

Guidance Counselor Resource Center (GCRc) Company User and Reference Guide



For
Commanders
And
First Sergeants

April 2011

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This manual is written to provide Company Commanders and First Sergeants with instructions on how to use and process tasks using the GCRc application. There are some functions specific to company processing with others are for the MEPS guidance counselors.

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Chapter 1 - GCRc Application Overview

Company Commanders and First Sergeants now have limited access to GCRc. This access may be used as another recruiting production management and quality assurance tool. They now have the capability to effectively monitor their recruiter's projections by approving or canceling the projection using the Confirm Processing link within GCRc. This will provide a form of communication between the Companies, BN, and MEPS ensuring the projections are valid.

Application capabilities have been expanded for commanders and ISGs to review the applicant's record, validate

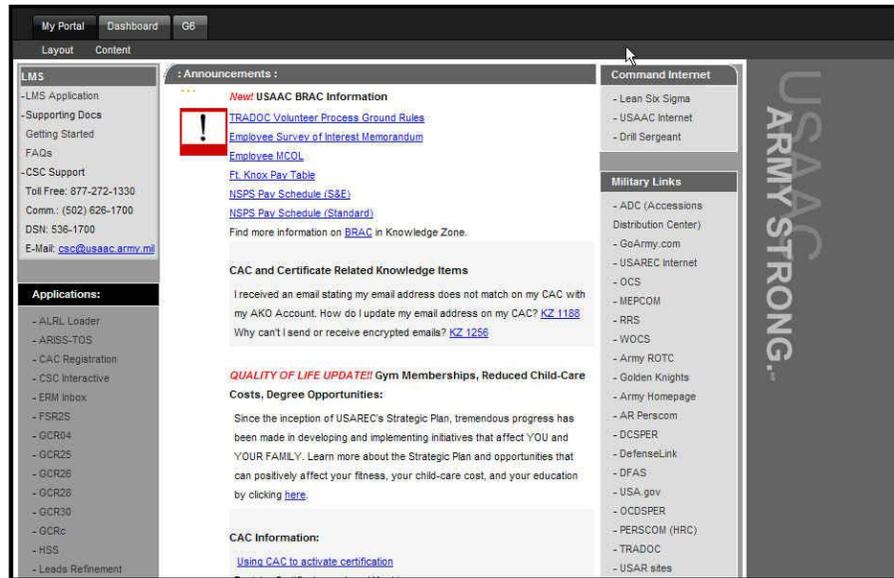
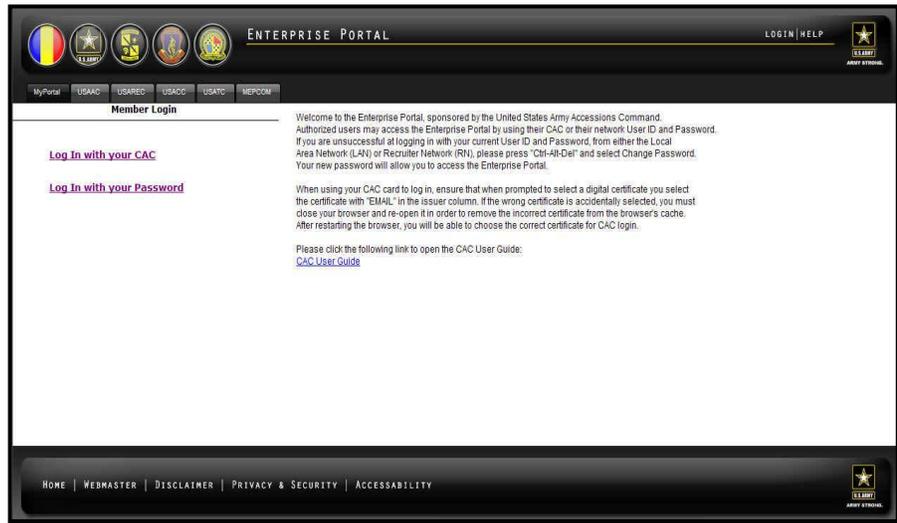
the applicant's record after the recruiter makes corrections, and initiate several different workflows for an applicant. This will allow them to closely monitor the applicants MEPS processing, identify potential training issues for completing the applicants packet, and allow them to review documents in ERM.

The ONLY way to gain access to the application is through the command Portal. Users will create a secure VPN tunnel on TIER 1 NIPERNET to access the system. Attempting to gain access while connected to a Tier II site will result in a "server not available" error message.

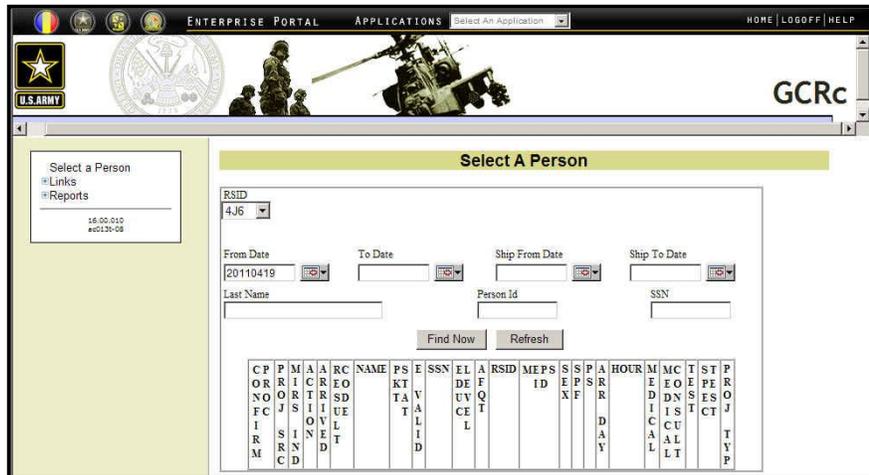
Company Commander's, First Sergeant's, and Company Trainer's will log in to the Portal with their CAC or their Login ID with Password. Once

you are logged in to the Portal, select the GCRc option from the left side menu under Applications. If you do not see the GCRc link contact your Battalion IMO. They will grant you access via IMS.

Their roles are similar with some screens that allow the user to update while others are read only. See Appendix A for what actions is view only versus your ability to update.



With the limited capabilities, the GCRc main screen will allow you access to some of the features built into the application. Each link has a mouse over feature that provides the definition for the codes displayed as well as links to the **Main Menu**, this section of the users guide will detail these features.



Select A Person-This link will open to today’s MEPS processing list showing all applicants projected for processing.

Links-This link will allow you to access additional GCRc functionality.

Messages-This link is not available to the Commander or ISG at this time. USAREC messages are available from your Enterprise Portal home page.

System Status-This link will open to the IMS web page showing the status of different applications and networks.

GCRc Resource Page-This link contains useful information concerning training Users Guides. There is also a link to the ARISS Feedback for questions and ideas for future releases.

Inbox-This link is not available at this time Commander or ISG at this time.

Print Packet-This link is not available at this time.

Confirm Processing-This link is where the Commander or ISG will confirm or cancel an applicants processing at MEPS

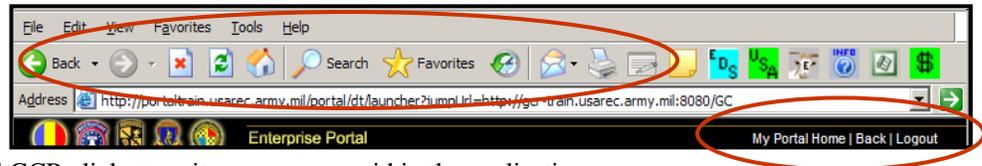
Reports-This link within GCRc will allow you to access additional GCRc functionality.

Workflow Locator-This link will allow you to track any workflow being processed on an applicant. The applicants SSN or PRID is required for this report.

