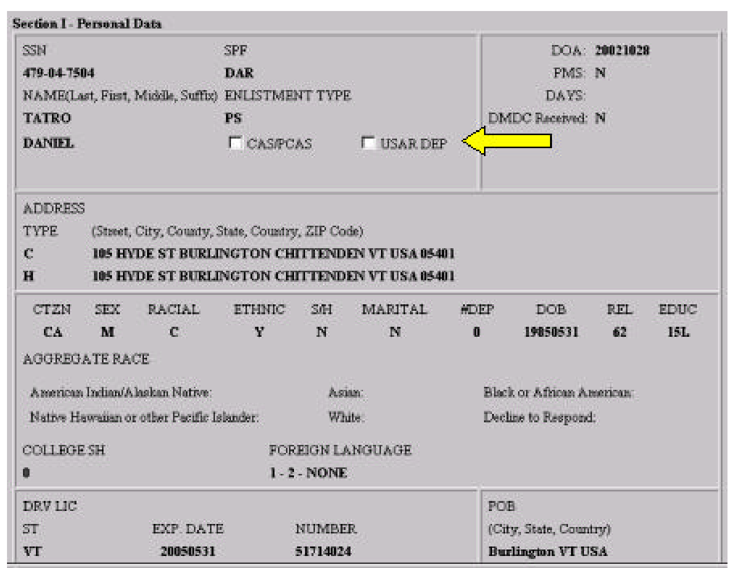
10-2. 680-3A-E.

a. The first sublink is the 680-3A-E. The 680-3A-E is the main document used by GCs to verify test and physical information, address and home of record (HOR), recruiter of credit, and a host of other information provided on the 680-3A-E produced from MIRS. Since ARADS was around long before MIRS there was much information used by the GC that ARADS did not display to the user. GCR leverages the look of the 680-3A-E to assist you in performing some of your principal duties. GCR has combined many tasks that you are familiar with and allows you to input required data to Submit a Build to REQUEST. As you enter the data for the build you are also completing the DEP and Accession information needed for the DD Form 1966 series.

b. The 680-3A-E screen is divided into nine areas. The following screen shots will allow you to familiarize yourself with each area of the 680-3A-E. Across the top of the screen there are hyperlinks that will allow you to go directly to the area of the 680-3A-E screen you need.

√ Carefully review each of these screens for accuracy and verify data against the source documents that are provided.

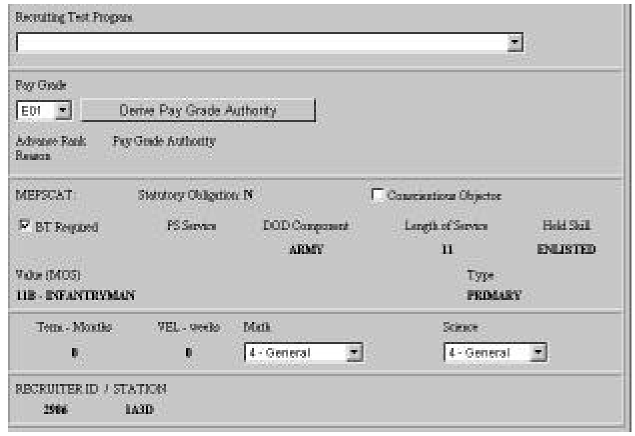
c. Section I - Personal Data.



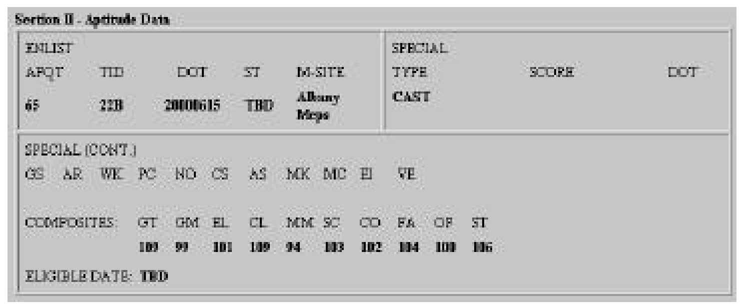
(1) Section I displays Personal Data on the applicant you are processing. Review this information with the applicant to ensure accuracy. If any changes are required, most will be made on the Prospect screen under the Administration link. The USAR DEP check box will only be available for the 2d Rctg Bde during the RDEP Test Program.

(2) In the personal section notice the drop-down selection box for Recruiting Test Program, if your applicant is processing for a special program such as GED Plus or College First enter the Recruiting Test Program as needed. If the applicant selects an MOS with a Partnership for Youth Success reservation or enrolls in the Special Forces Test Program, REQUEST will enter the Recruiting Test Program for you. For applicants entering the Army at pay grade other than E-1 you will be required to enter the Pay Grade Authority. Working with Department of the Army the Advance Rank Reasons have been aligned so that both systems are using the same values. Selecting the values now will save you time as the application enters the required data in the Remarks section of the DD Form 1966 series, as well as transfers the information to REQUEST so there is no double entry. PS information entered by the recruiter is available to transfer to REQUEST. Also notice the Conscientious Objector check box. If a check is placed in the box, more information will

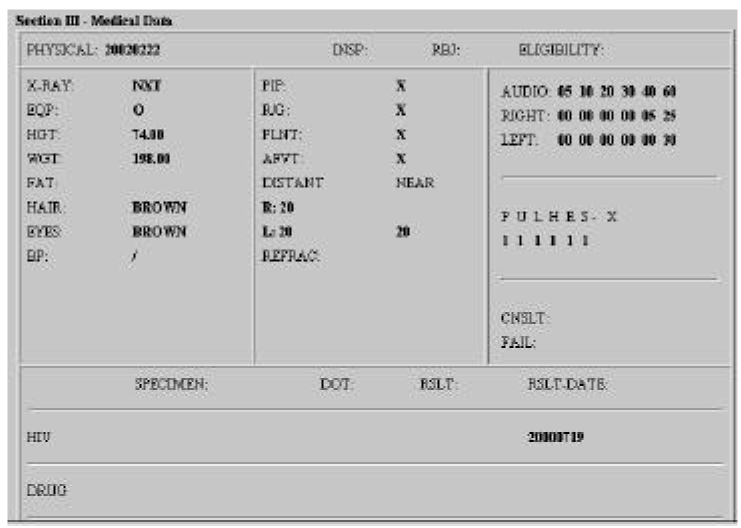
be needed to complete and a possible waiver submitted. GCR also allows you to input the highest math and science. Select from the appropriate response from the drop-down menu.


Recruiting Test Program
Pay Grade
E01
Derive Pay Grade Authority
Advance Rank Reason
Pay Grade Authority
MEPSCAT:
Statutory Obligation: N
Conscientious Objector
BT Required
PS Service
DOD Component
ARMY
Length of Service
11
Hold Skill
ENLISTED
Value (MOS)
11B - INFANTRYMAN
Type
PRIMARY
Term - Months
0
VEL - weeks
0
Math
4 - General
Science
4 - General
RECRUITER ID / STATION
2906
1A3D

d. Section II - Aptitude Data. This section contains Aptitude Data passed to GCR from MIRS. To review the aptitude data on an applicant, click on **Aptitude Data** or use the scroll bar to continue. Aptitude information displays ASVAB and special tests taken by the applicant.


Section II - Aptitude Data
ENLIST
AFQT TID DOT ST M-SITE
65 22B 20000615 TBD Albany Meps
SPECIAL
TYPE SCORE DOT
CAST
SPECIAL (CONT.)
GS AR WK PC NO CS AS MK MC EI VE
COMPOSITES: GT GM EL CL MM SC CO FA OF ST
109 99 101 109 94 103 102 104 100 106
ELIGIBLE DATE: TBD

e. Section III - Medical Data. This section contains Medical Data passed to GCR from MIRS. To review the Medical Data on an applicant, click on **Medical Data** or use the scroll bar to continue. The Medical Data section contains PULHES, audio results, visual results, consultations received, and results from DAT and HIV tests.

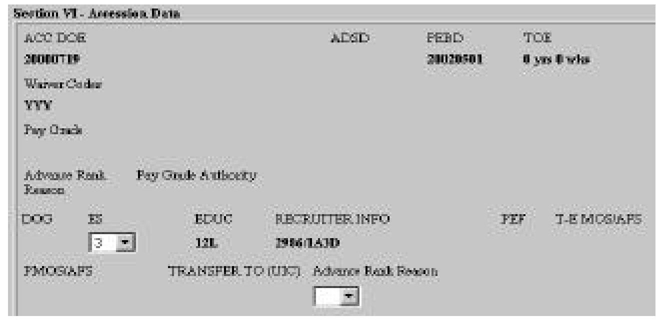

Section III - Medical Data
PHYSICAL: 20020222
DISP:
RBJ:
ELIGIBILITY:
X-RAY: NXT
EQP: O
HGT: 74.00
WGT: 198.00
FAT:
HAIR: BROWN
EYES: BROWN
BP: /
PIP: X
RJG: X
FLNT: X
AFVT: X
DISTANT NEAR
R: 20
L: 20 20
REFRAC:
AUDIO: 05 10 20 30 40 60
RIGHT: 00 00 00 00 05 25
LEFT: 00 00 00 00 00 30
P U L H E S - X
1 1 1 1 1 1
CNSLT:
FAIL:
SPECIMEN: DOT: RSLT: RSLT-DATE:
HIV 20000719
DRUG

f. Section IV - DEP Data. This section contains DEP Data passed to GCR from REQUEST. To review the DEP Data on an applicant, click on **DEP Data** or use the scroll bar to continue. This is the information needed to complete the DEP-in portion of the DD Form 1966 series. This information will only appear after you make a reservation and the record is sent back to GCR from REQUEST. Waiver codes are completed systematically upon approval of the Waiver workflow.


Section IV - DEP Data
DEP DOE PADD ES RECRUITER INFO PEF T-E MOS/AFS
3
346-62-8259 / 3A2G
WAIVER CODES
YYY
Pay Grade
Advance Rank Reason
Pay Grade Authority

g. Section V - DEP Discharge. This section contains previous DEP Discharge information sent from MIRS. To review the DEP Discharge data on an applicant, click on **DEP Discharge** or use the scroll bar to continue. This will help the GC ensure discharge orders have been completed and enclosed in the applicant's packet and reduce the number of fraudulent enlistments for applicants requiring waivers for previous separations.

h. Section VI - Accession Data. This section contains Accession Data completed on ship day for RA applicants and at enlistment for USAR applicants. Again, this information is system generated from the REQUEST interface. To review the Accession Data on an applicant, click on **Accession Data** or use the scroll bar to continue.



i. Section VII - MISC/Support Information. This section contains MISC/Support Information regarding ENTNAC submissions as well as identifies applicants that had previous investigations. To review the MISC/Support Information on an applicant, click on **MISC/Support Information** or use the scroll bar to continue. Information is gathered and reported on the DD Form 1966 series and alerts are triggered if more time has elapsed without a response. To clarify this, systems have been programmed into GCR that expect an automated submission for all applicants who receive an end-of-day code of "E" within 24 hours. If the system does not receive this code the SGC will receive e-mail notification alerting them of the situation. The same principle applies to the case numbers at 72 hours and final results in 7 days. Keep in mind that this is only tracking the automated portion or tech check piece of the ENTNAC process. DAT and HIV results are tracked in a similar fashion. Results should be posted within 72 hours (3 days) for HIV results and 7 days for DAT. If no results are obtained or if results are other than favorable, an e-mail is sent to the SGC.

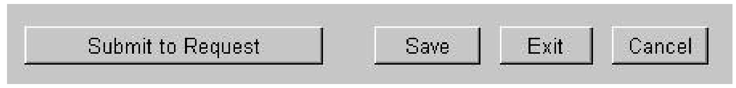
√ There is only one e-mail sent to alert the SGC of the situation.

j. Section VIII - Insurance Data. This section lists the applicant's current medical provider and insurance provider if entered by the recruiter.

k. Section IX - Discrepancy/Work History. This section contains any MIRS Discrepancy/Work History data. Along the bottom of the screen are four buttons.

(1) Submit to Request will send the applicant's file to REQUEST into the correct office code.

(2) Save allows a GC to complete the information needed to submit a build to be sent later.

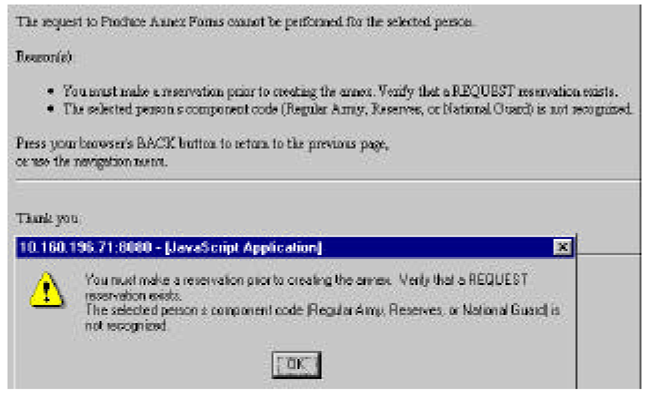


(3) Exit will exit the screen and all changes will be lost if you do not save.

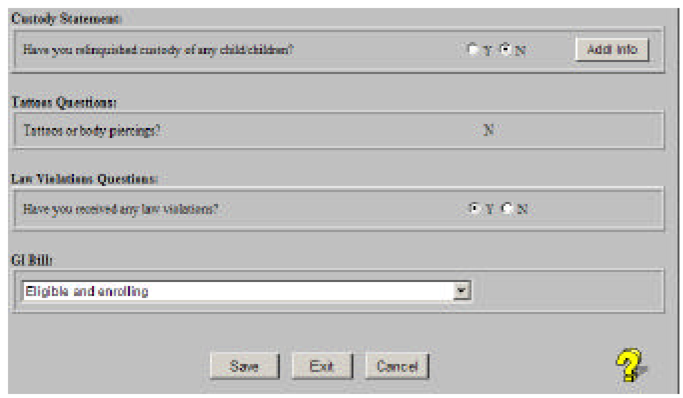
(4) Cancel refreshes the screen to the last save.

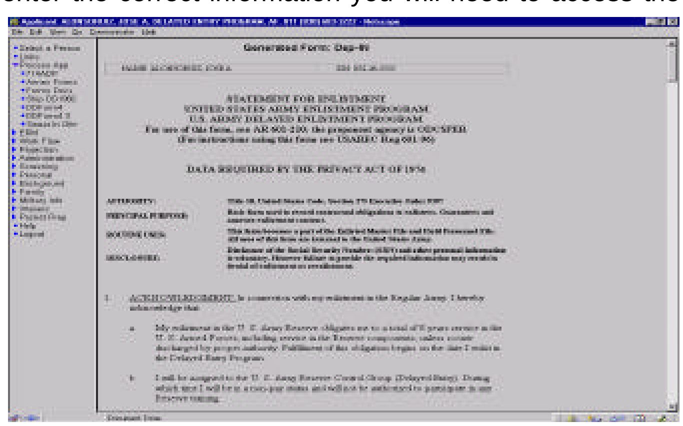
10-3. Annex Forms.

a. Now that we have reviewed the 680-3A-E, let's review the link involving Annex Forms. Enlistment of applicants is undoubtedly the most enjoyable aspect of being a GC; however, completing all of the DA Form 3286 series (Statements for Enlistment) and the numerous additional USAREC forms is time consuming and allows mistakes to happen as you are rushed for time. GCR has added the enlistment annexes, DD Form 2366 and for the USAR a replacement for the DA Form 3540 series, and automated the incentive addendums. Working together with the data supplied by the recruiter, MIRS, and REQUEST, GCR creates a single individualized enlistment annex that provides you and the applicant an enlistment annex requiring only one signature. If you have not made a reservation and try to access Annex Forms you will get an error message. Click **OK** and then go make the reservation first, prior to getting the annex.

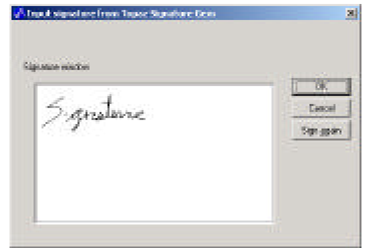


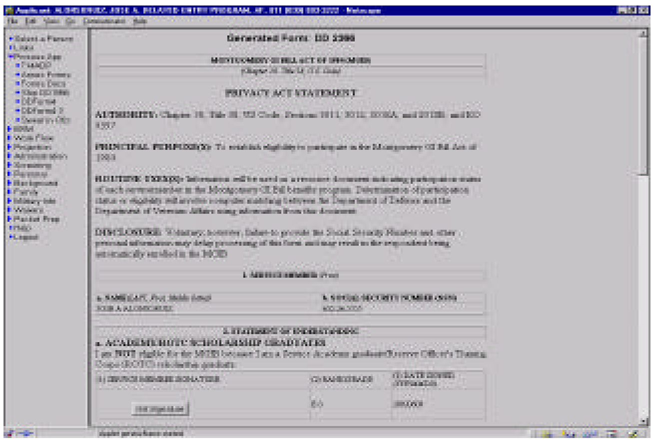
b. GCR receives reservation data from REQUEST and stores the data to the database. GCs will select **Annex Forms** from under **Process App** and are presented with a screen containing questions concerning relinquished custody, tattoos and brands, and law violations. Let's take a few minutes to discuss these questions. The first question concerns custody of children. If yes, click on **Addl Info** and enter the information into the Custody screen. You must enter the information into the Custody screen. Recruiters do not have this feature on the RWS at this time so the responsibility resides at the shop. Likewise there will be additional scanning to be done for the documentation concerning the child or children. Notice all of the information requested in this screen must be completed. If you receive an error message that no children are associated with the applicant, you must complete the Family and Associate screen under Family. Entries for the applicant annex will be pulled from these entries. The second question concerns tattoos, branding, or body piercing. If yes, click the **Addl Info** button to review the information. If the recruiter failed to enter the correct information you will need to access the Screening link and then Physical link to enter the correct information. You will need to initiate an Exception workflow and scan a picture of the tattoo or piercing for approval to be granted. The third question concerns law violations. If they have law violations, this question should be answered yes. The intent of this question is to ensure they have all been listed and for the GC to review all violations with the applicant. If additional violations are discovered, you will need to access the Screening and the Moral and Drug link to enter the information. This question is not looking for any new law violations, but to review all law violations the applicant admitted to. Applicants processing for the USAR will have to answer the proximity question concerning their Reserve unit. If any of the answers are Yes, additional information is required before you can continue processing. Once all of the information and documents have been obtained and you determine they are still qualified for enlistment processing, you may continue. To prepare the annex, select the **Save** button on the Annex screen.





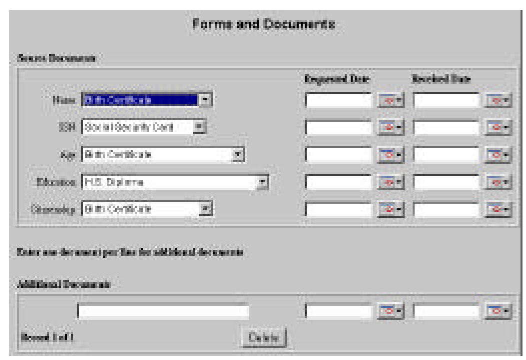
c. The enlistment annex is prepared and presented on the screen for you and the applicant to review. The format follows the requirements set forth in applicable regulations and only covers information that is applicable to the applicant's enlistment. After reviewing the information for accuracy, you can scroll to the last portion of the form, which contains Authentication and Signature boxes. Select the **Get Signature** button and the signature box will appear. Have the applicant sign the signature pad and accept his or her signature on the screen. After you have witnessed the applicant's signature, you also sign the form using the same method. Accept the signature and select the **Save** button. This will store the original document into ERM after converting the document into a pdf format. Once the save is successful a copy will open onto your workstation to allow you to print and give to the applicant.



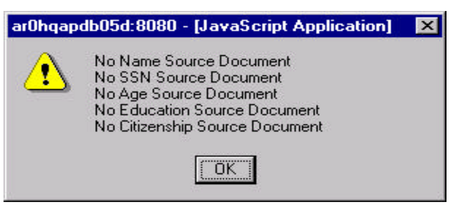


d. Once the applicant's annex has been printed the DD Form 2366 must be completed in the same manner. Forms that have been signature enabled contain a Get Signature button located in the signature section of the form. When the Get Signature button is selected a signature pop-up box is displayed. The person signing the form uses the signature pad to sign the document. When he or she is finished signing the form he or she has the option to sign again. Clearing the signature provides another chance to sign or selecting the OK button applies the signature to the form. This process is repeated for the witness or verifier for each form.

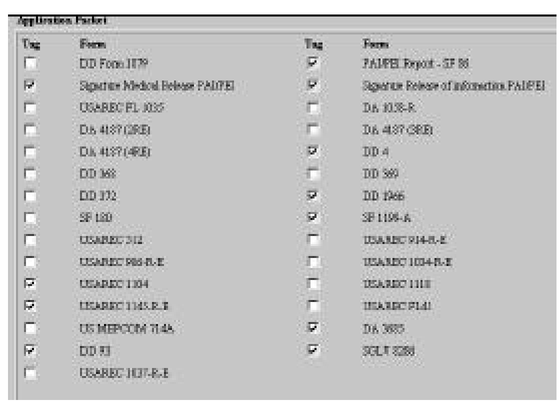
10-4. Forms and Documents.



a. The Forms and Documents screen is partially completed by the recruiter and completed by the GC by obtaining the required signatures on the forms used in the enlistment process. The Forms and Documents screen shows what documents were used to verify eligibility information. All of the eligibility fields: Name, SSN, Age, Education, and, Citizenship must be completed before the user can continue and retrieve any forms. The fields, Requested Date and Received Date, are not mandatory fields unless the recruiter has used the requested field. If the Requested Date field is used then the Received Date must also be entered. The Received Date must be later than the Requested Date. Additional documents used to verify eligibility are entered by selecting the **Add** button and entering the document name. If more than one additional item needs to be entered you must add each one individually. This will assist you when you are scanning the documents into ERM.