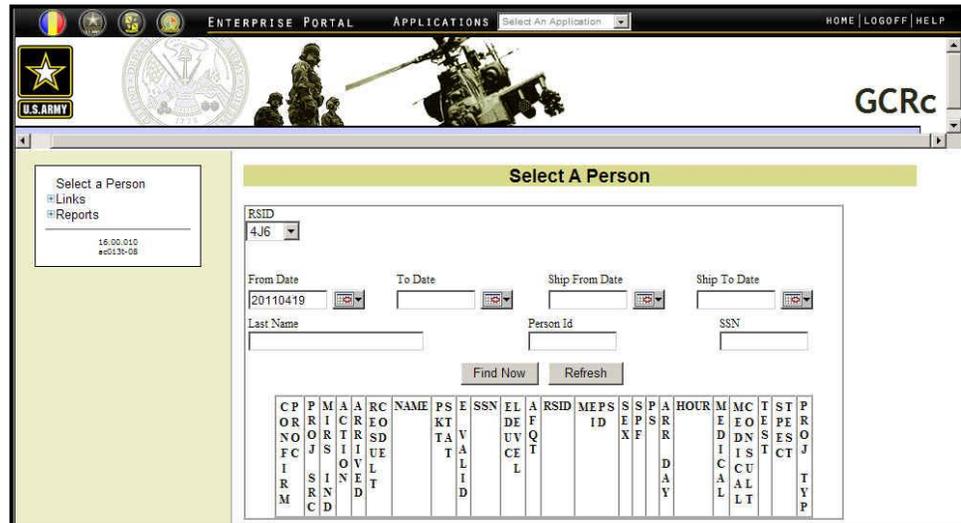
GCRc Version- link will be required when requesting system support, the version number may be needed for troubleshooting purposes.

- Select a Person
- [-] Links
 - Messages
 - System Status
 - GCRc Resource Page
 - Print Packet
 - Confirm Processing
- [-] Reports
 - Workflow Locator
- [-] Record Info
- [-] Process App
 - Forms Docs
 - Document Status
 - Recruiter Zone
 - 680-ADP
 - DD1966
 - Pkt Selection
 - Test
 - Mil Pers Info
 - Waiver Info
- [-] JPAS Processing
- [-] ERM
 - Validation
 - Perform QC
 - Scan
 - View Pkt
- [-] Work Flow
 - Reno
 - Cancellation
 - Exception
 - Grade Determination
- [-] Projection
 - Projection
- [-] Packet Prep
 - Remarks Rww

Once you have accessed GRCr, do not use the internet buttons while using the application. Use the Enterprise Portal and GRCr links to exit or maneuver within the application.

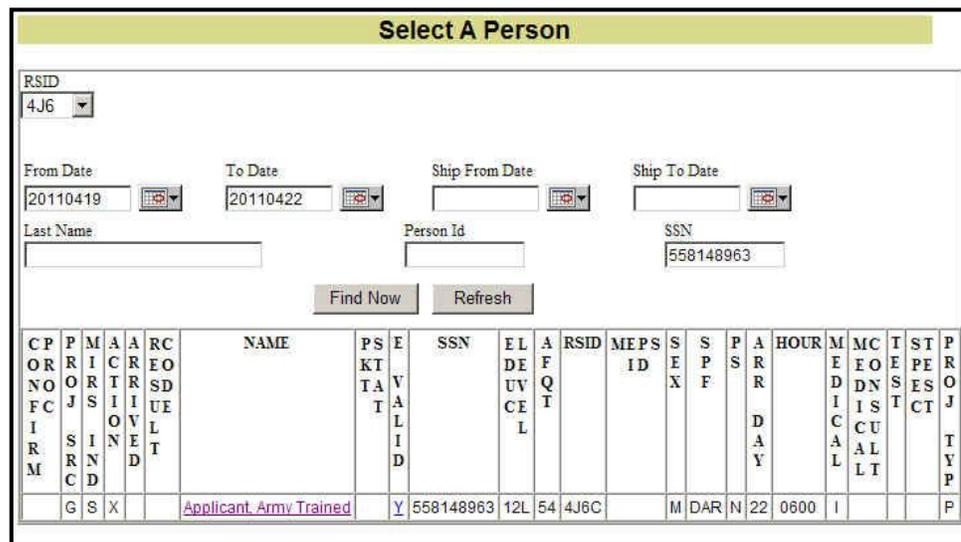


To help with understanding GRCr, the below provides an overview of the application and some of its functionality. Click on the Select A Person link to open the MEPS processing list. The default settings are for the logged in Commander or 1SG members RSID and defaulted to today's date. To search for a specific time from you must enter a **From** and **To** date. Search window is limited



to a 45 day period and will allow searches with future dates as well as past dates. This gives them the ability to choose more than one processing date and view all the MEPS projections for that given time-frame. Please be aware that when you search multiple dates, the same applicant may appear more than once since the person was scheduled to process on more than one day during that timeframe. This does not mean it is a duplicate record.

You can search for a specific record by completing the Last Name or SSN fields. When you search by the method, you may see the same name listed several times. The system was designed to show how many times the applicant was projected for processing. Using the mouse over feature will assist with identifying different records and explanations for selected codes.



Mouse over Projection SRC (Projection Source) and you will see an additional box appear explaining the column. You can use the mouse over feature to identify information in each column or on each code to better understand what the code represents. The column headings will provide the meaning of the column. The box containing the description will remain on the screen for about 3 seconds and will disappear. Likewise, the values for the applicant projection will present the description for the code if the cursor is placed on the code displayed. The mouse over will remain on the screen for about 3 seconds.

Below will assist you in understanding the different columns and what information will be displayed

SSN - Self-explanatory

NAME - Self-explanatory

RSID - Self-explanatory

MEPS - Self-explanatory

SEX - Self-explanatory

DAY - Arrival Date

CP OR NO FC IR M	P R O J S R C	M I S I O N	A C T I O N	R C E O S D U E L T	NAME	P S K T A I	E V A L I D	SSN	E L D E V U C E L	A F Q T	RSID	M E P S I D	S E X	S P F	P S	A R R D A Y	H O U R	M E D I C A L	M C E O D N I S C U A L T	T E S T	S T P E S T	P R O J T Y P
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ED LEVEL - Self-explanatory
Will be used to determine production category.

AFQT - Self-explanatory
If applicant previously tested

SPF - Service Processing For
DAR=RA
DAV=USAR
DAZ=Army Non Applicant

PS - Prior Service Indicator
Y=Prior Service or
N=No Prior Service

HOUR - Arrival Hour

TEST - Test Action Projected For
The code will identify what test processing the applicant will do. If projected for a Special Test an additional code will be shown in the next column.

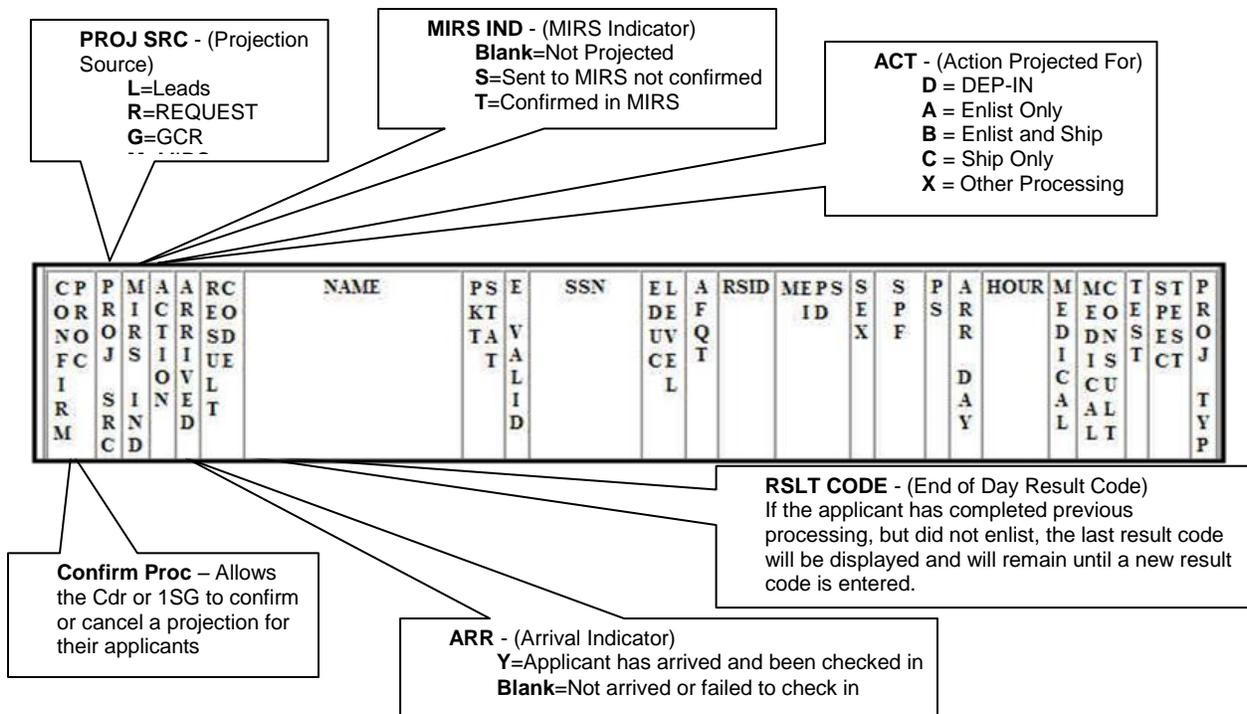
SPEC TEST - Special Test Projected For
The code will identify what Special Test processing the applicant will do. The TEST column must be showing "E" for an initial special test or another code if scheduled for a re-test.