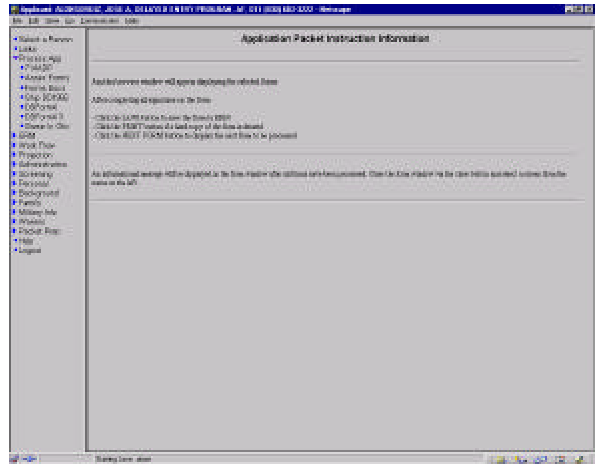
b. The bottom section of the Forms and Documents screen allows the user to select the forms that need to be signed by the applicant and/or GC. The GC has the ability to Select All, Unselect All, or individually select and deselect the forms they need to have signed. Care must be taken to ensure the applicant signs all forms required for his or her enlistment. At a minimum the applicant should complete the PAI or PEI along with the associated release documents, DD Form 1966 series, and USAREC Form 1104 (Enlistment Eligibility Questionnaire). Complete the forms in GCR no matter what the recruiter provides.

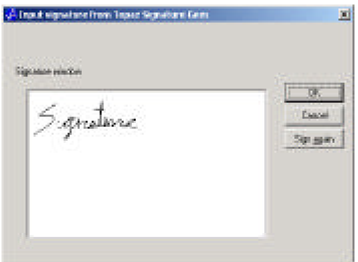


c. If references are required to affect the applicant's enlistment, use DD Form 370 instead of USAREC Form 1118. Once you have selected the required documents and are ready to sign, select the **Display for Signature** button. The forms will open in a new browser to allow the applicant to sign the document and store it in ERM when you click on **Save**.

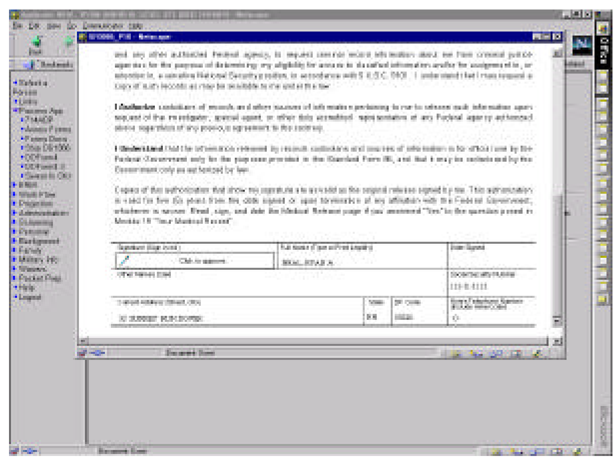
d. A splash screen is seen by the user indicating a new screen will appear containing the requested form(s).

e. This is an example of a form that has been displayed and is ready for applicant and GC signatures. Forms that have been signature enabled contain a Get Signature button located in the signature section of the form. When the Get Signature button is selected a signature pop-up box is displayed. The person signing the form uses the signature pad to sign the document. When they are finished signing the form they have the option to sign again. Clearing the signature provides them another chance to sign or select the **OK** button to apply the signature to the form. This process is repeated for the witness or verifier for each form.

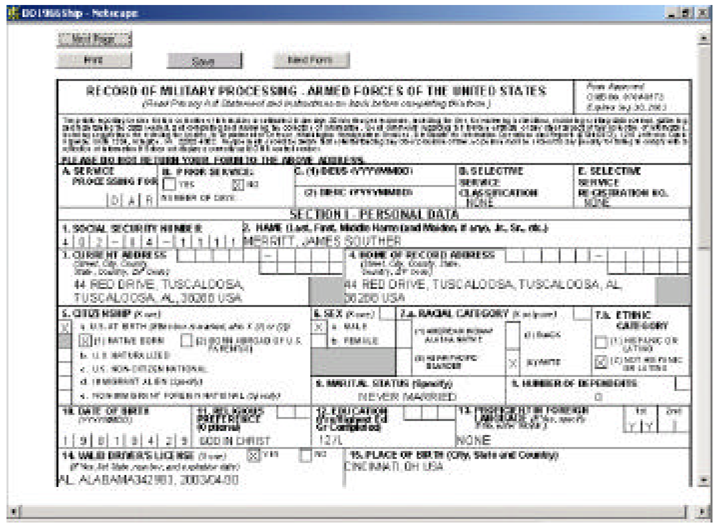




f. Each form displayed contains a minimum of two buttons, Save and Print. If the form is a multipage form there is a Next Page button. The Next Page button is on the first and every subsequent page except the last page of the document. The second through last page also contain a Previous Page button. These buttons will move the user through all pages of the document. There is also a Next Form button if the form presented is not the last form requested. These buttons are located on the top and bottom of each form to reduce the amount of scrolling required to navigate through the form-signing process. The same buttons will be displayed at the bottom of a multipage form.

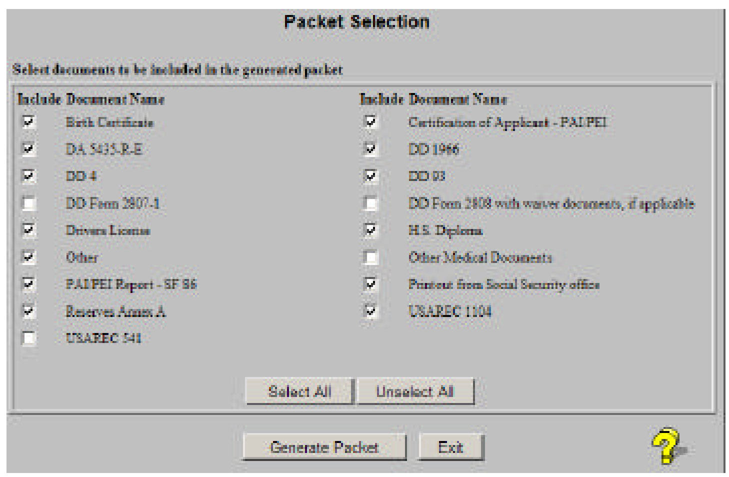


g. When you have completed all the forms a screen will appear to inform the user that all forms have been signed.



10-5. Ship DD 1966. When the applicant is ready to ship, you will need to complete the Ship DD 1966. The Ship DD 1966 is available only after you initiated a DD Form 1966 series during his or her DEP or accession. The Ship DD 1966 is required prior to the applicant's shipping. GCR will automatically code the Ship DD 1966 based on the information the recruiter projected and data provided by REQUEST. Review the Ship DD 1966 with the applicant. You will need to have the applicant sign and initial in a few locations along with your signature. Click on the **Next Page** button to review the document. Depending on where you are in the processing phase, you will need to sign and initial in a few blocks. When the form appears, an Approve It Audit Trail window will appear showing the date and time the original DD Form 1966 series was signed. Click on the "**X**" in the right corner of the Approve It Audit Trail to close the window. Continue scrolling to review the form until you get to the appropriate signature block area. Click on the signature block and have the applicant sign the form using the signature pad. You will need to do the same. When finished, click the **Save** button and you will get a confirmation message that it was successfully saved in ERM. Now click the **Print** button if you need to provide the applicant a copy of the DD Form 1966 series.

10-6. Packet Selection. This function will normally be used prior to the applicant shipping. Clicking on this link will identify all documents that are scheduled to be printed under Print Packet. This link will allow you to generate the applicant's packet for print if required prior to his or her ship date. Additionally, this is a good way to review the applicant's packet to determine if all required forms have been generated by GCR or scanned in. Click on the forms that you want to print and then click on the **Generate Packet** button. GCR will now prepare the packet for print. To print the packet select **Links** and then **Print Packet**.

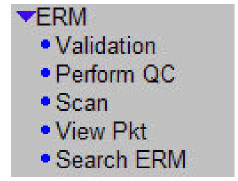


10-7. DD Form 4, DD Form 4-3, and Swear-In Officer. These links are not being used at this time. Once USPEMCOM comes online with GCR, this functionality will be added to GCR.

Chapter 11

ERM

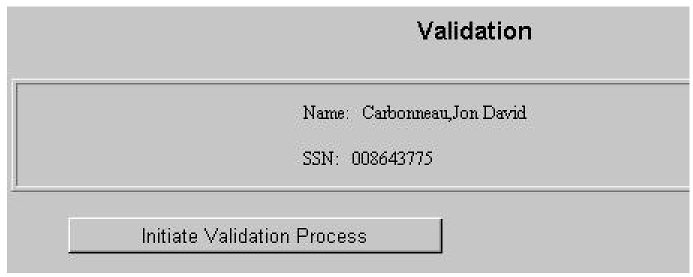
11-1. General. The ERM link provides direct access to the applicant's packet to perform certain tasks. The sublinks are Validation, Perform QC, Scan, View Pkt, and Search ERM.



√ It is very important to eliminate duplicate records on the RWS to reduce the chances of a recruiter completing an enlistment application for an applicant that has more than one record on his or her RWS and projecting the record that does not have a completed enlistment packet.

11-2. Validation of enlistment packet.

a. Validation allows the user to initiate a new Validation Report on demand. Normally this would be used after the initial validation indicated numerous errors, corrections have been applied, and the user wants to ensure the validity of the packet after replication. Selecting the Validation link from the main menu will take you to this screen where you can trigger a new Validation Report to check the current validation status of the enlistment packet. There are four validation levels:



(1) Level 1 identifies that the projection passed edits and that record is not on your Select a Person screen ready to process. PASS shows the projection was accepted by ARISS and passed the projection edits. You should never see a validation with Level 1 - FAIL. If the projection fails Level 1, the recruiter will be notified via ARISS message stating why the projection failed edits.

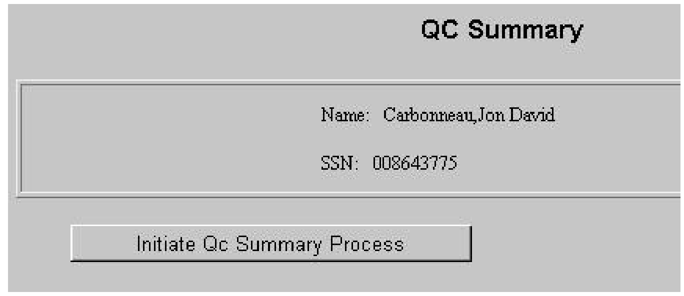
(2) Level 2a and 2b does a complete check of the data required to complete the DD Form 2807-2 questions along with the medical and insurance information.

(3) Level 3 does a basic check of the applicant's enlistment packet. This is nothing more than doing an EPSQ validation. Remember this checks to ensure the required fields are completed. The validation cannot verify the information that has been added. Only you can do this with the applicant and using the applicant's source documents.

(4) Level 4 takes a closer look at the applicant's record and does a cross-check of information that was entered in the packet. For example, it will check to verify the Spouse screen is complete if the applicant shows that they are married or vice versa.

b. If the validation shows failed on Levels 2 through 4, it will list each item that caused the packet to fail validation. The recruiter will only get an e-mail after the record has been through all levels of validation and fails any Level 2 through 4. The e-mail message will show Validation Report attached informing them of the discrepancies in the record. Remember the applicant projection is still valid and still shows on the GC Select a Person screen. The recruiter will need to make the corrections and replication only to update the record. If there are minor changes you can also update the applicant's record using GCR. The completed Validation Report will be stored in the ERM Core Admin folder and is accessible from the View Packet link or the Select a Person screen e-validation "N" link.

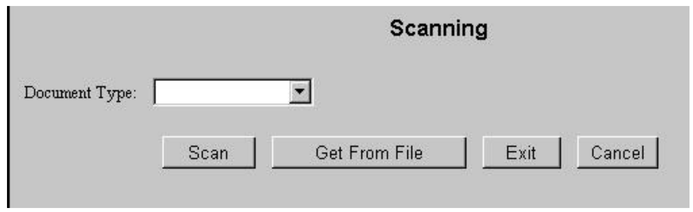
11-3. Perform QC procedures. Perform QC offers the user the ability to create a new QC Summary Report on demand. This initiates a GC QC workflow. This would be used after an initial GC QC was processed and identified numerous errors. The subsequent QC Summary contains a Diff Report, which provides the user with a detailed list of what information changed between the last completed QC Summary and the requested QC Summary. This provides a quick method of checking corrections or additions to an enlistment packet. All QC Summaries are stored in the



applicant's Core Admin folder in ERM and are versioned. Example: The Core Admin folder will show all QC Summaries separately by name, so the visual representation one might see is the GC QC, DEP Accession QC, BN Ops SO QC, and so on. There may have been more than one of each type QC completed and stored, as documents of the same name are versioned and only the latest copy available to the user. Selecting the Perform QC link from the main menu will take you to this screen where you can trigger a new QC Summary allowing a subsequent QC to ensure all errors have been corrected. The completed QC Summary is stored in the ERM Core Admin folder and is accessible from the View Packet link.

11-4. Scan in source documents.

a. Scan original documents using the GC workstation scanner.

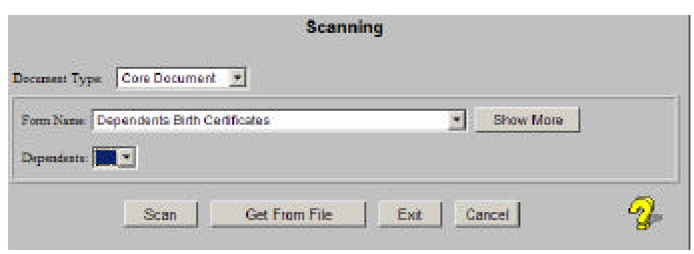


(1) The Scanning screen allows GCR users to scan external forms and other associated enlistment documents into the applicant's enlistment folder. Every form and document has a specific folder that it should be placed in. We understand that we all need to call a document using the same naming convention. GCR understands the dilemma and has provided a method to assist GCR users in distinguishing between different documents. There are also instances where an applicant may require multiple documents or forms that are the same document but obtained from different locations or contain different information and are required as part of the applicant's enlistment packet. Examples of this is the DD Form 369 ran from many agencies or if an applicant has more than one child and is using birth certificates for verification. You will learn in the next few paragraphs where each document belongs in the enlistment packet and how they are uniquely identified as you scan them into the applicant's packet. This will save you valuable time when you need to retrieve the document from the packet. The applicant's packet is divided into folders consisting of Core Admin, Core Documents, Medical, DEP/DTP, DEP/DTP Admin, and Waiver. Table 11-1 details the relationship of forms and folders.

(2) To scan any document into the packet we must first be in the applicant's record and select the **Scan** screen from the ERM link. This will bring the Scanning screen into focus.

(3) Notice the drop-down arrow in Document Type, this list contains the folders located in ERM. Select the folder where your document should reside. Refer to table 11-1.

(4) Once the folder has been selected you will receive additional drop-down boxes where you will select the document name. The initial list is a short list filtered on the most common documents used for the folder.



(5) If the document you are looking for does not exist here, select the **Show More** button and the complete list for the folder will appear. In the example shown we selected the Core Documents folder. This tells us that we are going to scan in a document that was used to verify something for the applicant's eligibility. In this case it was a child's birth certificate. Some applicants have more than one child. You will select the name of the child that was listed in the Family and Associates screen. Now that we have the document routed and named, click the **Scan** button or select the **Get From File** button if you have saved the document to your hard drive. It is highly recommended that you scan directly into the system to reduce the

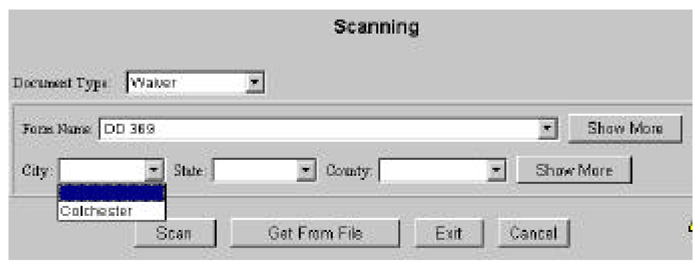
possibility of misnaming files that you might have stored on your computer and causing the applicant problems when he or she arrive at the training base without his or her documents.

(6) The Scan button will take you to the Scan splash screen. You will see a drop-down selection box and five buttons. The drop-down arrow allows you to select what paper size you are using. If you are scanning legal size documents, select 9x14. You will receive many different size documents of which either the sheet feeder or the flatbed option of the scanner will manage. Remember to update your SOP and provide information in the New Recruiter Program that the framed life-size replicas of college diplomas and awards are next to impossible to scan and remind them to use either transcripts or other authorized means of verification. The Select Source button is defaulted to the scanner configured to your computer. Scan Page 1 is the default even for single page documents and the Next Page if you have a multiple-page document and you are not using the automatic sheet feeder. The Ok button sends the image to ERM while Cancel will return you back to the Scan main menu.

√ Large college diplomas and awards are next to impossible to scan. Have recruiters use transcripts or other authorized means of verification.

(7) Selecting the **Scan Page 1** button begins the scanning process. You will see a bar building in the lower left corner of your screen as the scanning occurs. When the scanning is complete the image will appear on your screen for your review prior to saving the file to ERM. When the image is acceptable select the **Ok** button.

(8) To view the image from ERM select the **View Pkt** link from the ERM submenu. This will bring you to the virtual folder in ERM where you can view or print the documents. Before you look at the packet in ERM, add a DD Form 369 to the record. Scanning in documents for the most part is a repeatable process with exceptions where an applicant could have many of the same documents from different agencies, or the same type document is used to verify separate people or events. The DD Form 369 is one of those type documents. As you know all applicants must have a local DD Form 369 ran to enlist. This means that at a minimum you will always have one DD Form 369 in ERM and most often three. You must identify where the DD Form 369 was completed. To do this we added additional drop-down values when the Waiver folder is selected. If the DD Form 369 or USAREC Form 1037 (Probation Officer and/or Court Records Report) is selected, these values contain the City, County, and State where the applicant currently resides. You may select one or multiple agencies if that department covers more than one area. If the agency covers only one jurisdiction you would select only one at a time and scan in the document. Cases where the city, county, or state does not release information you could select all three values and scan in one document that would contain the name of the city, county, and state in the title of the document. Some applicants require additional DD Forms 369. In these instances the GC would select the Show More button and GCR will provide all cities, counties, and states where the applicant has lived, worked, attended school, or received any violations that are listed in the applicant's record. Once a police check is scanned, the name of that check will no longer be available unless a spelling error exists in another area of the record. The form will be scanned into your view, select **Ok** and the file will go to ERM. Now let's take a look at ERM and see what we have.



b. Scan documents filed at another location.

(1) You may be required to scan documents that have been transferred by the recruiter to a storage site. You will need to review these documents to verify they are correct prior to completing the scan process. To review these documents, click on the desktop shortcut to the storage site.

√ If you do not have a shortcut already created on your desktop go to http://hq.usarec.army.mil/ro/Technical/Scanners/qc72applicationinstructions.pdf for assistance.

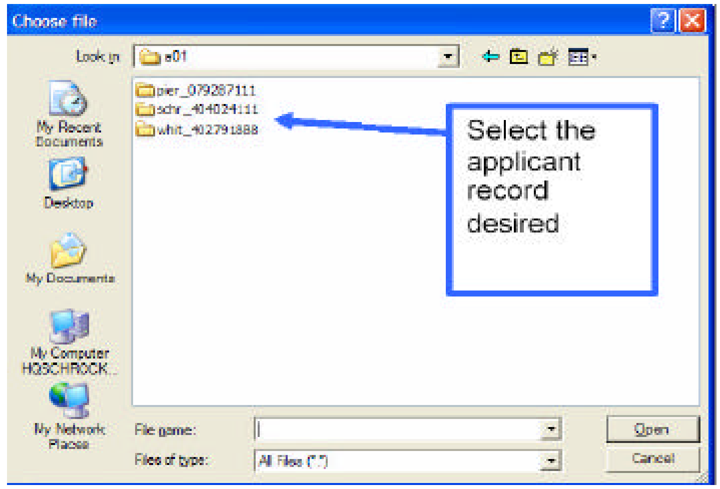
√ You will need to remember where this folder is located and be able to navigate in GCR to complete the scan process.

(2) This will open the folder showing all of the files that have been scanned and sent from the RS. GCs must verify they are good documents prior to placing them in ERM. GCs will access the documents using the following steps:

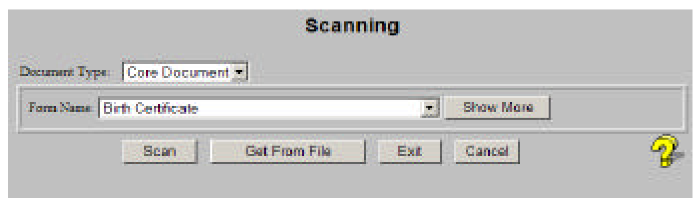
(3) The file name structure is the first four letters of the applicant's last name and SSN. The created files will remain available on the storage site for 10 days only, unless deleted by the user earlier.

(4) Open the applicant's folder to review the documents that were stored by the recruiter. You can set the file view as thumbnail to have a quick look at the document or you can double click on the document to show in full screen. The tool bar on the bottom of the viewer provides the user with options to assist them in viewing the documents.