CP OR NO FC IR M	P R O J S R C	M I S I O N	A C T I O N	R C E O S D U E L T	NAME	P S K T A I	E V A L I D	SSN	E L D E V U C E L	A F Q T	RSID	M E P S I D	S E X	S P F	P S	A R R D A Y	H O U R	M E D I C A L	M C E O D N I S C U A L T	T E S T	S T P E S T	P R O J T Y P
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MED - Medical Action Projected For
The code will identify what medical processing the applicant will do. If projected for a Consult an additional code will be shown in the next column.

MED CNSLT - Medical Consult Projected For
The code will identify what medical consult processing the applicant will do. The MED column must be showing "C".

TYPE - Projection Type
The code will identify what type of projection submitted.



There are three links on the **Select A Person** screen.

The **Name** link opens the applicant’s record for further processing. A **Packet Status** link shows if the record was QC’d by MEPS and the current record status. A No Go packet status will send an e-mail to the Recruiter, Station Commander, Company Commander and 1SG with the comments from the QC. The last link is the **E Validation** link. Records will be validated and any failures will also send an e-mail to the Recruiter, Station Commander, Company Commander and 1SG with what fields need to be completed or corrected.

CP OR NO FC IR M	P R O J S R C	M I R S I N D	A C T I O N	A R R I V E L	R C O D E	NAME	P S T A T U S	E V A L I D	SSN	E L D E U V C E L	A F Q T	RSID	M E P S I D	S E X	S P F	P S	A R R D A Y	HOUR	M E D I C A L	M C F O D N I S C U A L T	T E S T	S T E P E S T	P R O J T Y P
	L	T	D	Y		White, Andrea Nicole		Y	257639741	12L	42	4J6C		F	DAR	N	30	1600	F		1		T

The MEPS SOP should identify what is considered a GO or No GO packet and should cover packet validation and what actions must occur prior to the applicant arriving for processing. One of the things that you will want to check is the applicant’s projection information to ensure they are projected for the correct processing. Watch for records missing an AFQT to ensure the applicant is scheduled to test. If not, there may be an issue with MIRS not updating the applicant’s record.

Your **Select A Person** screen will default to today’s processing; however, searching for a record is easy. Depending on how you are searching for records, ensure the other fields are blank. You can search for records past or future by entering either a single date or for a specific time frame. When a date is entered in the **From Date** field it will display that days processors. If you add a **To Date** you will get all processors for that date range. You can do the same for the **Ship From** and **To** dates. This will display only scheduled shippers.

When searching by SSN, initially it may appear that there are several records on this applicant. Looking for a record by SSN will show every projection that was created for the applicant. Projections can be created by RZ,

REQUEST (Ship projection only) and GCRc. Enter the SSN and click the **Find Now** button. Using the mouse, highlight the first record and a line of information will appear. You are looking for the number after the PRID=. If each record is displaying the same PRID number then there is only one record in GCRc. If a different PRID number is found on another record, you will need to review each record to determine which should be used for processing. Projections come from different sources and can cause confusion when selecting the record by SSN. Recruiters continually projecting the same applicant for all processing will reduce/eliminate this problem. To open a record for further review and processing, simply click on the **Name** link.

You will notice that a new set of application links appear. We have discussed a few of these links already, but knowing what is under each link will assist you in locating information or making corrections on an applicants record. Reports will be discussed later in a later chapter.

Select A Person

RSID
4J6

From Date: 20110419 To Date: Ship From Date: Ship To Date:

Last Name: Person Id: SSN: 558148963

CP OR NO FC I R M	P R O J S I N D	M I C R O S O F T O V E R	A C T I V E	R C E O S D U E	NAME	P S E S S N	E L D E U V C E L	A F Q T	R S I D	M E P S I D	S E X	S P F	P S	A R D A Y	H O U R	M E D I C A L	M C E O D N I S C U L T	T E S T	S T P E S C T	P R O J T Y P
	L	T	D	Y	Applicant Army Trained	N	558148963	12L	54	4J6C		M	DAR	N	17	1600				P
	G	S	X		Applicant Army Trained	Y	558148963	12L	54	4J6C		M	DAR	N	22	0600	I			P
	L	T	D	Y	Applicant Army Trained	Y	558148963	12L	54	4J6C		M	DAR	N	27	1400	F	E		T

Click on the **Record Info** link. This link will display the applicant and recruiter information. The information contained in the mouse over is: SSN, Name, Component Code (A= Active, R= Reserve) Status, Disposition Code, Person Id (PR_ID), RSID, and the recruiter id. This will be an easy method of determining the recruiter and status of the record so you do not select a record that has no recruiter assigned. If you find a terminated disposition or no recruiter id, do not process this record. Contact the station commander immediately and let them know that the record is unassigned.

Select a Person

- [-] Links
 - Messages
 - System Status
 - GCRc Resource Page
 - Print Packet
 - Confirm Processing
- [-] Reports
 - Workflow Locator
- [-] Record Info

Click on the **Process App** link. These links are for information purposes only. The **680-ADP** link displays the applicants data used to request a job from REQUEST. The RZ link will take you into the Profile Screen. Please refer to your ROS tab, RZ Users Guide, Chapter 5. The **Forms Docs** link will allow the user to display a form for signature. Since Company Commanders or ISGs do not have signature pads, this link will not be used by them. The **Pkt Selection** link shows those documents that have been completed in GCRc or scanned into ERM that will be required for the applicant’s ship packet. This is done at the MEPS prior to the applicant shipping for training.

- Process App
- Forms Docs
- Document Status
- Recruiter Zone
- 680-ADP
- DD1966
- Pkt Selection
- Test
- Mil Pers Info
- Waiver Info
- JPAS Processing

Click on the **ERM** link. The **Validation** link is where you can initiate a new validation report on the applicant packet to see if the packet passed Level 1 through 4 validations. Remember that only the initial validation report will send an e-mail showing the different errors. Initiating a new validation manually will show the current errors for the record, but will not send a new e-mail. Coordination between you and the station is required to ensure all errors are resolved prior to the applicant processing at MEPS. This is discussed in detail in Chapter 3. The **Perform QC** link should not be used by Commander or ISG. This link is for the GCs and Operations personnel to record the results of their QCs. The **Scan** link and **View Packet** link is a new function that you can now use. These functions are discussed in detail in Chapter 4.

- ERM
- Validation
- Perform QC
- Scan
- View Pkt

The links under **Work Flow** is where a user can initiate a **Reno, Cancellation, Exception, or Grade Determination** workflow. Any workflow initiated under this link will create a workflow and automatically place the workflow in the battalion operations inbox for processing. You can also request and review a QNE Report for a specific period of time. Workflows will be covered in more detail in Chapter 6.

- Work Flow
- Reno
- Cancellation
- Exception
- Grade Determination

The links under **Projection** is where you can review or make changes to the applicant’s projection, add a new projection, modify a current or future projection, or cancel a current or future projection. Company Commanders and ISGs can also cancel a projection using the GCRc **Confirm Processing** function. You cannot modify or cancel a ship projection sent by REQUEST. If you have to modify a ship projection from REQUEST, you must contact the MEPS GC to get this projection modified. Projections to holdover, courtesy ship, and courtesy enlist applicants, will all be done by the MEPS GC.

- Projection
- Projection
- Packet Prep
- Remarks Rvw

The links from **Packet Prep and Remarks Rvw** are the same screens that a recruiter has in RZ.

If problems are found with the record validation, projection, or documents missing, either postpone the confirm processing or cancel the projection. If you cancel the projection, contact the recruiter to make the necessary corrections and instruct the recruiter to project the applicant again. Once the projection is cancelled, it can not be revived. You will need to create a new projection.

It is not necessary to action all projections on the screen at one time. Once you have annotated the screen with **Approve** or **Cancel** for each projection, click the **Save** button. If you are cancelling a projection a window will appear for you to confirm. Click **OK** to continue.

If you did not cancel a projection, the screen will refresh showing only the approved projections. Incorporate this process to your daily routine and complete prior to MEPS cutoff. If done daily your applicants processing at the MEPS should be smooth and without incident.

When you return to the **Select A Person** screen you will notice that the **Confirm Processing** column is now showing only approved projections.

Chapter 3 - Validating a Record in GCRc

Based on your Recruiters projection, GCRc will validate the applicant's record to ensure all fields are completed and the data agrees with other information in the record. For example, the record shows 4 dependents on the Prospect screen, the validation will check the Spouse and Family screens to ensure there are 4 dependents listed. The GCRc validation process cannot verify if names and addresses are correct, but there is information in each of the fields that complete the screen. The validation process only works for records being projected with a **Enlistment Type** of **DEP-In** or **Enlist**. For projections with an **Enlistment Type** of **Other**, we do not spend the time to complete a full record validation.

The projection will generate an initial validation report that is e-mailed to your Recruiter, Station Commander, Company Commander and ISG identifying the record errors. These errors must be corrected to ensure your applicant is not delayed in processing their enlistment. Subsequent validations will not send additional e-mails outlining the errors found in the record.

Remember this is a logic check of the record, the Station Commander should have verified the data to source documents during their Hot Seat and the MEPS will again verify the personal data to the source documents and identify any problems during their QC process.

You can review a records validation from the **Select A Person** screen or on the **Confirm Processing** screen. In the **E Valid** column you will notice a “Y” or “N” code for each record. Since we are only working those validations for applicants that are enlisting, locate the **Action** column and locate those records with a “A”, “B”, “C” or “D”. These are the projections showing if an applicant is schedule to enlist or ship. .

To better understand what the GCRc validation does:

Level 1 - Checks only the 680-3-AE, Prospect, and Projection screens and verifies that all required fields contain data.

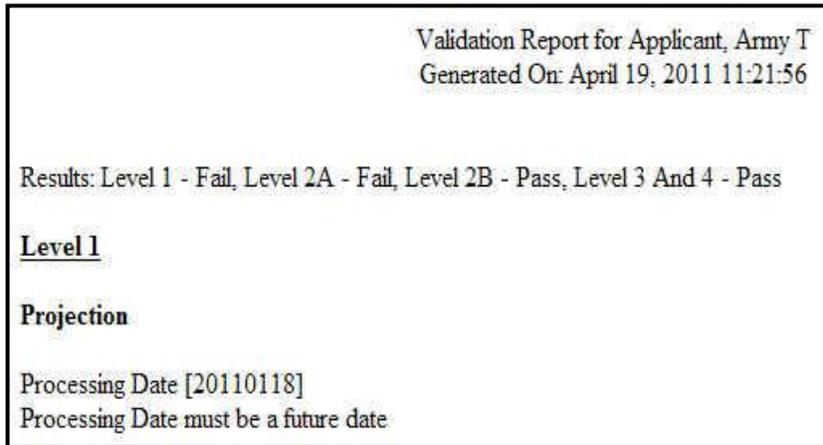
Level 2A - Validates that test projection information is consistent. This level also verifies the Recruiter ID, SSN, and RSID match.

Level 2B - Validates that medical exam information is consistent. Also validates completion of medical insurance provider data fields.

Level 3 - PAI/PEI (SF 86) cross checks. Some examples of validation rules for this level are: If the applicant is NPS, there should be no Military History records. If "Are you legally separated?" is yes, then the answers to "Are you married?" and "Have you ever married?" both must be yes.

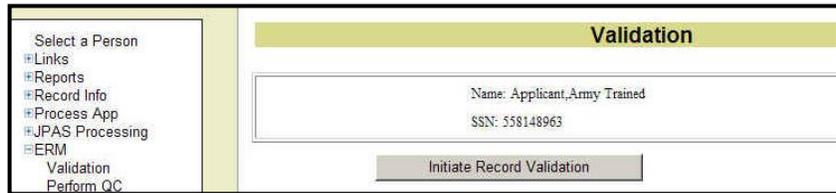
Level 4 - Stringent crosschecks. Validates fields required to complete the PAI/PEI (SF 86) contain data. Ensures the provided information makes sense. Example of validation rules are: If self-employment or unemployment, Employment Supervisor's Last Name may be blank.

Now that you know what each level of validation does, let's look at a validation report. Click on the "N" link to open the report. A copy of this report has been sent to recruiter, station commander, Company Commander and ISG. Once the recruiter corrects the record and replicates, you must manually initiate a new validation. The result of any re-validation does not send an e-mail to the above listed individuals. If errors are still showing, then the Commander or ISG must contact the recruiter and have them make the corrections.

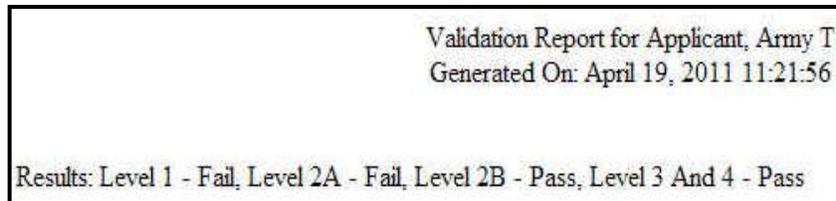


When reviewing the **Validation Report**, check the **Generated On** date and time. Ensure they are current. The report will identify by level and screen what errors need to be corrected. Have the recruiter make the corrections and replicate. Once you receive notification that the corrections have been made, access GCRc, open the applicant's record and re-validate the record.

To re-validate an applicant's record, click on the **ERM** link and then select the **Validation** link. Click on the **Initiate Validation Process** button one time. Once you execute the process you will need to wait a few minutes to verify the corrections. Normally, the replication process will update the record in GCRc within 5 minutes, but this could take longer depending on how busy the main servers are.



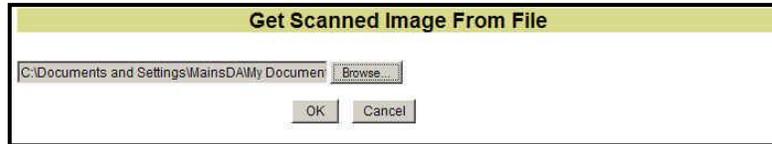
Return to the **Select A Person** and click the **Find Now** button to refresh the screen. If the **E Valid** code changes to "Y", then all errors have been corrected. If the code remains "N", then click on the link to review the validation report. Check the date and time to ensure it is the latest one. Contact the recruiter and have them make the changes and replicate again. If they are the same errors from the previous validation report are still showing, the servers may be busy and has not updated the record.



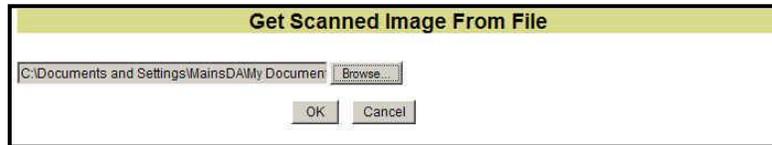
Validating records should be included with **Confirm Processing** steps to ensure the applicant's record is complete. If you want to continue QCing the applicant's record go to the next step of reviewing documents in **ERM**.

Chapter 4 – Scanning and Reviewing Documents in ERM

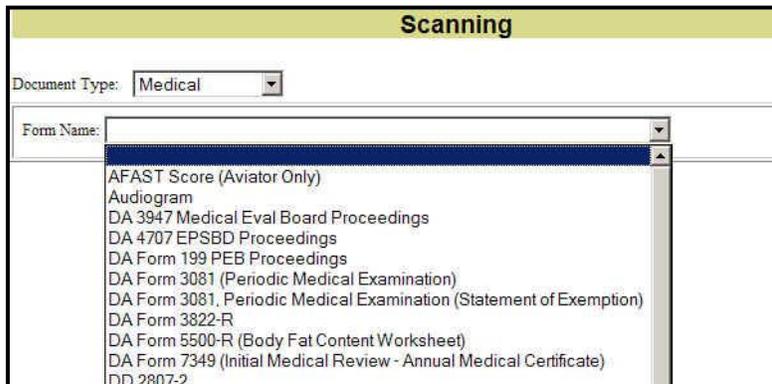
The scanning screen allows GCRc users to scan external forms and other associated enlistment documents into the applicant's enlistment folder. Every form and document has a specific folder that it should be placed in. There are also instances where an applicant may require multiple documents or forms 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. An example of this is the DD Form 369, Police Records Check, 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 of **Core Admin**, **Core Document**, **DEP/DTP**, **DEP/DTP Admin**, **Medical** and **Waiver**. A table detailing the relationship of forms and folders is listed in Appendix B.



Since Company Commanders or ISGs do not have the appropriate scanner to scan directly to ERM, they will need to scan documents to their hard drive and then use the "Get From File" feature to scan documents. You will receive an error message if you try to use the **Scan** button. Remember that all documents scanned must be legible, no color, no higher than 300 dpi, and must have a file extension of TIFF Multi-page-Group 4 (*.tif). These settings are controlled by the scan application that you used to scan the document to your hard drive.