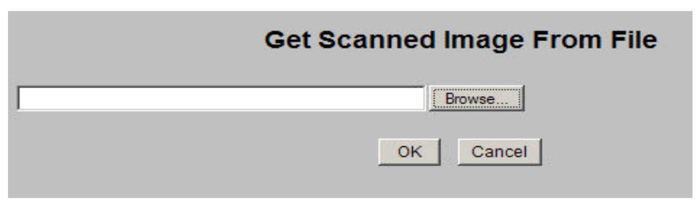
(5) Once you are satisfied that the documents are properly scanned and saved in the storage site, you are now ready to start the process of scanning from file.



(6) In GCR, choose the appropriate applicant and navigate to **Scanning** under **ERM**. Choose the **Document Type** and **Form Name**. Then click on **Get From File**.

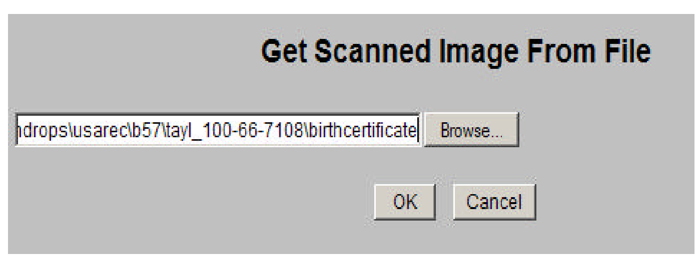


(7) In the Browse text entry box you can click on the **Browse** button and navigate to the storage site or type ***\\ar0hqeter02p\scandrops\usarec*** in the location field and then click on **Browse**.



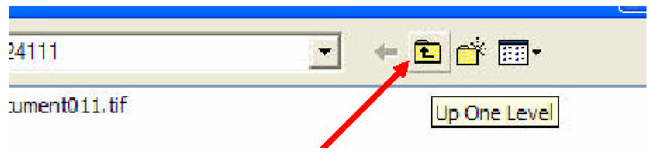
√ Do not click OK from this menu. You will receive an error message.

(8) Open your MEPS folder and then open the appropriate applicant folder (naming convention is first four letters of applicant's last name, underscore, and SSN). Once inside the applicant's folder, select the document that meets the file description from the Scan screen and click **Open**. Now you are back at the main Get Scanned Image From File screen. Click **OK** and the document will be saved to ERM.



√ You will notice that once the document is scanned the screen returns to the initial scan screen. The file will not be available for you to review. That is why it is important to review the files as stated earlier.

√ The next time you access the Get From File feature, just click on Browse without entering the path. This will take you to the last applicant's folder you were in. If you need to change applicants, click on the up arrow folder. This will bump you back up to the MEPS level folder so you can select a different applicant.



(9) Continue the above process until all documents are scanned into the applicant's appropriate folders.

c. Scan documents using other than a GC workstation scanner.

(1) To scan in source documents using Get From File that have been created by another scanner is simple with GCR. The below process will allow you to scan a document using the Visioneer 8650 or Visioneer Paperport Strobe (Pro) and Vx model scanners and want to move it to the applicant's record. The scanners identified above are known to have possible incompatibilities with the GCR application, and the following instructions provide alternate procedures to scan required waiver documents.

(2) Open the Paperport application and create a new folder for the applicant. Name the newly created folder something unique to that applicant (e.g., SSN, last name and last four of SSN, etc.). Use the Paperport software to scan the document. Place the document on the flatbed of the scanner and then name the document using the type of document being scanned (e.g., 369, 507, App_Ltr, Cdr_Rcmd, etc.). Remember the name of the newly created file for use when importing during the scanning process. Once all documents are scanned, combine all of the multipage documents by using the stack feature or by dragging page 1 over page 2, 3, etc., within the Paperport application. This basically means all of the multipage documents will be located in that one specific file. Users are cautioned to not stack different documents types together (i.e., 369, 507, etc.). After all documents have been scanned and are arranged, select each file or document, one stack at a time, and export to a multipage level 4 tif.

√ Even if the document is only one page and this option was selected, all future exported documents will follow the same path and file type.

(3) If all documents are exported to a multipage level 4 tif, the user may then open the GCR application. Once the user is logged into GCR, open the applicant's record and go to the Scan screen. Select the correct folder and file name. Click on the **Get From File** button and browse to locate the file (in the File Types select all or .tif). Now click **Open** and then **OK**.

(4) The file is now stored in ERM and the user is then returned to the Scan screen for processing the next document. Viewing these tif extensions within GCR may impact the image and make it too large to view by the user. The reason this occurs is a system utility called QuickTime. The QuickTime plug-in alters the waiver image and eliminates the user's ability to unzoom or maneuver within the document. To effectively eliminate this problem, contact your Rctg Bn IMS to install Toggleqt.cmd. After running this file, the user should be able to view tif images in ERM without encountering any problems.

11-5. View packet.

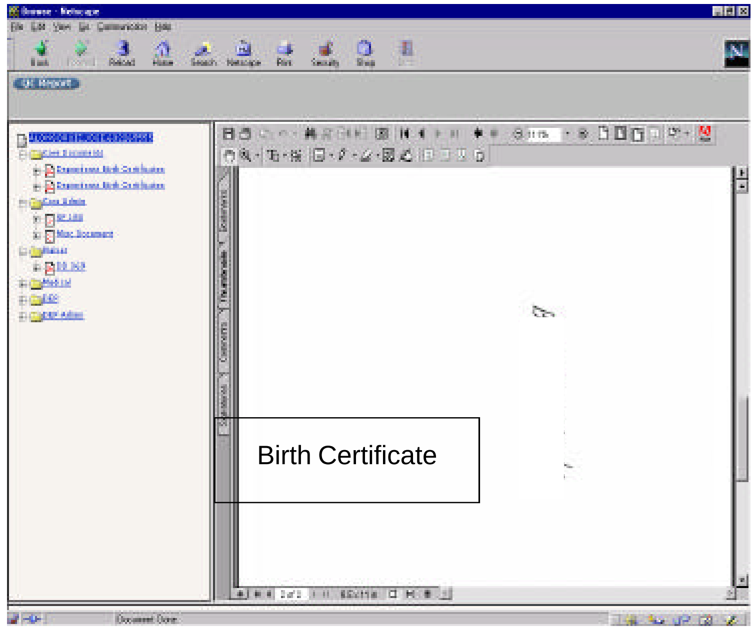
a. Once the record passes validation, GCR sends the applicant's profile information to ERM. The ERM system identifies each individual applicant by a user-application profile. These profiles will be the top-level folders in the ERM hierarchy. The Profile folder will contain the following attribute data that will be inherited by the lower level documents and folders. The naming convention for the Profile folder is as follows: Last Name, First Name, SSN, and SPF. Table 11-2 further explains the makeup of the applicant ERM profile.

b. Applicants may have multiple profiles. Different components of the service would generate each of these profiles. These profiles will be unique to their individual component and will have different PRIDs. Everyone must be aware that there may be more than one profile created for an applicant if more than one recruiter is attempting to process the same applicant or if the recruiter has duplicate records for the same applicant on his or her RWS. It is very important to eliminate duplicate records on ARISS. This reduces the chance of a recruiter projecting an incomplete enlistment application for an applicant that has more than one record. This also reinforces the need for the recruiter to project his or her applicant for all processing. The profile is created with the expectation of putting additional data into his or her ERM folder. If the recruiter has not created the profile, the GC will not be able to view or add information.

11-6. Profile folders.

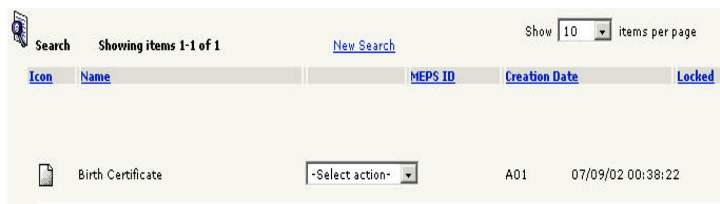
a. Now that there is a profile created, ERM creates additional folders where the enlistment documents are stored. The additional folders are subordinate to the profile. The top item is the profile, directly below the profile are the Core Documents, Core Admin, Waiver, Medical, DEP and DTP, and DEP Admin folders.

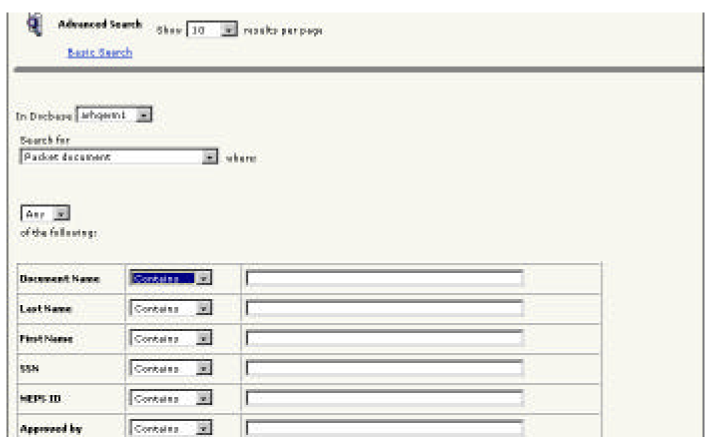
b. Notice the two documents shown in the Core Admin folder: SF 180 and Misc Documents. Notice the Core Documents folder with birth certificates for the applicant's dependents and lastly the DD Form 369 we just scanned into ERM. Selecting the link on the document's name will open the form in the window.



11-7. Search ERM for processed records.

a. The last item under ERM is Search ERM. This function allows you to find any scanned document. It is nothing more than a query tool that will allow you to search the database for scanned documents. As you can tell, there are several fields in which to set your search parameters. The more parameters that you set, the less time it will take to find what you are looking for. You have several selections that you can make. Starting with the **Search For** field, click on the drop-down arrow and select what folder you want to search. If you are not sure, leave the default selection of **Packet document** showing in this field. The drop-down items for the different fields gives you three options. The Contains option allows you to find any document with any part of the information you type in the corresponding block. This option is looking for an exact match to the information you type in the corresponding block. The Starts With option will find documents that start with the information you typed in. Once you have set your parameters, click on **Start Search**.





b. Once your document is found, a new screen will appear. It will show the document or documents you are looking for, the MEPS ID, and date and time it was scanned in. From the Select action drop-down arrow you have several options to choose from. If you want to print the form, select View and then print the document.

NOTE: That's all in the ERM folder. Nothing difficult involved with GCR is there?

Table 11-1
ERM folders and descriptions

Document Number	Document Description	Folder
	09L Information Paper	DEP
	Additional form	Core Admin
	Adoption papers	Core Documents
	AFAST score (aviators only)	Medical
	Affidavits	Waiver
	Affidavits establishing dependency	Core Documents
	Agency Use Form	Core Admin
	Air Force Reserve Officers' Training Corps Certificate	Core Documents
	Alien registration	Core Documents
	Amended orders	DEP
	Annexes - Annex A	DEP
	Annexes - Annex B	DEP
	Annulment decree	Core Documents
	Any other document that the applicant or recruiter considers vital to the decision of the request for waiver	Waiver
	Applicant statement	Waiver
	Applicant waiver supporting documents (nonrequired)	Waiver
	Appointment orders/PFR	Core Admin
	Associates degree	Core Documents
	Audiogram	Medical
	Awards and decorations	Core Admin
	Baccalaureate degree	Core Documents
	Baptismal certificate	Core Documents
	Billy Mitchell Award	Core Documents
	Birth certificate	Core Documents
	Boy Scout Eagle Certificate	Core Documents
	Certificate from the physician in attendance at birth	Core Documents
	Certificate of citizenship	Core Documents
	Certified letter from Department of Justice	Core Documents
	Certified letter from Department of State	Core Documents
	Certified transcripts	Core Documents
	Citizenship certificate	Core Documents
	Civil action document, divorce pending	Core Documents
	College transcripts	Core Documents
	Court docket	Waiver
	Court document	Core Documents
	Current year school withdrawal letter	Core Documents
	Death certificate	Core Documents
	Death certificate widowed	Core Documents
	Defense Eligibility Enrollment System verification document	Core Documents
	Deferment Letters	Core Documents
	Deferment Letters 2	Core Documents
	Deferment Letters 3	Core Documents
	Degree credential	Core Documents
	Dependent ID card	Core Documents
	Dependents birth certificates	Core Documents
	Deputy commanding general criminal conduct waiver	Waiver
	Diploma (home study)	Core Documents
	Discharge Orders	Dep Admin
	Divorce decree	Core Documents
	Doctorate degree	Core Documents
	Documents for Civilian Acquired Skills Program	Core Admin

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
	Driver's license	Core Documents
	ENTNAC Rap Sheets	Core Admin
	Family care plan	Waiver
	First professional degree	Core Documents
	Flight physical	Medical
	G-3 admin waiver	Waiver
	General Equivalency Diploma	Core Documents
	General Equivalency Diploma enrollment letter	Core Documents
	Girl Scout Gold Award Certificate	Core Documents
	Grade determination documents	Core Admin
	HS certificate of attendance	Core Documents
	HS diploma	Core Documents
	HS diploma (adult education)	Core Documents
	HS letter	Core Documents
	HS transcripts	Core Documents
	Hospital or delayed birth certificate	Core Documents
	HQ admin waiver documentation	Waiver
	HQ felony waiver documentation	Waiver
	Job Corps certificate of completion	Core Documents
	Job Corps transcripts	Core Documents
	Legal separation decree	Core Documents
	Letter to loan holder 1	Core Documents
	Letter to loan holder 2	Core Documents
	Letter to loan holder 3	Core Documents
	Marriage certificate	Core Documents
	Masters degree	Core Documents
	Medical supporting documentation from private physicians	Medical
	Medical waiver	Medical
	Memorandum ENTNAC interview	Medical
	Memorandum from troop program unit	DEP
	Memorandum requesting waiver	Waiver
	Naturalization certificate	Core Documents
	Navy Reserve Officers' Training Corps Certificate	Core Documents
	Occupational program certificate	Core Admin
	OCS or WOFT board results	Core Documents
	OCS or WOFT handwritten essay	Core Documents
	OCS or WOFT letter of recommendation	Core Documents
	OCS or WOFT photo	Core Documents
	OCS or WOFT typed essay	Core Documents
	Official Government documents	Core Documents
	OPI Privacy Act Statement	DEP
	OPI request for exam	DEP
	OPM credit report	Core Admin
	OPM NACLAC scheduling notice	Core Admin
	Orders and any amendments	DEP
	Other	DEP
	Other admin documents	DEP Admin
	Other core admin documents	Core Admin
	Other core documents	Core Documents
	Other medical document	Medical
	Other waiver documents	Waiver
	Overstamped passport	Core Documents
	PAI or PEI release of information	Core Admin

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
	PAI or PEI report	Core Admin
	PAI or PEI signature medical release	Core Admin
	Pay voucher	Core Documents
	PaYS LOI	DEP
	Personal letter	Waiver
	Post Masters degree	Core Documents
	Printout from Social Security Office	Core Documents
	Prior service records	Core Documents
	Professional Nursing Diploma	Core Documents
	Promissory notes	Core Documents
	Promissory notes 2	Core Documents
	Promissory notes 3	Core Documents
	Promotion Orders/PFR	Core Documents
	PSS/OPM receipt	Core Admin
	Quartermaster award certificate	Core Documents
	Recommendation letters	Core Documents
	Reference letters from all employers	Waiver
	Reference letters - persons other than employer	Waiver
	REQUEST cancellation printout	DEP
	REQUEST printout	DEP
	Request surviving person designation be withdrawn	Core Documents
	Security clearance verification	Core Admin
	Separation order	Core Documents
	Sexual offender file search 1	Waiver
	Sexual offender file search 2	Waiver
	Sexual offender file search 3	Waiver
	Social Security Card	Core Documents
	SP1 orders	DEP
	SP2 orders	DEP
	Statement from state registrar	Core Documents
	Student loan deferment 1	Core Documents
	Student loan deferment 2	Core Documents
	Student loan deferment 3	Core Documents
	Sworn statement by parents with notarized school record	Core Documents
	Telephonic verification memorandum	Core Documents
	Training seat cancellation (REQUEST)	DEP
	Training seat cancellation (unit)	DEP
	United States passport	Core Documents
	Unit commander acceptance letter	Core Admin
	Unit vacancy statement	Core Admin
	United States Marine Corps completion certificate	Core Documents
	Valid state permit or ID card	Core Documents
	Waiver cover letter	Waiver
AE 360	Report of a Birth Abroad of a Citizen of the United States	Core Documents
Cadet Command Form 226-R	JROTC Certificate of Training	Core Admin
DA Form 1058-R	Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve	Core Admin
DA Form 134	Military Training Certificate - Reserve Officers' Training Corps	Core Documents
DA Form 1569	Transcript of Military Record	Core Admin

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
DA Form 1696-R	Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)	Core Admin
DA Form 2-1	Personnel Qualification Record - Part II	Core Admin
DA Form 254	Military Training Certificate - National Defense Cadet Corps	Core Documents
DA Form 2A	Personnel Qualification Record, Part I - Enlisted Peacetime (Computer Printout)	Core Admin
DA Form 3072-2	Applicant's Monthly Financial Statement	Waiver
DA Form 3283	Statements of Member Removed From the Temporary Disability Retired List	DEP
DA Form 330	Language Proficiency Questionnaire	Core Admin
DA Form 3685	JUMPS - JSS Pay Elections	Core Admin
DA Form 3838	Application for Professional Training	Core Admin
DA Form 3881	Rights Warning Procedure/Waiver Certificate	DEP Admin
DA Form 4187	Personnel Action	Core Admin
DA Form 4187	Personnel Action - Promotion Orders	DEP
DA Form 4187	Personnel Action - Voluntary Assignment	Core Admin
DA Form 4187 (USAREC OP 3)	Personnel Action - Training Seat Cancellation	DEP Admin
DA Form 4187 (USAREC OP 4)	Personnel Action - Regular Army Enlistment	Core Admin
DA Form 4833	Commander's Report of Disciplinary or Administrative Action	Core Admin
DA Form 4836	Oath of Extension of Enlistment or Reenlistment	Core Admin
DA Form 4886	Issue-In-Kind Personnel Clothing Record	DEP
DA Form 5247-R	Request for Security Determination	Core Admin
DA Form 5261-1-R	Selected Reserve Incentive Program - Educational Assistance Addendum	DEP
DA Form 5261-2-R	Selected Reserve Incentive Program - Reenlistment/Extension Bonus Addendum	DEP
DA Form 5261-3-R	Selected Reserve Incentive Program - Affiliation Bonus Addendum	DEP
DA Form 5261-4-R	Student Loan Repayment Program Addendum	DEP
DA Form 5261-5-R	Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum	DEP
DA Form 5435-1	GI Bill NPS Kicker	DEP
DA Form 5435-R	Statement of Understanding - Selected Reserve Montgomery GI Bill (10 USC Chapter 1606)	DEP
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)	Core Admin
DA Form 61	Application for Appointment	Core Admin
DA Form 705	Army Physical Fitness Test Scorecard	Core Admin
DA Form 71	Oath of Office - Military Personnel	DEP
DA Form 873	Certificate of Clearance and/or Security Determination	Core Admin
DD Form 1556	Request, Authorization, Agreement, Certification of Training and Reimbursement	Core Admin
DD Form 1879	DOD Request for Personnel Security Investigation	Core Admin
DD Form 1966 Series	Record of Military Processing - Armed Forces of the United States	Core Admin
DD Form 2005	Privacy Act Statement - Health Care Records	Medical
DD Form 214	Certificate of Release or Discharge From Active Duty	Core Documents
DD Form 215	Correction to DD Form 214, Certificate of Release or Discharge From Active Duty	Core Documents
DD Form 220	Active Duty Report	Core Documents
DD Form 2366	Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment	DEP

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
DD Form 256A	Honorable Discharge Certificate	Core Admin
DD Form 2807-1	Report of Medical History	Medical
DD Form 2807-2	Medical Prescreen of Medical History Report	Medical
DD Form 2808	Report of Medical Examination	Medical
DD Form 368	Request for Conditional Release From Reserve or Guard Component	Core Admin
DD Form 369	Police Record Check	Waiver
DD Form 370	Request for Reference	Waiver
DD Form 372	Request for Verification of Birth	Core Documents
DD Form 4 Series	Enlistment/Reenlistment Document - Armed Forces of the United States	DEP
DD Form 93	Record of Emergency Data	Core Admin
DS 1350	Certificate of Birth Abroad of a Citizen of the United States	Core Documents
FS 240	Consular Report of Birth Abroad	Core Documents
FS 545	Certificate of Birth Abroad of a Citizen of the United States	Core Documents
INS G-845	Verification Request (Non-Save Agencies)	Core Documents
INS I-551	Alien Registration Receipt Card	Core Documents
INS I-688	Temporary Resident Card	Core Documents
INS I-94	Arrival Departure Record	Core Documents
INS N-550	Alien Registration Receipt Card	Core Documents
INS N-560	Certificate of Citizenship	Core Documents
NGB Form 1104	Enlistment Eligibility Questionnaire	Core Admin
NGB Form 22	Report of Separation and Record of Service	Core Documents
NGB Form 22/USAR ORDER	Orders for Separation and Record of Service	Core Documents
NGB Form 22-3	Request for Waiver	Waiver
NGB Form 23B	RPAS Statement	Medical
NGB Form 590	Statement of Understanding of Reserve Obligation and Responsibilities	DEP
NGB Form 594-1	Simultaneous Membership Program Agreement - Army National Guard	DEP
NGB Form 60	Request for Clearance From US Army Reserve for Enlistment/ Appointment in Army National Guard	Core Admin
NGB Form 600-15-1	Student Loan Repayment Program Request	DEP
NGB Form 600-7-1-R-E	Enlistment Bonus Addendum	DEP
NGB Form 600-7-2-R-E	Civilian Acquired Skills Bonus Addendum	DEP
NGB Form 600-7-3-R-E	Annex R to DD Form 4 or DA Form 4836 Reenlistment/Extension Bonus Addendum	DEP
NGB Form 600-7-4-R-E	Affiliation Bonus Addendum	DEP
NGB Form 600-7-5-R-E	Student Loan Repayment Program Addendum	DEP
NGB Form 61	Conditional Release	Core Admin
NGB Form 62-E	Application for Federal Recognition as an ARNG Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the ARNG of the United States	DEP
NGB DD Form 4	Enlistment/Reenlistment Document Armed Forces of the United States	DEP
SF 1199A	Direct Deposit Sign-Up Form	DEP
SF 180	Request Pertaining to Military Records	Core Admin
SF 507	Clinical Record - Report on or Continuation of SF	Medical
SF 513	Medical Record - Consultation Sheet	Medical
SF 600	Health Record - Chronological Record of Medical Care	Medical

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
SF 86	Questionnaire for National Security Positions	Core Admin
SF 88	Report of Medical Examination	Medical
SF 93	Report of Medical History	Medical
SS Form 5	Application for a Social Security Number Card	Core Documents
SSA 2458	Report of Confidential Social Security Benefit Information	Core Documents
STAR FORMS		DEP
TAPC-EPMD Form 169-R	Security Screening Questionnaire	DEP
TAPC-EPMD Form 189-R	Personnel Reliability Program Screening Questionnaire	DEP
TD Form IRS W-2	Wage and Tax Statement	Core Documents
TD Form IRS W-4	Employees Withholding Allowance Certificate	Core Documents
USAREC FL 136	Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enrollment Program	Core Documents
USAREC FL 146	Release of Arrest Information	Waiver
USAREC FL 153	Erroneous Enlistment Report	DEP Admin
USAREC FL 41	Request for Information From Institution	Waiver
USAREC Form 1015	On-Site Visit and Tier Evaluation Worksheets	Core Documents
USAREC Form 1034	Delayed Entry Program Status Change/Request	DEP Admin
USAREC Form 1035	Request to Change Enlistment Option	DEP Admin
USAREC Form 1037	Probation Officer and/or Court Records Report	Waiver
USAREC Form 1097	USAR Warrant Officer Checklist	Core Admin
USAREC Form 1104	Enlistment Eligibility Questionnaire	Core Admin
USAREC Form 1107	Statement for Enlistment or Appointment - Army Policy	DEP
USAREC Form 1118	Request for Reference	Waiver
USAREC Form 1127	Supplement to DA Form 3286-67 - Statement of Enlistment (or Appointment) Army Policy	DEP
USAREC Form 1135	DEP/DTP Member's Commitment to Excellence Certificate	DEP Admin
USAREC Form 1136	DEP/DTP Member's Certificate of Training	DEP
USAREC Form 1137	DEP/DTP Pre-BT Tasks List	DEP
USAREC Form 1145	Drug and Alcohol Testing Acknowledgment	Medical
USAREC Form 1146	RA and USAR Inquiries to the USAREC LNCO	DEP Admin
USAREC Form 1196	Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Members of the Delayed Entry Program and Delayed Training Program Members	DEP
USAREC Form 1227	Security Clearance Questionnaire (DEP-In)	Core Admin
USAREC Form 1227	Security Clearance Questionnaire (DEP-Out)	Core Admin
USAREC Form 1241	Tattoo Screening	Core Documents
USAREC Form 1242	Army Preprocessing Drug Screening Acknowledgment and Consent	Medical
USAREC Form 1245	USAREC Pre-BCT Physical Fitness Assessment	DEP
USAREC Form 315	Report of Alleged or Suspected Recruiting Impropriety	DEP Admin
USAREC Form 512	Regular Army and Reserve Components Referral Sheet	Core Documents
USAREC Form 541	DEP/DTP News Release	Core Admin
USAREC Form 589	Certificate of Enlistment	DEP
USAREC Form 609	Evaluation Sheet	Core Documents
USAREC Form 914	Army Reserve Officers' Training Corps Referral Information	Core Admin
USAREC Form 986	Separation Request Form	DEP Admin
USAREC Form 991	Delayed Entry Program and Delayed Training Program Transfer and Assumption	DEP Admin
USAREC Form 992	US Army Delayed Entry Physical Training Program Statement	DEP Admin
USAREC Form 994	Private (E-2) Promotion Certificate	DEP

Table 11-1
ERM folders and descriptions--continued

Document Number	Document Description	Folder
USAREC Form 995	Honorary Army Recruiter Certificate	DEP
USAREC Label 16	Flight Physical Cover Sheet	Medical
USMEPCOM Form 40-1-2-R-E	Report of Medical Examination/Treatment	Medical
USMEPCOM Form 40-1-3-R-E	Report of Medical Examination/Treatment - Visual Acuity	Medical
USMEPCOM Form 40-8-1-R-E	HIV Antibody Testing Acknowledgment Form	Medical
USMEPCOM Form 40-8-R-E	Drug and Alcohol Testing Acknowledgment Form	Medical
USMEPCOM Form 601-23-4-E	Restrictions on Personal Conduct in the Armed Forces	Medical
USMEPCOM Form 680-3A-E	Request for Examination	Medical
USMEPCOM PCN 680-3ADP	Accession	Medical
VA 21-8951	Notice of Waiver of VA Compensation	Core Admin
VA 29-8286	Servicemen's Group Life Insurance Election	Medical
VA Form SGLV-8286	Servicemembers' Group Life Insurance Election and Certificate	DEP

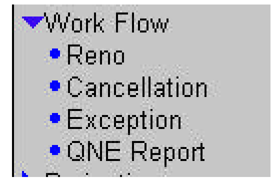
Table 11-2
Makeup of the ERM profile

Title	Description	Title	Description
Last Name	Last name of the applicant.	MEPS ID	A code that describes which MEPS was processing the applicant.
First Name	First name of the applicant.	RSID	Recruiting station identifier.
SPF	Service processing for.	Recruiter ID	The ID of the recruiter doing the processing.
DOB	Date of birth of the applicant.	End-of-Day Code	The status code applied to the applicant at the end of the processing day.
SSN	SSN of the applicant (may change and there may be duplicates).	Ship Location	The code that identifies the location where the applicant will be shipped.
Status	Determines the current status for the applicant.	GC ID	The ID of the GC doing the processing.
Enlistment Date	Date that enlistment was completed. This is based on the date that the "E" code is sent back from REQUEST.	Disposition Code	Code used to identify the archive disposition for a given applicant.
Ship Date	Date that the applicant is scheduled to be shipped or was shipped.		

Chapter 12

Workflows

12-1. General.



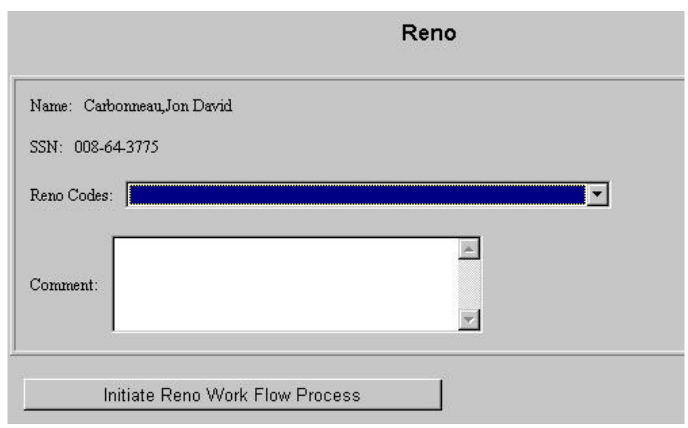
a. The Workflow folder provides the GC access to initiate workflow processes established in GCR. The sublinks contained in this folder are Reno, Cancellation, Exception, and QNE Report. Instead of a manual paper process, we have automated GCR to do most of the manual processes for you. You will notice that the individual screens may appear the same, but each does a different function. Review this chapter carefully to ensure you understand the process and functions of Workflow. Once a workflow has been initiated, followup of that workflow will be completed within the Inbox under the Links menu. Remember, in order to view this menu, an applicant needs to be selected from the Select a Person screen. This will be the record of the person whose workflow is being initiated.

b. Workflows have predetermined routings with the first stop being the Rctg Bn operations section (unless initiated by operations). This means once the workflow is initiated, it will automatically be routed to the next level in the workflow. The request will then appear in the next level's GCR Inbox, under the Links menu, waiting for action.

c. The next higher level user would open the workflow in their GCR Inbox. They will either recommend approval or disapproval of the action and provide any additional remarks. The task would continue until the workflow reaches the final approval authority, which reviews the request, and will approve or disapprove that request. The results would then be sent back to the Rctg Bn operations section and GC shop in their ERM Inbox. Once the workflow is complete, the Rctg Bn operations will notify managers and recruiters of the final status.

√ Chapter 2 describes the process and routing of the different workflows.

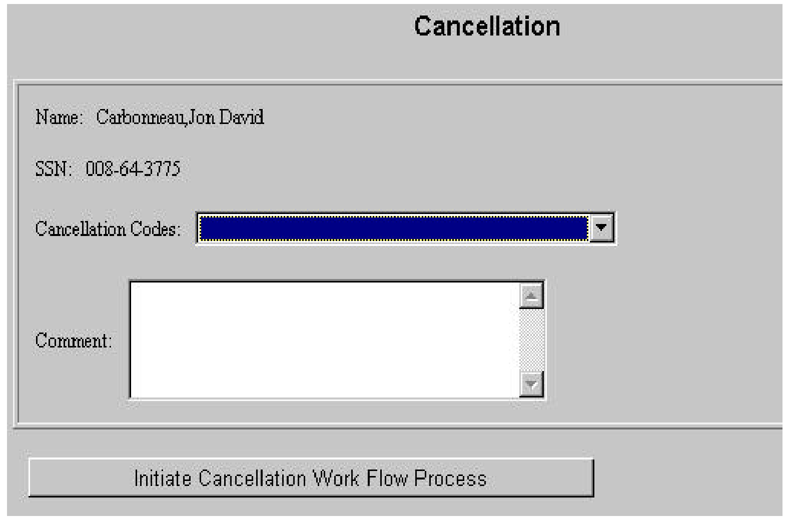
12-2. Initiate a Reno workflow.



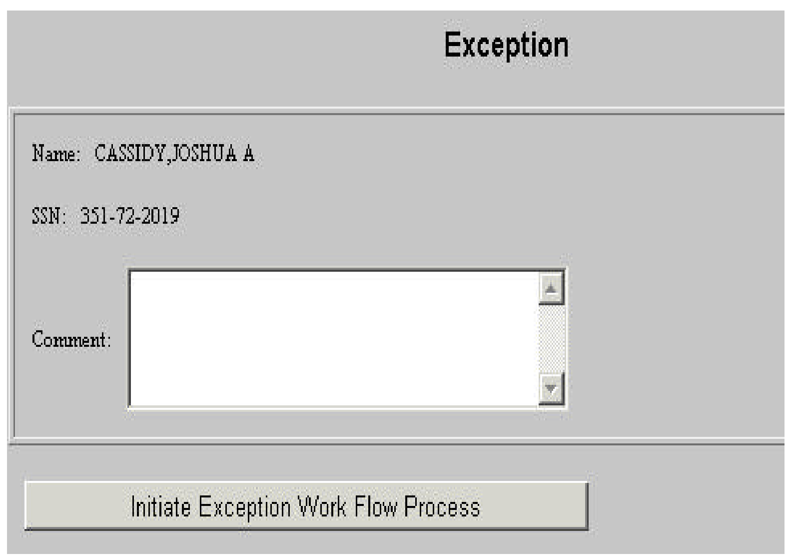
a. The Reno process begins with the recruiter completing the USAREC Form 1034 or USAREC Form 1035. Upon receipt of the form you will need to pull the applicant's record from the Select a Person screen. Click on **Workflow** and then **Reno**. A screen will appear asking for the Reno Codes.

b. The Reno workflow allows either a member of the Rctg Bn operations section or a GC to initiate the Reno workflow from GCR. The Reno workflow routing is based on the code selected from the drop-down box. The drop-down box provides you with a standard list of Reno Codes. Select from the drop-down menu and enter additional comments and or recommendations in the **Comment** box. The workflow is routed to the Rctg Bn operations section for review and forwarded to the Rctg Bn commander if approval authority resides at the Rctg Bn level or if the approval authority is Rctg Bde or higher the operations section will forward the workflow to the Rctg Bde operations section. The Rctg Bde operations section will add additional recommendations and forward the request either to the Rctg Bde commander or HQ USAREC, G-3 Policy Division, or final approval. When the workflow is approved or disapproved the final disposition is sent back through GCR to the Rctg Bn operations section and the GC shop. The approved Reno will be found in the ERM Inbox for further action by Rctg Bn operations. The Rctg Bn operations section will contact the recruiter and inform him or her to project the applicant to complete the applicant's renegotiation. The applicant would then be projected by the recruiter and taken to MEPS to renegotiate the contract. The approval of the Reno workflow is annotated in the Remarks section of the DD Form 1966 series.

12-3. Initiate a Cancellation workflow. The Cancellation workflow allows either a member of the operations section or a GC to initiate the Cancellation workflow from GCR. Select the **Cancellation** link from the **ERM** folder located on the expanded main menu. The Cancellation workflow routing is the same as the Reno workflow. The requester selects **Cancellation** and enters the reason from the drop-down selection. These are the REQUEST cancellation codes. Enter any comments or recommendations needed to support the request. The workflow is routed to the operations section through GCR for review and then forwarded to the next level or approval authority if required. Each level will make recommendations for approval or disapproval of the request. The operations section at the approval level is responsible for selecting the Discharge Code that is to be used when preparing the DEP discharge order prior to forwarding the workflow to the approval authority. When the workflow is approved, the final approval is sent back to GCR, Rctg Bn operations, and the GC shop through the GCR Inbox. The applicant's REQUEST reservation would then be canceled. The operations section will receive a report at the end of the day containing the name, SSN, cancellation reason, and discharge code. This will allow them to prepare the discharge order and obtain the needed signature. The order is then scanned into the applicant's DEP Admin folder in ERM. The SGC can then view and print the order from his or her workstation. The SGC would then take the order to USMEPCOM for proper coding in MIRS.



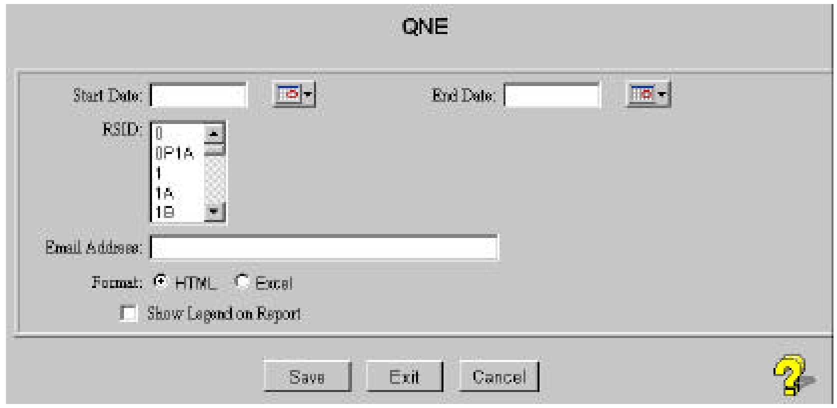
12-4. Initiate an Exception workflow. The Exception workflow is designed to capture requests for ETP granted to allow an applicant to continue to process. The Exception workflow is initiated either by the GC or the operations section by selecting the link named **Exception** located in the **Workflow** folder of the main menu of GCR. The requester enters the reason for the request and any comments they would like to add and forwards the request to the next level after scanning any additional documentation into GCR. The workflow provides the receiving agency a direct link to the applicant's documents in ERM. The Exception is routed to the operations section where they review the request and Approve or Disapprove the exception. Or, if the request approval authority is a higher echelon, they select the forward to (appropriate level) selection and select **OK**. All users have the ability to add comments in all cases whether they Approve, Disapprove, or Forward the Request. When final approval is received, the workflow is sent back through GCR to the Rctg Bn operations section and GC shop. When the applicant enlists or ships, the reason for the exception, approver's name, and date exception was given is populated in the Remarks section of the DD Form 1966 series.



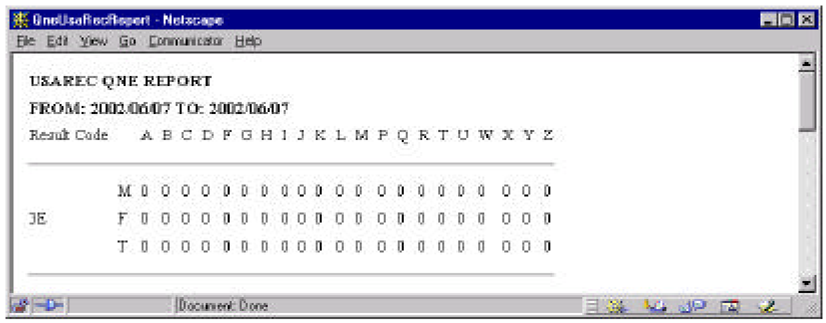
12-5. Request a QNE Report.

a. The QNE Report is the last sublink under Work Flow. This allows users to select a date range desired providing them with a report of number of applicants whom received an end-of-day code of other than "E" or "V." The report is counted by gender for each end-of-day result code.

b. The QNE Report code is limited to query units not smaller than Rctg Bn size elements with security providing units to only see what resides within their RSID structure. Rctg Bdes can see all Rctg Bns within their Rctg Bde or can select an individual Rctg Bn or multiple Rctg Bns within their Rctg Bde. When multiple Rctg Bns are selected, the Rctg Bns are counted individually and a rollup report is also provided with the totals of the selected Rctg Bns. The requester has the ability to request a legend in the report. The user enters in the ***Email Address*** they want the report sent to. Users are also required to select either **HTML** or **Excel** as the format they would like the report.

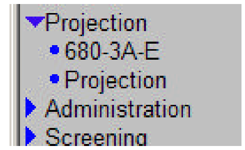


c. This screen is a sample of the QNE Report. The report shown has no data for the period requested; however, if the end-of-day result codes were available the data would be present. The report shown was requested by the Rctg Bn operations NCO from the 3E Rctg Bn for 7 June 2002. Since they did not request the legend, the report was prepared without the legend present. The Result Codes across the top have the same meaning as was used by ARADS.



Chapter 13

Projection



13-1. General. You will notice that there are two functions under the Projection category, 680-3A-E and Projection.

13-2. Complete and review 680-3A-E.

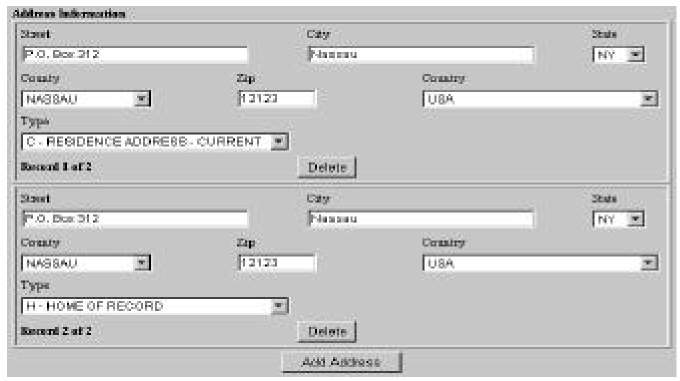
a. Click on **680-3A-E** and review the screen. Since there are several different sections within the form, we will review each one individually. The first part of the 680-3A-E gives you the basic information of SSN and SPF along with PS data. Before you click on copy Current Address to Home of Record Address, review the next sections to ensure that information is correct.

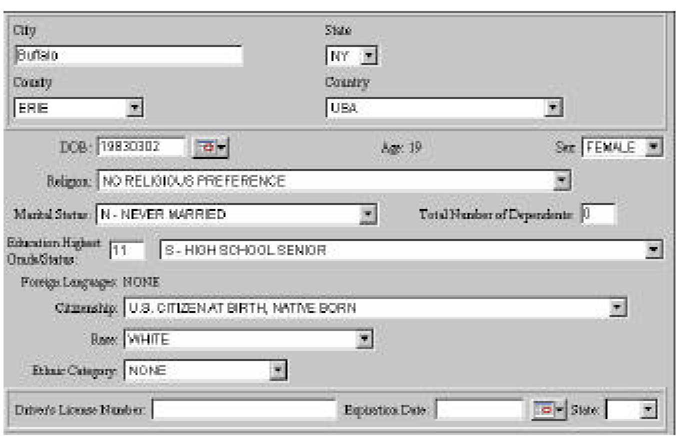
√ Before submitting a projection in GCR, you must ensure you complete three screens. The Prospect screen under Administration and the 680-3A-E and Projection screen under Projection. Completing the 680-3A-E and Projection screen only will not transmit a successful projection.

b. Even though the applicant and address information is located on the 680-3A-E screen, it is strongly recommended that you make changes in the Prospect screen concerning the applicant's personal information.

√ Do not enter any punctuation marks or characters in the free-text fields when completing this or any other screen.

√ Remember that each applicant must have a Current and Home of Record address.

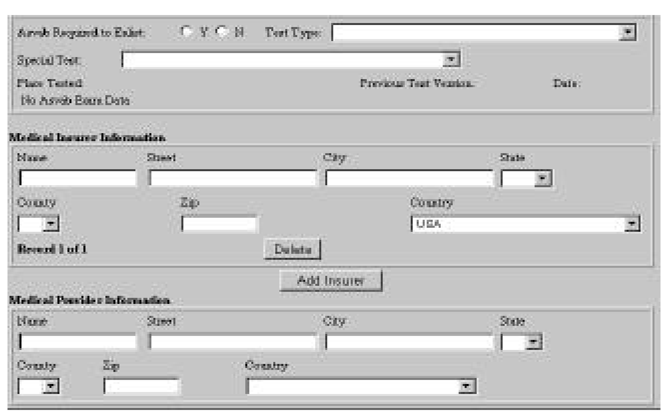




c. You will need to review the other data on the 680-3A-E to ensure it is correct. If you need to make corrections, click on the drop-down arrows and select the new data or highlight the old data and type in the new information.