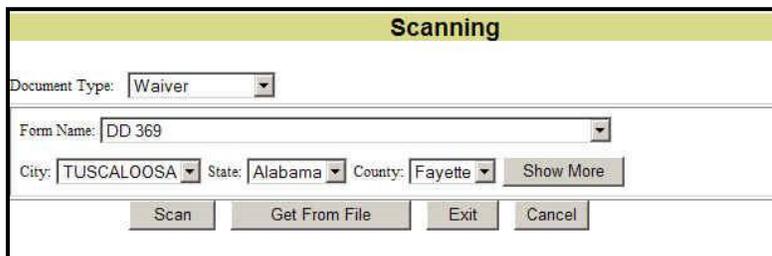
To scan any document into the packet we must first be in the applicant's record and select the **Scan** screen from the ERM link. This will bring the scanning screen into focus



Notice the dropdown labeled **Document Type**; this list contains the folders located in **ERM**. Select the folder where your document should reside. Refer to Appendix B.

Once the folder has been selected you will receive additional dropdown 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.

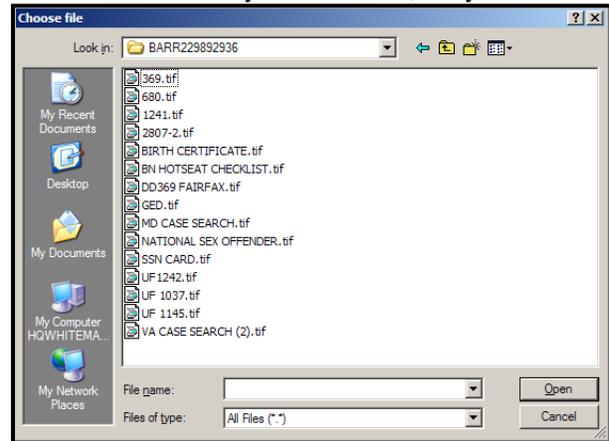
In the example shown we selected the **Core Document** folder, this tells us that we are going to scan in a form that was used to verify something for the applicant's eligibility. In this case it was a child's birth certificate. Some applicants have more than one child. You will select the name of the child that was listed in the family and associates screen.



Now that we have the document routed and named, click the select **Get From File** to locate the document you already scanned and saved to your hard drive.

This will open the **Get Scanned Image From File** screen allowing you to browse for the document you want to scan into ERM. Click the **Browse** button to continue. showing all of the files that have already been scanned and saved to your hard drive.

The **Choose File** window will open. Click in the **Look In** drop down to locate the file needing to be scanned into ERM. There is no conventional name convention for documents scanned to your hard drive, but you will need to associate the correct document to the file that you selected in the previous screens. 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. Once inside the applicant's folder, select the document that meets the file description from the Scan screen and click **Open**.

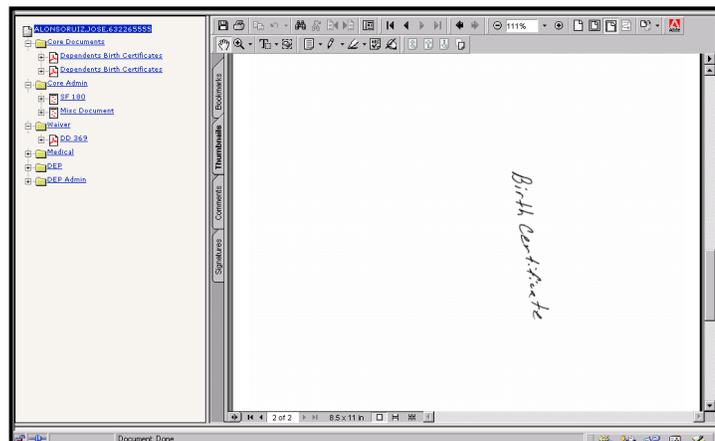


Now you are back at the main **Get Scanned Image From File** screen. Click **OK** and the document will be saved to ERM. You will notice that once the document is scanned the screen returns to the initial scan screen. The file will not be available for you to review from this location. The next time you access the **Get From File** feature, just hit **Browse**, without entering the path. This will take you to the last applicant folder you were in. If you need to change applicants, hit the “UP” arrow/folder. This will bump you back up one level to locate the folder to select a different applicant. Continue the above process until all documents are scanned to the applicant's appropriate folders.

To review the files that you just scanned, you will need to exit these screens and click on the **ERM** link and then click on **View Packet**.

Once the record passes validation, GCR sends the applicants **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, SPF, DOB, Status, Enlistment date, Ship date, MEPS ID, RSID, Recruiter ID, End of Day Code, Ship Location, GC ID, and Disposition Code.

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 their 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



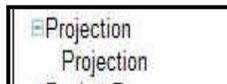
the recruiter to project their applicant for all processing. The profile is created with the expectation of putting additional data into their **ERM** folder. If the recruiter has not created the profile the GC will not be able to view/add information.

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, DEP/DTP, DEP/DTP Admin, Medical and Waiver**. There may be two documents shown in the **Core Admin** folder, the **Validation Report** and Guidance counselor **QC Summary Report** (if record has been QC'd by MEPS). In the Core Document folder you should find the source documents for the applicant, and under the Waiver folder the DD Form 369. Selecting the link on the document name will open the form in the window.

Review the documents that your recruiter or you have scanned in to ensure they are all present, named properly, and legible.

Chapter 5 - Projecting An Applicant in GCRc

You can now add, modify, or cancel a recruiter's projection using GCRc. During your review of the GCRc Select A Person screen, you can fix a projection if the recruiter is not available. You can modify any projection as long as you do not need to change the processing date. If you have to change the processing date, you will need to add a new projection. Do not forget you can cancel a recruiter's projection when you are completing the **Confirm Processing** steps or you can cancel the projection from the projection screen.



You cannot modify any projection for past dates, only those for today or in the future. You cannot modify or cancel a ship projection sent by REQUEST. If you have to modify a ship projection from REQUEST, you must contact your MEPS GC to make those changes. MEPS GC will handle projections that you will add your applicant as a holdover, courtesy ship, and courtesy enlist. All others can be added or modified by the recruiter; however, you may find it easier to make these changes yourself.

To add, modify, or cancel a projection on an applicant, open the applicant's record and click on the **Projection link** under **Projection**.

Once the projection screen opens, click on the **Projection** radial.

Scroll down to find the current or future projection that you want to modify or cancel.

Once you find the projection click on the **Update** button. This will open the screen for you to make changes.

Remember, you can only modify projections that are for today or in the future. If you click update and get the message that **“Updates cannot be made to a projection in the past”** you forgot about what we just stated. Click **OK** and scroll down until you find the correct projection to modify.

You can modify any projection field except the **Processing Date**. If you need to change the processing date you will need to add a new projection.

Make the necessary changes in the required fields. If you hear that the personal data is missing from MIRS, your MEPS GC should make a minor change and then click on the **Save/Project** button to retransmit the data to MIRS. You can do the same thing, by making a change to the time and then resending the projection.

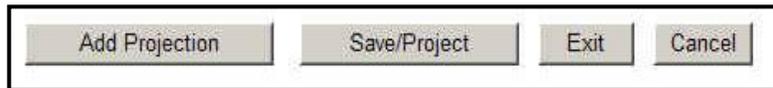
Click on the **Save/Project** button to update the projection. It may take a few minutes for the changes to appear on the **Select A Person** screen.

If you are adding a new projection, scroll to the bottom of the screen and click on the **Add Projection** button. This will display a blank projection screen. Complete the projection screen and then click the **Save/Project** button to transmit the projection.

You must scroll to the bottom of the projection screen and save the projection.

To cancel a projection, click the **Update** button and change the **Projection Type** to **Cancel Projection**.

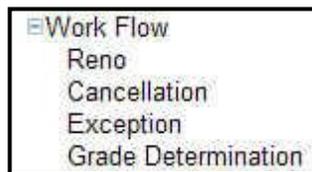
Click on the **Save/Project** button to update the projection.



Remember you cannot cancel a ship projection that came from REQUEST.

Chapter 6 - Initiating a Workflow with GCRc

There are currently 5 different workflows that you can initiate in GCRc. You can initiate a **Cancellation**, **Reno**, **Exception**, or **Grade Determination** from the **Workflow** link or a **Waiver** workflow from the **Waiver** link. Your battalion will outline the process for submitting workflows at your level. Workflows are routed using pre-determined routes with a programmed sequence of events. Users at the higher levels have the ability to recommend approve, disapprove, or cancel, the workflow.