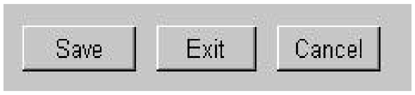
√ Information you enter on this screen will be replicated back to the recruiter and RS commander to update their screens.

√ This is only one screen of three that are required, if you are submitting a projection for a recruiter.



d. Complete the remaining data if necessary. In most cases you will only be reviewing the data on the screen. Do not make any projection changes on this screen. Go to the Projection screen to modify or add a projection. The data required is self-explanatory. If there is information that needs to be changed, click on the **Delete** button to remove the information and then add the correct information. If you need to add another insurer or provider, click on the **Add Insurer** button to create a new record.

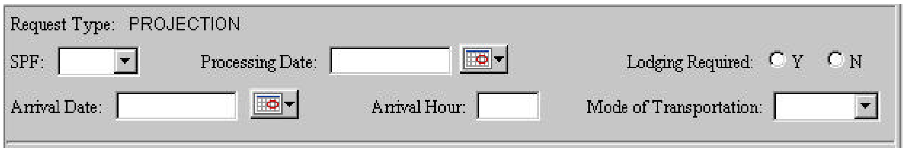
e. Once you have completed or reviewed the information on the screen, it is recommended that you click on **Save** if you want to save any changes that you made. If you started to make changes but wanted to reset the screen back to the original information you can click on **Cancel**.



If nothing above applies and you just want to exit this screen, click on **Exit** or just click on the category on the left to go to the next screen. If you do not remember what you did, if you click on **Exit**, you will be prompted about changes that you made. Select the appropriate response and continue.

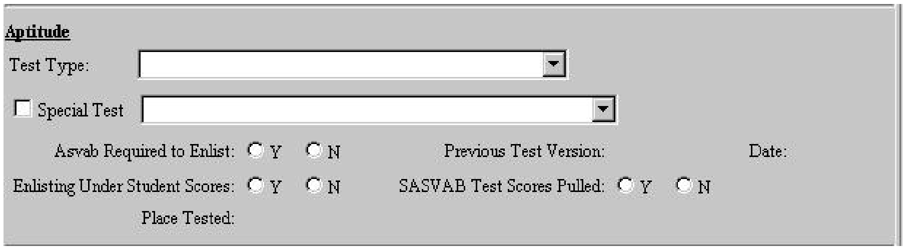
13-3. Project an applicant for processing.

a. If you need to submit a projection on an applicant, ensure that the Prospect screen and 680-3A-E screen are completed first before completing the Projection screen. When you open this screen, you should see the past and current projections created by the recruiter. If you are doing a new projection for this applicant, click on the **Projection** radial and then scroll to the bottom and click on **Add Projection**. The screen will open and allow you to make a new projection. Select from the drop-down arrows the **SPF** and **Mode of Transportation**. You can either type in the **Processing Date** and **Arrival Date** or click on the calendar and select the appropriate dates. Answer the question about **Lodging Required** and type in the **Arrival Hour**. This information is required on all projections being submitted.



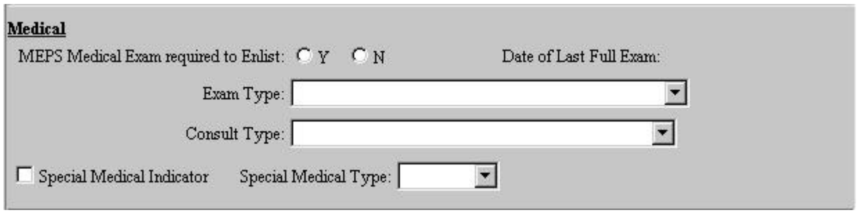
√ You are completing the following sections based on what the applicant is processing for on that day.

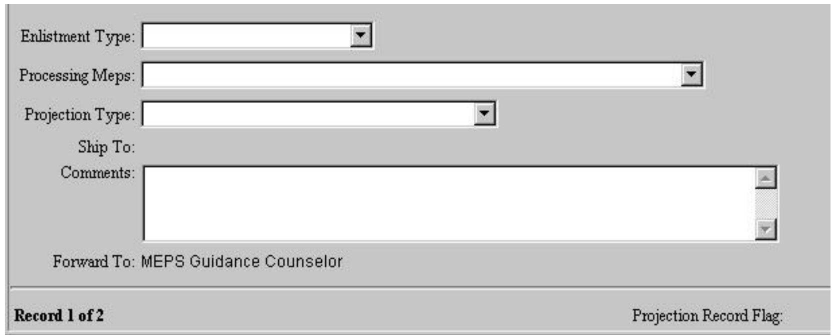
b. Complete the information under Aptitude. If the applicant does not require any tests, click on the **N** radial for **Asvab Required to Enlist**, **Enlisting Under Student Scores**, and **SASVAB Test Scores Pulled** and leave the remaining fields blank. If you are submitting a projection for a test, select the **Test Type** from the drop-down arrow. If the test is for anything other than the ASVAB, click the box for **Special Test** and just click on the test from the drop-down arrow.



√ Only check Y (Yes) for ASVAB Required to Enlist if you are projecting the applicant for the ASVAB.

c. Complete the information under Medical. If the applicant does not require any exam, click on the **N** radial for **MEPS Medical Exam required to Enlist** and leave the remaining fields blank. If you are submitting a projection for an exam, select the **Exam Type** from the drop-down arrow. If you selected **Consult Required** in the **Exam Type**, you will need to select the required Consult in the next field. If you select **Special Medical Indicator**, just click on the **Special Medical Type** drop-down arrow and select a response. Answer the remaining questions with the appropriate responses.





d. Complete the remaining information on the Projection screen. Select from the drop-down arrows the actions the applicant is going to do. When selecting the Enlistment Type ensure you select the appropriate section based on SPF. Select **Other Processing** if the applicant is not scheduled to enlist. Select your **MEPS ID** from the **Processing MEPS** drop-down arrow along with the appropriate **Projection Type**. If you have any comments you can add them if necessary in the **Comments** box. Usually, this field will display the comments from recruiters to you.

e. If you need to add another projection, click on **Add Projection** and complete the screen with the required data. If you have completed the projection and want to submit it, click on **Save/Project**. This will add the projection to your Select a Person processing list. You will need to confirm the projection in MIRS. If you have entered any data on this screen but now determine that you do not need to add this projection, simply click on the **Update** button and select **Cancel** from the **Projection Type**. Now click on the **Save/Project** button. This will remove the projection from your Select a Person processing list. The Exit button is exactly that; however, if you did a projection and did not save it prior to clicking on **Exit** you will be prompted to either save or cancel.

√ Before submitting a new projection ensure that the Prospect and 680-3A-E screens are completed.

f. If you need to modify a projection submitted by a recruiter, find that projection and click on **Update**. You can make any changes to that projection with the exception of the processing date. Once you have made the changes, click on the **Save/Project** button. The changes will automatically be sent to MIRS.

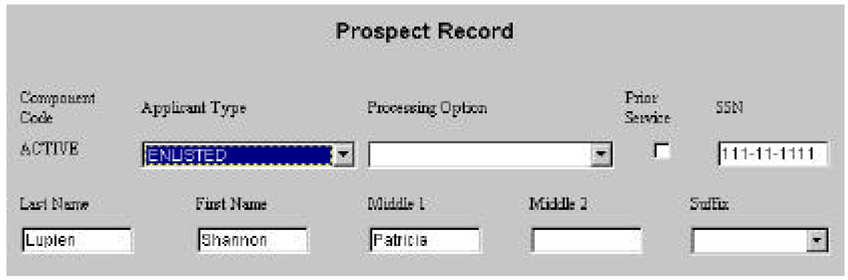
Chapter 14

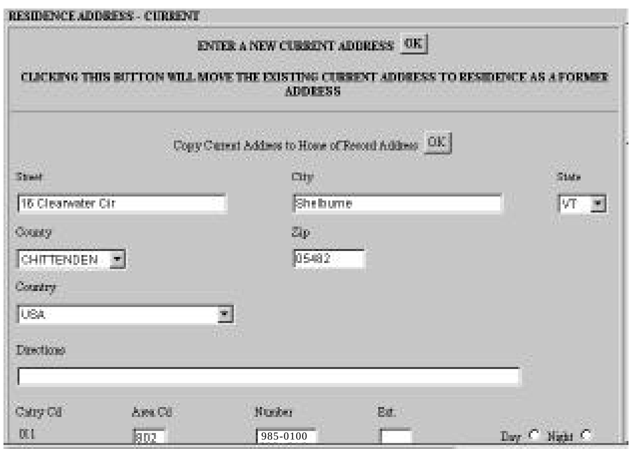
Administration Data

14-1. General. Now let's take a look at the five different screens under Administration. These screens show the basic information on the applicant. Review the following screening to identify where you would make corrections if required.

14-2. Prospect Record.

a. Click on **Prospect** to review the information that is contained on this screen. This screen has several sections where the applicant's personal information is recorded. The first section is self-explanatory. You may need to change the Applicant Type or Processing Option depending on what the applicant is being processed for.





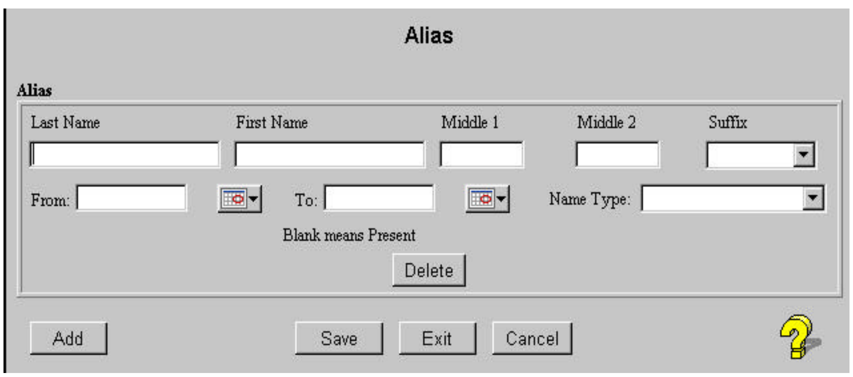
b. The next two sections are where you would enter the Current and Home of Record addresses and telephone numbers. Normally this information will be completed for you, but is required information on all applicants. If you need to make a change to their Current or Home of Record information do it here and not on any other screens. If the information on the screen is not correct, click on **OK** after the **ENTER A NEW CURRENT ADDRESS** and enter the new address. You can click on **OK** after the **Copy Current Address to Home of Record Address** if this new address is also the HOR address.

c. You can enter additional addresses and telephone numbers if necessary along with an e-mail address. Just click on the buttons and complete the requested information. Continue to scroll down and review the information on the screen. If you need to make any corrections, either type in the new information or select the data from the drop-down selection.

d. The Registered to Vote question is one of the required fields on this screen. If you want to know what is required, start to fill out the screen and then click on the **Save** button. If everything is not there, you will receive an error message on what data is missing. There are a few other fields that need to be reviewed that are not showing, but this is nothing more than their citizenship status, ethnic, race, and religion codes that need to be verified or entered if missing. Once you have verified the correct data, click on the **Save** button. The Exit button will allow you to exit the screen; however, if you forgot to save, you will be prompted to Save. The Cancel button will allow you to reset the screen information back to default.

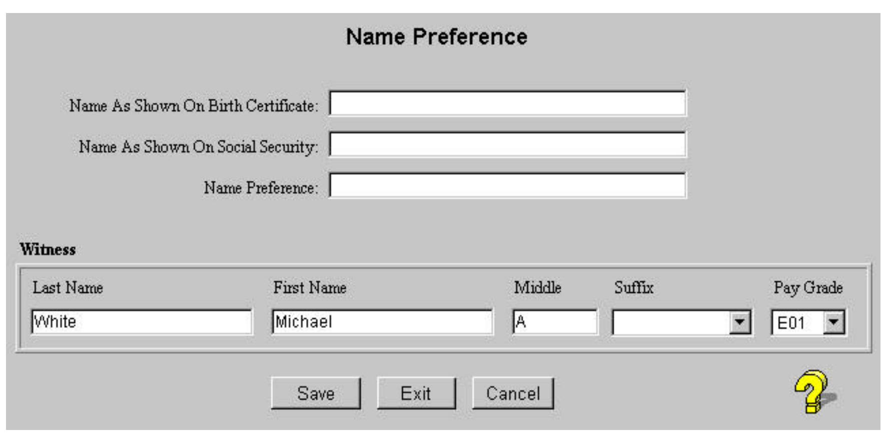
√ So far everything seems very easy, but remember we are only discussing the information on the different screens and what data should be entered.

14-3. Contact History information. The next few screen shots are of the Contact History. This will give you an idea of what the recruiter and RS commander discussed about the applicant and what has occurred during the initial processing. It is broken down into three sections: Today's Action, Next Action, and History. This is a read only screen, but the history information available could be helpful in closing the sale. This screen will give you a view each time the recruiter contacted the applicant and what was discussed. This screen will be utilized by the RS commander to record that they QC'd the packet and that the applicant is approved to continue processing.



14-4. Alias name information. Continuing down the list of different screens, take a quick look at the Alias screen. Click on **Alias** and briefly review the information you'll need to enter regarding any aliases your applicant may have. If you need to add more than one, click the **Add** button. You should understand what the Delete button does along with the Save, Exit, and Cancel buttons.

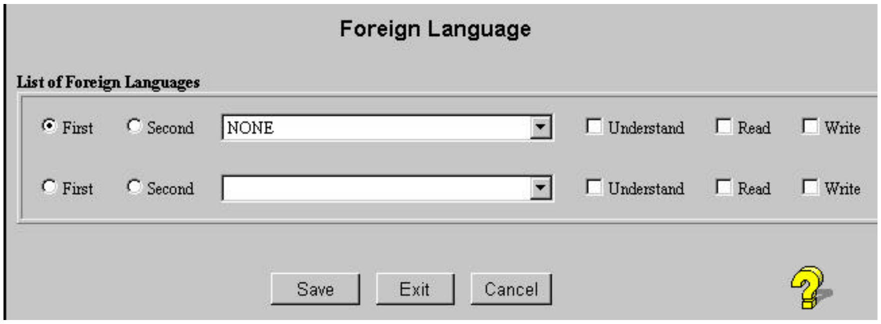
14-5. Name Preference data. The next screen that you need to review or update is Name Preference. Enter the information if required. This screen is self-explanatory and only needs to be completed if the packet will have a different name than the one shown on the birth certificate or social security card. If you are the Witness, complete this information and click on **Save**.



√ If you haven't noticed before, the Exit button is not used to exit any screen, but will exit the applicant that you are working and take you back to your Select a Person processing list. To continue reviewing the applicant's information just click on the next category.

14-6. Foreign Language information.

a. The last screen under Administration is Foreign Language. You can only enter two and should show them in the order of proficiency. Again, after you complete the screen, click the **Save** button**.**



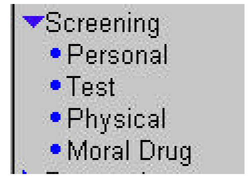
b. That is all of the screens under Administration. The next chapter will cover data to be entered under the Screening category**.**

√ Remember that this information should be completed for you when the recruiter projects the applicant for processing.

Chapter 15

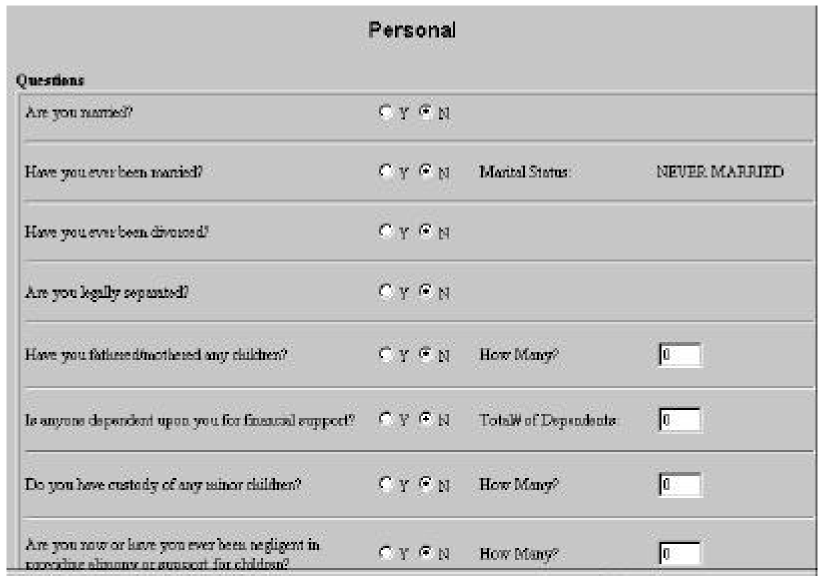
Screening Data

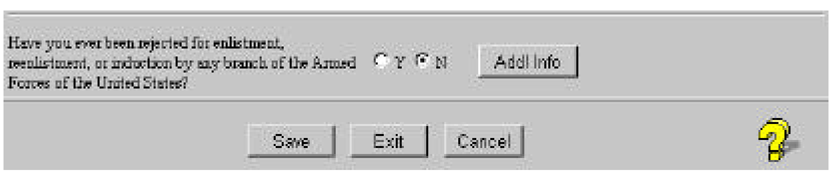
15-1. General. Now let's take a look at the different screens under Screening. As you can see we are continuing to review the personal information on the applicant. Most of these are questions with a Yes or No answer. The information under Moral Drug is used for law violations along with other EPSQ data. Attention to detail is needed in this section to ensure there is no fraudulent enlistment down the road.



15-2. Personal.

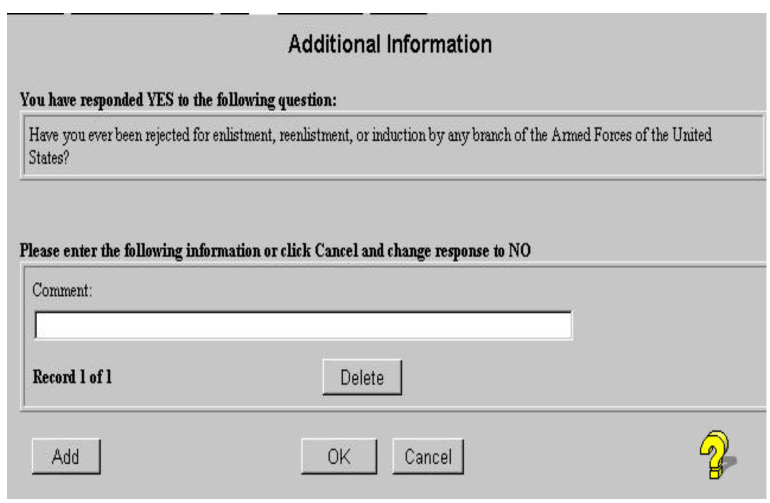
a. Click on **Personal** and review the questions that need to be answered. You have approximately 13 questions under Personal that need to be answered. Some will already be answered for you due to the information that was already recorded on the Prospect screen. All that you need to do is click on the **Y** or **N** radial to answer the question correctly. There are some questions that when answered **Y** (yes) will require additional information. There will be a button that you can click that will reveal the additional information. If not, when you answer **Y** (yes) on a question the Additional Information screen will appear. Complete the required information and then click on **OK**. If you need to add additional entries click on the **Add** button and enter the required data. If you are changing a **Y** (yes) answer to an **N** (no), you will need to click on the **Addl Info** button and delete the data, then click **OK**, and then change the answer to **N** (no).



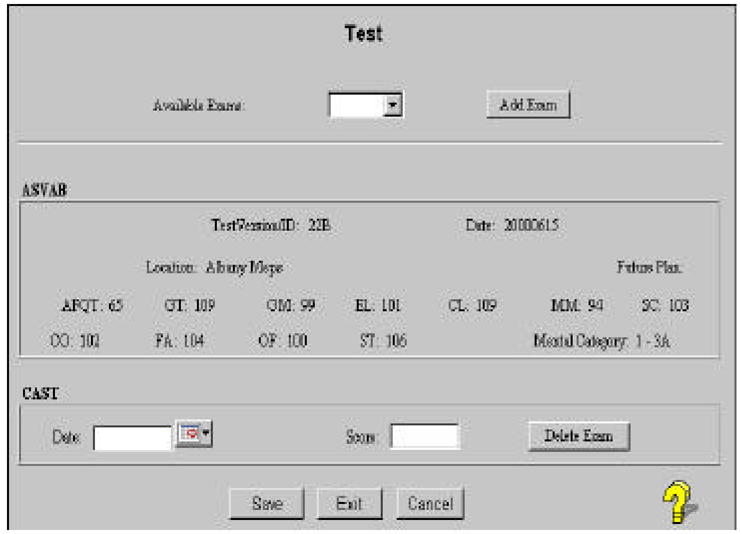


b. Once you have completed verifying the answers, click on the **Save** button and go to the next category under Personal.

√ Remember, if you click on the Exit button, you will exit this record and be returned to your Select a Person screen. Use Save or Cancel when continuing to work in a record.

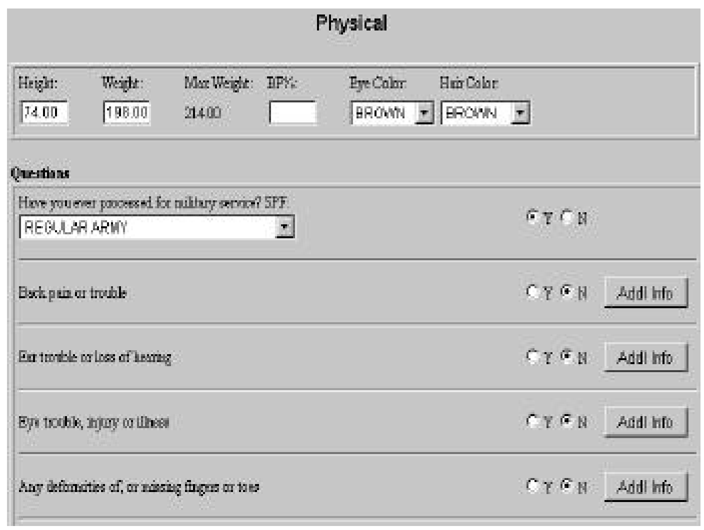


15-3. Test. The next category is Test. This screen is where all test information is recorded. During the applicant's initial processing, the CAST information should have been entered by the recruiter. If you need to add additional exams, click on the drop-down arrow next to **Available Exams** and select the exam that you want to enter. Now click on the **Add Exam** button and an additional screen will appear. Enter the test information and then click on **Save**. You can see that the ASVAB information is available. If the applicant has taken the ASVAB more than once, the additional test information will show on this screen. You can add test scores if there are no test scores on the record you are processing. Obtain a copy of the USMEPCOM Form 680-3A-E showing the applicant's scores and then click on the **Prospect** link and change the **Processing Option** to **Transfer Reserve-TRR**. Save that information and return to the Test screen. This screen will be open for you to enter the test information. Click on **Save** and return to the Prospect screen and change the **Process Option** back. Now that you have verified all the Test information, click on the next category, **Physical**.

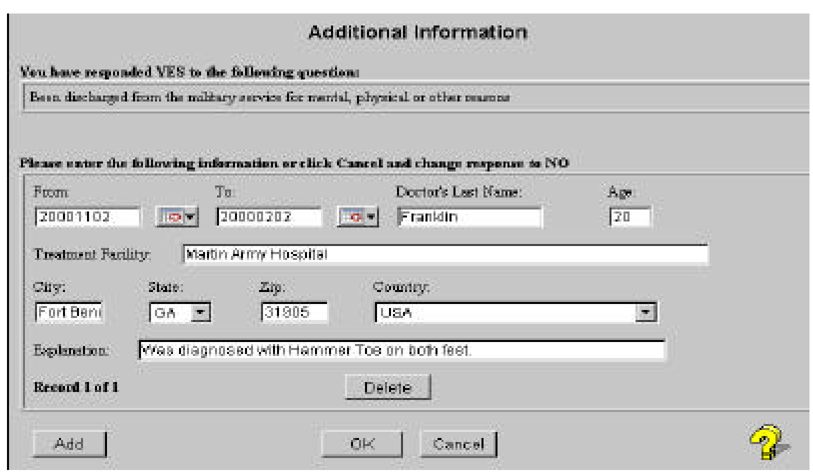


15-4. Physical.

a. As you can see, it is another question and answer screen. The Height, Weight, Eye Color, and Hair Color is what the recruiter entered in Leads and not what was recorded during the physical. As before, verify the information, and if necessary, answer the questions and provide the additional information if required.

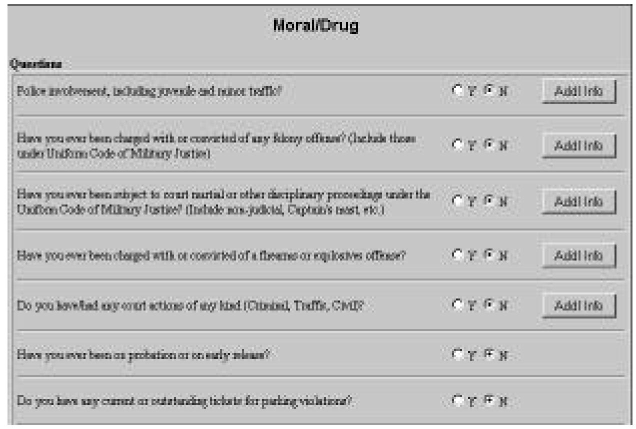


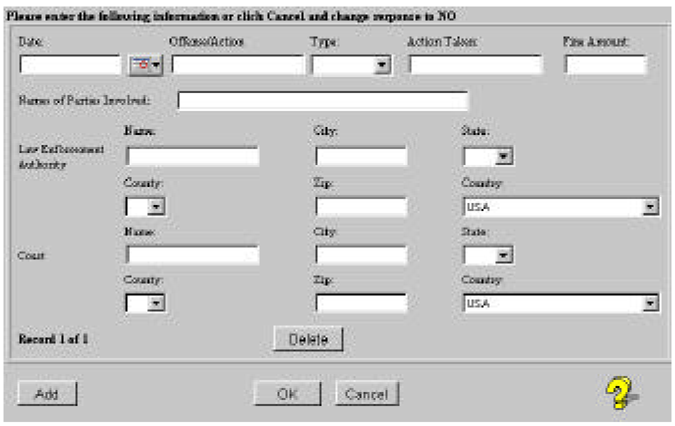
b. If the question is already answered with a **Y** (yes)**,** you can click on the **Addl Info** button to review the additional information entered about that question. Check the bottom left corner of the additional information screen to see how many records were entered and what record you are looking at. If you need to add a new record, click on the **Add** button and enter the information. Now that you have reviewed the Physical information, click on the next category, **Moral/Drug**.



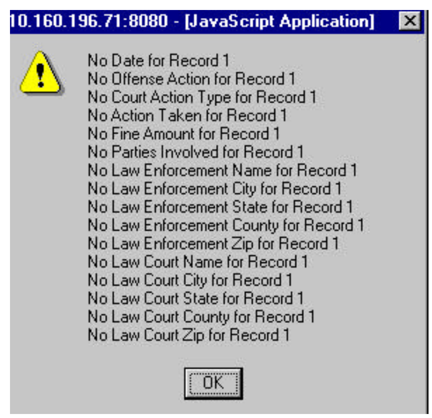
15-5. Moral/Drug.

a. Again, this is nothing more than answering the questions and adding the additional information when a question is marked yes. Some of these questions appear to ask the same question about law violations. The rule of thumb is if you entered a violation in one category do not enter it again in another question. For example, if the applicant had a minor speeding ticket that he or she decided to go to court over. The first question should be answered Y (yes) and that information recorded in the Additional Information screen. Do not list that same information under the fifth question asking about any court actions. Read the questions carefully and enter the violation only once under the appropriate question. Again, when you click on the **Addl Info** button an additional screen will appear asking for specific information about the offense. Once you complete the necessary information, click on the **Add** button to enter another violation. Once you are finished, click **OK**. If you failed to enter any required data, a warning box will appear with the information that is missing and what record it is missing from. When you click **OK**, you will be returned to that record to complete the requested data. Once you are finished click **OK** to save the information and go on to the next screen.





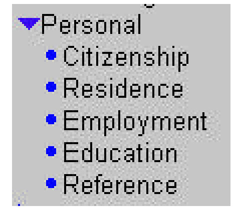
b. Now that you have reviewed or updated all of the information under Screening, it is time to review the information under Personal. Do not get the Personal screen under Screening confused with the information required under the main category of Personal.



Chapter 16

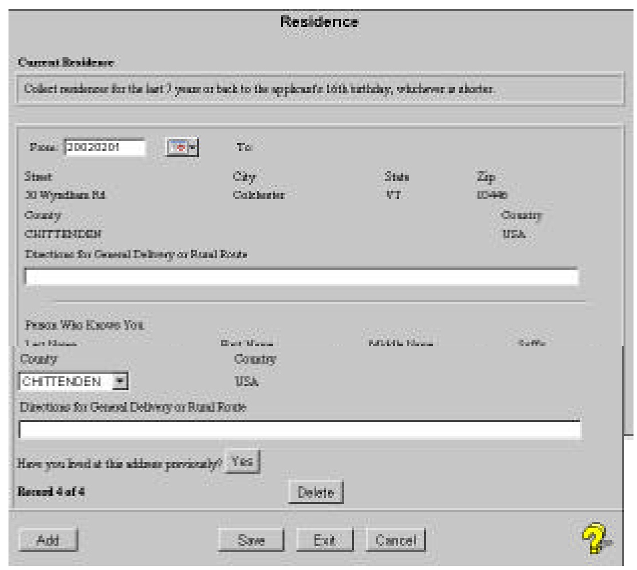
Personal Data

16-1. General. Now let's take a look at the different screens under Personal. As you can see we are now getting into the applicant's personal information. Again, this information is what will be recorded and forwarded to the Defense Security Service (DSS) for his or her security clearance.



16-2. Citizenship information. Click on **Citizenship** to see if the correct information has been entered. You will notice that the screen fields will change depending on what was selected under Citizenship. If you find that the wrong screen was completed, click on the **Citizenship** drop-down arrow and select the correct status. Complete the remaining information and click on **Save**. Under this screen you can change, but you cannot delete any entry.

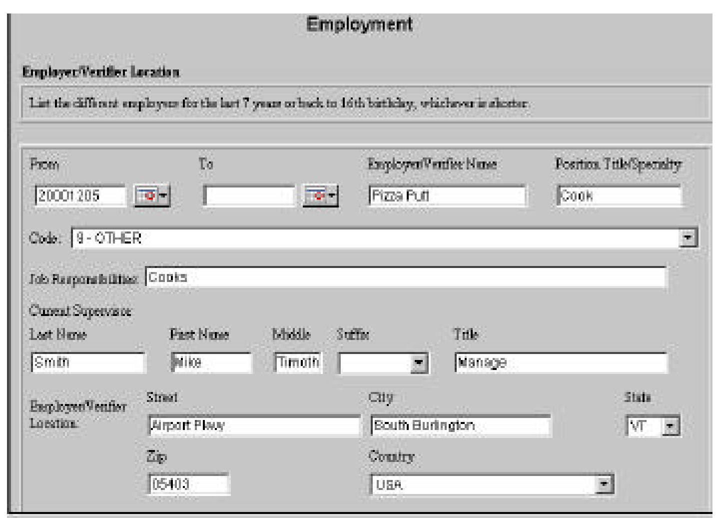
16-3. Residence history. The next screen is the applicant's Residence information. You only need to go back 7 years or to the applicant's 16th birthday, whichever is shorter. If the information has been entered by the recruiter, the first record you will see is the applicant's current residence. Scrolling down will allow you to review the other residences. There should be no date gap between addresses. If one of the residences is wrong, click the **Delete** button on that record and then click the **Add** button to enter the new information. If the record is correct, but a field needs to be updated, just update that field and when completed click on the **Save** button. Now that you reviewed the applicant's residence data, click on **Employment** to continue.



16-4. Employment history.

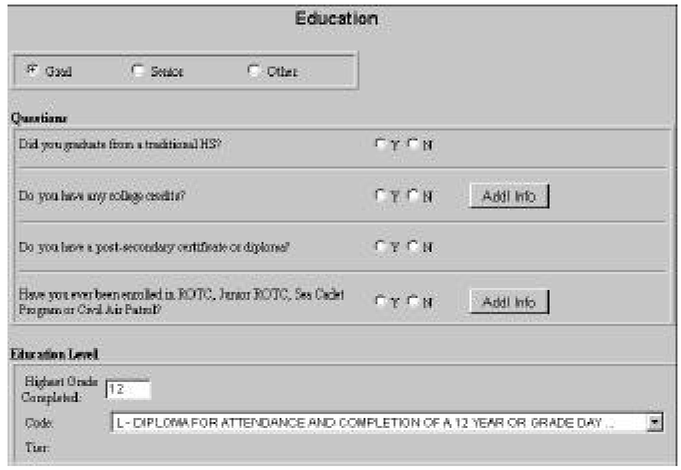
a. Just like Residence, information on the applicant's employment must go back 7 years or to his or her 16th birthday. Enter any military information here. If they were unemployed during this time, enter that code from the drop-down arrow and under **Current Supervisor**, just enter the name and address information of anyone that could verify. Again, there should be no gaps between employment dates.

b. If one of the entries is wrong, click the **Delete** button on that record and then click the **Add** button to enter the new information. If the record is correct, but a field needs to be updated, just update that field and when completed click on the **Save** button. You will notice that there is a read only screen showing Military



History. This information comes from the Military Info screens, but you will need to enter the same dates under Employment. Now that you reviewed the applicant's employment data, click on **Education** to continue viewing the applicant's data.

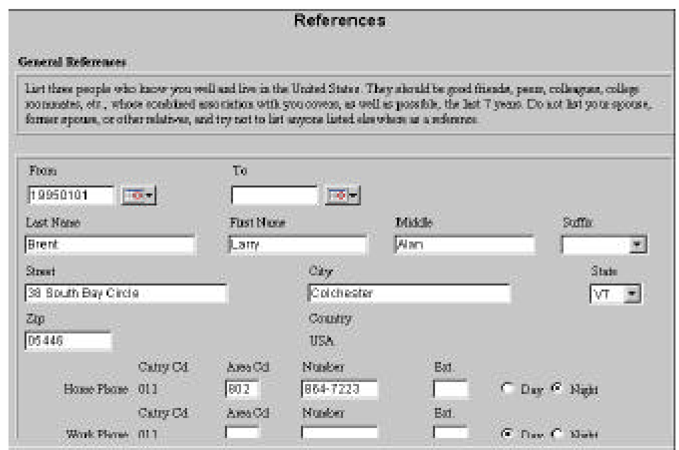
16-5. Education history. Review or update the applicant's education information. Depending on what you select under Grad, Senior, or Other, you will see different questions that need to be answered. If a question was answered Y (yes) click on the **Addl Info** button to review that information. You only need to enter the applicant's HS and higher, if he or she continued on with his or her education. If an Education screen is wrong, click the **Delete** button on that record and then click the **Add** button to enter the new information. If the record is correct, but a field needs to be updated, just update that field and when completed click on the **Save** button.

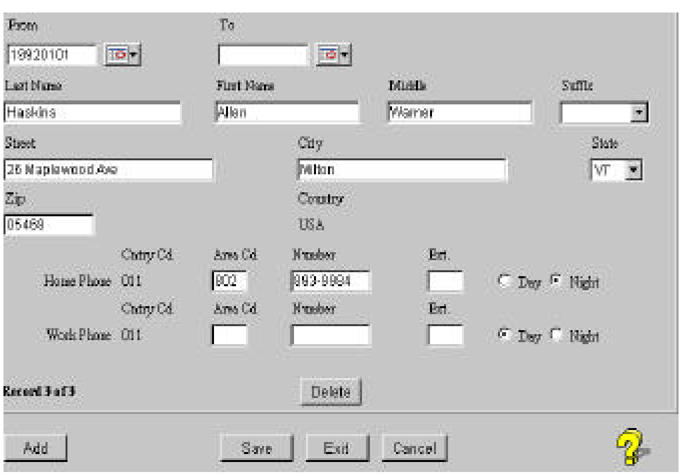


√ Pay close attention to the Highest Grade Completed and Code. This will ensure proper credit will be given to the recruiter and command on their production reports.

16-6. References.

a. Now that you finished reviewing Education, click on **Reference** to review who has been listed as a reference. There should be three references listed, all with an address in the United States. The description statement outlines the requirements to be used when entering a reference. If a reference is wrong, click the **Delete** button on that record and then click the **Add** button to enter the new information. If the record is correct, but a field needs





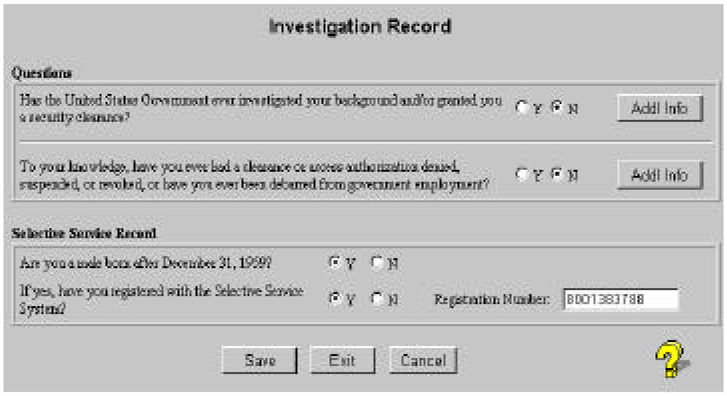
to be updated, just update that field and when completed click on the **Save** button.

b. That is all for the Personal category. You are now ready to continue with reviewing the remaining categories. Click on the next category, **Background**.

Chapter 17

Background Data

17-1. General. Now let's take a look at the different screens under Background. As you can see we are continuing to review the applicant's personal information. Again, this information is what will be recorded and forwarded to DSS for his or her security clearance.



17-2. Investigation Record. Click on **Investigation** to see if the applicant has been investigated previously for a security clearance and whether they have registered for the Selective Service. As with the previous screens, when you see Y (yes) checked, click on the **Addl Info** button to review the information submitted by the recruiter. The second question on Selective Service Record will appear if you answer the first question Y (yes). If the applicant should have, but has not registered yet, go to http://www.sss.gov/ and allow the applicant to register or you can go to this site and get the applicant's registration number if they do not know it. Now that you have reviewed the Investigation Record, click on **Background** to continue.

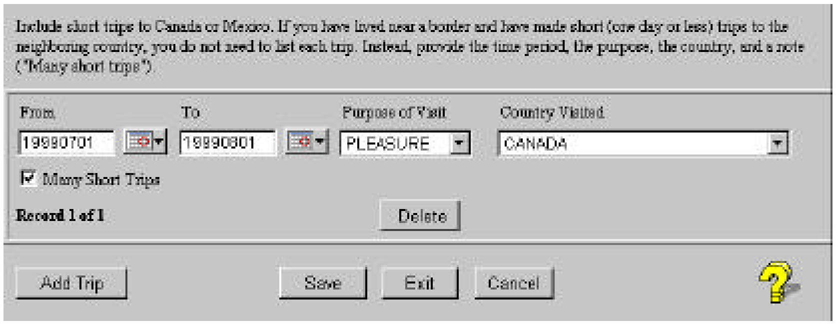
17-3. Background Record. Are you starting to see a pattern when you encounter the yes or no questions? Ensure the questions are answered correctly and any question that is answered Y (yes) and has the Addl Info button needs to be reviewed to ensure that information is correct. As with the previous screens, if no changes were made, click on **Cancel** or if you made changes, click on **Save** and then click on the next category that needs to be reviewed.

√ Remember that clicking on the Exit button will close the applicant's record and take you back to the Select a Person screen.

17-4. Foreign Activities.

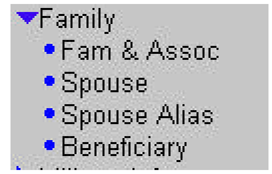
a. The next category to review is Foreign Activities. Click on that category and review the information that was entered on the applicant.

b. Again, these are questions that need to be answered by the applicant. If the applicant answers Y (yes) to any question with the Addl Info button, click on that button to review that information. As we have discussed before, if you need to make changes or add information, click on the appropriate button and change or add the new information. Read the questions carefully to ensure they are answered correctly. If the applicant has taken several short trips outside of the United States you can enter that information here. Just enter the date the applicant started visiting a country in the **From** block and enter the last time the applicant went in the **To** block. Make sure you check the **Many Short Trips** block. If you need to enter another country visited, click the **Add Trip** button and complete the necessary information.



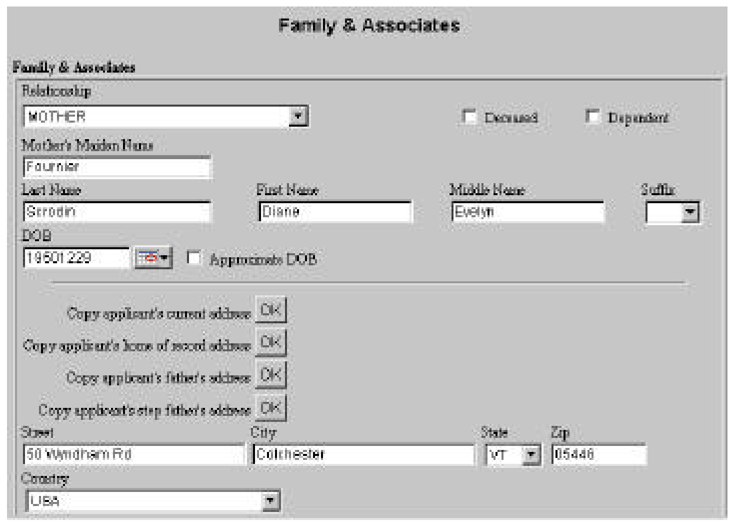
Chapter 18

Family Data



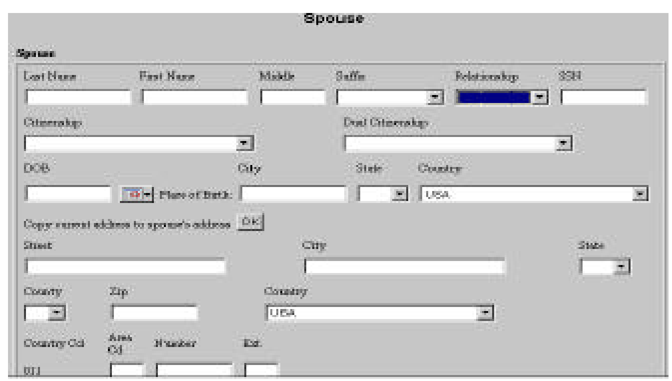
18-1. General. Now let's take a look at the different screens under Family. As you can see we are continuing to review the applicant's personal information. Again, this information is what will be recorded and forwarded to DSS for his or her security clearance.