The workflow and task is identified for easy recognition. To initiate a workflow, open the applicant's record and click on the Workflow link. Click on the workflow you want to initiate.

There are **TWO** rules that concern **ALL Workflows**. You will never be able to initiate a workflow for a record that has never been projected. The reason for this is we need to have the projected MEPS_ID to be able to send the e-mail messages. A workflow will never be initiated if the record is not assigned to a recruiter. The reason for this is we need to have the recruiter id to be able to send the e-mail messages to him/her and the Leadership.

To submit an **Exception** workflow, complete the required screen information. The **Exception** workflow screen requires a reason selected from a dropdown, the regulation, chapter and paragraph that an exception is being requested for. When you have entered all required information, click the **Initiate Exception** button. This will send the workflow to your battalion operations for further processing. Do not forget to review or scan the supporting documentation to **ERM** to support your **Exception** request.

The **Exception** workflow can be approved or disapproved at the BN Ops, BDE Ops, HQRO, and HQ Waivers level. E-mails are sent to Battalion/BDE Operations NCOIC's, BN Waivers Analyst who have ERM access, Guidance Counselors, Company Commander, 1SG, Station Commander and the recruiter for all **Approved** and **Disapproved** exceptions.

You can have multiple exception workflows processing at the same time. This is by design, please review the history portion of the **Exception** screen to ensure that all exceptions have been submitted and processed.

Exception

Name: Nelson,Ricky Dean
 SSN: 575-19-0006
 Exception Reason:
 Comment:
 Regulation: Chapter: Paragraph:

Component: Active Applicant Type: Enlisted SSN: 575-19-0006 Prior Service: N
 Sex: M Age: 25 Education Code: 12L Tot # Dependents: 0
 Marital Status: Never Married

Test Info

AFQT: 48	Test Date: 20110408
----------	---------------------

Physical Info

HT: 71.00	WT: 160.00	MAX WT: 203.00	BF%:
PULHES: 111211	Physical Date: 20110412		

Exception History

Workflow History

To submit a **Reno** workflow, complete the required screen information. The **Reno** workflow screen requires a reason selected from a dropdown and justification for the **Reno**. When you have entered all required information, click the **Initiate Reno** button. This will send the workflow to your battalion operations for further processing. Do not forget to review or scan the supporting documentation to **ERM** to support your **Reno** request.

The **Reno** workflow can be approved/disapproved at all “Command” levels of the command. The system notifies the appropriate users via-e-mail when the **Reno** workflow has been completed. E-mails are sent to Battalion/BDE Operations NCOIC’s who have ERM access, Guidance Counselors, Company Commander, 1SG, Station Commander and the recruiter for all **Approved** and **Disapproved** renos. If a subsequent **Reno** workflow is submitted before the previous has ended the previously submitted workflow is ended and the latest begins.

The screenshot shows the 'Reno' workflow screen. At the top, the name 'Nelson, Ricky Dean' and SSN '575-19-0006' are displayed. Below this is a dropdown menu for 'Reno Codes' and a text area for 'Comment'. A summary section includes: DEP-IN Date: 20110420, Scheduled Ship Date: 20110420, Component: Active, Applicant Type: Enlisted, SSN: 575-19-0006, Prior Service: N, Sex: M, Age: 25, Education Code: 12L, Tot # Dependents: 0, and Marital Status: Never Married. Further down are sections for 'Test Info' (AFQT: 48, Test Date: 20110408), 'Physical Info' (HT: 71.00, WT: 160.00, MAX WT: 203.00, BF%, PULHES: 111211, Physical Date: 20110412), 'Reno History', and 'Workflow History'. At the bottom is a button labeled 'Initiate Reno Work Flow Process'.

To submit a **Cancellation** workflow, complete the required screen information. The **Cancellation** workflow screen requires a reason selected from a dropdown and justification for the **Cancellation**. When you have entered all required information, click the **Initiate Cancellation** button. This will send the workflow to your battalion operations for further processing. Do not forget to review or scan the supporting documentation to **ERM** to support your **Cancellation** request.

The **Cancellation** workflow can be approved or disapproved at all “Command” levels of the command. The system notifies the appropriate user via-e-mail when the **Cancellation** workflow has been completed. E-mails are sent to Battalion/BDE Operations NCOIC’s, Battalion Waivers Analyst, who have ERM access, Guidance Counselors, Company Commander, 1SG, Station Commander and the recruiter for all **Approved** and **Disapproved**.

The screenshot shows the 'Cancellation' workflow screen. It follows the same layout as the Reno screen, with the name 'Nelson, Ricky Dean' and SSN '575-19-0006' at the top. Below is a dropdown menu for 'Cancellation Codes' and a text area for 'Comment'. The summary section and other data fields (Test Info, Physical Info, etc.) are identical to the Reno screen. At the bottom is a button labeled 'Initiate Cancellation Work Flow Process'.

If a subsequent **Cancellation** workflow is submitted before the previous has ended, the previously submitted workflow is ended and the latest begins.

To submit a **Grade Determination** workflow, complete the required screen information. The **Grade Determination** workflow screen requires a reason selected from a dropdown and justification for the **Grade Determination**. When you have entered all required information, click the **Initiate Grade Determination** button. This will send the workflow to your battalion operations for further processing. Do not forget to review or scan the supporting documentation to **ERM** to support your **Grade Determination** request.

The **Grade Determination** workflow can be approved or disapproved at all “Command” levels of the command. The system notifies the appropriate user via-e-mail when the **Grade Determination** workflow has been completed. E-mails are sent to Battalion/BDE Operations NCOIC, Battalion Waivers Analyst, who have ERM access, Guidance Counselors, Company Commander, 1SG, Station Commander and the recruiter for all **Approved** and **Disapproved**.

If a subsequent **Grade Determination** workflow is submitted before the previous has ended, the previously submitted workflow is ended and the latest begins.

Additional information has been added to the renegotiation, cancellation, exception, and grade determination screens. The screens used to generate these workflows have been modified to provide the user with any information concerning previously submitted workflows. Each of these screens detail any and all of the 4 types grouped by workflow type.

Grade Determination			
Name: Nelson,Ricky Dean			
SSN: 575-19-0006			
Comment:	<input type="text"/>		
Applicant Type:	<input type="text"/>	Applicant Type Other:	<input type="text"/>
Current Affiliation:	<input type="text"/>		
NCOES Level:	<input type="text"/>		
Other Component NCOES:	<input type="text"/>		
MISO Termination Date	<input type="text"/>	<input type="button" value="GO"/>	
Personal Info			
RSID: 3H5K	Processing Request For: Active	Sex: M	Date of Birth: 19860304
Education Code: 12L	Marital Status: Never Married	Tot # Dependents: 0	
Physical Info			
Waived PULHES	Waived PULHES Date	Medical PULHES: 111211	Medical PULHES Date: 20110412
Military History PULHES:	Military History PULHES Date:	Color Vision: NOR	
Test Info			
AFQT: 48	Test Date: 20110408	GT Score: 114	

The last workflow that you can submit is the **Waiver** workflow. You can initiate a waiver in GCRc, but recommend that the recruiter submit the waiver from their RWS. This will ensure they have recommendations from each level. To submit a **Waiver** workflow from GCRc, open the applicant’s record and click on the **Waivers** link. Now click on the **Waiver Info** link to open the screen.

The **Waiver** screen in GCRc has undergone some minor reconstruction. The summary block will no longer have a status until the waiver is complete. The history blocks are in descending order (latest action to earliest) on the screen. Also, as soon as an action is complete, the results of that action will be on the waiver screen. This “trickling” back of status will make it easier to determine exactly where a waiver is and why it’s there. **This information is replicated to the Recruiter and is visible in Recruiter Zone and Leader Zone.**

To submit a **Waiver** workflow, complete the required screen information. The **Waiver** workflow screen requires a reason selected from a dropdown and justification for the waiver.

A couple of notes when completing the **Waiver** screen. All waivers are submitted under AR 601-210, chapter 4. Research the regulation to ensure you are citing the proper paragraph for the waiver. Second, is that you will **ALWAYS** forward the waiver to your Recruiter Battalion Waivers Analyst.

When you have entered all required information, click the **Save** button. This will send the workflow to your battalion operations for further processing. Do not forget to review or scan the supporting documentation to **ERM**

to support your **Waiver** request. The following changes have been made to GCRc only and NOT the RWS. This is a very important fact because if the “Waiver Type”; “Approving Authority” and Disqualification Reason are **Not** correct from the RWS the system will not create a workflow; but, will automatically return the waiver as a return without action. Waivers will not be forwarded with invalid data. For USAREC, the Level and Disqualification drop down menus will be event driven.