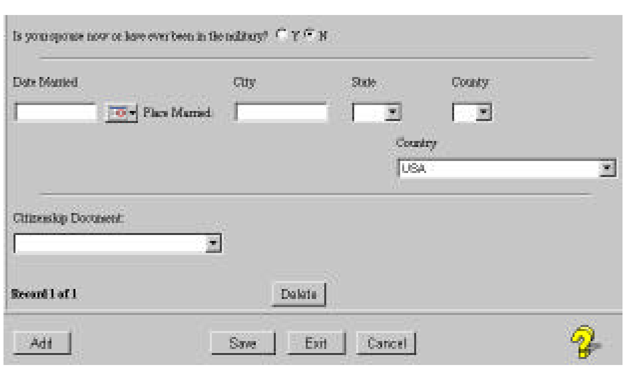
18-2. Family & Associates information. There are four screens that need to be completed under Family. Let's start with the first one, so click on **Fam & Assoc**. When you select **MOTHER**, another box will appear asking for the Mother's Maiden Name. Do not enter the spouse on this screen. There is a separate screen for spouse data. If the family member has the same address, either the applicant's current address or their HOR, you can click one of those buttons and it will automatically populate the address information. We did try to make it easy with the copy address function. Just make sure that you click on the correct address if you use this function. Before you start entering data, scroll down and review the previous entries. To review a specific record, click on the **Select** button and review the information entered on that family member. If no entries have been completed, you will need to click on the **Add** button and start entering the family information. Once you have all the family members entered, click on the **Save** button and then you are ready to go to the next category. Just a note about entering the Country of Citizenship and the Document field, if you select anything other than USA on the citizenship you will need to complete the Document field. If you select USA as the citizenship, then leave the Document field blank. Once you complete the Family & Associates screen, **Save** your information and move to the next screen.



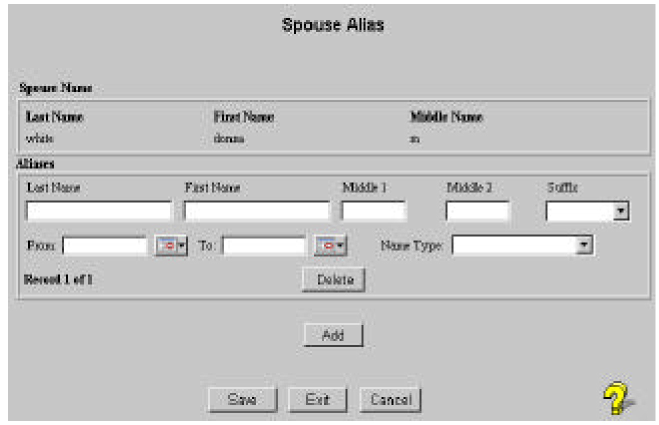
√ Do not enter the spouse on this screen. There is a separate screen for spouse data.

18-3. Spouse information. The next screen that needs to be completed is the Spouse screen. Here is where you will enter information on the applicant's current and former spouses. Depending on the Relationship you select, additional fields may appear for you to review or complete. The information requested on this screen is fairly straightforward and should not cause any problems with completing the necessary information, as long as the applicant can remember his or her spouse's information. As with the Family & Associates screen, the only time you need to complete the Citizenship document field is if the citizenship or country of birth is other than USA. If you need to add another spouse, click the **Add** button and enter that information. You should only have one Spouse record, but can have several Former Spouse records depending on the applicant's past history.



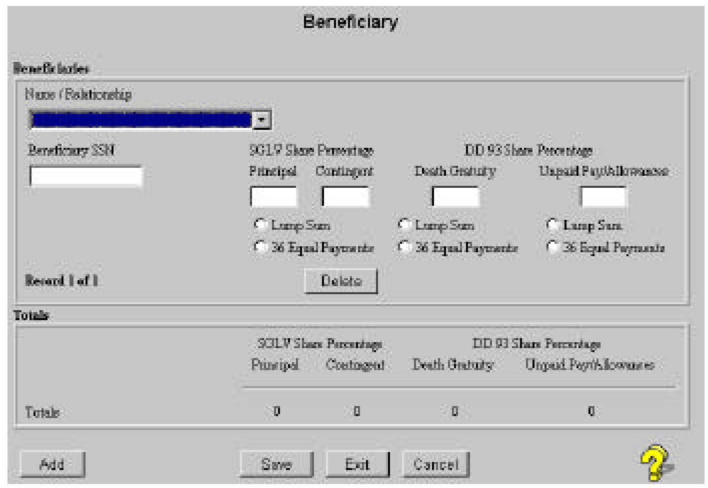


18-4. Spouse Alias information. The next screen under Family is Spouse Alias. This screen will open up only when a spouse has been entered in the previous screen. If no spouse was identified, then this screen will be blank and no information can be entered. Complete the screen as necessary for the Spouse Name listed at the top. Remember if a spouse changed her last name due to marriage, she has an alias. To add another alias, click on the **Add** button and enter that information. If the recruiter completed the record, you can see each record with the alias information.



18-5. Beneficiary data.

a. The last screen to complete under this category is the Beneficiary screen. This is where the applicant will identify whom and how much of their insurance an individual will receive. Click on the **Name/Relationship** drop-down arrow and select the first individual. Enter the ***Beneficiary SSN*** and the percentage they are to receive and check whether they are to receive this as a **Lump Sum** or **36 Equal Payments**. If you identify one individual to receive 100 percent of the insurance, you are done. Just click the **Save** button to continue reviewing the packet. If it is less than 100 percent, you need to click the **Add** button and continue entering the next beneficiary and the percentage amount. Do this until you have reached 100 percent. Remember that the total percentages cannot exceed 100 percent.



b. Now that you have completed reviewing or updating the Family screens, you may only have two more categories to review. If a waiver was processed or if the applicant had previous military experience, you need to review those associated screens. If not, you are finished and ready to complete the applicant's packet.

√ Do not forget to annotate the QC worksheet that you reviewed the packet and approved it.

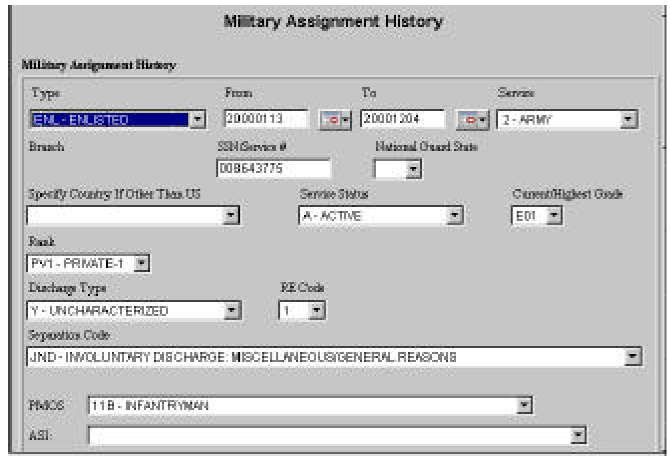
√ If you disapproved the packet because it was missing several entries, annotate the QC worksheet why it was disapproved.

Chapter 19

Military Data

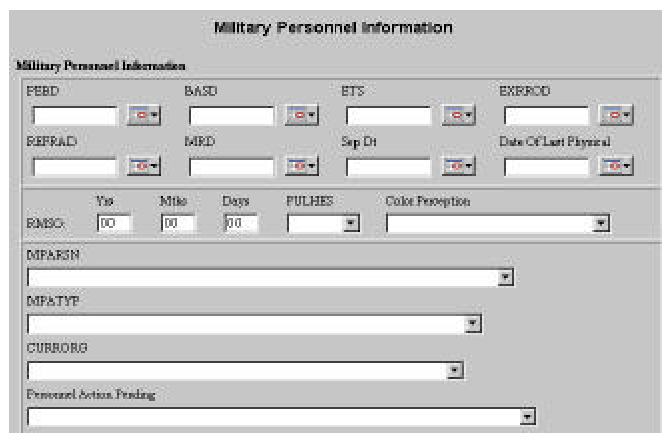
19-1. General. Now let's take a look at the different screens under Military Info. As you can see we are continuing to review the applicant's personal information. You will need to review these screens if the applicant is listed as PS.

19-2. Military Assignment History. The first screen to review is the Military Assignment History. Most of this information is straight from the applicant's DD Form 214 (Certificate of Release or Discharge From Active Duty). Since the applicant has to provide this document prior to processing, the information requested should be fairly simple. If there is more than one period of service, you will need to click on the **Add** button to enter any additional military service. Ensure that you review or update the Assignment, Supervisor, and Lost Time information.



√ The information and dates that you enter will populate the Employment screen while the Assignment Information will populate the Residence screen.

19-3. Military Personnel Information. The next screen to review is the Military Personnel Information screen. Again, this is information already recorded on the applicant's DD Form 214. Review and update the requested data if necessary. There is an Add button to ensure all military schools are recorded. That is all there is when reviewing or updating the applicant's military information. Now you are ready to review any waivers submitted on the applicant.

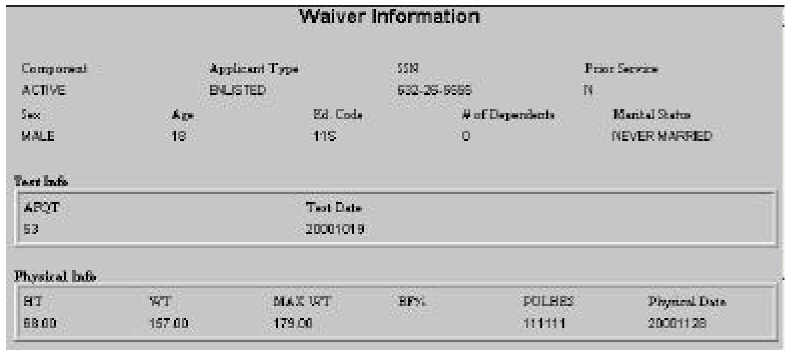


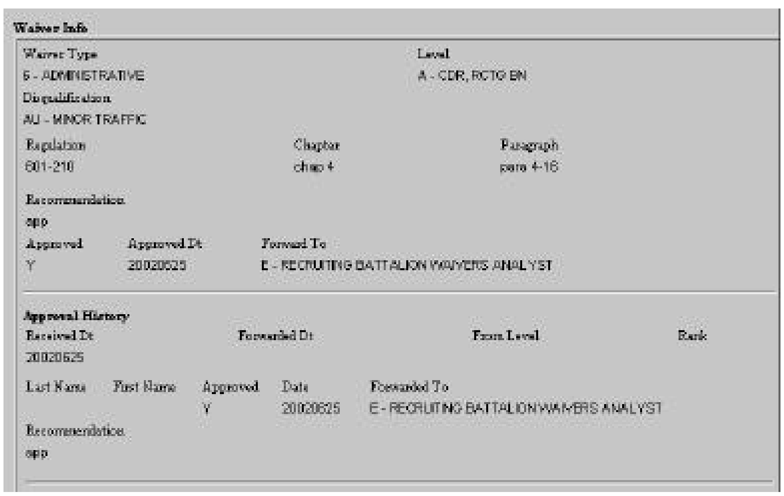
Chapter 20

Waiver Data

20-1. General. Now let's take a look at Waivers information. As you can see we are continuing to review the applicant's personal information. This screen will identify if a waiver has been submitted or approved. Most of this information will be completed prior to the applicant processing; however, something may come up during his or her physical or your interview that may not require a waiver.

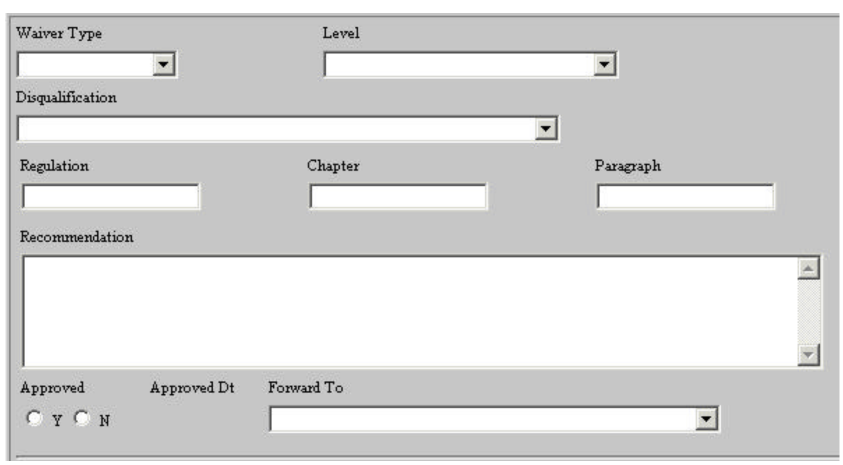
20-2. Waiver Information. To check the status of a waiver submitted on an applicant, click on **Waivers** and then on **Waiver Info**. Once the record is open you can see any waiver submitted on the applicant. You will see that the screen is basically in three parts consisting of basic applicant information, waiver information, and approval history. If a waiver was previously submitted and approved you will find all the information that you need on that waiver. The trick will be if you have to submit a waiver based on the applicant's medical or ENTNAC results. We are not saying you have to submit the waiver, but you can through this screen. Additionally, you will need to scan any supporting documents into ERM. To initiate a waiver, click the **Add** button at the bottom of the Waiver Information screen.

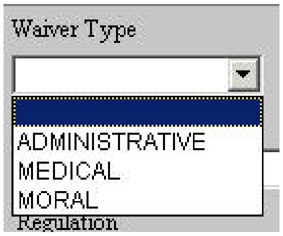




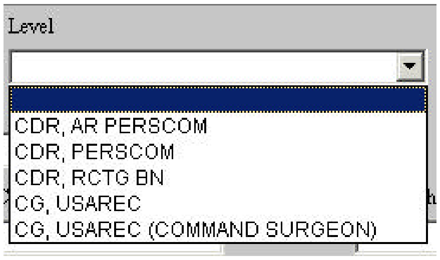
20-3. Submitting a new waiver.

a. You will be required to complete the following fields identifying the waiver you are submitting. If there is a drop-down arrow, you will be required to select from the menu and will not be allowed to type any information into these fields.





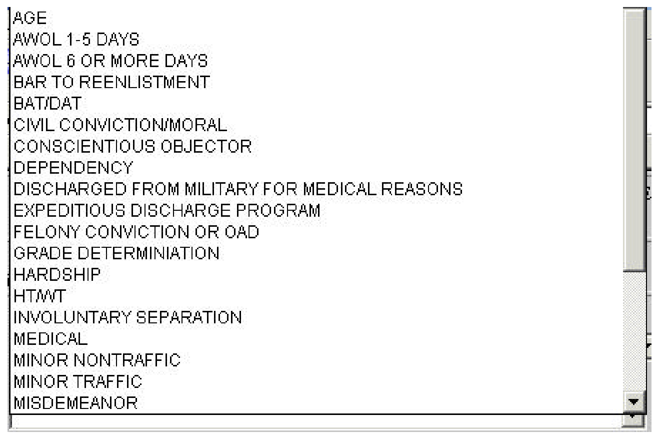
b. Click the **Waiver Type** drop-down arrow to select the type of waiver you are submitting. You need to determine the waiver information by using the appropriate regulations.



c. Now click the **Level** drop-down arrow. This is where you will identify the approval authority for the waiver you are submitting. Review the appropriate regulation if you are not sure who the approval authority is.

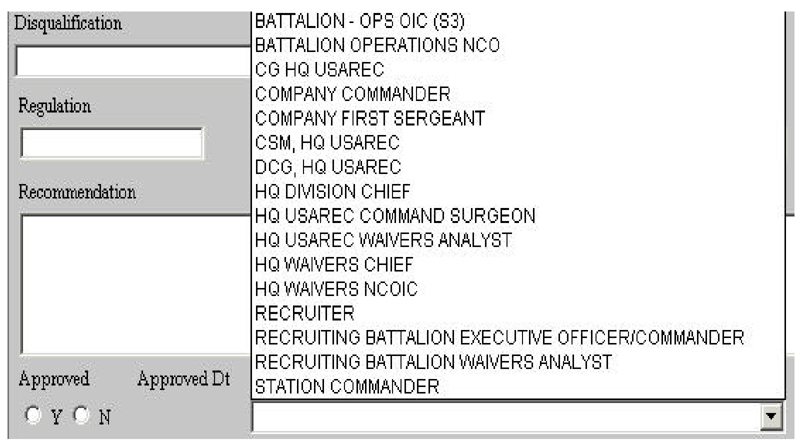
d. From the **Disqualification** field, select the appropriate reason you are submitting this waiver. If there is more than one waiver required you need to complete the first one and then click **Add** to submit another one.

e. You must site the **Regulation**, **Chapter**, and **Paragraph** defining the waiver. You can get this information from AR 601-210 and other regulations.

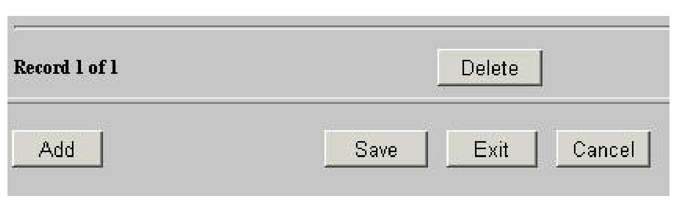


√ Remember that the information you are entering on this screen should match the actual waiver packet that you are submitting through the chain of command.

f. You will need to type your recommendation and make a selection for the Approved section. From the **Forward To** drop-down arrow select the next level in the chain of command that will review the waiver. Take a minute to look at the various persons you can forward your waiver request to. If you were initiating a waiver from the MEPS, the next level would be the RECRUITING BATTALION WAIVERS ANALYST. Remember you are just initiating the waiver in GCR. To process the waiver you will need to access your GCR Inbox. If you were the Rctg Bn waivers analyst, you would forward the waiver to yourself. The process to review and approve waivers has not changed.



√ Remember your approval recommendation does not mean the waiver is approved. The waiver can only be approved or disapproved by the approving authority.



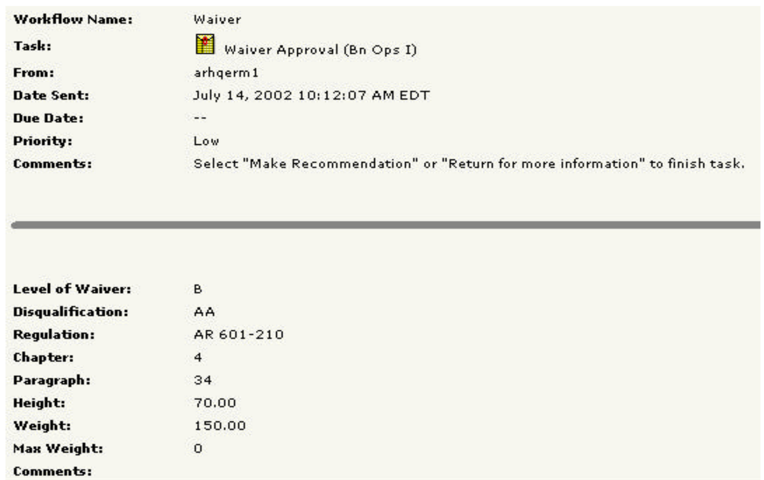
g. Now save your work by clicking the **Save** button. Now that you've saved the waiver information, your actions and comments can now be seen in the Approval History. As it travels from one level of command to the next, the information will be updated.

√ Remember to scan any source or supporting documents into ERM under the Waiver folder.

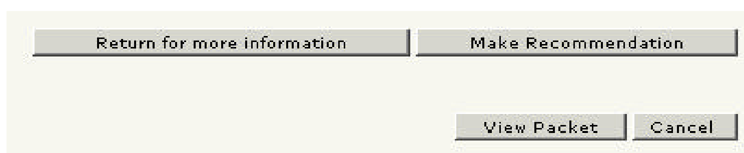
20-4. Processing a waiver.

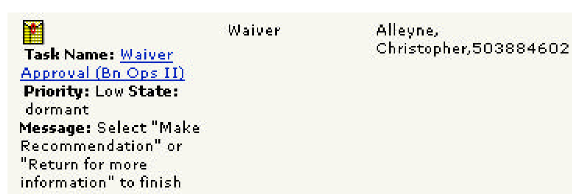
a. The next level will find the Waiver request in their GCR Inbox for action. The recruiter and RS commander will see the Waiver status after they replicate and access the Leads-Reports. To access the Waiver from the GCR Inbox, click on the **Task Name**.

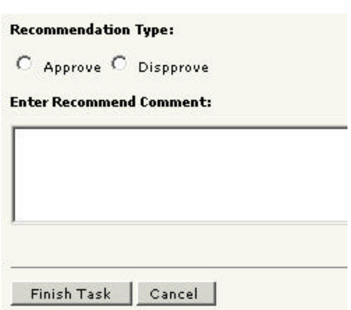
b. You will notice that there are several items of information available. Since waivers require three reviews at the Rctg Bn level before being recommended for approval or approved, you will see the number of reviews that have been conducted. In this case this is the first review of this waiver. It identifies when the waiver was submitted. Since this is the first review, there are no comments other than what you need to do to the waiver. If the waiver was being returned for further action, that information would be listed here. The next section identifies the waiver information.



c. You have the option to Return for more information. If you make this selection, another screen will appear where you would enter your comments on why the waiver was being returned. This will not return the waiver back to the CLT, but will return the waiver back one level in GCR. For example if the Rctg Bn waivers analyst clicks on Return for more Information, the waiver would be returned to the GC's Inbox. At the Rctg Bn level you will not want to use this function. You can click on **View Packet**. This will take you to the applicant's ERM folder where you can review all documents pertaining to this waiver. If you click on **Cancel**, this will take you back to your GCR Inbox. If you click on **Make Recommendation**, another screen will appear for you to select **Approve** or **Disapprove** and enter any comments to justify your recommendation. As with this screen and the Return for more information screen, once you have completed the required information, you would click on **Finish Task**. This will record your recommendation and/or comments and forward the waiver to the next level for review.





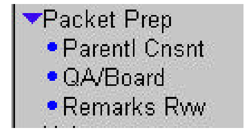


√ A waiver requires three levels of review at the Rctg Bn level. Once the third person reviews the waiver, it will be sent to the command group for further approval.

d. Once the waiver is approved, the waiver request will be sent to the Rctg Bn operations and SGC MS Outlook Inbox showing that the waiver was approved. You are now ready to complete the applicant's processing.

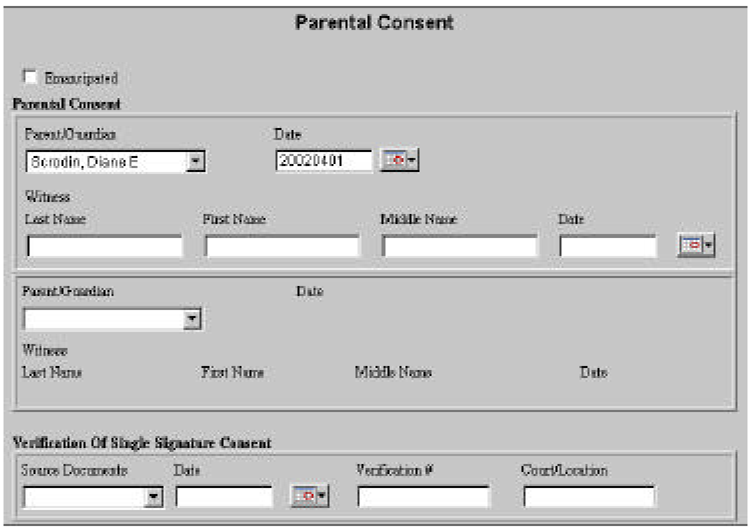
Chapter 21

Packet Preparation



21-1. General. Now let's take a look at the different screens under Packet Prep. This section is not for printing the applicant's enlistment packet, that is another section. As you can see, this section has a few miscellaneous items that you may need to review or complete on the applicant that you are processing.

21-2. Parental Consent.

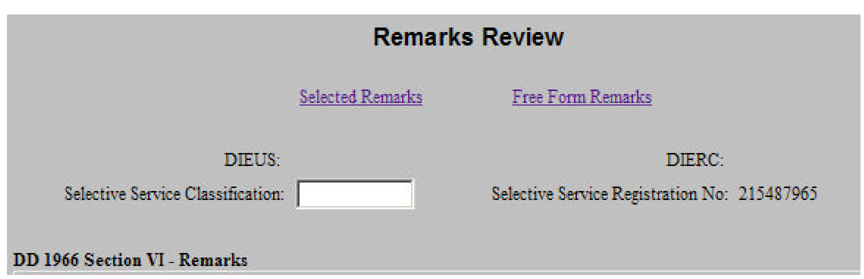


a. For those applicants enlisting that are not quite of age, there has to be a parental consent completed or information provided on those applicants that have been emancipated. Complete the screen with the parental information. You will only complete the verification section when there is only one parent or guardian. Normally this screen will be completed by the recruiter and you will be provided a copy of the signed parental consent to be scanned into ERM.

b. If the applicant claims to be emancipated, click in the box next to **Emancipated** and a different screen will appear. Once you have completed the necessary information, click on **Save** to continue.

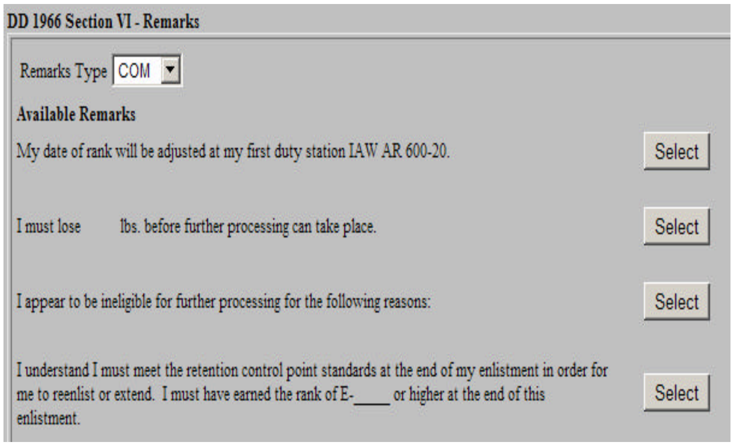
21-3. QA/Board. Unless you are processing an applicant for Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT), the QA/Board screens will not be available. If you need to process the applicant for OCS or WOFT and the screen is not available, you will need to go to the **Prospect** screen and select the correct **Processing Option** from the drop-down box.

21-4. Remarks Review.

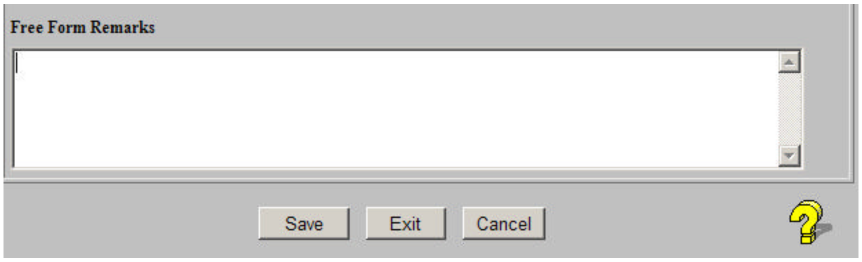


a. Since most of the information that you are getting from REQUEST and MIRS will now be on the dynamic annex, there is no longer a requirement to enter everything in the Remarks section of the DD Form 1966 series. However, there will be times when you need to enter information that is not coming from another source. For example, you will need to enter Airborne statement along with the 50-mile radius statement for USAR applicants. GCR has been created to cover those routine items like waivers, exceptions, and parental consent to be automatically added to the DD Form 1966 series.

b. However, this section can be used to record specific remarks not yet covered in GCR or as an additional requirement for the applicant's enlistment. Most statements are already prepared for you under Selected Remarks. Set the Remarks Type to NPS, PS, or COM. This will display several different remarks that you can select to add to the DD Form 1966 series, Remarks section. Once you find the required Remark, click on **Select**. This will remove the remark from the Available section to the Selected section. To complete the remark and fill in the blank, click on the **Edit** button and fill in the blanks. Once you are finished, click **Save** and the remark will now be added to the DD Form 1966 series.



c. If you do not find the required remark you can type the information under **Free Form Remarks**. Once you have entered remarks click on the **Save** button. You will need to review this section on every applicant. Remember that recruiters can also add remarks to the DD Form 1966 series from Leads-Reports using the same steps as above. For example, this is where the recruiter would recommend that the applicant return under the Hometown Recruiter Assistance Program.



Appendix A
References

Section I
Related Publications

AR 601-210
Regular Army and Reserve Enlistment Program.

USAREC Reg 601-56
Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures.

USAREC Reg 601-95
Delayed Entry and Delayed Training Program.

USAREC Reg 601-96
Guidance Counselor Procedures.

USAREC Pam 601-32
Recruiter and Station Commander Army Recruiting Information Support System User's Manual.

Section II
Referenced Forms

DA Form 3286 series
Statements for Enlistment.

DD Form 4 series
Enlistment/Reenlistment Document - Armed Forces of the United States.

DD Form 214
Certificate of Release or Discharge From Active Duty.

DD Form 369
Police Record Check.

DD Form 370
Request for Reference.

DD Form 1966 series
Record of Military Processing - Armed Forces of the United States.

DD Form 2366
Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment.

DD Form 2807-1
Report of Medical History.

DD Form 2807-2
Medical Prescreen of Medical History Report.

DD Form 2808
Report of Medical Examination.

SF 86
Questionnaire for National Security Positions.

USAREC Form 986
Separation Request Form.

USAREC Form 1034
Delayed Entry Program Status Change/Request.

USAREC Form 1035
Request to Change Enlistment Option.

USAREC Form 1037
Probation Officer and/or Court Records Report.

USAREC Form 1104
Enlistment Eligibility Questionnaire.

Appendix B

Army Recruiting Information Support System Overview of Subsystems

B-1. General.

a. ARISS provides a single, secure automation system that the Army and Army National Guard recruiting organizations use to support recruiting at the recruiter level and at all levels of recruiting management. The system is a three-tiered replicating system that passes data between systems. Recruiters use ARISS laptops (Tier III) in contacting, interviewing, screening, and processing applicants anywhere and at any time. Recruiters are required to replicate daily, passing data to the Tier II location located either in St Louis, Missouri, or Indianapolis, Indiana. The Tier II servers then replicate the recruiter's information to the ARISS TOS (Tier I). Tier I is where all users, Rctg Bn and above, connect to ARISS.

b. The major subsystems of ARISS are:

(1) Leads-Reports.

(2) TOS.

(3) Mission, Production, and Awards (MPA).

(4) Force Structure Address ZIP Code Realignment (FAZR).

(5) Personnel (PER).

(6) Big System User Registration (Big SUR).

(7) Data Warehouse.

(8) GCR.

B-2. Leads-Reports. Automates recruiting activities and captures lead, prospect, and applicant information with minimal effort by the recruiter. RWS leads, in conjunction with interface to the ARISS TOS, allows recruiters to receive external lead records, enter new lead records, update lead records, and manage those lead records. Each RS commander and recruiter is provided a computer laptop called an RWS. Each laptop is loaded with the Leads software and a unique database created specifically for that recruiter. Both the laptop and leads assist each recruiter in prospecting and completing enlistment and officer appointment applications for the RA, USAR, Army Medical Department (AMEDD), and Chaplain. Leads ensures the smooth processing and reporting of an applicant from initial contact through DEP, DTP, and unit member status. Prospect and applicant information is only entered once by the recruiter and is permanently stored for future use. For example, the name, SSN, date of birth, place of birth, home address, telephone number, etc., are automatically placed on the Leads Info screen, Create List screen, Find screen, etc. That same information is also recalled and printed on all forms relating to that specific applicant. It is also used in other applications such as the EPSQ and forwarded to other organizations when necessary, including USMEPCOM and you the GC.

B-3. TOS. The TOS supports the data storage, query capability, and reports for commanders and managers. The systems are located at Fort Knox, Kentucky, and in Indianapolis, Indiana. A modern and extensive wide area network, the Recruiting Services Network, maintained by the United States Army Accessions Command, Information Support Activity, provides the communications necessary for ARISS and its interface with several external agencies such as USMEPCOM and HRC. The TOS provides two major functions for ARISS users based on their assigned roles. Selected users can use the TOS to manage recruiting processing and production. Reports are provided in four areas: Mission, production, awards, and processing. Reports available are determined by the assigned role of the person accessing the system. In general, most reports are nearly real-time. It is important to remember that the quality of many processing reports (e.g., Leads) is only as good as the input provided by the recruiters and GCs.

B-4. MPA. The MPA system includes activities of mission assignment, mission achievements, DEP losses, the measurement of mission success, and the reporting of incentive points and awards. MPA supports USAREC from its headquarters to the recruiter and the Army National Guard from its headquarters to the recruiting and retention noncommissioned officer (RRNCO). All recruits entering the RA, USAR, or NG are tracked as a recruiter's or RRNCO's achievements and matched against the missions assigned. Nonenlisted categories include AMEDD officer recruiting and special missions recruiting. Special missions recruiting includes: Reserve Officers' Training Corps referrals, Reserve Chaplain Corps, Reserve chaplain candidates, enlisted band enlistments, OCS enlistment option, WOFT enlistment option, technical warrant officer, and Reserve technical warrant officer.

a. The Mission Subsystem with HQ USAREC, Assistant Chief of Staff, G-2; and Headquarters, National Guard Bureau (HQ NGB) as the proponents, allows the online establishment of unlimited mission categories and mission groups for RA, USAR, and NG. Headquarters assigns mission quantities to subordinate units by categories or groups within established time periods (annually, quarterly, monthly). Each level of the command then ensures all of its subordinate units are assigned mission. The mission assignment screens are available for viewing and updating at each subordinate level.

b. The Production Subsystem with HQ USAREC, Assistant Chief of Staff, G-3; HQ USAREC, Health Services Directorate; and HQ NGB as the proponents, allows online viewing of assigned missions, achievements, DEP losses, and net accomplishments for each recruiter or RRNCO along with pertinent information about the recruiter's accessed applicants. Achievements and DEP losses are recorded daily based on data provided by the Leads system. All levels in the organization have access to viewing their "rolled up" summary and "drilling down" into their specific hierarchy for viewing production data for current and past years by time period (yearly, quarterly, monthly). Additionally, production reports are available for viewing online or printing to a local printer.

c. The Awards Subsystem with HQ USAREC, Assistant Chief of Staff, G-3, as proponent, allows the online establishment of points for mission categories, command special incentive programs, and recruiting awards programs. The Awards Subsystem will permit an awards analyst to update each recruiter's production at month's end for those achievements not currently captured by the system and allows the analyst to assign both recruiting and nonrecruiting awards to the recruiter.

B-5. FAZR.

a. The FAZR application represents a complex, multitiered software package allowing for across-the-board management of many USAREC resources. Whether it is RSIDs, addresses, positions, equipment, or recruiting territory, FAZR is the cornerstone of the ARISS project. Data input and management handled by FAZR has commandwide impact. This application will be available to users down to Rctg Bn headquarters level (including AMEDD detachments).

b. FAZR is comprised of six subsystems (modules):

(1) Module 1 (RSID Maintenance). Allows HQ USAREC to update users to maintain and move RSIDs and addresses, and for Rctg Bdes and Rctg Bns to maintain their addresses.

(2) Module 2 (Positions). Allows for maintenance of position paragraph and line updates to the table of distribution and allowances (TDA).

(3) Module 3 (Equipment). Supports maintenance of the equipment updates to the TDA.

(4) Module 4 (Territory). Allows for the maintenance of ZIP Codes and schools for territory alignment.

(5) Module 5 (Reports). Contains RSID, position, equipment, and territory reports.

(6) Module 6 (Administration). Allows for the administrative update of lookup tables and code values.

B-6. PER. The PER System replaced dependency on the Army Recruiting Command Central Computer System and ARADS HRPERS and provides a single-source system for personnel managers at Rctg Bn, Rctg Bde, and HQ USAREC. Additionally, the system provides strength accounting and personnel management capability. The system will be closely tied to other ARISS subsystems and the command's user registration system, Big SUR.

B-7. Big SUR. Big SUR is a custom user registration management and provisioning solution to provide users access to ARISS applications. Big SUR replaces multiple manual, management, and maintenance processes that track who is authorized and has access to what information systems. Big SUR is directly tied to PER authorizing access to ARISS based on assigned TDA position.

B-8. Data Warehouse. The Data Warehouse provides a major and important improvement in decision support tools used by analysts and operations personnel at Rctg Bn level and higher. Recruiting history is maintained in this database to arm the command with the ability to track trends and identify strategies to recommend to the commander.

B-9. GCR. GCR provides a virtual recruiting office giving GCs access to the complete electronic enlistment packet. GCR moves GC functionality from the GC workstation to the Web allowing the GC to add, update, and delete information in the enlistment application. GCR automates the enlistment contract and annex forms, completing the e-packet with electronic signature capability, provides scanning of source documents, and the electronic submission of the enlistment packet to various internal and external agencies. GCR automates many of the laborious paper processes providing notification messages to the SGC when expected results are not received.

Appendix C

Guidance Counselor Redesign User Roles

C-1. General. The first step in learning a new application is to understand the user community and their roles, and the processes that will be performed or will be performed for you. First we will discuss the user community and their roles in GCR and then we will briefly describe the functions performed by each user role.

C-2. MEPS role.

a. GC. The GC is the heart of the recruiting process; he or she makes the final determination of an applicant's enlistment eligibility and helps the applicant select an MOS and other incentives offered via an Army enlistment. Although there are many other uses of GCR the GC processes are the focal points of the application.

b. SGC. The SGC has the same functionality as the GC with additional functionality as he or she is the recipient of many notifications by the system for results that are not returned in a timely manner or if the results are not favorable results.

C-3. Rctg Bn operations role. Members of the Rctg Bn operations group are: Rctg Bn operations NCOICs, Rctg Bn operations NCOs, Rctg Bn Command Sergeants Major, Rctg Bn waivers analysts, awards clerks, and Rctg Bn advertising and public affairs specialists. These user roles will have full capability to GCR; however, only some of them will be provided access to ERM (operations NCOICs, operations NCOs, and waivers analysts). Functionality provided to these users mirror the functionality afforded to the GC; however, the areas of responsibility are performing functions in support of waiver processing, exceptions, providing information to the Command Group, and ensuring operations at the MEPS are being conducted in accordance with regulatory guidance.

C-4. Rctg Bn commander and operations role. Members of this group are the Rctg Bn commander, Rctg Bn executive officer, and the Rctg Bn operations officer in charge. Their functionality mirrors the Rctg Bn operations group with approval authority for workflows. Rctg Bn users will see applicants projected by RSID, regardless of where they are projected. An example of this would be a Rctg Bn that processes at multiple MEPS. The Rctg Bn user will see all applicants projected even though they are processing at different MEPS. The default view for SGCs, GCs, and Rctg Bn users are the records projected to process on the current day.

C-5. Rctg Bde operations role. Members of this group are the Rctg Bde Command Sergeant Major, Rctg Bde operations sergeant major, Rctg Bde operations NCOIC, Rctg Bde NCOs in marketing and advertising and public affairs. They have like capabilities as the Rctg Bn operations group with a broader span of command and control as they have visibility of everything that resides within their subordinate RSID structure. Their primary role is in support of the Rctg Bns in processing exceptions and renegotiation requests and ensuring regulatory guidance is adhered to.

C-6. Rctg Bde commanders and operations role. Members of this group are the Rctg Bde commander, deputy Rctg Bde commander, and the Rctg Bde operations officer. Their functionality mirrors the Rctg Bn commander and operations group with approval authority for workflows that regulations deem them as the approving authority. Rctg Bde users have the ability to select by RSID or by MEPS ID to observe the Rctg Bn or MEPS workload; however, it is suggested when needed to review an enlistment record to select by SSN. The Rctg Bde user has the ability to review enlistment applications that belong to their subordinate RSIDs.

C-7. HQ USAREC RO: Members of this group include HQ USAREC, G-3 Recruiting Operations Center, Technical Support, Enlistment Standards Division, Inspector General, and the USAREC training base liaisons. HQ USAREC, Policy Branch, will determine exact numbers of users that will receive access to GCR at all levels. The principal purpose of this user group is to support the command utilizing workflows that will streamline the ETP processes moving the exceptions through predetermined offices for their recommendations.

C-8. Other HQ USAREC user roles.

a. Commanding General; Deputy Commanding Generals; Assistant Chief of Staff, G-3; Deputy Assistant Chief of Staff, G-3; G-3 Waivers Branch with supporting functionality, and the USAREC Command Surgeon. These roles have full access to all aspects of the application to any MEPS. HQ USAREC users have the ability to select by RSID or MEPS ID to observe the Rctg Bn or MEPS workload; however, it is suggested when needed to review an enlistment record to select by SSN. The HQ USAREC user has the ability to review enlistment applications anywhere throughout the command. Training base liaisons can search for records by SSN but only have access to records that are coded Shipped (V), to allow for corrections to the enlistment applications and facilitate renegotiations when required.

b. CLTs, RS commanders, and recruiters do not have access to GCR; however, they will be kept informed via e-mail messages when an applicant has been projected to process, a packet has been QC'd, 7 to 30 days prior to ship QC, and the day before ship QC. Recruiters play a critical part in GCR. They supply all of the applicant's information to the GC by replicating and projecting the applicant data for enlistment.

Glossary

AMEDD
Army Medical Department

ARADS
Army Recruiting and Accession Data System

ARISS
Army Recruiting Information Support System

ASVAB
Armed Services Vocational Aptitude Battery

Big SUR
Big System User Registration

CAST
Computerized Adaptive Screening Test

CLT
company leadership team

DAT
drug and alcohol test(ing)

DEP
Delayed Entry Program

DSS
Defense Security Service

DTP
Delayed Training Program

e-packet
electronic packet

e-validation
electronic validation

ENTNAC
Entrance National Agency Check

EPSQ
electronic personnel security questionnaire

ERM
Electronic Records Management

ETP
exception to policy

FAZR
Force Structure Address ZIP Code Realignment

GC
guidance counselor

GCR
Guidance Counselor Redesign

HIV
human immunodeficiency virus

HOR
home of record

HQ NGB
Headquarters, National Guard Bureau

HQ USAREC
Headquarters, United States Army Recruiting Command

HRC
United States Army Human Resources Command

HS
high school

ID
identification

IMS
information management specialist

MEPS
Military Entrance Processing Station

MIRS
MEPCOM Integrated Resource System

MOS
military occupational specialty

MPA
mission, production, and awards

MS
Microsoft

NACLAC
National Agency Check and Local Agency Check

NCO
noncommissioned officer

NCOIC
noncommissioned officer in charge

NG
National Guard

OCS
Officer Candidate School

PAI
preaccession interview

PEI
preenlistment interview

PER
personnel

PRID
profile identification

PS
prior service

QC
quality control

QNE
qualified not enlisted

RA
Regular Army

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

Rctg Co
recruiting company

REQUEST
Recruit Quota System

RRNCO
recruiting and retention noncommissioned officer

RS
recruiting station

RSID
recruiting station identification

RWS
recruiter workstation

SGC
senior guidance counselor

SOC
Service Oversight Center

SOP
standing operating procedures

SPF
service processing for

SSN
social security number

TDA
tables of distribution and analysis

tech check
technical check

TOS
Top of the System

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

USMEPCOM
United States Military Entrance Processing Command

WOFT
Warrant Officer Flight Training

1SG
first sergeant