Chapter 7 - Requesting A Report with GCRc

The **Workflow Locator** allows the user to find where a workflow is at in the system. It also allows a user to view all of the previous workflows by person. The report can be sent to the screen or e-mailed. The report can be requested in excel or html.

As you see by the criteria screen you can request a

Workflow

Location or **Workflow History**. Either report will show you the status of any workflow processed on the applicant. This report will show all workflows being processed for a specific applicant. Set your criteria screen and enter the applicants SSN or PRID.

Work Flow Locator Report Criteria	
Selection Criteria	
SSN:	<input type="text" value="511040101"/>
PR_ID:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Workflow Location Report										
Run Date: April 13, 2011 4:15:06 PM										
SSN4	511040101									
PR_ID										
NAME	SSN4	RSID	PR_ID	TASK NAME	SENT TO	SENT BY	DATE SENT	WORKFLOW ID	TASK STATE	WORKFLOW CODE

The **Workflow Locator** report will identify where the workflow is and if any action is still required to process the workflow.

APPENDIX A – GCRc Update Capabilities

Legend:	U = Update Screens where the User can add Update or Delete information	R = Read Only (Users can view information but not change, add, or delete Information)	N = No Access User has NO LINK to the screen
Red = Folder	Role Description	CO Cmdr	1SG
Blue = Screen			
	Folder		
	Screen Name		
	Select-A-Person	Update	Update
	Links Folder		
	Messages	Read Only	Read Only
	System Status	Read Only	Read Only
	GCRc Resource Page	Read Only	Read Only
	Inbox	No Link	No Link
	Print Packet	Update	Update
	Reports Folder		
	DEP/DTP Report	No Access	No Access
	Ship Report	No Access	No Access
	Waiver Report	Update	Update
	HQ Waiver Summary Report	No Access	No Access
	Workflow Locator	Update	Update
	HQ Waiver Detail Report	No Access	No Access
	NGB Waiver Detail Report	No Access	No Access
	JPAS Submission Report	No Access	No Access
	SIDPERS Error Fix	No Access	No Access
	Record Info (<i>mouseover</i>)	Read Only	Read Only
	Process App Folder		
	680-ADP screen	Update	Update
	Annex Forms	No Access	No Access
	Forms and Documents	Update	Update
	DD Form 4	No Access	No Access
	Ship DD 1966	No Access	No Access
	Pkt Selection	Update	Update
	DD Form 4-3	No Access	No Access
Legend:	U = Update Screens where the User can add Update or Delete information	R = Read Only (Users can view information but not change, add, or delete)	N = No Access User has NO LINK to the screen

		Information	
Red = Folder	Role Description	CO Cmdr	1SG
	Swear-In Officer Signatures	No Access	No Access
	ERM Folder		
	Perform Validation	Update	Update
	Perform Quality Check (QC)	Update	Update
	Scanning	Update	Update
	View Enlistment Packet	Update	Update
	Search ERM	No Access	No Access
	Work Flow Folder		
	Reno WF	Update	Update
	Cancellation WF	Update	Update
	Exception WF	Update	Update
	QNE Report	Update	Update
	----->> Projection Folder		
	680-3A-E	Update	Update
	Projection	Update	Update
	680-ADP screen	Update	Update
	Administration Folder		
	Prospect Record	Read Only	Read Only
	Contact History	Read Only	Read Only
	Alias	Read Only	Read Only
	Name Pref	Read Only	Read Only
	Foreign Language	Read Only	Read Only
	Screening Folder		
	Personal	Read Only	Read Only
	Test	Read Only	Read Only
	Physical	Read Only	Read Only
	Moral/ Drug	Read Only	Read Only
	Personal Folder		
	Citizenship	Read Only	Read Only
	Residence	Read Only	Read Only
Legend:	U = Update Screens where the User can add Update or Delete information	R = Read Only (Users can view information but not change, add, or delete)	N = No Access User has NO LINK to the screen

		Information	
Red = Folder	Role Description	CO Cmdr	1SG
	Employment	Read Only	Read Only
	Education	Read Only	Read Only
	References	Read Only	Read Only
	Background Folder		
	Investigation	Read Only	Read Only
	Background	Read Only	Read Only
	Financial Record	Read Only	Read Only
	Foreign Activities	Read Only	Read Only
	Family Folder		
	Family & Associates	Read Only	Read Only
	Spouse	Read Only	Read Only
	Spouse Alias	Read Only	Read Only
	Beneficiary	Read Only	Read Only
	Military Info Folder		
	Military Assignment History	Read Only	Read Only
	Military Personnel Information	Read Only	Read Only
	Waivers Folder		
	Waiver Info	Update	Update
	Packet Prep Folder		
	Parental Consent	Read Only	Read Only
	QA/Board Results/Access	Read Only	Read Only
	Remarks Review	Update	Update
	GCRc Version Folder		
	Version	Read Only	Read Only
	Help Folder/Menu Item		

Appendix B – ERM Folders and Descriptions

Form Number	Form Description	Folder
	Additional Form	Core Admin
	Adoption Papers	Core Document
	Affidavits	Waiver
	Affidavits establishing Dependency	Core Document
	Agency Use Form	Core Admin
	Alien Registration	Core Document
	Annexes Annex A	DEP
	Annexes Annex B	DEP
	Annulment decree.	Core Document
	Any other document that the Applicant or recruiter Considers Vital to the decision of the Request for waiver	Waiver
	Applicant Statement	Waiver
	Appointment Orders/PFR	Core Admin
	Associates Degree	Core Document
	Audiogram**	Medical
	Awards/Decorations	Core Admin
	Baccalaureate Degree	Core Document
	Baptismal Certificate	Core Document
	Billy Mitchell Award	Core Document
	Birth Certificate	Core Document
	Boy Scout Eagle certificate	Core Document
	Certificate from the physician in Attendance at birth	Core Document
	Certificate of citizenship	Core Document
	Certified Letter From DOJ	Core Document
	Certified Letter From DOS	Core Document
	Certified Transcripts	Core Document
	Citizenship Certificate	Core Document
	Civil action document Divorce pending	Core Document
	College Transcript	Core Document
	Court Docket	Waiver
	Current year school withdrawal Letter	Core Document
	Death Certificate	Core Document
	Death certificated widowed	Core Document
	DEERS Verification document	Core Document
	Deferment Letters	Core Document
	Deferment Letters 2	Core Document
	Deferment Letters 3	Core Document
	Degree Credential	Core Document

Form Number	Form Description	Folder
	Dependent ID card	Core Document
	Dependents Birth Certificates	Core Document
	Diploma Home Study	Core Document
	Divorce Decree	Core Document
	Doctorate Degree	Core Document
	Documents for civilian acquired skills program	Core Admin
	Drivers License	Core Document
	ENTNAC RAP SHEETS	Core Admin
	Family Care Plan	Waiver
	First Professional Degree	Core Document
	GED	Core Document
	Girl Scout Gold award certificate	Core Document
	Grade Determination documents	Core Admin
	H.S. Cert. of Attendance	Core Document
	H.S. Diploma	Core Document
	H.S. Diploma Adult Ed	Core Document
	H.S. Letter	Core Document
	High School Transcript	Core Document
	Hospital or delayed birth certificate	Core Document
	Legal separation decree	Core Document
	Letter to Loan Holder	Core Document
	Letter to Loan Holder 2	Core Document
	Letter to Loan Holder 3	Core Document
	Locally produced forms	Core Document
	MARRIAGE CERTIFICATE	Core Document
	Masters Degree	Core Document
	Medical supporting Documentation from private physicians	Medical
	Medical Waiver	Medical
	Memorandum requesting waiver	Waiver
	Naturalization Certificate	Core Document
	Occupational Program Certificate	Core Admin
	Official Government Document	Core Document
	Orders and any amendments	DEP
	Other	DEP
	Other Admin Documents	DEP
	Other Core Admin Documents	Core Admin
	Other Core Document Documents	Core Document
	Other Medical Documents	Medical
	Other Medical Documents	Medical

Form Number	Form Description	Folder
	Other Waiver Documents	Waiver
	Over stamped Passport	Core Document
	Pay Voucher	Core Document
	Personal letter	Waiver
	Post Master's Degree	Core Document
	Printout from Social Security office	Core Document
	Prior Service Records	Core Document
	Prof. Nursing Diploma	Core Document
	Promissory Notes	Core Document
	Promissory Notes 2	Core Document
	Promissory Notes 3	Core Document
	Promotion Orders / PFR	Core Document
	Quartermaster Award Certificate	Core Document
	Recommendation Letters	Core Document
	Reference letters	Waiver
	Reference letters persons other than employer	Waiver
	Reimbursement	Core Admin
	REQUEST printout	DEP
	Security Clearance Verification	Core Admin
	Separation order	Core Document
	Sexual Offender File Search	Waiver
	Sexual Offender File Search 2	Waiver
	Sexual Offender File Search 3	Waiver
	Social Security Card	Core Document
	Statement From State Registrar signed by applicant, Requesting that surviving person Designation may be withdrawn Sworn statement of one or both Parents or legal guardian supported By a notarized copy of school record, Showing date of birth, age	Core Document
	Telephonic Verification Memorandum	Core Document
	U.S. Passport	Core Document
	Unit Commander Acceptance Letter	Core Admin
	Valid state permit or identification card	Core Document
	Waiver Cover Letter	Waiver
AE 360		Core Document
DA 1058-R	Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty	Core Admin
DA 134		Core Document
DA 1569		Core Admin
DA 1696-R	Enlistment/Reenlistment Qualifying Application Specially Recruited Personnel	Core Admin

Form Number	Form Description	Folder
DA 2-1	Personnel Qualification Record	Core Admin
DA 254		Core Document
DA 2A	Personnel Qualification Record Computer printout	Core Admin
DA 3072-2	Applicants Monthly Financial Statement	Waiver
DA 3283-R	Statement of Member Removal from Temporary Disability Retired List DD Form 4 Annex	DEP
DA 3685	JUMPS - JSS Pay Elections	Core Admin
DA 3838	Application for Professional Training	Core Admin
DA 4187	Personnel Action	Core Admin
DA 4187 (3RE)	Personnel Action – Training Seat Cancellation Delayed Entry Program Status Change/Request Separation Request Form	DEP Admin
DA 4187 2RE	Personnel Action – Voluntary Assignment	Core Admin
DA 4187 4RE	Personnel Action – Regular Army Enlistment	Core Admin
DA 4836	Oath of Extension of Enlistment or Reenlistment	Core Admin
DA 4886/4886-1	Issue In-Kind Personnel Clothing Record	DEP
DA 5247-R	Request for Security Determination	Core Admin
DA 5261-R-1	Selected Reserve Incentive Program Educational Assistance Addendum	DEP
DA 5261-R-2	Selected Reserve Incentive Program Reenlistment /Extension Bonus	DEP
DA 5261-R-3	Selected Reserve Incentive Program Affiliation Bonus Addendum	DEP
DA 5261-R-4	Student Loan Repayment Program Addendum	DEP
DA 5261-R-5	Selected Reserve Incentive Program USAR Prior Service Enlistment	DEP
DA 5435-1	GI Bill NPS Kicker	DEP
DA 5435-R-E	Statement Of Understanding Selected Reserve Montgomery GI Bill	DEP
DA 5708	Statement of Understanding United States Army Policy on Sure-Pay	DEP
DA 5960	Authorization to Start, Stop, Change BAQ	Core Admin
DA 61	Application for Appointment	Core Admin
DA 705	Army Physical Fitness Test Scorecard	Core Admin
DA 873	Certificate of Security Clearance	Core Admin
DD 1556	Request, Authorization, Agreement, Certification of Training and Reimbursement	Core Admin
DD 1879	Request for Personnel Security Investigation	Core Admin
DD 1966	Record of Military Processing – Armed Forces of the United States	Core Admin
DD 2005	Privacy Act Statement, Health Care Records	Medical

Form Number	Form Description	Folder
DD 214	Certificate of Release or Discharge from Active Duty	Core Document
DD 215		Core Document
DD 220	Active Duty Report	Core Document
DD 2366	Veterans Educational Assistance Act of 1984 GI Bill	DEP
DD 256	ORDERS	Core Admin
DD 2807-1	Report of Medical History	Medical
DD 2807-2	Medical Prescreening Form	Medical
DD 2808	Report of Medical Examination	Medical
DD 360		Core Admin
DD 368	Request for Conditional Release	Core Admin
DD 369	Police Record Check	Waiver
DD 370	Request for Reference	Waiver
DD 372	Request for Verification of Birth	Core Document
DD 4	Enlistment/Reenlistment Document Armed Forces of the United States	DEP
DD 93	Record of Emergency Data	Core Admin
DS 1350		Core Document
FS 240		Core Document
FS 545		Core Document
INS G-845		Core Document
INS I-551		Core Document
INS I-688		Core Document
INS I-94		Core Document
INS N-550		Core Document
INS N-560		Core Document
IRS W-2		Core Document
NGB 1104	Enlistment Eligibility Questionnaire	Core Admin
NGB 22		Core Document
NGB 22/USAR ORDER		Core Document
NGB 22-3	Request For Waiver	Waiver
NGB 22-5-R-E	NGB Form 22-5-R-E Addendum	DEP
NGB 23B		Medical
NGB 337	Oaths of Office	DEP
NGB 590	Statement Of Understanding Of Reserve Obligation And Responsibilities	DEP
NGB 594-1	Simultaneous Membership Program Agreement	DEP
NGB 594-4-R	Split Training Option	DEP
NGB 594-5-R	Delayed Training Option	DEP
NGB 594-R	Civilian Acquired Skills Program Agreement	DEP

Form Number	Form Description	Folder
NGB 60	Request For Clearance From U.S Army Reserve For Enlistment Appointment In Army National Guard	Core Admin
NGB 600-15-1		DEP
NGB 600-7-1-R-E	Enlistment Bonus Addendum	DEP
NGB 600-7-2-R-E	Civilian Acquired Skills Bonus Addendum	DEP
NGB 600-7-3-R-E	Reenlistment/Extension Bonus Addendum	DEP
NGB 600-7-4-R-E	Affiliation Bonus Addendum	DEP
NGB 600-7-5-R-E	Student Loan Repayment Program Addendum	DEP
NGB 61		Core Admin
NGB 62-E	Application for Federal Recognition as an Army National Guard Officer	DEP
NGB DD 4		DEP
SF 1199-A	Direct Deposit Sign-Up Form	DEP
SF 180	Request Pertaining to Military Records	Core Admin
SF 507	Continuation Sheet	Medical
SF 513	Consultation Sheet	Medical
SF 86	Questionnaire for National Security Positions	Core Admin
SF 88		Medical
SF 93		Medical
SGLV 8286	Service member's Group Life Insurance Election and Certificate	DEP
SS 5		Core Document
SSA 2458		Core Document
STAR FORMS		DEP
US MEPCOM 680ADP	Request for Examination	Medical
USAREC 1034-R-E	Delayed Entry Program Status Change/Request	DEP Admin
USAREC 1035		DEP Admin
USAREC 1037-R-E	Probation Officer and or Court Records Check	Waiver
USAREC 1097	USAR Warrant Officer Checklist	Core Admin
USAREC 1104	Enlistment Eligibility Questionnaire	Core Admin
USAREC 1107	Statement for Enlistment or Appointment Army Policy	DEP
USAREC 1118	Request for Reference	Waiver
USAREC 1135	DEP/DTP Member's Commitment to Excellence Certificate	DEP Admin
USAREC 1136	DEP/DTP Member's Certificate of Training	DEP
USAREC 1145-R-E	Drug and Alcohol Testing Acknowledgment	Medical
USAREC 1227	DEP-In	Core Admin
USAREC 1227	DEP-Out	Core Admin
USAREC 146-R-E	Release of Arrest Information	Waiver

Form Number	Form Description	Folder
USAREC 41	Juvenile Records Check	Waiver
USAREC 512		Core Document
USAREC 541	DEP/DTP News Release	Core Admin
USAREC 914-R-E	Army ROTC Referral Information	Core Admin
USAREC 986-R-E	Separation Request Form	DEP Admin
USAREC 992	U.S. Army Delayed Entry PT Program Statement	DEP Admin
USAREC 994	Private E-2 Promotion Certificate	DEP
USMEPCOM 40 1-2-R-E	Report of Medical Examination/Treatment	Medical
USMEPCOM 40-1-3-R-E	Report of Medical Examination/Treatment Visual Acuity	Medical
USMEPCOM 40-8-1-R-E	HIV Antibody Testing Acknowledgment	Medical
USMEPCOM 40-R-E	Drug and Alcohol Testing Acknowledgment	Medical
USMEPCOM 601-23-4-E		Medical
USMEPCOM 714-ADP		Medical
VA 21-8951		Core Admin
VA 29-8286		Medical